



## PREFACE

China Import and Export Fair (also referred to as the Canton Fair) was first established in the Spring of 1957, and is held for two sessions in Guangzhou, China in the Spring and Autumn. Co-hosted by the Ministry of Commerce of the People's Republic of China and the People's government of Guangdong Province and organized by China Foreign Trade Center, Canton Fair is the comprehensive international exhibition with the longest history, the largest scale, the most complete product categories, the most attendants of the widest countries distribution, and the best effects and reputation.

The 130<sup>th</sup> session of Canton Fair will be held in the new model integrating online and offline exhibition. It's the first time that Canton Fair is held with the theme of promoting domestic and international circulation to achieve "safe & orderly exhibition, innovation and efficiency and remarkable results". Offline exhibition will commence on Oct. 15, with 16 categories of commodities for display, covering 51 exhibition areas with about 400,000m<sup>2</sup>. The online exhibition is held in synchrony, with around 26,000 premium domestic and overseas suppliers participating in the exhibition for product display around the clock.

Since the 101<sup>st</sup> session in Oct. 2007, the Canton Fair has set up an International Pavilion especially tailored for overseas exhibitors. The International Pavilion of the 130<sup>th</sup> session of the Canton Fair will be held in Hall 5.2 and Hall 14.2, and exhibits to be displayed include Electronics and Electrical Household Appliances, Building Materials and Hardware, Machinery Equipment, Food and Drink, Household Items, Fabrics and Home Textiles, etc.

Welcome to the 130<sup>th</sup> session of Canton Fair. To join the feast of international trade and create a prosperous future together.



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## 1. A Brief Introduction to the Exhibition

### 1.1 Official Fair Name

The 130<sup>th</sup> Session of China Import and Export Fair (hereinafter referred to as Canton Fair)

### 1.2 Host

Ministry of Commerce of the People's Republic of China

People's Government of Guangdong Province

### 1.3 Organizer

China Foreign Trade Centre

### 1.4 Venue

China Import and Export Fair Complex

Add: No.382 Yuejiang Middle Road, Guangzhou

### 1.5 Location of International Pavilion

Hall 5.2 & Hall 14.2

### 1.6 Exhibition Time

#### Preparation Time

Project	Time
Customer-built Stand Setting-up	Oct.9-11 8:30-17:30
Exhibits Move-in	Oct. 12 8:30- Oct. 13 5:00
Complex Closing Time	Oct. 13 5:00
	<b>Exhibitors should have their stand construction accomplished before the entire complex is closed</b>
Enter in advance for material unloading	<b>Customer-built stand constructors are allowed to enter the venue in advance for material unloading (not construction)</b> <b>Time: Oct. 8 9:00-17:00</b>
8.1 Preparation of Large Machinery Equipment Exhibition Area	Oct. 5-11 8:30-17:30      Oct. 12 8:30-Oct. 13 5:00
8.0, 9.0 Preparation for Engineering Farm Machinery and Vehicle Exhibition Area	Oct. 8-11 8:30-17:30      Oct. 12 8:30-Oct. 13 5:00



12.0 Preparation for Outdoor Spa Facilities Exhibition Area	Oct. 8-11 8:30-17:30	Oct. 12 8:30-Oct. 13 5:00
12.0 Preparation for Iron Stone Decorations Exhibition Area	(Iron Stone Decorations)	
	Oct. 5-11 8:30-17:30	Oct. 12 8:30-Oct. 13 5:00

**Special Note:**

Construction units or exhibitors who need to work overtime during the exhibition preparation period can go to the on-site service counter of the Customer Service Center in the region to complete overtime procedures before 16:00 on the same day.

Time period during which overtime can be applied:

Oct. 9-11 17:30-22:00

**Exhibition Period**

Project	Time
Entrance for Exhibitors	Oct.15-19 9:00-18:00
Entrance for Buyers	Oct.15-19 9:30-18:00

**Dismantle Period**

Project	Time
Exhibits Withdraw	Oct. 19 18:00- Oct. 20 2:00
Upgraded Standard Stand Dismantle	Oct. 19 21:00- Oct. 20 2:00
Customer-Built Stand Dismantle	Oct. 20 8:00-24:00
8.0, 9.0 Engineering Farm Machinery Exhibition Area Dismantle	Oct. 19 18:00- Oct. 20 24:00
8.1 Large Machinery Equipment Exhibition Area Dismantle	Oct. 19 18:00- Oct. 20 24:00
12.0 Iron Stone Decorations Exhibition Area Dismantle	Oct. 19 18:00- Oct. 22 18:00



## 2. Participation Timeline and Contact Details of the International Pavilion

Procedures	Relevant Activities	Dept.	Contacts			
			Area & Contact Person	Email	Tel	
<b>Stand Application</b>	Contact Project Teams, submit relevant documents, register enterprise information through <i>Easy Exhibitor</i> system and complete online stand application( <a href="https://intl.cantonfair.org.cn/#importLogin">https://intl.cantonfair.org.cn/#importLogin</a> )	International Pavilion Project Team	Oceania, East Asia	Ms. Fancy Fang	fancy@cantonfair.org.cn	+86-20-89138568
			Europe	Ms. Angelina Fu	Project2@cantonfair.org.cn	+86-20-89138571
			West Asia Central Asia	Mr. Andy Huang	andyhuang@cantonfair.org.cn	+86-20-89138589
			Southeast Asia	Ms. Amber Huang	project7@cantonfair.org.cn	+86-20-89069202
<b>Stand Confirmation</b>	Confirm the number and location of exhibition stand(s) with the Project Team and complete payment		South Asia, America	Mr. Timber Tian	timber@cantonfair.org.cn	+86-20-89138585
			Hong Kong SAR, Macau SAR, Taiwan, Africa	Ms. Rikky Ou	project3@cantonfair.org.cn	+86-20-89138596

Procedures	Relevant Activities	Deadline	Dept.	Contact Info	
<b>Movement of Exhibits</b>	Please do contact nominated forwarders of the Canton Fair to ensure smooth custom clearance: (1. Details: Bondex Logistics +86-20-87313226; 2. Guangzhou Zhuoyi Logistics & Forwarding, +86-18933911486; 3. BALtrans Exhibition, +86-20-28835008)	Sept. 15	Shipping Agent		
<b>Advertisement</b>	if you need to put up advertisement inside the Complex, please contact Canton Fair	Apply immediately after confirmation	Canton Fair Advertisement	Liu Xiang	+86-20-89268255 liuxiang@cantonfairad.com
				Huang Xiaoying	+86-20-89268200 huangxiaoying@cantonfair



		Advertisement Co.	on of stand	Co.	ad.com
<b>Decoration design for custom-built stands</b>		Please do contact qualified constructors for stand design.	Sept. 20-30	Stand constructor	contact qualified constructors via: <a href="https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial">https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial</a>
<b>Application for Upgraded Standard Stand and modification</b>		If you need the modification, please contact Canton Fair Exhibition Design and Construction Co., Ltd.	10:00 Oct. 14	<b>Canton Fair Exhibition Design and Construction Co., Ltd.</b>	Xu Zhichao: +86-20-89139784 Guan Ying: +86-20-89139719 E-mail: gz510014@126.com
<b>Exhibitor badge application</b>		Old exhibitor can activate the badge through <i>Easy Exhibitor system</i> . For a new badge, please apply online through <i>Easy Exhibitor system</i> and collect your badge at Certificate Service Centre before the deadline.	Oct. 17	<b>International Pavilion Project Team</b>	Ms. Ou: 86-20-89138596
<b>Exhibition Preparation</b>	<b>Custom-built stand arrangement</b>	Stand constructors will handle exhibit program with <b>Drawing Verification Team</b> of the Canton Fair	Sept. 20-30	<b>International Pavilion Project Team</b>	+86-20-89124229
				Stand constructor	Refer to the official website via: <a href="https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial">https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial</a>
	<b>Exhibits setting</b>	Please get your exhibits from shipping agents and set them by yourself	12:00 Oct. 10-14	Freight forwarder & exhibitors	<b>Refer to Page Part IV of this guide</b>



Procedures	Relevant Activities	Deadline	Dept.	Contact Person	Contact Info	
On-site Services	Various services will be provided to exhibitors. Please see Chapter 6 of this guide	Apply immediately after confirmation of stands	Canton Fair Travel Agency Co., Ltd	Zhang Yonggang (Flight ticket)	+86-20-89268100 +86-20-89268101 Fax: +86-20-89268462	cantonfair.tour@163.net
				Zhu Guiyuan (Hotel booking, car rental et.)	+86-20-89268105 Fax: +86-20-89268103	<a href="mailto:2907760117@qq.com">2907760117@qq.com</a> , <a href="mailto:cantonfair.tour@foxmail.com">cantonfair.tour@foxmail.com</a> , or visit Canton Fair official website for travelling service via: <a href="http://booking.cantonfair.org.cn">http://booking.cantonfair.org.cn</a>
				Ke Weinan	+86-20-89124242	/
	Storage, transportation and carrying of exhibits and samples. Please refer to Chapter 4 of this guide.		Luo Wei	+86-20-89139530	/	
			Technical Equipment Department & Communications Division	+86-20-89139450	/	
				Ms. Yang	+86-20-89139578	/
				Information Department (Wang Rui)	+86-20-89139099 +86-20-89139090	/
	Rental of flowers. Please refer to chapter 5		Service Center for Exhibitors	Xu Zhichao, Guan Ying	+86-20-89139719 +86-20-89139784	<a href="mailto:gz510014@126.com">gz510014@126.com</a>
	Internet service and communication equipment leasing. Please refer to Chapter 5.					
	Exhibition appliances leasing, filing information and text production, electricity for upgraded standard booths and customer-built booths. Please refer to Chapter 5.					
Obtain Release Note for Exhibits	Oct. 18	Freight forwarders	/	See Part IV of this guide for details		



	and Samples, remove exhibits and samples.					
	Refund the deposit (distribution box and clearance deposit refund)	10:00 Oct. 19	<b>Service center for Exhibitors</b>	See Chapter 5 of this guide for details		
<b>Recommendation for Chinese Buyers</b>	Please contact the Project Team of the International Pavilion if you need to invite Chinese buyers	Oct. 17	<b>International Pavilion Project Team</b>	Mr. Huang	+86-20-89138589	andyhuang@cantonfiar.org.cn
<b>Customer Liaison</b>	Service consultation and complaint filing	/	<b>Customer Service Representative</b>	4000-888-999 (China's mainland) +86-20-28-888-999 (overseas) +852-28771318 (Hong Kong office)		info@cantonfair.org.cn cs@cantonfair.org.cn



### 3.Badge Registration Service

The Registration Service Centre shall issue exhibitor badges and passes of various kinds.

#### 3.1 Location of Registration Service Centre

Exit A to Pazhou Station of Metro Line 8, International Pavilion Exhibitor Badge Center (white tent)  
(Exhibitor Badge, Vehicle Pass application and Exhibitor Badge replacement)

#### 3.2 Types of Certificate and Issuing Criteria

**3.2.1 Exhibitor Badge** —applicable for exhibitors entering the exhibition halls (Exhibitor Badge is also valid during the periods of stand construction and dismantling). The badge can be applied on-line by exhibitors, agents, or the organizer through the Easy Exhibitor of the official website of Canton Fair.

<b>Period of Validity</b>	Oct. 10-20 10:00
<b>Issuing Criteria</b>	3 Exhibitor Badges (free) can be applied for every upgraded standard stand (9 m <sup>2</sup> ). Exhibitor Badges can be used for multiple-sessions (shall be registered every session), please fill in Form A1-2.

**3.2.2 Parking Permit** —applicable for agents' vehicles entering the complex. To apply, please fill in Form A1-2.

##### Arranging Criteria:

- One Parking Permit (sedan) in the underground parking lot of the Fair Complex is arranged for one Agent. (15 RMB/day/permit);
- One Coach Parking Permit is arranged for every 40 exhibitors, and 1 parking space is arranged for every 3 coaches. (45 RMB/day/parking). No parking within the complex, and no waiting for passengers.
- \*If the Coach Parking Permit is needed, please apply from the Organizer through your agent before Oct. 1st.

#### 3.3 Application Time

- Exhibitor Badge: Oct. 5-17 9:00-17:00
- Parking Permit: Oct. 7-20 9:00-17:00

Note: Copy version of all the forms is acceptable, and the forms can also be downloaded from <http://www.cantonfair.org.cn/cn/download/index.aspx>

**\*Generally, all badges should be collected and delivered by agents. Individual companies should contact the organizer to collect their badges. Certificate Service Center does not approve badge application from individuals.**



### 3.4 Application and Collection Methods

**3.4.1 Exhibitor Badge**—In order to distribute and make the badges available on time, the exhibitors can log on the Easy Exhibitor (<https://intl.cantonfair.org.cn/#/importLogin>) before Oct. 15, to submit application for Exhibitor Badge (including replacement and reapplication). Or exhibitors can submit all materials to agents or the organizer for verification and approval. The agents shall be responsible for verification of all IDs registered through the network. All original copies of the IDs for first-time participant must be checked by the agents. Only qualified exhibitors can be allocated with an exhibition badge.

#### **Digital Photo Requirements:**

The digital photo for applying a badge has to be recent-taken and **hatless full-faced without frame**. Re-shoot, selfie and casual photo are not allowed. Only the formal certificated photo with blue/white background can be accepted. The photos failing in meeting the requirements shall be rejected.

#### **Requirements on Head:**

√ The facial features must be clearly visible. The head shall cover two third of the photo 2/3 of the photo (the distance between picture's bottom and jaw shall be 3-5mm, and that between pic's top and head shall be 2mm)

√ Photo Size: 40mm\*50mm. The head shall cover two third of the whole photo. (the distance between picture's bottom and jaw shall be 3-5mm, and that between pic's top and head shall be 2mm)

#### **Photo Dimensions:**

√ The digital picture shall be in the jpg format and less than 100k.

√ The ratio of the photo for height and width is 5:4, photo resolution of 200\*250 is better.

√ The background of the photo should be blue or white.

#### **Passport/ ID Card Requirement:**

√ The provided copied or scanned page or photo of passport (or ID card of the PRC resident) must be valid. The picture and letters on the copied or scanned passport (or ID card) shall be clearly recognizable.

**3.4.2** Only after the payment of all the exhibition fees has been received shall the exhibitor be eligible to collect related badges

**3.4.3** In case exhibitors fail to submit application materials through Registration System due to force majeure, personnel from the organizer can submit application materials on the spot with the approval of the person in-charge from the Registration Centre. Any failure in timely reception of exhibition badge due to delay in submission of application material should be responsible by the exhibitors.



**3.4.4** When an exhibitor submits its registration materials to the organizer or recruitment agent, the copy of passport or ID card on the Application Form shall only be accepted with a seal of the exhibitor's on the perforation.

### 3.5 Reminders

**3.5.1** During the Canton Fair, all participants shall use the IC cards of plastic or paper materials. Staff badge and Exhibitor badge are plastic cards which can be used for multiple sessions after registration. Please keep it safe and do not bend or get close to strong magnetic field. The same card must be brought and registered again for continued use on each subsequent Fair session. In future sessions, if staff or exhibitors have a different employer, title or identity, registration for new cards is required, with 50 RMB charged on each card.

**3.5.2** To strictly implement the "one person, one card" principle, for participants with multiple plastic cards, only the most recently handled badges can be retained, while other badges shall be prohibited.

**3.5.3** If the replacement of Exhibitor Badge is needed, please apply online. Replacement proposed prior to 00:00 inclusive Oct.15 is free; replacement application after 00:00 of Oct.15 shall be charged 100 RMB/ card.

**Deadline for badge replacement:** 17:00, Oct. 17

**3.5.4** Any badge that has been borrowed, sold, altered or counterfeited shall be confiscated and shall not be reregistered. The holder shall be handed over to the police and shall be placed on record. People involved in the above activity shall not be eligible for registration for the next session or future sessions of the Canton Fair.

**3.5.5** If any Badge of Canton Fair is lost, including Exhibitor Badge or Staff Badge, the party concern shall report to the security department immediately, and then register loss and reapply at the Registration Service Centre with the documentary evidence issued by the exhibition organizer or recruitment agent. The charge is RMB 200 RMB/ document. Any false ID badge, i.e., through manipulated ID photos, shall be confiscated. Without declaring the loss of the card beforehand, the holder shall be put on record and shall, in principle, be ineligible for card re-application.

**Any failure in bringing the same old card for re-registration is considered loss of the card, a written application must be submitted and an extra fee of 200 RMB will be charged for renewal after re-registration reviewed by the organizer and approved by the Certificate Service Centre.**

**3.5.6** Other badges or passes shall not be replaced or reapplied or re-registered except for Staff Badge for Agents and Exhibitor Badge.

**3.5.7** The badges will be confiscated and the badge-holder will be not allowed to enter the Canton Fair resulting from badges being used in advance or not being registered or activated.

**Please check the period of validity of multi-sessional plastic card (Staff Badge and Exhibitor Badge) following the instruction:**

Visit the Canton Fair official website via PC or APP—enter the Easy Exhibitor—click "Exhibitor



Badge”—input the bar code number of your badge.

**3.5.8. Entrance time during the exhibition:**

- Exhibitor Badge: 9:00
- Buyer Badge: 9:30

**3.6 Form A1-A2 for Badges Service**

A1 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

A2 Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex



**A1 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex**

**Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex**

Date:

Unit:				Responsible Person:		Tel:	
Vehicle Type (seats)	Vehicle Plate Number	Name of Driver	Mobile No. of Driver	ID No.	Date used	Parking place (to be filled by Certificate Service Center)	
					__Phase__DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage	
					__Phase__DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage	
					__Phase__DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage	
					__Phase__DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage	
					__Phase__DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage	
Approval of Leaders:				Remarks:			
				<p>1.Letter of Introduction (or seal).</p> <p>2.Driving Permit (original &amp;duplicate), Driver's License (original &amp;duplicate) shall be copied on the same A4 paper and stamped.</p> <p>3.Vechiles not conforming to environmental protection requirements (namely yellow-label carsors or heavy-polluting vehicles) will be rejected.</p>			



**A2 Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex**

**Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex**

Date:

Unit:				Responsible Person:		Tel:	
Vehicle Type (seats)	Vehicle Plate Number	Vehicle Plate Color	Name of Driver	Mobile No. of Driver	ID No.	Date used	Parking place (to be filled by Certificate Service Center)
						__Phase_DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage
						__Phase_DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage
						__Phase_DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage
						__Phase_DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage
						__Phase_DD to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Garage
Approval of Leaders:				Remarks:			
				<ol style="list-style-type: none"> <li>Letter of Introduction (or seal).</li> <li>Driving Permit (original &amp; duplicate), Driver's License (original &amp; duplicate) shall be copied on the same A4 paper and stamped.</li> <li>Vehicles not conforming to environmental protection requirements (namely yellow-label cars or heavy-polluting vehicles) will be rejected.</li> </ol>			





## 4. Services and Stipulations of Exhibit Transportation

### 4.1 Introduction to Services of Exhibit Transportation

Canton Fair recommends Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd., Bondex Logistics Co., Ltd., and Baltrans International Cargo Ltd. Guangzhou branch (hereinafter referred to as the Recommended Transporter of exhibits of the International Pavilion) to provide exhibitors with services such as domestic and overseas transportation of exhibits, entry/exit customs clearance, quarantine and inspection, transportation and storage of exhibits in the International Pavilion of China Import and Export Fair Complex. Canton Fair will work with China Customs to organize, coordinate, supervise and manage the related services provided by the Recommended Transporter. Canton Fair entrusts its Exhibition Service Department of China Foreign Trade Centre Group Co., Ltd. to manage the transportation works in the exhibition hall and the Exhibition Service Department of China Foreign Trade Centre Group Co., Ltd. shall be entitled to supervise and handle the rule breaching transportation.

On-site Service Spot of China Customs: Counter 6-6, Pearl River Walkway, Area A, China Import and Export Fair Complex.

On-site Service Spot of Recommended Transporters: Hall 5.2 South Entrance, Area A, China Import and Export Fair Complex.

On-site Service Time of Recommended Transporters:

The Custom: Oct. 15-19

The Transporters: Oct. 12-19

On-site Service Tel.:0086-20-89131168, 89129445, 89129472, 89129260

According to related provisions of China Customs, import declaration procedures regarding application for entry and exit of all the exhibits for Canton Fair shall be conducted in Guangzhou Port in conformity with Managing Regulations on Dependent Territory. Related transfer procedures for exhibits imported from ports other than Guangzhou shall be conducted in the port of entry. Upon the request of China Customs, the site of International Pavilion will follow closed-end management. During the stand construction and dismantling period and throughout the exhibition, the exhibit move in & out service within the range of fair complex will be carried out only by the recommended transporters for International Pavilion of the Canton Fair.

Entry and exit of exhibitors' exhibits will be conducted via three approaches as below.

1. The exhibitor will entrust the Recommended Transporter of International Pavilion of the Canton Fair to provide "Gate to Gate" One-Stop Service which will include overseas collection of exhibits, overseas transportation, customs clearance, quarantine and inspection, local transportation, storage, exhibits portage on exhibition stands, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of China to the exhibitors' locality.



2. Exhibitor may entrust his own transporters locally to deliver the exhibits to Guangzhou Port where these exhibits will be transferred to the Recommended Transporter who will offer services such as customs clearance, quarantine and inspection, local transportation, storage, exhibits portage, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of the territory to the exhibitors' locality. Please note that relevant entrust procedure is required in advance.

3. For exhibits imported as personal belongings, exhibitors shall pay attention to relevant Regulations on China Customs. For exhibits that fall out of the categories of personal belongings stipulated by China Customs, one should carry out the import of exhibits with normal customs procedures and pays in relevant duties, or entrust one of the three transporters recommended by the Canton Fair to carry out the customs procedures.

**Reminder: Transporter of the International Pavilion does not receive delivery of exhibits. Relevant risks and responsibilities caused by exhibits express delivery, such as prohibited import, high tariff or fine, and other customs clearance issues shall be borne by exhibitors.**

**Exhibits that involve import licenses are not exempted from relevant documents when entering the country in a carry-on method. Exhibitors are requested to bring relevant necessary documents to contact the transporters of the International Pavilion in advance, and the exhibits can enter the country after declaration and customs verification.**

**Exhibitors shall carry out entry and exit customs procedures with ATA Certificate for International Exhibits, and the Recommended Transporter could offer assistance.**

**The exhibitor will be required to pay to the recommended transporter for the International Pavilion of the Canton Fair relevant fees in accordance with the chosen service scope. Basic rate will be determined as per relevant criteria specified (refer to Appendix 1). Extra administrative fees charged by the government sectors will be paid by the exhibitor as per real situation including relevant procedure fees. Fees for special services shall be paid by the exhibitor to the Recommended Transporter.**

**If in any needs, exhibitors would be welcome to contact with one of the following three recommended transporters for the International Pavilion: (For contact information, please refer to Service Guide of Exhibit Transportation. You can also make an inquiry at [www.cantonfair.org.cn](http://www.cantonfair.org.cn))**

**4.1.1. Company Name: Bondex Logistics Co., Ltd.**

Add: Room 504, No.11, Xingang Xi Road, Haizhu District, Guangzhou, CHINA

Tel: +86-20-87313226

Fax: +86-20-87313239  
Website: <http://www.bondex.com.cn>  
E-MAIL: [32352889@qq.com](mailto:32352889@qq.com);  
48685855@qq.com;  
Contact: Mr. He Zhihong /Mr. Huang Guojie  
Mobile: +86 18665005084/18665050384

#### 4.1.2. Company Name: Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd.

Address: Room 310 A-C, Fengling Commercial Building, No.715 Gangqian Lu, Huangpu District, Guangzhou, China  
Tel: +86-189339114+86  
Fax: +86-20-822+86935  
Website: <http://www.zhuoyiwuliu.com>  
E-mail: [exhibition@zhuoyiwuliu.com](mailto:exhibition@zhuoyiwuliu.com)  
Contact: Mr. Xiang Junkang/Ms. Liu Yanqiong  
Mobile: +86 13143749974/ 13926099386

#### 4.1.3. Company Name: SHANGHAI EXPOTRANS LTD

Address: Floor 10, No. 555 Anyuan Road, Jing'an District, Shanghai, China  
Tel: +86-21-60131818  
Fax: +86-21-60135518  
Website: [www.xptrs.com.cn](http://www.xptrs.com.cn)  
E-mail: [ruanweijian@xptrs.com.cn](mailto:ruanweijian@xptrs.com.cn)  
Contact: Mr. Ruan Jianwei  
Mobile: +86 13929546345

## 4.2 Notice of Exhibitors

1. No matter which approach is to be chosen for exhibits transportation to China, the exhibitor will be required to contact in advance with relevant Recommended Transporter for the International Pavilion of the Canton Fair with more attention to the deadline of arrival of exhibits and submission of customs application documents (subject to the notice given by the Recommended Transporter).

Exhibition Documents (subject to the notice of Recommended Transporter)

(1) List of Temporary Import Exhibits [Please refer to C1]

This list will be a compulsive customs clearance form stipulated by China Customs and shall be filled in by all exhibitors and be submitted to the Recommended Transporter.

#### Guideline on filling in the form

The list includes fair name, product name, country of origin, product model and specifications, quantity of package, packing number, type of packaging, quantity of exhibits, unit of quantity, unit price, total price, gross weight, net weight, material, outer packaging size, location of exhibition, number of the exhibition hall,



number of the exhibition spot, the name of exhibitor and how to deal with exhibits after the exhibition;

① Product name: Please report the accurate English name;

② Product model and specifications: Information on product model and specification shall be provided in detail and in a precise way. When it comes to mechanic and electronic products, such as automobiles, engine number, frame number, color, displacement, year of production and number of seats shall be provided;

③ Quantity of package: Quantity of transported package of imported and exported goods (according to transport packaging) shall be provided (based on the number of package);

④ Type of package: All imported and exported goods' package, including that of delivery package and other package shall be provided;

⑤ Quantity of exhibits: The quantity of exhibits refers to the actual number of exhibits. If it exceeds one, please specify it;

⑥ Unit of quantity: Unit of quantity, expressed by quantifier in Chinese, should be provided clearly and precisely;

★ ⑦ Value of goods: Value of goods refers to the CIF price of exhibits, composed of the value of exhibits and the costs of packaging, transportation, insurance and other services after they are shipped to China but not unloaded;

The CIF price of imported exhibits shall be truthfully declared. If the Customs challenges the declared price, the exhibitor shall, upon receiving the written notice, provide written explanation and relevant information within the prescribed time. If the exhibitor declares unreasonable value, leading to prolonged customs clearance time, thus affecting the participation in the fair, or there is a risk of the order being returned.

According to Article 62 of China Customs Law: If the Customs finds that imposed tariff is less than should be after approving the customs clearance of the imported and exported of goods and entry/exit goods, it shall require taxpayer to pay enough tax within one year since tariff is paid or customs clearance is approved. The tax loss caused by taxpayer's breaching rules can be imposed by the Customs within three years.

⑧ How to deal with exhibits: Exhibits can be sold, returned, consumed or abandoned, etc.

(2) Exhibit Delivery Confirmation to Recommended Transporter [refer to C2]

All exhibitors will be requested to fill in this Entrust Letter and return the same to the transporter prior to the deadline to enable the transporter to thoroughly understand the transportation requirements of every exhibitor so as to make appropriate arrangements.

(3) As for brochures, souvenirs, gifts, consumables and video tapes, CDs, slides to be demonstrated in the exhibition and to be submitted to the customs for inspection, the exhibitor shall furnish two samples of each to the Recommended Transporter beforehand.

(4) Original Bill of Lading, Copy of Master Air Way Bill, and various Shippers' Papers.

(5) Original Certificate of Origin, Certificate of Fumigation and Disinfection or Non-wood packing certificate.

(6) Product specification of machinery and equipment and high-tech products shall be submitted.



(7) ATA Certificate for International Exhibits (The exhibitor use this certificate for importing exhibits)  
The exhibitor will be required to bring the List of Temporary Import Exhibits, copy of Delivery Confirmation to Transporter, Certificate of Origin, Customs Declaration as General Import and Certificate for Taxation to the exhibition hall for reference.

2. The exhibitor must apply to the Recommended Transporter within the time specified and provide the required documents and exhibits. The exhibits applied will be consistent with relevant documents; otherwise, the exhibitor will be responsible for any deferment in customs clearance and delivery caused by inconsistency of goods and documents, incomplete application and delay in application.

### 3. Approval of Duty-free Exhibits

The transporter will apply in written to the customs for duty-free consumables with a list furnished by the exhibitor in the registration time of Canton Fair or prior to the opening of the Canton Fair.

#### **Duty-free goods scope:**

(1) A small package of samples, including imported food and beverage samples or those samples made by imported bulk materials during the period of the fair, but should match the following conditions:

① Those provided by exhibitors and dedicated to distribution free of charge during the exhibition period among visitors only for their personal use or consumption;

② Those clearly used as advertising samples with a very low unit price;

③ Those which are not suitable for commercial use and in which per unit content is distinctly less than the minimum packing content for retail;

④ Those samples of food or beverage which have really consumed in the course of exhibition although have not distributed according to minimum packing regulation stipulated in ③.

(2) Goods and materials consumed or damaged in the course of demonstration;

(3) Cheap goods used for setting up or decorating their exhibition stands;

(4) Promotional printing materials freely distributed during the course of exhibition;

(5) Archives, records, forms and other documents to be used in fair;

**If the amount of exhibits listed on (1) exceed the import limit, the excessive part shall be taxed according to law; the unused and remainder exhibits which are listed on (2), (3) and (4) shall be re-transported out of China. For those not transported out of China, exhibitor shall go through the import formalities in accordance with the regulations.**

**The above scope shall not be applicable to alcoholic beverage, tobacco products and fuel. Duty shall be imposed on other items exceeding above-mentioned scope.**



#### 4. Packing of Exhibits

All import wooden packing materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the mark of International Plant Protection Convention (IPPC) 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). In case that the wooden packing material shall be without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed or returned to the origin (observed areas: all countries/cities including Hong Kong, Macao and China Taiwan).

Furthermore, according to relevant laws and regulations of China Customs, it's forbidden to take used carton into the Chinese territory. Exhibitors shall not use used carton for the packing of the exhibits in the International Pavilion.

**The exhibitors shall be responsible for all consequences arising from inadequate packing of the exhibits. The exhibitors will therefore be required to pay more attention on this issue.**

##### (1) Damages prevention and water-proofing for outer packing

The packing cases will be inevitably shaken and collided in multiple loading and unloading during the long way haulage. The packing cases should therefore be firm enough to resist such events. The exhibitors must take adequate water-proofing measures to prevent damages to the outer packing of the exhibits.

Cartons will not be appropriate for exhibit packing especially not suitable for precious or fragile instruments. The exhibitors must be more precautions in case that they tend to pack the exhibits to be returned with the original packing materials (cardboard, aluminum foils, plastics etc.) which might have been damaged when opened. The exhibitors will hence be ensured to have adequate packing materials for returning exhibits. No free packing materials will be provided by the exhibit transporter of International Pavilion.

##### (2) Dimension, gross weight and ground load of the case

Owing to container or truck transportation and condition of the exhibition hall, the exhibitor must pay attention to the following limits to each case of exhibit:

**Length = 6000 mm; Width = 2200 mm; Height = 2200 mm**

**The exhibitor shall be responsible for all consequences in case that he ships the exhibits of over above-mentioned limits to the Recommended Transporter without prior contact with the Recommended Transporter and proper arrangements.**

##### (3) Heavy Exhibits

Packing case for heavy exhibits should be fixed by bolts not nails or screws so as to prevent damages and save time especially in re-packing at stand dismantling. Clear signs are required on both sides of the case to ensure loading on correct directions. Exhibitors with heavy exhibits are required to arrive in the exhibition hall in advance to instruct proper emplacement of the exhibits. In case that a crane or a forklift is needed, the



exhibitor will be requested to notify the Recommended Transporter in written and provide the Recommended Transporter with detailed stand layout (Please refer to Form C3) to facilitate works at site.

#### 5. Opening and Re-packing of Exhibits

Manpower and equipment will be provided by the Recommended Transporter to the exhibitor for case opening, installation and re-packing works subsequent to conclusion of Canton Fair. The exhibitor must stay at site to give instructions to those works especially for precision instruments or heavy items. The exhibitor must be responsible for all risks related to those works. In the event that the exhibitor withdraws from the exhibition hall prior to accomplishment of related transference works and leave in the hall unpacked exhibits, those exhibits will be treated as abandoned articles which will be handed over to the customs for settlement and the exhibitor shall bear all expenses incurred therefrom and be liable to all consequences.

#### 6. Insurance

In order to receive compensation for all losses arising from risks during exhibit transportation and the exhibition, the exhibitor will be advised to purchase a whole insurance policy (exhibition period included) with Full Coverage. The exhibitor may also entrust the transporter to purchase special insurance for his exhibits.

#### 7. Stand Dismantling Works

Prior to conclusion of Canton Fair, following documents will be distributed by the Recommended Transporter to all exhibitors:

- (1) Notice for Stand Dismantling Procedures;
- (2) Copies of exhibit-list furnished by exhibitors;
- (3) Entrust Letter for Exhibit Disposal which will be filled in by exhibitors and submitted to the transporter.
- (4) Authorized Exhibit Exit Permit.

On the conclusion date of Canton Fair, the Recommended Transporter will carry all empty cases to the stands as per time schedule specified by Canton Fair and assist the exhibitor in packing up the exhibits and executing relevant customs clearance on behalf of the exhibitor. Detailed arrangements will be notified by the representative of the Recommended Transporter to the exhibitor.

On closure of the fair, exhibitor must declare to the customs of its mean of exhibit disposal and pay any due tax. Means of disposal include the following:

- 1. Sold    2. To be Returned    3. Abandoned/Consumed    4. Given away**

Exhibitor will be required to fill in the Entrust Letter of his disposal modes received prior to stand dismantling and furnish the form and list of exhibits to the nominated person of the Recommended Transporter in the exhibition hall.



The exhibits will be temporarily detained by the Recommended Transporter until the Recommended Transporter receives relevant documents from the exhibitor. All expenses thus incurred will be paid by the exhibitor.

Following regulations shall be strictly abide by the exhibitor in stand dismantling and applying to the customs:

——Each case of exhibits sold and to be returned must be declared clearly, accurately and separately.

—— Except for the declared exhibits to be outbound, not any other private goods (luggage and souvenirs for example) shall be allowed in the packing cases.

**Penalty and confiscation shall be imposed upon violations of above-mentioned regulations.**

The exhibitor will not be allowed to leave the exhibition hall prior to completing and furnishing aforesaid documents, conducting customs clearance and appropriately transferring exhibits. The exhibit disposal mode cannot be further altered once relevant documents have been submitted to the customs and the transportation sectors and the exhibits have been transferred.

All exhibits will be outbound within 6 months from the date of entering China's border. The exhibitor will apply to the superintended customs in case that an extension of such time is required however, which will not be longer than 6 months.

8. The use of ATA Certificate during handling the import and export customs clearance is acceptable for the Chinese Customs. Products whose import is restrained according to laws and Regulations on P.R.C, printed materials which will be exhibited or used during the exhibition, audio-visual products, and other products that need investigated by the Chinese Customs, shall go through inspection and approval procedures in advance according to related rules and regulations.

**9. The epidemic prevention and control requirements on the exhibits will be notified separately.**

**Reminder:**

Customs declaration of exhibits of Canton Fair International Pavilion has adopted the "Single Window" approach (<http://www.singlewindow.gz.cn>). The "Single window" is to provide those who participate in international trade (including international fair) and transportation, including goods owner, freight forwarding, customs broker, ship, dock, shipping companies and other international trade logistics-related enterprises with a single platform through which they can submit standardized information and documents so as to connect with competent authorities and submit standardized information and digital information that meet the requirements by supervisory departments at one single time. Agents only need to record the fair information and exhibits list for one time, then they can declare to the customs, which simplifies the customs clearance





procedures and shortens the clearance time. Exhibitors shall provide complete and accurate list of goods and related documents in accordance with the requirements of the agent in a timely manner so as to avoid customs clearance delay caused by the document failing to meet the requirements.

**According to relevant Regulations on Provisional Regulations on the Access Control of Materials in the International Pavilion of the 130<sup>th</sup> Session of Canton Fair and Service Guide for International Exhibits Transportation (you may refer to [www.cantonfair.org.cn](http://www.cantonfair.org.cn)), the Exhibitors shall submit copies of Certificate of Origin and Exhibit List of the International Pavilion of the 130<sup>th</sup> Session of the Canton Fair and other relevant documents to the organizer or the exhibitor recruitment agents in time (those enterprises applying directly shall submit those materials to China Foreign Trade Guangzhou Exhibition Company in time), so as to cooperate with the organizer and exhibit contractors of International Pavilion to facilitate smooth participation.**

Any stipulations or arrangements between the exhibitor and transporter shall be mere agreement of both parties. Canton Fair will not be responsible for any unexpected consequences or disputes such as damages to the exhibits and the like. Such cases shall be subject to legal procedures by both parties.

The exhibitor may lodge a complaint to Canton Fair provided that he will be dissatisfied with the services provided by the recommended transporter. Canton Fair will endeavor to assist the exhibitor in settling such issue. Contact number for inquiry and complaint: Telephone: 4000-888-999.

#### **4.3 Stipulations of Exhibit Transportation**

##### **Regulations on Exhibit Management:**

1. The China customs shall treat all import exhibits as temporary import and export goods. The exhibitor shall therefore accept the supervision of the Chinese customs and carry out specified customs procedures. Exhibits under the supervision of China Customs include:

- (1) Goods and articles displayed or demonstrated in the International Pavilion of this session of the fair.
- (2) Imported goods and articles required for demonstrating machines and apparatus.
- (3) Imported constructional and decoration materials used by the overseas exhibitor to setup temporary stand.
- (4) Imported films, slides, video tapes, tapes, specifications, advertisements, discs, and display equipment used by the exhibitor for demonstration and publicity.
- (5) Other imported goods and articles displayed or demonstrated in the exhibition hall.

2. Guangzhou Customs is the local customs of exhibits in the International Pavilion of the Canton Fair. During the Canton Fair, Guangzhou Customs shall adopt concentrating supervision of port transfer, declaration and inspection of exhibiting place. In principle, exhibitors shall conduct the import declaration procedures in Guangzhou Customs. Transfer procedures of exhibits imported from ports other than Guangzhou port shall be conducted in entry customs.



3. Exhibits of the International Pavilion of the 130<sup>th</sup> Session of Canton Fair fall into the scope of the custody of China Customs, and shall enjoy such special treatments as exempt from getting import permit, exempt from pay for import tariff and other taxes. Transporter and overseas exhibitors of the International Pavilion are required by the China Customs to be responsible and assure of every articles of imported exhibits. Exhibits imported under customs bonds shall strictly comply with relevant Chinese customs regulations, include but not limit to the following:

**(1) No exhibits shall be allowed to be sold or presented to others, or to be removed from the hall within the Chinese territory by the exhibitor without permission from the Chinese customs.**

(2) With the approval of China Customs, exhibits sold to or presented to individuals or companies within the Chinese territory shall go through customs clearance and pay in relevant tariff and duties subsequent to stand dismantling. International exhibits within the scope of Compulsory Certification and strict control of China Customs (for details, please refer to Service Guide of Exhibit Transportation of [www.cantonfair.org.cn](http://www.cantonfair.org.cn) or ask for materials from the four recommended transporters). The exhibitor shall not be authorized to remove any exhibits out of the exhibition hall or any controlled places nominated by the Chinese customs prior to completion of all import procedures. The service charge rate of the purchasing and presenting exhibits shall be equal to the return service charge rate. Other charges such as related tariff, transport charge and storage charge arisen there from shall be collected in addition.

(3) Disposed exhibits shall be reported to the recommended transporter in advance. Those exhibits shall not be casually disposed by the exhibitor per se and shall be handed over to the recommended transporter to transfer the same to the Chinese customs for settlement.

(4) Canton Fair hereby reminds all exhibitors to keep their exhibits properly. Loss or damaged exhibits may need to render relevant tariff to the Chinese customs.

(5) All exhibits shall be well packed and handed over to the recommended transporter to transit to controlled venues appointed by the Chinese customs so as to carry out procedures of repatriation except for those have been allowed to be imported, disposed and presented as free gifts or promotional materials approved by the Chinese customs.

