

第137届广交会进口展 参展申请及筹备

Application & Preparation
For the 137th Canton Fair International Pavilion

2025年4月15日-5月5日 · 中国广州

Apr. 15th – May. 5th, 2025, Guangzhou, China

进口展展位申请及筹备流程

Booth Application and Preparation

参展流程	时间	说明	
参展资质审核	即日起至2月15日	提交参展企业材料, 包括: •营业执照、产品原产地证明、境外品牌或商标注册证书 •公司及产品介绍 •境外公司或品牌关系证明、参展授权书	
提交展位申请	2月15日前	•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	
线下展位筹备	易捷通系统展位申请	3月中旬 通过易捷通系统完善企业信息并 在线提交展位申请 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进馆, 请务必与 大会指定货运代理 联系 (*注: 仅大会指定货代可运送展品入馆)	
	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	
	展位搭建	光地展位确认后联系特装公司完成展位设计, 4月上旬由特装公司通过系统完成报图。 标摊改装申报: 3月25日前	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
		参展人员证件办理	4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 (持旧证人员可激活后继续使用, 无需新办) 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 (*注: 第一期参展企业需在 4月14日中午12点前 完成布展, 实际情况以通知为准。)	
线下参展	展期内	一期: 4月15-19日, 二期: 4月23-27日, 三期: 5月1日-5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	联系大会或官方合作机构领取展样品放行条, 展品出馆; 清退展具租赁押金	
线上展位筹备及展示	3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/Deadlines	Details
Submit the Qualification Materials		Before Feb. 15th	Materials include: Company and product introduction, Business License, Origin certificate of products, Overseas brand or trademark registration certificate, Overseas company or brand relationship certificate, exhibition authorization letter
Submit Booth Application		Before Feb. 15th	<ul style="list-style-type: none"> •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	Booth Application on Easy Exhibitor System	Mid-March	Completing enterprise information and submit the booth application on <i>Easy Exhibitor System</i> . https://intl.cantonfair.org.cn/#/importLogin
	Exhibit Samples Transport	After booth confirmation	Contact the nominated freight forwarders of the Canton Fair to ensure exhibits' custom clearance and transport to the Hall. (*NOTE: Only nominated freight forwarders are allowed for the exhibits entrance to Hall.)
	Visa Application	After booth confirmation	Get the Exhibition Invitation Letter from <i>Easy Exhibitor System</i> for visa application, contact the organizer for details
	Booth Construction	Mid-March	Raw Space: Contact qualified constructors for booth design. https://exhibitor.cantonfair.org.cn/?&_ga=2.8987893.1501916731.1646913252-28123256.1641371607#/earthSpecial
		Modification Application: before Mar. 25th	Standard Booth: If modification is needed for your booth decoration, you may contact <u>Canton Fair Exhibition Design and Construction Co., Ltd.</u> (Email: cfedcip@cfedc.net).
	Badges	Early April	Exhibitor Badge: 3 free badges provided for each 9 m ² booth, please activate (for exhibitors who own a badge, original ones are valid once activated) or apply new badges through <i>Easy Exhibitor System</i> . Exhibitor Badge is valid in construction and dismantling period. Badge for Booth Construction / Dismantling: Apply in advance through <i>Easy Exhibitor System</i> .
Exhibits Entrance	2 days before exhibition	Contact freight forwarders for exhibits and set in booth (*NOTE: Exhibitors in Phase 1 are temporarily required to finish exhibition preparation before 12:00 of 14th Apr. , the actual situation is subject to the notice by organizer.)	
Physical Exhibition		Exhibition time	Phase 1: Apr. 15 th -19 th , Phase 2: Apr. 23 rd -27 th , Phase 3: May. 1 st -5 th ; 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
			<ul style="list-style-type: none"> •Inload information about enterprise and exhibits

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】

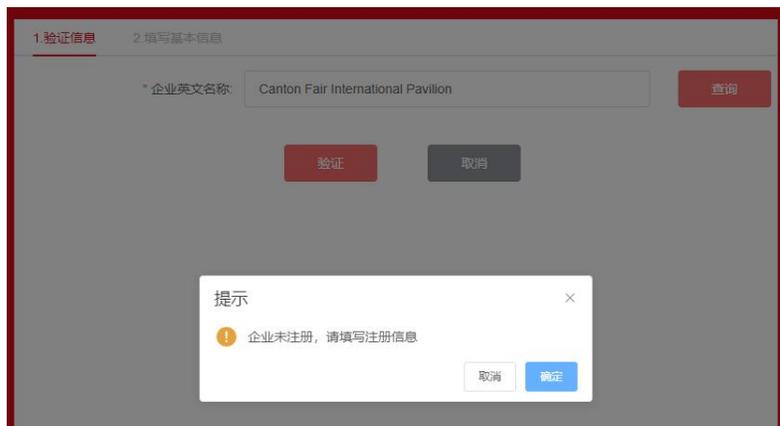
<https://intl.cantonfair.org.cn/#/importLogin>



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



请认真填写全部信息
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 (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 important enterprise 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

Online Exhibition Upload Formats/Specifications

Category	No.	Material	Quantity	Formats/Specifications
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