第134届广交会进口展
参展申请及筹备

Application & Preparation
For the 134th Canton Fair International Pavilion

2023年10月15日-11月4日 · 中国广州

Oct. 15th – Nov. 4th, 2023, Guangzhou, China

展位申请及筹备流程 Booth Application and Preparation

参展流程		时间	说明
提交资质材料，获得参展资质		-	材料包括： •公司及产品介绍 •营业执照、境外品牌或商标注册证书 •境外公司或品牌关系证明、参展授权书
提交展位申请		-	•与大会或官方合作机构确认参展展区、展位类型及数量 •签署申请表、参展条款、线上参展责任书，加盖企业公章
付款		收到付款通知书后	根据大会付款通知书要求，支付展位费，付款完成后由大会安排展位位置
线下展位筹展	易捷通系统申请	9月中旬	通过易捷通系统完善企业信息并提交在线展位申请 https://intl.cantonfair.org.cn/#/importLogin
	展品运输	确认展位后尽快办理	为保证展品能顺利清关，请务必与大会指定货运代理联系: 1.海程邦达国际物流有限公司 86-18661620105 / coco.huang@bondex.com.cn 2.上海国际展览运输有限公司 86-13929546345 / ruanweijian@xptrs.com.cn 3.北京外运会展服务有限公司 86-18618106960 / wangxuehao1@sinotrans.com
	签证	确认展位后尽快办理	获得展位后，通过参展易捷通下载展会邀请函，凭展会邀请函办理相关签证手续，详询主办方
	搭建	9月中起申报展位图纸	光地展位：联系广交会特装布展资质认证的施工单位进行展位设计和申报 https://exhibitor.cantonfair.org.cn/?&_ga=2.8987893.1501916731.1646913252-28123256.1641371607#/earthSpecial
		改装申报: 9月25日前	标摊展位：大会统一搭建，如需特别改装，可联系主场承建商 cfedcip@cfedc.net 进行改装申报
	参展人员证件	10月初	参展商证 每个9平米展位可免费申请3张，通过参展易捷通在线激活或申请； 筹展证、撤展证 提前通过易捷通申请，参展商证在筹撤展期间可通行
	展品进馆及展位布置	展前2天	联系货代公司提取展品，安排展品摆放
线下参展		展期内	一期：10月15-19日，二期：10月23-27日，三期：10月31日-11月4日； 展馆开放时间：每日9:00-18:00
线下展位撤展		当期闭幕日至次日上午	联系货运代理领取展样品放行条，展品出馆；清退展具租赁押金
线上展位筹备及展示		9月16日起	•按参数要求，上传企业及展品信息，提交大会审核 •参阅帮助中心材料，熟悉广交会线上展平台各项功能 •开展后定期登录线上平台，接收采购商信息及订单

Procedures		Time or Deadline	Details
Submit the Qualification Materials		-	Materials include: Company and product introduction, Business License, Overseas brand or trademark registration certificate, Overseas company or brand relationship certificate, exhibition authorization letter
Submit Booth Application		-	•Confirm the number and type of booth(s) with the organizer •Sign the application materials and stamp the company's official seal
Payment		Once receiving the notice of payment	Complete the payment of the booth fee according to the notice. The booth location shall be arranged by the organizer after the payment.
Physical Exhibition Preparation	System Application	Mid-September	Completing enterprise information and submit the booth reservation on *Easy Exhibitor System*: https://intl.cantonfair.org.cn/#/importLogin
	Exhibit Transport	After booth confirmation	Contact nominated freight forwarders of the Canton Fair to ensure smooth custom clearance: 1. BONDEX.LOGISTICS.CO.,LTD. 86-18661620105 / coco.huang@bondex.com.cn 2. SHANGHAI EXPOTRANS LTD. 86-13929546345 / ruanweijian@xptrs.com.cn 3. SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD. 86-18618106960 / wangxuehao1@sinotrans.com
	Visa Application	After booth confirmation	Get the Exhibition Invitation Letter from *Easy Exhibitor System* for visa application, contact the organizer for details
	Booth Construction	September	**Raw Space:** Contact qualified constructors for booth design. https://exhibitor.cantonfair.org.cn/?&_ga=2.8987893.1501916731.1646913252-28123256.1641371607#/earthSpecial Constructors List
		Modification Application: before Sep. 25th	**Standard Booth:** If modification is needed for your booth decoration, you may contact Canton Fair Exhibition Design and Construction Co., Ltd. (Email: cfedcip@cfedc.net).
	Badges	Early October	**Exhibitor Badge:** 3 free badges is provided for each 9 m^2 booth, please activate or apply badges through *Easy Exhibitor System*. Exhibitor Badge is valid in construction and dismantling period. **Badge for Booth Construction / Dismantling:** Apply in advance through *Easy Exhibitor System*
	Exhibits Entrance	2 days before exhibition	Contact freight forwarders for exhibits and set in booth
Physical Exhibition			Phase 1: Oct. 15th-19th, Phase 2: Oct. 23rd-27th, Phase 3: Oct. 31st-Nov.4th; Enter time: 9:00-18:00
Booth Dismantling		Before the next morning of the closing day	Obtain Release Note for Exhibits; refund the deposit for the installation rental
Online Exhibition		From Sep. 16th on	•Upload information about enterprise and exhibits •Refer to the Help Center and study the functions of the online Canton Fair platform •Log in the online platform regularly to receive buyers' contacts and orders

注册广交会进口展易捷通（首次参展企业)

大会确认参展资质后
进入广交会进口展易捷通系统
点击【注册】
https://intl.cantonfair.org.cn/#/importLogin

输入企业英文全称
点击【验证】按钮
按提示点击【确定】进入注册页

请认真填妥全部信息
点击【提交】即可注册成功
注册成功后您的邮箱将收到激活邮件

请妥善保管您的账号信息。
如需修改贵司重要信息，请与主办方联系。

如通过代理参展，请填写邀请码

Registration on Easy Exhibitor System（for New Applicants）

After the qualification confirmed, enter _Easy Exhibitor System_.