4. Exhibitor shall provide exhibit transporter of the International Pavilion or customs clearance agent with digital version of all promotional materials and technical data to be displayed or used, including films, slides, tapes, video tapes, CD-ROM, pictures, maps, instructions and advertisements within 20 working days prior to the exhibition commences and submit them to Guangzhou customs for approval. Without permission from the customs, the aforesaid items shall not be distributed or used. All printed materials and audio-visual products harmful to the politics, economy, culture and morality of the People's Republic of China and infringing any IPR shall not be used or demonstrated. They shall be confiscated, returned by the customs based on the situation or be modified by exhibitor prior to utilization.



5. In accordance with laws and Regulations on Entry-Exit Inspection and Quarantine Bureau of China, temporary import and export goods shall be exempted from inspection unless otherwise specified by laws and other administrative regulations (Entry of exhibits such as animals and fruits shall be approved after the quarantine). Inspection is conducted free of charge, and quarantine is charged according to the categories and requirements. Related charges are paid in accordance with national standards. Exhibitors who conduct the entry and exit procedures with ATA certificate shall enjoy the exemption or special treatment in terms of inspection and quarantine.

6. Overseas animal, vegetation and foodstuff exhibits shall be validated/approved by China Customs prior to entry to China. The exhibitor shall be required to furnish to the recommended transporter with exhibits/samples/list of exhibits for approval from related authorities 20 days prior to import of such goods. Guangzhou Customs is responsible for the inspection and quarantine of exhibits of the International Pavilion of the 130<sup>th</sup> session of the Canton Fair.

For exhibits, according to related laws and regulations, which are forbidden to enter or exit, be carried, or posted, exhibit list and conditions for inspection and approval for animal and vegetation, documents and materials for related procedures, please refer to **Appendix 2 “QUARANTINE and INSPECTION SERVICE FOR IMPORT EXHIBITS”** or Service Guide of Exhibit Transportation at official website of Canton Fair [www.cantonfair.org.cn](http://www.cantonfair.org.cn).

7. Exhibitors who bring exhibits by themselves to China and participate in the fair should declare customs before participating. If exhibitors need to bring exhibits by themselves to China, they should take the initiative to declare to the customs at the entry port or directly submit the declaration in advance to the transporter of imported exhibits that they choose in advance so that the transporter of imported exhibits can prepare relevant declaration procedures and thus do not delay participating the exhibition.

Exhibits which are carried to China by exhibitors themselves or in other trading ways shall be displayed by classification and marked. At the same time, exhibitors shall bring customs clearance form, tax clearance certificate, quarantine certificate for on-site check and inspection by customs.

8. In case farm products is found not in conformity with related Regulations on China Entry-Exit, Inspection and Quarantine and with safety hazard, the exhibitors shall destroy these products immediately and buried or burned in the landfill nominated by Bureau of City Appearance Environment and Sanitation of Guangzhou Municipality. The expense occurred therefrom shall be borne by the exhibitors.

**9. Only exhibits stipulated in the Participation Provision or with written consent by Canton Fair shall be exhibited by the exhibitor in the stand. The exhibitor shall bring along and submit the following documents in advance to Canton Fair for inspection:**

(1) Documents listed by the Exhibitor Notices of the Services and Stipulations of Exhibit Transportation,



as well as the Exhibit List for the International Pavilion of the 130<sup>th</sup> Session of Canton Fair.

(2) All exhibits involving IPRs such as trademark, patent and copyright and quality attestation should be attached with “List of Files for Trade Mark, Patent, Copyright & Quality Attestation” (please fill in schedule D1 of Chapter 7) and copies of legal certificates of such trademark patent and copyright and quality attestation.

(3) For exhibits not produced directly by the exhibitor, agreement should be reached and signed with the suppliers on the exhibits’ participation in the Fair.

(4) In case that exhibitor entrusts other transporters than the recommended ones to carry out the transportation of exhibits, exhibitor should provide the copies of letter of confirmation on transportation from the trusted transporter to organizing committee of the International Pavilion for the purpose of inspection and registration.

10. According to the regulation of China Customs, exhibitors from China Taiwan shall be filed for record. Subsequent to the confirmation of participation, Taiwan exhibitors shall receive from the agent of exhibitor recruitment and fill in the “Registration Form of Participation by Taiwan Exhibitors at Main-land Exhibition”, with which the agent will carry out the relevant registration procedures at China Customs. Without the above registration procedures, the recommended transporter will fail to fulfill the one-stop exhibit transportation service entrusted by Taiwan Exhibitors.

11. Exhibits fall into one of the following categories shall be treated as breach exhibits and shall be disposed as breach products.

(1) Exhibits do not include in the exhibit scope specified in the Participation Provision or exhibit scope approved by written consent of Canton Fair.

(2) Exhibits involving IPRs such as trademarks, patent, copyright and quality attestation being without relevant legal certificates.

(3) Exhibits not directly produced by the exhibitor being without signed Participation Agreement with the manufacturer.

(4) Exhibits, which shall go through the procedures of inspection and quarantine according to Chinese laws and regulations, are not inspected or quarantined.

(5) Exhibits, without the consent of China customs, are sold or eaten on a trial basis during the Fair.

(6) Other exhibits without legal origins.

12. No exhibits shall be sold in the hall.

13. The exhibitor per se shall not be allowed to display, demonstrate and publicize any materials of the exhibition in any format in the hall or carry out any kind of publicity for the exhibition in any forms without prior written consent of Canton Fair.



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#### **4.4 Appendix of Exhibit Transportation**

Appendix 1 Transport Rates for Import Exhibits

Appendix 2 Inspection and Quarantine Service Guide for Import Exhibits



### Appendix 1 Transportation Rates of Import Exhibits

Service Item	Service	Charge Criteria
<b>Basic service charge</b>	<b>Including round trip</b>	<b>RMB 350/exhibitor/ consignment</b>
Delivering exhibits from <b>Guangzhou Port</b> to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> <li>1. Customs declaration, inspection and clearance.</li> <li>2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair.</li> <li>3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands.</li> <li>4. Assist in unpacking and exhibits portage.</li> <li>5. Clear up the package garbage and remove it to the depositary outside the Complex for storage.</li> </ol>	420 RMB/cubic meter /ton
Delivering exhibits from <b>Guangzhou International Airport</b> to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> <li>1. Customs declaration, inspection and clearance.</li> <li>2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair.</li> <li>3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands.</li> <li>4. Assist in unpacking and exhibits portage.</li> <li>5. Clear up the package garbage and remove it to the depositary outside the Complex for storage.</li> </ol>	7RMB/kg
Delivering exhibits from <b>Hong Kong marshalling storehouse</b> to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> <li>1. Exhibits assembly service in the Hong Kong marshalling storehouse.</li> <li>2. Customs declaration, inspection and clearance.</li> <li>3. Custody vehicle fee for exhibits delivering from Hong Kong marshalling storehouse to exhibition stand in the International Pavilion of</li> </ol>	



	the Canton Fair. 4. Discharge exhibits in the complex and allocate exhibits to the appointed stands. 5. Assist in unpacking and exhibits portage. 6. Clear up the package garbage and remove it to the depositary outside the Complex for storage.	490 RMB/cubic meter/ ton
Outbound transportation service for imported exhibits	Same as the inbound transportation services mentioned above with the same prices.	
Basic service charge	Including round trip	350 RMB/exhibitor/ consignment
Discharge exhibits in the exhibition venue and allocate exhibits to appointed stands	1. Receive and discharge exhibits at the entrance of the complex. 2. Allocate exhibits to appointed stands, and put them in the right place.	150 RMB/cubic meter/ ton/exhibitor/ consignment
Sold exhibits	Carry exhibits from stand to the picking-up area for exhibitors at the gate of the complex	150 RMB/cubic meter/ ton/exhibitor/ consignment
Registration Fee for exhibitors who arrange exhibit transportation on its own or carry exhibits as personal belongings	1. On-site Exhibit Registration for exhibitors who arrange exhibit transportation on its own at the International Pavilion; 2. On-site Exhibit Registration for exhibitors who carry exhibits as personal belongings.	Free of Charge
Charge for taxed packing materials of exhibit	1.Pick up packing materials from the stand; 2.Carry back packing materials to the stand during stand dismantling; 3.Storage duration lasts for one phase of the Canton Fair.	150 RMB/cubic meter

●Notes:

1. The above-mentioned rates do not include the following items:

(1) Actual fees incurred at the port for exhibits during the round trip between the exhibition venue and the port or airport in Guangzhou or Hong Kong (including but not unlimited to: devanning charge, port construction fee, port registration fee, charges at the air cargo complex, overdue storage fee at airport or port,



document charge for shipping company and airways, commodity inspection fee and other government charges);

(2) Relevant exit and entrance fees for the Government of Hong Kong Special Administrative Region;

2. In case of any empty container delivery between Guangzhou Port and Canton Fair exhibition premises, it will be charged in accordance with the actual circumstance;

3. Local withdrawal and delivery service in Hong Kong will be charged 700 RMB/consignment. (Unit of calculation: 500kg);

4. The nominated transporters will offer their round trip exhibitor client free storage of 5 days. Overdue storage will be charged 7RMB/cubic meter/ton/day;

5. Nominated transporters will offer their round Charge for air transportation will be conducted in accordance with international cargo delivery standard, namely: 1 cubic meter = 167kg;

6. Minimum charge rate for each consignment of exhibits: 3 cubic meters. Minimum for 20ft container is 24 cubic meters. Minimum for 40ft container is 48 cubic meters. Open top container and flat rack container will be charged 30% more for service fee.

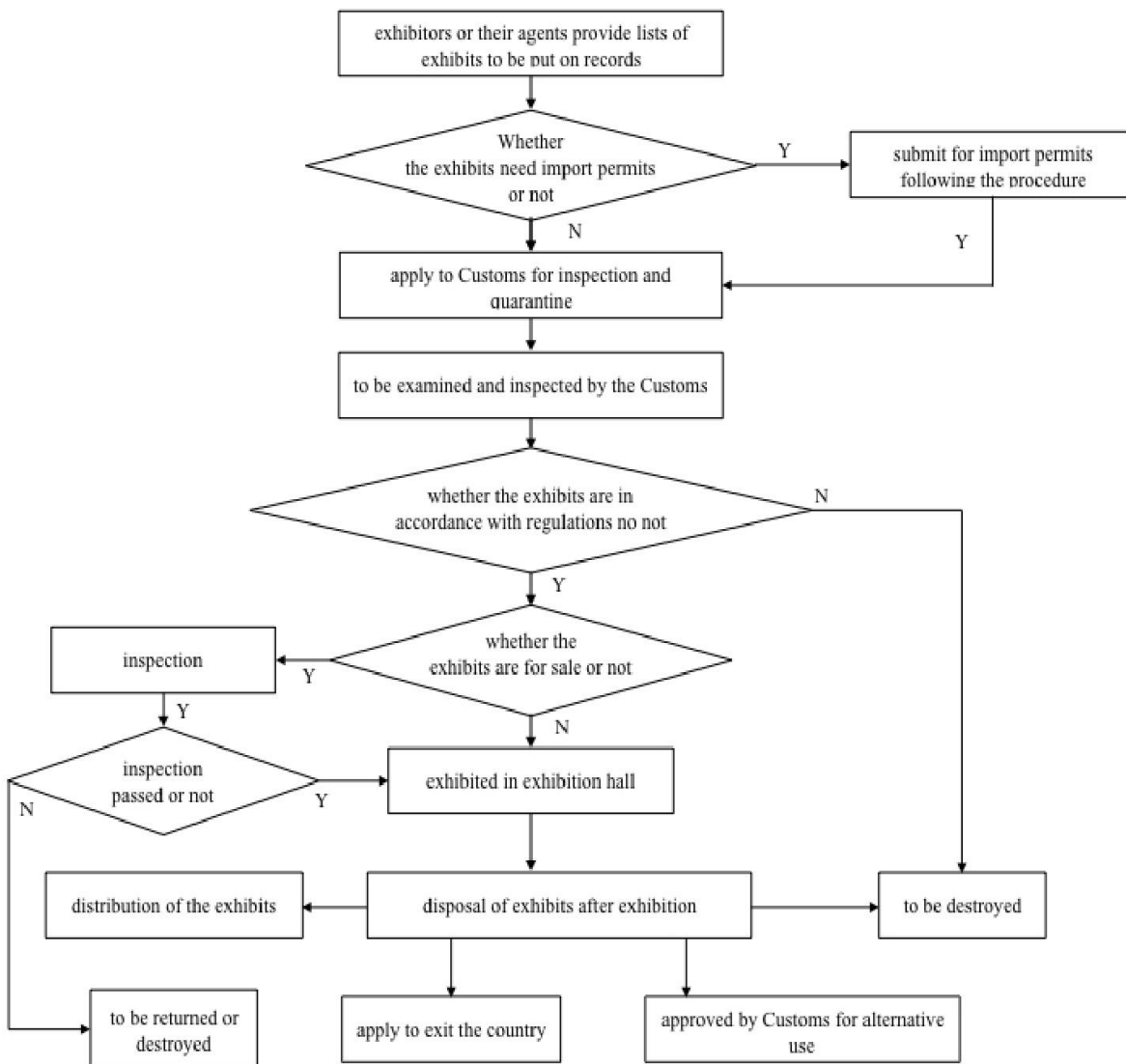


Appendix 2 Inspection and Quarantine Service Guide for Import Exhibits

Inspection and Quarantine Service Guide for Import Exhibits

This service guide is formulated, in accordance with Law of the People’s Republic of China on Customs, Law of the People’s Republic of China on Import and Export Commodity Inspection, Law of the People’s Republic of China on Entry and Exit Animal and Plant Quarantine, Frontier Health and Quarantine Law of the People’s Republic of China, Food Hygiene Law of the People’s Republic of China and Law of the People’s Republic of China on Food Safety for the purpose of standardizing inspection and quarantine on import exhibits, serving and bringing convenience to exhibitors from different countries when going through entry inspection and quarantine, This guide only applies to exhibits imported through ports of entry in Guangzhou.

Part I Working Procedure of Inspection and Quarantine of Import Exhibits



Chapter 4



## Part II Supervision and Administration of the Import Exhibits

1. “Exhibits” means goods used only for the Fair. Agents for exhibitors shall declare customs to Customs when the exhibits enter the country, submit exhibition attending documents, lists of exhibits, bill of lading, waybill, etc., and indicate ways of disposal after the exhibition.

2. Exhibits shall be transferred to surveillance storehouses or interim storehouses at the exhibition hall for examination and inspection.

3. Quality inspection shall be exempted for exhibits not for sale, heavy metal mine products and rock products excluded.

4. If the exhibits are animals and animal products, plants and plant products, animal quarantine certificate, plant quarantine certificate and veterinary health certificate issued by the export countries shall be submitted when applying for inspection and quarantine. For those import permits of quarantine required, Import Permits of Quarantine for Animals and Plants of the People’s Republic of China approved and issued by Customs or import permits issued by department of agriculture administration or department of forestry administration under the State Council shall be submitted.

5. If the exhibits are food or cosmetics, statements shall be made to whether the exhibits will be used for foretaste or tryout during the exhibition or eaten, used or sold after the exhibition when exhibitors declare customs. Official inspection (health) certificates or relevant health documents issued by the country (region) of origin shall be provided. After accepting the application, Customs shall examine and verify the relevant documents. Those only for exhibition (not to be eaten, used or sold) shall be exempt from sample tests and tag verification after the exhibitors provide relevant written warranty; those to be eaten or used during the exhibition shall be tested by samples based on results of examination and verification; those to be eaten, used or sold after the exhibition shall be inspected and supervised as ordinary import food and cosmetics. For food and cosmetic exhibits that are exempt from Chinese labels, their name, shelf life, taboo and eating (use) method shall be indicated in Chinese next to them.

6. If the exhibits are special articles such as microbes, biological products, blood and blood products, Import Permits for Health Quarantine for Special Products issued by Guangdong Customs shall be submitted when declaring customs.

7. If the exhibits are risky chemicals but exhibitors do not think they belong to or do not know whether they belong to dangerous chemicals, exhibitors must submit judgement information of risky chemicals to the customs at the entry port at least five working days in advance for preliminary examinations. The information should include Material Safety Data Sheet (MSDS) in Chinese, danger tag in Chinese (except for bulk products) and technical information that states chemical composition and risk characteristics, such as a report on classification and identification of chemical risk characteristics issued by a qualified institution.

8. If the exhibits are listed on the catalogue of objects subject to compulsory certificate, exhibition-attending documents issued by the organizer of the Fair and lists of exhibits shall be submitted when applying for inspection and quarantine. Customs registers them. When the exhibits have to be returned after the Fair, the records shall be canceled after verification by the port Customs based on customs



declaration forms. Only in the following case can exhibits be left over in China and be exempt from being returned: exhibits meet the requirements stated in Bulletin 3 in 2005 of Certification and Accreditation Administration of the People's Republic of China (CNCA) and exhibits exemption certificate shall be submitted.

9. If the exhibits are packed in wooden packing materials, the wooden packing materials shall be disinfested at the county or region of export and stamped with special seal of IPPC in accordance with Standards NO. 15 for measures of plant quarantine of International Plant Protection Committee (IPPC). Only after that, can the exhibits be imported.

10. If the exhibits are imported within ATA Carnet, the ATA Carnet shall be produced as certifying documents when declare customs to Customs. Quality inspection and compulsory accreditation can be exempt.

### **Part III Relevant Regulations of China on Import Exhibits**

1. The following objects are prohibited from entering the country:

Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of animals and plants, insect pests and other harmful organisms; animal carcasses; soil; relevant animals and plants, their products and other quarantine objects from countries or regions with prevalent epidemic animal or plant diseases. Lists of animals and animal products from countries or regions with prevalent animal epidemic prohibited from entering the country and lists of plants prohibited from entering the country of the People's Republic of China in the column "Information Service-Inspection and Quarantine of Animal and Plant-Warning" on website WWW, CUSTOMS.GOV.CN publicized by General Administration of Customs shall be referred to for the lists of the above-mentioned objects.

2. The following objects must be submitted for import permits of quarantine:

(1) List of animals required for import permits of quarantine:

Live animals: animals (whether domesticated or wild, such as livestock, poultry, beasts, snakes, tortoises, fishes, shrimps and prawns, crabs, shellfishes, silkworms and bees), embryos, semen, oosperm, propagating eggs, and other animal hereditary materials;

Imported animal serum products, vaccines and biological products;

Edible animal products: meat and its products (including organs, casings), fresh eggs (including edible tortoise eggs, edible turtle eggs), dairy products (including raw milk, raw milk products, pasteurized milk, modified milk with pasteurization), animal aquatic products (amphibians, reptiles, aquatic mammals and other farmed aquatic products, Japanese aquatic products), edible gelatin, edible bone horns and their products, animal-derived Chinese herbal medicines, Bird's nest

Non-edible animal products: raw hides, raw fur, bone horns and their products, gelatin, silkworm cocoons, animal-derived feed and feed additives, fish meal, meat meal, bone meal, meat and bone meal, grease, blood meal, blood, etc., organic fertilizers containing animal's ingredients.



(2) List of plants required for import permits of quarantine:

Plant propagating materials: seeds, seedlings and other live plants;

Fruits and vegetables: fresh fruits, tomatoes, eggplants, fruit of capsicum;

Tobaccos: tobacco leaves and tobacco flakes;

Grains and cereals: wheat, corns, paddies, barleys, ryes, oats, broomcorns, and processing products, such as malt, etc. (except rice flour, rice flour, starch)

Beans: Soybean, mung bean, pea, adzuki bean, broad bean, chickpea, etc.;

Tuber crops: potatoes, cassavas, sweet potatoes and processing products (except potato flour)

Feedstuff: millfeed, bean cakes, bean hull, peanut hull, vegetable seed hull, etc.;

Others: plant culture materials

(3) Transgenic animal and plant products

Animal and plant products that cover the scope of the transgenic label catalog.

The following kinds of exhibits are exempt from import permit of quarantine: dry inactivation plant or insect specimen; soil-free mineral and rock.

(4) Carriers of the above-mentioned animal and plant products shall apply to GDCIQ for import permits of quarantine. Lists of exhibits and relevant exhibition documents shall be submitted. GDCIQ shall be in charge of verification, and AQSIQ shall be in charge of approval. The application procedure is as follows:

1) Material submitting. The applicant submits the application materials to Guangzhou Customs.

2) Guangzhou Customs examines the application and provide result within the prescribed time. If it needs to be examined by the General Administration of Customs, Guangzhou Customs will submit the preliminary review result to the General Administration of Customs within the prescribed time, and the General Administration of Customs will provide review result within the prescribed time.

3) The General Administration of Customs or Guangzhou Customs District will issue an approval document to the applicant.

In case of any question, please refer to the column “Online Service-Guidance-Guidance on Administrative Approval by Customs System” about quarantine approval for entry (transit) animals and plants and their products (animal and plant parts) on the website of General Administration of Customs: <http://www.customs.gov.cn/>.

3. The following objects are listed on the catalogue of objects subject to compulsory certificate:

electrical wire and cable, electrocircuit switch, electronic sets used for protection or connection, low-voltage electrical appliances, low-power electromotors, electric tools, electric welding, appliances for home use or similar use, audio-video equipment, information technology equipment, illuminating equipment, tele-communication terminal equipment, automobiles and parts, tyres for automobiles, safety glass, farm equipment, security technology and protection products, medical equipment, fire equipment decorative products, wireless local networks and baby products.

For detailed lists of products and information, please refer to the website <http://www.samr.gov.cn/> for the relevant announcements made by State Administration for Market Regulation and Certification and



Accreditation Administration.

4. The following special articles must be given import permits for health quarantine before applying for inspection and quarantine:

Special articles such as microbes, biological products, blood and blood products, human tissues, etc.. Exhibitors or their agents shall apply to Guangzhou Customs for import permits for health quarantine at least 7 workdays before consignment for delivery. Import permits for health quarantine for biological products and blood products shall be based on certifying documents issued by organizer of the Fair and warranty for returning all the exhibits after the Fair. For import permits for health quarantine for human tissues and its products and microbes, relevant certifying documents issued by provincial administration departments of public health shall also be provided in addition to the above-mentioned documents.

#### **Part IV Disposal of Exhibits after Exhibition**

##### **1. Basic requirements of disposal of exhibits after the Fair**

For exhibits to be sold in China after the fair, exhibitors or their agents shall fill in Application Form for Inspection and Quarantine for Import Goods, complete relevant procedures and submit relevant certificates and documents issued by Guangzhou Customs when entering China. Exhibits can only be sold after passing inspection and quarantine. For exhibits to exit after the fair, exhibitors or their agents shall fill in Application Form for Inspection and Quarantine for Export Goods, and apply to entry-exit inspection and quarantine bureaus with relevant documents provided by customs when entering China. Customs issues customs clearance forms in accordance with the law.

##### **2. Disposal of animals and animal products, plants and plant products after the Fair**

Usually, animals and animal products, plants and plant products are returned to the Fair attending countries or destroyed after the Fair. If exhibitors or their agents request to keep the exhibits, the requests have to be approved by Guangzhou Customs and inspection and quarantine have to be conducted in accordance with the law. Those that pass the inspection and quarantine can be kept, and those that fail to pass the inspection and quarantine have to be disinfested or destroyed.

##### **3. Disposal of food and cosmetics after the Fair**

For food and cosmetics that will be sold after the Fair, inspections such as quality inspection, safety and health inspection and tag verification have to be applied when entering. Those that pass the inspection and quarantine can be sold. Those that fail to pass the inspection and quarantine cannot be sold, and have to be returned or destroyed instead after the Fair.

##### **4. Disposal of exhibits subject to “3C” compulsory certificate administration**

Exhibits subject to “3C” compulsory certificate administration that have already obtained the “3C” compulsory certificates and have been added with “3C” signs can be sold after the Fair; those that have not obtained “3C” compulsory certificates or certificates of exemption issued by Guangzhou Customs can not be sold in China and have to be returned or destroyed after the Fair.



## Part V Inspection and quarantine regulations of objects carried by inbound personnel

Objects carried by inbound personnel shall be administrated in accordance with regulations for import exhibits. Those exhibits without import permit and quarantine are not allowed to be exhibited on the fair.

According to the *List of Animals and Plants and Related Products Prohibited from Carrying and Mailing to the People's Republic of China*, the following objects are not allowed to be imported or exhibited on the fair. If you carry the following objects, please hand them over to customs officials.

### 1. Animals or animal products

(1) Live animals (Except Dogs and Cats): including all kinds of mammals, birds, fishes, amphibians, reptiles, insects and other invertebrate animals, animal genetic material.

(2) (Raw or Cooked) Meats (including the viscera) and meat products; Aquatic animal products.

(3) Milk and Dairy products of animal origin: including raw milk, fresh milk, acidophilus milk; cream, butter and cheese of animal origin; other dairy products.

(4) Egg and its products: including fresh egg, preserved egg, salted egg, egg liquid, egg shell, mayonnaise and other egg products.

(5) Bird-nest (except canning bird-nest)

(6) Oil and Fat: pelt, fur, hoof, bone, horn and others.

(7) Foodstuff from animal (including meat powder, bone powder, fish powder, whey powder, blood meal and other single feed), Traditional Chinese medicine of animal origin, fertilizer of animal origin.

### 2. Plants and plants products

(8) Fresh fruit and vegetable

(9) Tobacco leaves (without tobacco shred)

(10) Seeds (seedlings), Nursery stock and other plants with fecundity.

(11) Organic culture medium

### 3. Others

(12) Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of plants, insect pests, harmful organisms, and other genetically-modified biological materials

(13) Animal carcasses, animal specimen, waste of animal origin.

(14) Soil

(15) Transgenic biomaterial

(16) Other animal, plants, relevant products and other quarantine objects specified by the country that are prohibited from entering the country.

Beside those objects prohibited from entering the country specified on the List, if you carry other animals, plants or relevant products, exhibitors shall declare to the Customs and receive quarantine by customs.

If exhibitors carry the following objects, they shall declare to the Customs and be quarantined:

Pets, such as cats and dogs (One person is limited to bring only one pet and must hold quarantine



certificate issued by the animal and plant quarantine office of the exporting country or region and rabies immunity certificate. Pets are required to be quarantined in the designated area by customs for 30 days upon entry.);

Human blood, human blood products, microbes, human tissues and biological products imported with special permit.

#### Part VI Legal Liability

For those who fail to declare truthfully, evade inspection, quarantine and supervision, or cause the spreading of a communicable disease and other serious effect, the customs is entitled to hold them legally accountable in conformity with relevant law and regulations.

### **4.5 Form for Exhibit Transportation Service**

C1 Declaration Form for Temporary Import Exhibits

C2 Exhibits Delivery Confirmation

C3 Stand Layout Plan

C4 List of Exhibits in the International Pavilion



C1 Declaration Form for Temporary Import Exhibits

Deadline: Sept. 25

This form must be filled in and be submitted prior to the deadline.

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

Name of Exhibition: The 130th Session of China Import and Export Fair

Duration: Oct.15-19

Exhibitor	C/O.	Packing material	IPPC No.	L×W×H (cm)	Country/Region			Hall/Booth NO.	Original	Quantity/Unit	Unit Price(CIF)	Total Value (CIF)	H.S.NO.	a.sold b.to be returned c.abandoned/ consumed d.given away
					Volume (CBM)	G.W.	N.W.							
Prepared by (signature and stamp):	Remarks:The brand name ,model nos.,serial nos.,must be declared if exhibits is machine, electric appliances or computer. Also, it must be shown on outside packing surface													
Signature&Company chop	Total C.I.F. Value (USD)													
	(Must be declared)													

No liability shall be accepted for incorrect, incomplete or omitted entries. Exhibitor shall be responsible for the contents of the entries.  
Notes: This form can be downloaded from [www.cantonfair.org.cn](http://www.cantonfair.org.cn)





No liability shall be accepted for incorrect, incomplete or omitted entries. Transporter shall not be responsible for it. Exhibitor shall be responsible for the contents of the entries.

**Notes: This form can be downloaded from [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**



**C2 Exhibits Delivery Confirmation**

**Deadline: Sept. 25**

**This form must be filled in and be submitted prior to the deadline.**

**The 130<sup>th</sup> Session of China Import and Export Fair**

**Guangzhou, China**

**ENTRUSTED FREIGHT SERVICE LETTER**

Exhibitor: \_\_\_\_\_ Stand No.: \_\_\_\_\_

Our company intends to participate in the 130th session of China Import and Export Fair, and hereby grants full authority to  Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd  BONDEX LOGISTICS

BALtrans International Cargo Ltd. to deal with all affairs concerning the transportation of \_\_\_\_\_ CO., LTD.  our exhibits. We are enclosing herewith Declaration Form for Temporary Import Exhibits, which are hereby declared by us to be true and correct. In case that the contents of this form are inconsistent with the real situation, we shall be responsible for all consequences arising therefrom and compensate for all additional surcharges relevant.

And we shall accept the service provided by the \_\_\_\_\_ freight agent and execute all necessary procedure required by it. We understand that exhibits shall not be delivered before all relevant fee paid off. And service fee is based on weight and volume of exhibits, not relative to the value and insurance of exhibits. The \_\_\_\_\_ freight agent shall not be responsible for counterclaim for the exhibits.

Our company shall arrange by ourselves/purchase insurance

Our company shall consign \_\_\_\_\_ for the exhibits deliver to the appointed stand of the International Pavilion in China Import and Export Fair Complex in the following modes: (could be multiple choice)

Import by air via Hong Kong      Import by sea via Hong Kong to the stand  
From Hong Kong      of  
the International Pavilion in China Import and Export Fair Complex

Total cubic meters/kgs \_\_\_\_\_ Total Pieces

From the entrance of the complex to      the stand

Total cubic meters/kgs \_\_\_\_\_ Total Pieces

From Guangzhou seaport to      the stand



Total cubic meters/kgs \_\_\_\_\_ Total Pieces

From Guangzhou seaport to \_\_\_\_\_ the stand

Total cubic meters/kgs \_\_\_\_\_ Total Pieces

Exhibits need to be returned \_\_\_\_\_ Exhibits need to be sold

Part of exhibits need to be returned \_\_\_\_\_ Others

To take charge of dismantling cases and clearing customs before the exhibition, Mr./Ms. of our company will arrive at site on \_\_\_\_\_ (Day) \_\_\_\_\_ (Month), 2021. He/she can be reached at the phone/ mobile number, or other means of contacting him/her.

Our company hereby entrust for cases opening and customs clearance. Our company shall not claim from for compensation by reasons as damages or losses of exhibits.

Seal and Signature of the Company: \_\_\_\_\_

Signature (in bold letters): \_\_\_\_\_

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

**Notes: This form can be downloaded at: [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**



**C3 Stand Layout Plan**

**Deadline: Sept. 25**

(Applicable for heavy and large exhibits)

**STAND LAYOUT PLAN**

Exhibitor: \_\_\_\_\_ Stand No. \_\_\_\_\_

A. Please list below the exhibit(s) exceeding 1,000kgs in weight, or 5.0m in Length, or 2.0m in width or

2.0m in height per single piece:

Case No	Description	Gross Weight (in KGS)	Net Weight (in KGS)	L x W x H (in Meter)

B. Please point out the right position of the above mentioned exhibits where placing inside your stand:

Dimension of Wall Panel (Drawings of exhibit position can be attached.)



**Note:**

1. Please pre-register if any special equipment (like crane) is necessary for handling the exhibits.
2. Please come to the exhibition ground on the first day of move-in period for moving the above mentioned exhibits or booking in advance with for the moving date. Your delegate(s) Mr./Ms. \_\_\_\_\_ will come to the site on (date) \_\_\_\_\_ for supervising the portage.
3. If there has any special instruction for handling the above mentioned exhibits, please specify in below:

**Notes: This form can be downloaded at: [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**

C4 List of Exhibits in the International Pavilion of the 130<sup>th</sup> CIEF

List of Exhibits in the International Pavilion of the 126<sup>th</sup> CIEF Recording Time:

Exhibitor Name:											
Country/Region :		Original :				Hall/Stand No.:		TTL pkgs :		Treatment after the show:	
C/NO.	Exhibits Name	Exhibit Category	G.W.(kg)	Description of Contents	Quantity	Unit Price(USD)	Total Value(USD)	H.S.NO.	A. sold		Remarks *
									B. to be returned		
Signature&Company Chop of Applicant:						Approval Views:					
Signature&Company Chop of Organizer Recommended Transporter:						verified by secure staff in the exhibition complex:					

**\*Attention:**  
**1. Please fills in transportation of each exhibit in the remarks, for example, name of organizer recommended transporter/name of non-organizer-recommended transporter/imported as personal belongs.**  
**2. This form is for the purpose of collecting exhibits information, as well as the exhibits discharging. Do fill in the form carefully and backup for checking.**

Notes: This form can be downloaded from [www.cantonfair.org.cn](http://www.cantonfair.org.cn)



## 5. Stand Construction and Equipping

The Service Center for Exhibitors of the International Pavilion is set up at site of Canton Fair to provide exhibitors with convenient service of application for items associated with exhibition stands. The Centre has several project teams such as Recommended Contractor, Service Consultation, On-site Service, Standard Stand Setting-up, and Transportation. All of the services provide exhibitors with convenient and swift access to admission and registry.

### 5.1 Official Contractor:

#### 5.1.1 Official Contractor

##### Canton Fair Exhibition Design and Construction Co., Ltd

Exhibitors of Custom-built stands shall choose contractors with qualification certification issued by the Canton Fair. (For details see 5.2.2)

Service: Application for modification of upgraded standard stands

Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Haizhu District, Guangzhou.

Time: Sept. 1–Oct. 12 8:30-17:30 for each day

Hotline: 0086-20-89139719 89139784

Ms. Guan Mr. Xu

E-mail: [gz510014@126.com](mailto:gz510014@126.com)

#### 5.1.2 On-site Office of Customer Service Center

Location:

No. 3 Counter at Hall 2, Pearl River Promenade, Area A, Canton Fair Complex

On-site Office of Customer Service Counter, outside the North Entrance of Hall

16.2, Area C, Canton Fair Complex

Time: Oct. 9-11 8:30-17:00

Oct. 12 8:30- Oct.13 5:30

Oct. 15 8:30-18:00

Oct. 16-18 9:00-18:00 everyday

Oct. 19 9:00- Oct.20 2:00

Oct. 20 8:00-24:00

### Services at Exhibitor Service Centre:

#### 1. Procedures of Move-in of Custom-built Stands

Please refer to Stipulations of Construction Management for Custom-built Stands in 5.2 herein for detailed procedures.

#### 2. Modification of Standard Stand

(1) Application deadline:

10:00am, Oct. 12

(2) Please refer to Services and Stipulations of Upgraded Standard Stand Construction in 5.3 herein for the application scope and relevant stipulations.

### **3. Rental of Stand Equipment and Supply of Electricity**

(1) Please refer to Form B5-2 for the specifications, charge criteria and relevant stipulations of the Services;

(2) The rental of table and chair can be canceled on the same day of its arrival at the stand. Charge for such cancellation shall be 20 RMB. From the second day of the arrival of the stand equipment at the stands, no cancellation of rental will be accepted.

### **4. Rental of Flowers**

Please refer to Form B6 for service charges.

### **5. Re-input of Exhibitors' Information and Calligraphy Services**

Canton Fair will make fascia boards in accordance with the exhibitors' information input in "Registration System of Participation in the International Pavilion". Exhibitors shall not cover or rectify the scripts on the fascia board without prior consent of Canton Fair. In case that an exhibitor is late in inputting information then requires for remedy or he may need to change the scripts on fascia board, the exhibitor shall apply to concerned department of Canton Fair for written approval and pay relevant fees.

### **6. Telephone Allocation**

Wireless Telephones are equipped in International Pavilion of the 130<sup>th</sup> session of Canton Fair, please keep them safe. Telephone Allocation: For custom-built stand, 1 telephone is equipped for the area within 4 connecting standard stands of a same company, 2 telephones for the area of 5-7 connecting standard stands, 3 telephones for 8-10, and 4 telephones for the area of more than 10 connecting standard stands. If extra telephones are required by custom-built stand, please fill in Application Form for Adding Wireless Telephones of the 130<sup>th</sup> session of Canton Fair (see B8 of relevant forms in the attachment) and apply to On-site Office of Customer Service Centre or Communication Section (Address: A618 of Communications Division) 5 days prior to the opening date (for inquiry: 020-89139450). For standard stand, with regardless of the stand modification, the number of telephones is equipped according to the number of the standard stands within the scope, and telephone is installed in the stand of the smallest sequence number. The telephone service is provided as a package including local call and domestic call. For international call, please go to Counter 3, Hall 3, Pearl River Walkway, Area A.

Telephones communication will be available during 9:00-18:00 each day, among which only available from 9:00-15:00 on Oct. 19. Please don't separate the telephone from the original stand due to the wireless telephone number already bond with the stand number.

The stand telephone will be returned at 15:00 of the closing day. Please do not take away the wireless telephones, and do kindly return them to our staff.

### **7. Application for Internet Service**

Please refer to Form B7 for the specifications, charge criteria and relevant stipulations for such services.

### **8. Application for Overtime Work**

#### **Stipulations on the overtime work during the period of Stand Construction and Dismantling:**

(1) During the Stand Construction, exhibitors or contractors should submit written application for overtime work to the Service Centre of it respective area before 16:00. From Oct. 9-11, overtime work is permitted from 17:30 until 22:00.





### **Reminders:**

(1) All materials for stand setting up and all exhibits shall be moved out of the exhibition halls prior to 24:00, Oct. 20. Stand construction materials and exhibits to be returned shall be delivered to supervised locations nominated by the customs.

(2) No application for postponing Stand Dismantling after 24:00, Oct. 20 shall be accepted by Canton Fair who will reserve the right to claim from the exhibitors for any damages or losses caused by such delay.

### **9. Payment**

Only RMB in cash or payment by credit card shall be accepted in the Service Center for Exhibitors of International Pavilion.

### **Stipulations of Service**

1. Parts of the services cannot be provided due to insufficient stocks, the lack of resources or demand overtops the warning limit.

2. The services available shall be fulfilled within 2 hours after full payment has been made by the exhibitor (except for the peak hours on Oct. 11-12).

3. During the busy hours on Oct. 11-12, it takes longer time to fulfill the required services. The exhibitors are therefore advised to wait patiently and try to avoid applying at peak hours.

4. Exhibitors dissatisfied with the on-site service could lodge a complaint by dialing the service and complaint numbers.

5. Deadline for applying for the aforesaid services will be Oct. 18 except for those whose application deadlines have been specified.

### **Services of Stand Dismantling: Refund of Deposit**

After returning the rented equipment or clearing the stand, the exhibitors should submit the deposit bills to the concerned staff of Canton Fair for confirmation in signature.

1. Distribution box: Electricians assigned and authorized by the Canton Fair will dismantle the distribution boxes. And the deposit can be refunded after registration with the service counter by showing the deposit bills held by exhibitors or contractors. Should exhibitors have any inquiries, please contact the Service Center for Exhibitors of the International Pavilion.

2. Deposit for stand clearance: Exhibitors or contractors of custom-built stands should notify the Service Center in the International Pavilion upon the completion of stand clearance. Canton Fair will accordingly assign relevant staff to inspect the cleared stands and confirm the accomplished work by signing on the deposit bills. Then the exhibitor or contractor can apply for refund of deposit after registration with the service counter by showing the deposit bills.

With the deposit bills confirmed and signed by the authorized persons, the exhibitors or contractors of custom-built stands could be refunded the deposit at the Service Center for Exhibitors of the International Pavilion from 8:00-24:00, Oct. 20. Failing in execution of such procedures in the specified service time, the exhibitors and contractors could contact the Service Center for Exhibitors of the International Pavilion and withdraw the deposit as per their instructions.



## 5.2 Stipulation on Construction Management for Custom-Built Stands

(For raw-space-exhibitors and their entrusted contractors of custom-built stands)

### 5.2.1 Custom-built Stands

Refer to the stands, on rental raw space (minimum 36 m<sup>2</sup>), that exhibitor entrusts the contractor with qualification certification of the Canton Fair to set up and decorate with materials which are different from those used in the standard stands.

