Exhibitor Service Manual
参展商服务手册
28 - 31.03.2020 Guangzhou, China
Held concurrently with China International Furniture Fair
Dear Exhibitor,

Thank you for your participation in **interzum guangzhou 2020**.

This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.

The “Index of Forms” lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary.

Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.

We look forward to welcoming you at **interzum guangzhou 2020**.

The Organizing Team  
December 2019
## Index of Forms

<table>
<thead>
<tr>
<th>Content</th>
<th>Compulsory</th>
<th>Deadline</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index of Forms</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>List of Contacts</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Schedule of Events</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td></td>
<td></td>
<td>5-9</td>
</tr>
<tr>
<td>Technical Information</td>
<td></td>
<td></td>
<td>10-19</td>
</tr>
<tr>
<td>Rules &amp; Regulations</td>
<td></td>
<td></td>
<td>20-27</td>
</tr>
<tr>
<td>Forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 Order Form Checklist</td>
<td></td>
<td>28 Feb 2020</td>
<td>28</td>
</tr>
<tr>
<td>* 1 Intellectual Property Rights Protection Regulation</td>
<td>All Exhibitors</td>
<td>28 Feb 2020</td>
<td>29</td>
</tr>
<tr>
<td>2 Catalogue Ads(Additional)</td>
<td></td>
<td>14 Jan 2020</td>
<td>30-31</td>
</tr>
<tr>
<td>3 Onsite Business Matching</td>
<td></td>
<td>22 Feb 2020</td>
<td>32</td>
</tr>
<tr>
<td>4 Visitor Guided Tour</td>
<td></td>
<td>22 Feb 2020</td>
<td>33</td>
</tr>
<tr>
<td>5 Exhibitor Nominated Buyer</td>
<td></td>
<td>1 Mar 2020</td>
<td>34</td>
</tr>
<tr>
<td>6 Conference and Seminar</td>
<td></td>
<td>1 Feb 2020</td>
<td>35-38</td>
</tr>
<tr>
<td>7 Advertising &amp; Sponsorship</td>
<td></td>
<td>15 Jan 2020</td>
<td>39-45</td>
</tr>
<tr>
<td>Booth and Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Loading / Unloading Truck Pass</td>
<td></td>
<td>28 Feb 2020</td>
<td>46</td>
</tr>
<tr>
<td>9 Additional Exhibitor Badges</td>
<td></td>
<td>9 Mar 2020</td>
<td>47</td>
</tr>
<tr>
<td>* 10 Fascia Lettering</td>
<td></td>
<td>Shell Scheme</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>* 11 Service Location Plan</td>
<td></td>
<td>Shell Scheme</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>12 Furniture &amp; AV Equipment</td>
<td></td>
<td>28 Feb 2020</td>
<td>50-55</td>
</tr>
<tr>
<td>* 13 Raw Space Exhibitors</td>
<td></td>
<td>Raw Space</td>
<td>7 Feb 2020</td>
</tr>
<tr>
<td>* 14 Electricity &amp; Lighting</td>
<td></td>
<td>Raw Space</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>15 Water &amp; Compressed Air</td>
<td></td>
<td>28 Feb 2020</td>
<td>62</td>
</tr>
<tr>
<td>16 Telephone &amp; Internet</td>
<td></td>
<td>28 Feb 2020</td>
<td>63</td>
</tr>
<tr>
<td>17 Heavy &amp; Large Exhibits</td>
<td></td>
<td>22 Feb 2020</td>
<td>64</td>
</tr>
<tr>
<td>18 Freight Forwarding</td>
<td></td>
<td>Please refer to form</td>
<td>65-69</td>
</tr>
<tr>
<td>19 Exhibition Staff</td>
<td></td>
<td>6 Mar 2020</td>
<td>70</td>
</tr>
<tr>
<td>20 Invitation Letter for Visa Application</td>
<td></td>
<td>24 Jan 2020</td>
<td>71-72</td>
</tr>
<tr>
<td>21 Hotel Reservation</td>
<td></td>
<td>13 Mar 2020</td>
<td>73-77</td>
</tr>
<tr>
<td>22 Insurance and Liabilities</td>
<td></td>
<td>7 Feb 2020</td>
<td>78</td>
</tr>
</tbody>
</table>