Click "Register"
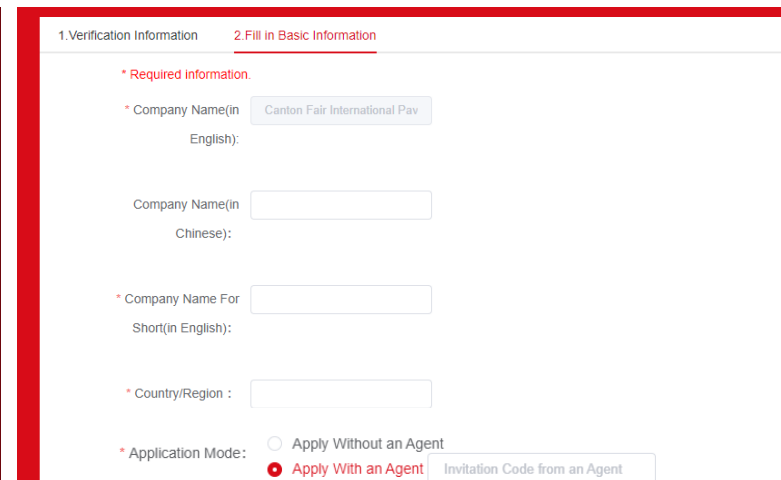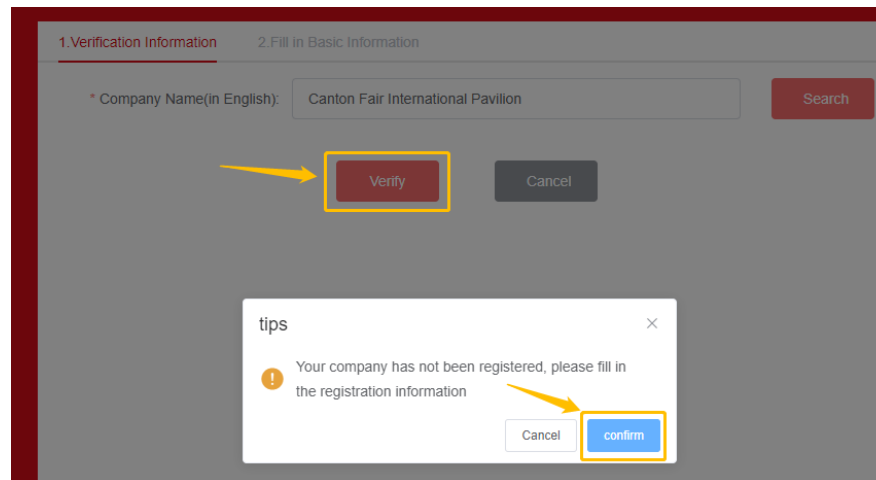https://intl.cantonfair.org.cn/#/importLogin

Enter the full English name of your enterprise, click "Verify".

Click "Confirm" as prompted to enter the registration page

Fill in all information carefully, then click "Submit".

After successful registration, you will receive an activation email

Fill in your agent's invitation code if apply through an agent.

Please keep your account information properly.
For the modification of enterprise important information , please contact the organizer.

线上展平台上传信息技术规范

类别	序号	素材	数量要求	规格要求
企业信息	1	*企业logo图片	1张	每张大小不超过5M，格式支持png, jpg, gif，推荐上传尺寸宽高350 * 350
	2	*企业图片	10张以内	建议上传尺寸750*422 jpg, png
	3	*企业Banner	3-5张为宜	建议上传尺寸1920*480 jpg, png，文字内容建议安排1200*480的区域内
	4	*企业简介（中文, 英文）	/	文本格式，不超过2000个字符。
	5	企业视频	不超过1个	大小不超过500MB，格式支持mp4
	6	企业VR展示链接	不超过1个	支持常用VR场景的网址链接。
展品信息	1	*展品简介（中文, 英文）	/	富文本格式（可包含文字, 图片等）
	2	*展品图片	每个展品不超过10张	大小不超过5M，格式支持png, jpg, jpeg, gif，建议尺寸：400*400
	3	展品视频	每个展品1个	大小不超过500MB，格式支持mp4
	4	展品三维展示链接	每个展品1个	支持常用3D模型的网址链接。

*标记为必备项

Specification Parameter of Online Exhibition

Menu	No.	Materials	Quantity	Specification Requirements
Company Information	1	*Picture of company logo	1	Picture within 5MB in jpg, png, gif format. Recommended size: 350*350
	2	*Company picture	Not more than 10	Recommend size: 750*422, jpg or png format
	3	*Banner picture	3-5 are appropriate	Recommend: 1920*480 jpg or png, text within the 1200*480 area will be better
	4	*Company profile (Chinese / English)	/	Text format with no more than 2,000 characters
	5	Company video	1	Size of video shall be no more than 500MB, format supports mp4
	6	VR display link of company	1	VR model links are available
Product Information	1	*Product profile (Chinese / English)	/	Format: RTF (can include words and pictures)
	2	*Product picture	Maximum 10 for each product	Recommended size: 400*400, within 5MB in jpg, png, jpeg, gif
	3	Product video	1 for each product	Size of video shall be no more than 500MB, format supports mp4
	4	3D display link of product	1 for each product	3D model links are available

Items with * mark as essential items