### 5.2.2 Contractor of Custom-built Stands

Raw-Space-Exhibitors shall entrust the contractors with qualification certification of the Canton Fair to design and set up the stands. Contractors without qualification certification of the Canton Fair shall be prohibited to undertake such project or construction works. The design and drawings submitted by such contractor without qualification certification will be rejected by the Drawings Verification Team of Canton Fair. Contractors with qualification certification are listed “Construction of Custom-Built Stands” of Canton Fair official website.

Exhibitors are required to pass a safety knowledge test when logging in to Easy Exhibitor at the official website of the Canton Fair before installing custom-built stands and green-built stands and conducting other activities.

The maximum total area of custom-built stands for each enterprise in each session is 18,000 square meters, and 6,000 square meters for the current session.

### Reminders

Any Agreements between the exhibitor and the entrusted contractor shall be deemed to be contracts of the two parties only. Any incidents, accidents or disputes hence arising shall be subject to the legal procedures by the two parties involved, and Canton Fair shall assume no responsibilities for such consequences.

### 5.2.3 Submitting Time and Contact Office

#### 1. Submission Time

Sept. 22 to Oct. 11

Please submit application through Easy Exhibitor; submissions in paper or email are not accepted.

Deadline for drawing submission system: 18:00 on Oct. 11. After this deadline, the system will be automatically locked and no drawing can be submitted. Stands will be restored to standard stands (no more simple decoration is allowed) and we will charge exhibitors standard stand allocation fees, circulate a notice of criticism.

#### 2. Contact Office (Drawing Verification Team)

Service covered: Custom-built Verification

Location: Drawings Review Section at East Side of Area B, Canton Fair Complex

Time: Sept. 22 to Oct. 19 9:00-18:00

Service contact: 0086-20-89124229, 89124230, 89124231

#### 3. Reminders:

(1) The Drawings Verification Team is responsible for providing contractors of custom-built stands with consultation service and drawings submission service, verifying drawings of custom-built construction, collecting constructional management fees, and issuing relevant construction permits.

(2) Exhibitors of custom-built stands, after receiving the stand plan, shall contact directly with the contractors with qualification certification of Canton Fair and visit Easy Exhibitor -the official website of the Canton Fair to entrust the qualified contractor to set up the stand. The Drawings Verification Team of Canton Fair will not accept exhibitors' direct submission of drawings.

#### **5.2.4 Application Procedures for Custom-built Stands**

##### **Contents of Application**

##### **(1) Application Form for Drawings of Custom-built Stand, including**

(i) three-dimensional (plan, elevation and side view of design proposals) color drawings of design proposals;

(ii) Booth renderings (including detailed dimensions and material specifications, and vertical view is required for large stands over 36m<sup>2</sup>);

Note: size of stands in the drawings goes as follows

(i) Size of customer-built stands: 30mm shall be reserved for every 3m (if the special island-shaped stand is longer than 6m, then 100mm should be reserved on each side). The height for on-storey stand shall be 4.5m, while the height of two-storey stand shall be 6m;

(ii) Size of upgraded standard booth: the length of a single stand (one side of the fascia) shall not exceed 2.8m, width shall not exceed 2.9m and height shall not exceed 2.4m; stand which opens on both side, the width shall not exceed 2.9 on either side;

(iii) showcase or display rack shall not exceed 3m(height) \*2.5m(width) or 2.5m(height)\*3m(width).

##### **(2) Application for electricity supply in custom-built stand should attach the following materials:**

(i) Clear and detailed drawings of Electric Distribution System indicating the gross power, current rating, voltage (220V/380V) of the master switch and model of leakage protection switch, as well as the wire model and laying-out pattern and electric equipment.

(ii) Accurate Plan of Electric Distribution indicating the location of the main distribution box as well as the types, power and locations of lighting.

(iii) Letter of Undertaking on Safe Construction in Custom-built Stands.

##### **(3) Application for electricity supply in custom-built stand should attach the following materials:**

(i) Stress floor plan for heavy exhibits (if any);

(ii) Large sample drawing of beam and column (if any) (with the calculation that the bearing capacity of the new main structure at the force-bearing point is less than that of the original main structure)

(iii) Large drawing of the force-bearing point (including force-bearing node of booth structure and force node of lamp or hanging object);

(iv) Letter of Undertaking on Safe Construction in Custom-built Stands.

##### **(4) Application for table and chair accessories for Custom-built Stands:**

(i) Criteria:(table and chair shall be arranged as per area of the custom-built stand):

Areas smaller than 3 standard stands: one set of table and chair;

Areas between 4 and 5 standard stands: two sets of table and chair;

Areas between 6 and 8 standard stands: three sets of table and chair;

Areas between 9 and 12 standard stands: 4 sets of table and chair;

Areas of 13 or greater than 13 standard stands: five sets of table and chair.

Please refer to table B1-4 for details of tables and chairs

(ii) Mode of Application: The constructor of Custom-built Stands shall choose the style and quantity when submitting drawings on line.

#### **(5) Fill in and uploaded the related contents**

The copies of valid operation certificates of electricians who work for the custom-built contractor, the contract for stand construction signed between electricians and contractor and their insurance contract of electricians.

#### **Reminders:**

**All the above mentioned drawings and written instructions shall be submitted by the applicants through Easy Exhibitor online.**

#### **Verification Procedures:**

(1) The application materials will be verified within 5 working days after received by the Drawings Verification Team.

(2) The Drawing Verification Team will release the verification results on Canton Fair's website where submission units can inquire those results via Easy Exhibitor at [www.cantonfair.org.cn](http://www.cantonfair.org.cn).

(3) For those unqualified drawings, within five days after receiving the verification paper, the contractor should re-submit them pursuant to the verifying suggestions.

**Notes: The contractors whose design drawings of stands are not approved in due time shall not be permitted to commence relevant construction works.**

#### **Move-In Procedures and Formalities of Customer-built Stand Construction**

(1) Inquiry on-line or refer to the Drawings Verification Team to confirm that the custom-built stands drawings have been approved.

(2) According to your Drawing Approval Number, Name of your Contractor Company and Exhibitor Company name, the construction management fees, and fees for custom-built desks and chairs shall be paid to the Drawings Verification Team.

#### **Charge Criteria**

■ Construction management fee: RMB 25 RMB/Phase/m<sup>2</sup> (net area of stands)

■ Construction management fee: RMB 45 RMB/Phase/m<sup>2</sup> (N net area of stands)

■ Electricity fee: refer to B2

(3) Apply for Construction Permit.

(4) Apply for Stand Construction Badge and Vehicle Pass for Stand Construction.

Procedures shall be carried out in the Registration service Centre with the Construction Permit and completed Form A1 and A6.

(5) Verification for Stand Fire-prevention

Subsequent to completion of stand construction, the stand shall be under joint inspection of personnel



from Fire-prevention Department of Canton Fair, professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau. Once meeting the standard, the stand can be electricity connected and then be put into use.

#### (6) Formalities of electric connection

Upon completion of stand construction and approval of fire-prevention and power safety inspection, Canton Fair will assign electricians to confirm “Registration Form for Use of Electricity in Custom-built Stands” and to guide the electrician of the contractor to connect wire to the nominated distribution box. Electric connection shall only be carried out by the electricians of Canton Fair. And the electricians of Canton Fair will be responsible for electric connection.

### 5.2.5 Stand Construction Requirements for Custom-built Stands

#### 1. Safety requirements for stand structure

As for custom-built stands, Canton Fair advocates environmental protection and encourages more use of recyclable materials and less use of disposable plates. The structural strength should meet the required loading capacity and stability. Details are as follows:

##### (1) The width of the main wall

(i) The width of the main wall of the structure should be wider than 12cm. The floor thickness of the main wall with light steel keel is not less than 6cm.

(ii) As for custom-built stands without frame structure, the thickness of the timber wall shall not be less than 30cm to ensure the contact area between the wall and the ground. A timber wall over 3m high must have square steel or seamless round tube as internal support.

(iii) If the main structure of the stands has only a single back wall, inclined support and other structural reinforcement must be used, with counter weight for stability. The timber wall design must meet the required stability and longitudinal strength.

##### (2) Trusses

(i) If the main structure of the stands is built by trusses, professional truss structure must be used (factory design manual or design drawings provided by a qualified design unit shall be provided for reference). Self-welded trusses are strictly prohibited.

(ii) Metal fasteners must be used between truss pillars and beams and shall be tightly clamped without any gap or sloshing.

##### (3) Bearing pillars (metal and timber structure)

(i) The bearing capacity of metal bearing pillars must be directly transferred to the ground and shall not fall on the platform and other timber materials, with welded metal floor as reinforcement.

(ii) The load-bearing force of the metal load-bearing column must be directly transmitted to the ground, and must not fall on the wooden material such as the platform, and the welded metal bottom plate shall be used for reinforcement.

(iii) Metal bearing pillars should use un-welded materials more than 10cm in diameter, and the wall thickness of the column section should be determined by calculation according to the importance of the structure, the span, and the number of layers. The bottom of the pillars should be welded to a square board with an area of not less than 50cm\*50cm and thickness of not less than 6mm (If the aluminum alloy is used as an independent support, the size of the square aluminum alloy column should be no less than 80mm \*8 mm,



and the square metal plate of the same size should be installed at the bottom of the column) to increase the bearing area of the pillars and the top of the pillars must be welded to a top support board. The base size of metal structure pillars should be determined according to the overall loading of the stand and the pillars must be welded in the center of the base. Columns connected by two-way ground beams may not be equipped with metal square plates.

(iv) The diameter of metal structure lamp standards must be more than 10cm, with a square board with an area of not less than 100cm\*100cm and thickness of not less than 6mm at the bottom as reinforcement to ensure stability.

(v) Timber bearing pillars shall use continuous solid materials to ensure structural integrity and joints shall be firmly connected.

#### **(4) Glasses**

(i) As for facade decoration of the stand, toughened glass should be used and toughened proof should be provided for on-site reference, with national standard 3C mark.

(ii) Glasses with an area of more than 2m<sup>2</sup> should be thicker than 8mm. Clear signs must be put on all large glasses at 1.5 meters high to avoid collisions.

(iii) Steel frames or professional metal frames must be used to install all the glass components. Elastic bearings should be employed amongst the frames, metal parts and glass materials to ensure safe use of these items.

(iv) Structure supporting pillars and walls of all glass platforms should be fixed beneath the platforms and stand structures should not be installed directly upon the smooth surface of the glass.

#### **(5) Hanging objects (hangings)**

(i) The hanging objects and hangings in the stands (including LOGO light boxes, lighting, TVs, etc.) shall meet the required bearing of the hanging surface.

(ii) Hanging operations should refer to Lighting Installation Specification and an overload test should be done on fixation and suspension devices of the hanging objects according to twice of the weight of the hanging objects.

#### **(6) Specifications on beam and pillar joining**

(i) The beams and columns of the indoor stand should be made according to the materials and dimensions marked on the design drawings.

(ii) Reasonably determine the beam span, As for large span walls over 6m long, steel, iron, aluminum and other metal structures should be used and crossbeam should be installed on the top as well as a supporting pillar underneath. The span should be no more than 10m (excluding professional stage structure and those with stability calculation certificate).

(iii) The drawings of detailed connections between tops and crossbeams should be provided for all custom-stands which require crossbeam joining on tops during drawing declaration. The structure strength should meet the required loading capacity. The crossbeam must be fabricated in steel and joined tightly.

(iv) The joining for the pillars should be fastened with bolts and nuts where colligation, On-site welding is not allowed and other simple joining including cross lap binding are strictly forbidden.

(v) Gun nail or wood grain screw shall not be used for the joining of main components and bolts must be used with full position fastening.

(vi) The joining of fascia, ceiling beam and the wall must use supporting structure or be embedded in the wall, to eliminate side joining structure.

### **(7) Bearing components**

(i) Angle steel, channel steel, square steel (pipe) and other materials used as bearing components of the custom-built stands must be qualified products. Flexible metal materials or fragile materials for decoration are not allowed.

(ii) If corner code is used, its width must be more than 50mm and thickness must be more than 5mm, joined with steel bolts.

(iii) Thin-walled bearing components with a pipe wall not thicker than designed thickness shall not be used, nor bearing components with severe corrosion, damage, deformation, cleavage, bending or swell etc.

(iv) External hanging (suspending) components must be in the way that metal frames are joined with the main metal structure and fastened with bolts.

(v) The force-bearing components shall have integrity and continuity, and no separation or breakage of the intermediate force is allowed.

### **(8) Stand height**

(i) As for one-storey stands, the unified height is 4.5m and two-storey stands, 6m. Two-storey stands can not be built in Area C, outdoor exhibition areas, Pearl River Walkway and service counters.

(ii) The height of green-built stands shall not exceed 2.4m.

### **(9) No out-of-scope construction**

The stands must be built within the scope of the due site, and the vertical projection shall not exceed the range and corresponding functional area defined.

### **(10) Platforms**

(i) If the stands need a platform and the platform is higher than 10cm, slopes should be used for the transition parts with the ground.

(ii) If the platform is less than 10cm high, it shall be equipped with relevant step safety signs.

### **(11) Tiles and other decorations**

Tiles (pieces), glasses and other hard decorative materials shall not be stuck on the main structure of the stands without a support. The area of a single tile (piece) shall be within 122cm\*244cm and application shall be made for any excess. There should be anti-fall-off measures, such as pressing the frames, putting channels and sticking from the bottom.

### **(12) Polystyrene boards (KT boards)**

Do not use a large number of polystyrene boards (KT boards), which can only be used for signs, characters and patterns of logos.

## **2. Fire-prevention requirements for stand construction**

### **(1) Risky operations**

It is strictly prohibited to carry out risky operations such as open fire, grinding, electric welding, gas welding, painting, electric cutting (chainsaw, electric planer, etc.) in the exhibition hall. If it is necessary to carry out the above operations under special circumstances, a written application (see attachment) shall be submitted to the exhibition hall for approval before the operations can be carried out.

### **(2) Main and auxiliary (evacuation) aisles of the exhibition hall**

The width of main aisles shall not be less than 6m, and the width of other aisles shall not be less than



3m. The main and auxiliary (evacuation) aisles of the exhibition hall must be kept clear while stands are built and dismantled. Exhibition samples, packaging materials and special tools shall not occupy the aisles.

### **(3) No use of common plywood (board)**

It is strictly prohibited to use common plywood (board) or plywood (board) treated by fireproof paint spray as structural materials for stand decoration. Fire-retardant materials that meet fire prevention requirements must be used. The structure must be strong and reliable to avoid collapse. Fire prevention “one vote veto” system will be imposed on construction units that use fake fireproof materials for decoration and have other cheating acts.

### **(4) B1-level (fire-retardant) materials**

(i) The construction, setting-up and decoration materials should be non-combustible or fire-retardant, whose combustion performance grade shall not be lower than B1-level (fire-retardant).

(ii) Materials, such as grass, bamboo, vine, paper, bark, reed, cloth, yarn, elastic fabric, foam, plastic, carpet and board, will not be permitted to use as building and decorating materials. In case any of the above-mentioned must be used, material samples and product inspection reports shall be provided during drawing submission to prove that its combustion performance reaches B1-level (fire-retardant).

### **(5) Fire extinguishers**

Custom-built stands should be equipped with portable dry powder fire extinguishers or extinguishers of palace-lantern style in accordance with the Specifications on Construction Fire Extinguisher Configuration and Design (GB 50140-2005). The fire extinguishers should be placed at obvious places in the stands during stand building and dismantling and during the exhibition. Construction personnel should know how to use them. The criteria are as follows:

(i) Stands with a decoration area within 18m<sup>2</sup> (including 18m<sup>2</sup>) are equipped with one 2kg fire extinguisher; Stands with a decoration area of 18 to 54 m<sup>2</sup> (including 54 m<sup>2</sup>) are equipped with two 2kg fire extinguishers; Stands with a decoration area of more than 54 m<sup>2</sup> are equipped with three 2kg fire extinguishers.

(ii) As for stands with capping, those within 18 m<sup>2</sup> are equipped with one 6kg fire extinguisher; those from 18 to 54m<sup>2</sup> are equipped with two 6kg fire extinguishers; those more than 54 m<sup>2</sup> are equipped with three 6kg fire extinguishers.

### **(6) Capping**

(i) All stands should not be capped to ensure normal operation of the automatic fire alarm system and automatic sprinkler system in the exhibition hall.

(ii) In case of capping, in principle, the capping area of the stands shall not exceed one third of the total area. Otherwise, additional fire prevention and alarm equipment shall be added

(iii) As for capping with cloth materials, there should be a 20cm interval in between, and fire retardants should be sprayed in a criterion of 5m<sup>2</sup>/kg (8m<sup>2</sup>/kg for nylon fabric and mesh cloth). If capping with cloth materials does not leave the interval as required, the requirements for timber materials shall be applied.

### **(7) Fire emergency support facilities**

Fire emergency support facilities including emergency indicator lights, evacuation signs, evacuation paths, etc. should be put at obvious places of the stands.

### **(8) Evacuation exits**



(i) If the stands are enclosed at all sides in a proportion of more than 75%, there shall be no less than two evacuation exits and the horizontal distance between two adjacent evacuation exits shall not be less than 5m.

(ii) As for a stand with an area of no more than 72m<sup>2</sup>, the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2m, and the furthest distance between the stand and the evacuation paths of the exhibition hall shall not exceed 15m.

(iii) There should not be any form of cover within 2m of the evacuation exits.

#### **(9) Totally enclosed design**

It is not advocated to make totally enclosed design at all sides and on the top the stands. Stands with a totally enclosed exhibition area of more than 160m<sup>2</sup> should be equipped with independent smoke detectors.

#### **(10) Cutting tools**

All cutting tools displayed in custom-built stands shall be kept into a lockable cabinet. All of these must be demonstrated on submission of custom-built drawings.

#### **(11) No smoking**

No smoking in the exhibition hall. Smoking is strictly prohibited in the whole process of construction operations. Violators will be punished according to the circumstances, such as criticism education, certificate suspension or confiscation, circulation of a notice of criticism and removal from the exhibition hall. Whoever causes an accident shall be investigated for criminal responsibility.

#### **(12) Risky objects**

(i) Flammable gases, flammable liquids, explosive goods, risky chemicals, radioactive goods and other items that may be treated by the security sector as threatening to the safety of the exhibition hall, such as hydrogen, nitrogen, petroleum, diesel, gasoline, kerosene, alcohol, thinner, fireworks, cracks, etc. shall not be brought into the exhibition hall. In case the construction actually needs to use flammable and explosive goods such as thinner, alcohol and chloroprene glue, the quantity of one day's dose shall be taken into the site and out of the site after the construction is finished on that day.

(ii) It is strictly prohibited to demonstrate and operate heating, oven, candle, lantern, torch, welding equipment, heating and firing apparatus or other smoke-producing materials; Demonstrations and operations of any electrical, mechanical or chemical apparatus which may be deemed dangerous are strictly prohibited; It is strictly prohibited to bring weapons, firearms, knives, swords, ammunition, explosives and any other dangerous goods prohibited by relevant government departments into the exhibition hall.

#### **(13) Cleaning of combustible rubbish**

During stand building, combustible rubbish (such as paper wrappers, packaging materials, etc.) shall be cleaned in time and shall not be stored in the exhibition hall or temporary booth.

#### **(14) No hangings across aisles**

Without approval, it is not allowed to set up or hang any decorations over aisles between adjacent stands, which will affect driving and block fire-prevention aisles.

### **3. Specifications on the protection of equipment and facilities**

#### **(1) No impact on fire-prevention aisles**

It is strictly prohibited to pile up construction materials, exhibits or other items in public fire evacuation aisles and yellow lines of the exhibition hall (including outdoor exhibition halls, the same below); It is not allowed to occupy fire-prevention aisles and block safety exits in any form.

#### **(2) No impact on fire-prevention equipment and facilities**

It is strictly prohibited to cover, bury, occupy, block or misappropriate fire-prevention equipment and facilities in the exhibition hall, including fire extinguishers, fire hydrants, infrared counter radiation detectors, automatic fire extinguishing system and its pipelines, fire doors, various isolation doors, emergency exit doors, etc.

**(3) No impact on fire-prevention sprinkler devices**

It is strictly prohibited to attach or hang any item on sprinklers or lighting devices of the exhibition hall; It is strictly prohibited to aim spotlights or other heating devices at or near fire-prevention sprinklers.

**(4) No impact on the main buildings and supporting equipment and facilities**

It is strictly prohibited to damage, pollute or otherwise damage the main buildings and supporting equipment and facilities of the exhibition hall, including:

(i) No use of nails, piles, pins, staplers, etc. to fix items on the floor, walls or pillars of the exhibition hall.

(ii) Grease, paint, glue and other materials that are not easy to remove shall not be used on the floor, walls or pillars of the exhibition hall.

(iii) It is not allowed to lean on, press, pull or scrape the walls, pillars and other special equipment and facilities of the exhibition hall.

(iv) No structural bearing objects should be hung on the equipment and facilities of the exhibition hall without permission.

Any damage or pollution caused by unreasonable or unauthorized use of materials shall be compensated by the construction unit.

**(5) No impact on electric equipment and facilities**

The fixed power and lighting facilities of the exhibition hall shall not be moved or damaged.

**(6) No casual decoration of public area**

It is not permitted to place, hang or nail any exhibits, promotional materials or other signs at the pedestrian aisles, stair crossings, vertical elevator doors, escalator exits, fire-prevention equipment and facilities, air conditioner return outlets, etc.

**(7) No decoration on the exhibition panel of standard booth**

(i) When building standard green-built stands, construction units shall not use foam adhesive paste or instant sticker on the bottom of the exhibition panel of the stands. Once found, violators will be given oral warning and required to have it renewed to the original state, pay cleaning and maintenance fees of 100 RMB/m<sup>2</sup> (less than 1m<sup>2</sup> will be calculated as 1m<sup>2</sup>) and at the same time immediately take off the sticking. If the exhibition panel is damaged, they should compensate according to the price.

(ii) A deposit of 500 RMB per standard booth will be charged for any form of sticking on the exhibition panel and will be returned to exhibitors or construction units after they have cleaned it up. If they cannot clean it up, the deposit will be confiscated as booth cleaning and maintenance fees.

**(8) No damage to exhibition equipment and exhibition panel**

It is strictly prohibited to cut, paint, nail or drill the exhibition equipment and exhibition panel. Those who cut the exhibition equipment and exhibition panel will be criticized on the Newsletter of Canton Fair, with compensation of 1 to 2 times of the original price of the damaged goods. Those who paint, nail or drill the exhibition equipment and exhibition panel should compensate according to the original price.

**(9) Regulations on elevator and escalator**

In order to ensure construction safety, protective devices will be installed on all escalators in the



exhibition hall during stand building and dismantling. It is forbidden to use elevators and escalators to transport custom-built materials and tools.

(ii) It is not permitted to use elevators and escalators to carry exhibits. Those who arbitrarily use elevators and escalators to carry exhibits and damage equipment and facilities shall be punished twice as much as the economic losses they have caused.

#### **(10) Floor ditches (pits)**

During stand building, construction units shall not uncover floor ditches without permission and use the floor ditches as the routing path of the stands, but shall make the routing path within the stands by themselves. At least one inspection outlet of pit power box shall be reserved in each custom-built stand.

#### **(11) Regulations on stand building of Exhibition Hall 2-4 in Area C**

There is no truck aisle to the Exhibition Hall 2-4 in Area C of the exhibition hall. Transportation of custom-built materials, tools and exhibits mainly relies on cargo elevators at the north and south ends of each exhibition hall and the large walking stairs between the 1st and 2nd floors. It is suggested that construction units of Exhibition Hall 2-4 in Area C adopt simple decoration of custom-built stands to ease the difficulty of stand building, dismantling and changing. (Internal dimensions of cargo elevators in Area C: 3.6m long, 2.4m wide and 2.5m high)

#### **(12) Trolleys**

In order to protect ground facilities such as the Pearl River Walkway and service counters, only trolleys equipped with rubber tires are allowed to be used on the tiled ground.

### **4. Regulations on water safety management**

#### **(1) Water Supply Pipelines**

Water supply pipelines must be protected by bridge board when crossing the corridor.

#### **(2) No unauthorized water pipeline connection**

It is strictly prohibited to arbitrarily connect and draw domestic water. Water equipment shall not be connected to the pipelines of the exhibition hall without adding valves.

#### **(3) No casual dumping of liquids**

Waste liquids, catering sewage and hot liquids must be dumped at designated places of the exhibition hall or in closed containers prepared by exhibitors themselves. No rubbish shall be dumped in floor ditches inside or outside the exhibition hall or in washbasins or sinks of restrooms. In case of any violation, exhibitors or construction units will bear compensations for cleaning, water pipe blockage and other related responsibilities arising therefrom.

### **5. Regulations on high-altitude operations**

High-altitude construction refers to the operation at the height above 2meters (including) of the fall datum, which is likely to fall. And operation at the height above 2 meters shall use lifting machinery or mobile operating platform (scaffold) and other safety tools shall be used for operation at the height of above 2 meters.

#### **(1) Safety helmet**

(i) All personnel in the stand under construction must wear safety helmets that meet the requirements of national standards, especially when there are both stand set-up (dismantling) and exhibit set-up (dismantling). Otherwise, the construction work shall be stopped; The constructor shall provide sufficient safety helmets for exhibitors.



(ii) The safety helmet must meet national quality standard Safety Helmet (GB2811-2007), Technical Specifications on High-altitude Construction Safety (JGJ80-2016) and so on, with factory quality certificate label or safety certification within the warranty period.

(iii) The safety helmet must be worn correctly and adjusted well and the lower jaw belt of the helmet rope must be fastened to prevent fall-off; No entry to the exhibition hall before passing the check of the security personnel of the exhibition hall.

Personnel working at height (2m and above) must wear safety belt. The fastening plug of the safety belt shall not be put too low or replaced by ropes.

**(3) Step ladder**

No step ladder higher than 2m is allowed; Poor-quality ladders shall not be used; Only one person is allowed to operate on one ladder, with at least one person holding the ladder; It is not permitted to work on the top of the ladder; No one is allowed to stand on the ladder while it is being moved. And ladders shall not be raised for operation.

**(4) High-altitude operation platforms (scaffold)**

(i) The Scaffold must be qualified products which meets the national standards, and the main parts and accessories must have a formal Product Certificate of the factory.

Material specifications: not less than diameter 42mm \* wall thickness 2.5mm. the Product Certificate shall be provided and checked for acceptance when materials entering the site, and materials can only be put into use after they are checked qualified. Aluminum scaffolds are recommended in preference, and scaffolds in abnormal conditions such as severe corrosion, deformation, perforation, cracking, solder joint defects, and weak connections are strictly forbidden to use

(ii) The height of the scaffold should not be higher than 5.2 meters, and the construction loading should not be greater than 1.5KN/m<sup>2</sup>.

(iii) Protective railings with two cross bars shall be installed for operations with a scaffold. The upper rail shall be 1.2 m above the operation platform, and the lower rail shall be somewhere between the upper rail and the operation platform.

(iv) The scaffold must be checked and reinforced repeatedly to prevent lateral movement and side slip; and the scaffold must be equipped with fixing measures.

(v) No more than two people are allowed to work on each group of scaffold. During the work, they must put on safety belt and the safety belt must be tied to the railings of the scaffold.

(vi) No one is allowed to stand on the scaffold when it is being moved; As for a scaffold with wheels, there must be at least one person standing by to help hold the scaffold and avoid collision. The four wheels of the scaffold must be put on brake, the distance between the upright post and the floor should be no more than 80mm, and the cross brace must be buckled.

(vii) The operation personnel must go up and down from the inside of the scaffold, not from the outside of the scaffold.

(viii) The use of scaffolds should conform to the requirements of Technical Specifications on High-altitude Construction Safety (JGJ80-2016). In addition to the above safety requirements, scaffolds of different materials and models shall also meet the following requirements.

Types of Scaffolds	Width of Scaffold (Shortest side b)	Operating Platform (max height)	Total height of scaffolds (including protective rails 1.2m)	Safety Measures



Steel Tube	$b < 0.8\text{m}$	2m	3.2m	Stand aside
	$0.8\text{m} \leq b < 1.2\text{m}$	2.8m	4m	Stand aside
	$1.2\text{m} \leq b < 1.5\text{m}$	3.6m	4.8m	Stand aside, and increase support around all sides
Aluminum Alloy	$1.2\text{m} \leq b < 1.5\text{m}$	3.6m	4.8m	Stand aside
	$1.5\text{m} \leq b$	4m	5.2m	Stand aside, and increase support around all sides
High-altitude operation vehicles must be used in high-altitude operation areas exceeding 5.2 meters				

### (5) Hoisting equipment

Manual operations are not allowed for loading and unloading at a height of more than 3m. Professional hoisting equipment such as hydraulic elevator, hoist crane and high-altitude operation vehicle should be used. Hoisting operations should be done under a good plan and strict implementation of the plan. During the operations, there should be side supervision. See Regulations on Special Vehicle Operations for specific requirements. Hoisting machines and vehicles used in construction shall be declared and approved before entering the exhibition hall.

Hand-cranked lifts, cranes and other lifting equipment must not be overloaded. Hand-cranked lifts must have safety devices such as height limiters, overload alarm devices and rope break protection devices, and safety measures must be taken against overturning. It is not allowed to install the casing by yourself. If you need to extend the auxiliary arm, you must use the supporting products with production license, and use bolts, pins and other anti-skid measures to fix it.

### (6) Physical conditions of high-altitude operation personnel

Those who do not meet the conditions for high-altitude operations, high blood pressure, heart disease, epilepsy, mental illness or other invisible diseases, and those under the age of 18 shall be prohibited from high-altitude operations.

### (7) Carrying and passing of items

During high-altitude operations, construction personnel shall not carry, move or lift heavy items and small tools shall be kept from falling. Tools, materials and parts used during the operation must not be thrown together, and must be kept properly in a tool bag; small tools should also be kept properly to avoid falling; When passing exhibition panel, custom-built tools or other items, it is strictly prohibited to pass them by throwing.

### (8) No piling-up of materials and operation tools at high altitude

Materials and tools shall not be piled up at high altitude to prevent falling and injuries. Upon completion of the operations, tools, scattered materials, spare parts and other easily falling objects should be cleaned up to avoid falling and injuries.

### (9) No standing at high altitude of the stand for construction

It is not allowed to stand on the top of the stand, truss and exhibition cabinet for construction.

### (10) Restricted areas of dangerous high-altitude operations

On high-altitude operation sites, dangerous restricted areas should be marked, with obvious signs such as warning signs of “Staff Only”, “No Entry”, etc. to prevent irrelevant personnel from entering the areas.

### (11) Safety Technique Clarification

Before high-altitude operations, the personnel shall be informed about the safety and technical



information of the approaching operations, and shall be recorded. Trainings should be carried out for first-time operators.

## **(12) Safety Monitoring**

Supervisors must be designated for high-altitude operations to ensure the safety of the on-site environment and implement safety measures.

## **6. Supervision system for construction enterprises of custom-built stands**

### **(1) Investment in safe production**

In accordance with the provisions of the *Safety Production Law of the People's Republic of China* on “withdraw and use safety production expenses in accordance with regulations specifically to improve the conditions of safety production”, exhibitors must ensure investment in safe production and enter corresponding clauses when signing a stand construction contract with a contractor for customer-built stand, and further supervise the contractor to use safety production expenses for the provision of safety protection equipment for on-site personnel, improve safety protection facilities and tools, carry out safety production training and emergency drills, and purchase exhibition liability insurance, namely the safety production expenses shall be used exactly for this purpose.

### **(2) Pre-exhibition safety training**

(i) All construction personnel must participate in the publicity, training and exam of safety production rules and regulations. The publicity, training and examination are conducted online, and a fee is charged at RMB50 per person, which includes courseware fee, lecturer fee, face recognition fee, exercise and examination fee, etc., and shall be borne by the construction unit of customer-built stand.

(ii) During stand building and dismantling, the security foreman will train construction personnel on safety points before they enter the exhibition hall every day. No entry to the exhibition hall before certificate check and correct wearing of safety helmet.

(iii) Before entering the exhibition hall, construction units must arrange the person in charge of the stand to organize safety training for site construction personnel and keep it on record. Construction is not allowed before the training is provided to the construction personnel. And the construction units should supervise the work of the on-site personnel inside the exhibition hall to ensure safety.

### **(3) On-site stand security staff**

(i) The construction unit must appoint an on-site stand security staff at the site to be responsible for overall planning and coordination of stand construction, electricity, fire prevention, vehicles and other technical work. He is also obliged to educate construction personnel in his charge about civilization and law.

(ii) The stand security staff should proactively make safety inspection of stand construction. If there is any violation or safety accident, the construction unit will be held responsible.

### **(4) In-time remedy system**

For stands with any hidden safety troubles during the construction, construction units shall make remedy works on time after receiving the Rectification Notice and timely feedback the rectification results to the competent department.

### **(5) Relevant requirements for stand building and changing**



(i) Construction units shall be familiar with the dismantling plan of each session of the Canton Fair. The time nodes, certificate application, traffic management and other related requirements shall be strictly implemented in accordance with the plan.

(ii) Operations should be carried out in strict accordance with the time nodes of the Canton Fair to minimize the impact of cross-operation.

(iii) To increase the quota of stand building and dismantling personnel, construction units should submit an application, which shall be handled only after the approval of the Drawings Verification Team.

(iv) Stand dismantling tools (scaffold, 2m ladder) shall be taken into the exhibition hall at 8:00 on the night of each phase of stand dismantling.

(v) It is forbidden to use manual handcarts to clear custom-built materials and rubbish in the stands. The remaining materials, tools, scaffold, etc. after construction shall be transported out of the gate of the exhibition hall by presenting the original construction certificate and passing the check of the guards.

#### **(6) Sign-in system during stand dismantling and changing**

During stand dismantling, one of the people in charge of the construction unit (legal person/ vice president or above) must be on site and keep his phone connected. He should arrive at the designated place within 30 minutes upon phone notice. He should report to the security sector of the exhibition hall before 8:00 on the first day of stand dismantling (the security sector is responsible for the sign-in).

#### **(7) Temporary construction board**

During stand dismantling, obvious temporary construction board shall be posted in each custom-built stand, with the name of the construction unit, the name and contact number of the stand security staff and electrician on duty on.

#### **(8) Construction personnel management**

Construction units should strengthen the management of their construction personnel and sign labor contracts and work safety responsibility letters with them. They should not employ unqualified and flow construction personnel. They should strengthen certificate management and should not issue certificate to irrelevant personnel.

#### **(9) Age and physical condition of construction personnel**

According to the Labor Law, construction personnel must be older than 18 and in good health, without fear of heights, epilepsy, disability and other conditions. It is strictly prohibited for construction personnel to work under the influence of alcohol and fatigue.

#### **(10) Labor protection goods**

On-site construction personnel must take safety protection measures in accordance with relevant national regulations, and be equipped with and correctly use personal labor protection equipment according to the requirements of different operations, including safety helmets, dust masks, protective clothing, goggles, protective gloves, protective clothing, protective shoes, goggles, safety rope and safety net. Construction units shall provide construction personnel with labor protection goods conforming to national or industrial standards, and supervise and educate the construction personnel to wear and use them in accordance with the use rules. Personnel engaged in occupational hazard operations shall undergo regular health examinations.

Construction personnel must wear reflective vests with the name and logo of the construction unit.

#### **(11) Responsibilities and insurance**

(i) To ensure the safety during the exhibition, exhibitors and custom-built construction units must buy



insurance for their staff, construction personnel and properties. Otherwise, they will bear the related responsibilities and losses themselves.

(ii) Service Program of the Exhibition Liability Insurance

Program	A	B	C
Scope (Stand Area M2)	72 m <sup>2</sup> and below (including 72m <sup>2</sup> )	72 m <sup>2</sup> to 180m <sup>2</sup> (including 180m <sup>2</sup> )	Above 180m <sup>2</sup>
Insurance Coverage (RMB)	Venue liability: RMB500,000 Employee liability: RMB3,000,000 Third party's personnel liability:RMB3,000,000	Venue liability: RMB1,000,000 Employee liability: RMB4,000,000 Third party's personnel liability: RMB4,000,000	Venue liability: RMB1,500,000 Employee liability: RMB5,000,000 Third party's personnel liability: RMB5,000,000

Note: The compensation limit for employee liability and third party's personnel liability of this policy is RMB2,000,000 per person.

(iii) Description of insurance liability

During the insurance period, the following losses and expenses caused by the insured or its employees in the exhibition venue for exhibition work, loading and unloading of exhibits, machinery operating, and negligent acts shall be compensated by the insurer in accordance with the laws of the People's Republic of China:

- a. Loss of buildings, various fixed equipment, storefronts, and foundations of the exhibition site;
- b. Personal injury, and pension, medical expenses and other related expenses resulted from the personal injury of the employees;
- c. Personal injury, and pension, medical expenses and other related expenses resulted from the personal injury of the third party;
- d. Arbitration or litigation costs paid by the insured and other necessary and reasonable expenses that should be paid by the insurer in advance in writing, if the insured suffers arbitration or litigation proceedings due to the incident after the occurrence of an insured incident. The insurer shall pay the afore-mentioned costs according to the agreement in the contract.

(4) Exhibitors must purchase full transportation insurance and property insurance for their exhibits, which covers the place of departure to the stand (including the exhibition period) and back to the place of departure.

(5) The valid period for public liability insurance shall be from the time exhibitors, contractors and service providers enter the exhibition hall to the withdrawal of all their personnel, exhibits and property from the exhibition hall.

**(12) Special operations**

Personnel for special operations (including but not limited to electrical installation, forklift, slot machine, crane, transport vehicle, etc.) must hold valid special operation certificate or special equipment operator certificate. Special vehicles entering the exhibition hall shall go through special approval procedures in advance and be operated and used in accordance with the Regulations on Special Vehicle Operations. The speed of vehicles for special operations shall be limited to 5km/h in the exhibition hall (indoor), and 10km/h outside the exhibition hall (outdoor), and must comply with the requirements of Technical Specifications for Safety Construction Machinery (JGJ33-2012).

Special operation plans must be formulated and got approved before special operations are carried out;



Car crane operations must be equipped with signal line personnel with a certificate. The drivers shall concentrate on their operation and shall not chat with others or leave the post without authorization, and lifting or materials are not allowed under the following ten circumstances:

- (i) Lifting is not allowed if the command signal is unclear;
- (ii) Lifting is not allowed if there is slant traction or hanging;
- (iii) Lifting is not allowed if the weight of the objects is unknown weight or its overload;
- (iv) Lifting is not allowed if the bulk materials are not tightly bundled or materials are overfilled;
- (v) Lifting is not allowed if there are people on the materials to be lifted.
- (vi) Lifting is not allowed if the materials are buried underground;
- (vii) Lifting is not allowed if safety device of the machinery fails or breaks down;
- (viii) Lifting is not allowed if the light in the venue is dark and it is difficult to see clearly the lifting point of the hanging object.
- (ix) Lifting is not allowed if the edge is in direct connect with the steel wire ropes without protective measures.

(x) Lifting is not allowed when there is strong wind or thunders above level 6.

Gasoline and diesel fuel tank trucks (which must meet the requirements of national standards) can only enter the complex after being approved and shall only perform refueling operations according to the approved route, time and location.

No person other than the driver can ride on the forklift, and the following ten principles must be followed when carrying out forklift operations:

- (i) Driving when lifting or dropping the fork is not allowed;
- (ii) Unloading using inertia is not allowed;
- (iii) Operation using a single form is not allowed;
- (iv) Overloading when carrying out forklift operations is not allowed;
- (v) Unloading round or easy-to-roll cargo using inertia is not allowed;
- (vi) Lifting or carrying flammable and explosive materials is not allowed;
- (vii) People standing on the fork or pallet during the operation is not allowed; and people standing under the fork is not allowed after the cargo is lifted;
- (viii) Driving for long distance while lifting the cargo to 30cm level is not allowed;
- (ix) Unloading by the way of picking up, pushing or hitting the pallet is not allowed;
- (x) Speeding is not allowed, and the speed limit for driving in the exhibition hall is 5km per hour;

### **(13) Pressure vessel**

(i) Exhibitors who need to use inert compressed gases such as helium, argon, nitrogen, etc., must go through special approval procedures in advance, and can only bring inert compressed gases into the exhibition hall after approval; meanwhile, exhibitors shall be full responsible for the use, management, shipping, and storage of the pressure vessels.

(ii) All pressure vessels or equipment that have been approved by the Canon Fair and brought into the exhibition hall must comply with relevant safety standards and requirements; the safe pressure resistance of equipment and pipes used in compressed air equipment must be  $\geq 15\text{kg/cm}^2$  per, and the nozzle connection should be dixed with hose clamp and must not be tied with iron wire or other objects.

(iii) If the pressure vessel is found to have been placed improperly, the exhibitor must immediately



evacuate it safely from the exhibition hall or transport it to the designated area.

(iv) If the gas supply pipeline is used, the pipeline must be protected by bridge slabs when crossing the walkway.

**(14) Constriction in advance**

Construction shall not be carried out in advance without approval; Construction shall not be carried out outside the stand applying for early set-up.

**(15) Construction according to drawings**

Construction units must carry out the construction according to the submitted drawings, and shall not cut corners or change the design at will during the construction.

**(16) Construction order**

(i) It is not allowed to gather people for fighting.

(ii) When dismantling custom-built stands, do not make savage demolition, such as forcible push, damage of the exhibition panel, etc.

**(17) No use of paint and whitewash**

(i) It is not allowed to use paint or whitewash on site (except for supplementary paint and whitewash of less than 1m<sup>2</sup>).

(ii) Paint supplementing must be carried out at ventilated places with non-toxic paint. The cement floor should be covered with dry paper or plastic film.

(iii) It is not allowed to wash paint materials in the exhibition hall.

**(18) Back decoration of custom-built stands**

The stand's back must be subject to surface decoration with no advertisement painted on the exterior surface to maintain the overall harmony of the exhibition hall.

**(19) No unauthorized undertaking of demolition and modification of standard booth**

It is not permitted to undertake demolition and modification of standard booth without permission; It is not permitted to undertake wording and mounting of the fascia board of standard booth without permission; It is not permitted to undertake to lay carpet in standard booth without permission; It is not permitted to undertake installation of power supply, lightings and light boxes in standard booth without permission.

**(20) No selling of exhibition-related supplies**

It is not allowed to sell carpets, exhibition panels, glasses and other exhibition supplies in the exhibition hall.

**(21) Protection measures and warnings**

After the construction of custom-built stands is finished, protection measures and obvious warnings must be made for hard objects with acute angles, prominent or concave decorative structures on the ground, ropes or cables towed on the ground, objects that can easily cause hit and bump or those in a height or plane that may lead to injuries, so as to avoid accidental injuries.

**(22) Safety during items transport**

All items must be bounded and fixed properly to avoid items from tilting, overturning, or falling and causing injury during the transport of items by handcart.

**(23) Cleaning of rubbish**

(i) When constructing the stand, After the stand construction is completed, construction units shall clear out the tools and materials for construction in the stands within the specified time, and shall not leave those tools and materials inside the stand or in the side of the stand;

(ii) When dismantling the stand, construction units shall put down and clear out the tools and custom-built materials and rubbish in the stands within the specified time. The deposit can be returned only after the exhibition hall signs for confirmation;

(iii) To ensure city appearance around the exhibition hall, it is strictly prohibited to discard rubbish of the stands in the municipal area outside red lines of the exhibition hall. Once found, violators will get heavy punishment and bear relevant responsibilities according to relevant provisions of the government.

#### **(24) Construction unit meeting**

The Customer Service Center of Canton Fair holds a special meeting of all construction units and one of the legal representative, chairman of the board or the deputy general manager of each company must attend the meeting (ID card for registration and name card are required).

#### **(25) Self-organized safety training**

(i) Construction units shall organize on-site training for their personnel and those from cooperative factories to earnestly study laws and regulations such as the Safe Production Law, Fire Protection Law, Special Equipment Safety Law, and regulations such as the Treatment of Violations by Construction Enterprises of Custom-built Stands of the Canton Fair, Evaluation Measures of Construction Enterprises of Custom-built Stands of the Canton Fair, and Regulations on Special Vehicle Operations.

(ii) Construction units shall ensure that operation personnel have the knowledge of safe production, know well rules and regulations of safe production and operation procedures and master safe operation skills of their posts. They should strengthen their awareness of risks at the site and self-protection and mastery of emergency measures.

(iii) Construction units shall provide training records, lists of trainees and on-site training photos to the Customer Service Center of the Canton Fair for inspection.

#### **(26) No project subcontracting**

Construction units shall operate according to laws and regulations and avoid illegal subcontracting or subordination of stand construction.

#### **(27) No labor dispute arisen**

Salary, medical expenses, etc. of construction workers shall not be in arrears to avoid labor disputes.

#### **(28) No participation in other irrelevant activities**

It is strictly prohibited to engage in other activities unrelated to stand construction. If found, the construction qualification will be canceled. If the circumstances are especially serious, the custom-built construction qualification of the Canton Fair will be canceled.

#### **(29) Wearing construction certificates**

(i) All construction personnel must wear valid construction certificates and obey the management of on-site security and management personnel. Otherwise, on-site security and management personnel have the right to cancel the construction qualification of non-compliance construction personnel.

(ii) From the date of exhibition preparation to the end of standing dismantling of each Canton Fair, all personnel shall enter the exhibition center with valid certificates of the Canton Fair and comply and cooperate with the inspection by security personnel. During the Canton Fair, all participants, except those exempted

from check, are required to voluntarily obey and cooperate with the certificate and security check of security guards.

**(30) No illegal use of certificates**

Anyone found to lend, sell, alter, forge or use invalid certificates will see his certificate confiscated and his violation put on record. The party concerned will be transferred to the security sector for handling.

**(31) Exhibits safety management**

(i) It is necessary to ensure that all machinery and equipment displayed the exhibition are operated by professionals. Without the supervision of professionals, dynamic demonstration activities of mechanical exhibits are not allowed.

(ii) It must be ensured that all operable machines are equipped with safety devices, and the safety devices can only be removed after the power is cut off urgently.

(iii) The air and exhaust outlets of machinery and equipment must not face adjacent stands or pedestrian passages; and protective measures should be taken if noise, heat, gas, smoke and other pollution may be generated during the demonstration of exhibits or the demonstration may disturb the exhibition.

**(32) Installation of surveillance cameras**

For two-storey and customer-built stands covered by a ceiling, surveillance cameras must be installed when the stand is set up, and video data must be saved until 21 days after the closing of the exhibition.

**(33) Commitment Letter of Work Safety for Customer-built Construction**

In order to further strengthen the safety of the exhibition, all construction units of customer-built stands must sign and submit Commitment Letter of Work Safety for Customer-built Stand Construction.

**Commitment Letter of Work Safety for Customer-built Stand Construction**

To ensure the safe construction of the customer-built stand construction of the Canton Fair, this unit solemnly promises to comply with the following regulations and assume safety responsibilities during the preparation, display and dismantling of the exhibition, as well as all work involved in the construction, dismantling of indoor and outdoor stands:

1. This unit promises to consciously abide by various national, industry and local safety management laws, regulations, systems, regulations and standards, including the *Work Safety of the People's Republic of China*, *Fire Protection Law of the People's Republic of China*, and *Code for Fire Protection in Design of Interior Decoration of Buildings*, *Fire Protection Regulations on Exhibition Building and Exhibition Design*, the *Byelaw Governing Reporting, Investigation and Handling of Production Safety Accidents*, and *Regulations of Guangdong Province on Labor Safety and Health*.

2. This unit has carefully read the relevant systems and regulations of the Canton Fair, including the *Exhibitor Manual*, *Pre-exhibition Notice*, *Instructions for Entry and Safety Instructions*, and has been fully aware of the details. This unit commits to strictly abide by the relevant regulations and requirements of the Canton Fair and the exhibition hall, actively cooperates with the supervision, inspection and management of the relevant government departments, the Canton Fair and the exhibition hall, earnestly assume the primary responsibility of safe production, implement various safety guarantee measures, investigate and remove the potential safety hazards and stop the construction work for rectification as required.

3. The unit promises that the company, personnel and other information and related materials submitted to the Canton Fair are complete, true, legal and valid. If the information and related materials provided by this unit are not true, it will bear all the liability caused therefrom.



4. The unit promises to provide safety education and training to all the on-site personnel, assign personnel to be responsible for the safety construction of the stand structure, fire protection and electricity use, and strengthen on-site safety inspections and management, and earnestly implement the safety responsibility system among all the personnel.

5. This unit promises to abide by the relevant regulations and specifications of the national construction industry to ensure that on-site construction personnel and special operations personnel have obtained corresponding operating qualification certificates or work permits; at the same time, various safety protection measures will be taken, for example construction personnel should wear helmets properly and fasten safety ropes for high-altitude operations, etc.

6. The unit promises to be responsible for the safety of the materials, construction and structure, etc. of the stand construction; clarify the safety responsibilities of the construction unit and the stand user, the electrical construction unit and the electricity user of customer-built stands and upgraded standard stand, and establish and implement the internal safety responsibility system.

7. The unit promises to follow the Canton Fair Green Development Plan to build stands that meet the standards of green stands and use materials that meet the requirements of environmental protection.

8. This unit voluntarily signs this **Commitment Letter of Safety Responsibility for Customer-built Stand Construction**, and assumes the primary responsibility for all consequences caused by on-site construction, stand structure, fire prevention and electricity use and other safety issues during the preparation, dismantling and display of the exhibition, and is willing to be held accept accountable for violations by the Canton Fair, the exhibition hall and relevant government department, and bear all the responsibilities and compensate for all related losses.

Commitment unit (stand user):

(Official seal)

Legal representative or person responsible for safety:

Contact number:

Date

Commitment unit (customer-built stand construction unit):

(Seal)

Legal representative or person responsible for safety:

Contact number:

Date

### 5.2.6 Special Requirements for Construction Management

(1) Relevant regulations on site safety, fire prevention, electricity, sanitation and vehicle shall be implemented with reference to relevant regulations on site service and management.

(2) All exhibitors and construction enterprises of custom-built stands are not allowed to bring stand equipment into the exhibition hall without the approval of the Drawings Verification Team of Canton Fair. Those who bring the same stand materials and equipment into the exhibition hall without authorization are not allowed to go out of the exhibition hall.

(3) It is strictly prohibited to cut, paint, nail or drill the stand materials and exhibition panels. Those who cut the stand materials and exhibition panels will be criticized on the Newsletter of Canton Fair, with compensation of 1 to 2 times of the original price of the damaged goods. Those who paint, nail or drill the stand materials and exhibition panels should compensate according to the original price. The Canton Fair provides rental service of punched-plate and trough plate. Exhibitors can apply in advance through the Easy Exhibitor or at the Customer Service Center in various areas according to their actual needs (it is suggested to apply in advance through the Easy Exhibitor, whose service time is faster). There are hooks for sale at all parts service points. Exhibitors can go to buy matching hooks.

(4) It is not permitted to place, hang or nail any exhibits, promotional materials or other signs at the pedestrian aisles, stair crossings, vertical elevator doors, escalator exits, fire-prevention equipment and facilities, air conditioner return outlets, etc.; It is not permitted to use double-sided or single-sided adhesive materials to stick any objects on the pillars in the aisles; If exhibitors need to stick promotional posters on the exhibition panels in the stands, they need to use instant sticker, decorative paper and other removable materials as the backing before sticking. It is not allowed to directly use foam adhesive, double-sided adhesive, box sealing adhesive, etc. to directly stick any goods. Those who use foam adhesive on walls and pillars in the aisles or instant sticker for mounting in the exhibition panel of standard booth will be given oral warning and required to have it renewed to the original state, pay cleaning and maintenance fees of 100 RMB/ m<sup>2</sup> (less than 1 m<sup>2</sup> will be calculated as 1 m<sup>2</sup>) and at the same time immediately take off the sticking. If the exhibition panel is damaged, they should compensate according to the price. Canton Fair shall collect 500 RMB as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(5) If construction enterprises of custom-built stands are complained by exhibitors due to service quality and service attitude, which is verified by the Canton Fair, they will be warned for every two complaints. Canton Fair shall cancel the custom-built construction qualification of custom-built construction enterprises punished with more than 3 warnings (including 3 warnings) in next Canton Fair session.

(6) Canton Fair shall give oral warning, temporarily detain their badges, require them to have it renewed to the original state and pay fines 1 to 2 times of the costs incurred as for exhibitors that make simple decoration of standard booth, carry equipment beyond the height limit of stand building (2.50m for walls of standard stands and no higher than 2.40m for the stand height) to the exhibition hall, and dismantle and alter the configuration of standard booth without the approval of the Drawings Verification Team. If the exhibition equipment is damaged or lost, they shall be criticized on the Newsletter of Canton Fair and required to compensate according to the price. In addition, exhibitors are not allowed to move the exhibition equipment, office equipment and exhibits allocated (or additionally rented) by the Canton Fair out of the stands without permission. In case of violation, the inspection team of the Canton Fair will be in charge.

(7) In case that he shall modify any wordings of the fascia board or cover up the fascia board by any means without the approval of the Chamber of Commerce, the exhibitor shall be criticized on the Newsletter of Canton Fair and required to have it renewed to the original state and pay fines 1 to 2 times of the costs incurred.

(8) Those who dismantle their stands before 18:00 on Oct. 19, once found and confirmed, will be put on record and see their exhibition qualification in the next session cancelled or their stand number in the next session deducted.

(9) Please refer to the technical data of the exhibition hall for the height limit and floor loading of each exhibition hall. Other requirements for stand construction shall be in accordance with the safety and fire prevention regulations.

(10) Construction enterprises of custom-built stands must design according to the overall stand size of the exhibitors and the design plan is not allowed to involve only part of the stands.

(11) Canton Fair has established a restraint mechanism for fee recovery and economic penalty to strengthen handling of exhibitors who make illegal construction not based on the submitted drawings. While





pressing for payment of construction management fees afterwards from non-compliance companies, we will impose fine of 500 RMB per standard stand with a circulation notice of criticism.

(12) Exhibitors who fail to report stand drawings and set up stand violating regulations (including special decoration and simplified decoration of standard stands) will be examined during the fair. The name list of violators will be released on the second day of the phase for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within the period from the fourth day of the opening and to 10 days after the ending of the phase. Name list of exhibitors who discard exhibits or construction wastes not in line of regulations will be released after the fair for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within 10 working days upon the announcement of name list.

Notes: Exhibitors not submitting drawings in conformity with regulations, that is, they don't entrust a construction enterprise for stand building on Easy Exhibitor or the commission fails (the construction enterprise does not accept the commission).

(13) It is prohibited to abandon exhibits when dismantling the stand. Canton Fair has established a restraint mechanism, which classifies solid exhibition wastes. We will impose fine of 2,000 yuan per standard stand for abandoning exhibits. We will not refund the RMB500 site-clearing deposit per standard stand if exhibitor abandons exhibits when dismantling the stand. Rather, we will impose fine of 1,500 yuan per standard stand. Custom-built construction company who abandons construction wastes will be fined according to previous provisions. Two penalties can be imposed in parallel.

(14) In case of any of the following violations, the construction shall be stopped and construction personnel responsible for stand construction must accept safety production education (Location: Conference Room 12, Floor A, Area B).

Violations	Education Time
1. Not wearing a safety helmet or tying a safety rope as required with at least one time of dissuasion. 2. During high-altitude operations, no side protection beside the ladder or scaffold with at least one time of dissuasion. 3. Electricians without electrician certificate during operations. 4. Smoking at the construction site. 5. Wearing slipper or being barefoot during operations. 6. No on-site security management staff appointed as required.	1 hour
1. No in-time remedy for hidden safety troubles as required 2. Minor accident (no injuries) 3. illegal operations of electricians	2 hours
1. Accident with injuries 2. Collision of the stands 3. Savage demolition during stand dismantling	3 hours

(15) If custom-built stands or green-built stands need to use construction power supply, it is not allowed to directly connect the power to the power distribution box installed by the exhibition hall. An application for construction power box shall be submitted. The construction power box provided by the exhibition hall includes two specifications, 220V/10A and 380V/10A. Electricians of the exhibition hall will take away the construction power box after the construction is finished. The construction power box provided by the



exhibition hall shall only be used as power connection point of the stand's construction power, and shall not be used as control power of the stand or be used for display, test or other non-construction purposes.

If the stand needs power supply (including construction power and exhibition power), electricians of the construction unit shall apply to the power safety officer of the exhibition hall, who will supervise the mutual power box check between electricians of the construction unit and those of the exhibition hall.

(i) The case, switch and cable of the power box of both sides shall be intact, the wiring shall be firm and the leakage protector shall be tested normally;

(ii) The master switch of the control box shall not be higher than the rated current of the switch of the distribution box of the exhibition hall;

(iii) The power box of both sides must be equipped with air circuit breaker and 30mA (operating time is less than 0.1 second) leakage protector and the leakage protector is tested normal; Stands that need to remove the leakage protector to display electrical products shall apply to the comprehensive section of the comprehensive planning sector and submit the letter of security commitment.

(iv) The connected wire and cable of the power box of both sides must be fire-retardant copper core cable and the cross section of the cable must match the master switch of the control power box;

(v) The section of the protective ground wire of the power box of both sides shall not be less than 2.5mm<sup>2</sup>.

(vi) The isolation switch shall be added to the construction power box prepared by the construction unit. After three parties check, they shall sign the Construction Power Supply Confirm Form or the Stand Power Supply Confirmation Form and leave the contact number of the electrician of the simple-decoration custom-built stand who applies for power supply. The electrician of the exhibition hall shall open the power box of the exhibition hall for the electrician of the construction unit to connect power. After checking the power supply is normal, the electrician of the exhibition hall shall lock the power box. They should sign and write down their contact numbers on a piece of label paper and then stick it on the top of the power box of the exhibition hall to confirm that the power box supplies power according to the requirements of the stand.



### 5.3 Services and Stipulations of Upgraded Standard Stand Construction

#### (For the upgraded standard stand exhibitors)

Recommended Contractor—Canton Fair Exhibition Design and Construction Co., Ltd is in charge of setting up all standard stands, distributing electricity, and configuring stand equipment.

#### 5.3.1 Upgraded Standard Stands

The booths provided by the Canton Fair with a unified model is upgraded standard booths.

#### The Graph and Configuration for Upgraded Standard Stand of the 130<sup>th</sup> Session of Canton Fair



The above picture is for reference only, as the color of the appearance of the stand will be adjusted due to different materials.

#### **(1) Basic Configuration for Upgraded Standard Booth**

As shown in the picture, it includes panels, 1 fascia board with exhibitor's name, 1 carpet, 4 spotlights, 1 socket, 5 laminates, 1 reception counter, 1 floor cabinet, 1 aluminum table and 4 chairs.

#### **Stand Dimension**

2,970MM×2,970mm, height of walls 2,500mm, lowest distance between the nadir point of fascia board and floor: 2,450mm, height of fascia board: 4,500mm.

#### **(2) Setting-up Specifications:**

- (1) The spotlight and the F/L light shall be installed at the positions indicated in the above picture.
- (2) For stands located at corners, panels will only be set up at two sides of the stands with other two sides facing the aisle open.

#### **(3) Remarks:**

- (1) No variations of wall, fascia board and main framework will be allowed unless the approval of the Canton Fair is obtained. In case that the increase of stand equipment, the dismantling of partition panels



between adjacent stands and separate application for increasing electric equipment is needed, please contact Canton Fair Exhibition Design and Construction Co., Ltd. in advance.

(2) In case that any distribution box is installed inside the upgraded standard stand, exhibitors are not allowed to alter its position. Please stay clear from it in stand decoration.

### **5.3.2 Stipulations on and Submission Guide for Modification of Upgraded Standard Stand**

#### **1. Stipulations on Modification of Upgraded Standard Stand**

##### **Acceptable Modification Scope:**

(1) In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias.

(2) Increasing stand equipment such as show case and shelf stand provided that the installation is feasible;

(3) Increasing lighting and sockets provided that the power consumption will not exceed the designed capacity and the installation is feasible;

(4) Increasing quantity of furniture under the condition that the storage is available.

##### **Scope of Unacceptable Modification:**

(1) Dismantling fascia board;

(2) Dismantling panels at the back and exterior sides of the stand;

(3) Separating one standard stand into two stands.

##### **Stipulations**

(1) For the submission of stand modification prior to Sept. 25 in case that the involved stand equipment, lights and furniture are not exceeding the basic configurations of the standard stand in quantity, the service will be free of charge; in case of an excess, the exceeding amount shall be separately charged.

(2) For any submission later than Sept. 25, no matter to increase or decrease the basic configurations, modification fee shall be charged.

(3) Different charge criteria will be placed on the advance and on-site application respectively. Application prior to Sept. 25 (including Sept. 25) shall be treated as an advance one while an application after Sept. 25 shall be regarded as an on-site submission. Relevant charge criteria and the application form are illustrated in Form B5-2.

(4) In case that dismantling the panels would affect the installation location of lightings, those lights will be shifted toward the nearest places unless the exhibitor has particular requirements in his application.

(5) In case that there has been stand equipment installed on either side of the show shelf dismantled, the equipment will not be re-installed after the dismantling of the show shelf unless the exhibitor requires to do so during the application.

(6) The additional power sockets applied will be installed at the left side or the right side of the stand near to the aisle.

(7) Walls of standard stands are 2500mm, while the stand height shall be below 2430mm.



(8) Power will be supplied starting at 9:30, Oct. 13 for the spotlights, F/ L lights and rented power outlets installed at all standard stands in the International Pavilion. Tables and chairs for standard stands will be delivered starting at 13:00, Oct. 13.

## **2. Advance Application Guide for Modification of Upgraded**

### **Standard Stand**

#### **Contents of Application**

- (1) Application Form for Modification of Standard Stand. Please fill in Form B3, B4.
- (2) Modification Plan and Descriptions for Standard Stand. Please fill in Form B5-1.
- (3) As for additional stand equipment, please fill in Form B5-2.
- (4) Concerning the rental of distribution box, please fill in Form B2.

#### **Application Time and Contact**

- (1) Application

Time Sept. 1- 25

Please apply prior to Sept. 25 (the date when the modification drawings received by email.)

- (2) Contact

Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd.

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou.

Tel.: 0086-20-89139719 89139784

Email: gz510014@126.com

#### **Procedures**

Response will be given within 5 working days after reception of the application materials by the Contractor.

(1) The applicant is required to re-submit the application within 5 working days after receiving the feedback from the contractor in case such modification is not feasible.

(2) For the modification applied that is feasible, the contractor will inform the applicant that their drawings have been approved by e-mail together with the fees requirement those applicants are supposed to pay.

#### **Reminders:**

(1) After the application for stand modification is confirmed, the exhibitor shall submit the confirmation form of stipulated fees prior to Sept. 30 (sealed or signed). In case of overdue payment, the confirmation will be invalid and no modification work will be arranged by Canton Fair. The exhibitor shall bear all the consequences arising therefrom. The confirmation fees shall be paid in lump sum before the opening of the Fair.

(2) From the 122<sup>nd</sup> Canton Fair on, deposit for stand clearance is required for pre-applying dismantles or alters for standard booths. (500 RMB/standard booth)

(3) In case exhibitors require to retain the framework (including fascia board and three-side walls) of the standard stand while conduct unsophisticated self-decoration which involves the use of power, such decoration shall be treated as the decoration of custom-built stand. The exhibitor shall therefore be required to



apply for such works pursuant to Provisions of Construction Management for Custom-built Stand in Chapter 3 herein. Concerned works shall be executed by the contractor entrusted by the exhibitor.

### **3. On-site Submission Guide for Modification of Standard Stand**

In the event that the modification of stand is needed, exhibitors shall submit the application in advance at the earliest. Failing to apply in advance due to special reasons, the applicant can acquire the same service at the Service Center for Exhibitors of the International Pavilion of Canton Fair.

#### **Reminders:**

- (1) Additional fees will be required for most services herein on the basis of charge criteria for advance application. For details, please refer to Appendix B5-2.
- (2) The service time will be determined by the amount of on-site service. Especially during the peak hours, the service may not be provided on time. In this case, please wait patiently.
- (3) Parts of the services may not be provided due to insufficient stocks or overtopping the warning limit.

### **5.3.3 Stipulations of Use of Upgrade Standard Stand**

1. Under no circumstances shall the exhibitor dismantle or modify the configured fascia board, show shelves, stand equipment and lighting lamps without authorization. In case any modification is needed, the exhibitor shall apply for it to Recommended Contractor in advance or submit the application at the Service Section in International Pavilion. Upon approval by Canton Fair and full payment made by the exhibitor, certain personnel will be assigned by Recommended Contractor to execute the modification works.

2. In case that any distribution box is installed inside the stand, exhibitors are not allowed to remove it. Exhibitors, during the course of stand decoration, are reminded to avoid it.

3. The electrician from the Canton Fair organizer is responsible for installing the distribution box rented by exhibitors at the proper stand. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.

4. Spotlights and F/L lamps additionally rented at the upgraded standard stand shall not be installed on the exterior side of the stand and the exhibition tools/accessories brought by exhibitors.

5. The configured fascia board, stand equipment and lighting lamps in upgraded standard stands are properties of China Foreign Trade Centre Group Co., Ltd.. Exhibitors shall not take any of the properties out of the exhibition hall. Exhibitors shall by no means damage any configurations of the stand, cut the show shelves and aluminum products, or paint, drill and nail on the show shelves, the aluminum products, stand equipment and the like.

6. No sticking on the show shelves will be permitted. In case that the sticking is needed, exhibitors shall furnish to the Service Center for Exhibitors of the International Pavilion for approval and thereafter operate without damaging the show shelves.

No lighting lamps brought by exhibitors will be permitted to install in the standard stand; no identical or similar setting-up materials will be permitted to bring to the exhibition for installation.



## 5.4 Arrangements and Stipulations of Stand Dismantling

The entire stand dismantling of the International Pavilion of Canton Fair will be from 18:00, Oct. 19 to 2:00, Oct. 20; 8:00-24:00, Oct.20. In respect of the tight time schedule for dismantling, all exhibitors and contractors are required to carry out timely dismantling.

Following arrangements and stipulations of dismantling works determined by Canton Fair should be abided by all exhibitors:

1. The Recommended Transporter will distribute packing cases to each stand and return stand telephones from 16:00, Oct. 19. All exhibitors must therefore be ready for dismantling works. Nevertheless, no exhibitors will be allowed to pack up exhibits prior to 18:00, Oct. 19 and dismantle in advance. Those who dismantle and pack in advance and not obey instructions shall be blacklisted by Canton Fair and their application for next Canton Fair shall accordingly be rejected.

2. Stand dismantling will commence on 18:00, Oct. 19. The Recommended Transporter will arrange concerned persons to assist the exhibitor in packing up the exhibits which will be kept in the stand subsequent to packaging. The exhibitor will carry out timely procedures for exhibits delivery and outbound with the transporter.

3. The exhibitor shall be allowed to move out exhibits only with an import permit. However, the exhibitor must apply to the Recommended Transporter for Discharge Notice which will serve as a pass for the hall guards. All exhibits with import permit will be moved out of the exhibition venue prior to 2:00, Oct. 20.

4. All import exhibits to be returned, sold, given away and abandoned without customs clearance and cancellation subsequent to verification will be packed up and handed over to the Recommended Transporter prior to 20:00, Oct. 19. Such exhibits will be delivered by the transporter to the supervised locations specified by the customs prior to 2:00, Oct. 20.

5. No persons other than staff of Canton Fair, the custom-built contractor staff, exhibitors of the International Pavilion, the Recommended Transporter will be allowed to enter the International Pavilion prior to 2:00, Oct. 20.

6. Dismantling workers of the contractor for the customs-built stand must commence dismantling works subsequent to 8:00, Oct. 20 and all decoration materials shall be moved out of the exhibition venue prior to 24:00, Oct. 20. The disposed materials shall be together moved out and they shall not be discarded on spaces or nearby road sides of the China Import and Export Fair Complex. In case of a disposal of inbound materials, the exhibitor will entrust the Recommended transporter to carry out relevant customs clearance procedures prior to such disposals, otherwise, such materials shall be disposed of as abandoned imported materials (i.e. to be carried to the location designated by the Customs).

7. The exhibitor and his contractor are required to keep their exhibits and the construction tools and materials safe. Subsequent to 15:00, Oct. 20, all kinds of un-dismantled stands and un-attended stands without guards will be moved out by Canton Fair without returning the clearance deposit to the exhibitor.

8. Transporting vehicles for customs-built stand materials will only be allowed to enter the exhibition venue in turns subsequent to 8:30, Oct. 19. These vehicles will drive on specified routes and park at specified locations and obey instructions given by the traffic administrators. Materials shall be rapidly loaded subsequent to entering the venue and rapidly withdraw from the venue.

9. Vehicles to the access of the second floor of the exhibition hall shall not be longer than 10 meters (10 meters included) and heavier than 1 ton (1 ton included). Non-wagon and wagons lighter than 1 ton used by



the exhibitors for transportation shall go through the underground Parking Lot P1 (maximum height 2.2 meters) or the truck passage of the ground floor of the hall by elevator loading. All drivers shall stay in the driving cabin during exhibit unload so as to withdraw punctually and respond to temporary vehicle arrangement.

10. Dismantling scope for customs-built stand shall not go beyond the area of the stand. The walls shall not be pushed to the neighboring stands to avoid any unexpected damages. Exhibits, decoration materials and tools will not be stored on the aisle so as to avoid a disturbance to the dismantling works.

**Reminders:**

1. In order to provide better services to the exhibitors and expedite the stand dismantling process, Canton Fair will put forth more detailed arrangements for the dismantling works of the International Pavilion and a Notice on Dismantling Works of the International Pavilion will be separately issued to the exhibitors, Recommended transporter and contractors of the customs-built stands.

2. Any dismantling works later than 24:00, Oct. 20 will cause losses to Canton Fair, who shall therefore reserve the right to claim from the exhibitor or his contractors for such losses.

3. Contractors of custom-built stands shall contact Canton Fair's staff immediately to handle the on-site confirmation and registration procedures after dismantling the stands and returning the pre-installed or rented distribution box. Those who cannot finish procedures in time or finish procedures incompletely shall be regarded as violations. The Fair shall be entitled to deduct 10,00 RMB standard stand for not dismantling in time, and fine 1000 RMB per distribution box for those who do not return the distribution box. The on-site signature confirmation and registration procedures are as follows:

(1) On-site signature to confirm the completion of stand dismantling. The contractors shall contact immediately the on-site management staff to check the stand after the contractors remove the decorative materials prior to 24:00, Oct.20. The staff of on site management shall sign to confirm on the "Payment Note of Construction Management of Custom-built Stand" (yellow customer copy).

Service Time: 8:00-24:00, Oct. 20

Service Tel: 89120500, 89120503.

(2) On-site sign to confirm return of the distribution box. Before 12:00 Oct. 20 when power distribution staff collects the distribution box of the stand, a person nominated by the contractor shall stay behind in the stand and require the power distribution staff to paste special label on the "Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand" or "Leased Equipment Note of Custom-built Stand" (yellow customer copy) The electrician of exhibition hall on duty shall sign to confirm on the "Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand" or "Leased Equipment Note of Custom-built Stand" against that special label.

Service Time: 18:00, Oct. 19- 24:00, Oct. 20;

(3) On-site procedure to return telephones: The Fair staff will collect the stand's wireless telephones from 15:00 on the closure day. Please do not take away the wireless telephones, and do kindly return them to our staff.

Neither procedure is dispensable. The contractors shall handle them on time. According to relevant Regulations on the Canton Fair, after the closure of the Canton Fair, Finance Department of China Foreign



Trade Centre shall return the deposit to the contractors who finish procedures completely and in time.

For those stands declaring decoration and leasing distribution box on site, the contractors shall bring the “Deposit Note” and handle relevant signed confirmation procedures according to the above mentioned procedures and during the above mentioned period, and they shall take their deposit back at the Service Center for Exhibitors of the International Pavilion from 18:00 Oct. 19 - 24:00, Oct. 20

### 5.5 Regulations on Safety and Fire-prevention

The following safety and fire-prevention provisions have been formulated by Canton Fair in accordance with *Fire Control Law of the People's Republic of China*, *Code for Fire Prevention in Design of Interior Decoration of Buildings (GB 50222-95)*, *Code for Fire Prevention Installation and Acceptance in Construction of Interior Decoration (GB 50354-2005)* and relevant laws and regulations on social security administration as well as safety requirements of Canton Fair, which shall be strictly abide by all exhibitors.

1. The exhibitor shall reinforce and enhance the safety and fire-prevention awareness of his participants and proactively cooperate with the fire-prevention and security sectors of Canton Fair to maintain its good order and safety.

2. The exhibitor shall notify and restrict his participants to strictly comply with the Laws and Regulations on the People's Republic of China without conducting any illegal activities during the course of Canton Fair especially in the exhibition hall.

3. The exhibitor shall only be allowed to enter the exhibition hall with a valid badge wearing in front during his stay in the exhibition hall for the inspection of the security guards of Canton Fair at any moment. One person can only apply for one badge, and the badge shall only be used by the owner and not be allowed to be transferred to any other people or sold out or revised. If otherwise, the badge will be confiscated, and the person violating this rule will be added to a blacklist.

4. Except for those who have been specially exempted by Canton Fair, all other exhibitors shall accept the safety inspection conducted by the guards of Canton Fair.

5. The exhibitor shall pay special attention to guarding against theft and safekeeping his personal properties (including laptops) and exhibits.

(1) Exhibitor with laptop shall apply from the guard at the hall for computer lock to have the laptop protected.

(2) The exhibitor shall enter the hall in time as soon as the exhibits have been exhibited in the stand and shall not leave the hall before closing time. At least one person shall stay in the stand to look after the exhibits during the opening time to prevent any pilferage. All exhibits shall be managed strictly in accordance with the custody provisions of the inbound and outbound cargoes under the Customs Law of P.R. China.

(3) All valuable exhibits shall be safely kept in the cabinet, safe or protected through other effective measures prior to the closing time of the exhibition every day.

(4) All controlled cutting tools and weapons being approved by Canton Fair to exhibit shall be kept in the lockable exhibition cabinets or fixed up on the exhibition panels, which shall also be guarded and managed by specially assigned persons.

(5) At times of opening and closing every day, the exhibitor shall conduct timely check-up of the exhibit quantities and report to the security sector of Canton Fair Complex (security section of Canton Fair Security





Office) in case of any losses.

6. No poisonous, inflammable and explosive and radiation exhibits shall be directly displayed in the exhibition hall. Those exhibits shall only be displayed through pictures, copy substitute or models. Goods fall into this category include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items may be treated by the security sector as threatening to the safety of the exhibition hall.

7. Except for specified places, smoking shall be forbidden in the exhibition areas such as exhibition halls, lounges, dining areas, cafe, toilets, meeting rooms and so forth.

8. The fire-prevention aisles shall be accessible under any circumstances.

(1) The exhibitor shall not pile up any exhibits and constructional materials at the hall entrances or aisles during period of stand construction.

(2) The exhibitor shall not keep any tables, chairs and exhibits on the aisles of the hall, or distribute any product catalogs, brochures, promotional materials or any other gifts at the aisles or any public areas in the exhibition hall during the course of exhibition.

9. Collocation and arrangement of the exhibits shall be stable and safe. Exhibitors shall submit written applications to the Fair in advance for demonstration of the exhibits or other items. And these demonstrations shall not be arranged before being approved. During demonstration, exhibitors shall be in considerations of safety and good orders within the exhibition hall without any potential dangerous outcomes or disturbance to the visitors and any third parties.

(1) All exhibits and inflammable decorations shall be located at a minimum space of 30 CM away from the lighting in the stand or other heating electronic apparatus.

(2) All exhibits, especially the mobile large-scale machinery, shall be fasten upon safe locations to prevent slides.

(3) Demonstration of machinery shall be performed by professionals or under the direction of such professionals. Those machines shall be equipped with anti-startup devices to stop casual mal-operations of the visitors or non-professional persons.

(4) The Exhibitor shall submit written application in case flammable materials such as gasoline and alcohol are needed in the demonstration. The application needs to be approved and those materials could be used after the on-site check of the public security and fire-fighting personnel.

(5) High decibel acoustics shall not be used for any kinds of demonstrations. The decibel of demonstration shall be strictly limited to a scale below 70.

10. All exhibits shall be under the control of the China customs. The exhibitor shall give timely report to the China customs concerning any inability of the exhibitor to return any exhibits to original countries/regions because of damages, losses or pilferages. As for the damaged exhibits, the customs shall levy a tariff on basis of the extent of such damages. A tariff shall accordingly be levied on lost or pilfered exhibits in accordance with relevant regulations.

11. Stand shall be set up on basis of completion of relevant application and entry procedures. Setup works shall then be executed in accordance with relevant regulations stipulated in Chapter 5, Part 2 herein, i.e. Stipulations of Construction Management for Custom-built Stand, since this regulation shall be an integral part of the regulations.

12. During the course of exhibition, the exhibitor as well as his entrusted contractor shall arrange electricians who are recorded on files of Canton Fair to be on duty so as to eliminate any kinds hidden safety





trouble at any moment.

13. The exhibitor shall pay special attention to safety in electricity usage and shall not utilize any unqualified or malfunction electric devices or violate rules during operations.

(1) Stand electricity consumed shall be applied as per actual situation. The exhibitor shall not introduce from or connect to the electricity distributor or sockets inside the hall without permission or instruction from the electrician of Canton Fair.

(2) Machinery exhibits or other exhibits which need 24-hours power supply shall be equipped with appropriate and reliable protection switches and be free from any hidden breakdowns. Canton Fair shall not be responsible for any breakdowns caused by errors of the distributor switch due to defaults of the exhibitor's devices. In case that exhibits and relevant equipment need 24-hour electricity supply, exhibitor should provide a written application that is sealed by the organizer or its own agent of exhibitor recruitment of the International Pavilion and carry out the application procedure at the Service Center for Exhibitors of the International Pavilion.

(3) In case of a power breakdown caused by protection error of the distributor switch, the exhibitor shall report to Canton Fair through the Service and Complaint Call and Canton Fair shall accordingly dispatch an electrician to site for inspection and remedy works. The exhibitor shall not switch on the electricity per se.

(4) Exhibitor who rents the standard stand shall not be allowed to increase the lighting numbers in the stand per se. Neither shall he be allowed to connect to power supply with his own sockets.

(5) Exhibitor who uses standard stand shall pay timely attention to the lighting in the stand. In case of falling off of the spotlights, the exhibitor shall notify Canton Fair immediately or call the phone of Service and Complaint so as to enable Canton Fair to arrange an electrician to remedy the situation.

(6) Utilization of high-power devices such as electric water jug, cooker, and iron in the stands shall firstly gain approval from Canton Fair by submitting to Canton Fair a written application form.

## 5.6 Design and Construction Requirements for Custom-built Double-layer Stand

In the design and construction of two-storey custom-built stands of the Canton Fair, under the premise of following the general provisions for indoor custom-built stands, the following requirements shall be met:

### (1) Applicable scope

Only the following requirements are met simultaneously shall the exhibitor be allowed to apply for setting up a two-storey stand:

(i) The height (from ground to device layer) of the exhibition hall in which the stand locates shall be no lower than 7.5 m.

(ii) The stands shall be located in the custom-built zone.

(iii) The net area of stand shall be above 72m<sup>2</sup> (including 72m<sup>2</sup>), i.e., above 8 standard stands (including 8). If two or more enterprises apply for joint exhibition and build a two-storey stand, at least one enterprise's stand needs to meet the area requirements, and the two-storey construction area shall not exceed 1/2 area of the original stand that meets the requirements. (E.g. 8 stands and 6 stands will be jointly arranged, then the two storey area shall not exceed that of 4 stands and shall not be less than 27 m<sup>2</sup>). The two storey stand's position can be decided by exhibitors and the height shall be no more than 6 m.

(iv) The stand shall not directly adjoin the other stands (to be isolated) or open at three sides.

Notes: No two-storey custom-built stands are allowed in Area C of the exhibition hall, outdoor exhibition

areas (including under the canopy), central aisle (Y aisle) on the first floor of Area A, Pearl River Walkway, service counters of the exhibition hall and overpass areas.

## **(2) Submitted Drawings**

In addition to the drawings required for the single-storey custom-built stand, the design blueprint must also be submitted for the double-storey custom-built stand. The design blueprint must have the signature of the designer, the stamp of the architectural design unit with structural design qualification and the seal of the registered structure engineer, the design blueprint must have the signature of the designer, and stamp the drawing with the structural design qualification of the architectural design unit and the registered structure engineer, and the name on the caption of drawings (signature) and the seal must be consistent. The drawings and blueprint will serve as the official design document used by the construction unit to guide and supervise the on-site construction. If the design unit is converted into a limited liability company due to the completion of the restructuring, the official seal of the limited liability company shall be affixed. The calculation book should be consistent with the construction drawings, and it's not allowed to adopt calculation book from other construction drawings which will result in inconsistency.

(i) Layout of power distribution (indicating the location, types, and laying-out patterns of lamps, lights, and the main distribution box).

(ii) Power distribution system (indicating the gross power, current rating and voltage of the master switch, as well as the wire model and laying-out pattern).

(iii) Structure drawings of pillar (indicating static and dynamic technical loading data).

## **(3) Requirements for materials**

Steel structural materials should be employed for the two-storey stands to fasten the stands especially for the bearing components and connect to the ground for protection, and shall comply with the requirements of Code for Acceptance of Construction Quality of Steel Structures (GB50253-2001).

## **(4) Requirements for structure**

Ground-beam connection modes should be used for the pillar base of the two-storey stands which should be fastened by high-strength bolts and nuts with hard plastic bearing to the ground as to prevent horizontal sliding.

## **(5) Evacuation stairs**

(i) The number and width of evacuation stairs connecting the first storey and the second storey of the two-storey custom-built stand shall be calculated and determined as required. When the second storey is used as office and its area is less than 120m<sup>2</sup>, an evacuation stair can be set. If more than two evacuation stairs are set, the horizontal distance between two adjacent evacuation stairs shall not be less than 5m.

(ii) The total width of the evacuation stair shall be determined by calculation and the net width of the stair shall not be less than 1.4m.

(iii) The footfall width must not be less than 26cm and the footfall height must not be more than 17.5cm.

## **(6) Railings**

(i) The railings height of the two-storey stands should be higher than 1.2 meters and all railings can withstand 1KN external force in any direction.

(ii) The handling sides of the railings should be arc-shaped to prevent goods from sliding down from the railings. The clearance between the vertical bars of the railings shall not be more than 11cm.

(iii) The railings must be secured to prevent personnel from slipping.

### **(7) Bearing capacity of the second storey**

The bearing capacity of the second storey of the two-storey stands should be greater than 400kg/m<sup>2</sup> and only used for business negotiation or rest purposes. Its main function is not for exhibit display. Number of people on the stands should be strictly controlled. The total weight and unit area weight of the articles and negotiators on the second storey shall not exceed the total load value and unit area load value marked on the construction drawings.

### **(8) Configuration of fire extinguishers**

As the two-storey custom-built stand covers the automatic sprinkler device, in order to ensure safety, each storey of the stand must be equipped with hanging 6kg dry powder fire extinguisher of palace lamp type in a criterion of one for 20m<sup>2</sup>, two for 20 to 30m<sup>2</sup>, and so on.

### **(9) No heating electronic devices on the second storey**

No heating electronic devices shall be allowed on the second storey of the two-storey stands.

## **5.7 Regulations on Safety of Power use in Stand**

In order to well manage power use and ensure that power supply for the entire exhibition hall is safe and reliable, the following regulations have been formulated in accordance with the *Regulations on Security Administration of Large-scale Mass Activities* (implemented since October 1, 2007) promulgated by the State Council and fire safety regulations, and based on relevant national specifications, procedures and standards for electrical design and construction as well as the actual situation of the exhibition hall.

### **1. Security Responsibilities and On-site Duty by Turns**

The principle of “whoever’s in charge is responsible” shall be implemented. Exhibitors that rent custom-built stands or green-built stands and their contractors shall be responsible for the safety of their stands and shall be obliged to strictly abide by the safety management regulations of the Canton Fair. During the opening ceremony, there should be electrical maintenance technicians on guard for both custom-built stands and green-built stands, whose name, telephone number and duty location should be reported to the Drawings Verification Team or On-site Office of Customer Service Center of the Canton Fair for record. For agencies and individuals that cause personal injury, fire accidents and property damage due to illegal installation of feeder lines and use of electricity, their chief or the individuals will be held accountable. If necessary, judicial authorities will intervene to pursue their criminal liabilities.

### **2. Safety Regulations on the Use of Electrical Materials and Equipment for Construction and Installation**

(1) The electrical materials and equipment, such as wire and cable, switches, lamps, rectifiers and triggers (electronic products), must comply with China Compulsory Certification (3C) standards, and must be equipped with sufficient and safe current carrying capacity.

(2) The protective cover of the circuit box must be in good condition, and the wire at the outlet should not be exposed.

### **(3) Secondary Leakage Protection System**

Stands powered by a secondary leakage protection system must strictly follow the following standards:

a. The rated leakage current of the leakage protector in the switch box shall not exceed 30 mA, and the rated leakage action time shall not exceed 0.1 s.

b. The rated leakage current of the leakage protector in the main distribution box shall be greater than 30 mA. The rated leakage action time shall be greater than 0.1 s. The product of the rated leakage current and the rated leakage action time shall not exceed 30 mA•s.

c. If exhibitors or contractors voluntarily renounce leakage protection device in accessing the equipment or facilities of the booth distribution box due to special power requirements, they should make such a request in pre-renting. They must sign the “Letter of Commitment of Voluntary Abandonment of Leakage Grounding Protection Device” and affix it with official seal. The Canton Fair shall, according to the requirements of the letter of commitment, remove the leakage protection device or replace the leakage protection switch with a switch without leakage protection.

(4) If the stand needs both lighting and power, they should be applied separately. The lighting circuit must be equipped with a leakage protector, and the power circuit should be installed in accordance with the requirements of the “Secondary Leakage Protection System” of this regulation.

(5) For electrical materials such as cables and wires, ZR-BVV, ZR-RVVB jacketed wire or ZR-VV cable shall be used, and twisted pair (flexible cord) and aluminum core wire are forbidden.

(6) All wire and cable feeders should not be directly wrapped with insulating tape, but should be connected with insulation porcelain and plastic connectors, with connection and insulation protection measures taken. Wires passing through pedestrian floors, carpets and darkly laid in the decoration must be piped or trunked (with metal pipe, flame-retardant plastic pipe) for protection. Fire-fighting equipment (if any) should employ flame-retarded halogen-free low-smoke wire and cable independent metal pipe wiring.

(7) Metal protecting tubes and metal components must be reliably electrically bridged and grounded safely.

(8) Each electrical circuit must contain a dedicated protective ground wire (with copper wire not less than 2.5mm) and connected to any metal object that may be in contact with the leakage.

(9) Downlights and quartz lamps shall be insulated and protected. Billboards, light boxes and lampposts shall be perforated and fixed, and shall have convective louvers and ballasts complying with fire protection requirements. Lamp ballasts and triggers shall be nationally qualified products.

(10) It is strictly forbidden to use iodine-tungsten lamps (sunlight), neon lights and high-temperature and high-voltage lamps with triggers to generate heat. It is forbidden to use high-power lamps of 500W or more.

#### (11) Power Load Reporting Management

a. Before contractors enter the exhibition hall, the power load shall be submitted to the Drawings Verification Section for review. The Canton Fair will pre-install the power box of the same power specification according to the reported power. Contractors shall pay the deposit for power box and the electricity consumption amount according to the electric power used on the submitted drawings.

b. The actual power consumption should be as consistent as possible with the reported power. If the pre-installed electric box does not match the actual power consumption and needs to be replaced, contractors shall pay the replacement fee.

c. If the electricity consumption exceeds the reported capacity, it must be re-applied to the Drawings Verification Section. The Canton Fair will impose penalties on standard stands that increase power load privately and custom-built stands that use electricity exceeding the reported capacity.

d. The load carrying capacity of all switches and cables shall be controlled within the nominal design capacity. The setting of the main switch protection of the booth control electric box shall be lower than or



equal to the setting value of the switch protection of the distribution box of the exhibition hall.

e. Those that do not apply for electricity use or connect wires at random will suffer power cut and charged twice as much as the electricity load of the private appliance.

(12) Handling of Breaker Trip

a. If there is a line, switch heating or frequent tripping, exhibitors and contractors must promptly power off and check the stands. Such phenomena caused by the failure of the cable or lighting equipment of the exhibitor and the contractors must be repaired and replaced immediately.

b. Breaker trip caused by privately installing electrical equipment based on basic electrical equipment in standard stands or using electricity exceeding the reported capacity in custom-built stands must rectify, re-report electricity load, and replace power box. For those who refuse to perform rectification and cooperate the rectification, the Canton Fair has the right to power off the stands or stop the construction.

c. If there is a power failure in the stand due to the switch protection trip of fixed distribution facilities, electricians should be notified immediately to the scene. In this case, it is strictly forbidden to switch in without authorization.

(13) Special Electrical Equipment

a. Equipment for lighting, mechanical power consumption, frequency conversion equipment, silicon controlled rectifiers, dimmers for stage lights, amplification that needs power use, equipment with special power consumption requirements (24 hours), and other important electrical equipment that exhibitors believe should be specially guaranteed in terms of power supply, independent circuits shall be established according to classification. It is strictly forbidden to let the above-mentioned equipment share the same circuit.

b. For the power use of important electrical equipment and at important occasions or locations, one main circuit and one spare circuit should be installed.

c. Equipment such as computers and precision instruments shall be protected with an uninterruptible power supply. Exhibitors or contractors shall be responsible for data loss or damage in computers, precision instruments and other equipment caused by power interruption.

d. Exhibitor's own compressor must be reported, and should be placed in accordance with relevant safety standards and regulations.

e. Equipment with batteries must be equipped with an electric switch. When the exhibition hall is closed, the power supply to the equipment must be cut off, and the equipment shall not be charged. For samples with their own battery, it is a must to check positive and negative separators after samples are displayed. It is strictly forbidden to store spare batteries in the stand.

(14) Exhibitors and contractors should care for electrical facilities and equipment in the exhibition hall, and are not allowed to randomly connect equipment. If exhibitors arbitrarily dismantle the standard stands to configure lamps or lines, privately move lamps or distribution boxes, electricians of the Canton Fair will forcibly reinstate the original conditions, and exhibitors will be given a penalty of twice the cost of restitution. Damages to or loss of lamps, wiring or distribution boxes resulting therefrom shall be compensated according to the cost and criticized by noticing such behaviors at *Canton Fair Newsletter*.

(15) Electrical appliances in the booth as well as distribution facilities such as lines and switches should be checked by the Canton Fair. If hidden dangers are found, exhibitors must cooperate for rectification and must not refuse to check or refuse to rectify. Stands that do not meet safety requirements and may constitute a



safety hazard of electricity use shall not be given power. They will be ordered to rectify or being dismantled. Exhibitors will be notified of criticism if they refuse to rectify.

(16) In order to ensure the safety of the exhibition hall and the safety of your power use, shoes, weaving, rattan and iron arts, gifts and premiums, holiday items, home decorations, toys exhibition areas are only allowed to increase the rent of halogen lamps and LED lights as lighting equipment.

(17) The 220V/10A power socket installed in custom-built stands is only used for small household appliances (such as TV sets and water dispensers). The total loop power must not exceed 1,500W. It is strictly forbidden to use high energy consumption high power resistance heating appliances (electric furnace, oven).

(18) Electric heating equipment temporarily installed in the exhibition hall, the wall layout and the operation table adjacent to the electric heating equipment should use non-combustible materials.

(19) The booth control electric box shall not be installed in the room or cabinet. Instead, it should be installed in an obvious position of the stand for easy operation and be near to the distribution box provided by the Canton Fair as much as possible.

(20) Distribution Box and Construction Electric Box Provided by the Canton Fair to Custom-built Stands and Green-built Stands

a. The distribution box provided by the Canton Fair to custom-built stands is an extension of fixed power supply facilities in the exhibition hall. It is used as the power connection point of power supply for displayed goods, cannot be used as the total control power box of the stand (which should be configured by contractors), and should be placed on the passage next to the stand.

b. On the night of stand dismantling, if exhibitors or contractors pre-install electric box or rent distribution box from the Canton Fair, they shall send a staff to stay at the booth and wait for electricians of the Canton Fair to dismantle and recycle the distribution box.

c. The deposit or security deposit of exhibitors or contractors that have not returned the electrical box will be deducted by 1,000 RMB per electrical box.

d. Stands that need to be installed or dismantled with electric tools must apply to the Canton Fair for construction electric box, and can not connect power for construction from the distribution box provided by the exhibition hall. Construction electrical boxes are provided free of charge, but each stand can apply for only one construction electrical box.

e. The construction electrical box provided by the Canton Fair to custom-built stands will be powered from the distribution box provided by the Canton Fair. It is the power connection point for stand construction, and shall be only used for temporary stand construction. After the construction ends, electricians of the Canton Fair will recycle it.

f. The construction electric box is only used as the power source for the power tools of stand construction, and should not be used as the power source of stand control or for other purposes such as stand display and test. If the Canton Fair finds violations of power use regulations, it will warn contractors and their staff and demand immediate rectification. Besides, in accordance with the *Measures for Dealing with Violations of Enterprises Constructing Custom-built Stands*, contractors with violation behaviors shall be fined of deposit, assessed, included in blacklist, and be canceled the qualification of constructing custom-built stands for the Canton Fair.

### 3. Regulations on Electrical Safety Management of Custom-built Stands



(1) If custom-built stands require electrical installation, the contractors must have electrical installation qualification, and all of its electricians must hold a valid “Special Operation Certificate”, whose validity can be checked via the website of the Guangdong Provincial Management System of Qualification of Construction

Special Operation Personnel (<http://tzzy.cisagd.cn>) or other valid systems. The electricians must take the above-mentioned valid certificate for visa registration at the construction permit center. Electricians and welders must hold valid operation permit, otherwise they are not allowed to enter the exhibition hall for construction.

(2) The installation of electrical facilities must comply with China’s national regulations on power industry, and strictly follow *Design Specifications for Low Voltage Distribution (GB50054-2011)*, *Safety Technical Specifications for Temporary Electricity Use at Construction Sites (JGJ 46-2005)*, *Specifications for Quality Acceptance of Electrical Engineering Construction in Buildings (GB50303-2015)*, *Design Specifications for General Power Equipment Distribution (GB50055-2011)* and other specifications, as well as the fire safety regulations of the Canton Fair and the specific requirements of this Regulations on Safety of Power Use in Stand. Contractors must submit Stands Power Safety Responsibility Commitment to the Canton Fair before beginning construction.

(3) The electrical construction shall be carried out in strict accordance with the plan drawings approved by the Canton Fair, and the electrical load shall be controlled within the approved total load. Exhibitors shall not change the contents reported that have passed review and approval. By doing so, the Canton Fair will not supply power and give a warning or even impose penalty to them. If the approved load is exceeded due to necessary add of electrical equipment, exhibitors shall promptly undergo relevant reporting and application procedures and pay relevant fees as required. For those who fail to report electricity consumption or whose actual power consumption exceeds reported amount, electricians of the Canton Fair have the right to order the payment of the fees. If they refuse, penalties shall be imposed according to paragraph (15), Article 2 of this section. If their electricity may cause serious safety consequences, they should be warned and notified of criticism.

(4) In constructing custom-built stands, it is not allowed to block or cover the lighting electrical box, power box and telephone wiring box of the exhibition hall. If it is really inevitable, exhibitors shall report to the Drawings Verification Team for approval, and a 600 mm wide access passage must be left. If electrical boxes have to cover the borehole, they shall be larger than the movable cover of the distribution box, and sufficient space for operation shall be left. The operating space should allow opening the electrical box and be no less than 600mm to facilitate for safety inspection and troubleshooting.

(5) As three-phase load does not belong to mechanical power use, sub-switch shall be installed for cascade protection. If the single-phase load exceeds 16A, a three-phase power supply design should be adopted and the load of the stand should be evenly distributed.

(6) The setting of the main switch protection of the self-provided electric box shall be lower than or equal to the setting of the switch protection of the electric box of the exhibition hall.

(7) Custom-built stands shall be checked for safety before power delivery. Electricians of contractors shall conduct self-check first. Before the concealed electrical part is closed, contractors shall contact the electrical safety officers of the Canton Fair to assist in safety inspection. For stands that do not meet the safety requirements, electricians of the Canton Fair shall not power on their stands.

(8) The construction and maintenance of custom-built stands shall be undertaken by corresponding contractors, and be supervised by relevant trading groups and chambers of commerce.

(9) If exhibitors fail to rectify problems within 2 hours of signing the rectification notice issued by the Canton Fair, they will be given a blackout penalty. If they fail to rectify problems within 8 hours, their stands will be sealed down and they will be disqualified for attending the next session of the Canton Fair, which will be put on record.

#### 4. Regulations on Electrical Safety Management of Standard Stands

(1) It is strictly forbidden to privately or hire non-Canton Fair electricians to connect without permission or add lighting fixtures. Lighting fixtures at stands must not be plugged into power outlets applied from the Canton Fair, which have a maximum allowable capacity of 500W. It is not allowed to plug in electrical equipment that exceeds the allowable capacity. The power supply of stands with offenders will be cut to avoid potential power hazards, and corresponding exhibitors will be held accountable.

(2) The sockets of standard stands should be put on the left and right sides of the stands.

(3) Exhibitors shall neither dismantle or displace electrical facilities and equipment installed by the Canton Fair in stands, nor bring them out the exhibition hall.

(4) Exhibitors should check whether spotlights installed in stands have fallen off when they finish stand construction and close the stands every day. If they find that the spotlights are off, they should immediately notify electricians of the Canton Fair to avoid damages to exhibits.

(5) If the Canton Fair installs standard distribution boxes in standard stands, the distribution boxes shall not be moved and exhibitors shall avoid them when constructing stands. If exhibitors need to know the specific location of the distribution boxes, they can consult the Drawings Verification Team.

#### 5. Safety Management Regulations on Electrical Exhibits

(1) It is forbidden to use electric heating equipment (such as electric kettle, electric stove, electric iron). If there is such a need, exhibitors must apply to the Customer Service Center for approval.

(2) If exhibits or equipment (except for custom-built stands, excluding stands) require 24 hours of power supply, exhibitors shall submit written application signed by corresponding trading group to the Drawings Verification Team. Exhibitors applying for 24-hour power supply must use an independent power circuit, install a safe and reliable protection switch according to the specifications, and ensure that the equipment is hidden fault-free. Economic losses caused by electrical equipment failure or power failure resulting from distribution switch protection action of exhibitors' own switch shall be borne by exhibitors.

#### 6. Electrical Safety Management Regulations on Exhibit Arrangement

(1) Lamps, spotlights, quartz lamps, etc. of each stand shall be kept at a distance of more than 30cm from exhibits and decorations. A junction box shall be installed. The wire interface and the wire core shall not be exposed.

(2) Distribution boxes and sockets should be installed in a position that is obvious and convenient for operation and inspection.

(3) In order to ensure safe electricity use in standard stands, exhibitors shall avoid electrical wires while hanging webbing and arranging exhibits as electrical boxes can not be displaced.





Electrician of standards stands shall be responsible for the lead terminal installation of rented electric box. Electricians of the Canton Fair are only responsible for incoming line at the outlet end.

## 5.8 Technical Data

1. According to the design criteria of the Complex, loading capacity is 1.5 ton per square meter.
2. Height limit for two-level stands is 6 meters in the Custom-built area in the exhibition hall, and 4.5 meters for the single-level stands.
3. The size of complex main entrance: Area A: 8.5m in width, 5.5m in height, Area B: 7.6m in width, 5.3m in height, Area C: 6.98m in width, 4.19m in height.
4. The electricity supply mode of the exhibition hall is three-phase 5-line system and 350V/220V/50HZ, with 2250 kW, and average lumina of 250LX.
5. There is no gas supply equipment in the exhibition hall.

## 5.9 Green Development of the Canton Fair

### Item 1. The Green Development Scheme of the Canton Fair

In implementing the development idea of creativity, harmonization, green and opening up, as well as consolidating the results of development, the Green Canton Fair program will be normalized since the 130<sup>th</sup> session. A target of 100% coverage of Green Stands in the 130<sup>th</sup> session of Canton Fair has been established.

### Item 2. Criteria for the Green Custom-built Stand of Canton Fair

The criteria herein define the design, structure, material, workmanship of stand setting-up and dismantling as well as the display effect, which shall be applicable for all custom-built stands in the Canton Fair.

#### 1. Meanings

The Green Stands shall comply with trends of conciseness, standardization and environmental protection. Design should follow the reduce, reuse and recycle principle. The structures should be modular and component-based. Regeneration and recycling materials should be key materials for these stands. The display effects should well demonstrate the corporate philosophy, and image of the corporate and its products.

#### 2. Criteria

The stands should be fabricated following the basic requirements and green requirements set herein.

##### (1) Basic requirements

###### a. Design

Pass the design verification of custom-built stand of the Canton Fair.

###### b. Fire-protection and structure safety

(i) Pass the fire-protection and structure safety verification of the Canton Fair.

(ii) Ensure the entire strength, rigidity, stability and join stability of the stand structure.

(iii) Stand design and construction should strictly comply with relevant national imposed technical specifications, standards and regulations.

###### c. Safety of power usage

(i) Pass the safety of power usage verification of the Canton Fair.

(ii) Stand construction should strictly comply with relevant national imposed technical specifications, standards and regulations for electrical installation.



d. Refer to the manual book of the Canton Fair for details.

(2) Green

requirements a.

Design

3-R principle shall be followed, they are:

A. *Reduce*: minimize materials to realize the stand function.

B. *Reuse*: materials should be reused as the original.

C. *Recycle*: Economically recycle and reuse materials which help to realize the stand function.

b. Materials

(i) Regeneration, recycle, Non-toxic environmental protection material or recycling materials should be employed in the construction. They should comply with standards set in A and B of this item.

A. Quantity of decoration materials used for full-metal structures should be less than 10% of the total cubage of the structure itself (as per cubage of the structure). Only non-timber materials shall be allowed for this purpose. The constructional materials must be 100% recyclable.

B. Quantity of timber materials used for mixed structures should be less than 30% of the total cubage of the structure itself (as per cubage of the structure). The constructional materials must be 100% recyclable.

(ii) Light, easy for dismantling, loading and haulage.

(iii) Efficient light bulb used in the lighting system should not be lower than 80%.

c. Setting-up and dismantling

(i) On-site fabrication should be modular and component-based. Construction and dismantling should be in good order, controllable, convenient, safe and expedited.

(ii) No adverse impact should be resulted to persons, exhibition halls and facilities in the complex. No dust, noise, toxin gas and discarded materials should be left in the halls. No violations of any regulations should be allowed.

d. Effects

(i) Demonstrate the corporate philosophy, image of corporate and products.

(ii) The stands should be transparent and well structured. No timber materials should be used for capping.

(iii) Display should be concise, harmonious and beautiful.

**3. The criteria herein defined should be used internally by the Canton Fair. China Foreign Trade Centre shall be responsible for interpretation of the criteria.**

**4. These criteria should take effect from the 115<sup>th</sup> session of the Canton Fair.**

### **Item 3 Selection Methods for Green Booth Award**

#### **Chapter I General**

**Clause 1** The Selection Method for the Green Booth Award is initiated for further promoting the green development plan of the Canton Fair, guiding the design of the custom-built stands of the Canton Fair onto a green and environmental course, encouraging innovation of booth design, enhancing the bandwagon effect of the booth and improving the overall level of the Canton Fair.

**Clause 2** This Method follows the selection criteria of green, environmental protection, innovation,



safety and aesthetics and upholds the selection principle of openness, fairness and justice.

**Clause 3** This Method applies to the Canton Fair exhibitors and the contractors with qualification certification of the Canton Fair.

**Clause 4** China Foreign Trade Centre is responsible for the planning, organization and implementation of the selection.

## **Chapter II Prizes**

**Clause 5** The Canton Fair Green Booth Award will include gold, silver, bronze and popular award.

**Clause 6** After a comprehensive consideration from the aspects of exhibition area setting, exhibits range, display methods and comparability of selection, the current Canton Fair exhibition area shall be categorized into 7 general categories including electronic appliances, building materials, hardware and tools, transportation and mechanical energy, daily necessities, home garden, health, leisure, culture and sports. Each category will be granted 1 gold medal, 2 silver medals, 3 bronze medals. And the award will be assessed by experts and judges from the field of design, materials, structure and construction.

**Clause 7** To expand the publicity and promotion of the Selection, each session of the Canton Fair will witness 3 popularity awards. These 3 awards will be finalized by online voting through the Canton Fair official website and Canton Fair official WeChat mini program according to the final number of votes.

**Clause 8** The gold, silver, bronze and popular awards of the Canton Fair Green Booth Award shall be granted to award-winning exhibitors. The Green Custom-built Stand Award shall be awarded to the constructors of those award-winning booths.

## **Chapter III Scope of Selection**

**Clause 9** Custom-built booth with exhibition area over four standard booths (national delegations excluded).

**Clause 10** Participating enterprises have never been blacklisted because of violating the regulations of the Canton Fair.

**Clause 11** There are no irregularities in the process of use, establishment, construction, dismantlement in the former three sessions (excluding the current session).

**Clause 12** There are no intellectual property disputes or arguments with the selection booth.

**Clause 13** The design scheme which has been awarded the Canton Fair Green Booth Award shall not be repeatedly selected within three sessions from next session since it is granted the award.

**Clause 14** Only one of the design schemes that have high similarities by one same participating enterprise will be selected during one session of the Canton Fair.

## **Chapter IV Selection Criteria**

**Clause 15** Criteria Selection criteria of the Canton Fair Green Booth Award

### **(a) Aesthetic design: 30%**

1. Full embodiment of green, pro-environment and sustainable concept.
2. Integration of exhibition enterprises' culture and exhibits.

3. Simple and creative.
4. Strong sense of design.

**(b)Booth function: (30%)**

1. Highlight the subject and stress the exhibits.
2. Reasonable layout of internal wiring.
3. Complete functions of display and negotiation.
4. Well-prepared booth information.

**(c)Propaganda effect: (25%)**

1. Highlight corporate and brand image.
2. Display methods are diverse and novel.
3. Properly use of high-tech.

**(d)Material technics: (15%)**

1. Comply with the principle of "3R" (Reduce, reuse and recycle) and focus on environmental-friendly materials that can be destroyed and recyclable.
2. Select professional materials for exhibition.
3. Fine workmanship, scientific construction.
4. Booth dismantle should be safe and efficient.

## **Chapter V Selection Process**

### **Clause 16 Selection Process**

**(a) Application**

1. Applicants:

- (1) Exhibitors who met the conditions of participation and apply voluntarily.
- (2) Participating enterprises recommended by national delegations.

2. Way of application: Exhibitor entrusts custom-built stand constructor to apply online and to submit the Canton Fair Green Booth Award Application. It must elaborate its innovative ideas, material use, functions and display effect with booth design renderings.

3. Deadline: Oct. 10.

**(b) Preliminary review**

1. Expert judges will, by referring to the scoring criteria, give a preliminary review for the initial evaluation according to the declaration materials, and remove a highest score and a minimum score, and then the shortlisted booths will be finalized according to the final score. The Canton Fair drawing verification team and inspection team will verify whether the booths meet the Canton Fair Green Custom-built Stand standard. The name list of eligible finalists will be released one day before the start of exhibition.

2. Upload the onsite booth picture: finalist booths must be photographed and uploaded via the system to upload live photos before 12:00 on the first day of exhibition. Overdue offer or not provided, as a waiver of the selection.

**(c) Re-evaluation**

1. Shortlisted award-winning booth with complete information and photos will be voted and selected online by the public from 9:00 on the second day to 18:00 on the fourth day through the Canton Fair official website and the Canton Fair official WeChat mini program to decide the green booth popularity award.

2. Expert judges on the spot will give a comprehensive score of the shortlisted award-winning booths, remove the highest score and the minimum score, and pick out the waiting list of the Canton Fair Green Booth Award in seven categories.

3. On-site checking during move-out period

During the move-out period, the Canton Fair drawing verification team and inspection team will be on site to check the candidate booths. If it is found that the building materials are not 100% recycled during move-out period, the booth will be disqualified for the award and the vacancy will be filled in the proper order.

(d) Exam, approval, publicity and announcement

1. Exam: After the closing of the Canton Fair, the final winning list will be reported to the jury.

2. Approval: The results are subject to approval by the director of the leading office of the Canton Fair.

3. Publicity: The award-winning booths will be listed on the website of the Canton Fair for 5 working days.

4. Announcement: In the name of the office of the Leading office of the Canton Fair, the winners' list will be forwarded to the Foreign Trade Department of the Ministry of Commerce, the trade groups and associations, as well as will be publicized on the website of the Canton Fair and the "Canton Fair Communication".

## Chapter VI Award Approach

**Clause 17** The award-winning booths will be granted the following:

1. Under similar conditions, the awarded exhibitors shall enjoy more preferential treatments in stand arrangement than other exhibitors in next Canton Fair.

2. Awarded exhibitors shall gain one score for each award received. The accumulated score within an evaluation cycle shall not be bigger than 2 scores.

3. Green Booth Award and the honorary certificate of popularity award will be awarded to the award-winning exhibitors, honorary certificate of Green Custom-built Stand Award will be awarded to the award-winning construction enterprises, and all awards shall be issued in the next session of the Canton Fair.

4. The award winners shall be publicized on the Canton Fair website, "Canton Fair Communication" and other channels, and on the LED located at the eye-catching Canton Fair exhibition venue. Promotional content is mainly about the award-winning exhibitors' profile, construction company name and booth photos.

(1) Gold award: the duration of the promotion is about 120 seconds/day for 600 seconds in total.

(2) Silver award: the duration of the promotion is about 60 seconds/day for 300 seconds in total.

(3) Bronze award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.

(4) Popularity award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.

5. The effectiveness of the implementation of the green development plan will be regarded as an important reference index for the work assessment and reward for delegations.

6. List award-winning construction enterprises as one of the necessary conditions for the A-level custom-built stand construction enterprises of the Canton Fair.

7. The award-winning construction enterprises will be given 4 extra scores of the Canton Fair.

8. The award-winning construction enterprises will be listed in the name list that shall be recommended by the trade group and the chamber of commerce/association for the next annual Canton Fair.



**Clause 18** In principle, no more than 2 awards will be awarded to the same participating enterprise in each Canton Fair.

**Clause 19** If the booth obtains the Canton Fair Green Booth Gold/Silver/Bronze and Popularity award at the same time, the highest level of award will be taken and the award shall not accumulate.

#### **Chapter VII Relevant Obligations**

**Clause 20** The trade group is responsible for publicity and promotion to the exhibitors; organize the affiliated participating enterprises to participate in the selection; incentive measures for participating enterprises will be carried out.

**Clause 21** The chamber of commerce/association is responsible for implementing the incentive measures for participating enterprises.

**Clause 22** CFTC shall be responsible for organizing the entire awarding processes to ensure the transparency, justice and fairness of the activity. CFTC shall also responsible for inviting judging panel members and promotion of the awarding initiative as well as dealing with rewarding process with the winners. CFTC shall be obliged to organize the modification of the selection methods.

#### **Chapter VIII Supplementary clauses**

**Clause 23** This provision shall be implemented internally in Canton Fair and interpreted by CFTC.

**Clause 24** This provision shall take effect from the 122<sup>th</sup> session of Canton Fair and the original Canton Fair Green Special Award Selection Method is repealed synchronously.



## **Appendix 1**

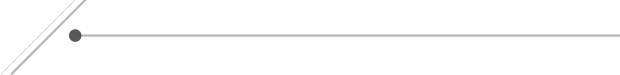
### **Classification of Exhibition Area**

From a comprehensive consideration of the exhibition set, exhibits category, display style and comparability of selection, the current exhibition area of the Canton Fair shall be categorized into seven major categories including electronic appliances, building materials and hardware tools, transportation and machinery energy, life supplies, household gardens, health, leisure, culture and sports, textile and clothing.

1. Electronics. Including home appliances, consumer electronics and information products, lighting products, electrical products.
2. Building materials and hardware tools. Including building materials, sanitary ware, hardware tools, chemicals.
3. Transportation and machinery energy. Including motorcycle, bicycle, auto parts, vehicles, general machinery, small processing machinery and industrial parts, engineering farm machinery, large machinery and equipment, power and power equipment, new energy.
4. Life supplies. Including kitchen utensils, daily ceramics, pet supplies, household goods, personal care supplies, bathroom supplies, watch glasses, toys, gifts and presents.
5. Household gardens. Including furniture, garden supplies, craft ceramics, household decorations, glass crafts, weaving and rattan iron crafts, festival supplies, iron stone decorations and outdoor spa facilities.
6. Health, leisure, culture and sports. Including medicine health products and medical equipment, sports and travel leisure supplies, food, office stationery.
7. Textile and clothing. Including home textiles, textile materials, carpets and tapestries, men's and women's wear, children's wear, underwear, sportswear and casual wear, fur and products, clothing accessories, shoes, bags.

### **Appendix 2 Maturity Matrix of Canton Fair Green Booth (for reference)**

	<b>Scoring Standards</b>	<b>Highest Score</b>	<b>Expert Score</b>
Aesthetic Design (30%)	1.Full embodiment of pro-environment and sustainable concept	8	
	2.Organic integration of exhibition enterprises' culture and exhibits	8	
	3.Simple and creative	7	
	4. Strong sense of design	7	
Booth function (30%)	1.Highlight the subject and stress the exhibits	15	
	2. Reasonable layout of internal wiring	5	
	3.Complete display and negotiation function	5	
	4.Well-prepared booth information	5	
Promotion effect (25%)	1.Highlight corporate image and brand	8	
	2.Display methods are diverse and novel	9	
	3.Properly use of high-tech	8	
Material technics (15%)	1.Comply with the principle of "3R" and focus on light aromatics and recyclable	3	



	2.Highlight the selection of professional profiles	4	
	3.Fine workmanship, scientific construction	4	
	4. Booth demolition is safe and efficient	4	
<b>Total:</b>		100	





**Appendix 3**

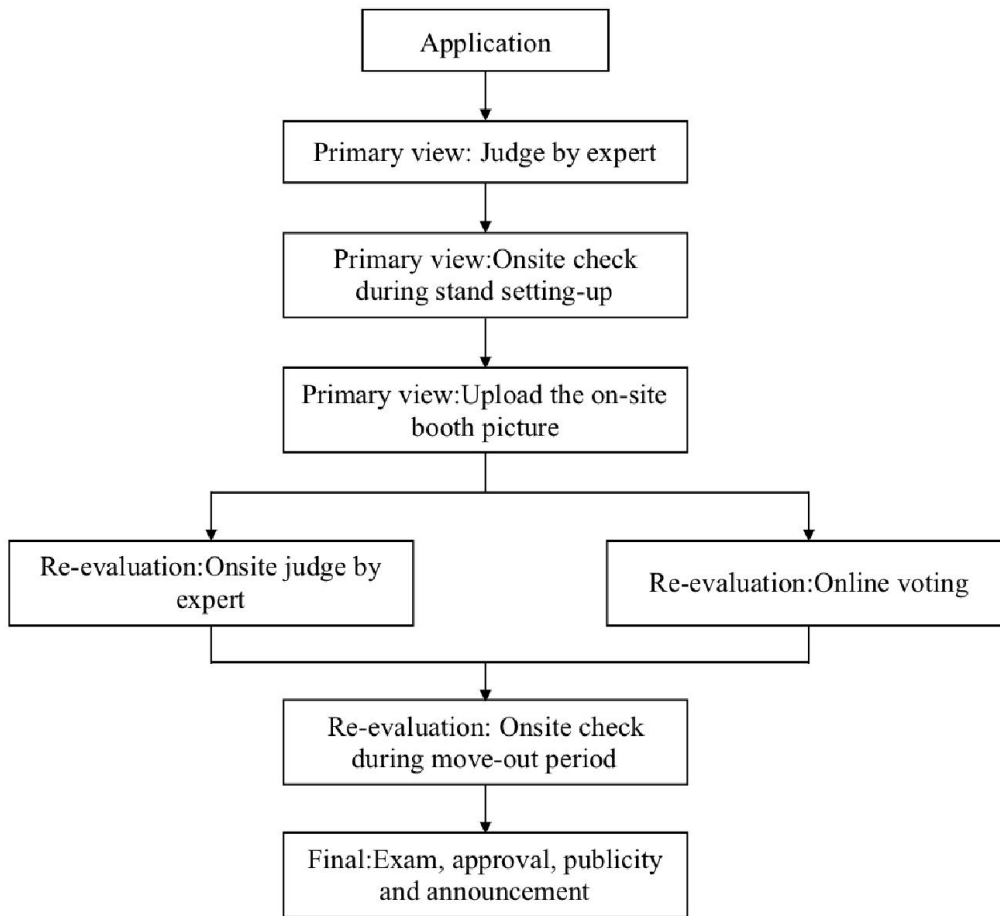
**Application Form for the Canton Fair Green Booth Award**

Booth Number		Type	(7 Major Categories)
Company Name	Contact Person	Contact	
Contractor	Contact Person	Contact	
Aesthetic Design (less than 20 words)	(Elaborate the innovative ideas of the booth design, and the booth design shall reflect the relation between exhibitors and exhibits)		
Booth Function (less than 20 words)	(Elaborate booth's exhibition theme and key exhibits, reasonably set internal lines, distribute, display and negotiation space)		
Promotion Effect (less than 20 words)	(Elaborate how the booth highlights the culture and brand of exhibitors with high-tech display method)		
Material Technics (less than 20 words)	(Elaborating that the construction material is consistent with the 3R principle, and also the construction and demolition workmanship)		
Effect Drawing (1~3 Pictures)	(Upload booth design renderings.)		
Booth on site picture (1~3 Pictures)	(Upload the shoot on the first day of each exhibition phase. <b>Overdue or non-upload is deemed to waive the award declaration</b> )		



Appendix 4

Process Diagram of Evaluation of Canton Fair Green Booth Award



Chapter 5



## **5.10 Relevant Forms for Stand Constructing**

B1 Charge criteria for tables and chairs in the International Pavilion

B2 Charge Criteria for Electrical Items

B3 Application Form for Modification of Upgraded Standard Stand

B4-1 Modification Plan for Upgraded Standard Stands

B4-2 Charge Criteria for Service of Upgraded Standard Stand

B4-2 Rental of Exhibition and Electrical Appliance for Upgraded Standard Stands

B4-3 Declaration Form for Electricity Supply in Upgraded Standard Stand

B5 Rental of Flowers

For more information on Internet use, please visit the official website of the Canton Fair to view the *Guidelines for Internet Use*.

B6 Application Form for Internet Service

B7 Application Form for Installing Radiophone


**B1 Charge criteria for stables and chairs in the International Pavilion (Customer-built Stand)**

Unit: RMB

Areas	No.	Specifications	Dimension (cm)	Unit	Advance apply	Late apply	Apply on-site	Figure
Area A	A1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	Set	145	160	175	
	A2	1 glass table and 4 aluminum wooden chairs	70*70*66	Set	150	165	180	
	A3	1 glass table and 4 rattan chairs	70*70*66	Set	170	180	200	
	A4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
Area B	B1	1 aluminum alloy square table and 4 black leather folding chairs	65*65*68	Set	145	160	175	

	B2	1 glass square table and 4 stainless chairs	70*70*66	Set	150	165	180	
	B3	1 glass square table and 4 rattan chairs	70*70*66	Set	170	180	200	
	B4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
Area C	C1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	Set	145	160	175	
	C2	1 glass round table and 4 stainless chairs	70*70*66	Set	150	165	180	
	C3	1 glass square table and 4 rattan chairs	70*70*66	Set	170	180	200	



	C4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
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## B2 Charge Criteria for Electrical Items

**Deadline: Sept. 30**

For custom-built stands, please submit this through Easy Exhibitor of official website. Fax, paper application or email is not accepted.

For standard stands, please email this application form prior to the deadline to the Recommended Contractor nominated by the Canton Fair.

**Email:gz510014@126.com**

## Application

## B2

(Application for Exhibits and Electronics)

Unit: RMB/ Phase

S.N.	Item	Master Switch Specs(Voltages /Current)		Unit	Charge Criteria	Deposit
E1	Electricity Usage in Setting-up of Custom-built Stand	6A / 220V	<1.3KW	1	545	
E2		10A / 220V	<2.2KW	1	920	
E3		16A / 220V	<3.5KW	1	1465	
E4		6A / 380V	<3KW	1	1680	
E5		10A / 380V	<5KW	1	2770	
E6		16A / 380V	<8KW	1	4620	
E7		20A / 380V	<10KW	1	5540	
E8		25A / 380V	<13KW	1	6930	
E9		32A / 380V	<16KW	1	8828	
E10		40A / 380V	<20KW	1	11090	
E11		50A / 380V	<25KW	1	13860	
E12		60A / 380V	<30KW	1	16630	
E13		100A / 380V	<50KW	1	27720	
E14	Distribution box rental	6A,10A,16A/220V		1	315	1000
E15		6A,10A/380V		1	365	
E16		16A,20A,25A,32A/380V		1	415	
E17	Replacement of electric box			1	105	1
E18	Outer Exhibition Space Construction			25/m2		

### Note:

- Exhibitors who have applied the electricity are required to rent our electricity distribution box. All of the electricity distribution box will be installed by our electricians. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.
- Personnel from the exhibitors shall stay at their stands until our electricians collected the electricity distribution boxes on the closing day of Canton Fair, and shall acquire their deposit at the Service Center for Exhibitors of the International Pavilion by the Deposit Notes with Return Confirmation stucked on them.
- There is a 30m cable wire within rental electricity distribution box, excess wires are charged additional fees:  
63-100A: RMB50/m; 150A: RMB80/m; 200A: RMB100/m; 250A: RMB140/m.
- Deadline for the remittance of advanced application: Sept. 30. Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges**



---

**exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged.**

Please contact the nominated Recommended Contractor:

Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road,  
Guangzhou

Contact Person: Mr. Xu (13825020842), Ms. Guan (13711187356)

Tel: +86-020-89139719, 89139784

E-mail: gz510014@126.com

Payee: Canton Fair Exhibition Design and Construction Co., Ltd Opening Bank: Canton Fair Branch, Bank of China

A/C with Bank Address: Guangzhou, Guangdong Account No.: 680857744434





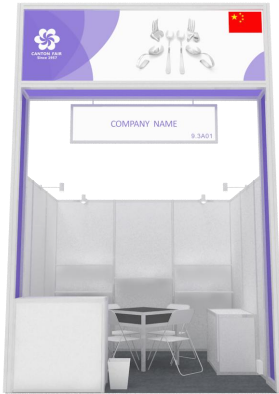
**B3 Application Form for Modification of Upgraded Standard Stand**

**Deadline: Sept. 25**

**You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sept. 25.**

**Email: gz510014@126.com**

**Acknowledgement Form for Facilities of Upgraded Standard Stand **B3** Phase Booth No.**

<b>Effect Chart and Necessary Facilities for Upgraded Standard Stand</b>										
<p>Stand dimension: 2970MM×2970MM, stand hoardings: 2500MM(height), distance between the lowest point of fascia board and the floor is 2450MM and the height of fascia board is 4500MM.</p> <p>Necessary Facilities: panels, 1 light box piece, 1 fascia board with exhibitor's name, 1 carpet, 4 spotlights, 1 socket, 5 laminates, 1 reception desk, 1 floor cabinet, 1 aluminum table and 4 chairs.</p>	<p><b>The appearance and color of the upgraded standard stand will be adjusted due to materials and other reasons. The above picture is for reference only.</b></p> <div style="text-align: center;">  </div>									
<b>Application for Shelf</b>										
<p>★ I needed <input type="checkbox"/> pieces of shelves, or I don't need <input type="checkbox"/> pieces of selves. Shelves can not be installed in places with dotted line.</p> <p>★ Please indicate the location and height of the shelf if you have submitted your application:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p><b>Left side facing the stand</b></p> <table border="1" style="width: 100px; height: 60px; border-collapse: collapse;"> <tr><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td></tr> </table> </div> <div style="text-align: center;"> <p><b>Front side facing the stand</b></p> <table border="1" style="width: 100px; height: 60px; border-collapse: collapse;"> <tr><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td></tr> </table> </div> <div style="text-align: center;"> <p><b>Right side facing the stand</b></p> <table border="1" style="width: 100px; height: 60px; border-collapse: collapse;"> <tr><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td><td style="width: 33px; height: 60px;"></td></tr> </table> </div> </div>										
<p>★ You are requested to fax this application form to the Recommended Contractor prior to the deadline to enable the Fair to prepare as per your request in advance, it will otherwise be installed as per effect drawings and necessary facilities.</p>										

Note:

1. Same facilities for 9 square meter stand will be offered to stands larger than standard stand but smaller than 18 square meters. Only stands of multiple area of 9 square meters will enjoy relevant multiple facilities.



2. In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias. Special requirements should be indicated in Form B3 and returned.
3. No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the standard stands. Exhibitors should be responsible for maintaining all properties in the stands or they should be responsible for compensating for all damages arisen.
4. No extra lighting facilities or additional power connections will be allowed inside the stand and other sockets should not be connected to the lighting line which is with a maximum capacity of 500 W. Socket connection by the exhibitors should be strictly forbidden.
5. No electronic devices installed in the standard stands shall be dismantled or removed by any exhibitors or taken out of the Halls.
6. All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
7. Exhibitors are requested to fill in form B5-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

**Please contact the nominated Recommended Contractor:** Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) , Ms. Guan (13711187356)

Tel: +86-020-89139719, 89139784

E-mail: gz510014@126.com

Stand No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Stamp: \_\_\_\_\_



**B4-1 Modification Plan for Upgraded Standard Stands**

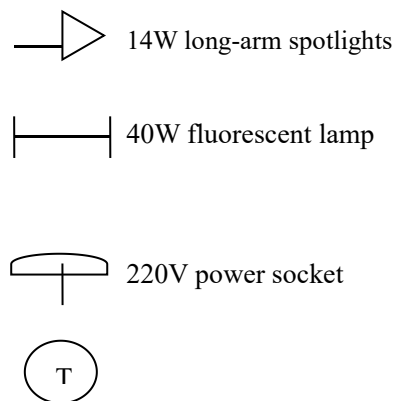
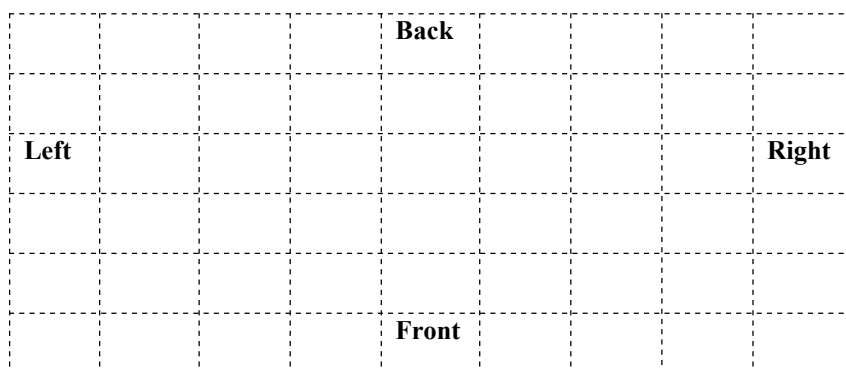
**Deadline: Sept. 25**

**You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sept. 25**

**Email: gz510014@126.com**

**Stand Dismantle, Modification and Location of Rent Facilities      B4-1    Phase    Stand No.**

Please kindly indicate the locations of your stand dismantle, modification, rent facilities (exhibits, electronics etc.) and rent shelves (height indicated) in the flowing stand plan including your basic and extra facilities. Please notify your requirement of side-panels in case you booked corner stands.



Telephone

Stand Plan (Scale: 1 grid=1m<sup>2</sup>)

**Remarks:**

1. The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Effective facilities indicated by the exhibitor on the above plan shall be submitted with relevant forms prior to the deadline.
3. **100% additional fee shall be charged for late submission or spot-purchasing.**

**Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd**

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) Ms. Guan (13711187356)

Tel: +86-020-89139719, 89139784

E-mail: gz510014@126.com

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

Opening Bank: Canton Fair Branch, Bank of China

A/C with Bank Address: Guangzhou, Guangdong

Account No: 680857744434



中国进出口商品交易会  
CHINA IMPORT AND EXPORT FAIR  
Since 1957

130



Stand No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Stamp: \_\_\_\_\_



**B4-2 Charge Criteria for Service of Standard Stand**

**Deadline: Sept. 25**

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sept. 25

**Email:gz510014@126.com**

~~Application of Exhibits and Electronics~~

**B4-2**

Phase Stand No

Unit: RMB/ Phase

S.N.	Items	Spec(MM)	Unit	Charge Criteria					
				Advance application	Overdue/ on-site application (installation)	On-site application (dismantle)	Deposited	Qty.	Total
F1	Square Table of Aluminum Alloy	650×650×680	One	105	105				
F2	Black Folding Chair		One	20	20				
F3	Flat shelf	990×310	One	30	60	15			
F4	Inclines shelf	990×310	One	50	100	15			
F5	Shelf Stand (with wooden shelves)	990×495×2480	One	315	630	130			
F6	Showcase (with glass shelves)	990×495×2480	One	550	1100	150			
F7	Register Counter	990×495×1000	One	155	310	65			
F8	Cabinet (with lock)	990×495×750	One	165	330	65			
F9	High-low-combined Display Counter	990×495× (990×750)	One	225	450	90			
F10	Reticular Rack	1500×1000	One	30	60	15			
F11	Tall Display Counter (Advanced Application only)	990×495×2300 (electricity included: Upper 30\Mid 125\Lower 75)	One	1200		200			
F12	Short Display Counter (Advanced Application only)	990×495×1000	One	550		150			
F13	Punched-plate	950×1166	One	100	200	40			
F14	Removing Shelf		One			10			
F15	Removing Panel		One			10			
F16	Installing and Dismantling Ceiling Beam		One	50	100	20			
F17	Socket (8 hours electricity supply)	220V/500W. 500W max	One	250	250	30			
F18	Socket (24 hours electricity supply)	220V/500W. 500W max	One	440	440	30			
F19	Long-arm Spotlight	14W	One	105	105	30			



F20	Horizontal Fridge	(Electricity excluded, Advanced Application only)	One	1800			3000			
F21	42" screen TV & DVD Player	(Electricity excluded, Advanced Application only)	One	1000			3000			
F22	Stainless Steel Clothes Hanger		One	80	160					
F23	Rack		One	140	230	35				
F24	Water Supply	Advanced Application only	One	1000	2000		1000			
Total:										



**Notes:**

1. Please illustrate your allocation of exhibition appliances in Form B4-1. The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Canton Fair would allocate the exhibition appliances for Exhibitors who can not submit Form B4-1. Any alteration requests are to be charged by extra fees.
3. **Deadline for the remittance of advanced application: Sept. 30. Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged. 100% additional fee shall be charged for late submission or spot-purchasing.**

**Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd** Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) Ms. Guan (13711187356)

Tel: +0086-20-89139784, 89139719 E-mail: gz510014@126.com

Payee: Canton Fair Exhibition Design and Construction Co., Ltd Opening Bank: Canton Fair Branch, Bank of China  
A/C with Bank Address: Guangzhou, Guangdong Account No:680857744434

Booth No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

B4-2 Rental of Exhibition Electrical Appliance for Upgraded Standard Stands



标准展位服务项目租赁展具图例  
The Picture of Rental Exhibition Appliance (Pazhou Complex)

项目	
F1 铝合金方桌 Meeting table	
规格	
650X650X680	

项目	
F2 折椅 Folding chair	
规格	
张	

	
项目	规格
F3 搁板 Flat shelf	990 X 310


项目	
F5 展柜 (木层板) Shelves stand (with wooden shelves)	
规格	
990X495X2480	

项目	
F6 展柜 (玻璃层板) Showcase (with wooden shelves)	
规格	
990X495X2480	

	
项目	规格
F7 报到台 Register counter	990 X 495 X 990

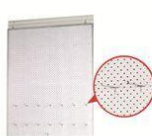
	
项目	规格
F8 地柜 Cabinet	990 X 495 X 750

	
项目	规格
F9 高低展台 (B) High-low-combined exhibit base(B)	990 X 495(990X750)

项目	
F10 网片 Steel grid	
规格	
1500X1000	

项目	
F11 高饰柜 (只接受提前申请) Tall display counter (advanced application only)	
规格	
(上50\中125\下75)	
TALL SHOWCASE 0.5M(W) X 1.0M(L) X 2.5M(H)	

项目	
F12 矮饰柜 (只接受提前申请) Short display counter (advanced application only)	
规格	
990X495X1000	

项目	
F13 冲孔板 punched-plate	
规格	
950x1166	

	
项目	规格
F17 插座 8小时供电 Power socket	220v/500w

	
项目	规格
F19 长臂射灯 Long arm spotlight	14W

	
项目	规格
挂架 Hanger Stand	990X495X2480

	
项目	规格
不锈钢衣架 Hanger	1000X1050





**B4-3 Application Form for Electricity Supply in Upgraded Standard Stands**

**Deadline: Sept. 30**

Stand construction contractors entrusted by exhibitors shall fill in this form and fax or email it prior to the deadline to the Drawings Verification Section.

Please reply to: Drawings Verification Section.

Fax: 0086-20-89124244 Tel: 00+86-20-89124229, 89124242

**● Application**

Name of Exhibitor			
Stand No.			
Contact Person		Tel (including mobile phone)	
		Fax (including area code)	
Name of the Contractor		Fax (including area code)	
Contact Person		Tel (including mobile phone)	
Principal Electrician		Tel (including mobile phone)	
		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	

**● Notes:**

1. Does the Custom-built stand need to rent distribution box? Yes ( ) No ( ), please tick .

Desired size of the Box:

220V A (Quantity: \_\_\_\_\_), 220V A (Quantity: \_\_\_\_\_). Total: \_\_\_\_\_

2. Electricity Switch Box equipped in the custom-built stand should be subject to the electricity applied by the exhibitor. Desired size of the Box (An annex may be used if no sufficient space)

220V A (Quantity: \_\_\_\_\_), 220V A (Quantity: \_\_\_\_\_). Total: \_\_\_\_\_

3. Installation of Electricity Switch Box shall be tallied with provisions in this guide. Contractor shall pay deposit for the Box. In case of any replacement of the Box arising from inconsistency between the electricity used and the one applied, contractor shall pay for additional charge.



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4. An annex may be used if no sufficient space for filling in all Electricians. The copy of the Electrician Certificate shall be submitted to the Drawings Verification Team of Canton Fair

Seal of the Contractor:

Date:

**Notes: This form can be downloaded at: [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**

**B5 Rental of Flowers**

Unit: RMB/pot

No.	Flower	Size	Rent/Price	Remarks
1	Spathe flower; peace lilies	< 0.5m tall	RMB15	1.For rented flowers, the charge is for one phase (5 days); 2. Arranged flowers are for sale only.
2	Dieffenbachia camilla	< 0.5m tall	RMB15	
3	Chrysanthemum	< 0.5m tall	RMB15	
4	Dracaena arborea var	< 0.7m tall	RMB15	
5	Butterfly palm (small)	1-1.2 m tall (white pot)	RMB20	
6	Butterfly palm (medium)	1.2-1.5 m tall (red pot)	RMB30	
7	Butterfly palm (big)	1.8-2m tall (six-sided pot)	RMB45	
8	Epipremnum aureum	1.5m tall	RMB45	
9	Dracaena messangena	<0.7m tall	RMB20	
10	Euphorbia pulcherrima	<0.5m tall	RMB20	
11	Dracaena fragrans	1.5m tall	RMB50	
12	Malabar chestnut	1.2-1.5m tall	RMB50	
13	Philodendron; imperial green	<0.5m tall	RMB15	
14	Philodendron erubescens; green emerald	1.8m tall	RMB100	
15	Arranged flowers (small)	30-35cm (diameter)	RMB40	
16	Arranged flowers (medium)	35-40cm (diameter)	RMB50	
17	Arranged flowers (fan)	50cm diameter, 50cm tall	RMB60	
18	Arranged flowers (rectangular)	60cm (diameter)	RMB80	

Notes:

1. The right of interpretation for the above-stated unit prices and specifications shall be reserved by the flower and tree rental and sales service point.

2.Please go to the Customer Service Centre On-site office for relative procedures.



### B6 Application Form for Broadband Network Service in Exhibition Halls

Wired broadband access services are provided in the exhibition halls. **Wired broadband deadline: by 12:00 October 12; special optical fiber service deadline: by 12:00 Oct. 9. And the broadband network mainly covers the indoor exhibition halls.**

This form is optional. Fees will be charged for this service.

Please reply to: CHINA FOREIGN TRADE CENTER GROUP Co., Ltd. Service Center for Exhibitors of the International Pavilion

Contact: Informatization Department, Customer Service Center

Tel: 0086-20-89139099, 89139090

Fax: 0086-20-89069340

#### Broadband Network Service

No.	Item	Unit	Fee	Deposit	Remarks
1	Cable network	pcs	RMB250/session		2M service with HTTP, QQ, MSN and E-mail service
2	Cable group network	pcs	RMB200/session	Trade Delegation Certificate or RMB500/pcs	This can be applied when cable network has been applied. If this is applied when cable network has been installed, only LAN group and network is provided. Network switch and network cable are available at RMB200 per terminal.
3	Cable broadband	pcs	RMB960/pc		5M broadband (for 5 terminals);
			RMB2000/pc		15M broadband (for 10 terminals)
			RMB3600/pc		30M broadband (for 20 terminals)
	Private optical fiber line	pcs	RMB4800/pc/session		10M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB8800/pc/session		20M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB12000/pc/session		30M private line (This only has one public network IP. You can set up group network by yourself for

				unlimited number of terminals);
			RMB16000/pc/session	40M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB20000/pc/session	60M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB40000/pc/session	100M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB800/pc/session	A private public network IP address
	Link lease	pcs	RMB960/pc/session	Network channel of the exhibition hall is available at RMB960/site

● **Notes:**

**WiFi:**

**Wireless network:**

Free wireless network service is provided in the exhibition hall.

Step 1: Search the WiFi signal named as “Cantonfair” or “Cantonfair-Free” in the exhibition hall for Internet connections (“Cantonfair-a” is suggested as the first option);

Step 2: Open an explorer to visit any website, the authentication page for Canton Fair wireless network will pop up. Enter account name and password to connect the network (when surfing the Internet, please do not close the authentication page).

Users free of charge: The account number is the number shown on the front side of buyer badge or import exhibitor badge, and the password is “exhibitor’s name + last 6 digits of his ID number”.

Username: Canton Fair badge number (located below the barcode; lowercase if there are letters)

Password: Mainland Chinese citizens: the last 6 digits of the ID number (lower case if there are letters)

Non-mainland Chinese citizens: the last 6 digits of the Canton Fair badge number

**Tips:** Due to the large number of wireless network users, there may be quite a lot of undesired signals like no access, or slow speed. In this case, please move your location or try later, or use 4G or 5G wireless network operated by China Telecom.

**Wired network**

Exhibitors shall apply by 12:00, Oct. 12 for wired broadband access, which doesn’t cover outdoor



exhibition halls. And exhibitors shall apply for Private optical fiber line by 12:00, Oct. 9. Exhibitors should log on the official website of Canton Fair to apply for wired network through “Easy Exhibitor” before the deadline. After online payment, electronic invoice will be sent to the mobile phone or email box reserved in the system. Exhibitors can also apply for network access and service on site at the Customer Service Center during the preparation period. Payment should be made on site and invoice will be provided. If multiple computers need network access, cable group network can be applied.

✧ Users are prohibited to establish group network with wireless device privately. No one shall interfere with the wireless network signal in exhibition halls.

For more information about network access in the exhibition hall, please visit the official website of Canton Fair and refer to Guidance of Broadband Access in the Exhibition Hall.



**B7 Application Form for Installing Radiophone**

**Application Form for Installing Radiophone at the 130<sup>th</sup> Canton Fair**

Agency							
Demand		No. of radiophones					
		Booth No.					
	Area A						
	Area B						
	Area C						
	Applicant			Tel			
	Remarks	<p>Application of radiophone installation for upgraded standard stands will not be accepted. The standard for installing radiophone in custom-built stands shall follow "Exhibitor Manual". For a custom-built stand, the total number of radiophones installed shall not exceed the total number of standard stands it contains. if custom-built stands are built uniformly, radiophones will be installed based on on-site layout, needing no application.</p>					

Applicant:

(Seal)

Date:      Year      Month      Day

Note: Please go to the On-site Office of Customer Service Centre for relative procedures. Business hotline 020-89139468/89139450.



## 6. Other Service on Site

### 6.1 E-Commerce Service

Canton Fair Information Center are located at Pearl River Promenade, providing with Free Internet service, Information searching, on-site inquiry and exhibits uploading and etc..

### 6.2 Complaints for IPRs and Trade Disputes

A Reception Station of Complaints and Settlements for IPRs and Trade Disputes has been set up by Canton Fair in the exhibition venue.

Service Spot:

(Area A) East and West Side of Central Hall, Hall 6,8

Patent: 89120886 Trademark and copyright: 89120987 Trade dispute: 89120986 Fax: 89120888

(Area B) Conference Room on the 1<sup>st</sup> floor of the Complex Zone, Administrative Office Center

Patent: 89120988 Trademark and copyright: 89120993 Trade dispute: 89121307 Fax: 89120994

(Area C: No trade dispute is accepted.) Counter in 14.4-1, 14.4-2, Area C

Patent: 89075918 Trademark and copyright: 89075794 Fax: 89075919

#### **Scope of Complaints:**

(1) Trade disputes and contract performance issues for contracts signed in the Canton Fair (including issues of product quality).

(2) Complaints about IPRs infringement throughout this session of Canton Fair.

(3) Other complaints.

### 6.3 Property Loss Registration and Claim of Lost Articles

Service Department: Security Section of the Customer Service Center of Security Office of Canton Fair:

Service spot and tel:

Room 05, 1/F, Hall 3, Area A, China Import and Export Fair Complex, 020-89138786, 020-89138787

Room 238, 2/F, Hall 10, Area B, China Import and Export Fair Complex, 020-89138768

Room 12, 2/F, Hall 14, Area C, China Import and Export Fair Complex, 020-89138773,  
020-89138774

Service Scope:

(1) Registration of the exhibitors' property (including personal properties such as laptops, mobile phones and the like, and exhibit samples) lost inside the exhibition venue and the claim of lost articles.





(2) Loss registration and claim of Exhibitor Badges.

**Reminders:**

(1) Exhibitors should take good care of their Exhibitor Badges, personal properties and exhibit samples.

(2) Computer locks will be free offered to exhibitors with laptop. The exhibitors should apply for such locks from the on-site security of International Pavilion.

#### 6.4 Foreign Exchange Service

**Bank of China** and **China Construction Bank** will offer foreign exchange service in the exhibition halls.

Service Spot:

- Bank of China: Counter 1&2, Hall 3, Pearl River Promenade, Area A; Counter 1, General, Pearl River Promenade, Area B.

- China Construction Bank: Counter 5, Hall 4, Pearl River Promenade, Area A; Counter 1&2, Hall 9, Pearl River Promenade, Area B.

Service Time: Oct. 15- Oct. 19 9:00-17:00

**Reminders:**

To facilitate the foreign exchange process, the aforesaid two banks have set up ATMs capable of foreign exchange service in the functional service area of the exhibition. Exhibitors are advised to use ATMs so as to save time.

#### 6.5 Catering Service

There are catering service spots inside Area A, B and C to serve Chinese food, Western-style food and Muslim food, including box lunch, claypot rice, noodles, business meal, buffet, hamburger, pizza, etc. Besides, coffee spots offer coffee, pastry, beverage, and purified water are also available.

**Reminders:**

(1) Food providers in Canton Fair are all subject to strict inspection and approval of Guangzhou Municipal Market Supervision Administration. Would the exhibitors rest assured that the food served by those providers are safe.

To protect their own health, exhibitors are not advised to buy food from any catering suppliers outside of the exhibition halls or to bring that food into the halls. Exhibitors shall be responsible for all consequences arising therefrom.



## 6.6 Business Travel, Ticket Service, Hotel Booking and Car Rental Services

**Canton Fair International Travel Agency Co. (Ltd.)** shall be able to arrange business travels and offer tickets booking service for exhibitors.

### Service Spot and Tel:

- Business Travel, Hotel Booking and Car Rental:

Pearl Promenade Area A 2-5                      Tel: 00+86-20-89130205, 89130207

Pearl Promenade Area B 13-1                    Tel: 00+86-20-89130196, 89130197

Pearl Promenade Area C 14.3-1                Tel: 00+86-20-89071034, 89071035

- Ticket Booking:

Counter 5&6, Pearl River Promenade, Exhibition Hall 3 of Area A    Tel: 00+86-20-89130099

Counter 1, Pearl River Promenade, Exhibition Hall 6 of Area A    Tel: 00+86-20-89130076

Counter 4, Pearl River Promenade, Exhibition Hall 10 of Area B    Tel: 00+86-20-89131443

Pearl River Promenade, Exhibition Hall 16 of Area C                Tel: 00+86-20-89071011

Pearl Promenade Area A 8-3                    Tel: 00+86-20-89130239

Pearl Promenade Area A 5-2                    Tel: 00+86-20-89127266

Service Time: Oct. 15-19    9:30-18:30

### Service Scope:

(1) Ticket booking for international air;

(2) Ticket booking for train tickets in the Mainland of China (including high-speed rail),

Guangzhou-Kowloon Express Train and Hong Kong and Macau bus ticket;

(3) Supplementary service for business travel, hotel booking and car rental within P.R.China.

Tel: 00+86-20-89268105, 89268106, 89268102      Fax: 00+86-20-89268103

Email: 2907760117@qq.com.

Please visit <http://booking.cantonfair.org.cn> for more informatio

## 6.7 Medical Treatment

Service Time: Oct. 10-Oct. 20

Service Location: Counter 1, Hall 4, Pearl River Promenade, Area A    Service Tel.: 00+86-20-89130120

Counter 1, Hall 1, Pearl River Promenade, Area A

South Side of the North Entrance of the 1<sup>st</sup> floor of Hall 5, on the East Side of the Truck Aisle



South Side of the North Entrance of the 1<sup>st</sup> floor of Hall 1, on the West Side of the Truck Aisle

Area B: Counter 4, Hall 9, Pearl River Promenade, Area B Service Tel.:

00+86-20-89124120

Counter 3, Hall 13, Pearl River Promenade, Area B

Entrance on the 1<sup>st</sup> floor of Administrative Office Area, on the West Side of the Truck Aisle

South Gate on the 1<sup>st</sup> floor of Hall 13, on the North side of the East Entrance of the Truck Aisle

Area C: Next to the Escalator on the North Side of the 1<sup>st</sup> Floor of Hall 15

Service Tel: 020-89074120

Atrium on the 3<sup>rd</sup> Floor of Hall 15

## 6.8 Reception of Complaints of Services

Service Spot: Reception Counter of Complaints for Service (Room 9B-09 in Area B)

## 6.9 The Press Service of Canton Fair

Service item	Introduction	Content
<p>Newsletter of Canton Fair 00+86-20-8906185,89061854 <a href="mailto:Ccc3721@163.com">Ccc3721@163.com</a></p>	<p>Latest development of Canton Fair, information exchange on national business policy, for both exhibitors and buyers.</p>	<p>1.Free distribution; 2.Electronic versions available; 3.Objective of the Canton Fair Leading Committee, market and trade information, best practice and expert views; 4. Canton Fair service info; 5.Canton Fair-related Service Info; 6.Reader interaction.</p>

## 6.10 Canton Fair Information Service

Service item	Introduction	Content
<p>Official website of China</p>	<p>As the only official website of China</p>	<p>1. Canton Fair information</p>



<p>Import&amp;Export Fair <a href="http://www.cantonfair.org.cn">www.cantonfair.org.cn</a></p>	<p>Import &amp; Export Fair, <a href="http://www.cantonfair.org.cn">www.cantonfair.org.cn</a> is an integrated service portal for exhibition, providing services like information release, business process, business travel services, promotion and etc. Exhibitors can facilitate their work such as online registration, application, form download, sitemap for exhibition halls and locations via official website of China Import &amp; Export Fair (Canton Fair).</p>	<p>2. Form downloads; 3. Online exhibit registration and query; 4. Download of exhibitor handbook; 5. Query of exhibition hall map, onsite services; 6. Business and travel service. 7. Smart Exhibition Assistant and etc.</p>
<p>Call Center of Canton Fair 4000-888-999 (domestic) (00+86-20-28-888-999 (overseas) <a href="mailto:info@cantonfair.org.cn">info@cantonfair.org.cn</a></p>	<p>As canton fair's official information and service platform, call center provides one-stop services, including information of canton fair and exhibits, exhibits navigation, badge consultation, exhibitors &amp; buyers meetings, exhibits storage and transportation, drawings verification, transportation, reservation of exhibition appliances, rental of equipment, Internet access, compliant reception, hotels, car rental, and travelling services, etc.</p>	<p>Call Center provides services in Chinese, English, Spanish, French, Russian and Arabic etc. Service time: 1) Automatic voice consultancy (24 hours); 2) Representative staff consultancy: a. English &amp; Chinese: 8:30-18:30 before Sept. 28; 8:30-24:00 since Sept. 28; Spanish, French, Russian and Arabic: 8:30-18:30 during Sept. 1-27; 15:00-24:00 during Sept. 28-Oct. 19.</p>



<p>Canton Fair Official Wechat</p>	<p>Canton Fair official WeChat has a service account and a subscription account. Its subscription account name is “Canton Fair Micronews”. Exhibitors can follow the subscription account by choosing “Add Contacts” on Wechat and then typing “Canton Fair Service” and “Canton Fair Micronews”. Its service account aims to provide exhibitors with a number of convenient micro services, including business inquiries, free Canton Fair WiFi, etc. “Canton Fair Micronews” publishes the latest important information and hot news of the Canton Fair and those in the official publication, <i>Canton Fair News</i>, to exhibitors.</p>	<ol style="list-style-type: none"> <li>1. Exhibition news</li> <li>2. Exhibitors and products search</li> <li>3. On-site service inquiry</li> <li>4. Online lease and other exhibition issues</li> <li>5. Online registration for conferences and forums activities</li> <li>6. Guide to transportation</li> <li>7. WIFI services</li> <li>8. Frequently asked questions and answers</li> </ol>
<p>Directory of Exhibitors for Canton Fair</p>	<p>Based on Canton Fair’s database of exhibitors, the exhibitors/exhibit inquiry system combines on-line searching and on-site service, thus providing accurate exhibitors’ information inquiry for buyers and exhibitors.</p>	<p>The information can be searched by key words of exhibitor or exhibit, booth number, and exhibit section.</p>

### 6.11 Exhibit Online Registration

In order to better promote your company and exhibits, facilitate buyers’ search for information of target exhibitor and exhibits in a more accurate, fast and convenient way, the Canton Fair official website continues to provide free online exhibitor registration for exhibitors. Please visit the Easy Exhibitor (English Version) on our website for online registration of exhibits with detailed information at:

<https://intl.cantonfair.org.cn/#/importLogin>.



Procedure:

1. Acquire the account and password. After registration, new exhibitor can acquire the account and password attached in the email which is registered in stand application form. As for exhibitor who already has account and password, please don't apply again and use the original one. If you forget or couldn't receive the password information, please contact the organizer or your exhibiting agent.

2. Log on Easy Exhibitor (English Version) on <https://intl.cantonfair.org.cn/#/importLogin> with the account and password. Register or update the detailed information of exhibits by selecting product category and upload of exhibit pictures.

3. Register or Update the detailed information of exhibitors, such as the contact means.

Note: In case that exhibitor fails to acquire the account and password through email, please contact the agent of exhibitor recruitment for acquiring.

The registered information, when reviewed and approved, will be displayed free of charge on the official website of the Canton Fair ([www.cantonfair.org.cn](http://www.cantonfair.org.cn)) and on-site SEARCH system for exhibitor and exhibit to facilitate buyer's contact with exhibitors before, throughout and after the Fair.

## 6.12 Provisions and Regulations for the on-site Service

### 6.12.1 Regulations on Use of Stands

1. The stands in the exhibition hall shall be exclusively utilized by the exhibitor who has signed the Participation Provision with the Canton Fair. The exhibitor shall be forbidden to transfer or share any stand or parts of the stand with a third party without prior written consent of Canton Fair. Any of following cases shall be treated as violation of the use of stand regulations herein unless advance permission has been issued from Canton Fair to the exhibitor:

(1) Distribution of business cards, product catalogs or promotional materials of non-recorded exhibitor in the stand;

(2) The exhibitor makes the fascia board of stand shelter and /or fascia board with titles of any non-recorded exhibitors.

(3) Entering into any kinds of agreement in name of a non-recorded exhibitor.

(4) Violating regulations for stand use stipulated in Participation Provisions.

(5) Canton Fair has other adequate evidences for such misconducts.

2. In case of absence at the Fair due to visa issues, the exhibitor shall then delegate a third party to participate in the exhibition or use the rented stands with a written consent from the Canton Fair. The



aforsaid third party shall hold the Power of Attorney from the exhibitor to sign related exhibition documents with Canton Fair to confirm that the Participation Provision and all service provisions hereof have been accepted by such third party.

#### 6.12.2 Provisions of Sanitation Protection

1. The exhibitor in-charge shall guarantee the sanitation situations of his exhibitors through mastery of health conditions of all participants and provide the Sanitation and Epidemic Prevention Office of Canton Fair with timely personal information with regard to sanitation and epidemic prevention.

2. Exhibitors shall carry out timely personal and living environment sanitary works. Protection measures shall be undertaken while approaching to any public areas with dense population. Casually dinning out shall be forbidden and all exhibitors shall be care about food sanitations. Living rooms must be opened to fresh air. All exhibitors must pay attention to climate changes so as to balance live and work well and not to work with illness.

3. The exhibitor should report to the person in charge in case of fever, cough, headache, vomit, diarrhea or other uncomfortable symptoms when registering in the hotels. He should then conduct a medical examination and treatment immediately in the nearest hospital. The exhibitor shall not be allowed to work with illness and enter the hotel under such circumstances. If such cases are found in the exhibition hall, the exhibitor should give immediate notice to the Sanitary and Epidemic Prevention Office of Canton Fair and Canton Fair shall arrange a medical examination and treatment for the patient in the appointed hospital.

4. All exhibitors shall consciously comply with following regulations: not to discuss, inquire about or diffuse any relevant information of such cases and consciously maintain regular order of Canton Fair.

5. Canton Fair will introduce to the exhibitor knowledge of personal sanitation and release sanitary guarantee information through brochures of Knowledge of Personal Sanitation, Work Briefing on Sanitation Guarantee and Messages of Canton Fair. The exhibitor should enhance his awareness of sanitation and grasp timely information and knowledge of personal sanitation.

6. To ensure personal health of the exhibitors, the Canton Fair shall arrange restaurants to provide healthy meals for the exhibitor in the exhibition hall. The exhibitor shall therefore be suggested not to order Chinese or western foods from other sources or bring the same into the hall. Canton Fair shall not be responsible for any consequences arising there from.

7. Clinics shall be set up in the hall by Canton Fair to provide exhibitors with timely first aid services. Please refer to Chapter 6 “On-site Service” of Part VIII herein for details.

#### 6.12.3 Code of Conduct for Participation in the Fair



1. Content coverage of any company introduction, products directory or brochure leaf brought by exhibitors is restricted on the exhibitor's own company introduction and/or products exhibit in the current fair, and any distribution of these material outside exhibitor's own stand is prohibited. All activities of the exhibitor including exhibition, demonstration, distribution of product catalogs and promotional materials or gifts shall have to be carried out only within the stand area stipulated in the Participation Provision without disturbing the neighboring exhibitors or exhibition order of Canton Fair. The exhibitor shall strictly abide by the Safety and Fire-prevention Regulations.

2. The exhibitor shall instruct and restrict his participants to behave themselves in the exhibition.

(1) No Pilferage of exhibits of other exhibitors.

(2) No photographing or recording of exhibits on other stands shall be allowed without others' permission.

(3) No entry into any other stands without invitations from their users.

(4) No disturbance to the visitors (buyers) or other exhibitors.

(5) Obey to and cooperate with the guards of Canton Fair without being deliberately provocative.

(6) No damage to any fixed or movable installations in the hall include but not limit to:

i. No damage to any exhibit accessories, boards, aluminum materials, lightings, tables and chairs in the standard stand. Details shall be referred to Chapter 5, Services and Stipulations of Standard Stand Decoration, of Part III.

ii. No nailing, trilling or sticking shall be allowed on the ceiling, floors, pillars or walls in the hall.

iii. No damage to the establishments of fireproofing, monitoring, electricity distributing, lighting and communication constructed to the ceilings, floor ditches, pillars and walls in the hall and toilet and movable fireproofing installations therefrom.

(7) Any lost articles found in the hall shall not be pocketed and they shall be handed over to the security sector of Canton Fair.

Notes: Contact of the Security Section of the hall:

Area A: 020-89138786,020-89138787;

Area B: 0086-20-89138768;

Area B: 020-89138773,020-89138774

(8) Distributing leaflets out of the stands is not allowed.





3. In case of finding any non-exhibitors distributing product catalogs, promotional materials and CDs in the exhibition or the exhibitor is disturbed by such persons, the exhibitor shall be obliged to report to the security section of Canton Fair immediately to for settlement.

4. Canton Fair shall make overall arrangements for the clearness of the aisles as well as other public areas of the hall. The exhibitor should clear the rubbish in his stand per se and keep the rubbish in the trash bins which shall then be settled by Canton Fair.

5. To ensure safety of the exhibitor, his personal properties and exhibits or to compensate his losses may be caused by ignorance of his employee or staff, the exhibitor shall be requested by Canton Fair to purchase adequate insurance for the stand he rents.

#### 6.12.4 Regulations on Internet Service of Canton Fair

##### **Item 1 General Provision**

1. The target of Internet services includes (but not limited to) exhibitors, visitors, and personnel from the host and the organizer.

2. In order to standardize the utilization and management of Internet network in Canton Fair, as well as ensure the quality of Internet service, the regulations herein are stipulated by the Customer Service Center of China Foreign Trade Center Group Co., Ltd. (herein after referred to as “Customer Service Center”) in accordance with the *Interim Provisions on Computer Information and Internet Management of PRC*, *Regulations of the People’s Republic of China for Safety Protection of Computer Information Systems*, *Rules on Protection of Internet Security (the 82rd order of the Ministry of Public Security)*, *Implementation Scheme of Wireless City Construction in Guangzhou and Scheme of One Package Service* as well as Exhibition Overall Service Solutions. In addition, the Regulations have referred to Rules of other famous exhibitions internationally, as well as relevant situations in the exhibition halls of Canton Fair.

3. This regulation is applicable to all the users of Canton Fair Complex Internet service.

##### **Item 2 Access Service**

4. The Internet access service offered by the Canton Fair includes both wired and wireless Internet access.

5. Customer service center is in charge of Canton Fair Complex Internet service, which is responsible for the construction, maintain and management of Internet public facilities as well as the protection service



of Internet users. All the equipment (computer, sSept.t phone) access to the Internet shall be self-settled by the users.

6. According to the regulations specified in the 82rd order of the Ministry of Public Security, Internet users shall be verified before surfing the Internet.

### **Item 3 Management of Internet usage**

7. Users must be in compliance with the country's laws and regulations, as well as relevant rules of China Foreign Trade Centre. System of information Secrecy and Security should be strictly enforced. Any illegal practice and violation of disciplines that endanger national security, divulge State Secrets or harm the interests of China Foreign Trade Centre through the network is not allowed. Users shall not produce, review, copy or spread pornographic messages as well as information that might disturb the social order. Utilizing Internet to attack or damage public network facilities or other users is forbidden. Otherwise, the organizer is entitled to stop the users' access to the network. If the circumstances are serious or cause losses, the subject shall be administered in accordance with the relevant regulations of the State.

8. Any business using the network resource of the exhibition hall without permission is prohibited. The customer service center is entitled to stop users' access to the network.

9. Without written permission from the organizer, users are not allowed to set up or use devices such as wireless routers or exchangers to connect the exhibition network. For special needs, users shall proceed relevant procedure and use the devices with the guidance from customer service center.

10. Without written permission from customer service center, users are not allowed to set up wireless network which its signal is more or equal to 90dbm within 2 meters. Otherwise, customer service center is entitled to detain the relevant facilities until the end of exhibition.

11. The customer service center is entitled to use technical way to monitor the network security within the Canton Fair complex. For those users who use wireless router, switch and other equipment to connect the network, the organizer is entitled to detain the relevant equipment until the close of the exhibition, confiscate the network deposit, blacklist and cancel the qualification of Internet user for 2 sessions and so on. (Multiple measures could be adopted at the same time).

12. Due to the openness of wireless network, all the users shall be required to install authentic anti-virus software and update virus database on their computers to prevent the leak of account and password. All the consequence of the leak of account and password will be borne by the users



13. Internet user shall not destroy the network equipment and facilities in the complex. Otherwise, the user shall bear the economic lose accordingly.

14. In order to make sure the stability of the Internet service, the customer service center is entitled to control the network and adjust or restrain the access to some network portals (e.g. Stock exchange, BT, Thunder and Online games) without informing in advance.

15. Customer service center and its relevant departments shall not bear any responsibility for the loss or inconvenience occurred in using the Internet service.

16. For special need of wireless network, Telecom operators or companies shall contact customer service center and discuss the related cooperation.

#### **Item 4 Supplementary Provision**

17. The customer service center reserves all rights of interpretation of this regulation.

##### 6.13.5 Regulations on Default Settlement

**Any legal person, natural person or other organization applying for participating in Canton air shall accept the Exhibitors Manual and be bound by it. Exhibitors participating in Canton Fair through entering into the Participation Provision with Canton Fair shall accept the Exhibitors Manual and be bound by it. Violation of any regulation, regulations or stipulation of the Exhibitors Manual shall be regarded as a breach. The default party shall accept related breaching punishment in accordance with stipulations herein defined.**

##### 1. In Violation of Regulations for Use of stand

Canton Fair shall deal with those exhibitors who violate the regulations herein defined through measures as follows:

(1) Confiscate the badges of all exhibitors of the breaching stand and stop those exhibitors from entering the exhibition hall.

(2) Close down the breaching stand and have it recorded so as to refuse its application in the future.

##### 2. In Violation of Regulations for Exhibits Management

(1) Exhibits of “suspected infringement” shall be dealt with pursuant to Complaint and Settlement Provisions of Being Infringing IPR of the relevant part of this manual herein.

(2) Exhibits excluded in scope defined in the Participation Provision or in the records agreed by Canton Fair shall be removed from the exhibition hall by Canton Fair in case that the exhibitor refuses to clear the same from the exhibition hall. Canton Fair shall not bear any responsibilities for any losses arising



therefrom.

(3) Canton Fair shall confiscate all illegal exhibits or exhibits which the exhibitor is unable to illustrate or proof their legal origins without bearing any responsibilities for any losses arising therefrom.

(4) In case that a punishment imposed by the Chinese customs or other governmental legal departments upon Canton Fair is caused by the exhibitor's violation of the Regulations on the Chinese customs in disposing per se import exhibits or exhibiting any kinds of illegal exhibit, Canton Fair shall retain the power to claim from the exhibitor for any losses arising therefrom.

(5) In case that the exhibitor per se shall demonstrate, display and publicize any other materials of Canton Fair in any forms and publicize Canton Fair in the exhibition hall in any forms without written consent of Canton Fair, Canton Fair shall be authorized to confiscate these promotional materials and expostulate the exhibitor. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall.

### 3. In Violation of Code of Conduct for Participation in the Fair

(1) Exhibitor who distributes promotional booklets, CDs, product catalog and displays gifts in areas other than what specified in the Participation Provision such as aisles and any public areas in the exhibition hall shall be expostulated by Canton Fair and the aforesaid materials shall be confiscated. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations of the Fair and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall. Non-exhibitors who perform so shall be confiscated of their badges and materials and hence be driven out of the hall.

(2) Any spy filming or recording of exhibits on other stand or its designs without permission from the owner of the stand concerned, Canton Fair shall be entitled to confiscate such films or memory sticks of the recording devices.

(3) Badges of those who takes exhibits from other stand without permission from the owner of the stand concerned shall be retained by Canton Fair who shall be authorized to refuse such person to enter the exhibition hall again; person who pilfers precious exhibits shall be treated as a theft and his badges shall be confiscated by Canton Fair and the person shall be transferred to public security sectors for settlement.

(5) Those who refuse to obey and cooperate with the guards of the exhibition and create any troubles shall be confiscated of their badges and be refused to enter the exhibition hall again in case that demonstration in the stand (including noise of the acoustics used shall be greater than 70 decibels) causes a



disturbance to the neighboring exhibitors or orders of the exhibition, the Canton Fair shall be entitled to expostulate such exhibitors. Exhibitor refuses to accept such expostulations shall be punished by an electricity cut to the stand by Canton Fair and Canton Fair has full power to handle such misconducts through measures such as confiscating badges of all exhibitors and refuse them to enter the exhibition hall in future.

(6) Following measures shall be undertaken by Canton Fair to handle misconducts such as nailing, drilling, sticking on ceilings, floors, pillars or walls of the exhibition hall, or damage and destruction to the fire-prevention installations, monitoring systems, electricity distribution structures, communication facilities on the ceilings, ditches, pillars and walls of the exhibition hall, or toilet establishments, mobile fireproofing equipment and other portable or fixed installations in the exhibition hall:

- The responsible exhibitor or contractor shall be forcibly required to renew the damaged settings to the original status.

**Or**

- The responsible exhibitor or contractor shall compensate to Canton Fair as per assessment of such renewal in case the renewal has not been accomplished.

(7) Canton Fair shall be entitled to confiscate leaflets distributed outside the stands; to those who violate the code of conduct repeatedly shall be confiscated of their badges and be refused to enter the exhibition hall again.

#### 4. In Violation of Stipulations of Application & Setting-up for Customs-Built Stand

(1) In case the design drawings of the customs-built stand have not been submitted for approval or have not been verified and approved, Canton Fair shall not allow the related contractor to execute construction works in the hall.

(2) In case the design drawings of the custom-built stand shall not be submitted for approval within the time limits, Canton Fair shall be entitled to refuse such drawings and stop related contractor from executing construction works in the hall.

(3) Contractor of custom-built stand without Construction License shall be forcibly requested by the Canton Fair to withdraw from the exhibition hall and the contractor shall afterwards be required to accomplish all move-in procedures in accordance with stipulated processes.



(4) In case the custom-built stand shall not be constructed in accordance with the stipulations, Canton Fair shall hence warn the related contractor and forcibly order such contractor to terminate all construction works for modification. No electricity shall be connected to such stand in case of a refusal for modification or completed modification not be accepted by Canton Fair. Connected electricity under such circumstances shall therefore be cut off. Construction License of those who refuse to carry out such modifications shall be canceled by Canton Fair and whose construction qualifications for next Canton Fair shall accordingly be terminated. Furthermore, parts or the entire constructional safety deposits of the contractor shall be deducted as a penalty for such misconduct following the stipulations agreed upon between the contractor and Canton Fair. All consequences arising therefrom shall be borne by the contractor. Such breaches shall include but not limit to the following:

—— Execution of works not comply with design drawings verified by the Canton Fair including over height and putting a roof on the stand.

—— Not utilize fire-resisting construction materials as per stipulations or not take adequate measures for fire-prevention as per requirements of Canton Fair even stipulated materials have been employed.

—— Not utilize qualified electric materials and equipment as per stipulations.

—— Electric equipment is not installed and operated as per stipulations.

—— Obstruction to fire-prevention installations or electricity distribution and communication establishment however not adequate safe distance has been reserved.

—— Modification of any fixed installations inside or nearby the stand; any fixation, suspension or decoration on/to the ceiling, floors, pillars or walls of the exhibition hall.

—— Exposed components of the back side or flanks of the stand have not been beautified through double decoration covers and advertisements have not been decorated from outside.

—— Construction License is not hanging in a prominent location in the stand during construction; Construction works exceed the scope covered in the license.

#### 5. In Violation of Regulations on use of Upgraded Standard Stands

(1) In case that the exhibitor per se dismantles or alters the standard stand and the fascia, aluminum materials, exhibition accessories, lighting and distribution circuits without permission of Canton Fair, Canton Fair shall be authorized to temporarily detain the badges of all exhibitors in the breaching stand and afterwards settle the case through following measures:

(i)The exhibitor will be required to renew the stand to the original state and bear all expenses incurred



therein, or (ii) The exhibitor shall compensate to Canton Fair RMB 600 for per stand as penalty if aforesaid renewal becomes impossible. The exhibitor shall furthermore pay to Canton Fair extra penalties in case of damages to the fascia, aluminum materials, exhibition accessories, lighting and distribution circuits.

(2) In case that he shall modify any wordings of the fascia or cover up the fascia by any means, the exhibitor shall be required to have it renewed to the original state by the Canton Fair. The exhibitor shall accordingly pay to Canton Fair all expenses arising therefrom and an amount of RMB 100 as a default penalty.

(3) All identical installation materials for standard stand or similar exhibition materials and accessories to the Canton Fair brought into the hall by the exhibitor without permission of or registration with the Canton Fair shall be confiscated and all losses therefrom arising shall be borne by the exhibitor.

(4) Any cuttings on the allocated exhibition panel and aluminum materials, or painting, nailing and trilling on the panel or exhibition materials, or losses of exhibition panel and aluminum materials, Canton Fair shall charge from the exhibitor RMB 300 for each lost or damaged panel and RMB 500 for each damaged or lost aluminum material as penalty.

(5) Canton Fair shall collect RMB 500 as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(6) In case of the exhibitor's installation of extra lighting or casually connection to electricity supply without application to and approved by Canton Fair, Canton Fair shall switch off the electricity supply to the stand and the exhibitor shall accordingly compensate to Canton Fair for all losses arising therefrom.

(7) Canton Fair shall charge penalties for the damaged items in the stand in the following criteria: RMB 100 for per lighting, RMB 100 for per meter of distributor wire, and RMB 500 for per electricity distributor.

#### 6. In violation of Regulations on Safety and Fireproofing and other Regulations

(1) All articles such as packaging cases (packaging materials), constructional tools storing inside or beside the stand shall be forcibly cleared by Canton Fair and all expenses arising therefrom shall be borne by the breaching exhibitor or the constructional contractor.

(2) Following measures will be undertaken by the Canton Fair to deal with smokers who smoke in the non-smoking areas in the hall:

Exhibitor: the exhibition badge will be temporarily detained and the same will be returned only subsequent to the exhibitor's submission of a written commitment of non-repetition of such violation in



future. The badge will not be returned to those who repeat such violations.

Non-exhibitor: the badge will be confiscated and person will be driven out of the hall.

(3) The second storey of two-storey Structures shall be mainly inspected. The exhibitor will be warned in case of following defaults, and he shall immediately correct such misconducts. If no correction is carried out or the exhibitor refuses to obey such regulations, Canton Fair shall be entitled to close down this storey and forcibly clear up all items in this area. In case of stand collapse due to exhibitor's refusal to carry out the required corrections, the exhibitor and his constructor shall then be responsible for all consequences arising therefrom. Canton Fair will accordingly investigate the safety responsibilities of the exhibitor and the constructor and deduct all safety security of the constructor. Furthermore, Canton Fair shall be entitled to claim from the exhibitor and contractor for all losses may arise therefrom.

Utilization of electronic heaters on the second storey.

Demonstration and other activities on the second storey which will be treated as unsafe in accordance with the Chinese security and fire-prevention department.

Weight of exhibits or numbers of people exceeds the designed criteria.

**(4) In case the exhibitor shall be unable to remove his exhibits or special constructional materials from the hall or have them stored on spaces outside the hall or on roads surrounding the China Import and Export Fair Complex subsequent to stand dismantling, Canton Fair shall not return the clearance deposit to the exhibitor and shall further retain the power to claim from the competent authorities for all losses arising therefrom.**

**Canton Fair shall be entitled to draw back all stands which have no exhibits in display after 12:00, Oct. 12 and the exhibitor of the stands shall be responsible for any losses arising therefrom.**





## 7. Provisions and Regulations of Infringing IP Rights and Trade Dispute

### 7.1 Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair

#### Chapter I General Provisions

**Article 1** In order to strengthen the protection of intellectual property rights (hereinafter referred to as “IPR”) during the China Import and Export Fair (hereinafter referred to as “the Canton Fair” or “the Fair”), maintain the normal trading, and protect the legitimate rights and interests of exhibitors and IPR holders, the Provisions are formulated in accordance with relevant national laws, administrative regulations and rules.

**Article 2** The Provisions are only applied to the complaint and settlement of suspected infringement of IPR (hereinafter referred to as “suspected infringement”) within the exhibition hall during the Canton Fair.

**Article 3** The “Responsibility Document for Management of Participation in the Export Exhibition of Canton Fair” should be signed between the exhibitor and the affiliated trading delegation before the Fair to stipulate the IPR protecting obligations of both parties .And the exhibitor at the Fair shall strictly fulfill the obligations as he promises in the aforementioned document.

#### Chapter II Complaint Management

**Article 4** The Business Office of the Canton Fair sets up the Complaint Station for Intellectual Property Rights and Trade Dispute (hereinafter referred to as the Complaint Station), and sets up sub-stations at different areas of the exhibition hall, which are responsible for accepting suspected infringement complaints within the area during the phase of the session.

**Article 5** The Canton Fair invites officials from government departments related to IPR to work as experts and staff of the Complaint Station, guiding and assisting the Station to investigate and settle complaints about alleged infringement of IPR in accordance with the relevant provisions of the Fair.

The trading delegations, chambers (associations) of commerce shall check their respective exhibits, the exhibits’ packaging, promotional materials and any parts in display before and during the exhibition in accordance with the relevant provisions and requirements of the Canton Fair, to prevent the alleged infringement behavior. They should actively cooperate with the Complaint Station to educate and deal with the exhibitors, who are suspected of infringement and refuse to cooperate with the investigation.

**Article 6** The exhibitors in the Canton Fair, whose exhibits and their packaging, promotional materials and any parts in display having IPR or authorized, should take corresponding supporting documents in case of examination from the Fair.



**Article 7** If the complainant makes a complaint to the Canton Fair in accordance with the Provisions, and requires that the respondent shall be handled in accordance with the Provisions, the complainant should agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and indemnify the respondent against any loss in case of improper complaint.

### **Chapter III Complaint Procedures**

**Article 8** Participants with the valid documents of the current session of the Canton Fair, if they find any suspected infringement in the exhibits and their packaging, promotional materials and any parts in display, can make on-site complaints to the corresponding sub-station of the Complaint Station, which, however, must comply with the Canton Fair's acceptance conditions for complaints about patent, trademark and copyright, or they will not be accepted. Those who negotiates with the infringing party directly and disturbs the order in the exhibition hall rather than make complaints to the Complaint Station shall be settled with violating the on-site order.

The conditions for acceptance of complaints are stipulated in the "Acceptance of Complaints to Patent Infringement Disputes and Processing Procedures in the Canton Fair", the "Acceptance of Complaints to Trademark Infringement Disputes and Processing Procedures in the Canton Fair", and the "Acceptance of Complaints to Copyright Infringement Disputes and Processing Procedures in the Canton Fair" (see Attachment 1-3) at the Canton Fair's "Exhibition Manual" and official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn))

**Article 9** In complaint, the complainant shall first submit relevant materials and evidence to the Complaint Station according to the requirements. After being checked as valid by the staff of the Station, the complainant shall fill in the "Letter of Complaint Submission" (see Attachment 4).

The Complaint Station shall not accept the complaints in forms of telephone, e-mail or others.

**Article 10** The Agency for handling alleged infringement complaints about IPR stationed in the exhibition hall during the Canton Fair shall apply for the special intermediary agency license, receive the guidance from the Complaint Station, and consciously abide by relevant regulations of the Fair. The Complaint Station shall not accept the complaints from those agencies without the intermediary agency license.

For the application of the intermediary agency license, please refer to the "Notice on the Application of the Intermediary Agency License for Handling Complaints about Intellectual Property Rights and Trade Disputes in the Canton Fair".

**Article 11** For the alleged infringement complaint concerning product structure and manufacturing



methods, when putting on record, the Complaint Station can require the complainant to submit further proof of suspected infringement in addition to the materials stipulated in the provisions. If the complainant fails to submit, the Complaint Station may not accept it.

For the patent complaint which is difficult to determine on the spot, such as large mechanical equipment, internal structure of precision instruments and manufacturing methods of products, the Complaint Station may not accept it.

**Article 12** Generally speaking, the Complaint Station does not accept the same complainant's repeated complaints on the same IPR to the same respondent. For the infringement case of IPR which had been settled before but is occurred again, the complainant shall present the effective administrative decisions, civil judgments or arbitration documents which are obtained through legal way after the closing of the previous Fair. If the complainant fails to present relevant documents, the Complaint Station may not accept the complaint; except those cases in which the respondent has malicious infringement though they have been tracked ,dealt with by the complainant but not been concluded yet, or those cases which has a significant social influence.

**Article 13** After receiving complaints, the Complaint Station issues to the complainant the acceptance number, with which the complainant can query the handling of complaints and access to the results of the treatment. The Complaint Station arranges the staff to deal with the complaint cases according to the acceptance sequence and the priority of case.

**Article 14** In the case investigation by the Complaint Station, the respondent should appoint a special person to assist the Complaint Station staff to check the goods complained. After being initially identified as suspected infringement by the Complaint Station, the respondent shall immediately present evidence to prove that it has the legitimate right of the complaint goods, which do not cause infringement.

**Article 15** The respondent who can't present effective evidence for suspected goods of infringement shall cooperate with the Complaint Station by stopping exhibition.

At the same time, the respondent shall immediately sign the "Notice on the Settlement" (see Attachment 5) and the "Letter of Commitment" (see Attachment 6), promising that since being identified as alleged infringement, if unable to provide valid proof, the respondent will no longer exhibit the goods of alleged infringement. The "Letter of Commitment" is in duplicate, which will be preserved by the respondent and the Complaint Station respectively.

If the respondent refuses to cooperate to sign on the "Notice on the Settlement" and the "Letter of Commitment", and it does not affect the results to be identified, the Complaint Station can inform to the



trading delegation; if the rejection leads to an adverse effect, the respondent shall be dealt with in accordance with the provisions of Article 24.

**Article 16** If the respondent disagreed with the processing results of the Complaint Station, the respondent shall defend itself and provide relevant evidence to the Complaint Station within one working day (based on the schedule of the Canton Fair). If the defense is established, the Complaint Station immediately allows the respondent to continue to display the complaint items; if the respondent doesn't defend itself within the specified time or the defense is not established, the Complaint Station will still deal with the case according to relevant provisions of suspected infringement.

**Article 17** The evidence required by the Complaint Station according to the case includes documents proving the ownership and other effective evidence, such as documents related to import and export customs,

delivery contract or agreement, invoice, inspection report, publications (patent documents, textbooks, magazines).

**Article 18** The Complaint Station can obtain on-site evidence from the booth in alleged infringement through photographs, audio and video, etc., or cooperate with the administrative departments and judicial

departments to obtain on-site evidence, or cooperate with the notary department for notarization, during which

the exhibitors shall cooperate with the notarization. The Complaint Station shall be responsible for keeping

confidential the information obtained by taking pictures, audio and video recordings, and shall not provide to

others without going through legal procedures.

**Article 19** After the Canton Fair, the Complaint Station shall promptly notify the trading delegation of the list of suspected infringing exhibitors who are handled by the Canton Fair.

**Article 20** To withdraw a complaint, the complainant should submit in a written form in the current phase, or the Complaint Station will not accept if the application has exceeded the deadline.

#### **Chapter IV Settlement Provisions**

**Article 21** For any alleged infringement act that takes place at the booth, the exhibitor who is formally assigned to use the booth at the Canton Fair shall undertake the responsibilities and shall accept the



punishment of the Fair.

The responsibilities of the associated enterprises for alleged infringement act shall be borne by the corresponding exhibitors, and the name list shall all be sent to the trading delegation.

Article 22 The Complaint Station handles the IPR complaints based on the established procedures of the Provisions. For the respondents who cannot provide a “non-infringement” valid proof or fail to defense for themselves, and should be identified as “allegedly infringing” enterprises, the staff of the Complaint Station shall make a “self-withdrawal” or “temporary holding” decision on the relevant exhibits.

Self-withdrawal means that the Complaint Station requires exhibitors to immediately withdraw their allegedly infringing exhibits from the booth, and promise no longer to display them. For those allegedly infringing items, the Complaint Station may cover them or affix seals to them, and make a “self-withdrawal” decision.

Temporary holding means that the staffs of the Complaint Station hold back and register the allegedly infringing exhibits which the exhibitors display at the booth. The respondent may take them back on the afternoon of the last day of current phase of this session’s Canton Fair. If overdue, the Complaint Station may dispose of them.

Article 23 An enterprise that allegedly infringes more than 3 ownerships in a session at the Canton Fair shall be notified by the trading delegation. Exhibitor shall be notified by the trading delegation, who has alleged patent or copyright infringement in the same exhibition area for two consecutive sessions or accumulative three sessions within two years, or who has alleged trademark infringement for accumulative two sessions.

(i) Exhibitors receiving the notification of the trading delegation twice shall be notified by the Fair and accept the following decisions:

For the allegedly infringing enterprise using the general booth, the number of general booths for the next session in the infringing area (subject to the last allegedly infringing exhibition area) is arranged by the affiliated trading delegation and shall not exceed the upper limit, namely the number of general booths in the exhibition area within the session when the suspected infringement occurred minus one.

For the allegedly infringing enterprises using the brand booth, the number of brand booths in the infringing area (subject to the last allegedly infringing exhibition area) from the next session on shall not exceed the upper limit, namely the number of brand booths in the exhibition area within the session when the suspected infringement occurred minus two until the next business review of brand booths. If the remaining number of booths after deduction is less than the lower limit of regulated brand booths in the corresponding



areas, these enterprises, from the next session on, shall be disqualified to use brand booths in this exhibition area until the next business review of brand booths. The brand and general adhesion booth infringement is treated the same as the brand booth infringement, accordingly deducting the number of brand booths.

(ii) If the exhibitors involved in the preceding subsection are notified by the trading delegation again, they shall be disqualified to attend the following six sessions of the Canton Fair. After reinstatement, those who are suspected of infringement again shall be permanently disqualified to attend the Canton Fair.

Article 24 The respondent shall actively cooperate with the staff of the Complaint Station to investigate and handle the cases of alleged infringement complaints. For the respondent, exhibitor and relevant personnel of the case under the following circumstances, the Complaint Station may work together with the Guard Room of the Fair to collect the exhibition certificates of interested parties, cancel their participation qualifications, and, depending on the severity of the case, let them be notified by the trading delegation or the Fair, deduct their number of booths in the next session of Canton Fair or directly disqualify them from attending the next session of the Canton Fair.

(i) Those who ignore the rules set by the Fair, refuse to cooperate, show bad manners and persuasion fails when the Complaint Station investigates the case;

(ii) Those who, by means of blatant violence, threatening or anything else, hamper or prevent the staff of the Complaint Station from investigating and handle the case.

Article 25 For exhibitors who fail to comply with the Letter of Commitment and display the withdrawn allegedly infringing items again without a successful defense in the Canton Fair, the staff of the Complaint Station will confiscate those items and directly dispose of them after exhibition. If the circumstances are serious, they shall be handled in accordance with Article 24 of the Provisions.

Article 26 If the exhibitor is identified as infringed by a valid judicial decision or administrative ruling, and still displays its infringing exhibits, product packages and promotional materials at the Canton Fair booth, the exhibitor shall be permanently disqualified to participate in the Canton Fair and be notified by the Fair.

Article 27 Large-scale complaints during the same period of the Canton Fair, with the consent of the complainant, may be transferred to the Chamber of Commerce for quick processing. Those respondents who actively cooperate with handling of the case, and take the initiative to withdraw the allegedly infringing exhibits, will not be recorded in the complaints system of the Fair; for those respondents who refuse to cooperate with the Chamber of Commerce or display the allegedly infringing exhibits again after withdrawal with serious circumstances, the Complaint Station shall handle the case according to procedures and record the alleged infringement in the complaints system of the Fair.



If the complainant does not agree to transfer the case to the Chamber of Commerce for quick processing, it will be handled by the Complaint Station through the normal procedure.

## **Chapter V Terminology**

Article 28 “The Intellectual Property Rights” referred to in the Provisions include patents, trademarks and copyrights.

Article 29 “Exhibitors” referred to in the Provisions are the exhibitors officially recorded to use the booth in the Canton Fair (namely the enterprises in the list of booth sign). If the allegedly infringing enterprise is the exhibitor itself/its subsidiaries/associated enterprises/suppliers/cooperators, the settlement of allegedly infringing enterprises listed in Chapter 4 shall be borne by the exhibitor.

Article 30 “The associated enterprises” referred to in the Provisions are non-circulating enterprises with joint operation or supply relationship with the circulation enterprises participating in the Canton Fair.

Article 31 “The notification of the trading delegation” referred to in the Provisions means the Complaint Station notify relevant trading delegations of the list of enterprises when the allegedly infringing acts reach a certain number, and the relevant trading delegation shall, in accordance with the Provisions of the Canton Fair, circulate a notice of criticism of allegedly infringing enterprises.

Article 32 “The notification of the Fair” referred to in the Provisions means the Complaint Station, according to the severity of the alleged infringement of the exhibitors and their attitude of accepting punishment, publishes the name of the enterprises suspected of infringement, the infringement situation and settlement opinions on the “Canton Fair News” to warn all the exhibitors.

Article 33 “The same exhibition area” referred to in the Provisions is the exhibition area based on the major categories of exhibits in the Canton Fair.

Article 34 “Large-scale complaints” referred to in the Provisions means the complaints that the complainant complaint against more than 10 exhibitors on the same IPR during the same period in the Canton Fair at one time or more than 10 ownership complaint the same enterprise.

Article 35 “More than” referred to in the Provisions covers the number itself.

## **Chapter VI Supplementary Articles**

Article 36 The Complaint Station shall establish a file system to conduct a statistical analysis of complaints data of each session of the Canton Fair and inform relevant departments of the results.



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Article 37 The right of interpretation of these Provisions shall be owned by China Foreign Trade Center.

Article 38 These Provisions shall come into force on the date of this release and the “Implementation Details for the Complaints about and Settlement Provisions for Infringement of Intellectual Property Rights” shall be invalidated. If the previous relevant provisions of the Canton Fair are in conflict with this Provisions, the Provisions shall prevail.





## 7.2 Interim Provisions of the Canton Fair on Complaint and Settlement of Suspected IPR Infringement in the Contents of Online Exhibition

### Chapter I General Provisions

Article 1 Subject to the applicable laws, administrative regulations and rules of the People's Republic of China and based on the *Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair* and the actual needs, the Provisions are made hereby for the purpose of strengthening the protection of intellectual property rights (hereinafter referred to as “IPR”) during the online session of China Import and Export Fair (hereinafter referred to as “the Canton Fair” or “the Fair”), keeping the trade order, and protecting the legitimate rights and interests of exhibitors and IPR holders.

Article 2 The Provisions are only applied to the complaint and settlement of suspected infringement of IPR (hereinafter referred to as “suspected infringement”) found in the contents exhibited on the Fair’s official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn), hereinafter inclusive).

Article 3 China Foreign Trade Center, the organizer of Canton Fair, shall sign the “Responsibility Document for Management of Participation in the Online Export Exhibition of Canton Fair” with trade delegations and the “Responsibility Document for Participation in the Online Export Exhibition of Canton Fair” with exhibitors via their affiliated trade delegations to stipulate the IPR protecting obligations. The exhibitor shall strictly fulfill the obligations stipulated in the above-said document.

### Chapter II Complaint Management

Article 4 Complaints of suspected infringement arising during the online session of the Fair shall go to the Complaint Station for IPR and Trade Dispute (hereinafter referred to as the Complaint Station) via the online IPR complaint and settlement channel set on the official website of the Fair.

Both the complainant and the respondent shall fill out the required forms and provide related documents, evidence, and an email address to receive feedback and notice from the Complaint Station via that channel. Complaints reported from other channels will not be accepted by the Complaint Station.

Article 5 The Canton Fair invites officials from government IPR departments to work as experts of the Complaint Station, guiding and assisting the Station to investigate and settle complaints about alleged infringement of IPR in accordance with the relevant provisions of the Fair.

To prevent the infringing behavior, trade delegations, chambers of commerce and associations shall check their respective exhibits, the packaging of exhibits, promotional materials and any contents exhibited before and during the Fair in accordance with the relevant provisions and requirements of the Fair, and cooperate with the Complaint Station in respect of the settlement of suspected infringement by the exhibitor.



Article 6 The exhibitor who holds the IPR or authorization of their exhibits, the packaging of exhibits, promotional materials and any contents exhibited shall upload corresponding supporting documents (such as patent certificate, trademark registration certificate, and voluntary copyright registration certificate) to the official website of the Fair in case of the Fair's examination or for the response to charges or making an appeal.

Article 7 If the complainant follows the procedures stipulated herein to make a complaint to the Fair, it shall be deemed that the complainant agrees to bear the consequences and responsibilities of improper complaints, including but not limited to that the complainant shall indemnify the Canton Fair, the respondent or any other related parties against any loss incurred in case of improper complaints.

### **Chapter III Handling of Complaint**

Article 8 If a registered user of the official website of the Fair finds any suspected infringement in the exhibits, packaging of exhibits, promotional materials and any contents exhibited, he/she is allowed to make a complaint to the Complaint Station via the online IPR complaint and settlement channel. The complaint must comply with the Canton Fair's conditions for acceptance of complaints about patents, trademarks and copyrights, otherwise it will not be accepted.

The conditions for acceptance of complaints are stipulated in the "*Online Complaint Procedures of IPR in the Canton Fair*".

Article 9 The complainant shall fill out the complaint form online as required, and submit relevant materials and evidence, including but not limited to identity certificate of the subject of right, authorization of IPR, the website links or screenshots of the exhibited contents that is allegedly deemed to infringe the IPR of the complainant (for screenshots of video, it is necessary to mark the exact minutes and seconds in the video where the alleged infringement appears), and detailed explanation of the infringement by making a comparison between the infringing contents and the infringed with illustrations of the major IPR claims of the complainant.

Article 10 The Complaint Station will notify the respondent via email upon receiving the complaint. Upon receiving the notification of the Complaint Station, the respondent must make a statement of respondent and submit valid proofs via the online IPR complaint and settlement channel or remove the relevant exhibits from the website on its own within 24 hours (if there is less than 24 hours left from the closing of the current session, the respondent shall respond before the closing of the session, hereinafter inclusive).

Article 11 If the respondent removes the exhibited content that is being complained of on its own, the



Complaint Station will not make a judgment on whether it is suspected of an infringement but only notify the complainant of the result.

Article 12 If the respondent makes a statement of respondent and submit valid proofs within the prescribed time, the Complaint Station will investigate and then make a judgment on whether the content being complained of is suspected of infringement, and notify both the complainant and the respondent of the result. If the case is judged to be a suspected infringement, the Complaint Station will remove the alleged exhibits of IPR infringement from the website.

Article 13 If the respondent does not respond with valid proofs and does not remove the alleged exhibits of IPR infringement from the website within the prescribed time, the Complaint Station will take action to remove them and make investigation into the case so as to determine whether the complained content is suspected of infringement. If a suspected infringement is determined, the Complaint Station will notify the respondent of the result. If it is determined that there is no suspected infringement, the Complaint Station will notify the complainant of the result and resume the display of the complained content.

Article 14 If the complainant or the respondent disagrees with the handling procedures said in Articles 12 and 13, it shall make an appeal through the online IPR complaint and settlement channel and provide relevant evidence within 24 hours upon the receipt of the notification from the Complaint Station.

If the respondent makes an appeal within the prescribed time and the appeal is accepted, the Complaint Station will resume the display of relevant content.

If the complainant makes a complaint within the prescribed time and the content being complained of is determined to be a suspected infringement by experts after reviewing, the Complaint Station will handle the case according to the Article 12 of the Provisions. If experts determine to maintain the original judgment of no suspected infringement after reviewing, the Complaint Station will affirm the original judgment.

Article 15 The Complaint Station may request the respondent to provide relevant evidence based on the actual needs, including but not limited to the identity certificates of the subject of right, authorization of IPR, relevant customs documents of import and export, supply contracts or agreements, invoices, inspection reports, publications (patent literature, textbooks, magazines, etc.) and any other documents that may prove non-infringement.

Article 16 For complaints on infringement of utility models or inventive patents in respect of product internal structure or product manufacturing methods, which are difficult to investigate and identify online, the Complaint Station will inform the respondent of the relevant complaint and retain the evidence files provided by both parties, but will not make any judgment of suspected infringement. When any party



concerned is going to resolve the dispute through administrative or judicial channels, it can apply to the Complaint Station to retrieve complaint materials through the administrative or judicial authority related.

Article 17 To withdraw a complaint, the complainant should submit an application through the online IPR complaint and settlement channel, and the Complaint Station will confirm the withdrawal after reviewing.

#### **Chapter IV Settlement Provisions**

Article 18 For any alleged infringement act that takes place at the exhibition area on the official website of the Canton Fair, the exhibitor who is formally assigned to use the exhibition area shall undertake the responsibilities and shall accept the punishment of the Fair. The responsibilities of the associated enterprises for alleged infringement act shall be borne by the corresponding exhibitors.

Article 19 Exhibitors that have been found to be suspected of infringement will be handled in accordance with the Article 23 of *Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair*.

Article 20 If the respondent does not abide by the relevant provisions of the Canton Fair on IPR protection and one of the following situations occurs, the respondent will be punished severely in accordance with the *Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair*:

1. The respondent exhibits the content that is suspected of infringement again without making a successful appeal and his/her behavior is deemed as severe violation of the Provisions.
2. The respondent presents on the official website of Canton Fair the exhibits, the packaging of exhibits, and promotional materials that are already determined to be infringement administratively or judicially.

Article 21 The trade delegation that is suspected of serious IPR infringement will be dealt with as appropriate.

#### **Chapter V Miscellaneous**

Article 22 After the closing of the online session of the Canton Fair, if the subject of right believes that the exhibits, the packaging of exhibits or any other exhibited contents retained on the Fair's official website are suspected of infringing their IPRs, they can provide valid proofs as required via the online IPR complaint and settlement channel, and the Fair will handle it in a proper way.

Article 23 The Fair encourages right holders to protect their rights through administrative and judicial processes beyond the exhibition, and will provide whatever support in evidence as it can.



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## **Chapter VI Terminology**

Article 24 The “Intellectual Property Rights” mentioned herein include patents, trademarks and copyrights.

Article 25 The “exhibitors” mentioned herein refers to those enterprises that have already been allocated a booth for the current session of the Fair. The “associated enterprises” mentioned herein refers to the non-circulation enterprises that have joint venture or supply relationship with the circulation enterprises participating in the Fair.

## **Chapter VII Supplementary Articles**

Article 26 China Foreign Trade Center reserves the right of interpretation of these Provisions.

Article 27 These Provisions shall come into force on the date of this release.



## 7.3 Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair

### Chapter I Objectives

Article 1 Subject to the applicable laws and regulations of the People's Republic of China and the relevant measures of China Import and Export Fair ( Hereinafter referred to as " Canton Fair" or "the Fair"), the following rules relating to the Fair are hereby made for the purpose of efficiently resolving trade disputes arising among the Fair-participating parties, maintaining fair trading order, protecting the legitimate rights and interests of the parties concerned, and fostering a trustworthy and harmonious environment for international trade.

Article 2 These Rules shall apply in respect of prevention of trade disputes among the Fair-participating parties, and lodging and thereafter handling of complaints in connection with such disputes.

Article 3 The Fair-participating parties shall be bona fide and observe the contracts they have concluded; in particular, they shall pay due care to risk control and resolve conflicts in an amicable manner.

Article 4 The Reception Station of Complaints and Settlements for IPRs and Trade Disputes (hereinafter referred to as "the Complaint Office") set up by the Fair is the only agency for dealing with trade disputes in the Fair's complex while the Fair is in session.

China Foreign Trade Centre, the organizer of the Fair, and China International Economic and Trade Arbitration Commission South China Sub-commission (hereinafter referred to as "CIETAC South China") jointly manage the Complaint Office throughout the Fair so as to deal with complaints and trade disputes.

### Chapter II Disputes Prevention

Article 5 For the purpose of effectively controlling trade risks and resolving disputes, the Fair advocates adopting the recommended model contracts, incorporating clauses for resolving disputes harmoniously and effectively.

Article 6 The Fair shall, through trade delegations and relevant chambers of commerce, require the Fair-participating sellers to execute the "Responsibility Document for Management of Participation in the Export Exhibition of Canton Fair" so as to encourage them to take active steps in preventing and resolving disputes, if any, with the buyers.

If and when a dispute arises, the Fair-participating party concerned shall lodge a complaint, which upon request shall be dealt with in accordance with these Rules, unless otherwise agreed between the disputing parties as to the manner of solving dispute.

### Chapter III Complaint and Resolution

Article 7 The complainant shall comply in full with the following conditions:



(1) The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair;

(2) The respondent shall be a participating party at a current session of the Fair, and must be present at the Fair's complex either personally or through an agent;

(3) The complainant shall submit relevant evidences such as contracts, payment documents, etc.

If neither the respondent nor the respondent's agent is present at the Fair's complex, the Complaint Office will assist the complainant in approaching the relevant trade delegation for possible ways and means of settling the dispute concerned.

Article 8 Upon receipt of a complaint, the Complaint Office shall determine whether or not to accept the case. If the complainant does not comply with any of the conditions as referred to in Article 7 above, the Complaint Office may refuse to accept the case.

Once the case is accepted, the complainant shall complete a Complaint Application Form, which shall be lodged with the Complaint Office. The Complaint Office shall promptly appoint professional(s) to deal with the case.

Article 9 The Complaint Office shall notify the respondent according to the contact information provided by the complainant.

If the respondent is a Fair-participating seller, the Complaint Office shall at the same time notify the trade delegation to whom the respondent belongs.

The respondent as well as the relevant trade delegation shall be cooperative with the Complaint Office in dealing with the dispute(s).

Article 10 Any dispute shall initially be dealt with by way of mediation which shall be jointly conducted by staff members of China Foreign Trade Centre and CIETAC South China at the Complaint Office.

The Complaint Office may mediate the case in the manner it considers appropriate for the disputing parties to enter into a settlement agreement in writing.

Article 11 If the dispute is successfully settled, a settlement agreement in writing shall be made and executed by or on behalf of the parties concerned, and the Complaint Office's seal may be affixed.

To make the settlement agreement enforceable, either party shall be entitled to submit the settlement agreement to CIETAC South China for an arbitral award.

Article 12 If the mediation fails, the dispute shall, unless the parties agree otherwise, be referred to CIETAC South China for arbitration.

The parties concerned may apply for arbitration during and after the Fair session, but in any event



within the limitation period prescribed by the law.

#### **Chapter IV Discipline and Enforcement**

Article 13 At the close of each Fair session, the Complaint Office shall prepare a name list of the Fair-participating sellers having been complained of and a name list of persons allegedly liable for the disputes, and shall deliver the same information to the Operation Department of the Fair, the

relevant trade delegation, and/or the chamber of commerce concerned for disciplining the relevant parties in accordance with the Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes.

Article 14 Upon arising of a dispute, if a Fair-participating party concerned fails to lodge the complaint pursuant to these Rules, or a respondent refuse to respond to the Complaint Office in dealing with the complaint, then the Complaint Office may approach the relevant trade delegation for possible means and ways of settling the dispute.

Article 15 If a party refuses to comply with the arbitral award, the other party may apply to a competent court in China, or to a court of foreign jurisdiction according to the United Nations Convention on the Recognition and Enforcement of Foreign Arbitral Awards for enforcement of the award.

#### **Chapter V Supplementary Provisions**

Article 16 When the Fair is out of session, the complainant intending to take further legal proceedings against the respondent shall act in accordance with the terms of the contract and applicable laws and regulations.

Article 17 Under these Rules, any reference to the term “Fair-participating seller” shall include any of the seller’s affiliated suppliers.

Article 18 These Rules shall be interpreted by China Foreign Trade Centre.

Article 19 These Rules shall be effective as from the date of promulgation and if there is any inconsistency between these Rules and previously promulgated measures of the Canton Fair, these Rules shall prevail.





## 7.4 Interim Provision on Prevention and Settlement of Trade Disputes in the Online Session of Canton Fair

### Chapter I General Provisions

Article 1 Subject to the applicable laws and regulations of the People's Republic of China and based on the *Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair* (hereinafter referred to as "Canton Fair" or "the Fair") and the actual needs of the online session of the Fair, the following provisions are hereby made for the purpose of efficiently resolving trade disputes arising between exhibitors and buyers, keeping the trade order, protecting the legitimate rights and interests of the parties concerned, and fostering a trustworthy and harmonious environment for international trade during the Fair that is held online.

Article 2 These Provisions shall apply in respect of prevention of trade disputes arising between the exhibitors and buyers during the online session of the Fair, and the complaint procedures and settlement in connection with such disputes.

Article 3 Exhibitors, buyers, trade delegations, chamber of commerce and associations shall follow the *Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair*, "Responsibility Document for Management of Participation in the Online Export Exhibition of Canton Fair", "Responsibility Document for Participation in the Online Export Exhibition of Canton Fair" and other relevant rules and provisions, actively standardize transactions, prevent and resolve disputes, and cooperate with the Canton Fair authority in terms of dispute prevention and settlement.

Article 4 The Complaint Station for Intellectual Property Rights and Trade Dispute (hereinafter referred to as the Complaint Station) set up by the Fair is the agency for settlement of trade disputes. China Foreign Trade Center invites expert mediators from the South China International Economic and Trade Arbitration Commission (hereinafter referred to as SCIA) to jointly handle the trade disputes.

The Fair opens an online channel for settlement of trade disputes on the official website. The trade disputes occur during the online session of the Fair will be dealt with online through the SCIA's remote case mediation system (herein after referred to as mediation system). Complaints of trade disputes reported from other channels will not be accepted by the Fair.

### Chapter II Complaint and Settlement of Trade Disputes

Article 5 The complainant shall comply in full with the following conditions:

1. The complainant must disclose his/her real name and must hold a valid badge, such as the exhibitor badge or the buyer badge, for the session of the Fair when the contract concerned is made, and shall agree to settle the trade disputes through the mediation system.



2. The respondent shall be an exhibitor or buyer at the current session of the Fair, and thus the complainant shall provide the respondent's identity information, proof of the respondent's participation in the current session of the Fair (including but limited to the screenshot which shows the visit of the respondent to the official website of the Fair or the broadcast room of exhibitors, the screenshot of the respondent's cloud exhibition booth (where the respondent's booth number shall be seen), and the screenshot of the respondent's broadcast room (where the respondent's broadcast room number shall be seen), and the contact information of the respondent. The respondent shall also agree to settle the trade disputes through the mediation system.

3. The complainant shall submit relevant evidences (including but not limited to transaction contracts and payment documents).

Article 6 The complainant shall fill out the online complaint form on the mediation system via the complaint channel for trade disputes on the official website of the Fair, and upload the original scanned copies or photographs of the certificates and proofs as said in Article 5. If the complainant or the respondent is to entrust a third party to participate in the mediation, a valid power of attorney and relevant identification documents of the entrusted party shall be uploaded to the system. Both parties of the complaint shall ensure that the submitted materials are true, complete (for instance, all pages of the original supporting documents shall be included), legal and valid.

Article 7 Upon receipt of a complaint, the Complaint Station shall determine whether or not to accept the case after reviewing the submitted materials. If the complaint does not comply with any of the conditions as said in Article 5 and Article 6 of the Provisions, the Complaint Station may refuse to accept the case. If the complaint dose comply with the conditions as said in Article 5 and Article 6 of the Provisions, the Complaint Station shall accept the case after confirming that the respondent agrees to settle the dispute through the mediation system and provides an email address to receive the documents related to this mediation.

Article 8 Once the case is accepted, the Complaint Station shall notify both parties via designated email addresses of getting prepared for the remote mediation and make an appointment with both parties to log in the mediation system.

Article 9 The identity and authorization of both parties present in the online mediation shall be verified. If one party raises an objection to the identity and authorization of the other party, the staff of the mediation system will immediately suspend the mediation process. The mediation procedure shall be resumed after both parties confirm the identity and authorization of each other.

Article 10 The Complaint Station may mediate the case in the manner it considers appropriate for the disputing parties to enter into a settlement agreement in writing.



Both the complainant and the respondent can submit their own mediation proposal online. If the dispute is successfully settled, a settlement agreement in writing shall be made based on the mediation proposal. Both parties or their attorneys shall sign the electronic settlement agreement. After the signing is done, the settlement agreement will be sent to both parties via email and will come into force upon the delivery.

To make the settlement agreement enforceable, either party shall be entitled to submit the settlement agreement to SCIA for an arbitral award.

Article 11 If the mediation fails, the dispute shall, unless the parties agree otherwise, be submitted to SCIA for arbitration.

### **Chapter III Miscellaneous**

Article 12 Upon arising of a dispute, if an exhibitor or buyer concerned fails to lodge a complaint pursuant to these Provisions, or a respondent refuses to respond to the Complaint Station in handling the complaint, the Complaint Station may approach the relevant trade delegation or other relevant departments for possible means of settling the dispute.

Article 13 Every delegation shall educate and manage the complained exhibitors and the companies involved in the disputes in accordance with the *Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes* and other relevant regulations.

Article 14 If a party refuses to comply with the arbitral award, the other party may make an appeal to a competent court in China, or to a court of foreign jurisdiction according to the *Convention on the Recognition and Enforcement of Foreign Arbitral Awards* of United Nations for enforcement of the award.

Article 15 When the Fair is out of session, the complainant intending to resolve a trade dispute arising from the Fair shall handle it in accordance with the terms of the agreement and applicable laws and regulations. In such case, the disputes may be submitted to arbitration of SCIA or a law court with jurisdiction for settlement.

### **Chapter IV Supplementary Provisions**

Article 16 The “exhibitors” mentioned herein refers to those enterprises that have already been allocated a booth for the current session of the Canton Fair.

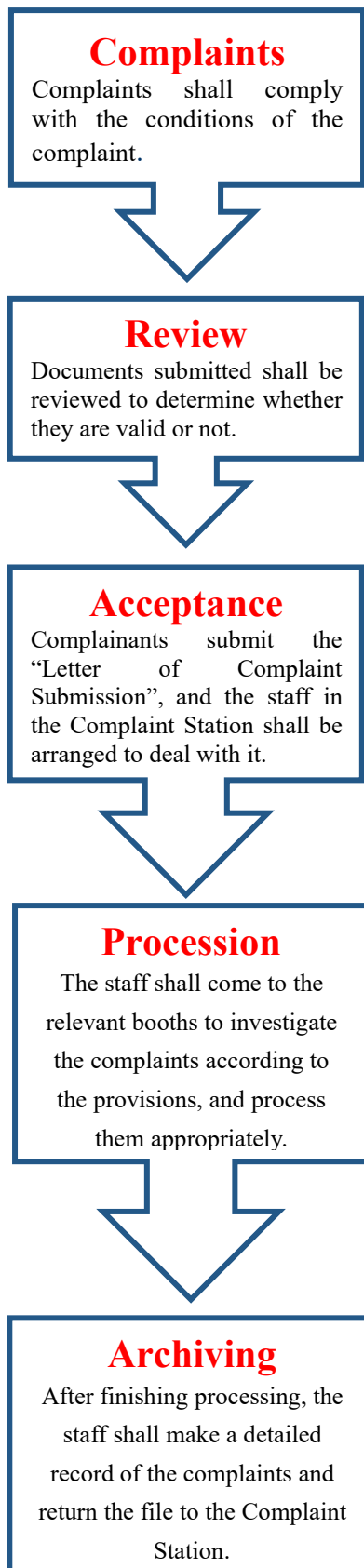
Article 17 China Foreign Trade Center reserves the right of interpretation of these Provisions.



## 7.5 Appendix for Prevention and Resolution of Trade Dispute and IP Right

### Attachment 1: Acceptance of Complaints to Patent Infringement Disputes and Processing

#### Procedures in the Canton Fair



### Compliant Conditions

#### 1. The complainant:

- (1) The complainant shall be the patentee, the licensee of patent exploitation with independent right of claims, or the legal successor of the patent right;
- (2) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

#### 2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) A patent certificate, a patent notice, and a copy of the patent register that proves the current legal status of the patent;
- (3) The identity documents of the patentee (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of his/her legal representative or person in charge, the same below);
- (4) The licensee of patent exploitation with independent right of claims shall submit a license contract and identity documents;
- (5) The legal successor of the patent right shall submit documents supporting the legal succession of the patent right;
- (6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification/practicing certificate and the original letter of introduction of the responsible person and its institution.
- (7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China’s embassy or consulate in the country. If materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;
- (8) Canton Fair documents of the complaint or his/her agent.

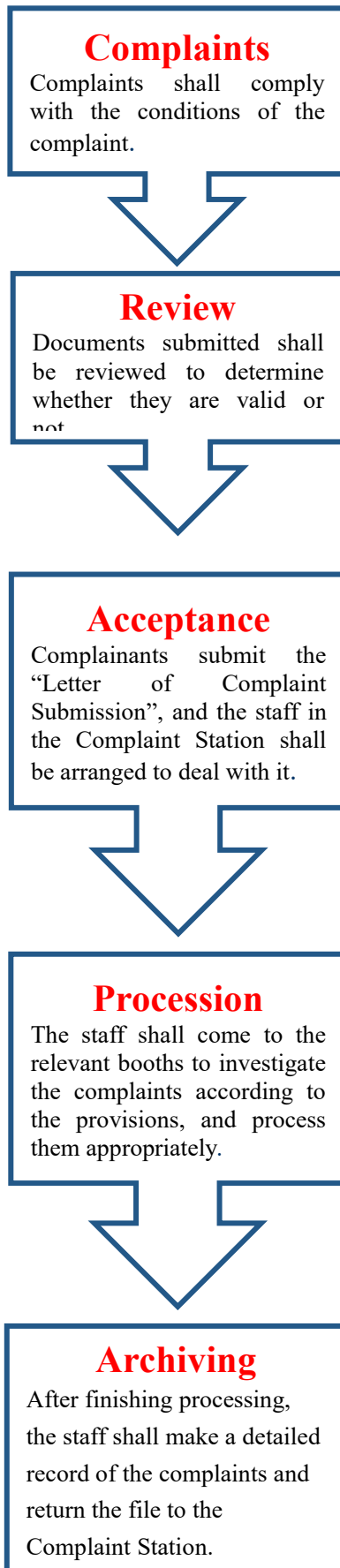
**3. If there are no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.**

### Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she may upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the “Letter of Commitment”, and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.
2. If the respondent complains about the results, he/she shall submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are ordered to withdraw from the booth.



## Attachment 2: Acceptance of Complaints to Trademark Infringement Disputes and Processing Procedures in the Canton Fair



### Complaint Conditions

#### 1. The complainant:

- (1) The complainant shall be the trademark registrant, the licensee of trademark exploitation with independent right of claims, or the legal successor of the registered trademark right;
- (2) If a foreigner or a foreign enterprise has no frequent residence or place of business in China, it shall entrust a trademark agency established to deal with the complains of the trademark infringement;
- (3) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

#### 2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) The trademark registration certificate;
- (3) The identity documents of the registered trademark owner (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of his/her legal representative or person in charge, the same below);
- (4) The licensee of trademark exploitation with independent right of claims shall submit a license contract and identity documents;
- (5) The legal successor of the registered trademark right shall submit documents supporting the legal succession of the registered trademark right;
- (6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification / practicing certificate and the original letter of introduction of the responsible person and its institution;
- (7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China’s embassy or consultant in the country. If the materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;
- (8) Canton Fair documents of the complaint or his/her agent.

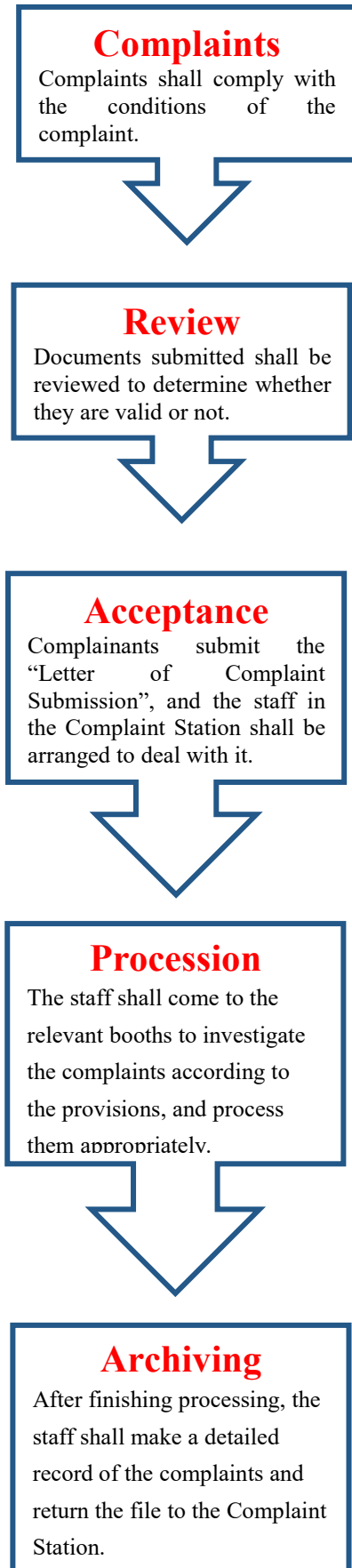
**3. If there are no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.**

### Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the “Letter of Commitment”, and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.
2. If the respondent complains about the results, he/she shall submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are



## Attachment 3: Acceptance of Complaints to Copyright Infringement Disputes and Processing Procedures in the Canton Fair



### Complaint Conditions

#### 1. The complainant:

- (1) The complainant shall be the copyright owner, the licensee of copyright exploitation with independent right of claims, or the legal successor of the copyright;
- (2) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

#### 2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) The voluntary registration certificate of works;
- (3) The identity documents of the copyright owner (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of his/her legal representative or person in charge, the same below);
- (4) The licensee of copyright exploitation with independent right of claims shall submit a license contract and identity documents;
- (5) The legal successor of the copyright shall submit documents supporting the legal succession of the copyright;
- (6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification/practicing certificate and the original letter of introduction of the responsible person and its institution;
- (7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China’s embassy or consultant in the country. If the materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;
- (8) Canton Fair documents of the complaint or his/her agent.

**3. If there are no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.**

### Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the “Letter of Commitment”, and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.
2. If the respondent complains about the results, he/she shall submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are ordered to withdraw from the booth.



**Attachment 4: Letter of IRP Complaint Submission**

Phase: \_\_\_\_\_ Session of the Canton Fair Exhibition Area \_\_\_\_\_ submission No.:

Title of Right		No. of Right		Category	
Right Holder	Name	Legal Representative			
	Address	Tel			
Complaint Agent	Name (individual agent or institutional agent)				
	Address	Tel			
Profile	Nationality or Region	<input type="checkbox"/> Mainland China <input type="checkbox"/> Hong Kong/ Macau/ Taiwan <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others ( )			
	Type	<input type="checkbox"/> Individual <input type="checkbox"/> State-owned enterprise <input type="checkbox"/> Private enterprise <input type="checkbox"/> Foreign-funded Enterprise <input type="checkbox"/> Joint venture			
	Scale	<input type="checkbox"/> Small enterprise <input type="checkbox"/> Medium-sized enterprise <input type="checkbox"/> Large enterprise <input type="checkbox"/> Transnational enterprise			
	Industry	<input type="checkbox"/> Electronics & home appliances <input type="checkbox"/> Automobile and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Petrochemical products <input type="checkbox"/> Construction materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumer goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textile <input type="checkbox"/> Lighting <input type="checkbox"/> Household decorative items <input type="checkbox"/> Bags and suitcases <input type="checkbox"/> Others( )			
Responent	No.	Company Name	Booth No.	Product allegedly IPR infringed	Remarks
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				





I hereby accept that the above complaint shall be handled by the Canton Fair Complaint Station in accordance with the provisions of “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”. I agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and indemnify the respondent against any loss in case of improper complaint.

Complaint’s signature (seal):

Date:

Note: In accordance with the Article 12 of “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”, the Complaint Station shall not generally accept the same complainant’s repeated complaint on the same IPR to the same respondent.





**Attachment 5: Notice on the Settlement of Suspected (Patent/Trademark/Copyright) Infringement**

Phase \_\_\_\_\_ Session \_\_\_\_\_ of the Canton Fair No. \_\_\_\_\_

**AX Company:**

According to the complaint of **(Complainant)** and the identification by the Canton Fair Complaint Station for IPR and Trade Dispute, **(Name of the Exhibit)** of you **(Booth No.)** exhibited in this Canton Fair session is suspected of infringing the **(Patent/Trademark/Copyright)** (No. of Right:) of **(Complainant)**. The above exhibit will be handled in accordance with the IPR infringement settlement regulations. Should you have any objection to the settlement, you can supplement the evidence of non-infringement to the Complaint Station within one workday (based on the schedule of the Canton Fair). For invalid evidence or no supplement of evidence, this settlement still takes effective. The respondent may take back the allegedly infringing exhibit on the afternoon of the last day of current period of this session's Canton Fair. If overdue, the Complaint Reception Station may dispose of it.

Handling of the exhibit:

Handler:

Quantity:

Exhibit owner:

Exhibitor's badge ID:

Canton Fair Complaint Station for IPR and Trade

Dispute MM-DD-YY



**Attachment 6: Letter of Commitment**

**Letter of Commitment**

We hereby assure to the Canton Fair Complaint Station for IPR and Trade Dispute that, abiding by the “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”, from this day on, we will not exhibit or sell the following suspected infringing products or relevant promotional items in any place of the China Import and Export Fair Complex until this Canton Fair session terminates **(except for successful defense)**.

Suspected infringing product:  
 Mode:  
 No. of Right:

If we breach this Letter of Commitment, we are willing to accept the penalty imposed by the Canton Fair. This Letter of Commitment is in duplicate. The Complaint Station and the undertaker each have one copy. This Letter of Commitment shall come into effect on the date of signature.

Undertaker:

Booth No.:

Representative of Undertaker:

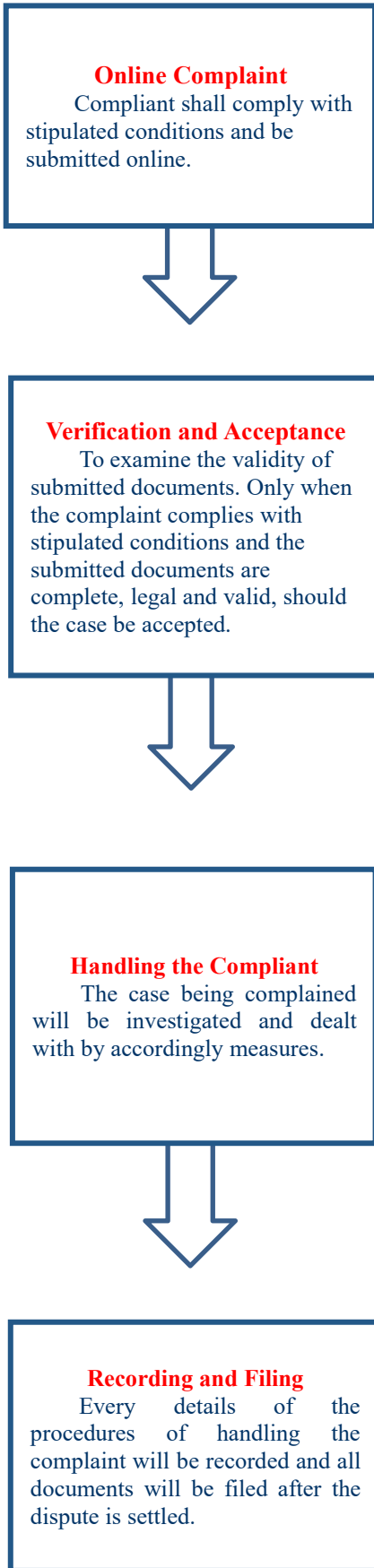
Tel:

Exhibitor’s badge ID:

Date: YY MM DD



**Attachment 7 Online Complaint Procedures of IPR in the Canton Fair**



**Complaint Conditions**

**1. Qualifications of the Complainant**

(1) Subject of right (including intellectual property owner, intellectual property licensee with independent claim rights, and legal successor of the intellectual property) or his/her attorney;

(2) If the subject of right is a domestic enterprise or organization, it may entrust a staff of its own or a professional law office based in China to be its attorney; and if the subject of intellectual property is a foreigner, a foreign enterprise or organization that has no regular residency or office in China, he/she/it shall entrust a legal law office to be his/her/its attorney.

(3) The subject of right or his/her/its attorney making a complaint shall be a registered user of the official website of the Fair.

**2. Documents to be submitted**

(1) Certificates of the intellectual property rights registered in China. The certification documents of patent include patent certificate, official announcement of the patent, and copy of patent registration that certifies the legal status of the patent. The certification documents of copyright include voluntary registration certificate of the works and its affixed sample of the works. The certification documents of geographical indications include announcements on the protection of geographical indication products, and announcements on the use of special signs for geographical indications, etc.

(2) The reasons and evidence of respondent's suspected infringement: the website links or screenshots of the content being complained of (for screenshots of video, it is necessary to mark the exact minutes and seconds in the video where the alleged infringement appears), and detailed explanation of the infringement (in which a comparison shall be made between the suspected infringing contents and the infringed with illustrations).

(3) Required certificates of the complainant

A. the identity documents of IPR owner (ID card, the copy of legal person or other organization's registration certificate with official stamp affixed and the identity documents of legal representative or person in charge, hereinafter inclusive).

B. the intellectual property licensee with independent claim rights shall submit license contract and identity documents.

C. the legal successor of the intellectual property shall submit relevant legal certificates regarding validity of such succession and identity documents.

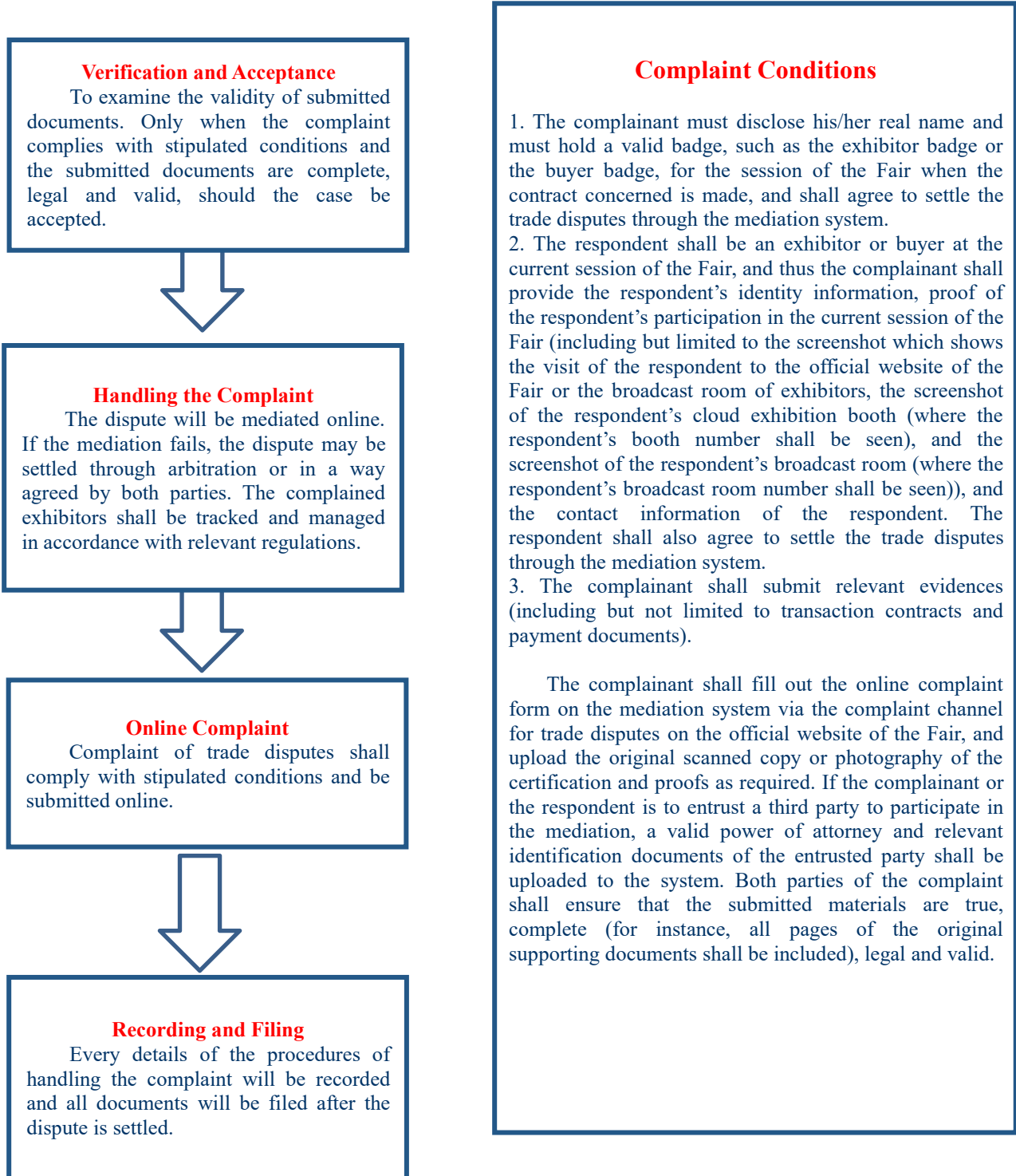
D. the authorized agent shall submit the original copy of power of attorney and identity documents. The power of attorney shall be signed by the legal representative or stamped with the official chop of corporation or organization, and shall record the matters entrusted, power, and time limit. If the agent is the staff of the subject of right, he/she shall provide ID and certificate of employment, and if the agent is a law office, it shall provide its business license, the qualification and practice certificates of both its own and the responsible person it sends to handle the procedures, and the original copy of recommendation letter.

E. Foreign complainant shall provide ID and local notarized affidavit and accreditation from Chinese Embassy or Chinese Consulate General of his/her country or region. For materials in foreign languages, a translated version in Chinese shall be provided with the signature of the translator(s) and the official stamp of the translation agency. Complainant from Hong Kong SAR, Macao SAR or Taiwan Province shall submit identity documents and relevant notary documents.

Notice: Documents mentioned above shall all be provided in the form of colored scanned copies or photographs unless otherwise specified. The complainant shall ensure that the submitted materials are true, complete (for instance, all pages of the original supporting documents shall be included), legal and valid.



## Attachment 8 Online Complaint Procedures of Trade Disputes in the Canton Fair





## 7.6 Forms for Prevention and Resolution of Trade Dispute and IP Right

### D1 List of Files for Trademark, Patent, Copyright & Quality Attestation

**Deadline: Oct. 13**

**Exhibitors whose exhibits are concerned with trademark, patent, copyright and quality attestation shall fill in this form and submit it prior to the deadline. The service herein shall be free of charge.**

Please reply to: Organizer (please submit to Reception Station of Complaints and Settlements for IPRs and Trade Disputes of Canton Fair)

#### ● Application

Exhibitor			
Stand No.			
Trade mark, Patent, Copyright and Quality Attestation	Exhibits Name	Holder of the Rights and Interests	Remarks
Enclosure:			
<input type="checkbox"/> _____ Copy(s) of Trademark Certificate <input type="checkbox"/> _____ Cope(s) of Patent Certificate <input type="checkbox"/> _____ Copes(s) of Copy Right Registered Certificate <input type="checkbox"/> _____ Cope(s) of Quality Certificate <input type="checkbox"/> Others			

#### ● Reminder

1. In the event that the holder of rights and interests is not the exhibitor, please declare it in the “Remarks” and submit the holder’s Letter of Attorney for such use of the rights and interests.

2. This form shall only be accepted by express delivery, fax or direct submission. E-mail shall be rejected.

Stand No.: \_\_\_\_\_ Company Name: \_\_\_\_\_ (Company Seal)

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

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

**Notes: This form can be downloaded from [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**



**D2 Letter of Complaint for IP Rights (International Pavilion)**

**Letter of Complaint for IP Rights (International Pavilion)**

Session of Canton Fair	Phase	Exhibition Area	No.		
Title of Right			No. of Right		Category of Right
Right Holder	Name			Legal Representative	
	Address			Tel	
Complaint Agent	Name(Trustee)				
	Address			Tel	
Information of Right Holder	Nationality	<input type="checkbox"/> Mainland China <input type="checkbox"/> HK SAR/Macao SAR/Taiwan Province <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others( )			
	Attribute	<input type="checkbox"/> Individual <input type="checkbox"/> State-owned Enterprise <input type="checkbox"/> Private Enterprise <input type="checkbox"/> Foreign-funded Enterprises <input type="checkbox"/> Joint Venture			
	Enterprise Size	<input type="checkbox"/> Small Enterprise <input type="checkbox"/> Medium-sized Enterprise <input type="checkbox"/> Large Enterprise <input type="checkbox"/> Multinational Corporation			
	Profession	<input type="checkbox"/> Electronics & Household Electrical Appliances <input type="checkbox"/> Automobiles and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Chemical products <input type="checkbox"/> Building Materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumption goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textiles <input type="checkbox"/> Lighting <input type="checkbox"/> Household Items <input type="checkbox"/> Bags and Cases <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Miscellaneous( )			
Defendant	No.	Name of Enterprise	Stand No.	Items Being Suspected of Infringing IP Rights	Remarks
	1				
	2				
	3				
	4				
	5				
	6				
<p>The underwriter hereby commits that the above complaint shall be handled by the Complaint Reception Station of Canton Fair in accordance with the provision of “Complaint and Settlement Provisions of Being Suspected of Infringing IPR”. The underwriter furthermore agrees to pay to relevant departments all expenses incurred herefrom and accordingly promises to compensate for all losses may be incurred against the defendant in case of an incorrect complaint.</p>					



Complainant's Signature (Seal):

Date: MM-DD-YY

Notes: In accordance with provision in Clause 12 of Chapter 7 the "Complaint and Settlement Provisions of Being Suspected of Infringing IPR", a repeated Complaint upon the same respondent for the same infringing of IP rights will not be accepted by this Complaint Reception Station.



**D3 “Agent” Badge Application Form**

**“Agent” Badge Application Form for the \_\_\_ Session of Canton Fair**

Agency: (seal) Tel: Fax: e-mail:

Name of Applicant	Type of the Complaint	Documents to be Submitted	Time inside the Complex	Type and Number of Canton Fair Badge (if you hold any)
	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___Y_M_D to ___Y_M_D, ___days altogether	
	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___Y_M_D to ___Y_M_D, ___days altogether	





	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___ Y ___ M ___ D to ___ Y ___ M ___ D, ___ days altogether	
Total: ___ persons			RMB ___ /person/day	Sum: ___ RMB
Decision of Review		Decision of the Issuing Department		

Notice:

1. Please fill in the blanks above the column "Total". You may add more lines of applicant's information if it's not enough. The rest of the blanks will be filled by Canton Fair.
2. Please submit one Application Form for each agency, and attach the documents of each complaint separately as annexes.
3. The column "Documents to be Submitted" is only for your reference, please see the Notice for specific details.

Applicant (Signature): \_\_\_\_\_



## 8.Travelling Guide

### 8.1 Transport

China Import and Export Fair Complex, is located at No.382 Yuejiang Middle Road, Haizhu District, Guangzhou, China. Exhibitors can get to the Complex through following means:

(1)By Metro (please refer to Part 7)

Metro Line 8 (Fenghuang Xincun Station-Wanshengwei Station): Get off at Xingang East Station Exit A to Area A of China Import and Export Fair Complex or at Pazhou Station Exit A or B to Area B of China Import and Export Fair Complex, at Pazhou Station Exit C to Area C of China Import and Export Complex.

Metro Line 1 (Guangzhou East Railway Station-Xilang Station): Take Metro Line 1 and get off at Gongyuanqian Station. Then transfer to Line 2 and get off at Changgang Station and transfer to Line 8.

Metro Line 2 (Jiahewanggang Station - Guangzhou South Railway Station): Get off at Changgang Station and transfer to Line 8.

Metro Line 3 (Airport N. Station - Panyu Square Station): Get off at Kecun Station. Then transfer to Line 8 for the Complex.

Metro Line 4 (Huangcun Station-Nansha Passenger Port Station): Get off at Wanshengwei Station. Then transfer to Line 8 for the Complex.

Metro Line 5 (Jiaokou Station-Wenchong Station): Get off at Chebeinan Station. Then transfer to Line 4 and get off at Wanshengwei Station, then transfer to Line 8 for the Complex

(2)By Taxi

The fixed taxi start fee in Guangzhou is 10 RMB for the first 2.5 kilometers. After 2.5 km the rate of RMB 2.60 RMB per kilometer will be added. The taximeter is located in a visible position at the front of the car near the side door.

(3)By Hotel Shuttle Bus

1. Area A of Canton Fair Complex to Huanshi Middle Road (Asia International Hotel Guangzhou): Hotels and buildings near the stop: Garden Hotel, Baiyun Hotel, Crown Plaza Hotel, Asia International Hotel Guangzhou, Friendship Store (Youyi Store).

2. Area A to LiuHua Road (Dong Fang Hotel): Hotels and buildings near the stop: Dong Fang Hotel, Marriott China Hotel, Park View Square Hotel, Hua Qiao Hotel, Liu Hua Hotel, Sino Hotel Guangzhou, Guangzhou Railway Station, and Guangzhou Metro Station Yuexiu Park.

3. Area B to Rosedale Hotel and Suites: Hotels and buildings near the stop: Rosedale Hotel and Suites, Vertical City Hotel, United Star Business Hotel and Cavan Hotel.

4. Area B to China Mayors Plaza: Hotels and buildings near the stop: CITIC Square (Tianhe Airport Terminal), Westin Guangzhou, Royal Garden Guangzhou Hotel, Grand Palace Hotel, Clarion Star Hotel, East Railway Station, China Mayors Plaza, Zhengjia Square and TEE MALL Square.

Please get the details from your hotels.

## 8.2 Climate

Guangzhou has a subtropical monsoon marine climate. The average temperature in October is between 20°C and 30°C. It is sunny and dry, with occasional rains or showers.

## 8.3 Currency

RMB is the circulating currency in China. Foreign currencies can be exchanged for RMB in hotels and bank outlets. Bank of China and the ATMs with the sign of “China Union Pay” provide cash withdrawal via credit cards. (For details, please refer to Foreign Exchange Service of Chapter 6).

## 8.4 Time Zone

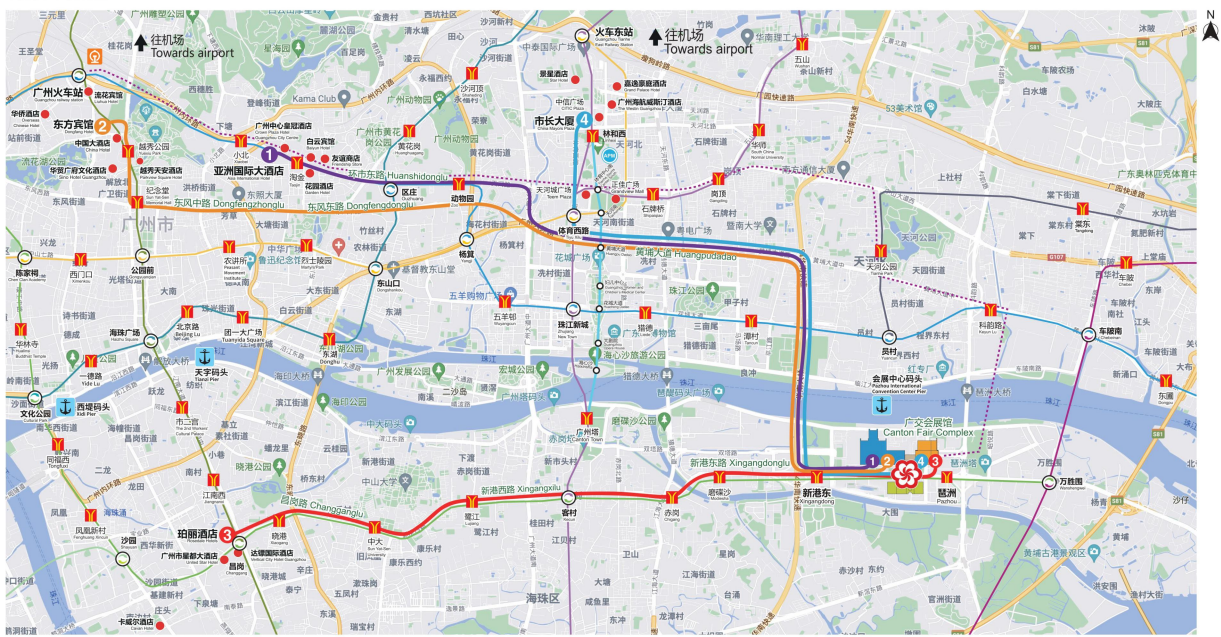
Guangzhou is 8 hours earlier than Greenwich Mean Time (+8 hours GMT)

## 8.5 Power Supply

The voltage standard in China is 380/220V 50Hz.

## 8.6 Location Map of Exhibition Venue and Travel Route Diagram

### 广州市区交通指南 TRANSPORTATION



#### 市内穿梭巴士 SHUTTLE BUS TO DOWNTOWN

##### 请到A区乘坐 Please take the bus at Area A

1 广交会展馆至环市中路 (亚洲国际大酒店)  
站点: 环市中路、白白云路、广州中心皇冠酒店、亚洲国际大酒店、会展中心。  
Line 1: Canton Fair Complex to Huanshichong Road (Asia International Hotel).  
Stops: Huanshichong Road, Baiyun Road, Canton Fair Complex, Asia International Hotel, Exhibition Center.

2 广交会展馆至流花馆 (东方宾馆)  
站点: 流花馆、东方宾馆、中远大厦、越秀天悦酒店、华南酒店、流花馆。  
Line 2: Canton Fair Complex to Luhuanshan (Dongfang Hotel).  
Stops: Luhuanshan, Dongfang Hotel, Zhongyuan Building, Yuexiu Tianyue Hotel, Huancun Hotel, Luhuanshan.

3 广交会展馆至琶洲展馆 (琶洲会展中心)  
站点: 琶洲会展中心、琶洲展馆、琶洲会展中心。  
Line 3: Canton Fair Complex to Pazhou Exhibition Center (Pazhou Convention Center).  
Stops: Pazhou Convention Center, Pazhou Exhibition Center, Pazhou Convention Center.

##### 请到B区乘坐 Please take the bus at Area B

4 广交会展馆至琶洲展馆  
站点: 琶洲会展中心、琶洲展馆、琶洲会展中心。  
Line 4: Canton Fair Complex to Pazhou Exhibition Center (Pazhou Convention Center).  
Stops: Pazhou Convention Center, Pazhou Exhibition Center, Pazhou Convention Center.

地铁一号线 Metro Line 1

地铁二号线 Metro Line 2

地铁三号线 Metro Line 3

地铁四号线 Metro Line 4

地铁八号线 Metro Line 8

地铁五号线 Metro Line 5

地铁六号线 Metro Line 6

地铁站 Metro Station

码头 Pier

火车站 Railway Station

免费穿梭巴士线路 Free Shuttle Line

临时公交线路 Temporary Bus Line

水上巴士线路 Water Bus Line

服务时间: 10月15-19日 上午9:00—下午18:00 Service Time: 9:00 am—18:00 pm on 15th October—19th October

温馨提示: 以上信息仅供参考, Attention: the information above is FOR REFERENCE ONLY.

## 8.7 Guangzhou Metro System Map

### 广州地铁线路指南

GUANGZHOU METRO SYSTEM MAP

- 1号线 Line 1
- 2号线 Line 2
- 3号线 Line 3
- 4号线 Line 4
- 5号线 Line 5
- 6号线 Line 6
- 7号线 Line 7
- 8号线 Line 8
- 9号线 Line 9
- 广州线 Guangfo Line
- 珠江新城旅客自动输送系统 APM
- 13号线 Line 13
- 14号线 Line 14
- 21号线 Line 21
- 有轨电车 Tram
- 换乘站 Interchange Station

新港东A出口：广交会展馆A区  
琶洲站A出口：广交会展馆B区  
琶洲站B出口：广交会展馆C区  
琶洲站C出口：广交会展馆D区  
Area A of the Canton Fair Venue  
Area B of the Canton Fair Venue  
Area C of the Canton Fair Venue  
Area D of the Canton Fair Venue