*indicates mandatory forms for exhibitors

All information in this manual is correct at the time of printing as the Organizers have done their utmost to ensure accuracy. The Organizer apologize for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.
LIST OF CONTACTS

Organizing Team
Project Management
Koelnmesse Co., Ltd
Room 3311, Metro Plaza
183 Tianhe Road (North), Tianhe District
Guangzhou 510620 P.R. China
Tel: +86 20 8755 2468 ext 12
Fax: +86 20 8755 2970
Email: karen.lee@koelnmesse.cn
Contact : Ms. Karen Lee

International Sales & Service
Tel: +86 20 8755 2468 ext 15
Fax: +86 20 8755 2970
Email: mattis.liang@koelnmesse.cn
Contact: Mr. Mattis Liang

Visitor Service
Room 3311, Metro Plaza
183 Tianhe Road (North), Tianhe District
Guangzhou 510620 P.R. China
Tel: +86 20 8755 2468 ext 16
Fax: +86 20 8755 2970
Email: amber.yang@koelnmesse.cn
Contact: Ms. Amber Yang

China Sales & Service
Tel: +86 20 8755 2468 ext 11
Fax: +86 20 8755 2970
Email: mandy.wang@koelnmesse.cn
Contact: Ms. Mandy Wang

Europe Sales & Service
Koelnmesse GmbH
Messeplatz 1, 50679 Köln, Germany
Tel: +49 221 821 2998
Fax: +49 221 821 3908
Email: p.opengoorth@koelnmesse.de
Contact: Ms. Petra Oppgenoorth

Official Freight Forwarder
Oversea Exhibits
Zhuoyi Logistics Co., Ltd.
Unit 826, 8/F Ocean Center, Harbour City
5 Canton Road, Tsim Sha Tsui, Kowloon
Hong Kong
Tel: +86 139 2609 9386 / 131 4374 9974
Fax: +86 20 8228 6935
Email: exhibition@zhuoyiwuliu.com
matt_xiang@zhuoyiwuliu.com
Contact: Ms. Joey Liu / Mr. Matt Xiang

Domestic Exhibits
Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.
Room 310A-C, Fengling Business Building
No.715 Gangqian Road, Huangpu District
Guangzhou, P. R. China
Tel: +86 139 2227 9697 / 136 8887 6883
Fax: +86 20 8228 6935
Email: exhibition@zhuoyiwuliu.com
herry_hu@zhuoyiwuliu.com
Contact: Mr. Herry Hu / Mr. Man Zhang

Stand Contractor for International Halls
Milton Exhibits & Engineering (Shanghai) Ltd.
Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District
Guangzhou, 510053, P. R. China
Tel: +86 20 8128 3118 (Shell Scheme)
+86 20 8128 3105 (Raw Space)
Fax: +86 20 8128 3150
Email: lynnlin@milton-gz.com
joyzhang@milton-gz.com
Contact: Ms. Lynn Lin (Shell Scheme)
Mr. Joy Zhang (Raw Space)

Official Travel Agent
Burnaby Solutions Guangzhou
Tel: +86 134 1641 6688
Fax: +86 20 3401 7093
Email: peter@burnaby.com.cn
Contact : Mr. Peter Tang

Official Liability Insurance Agent
21st Century Insurance Brokers Co., Ltd
Tel: +86 21 5111 3250
Mob: +86 138 1887 2429
Email: yzerm2@163.com
Contact: Ms. Kaelyn Zhu

Operations
Shanghai Branch:
Unit 3103, Wheelock Square
No. 1717 Nanjing West Road
Shanghai 200040 P.R. China
Tel: +86 21 6390 6161 ext 802
Fax: +86 21 6390 6858
Email: evan.gong@koelnmesse.cn
Contact: Mr. Evan Gong

Guangzhou Branch:
Tel: +86 20 8755 2468 ext 17
Fax: +86 20 8755 2970
Email: kevin.cai@koelnmesse.cn
Contact : Mr. Kevin Cai

Marketing / Media Communication
/ Onsite Activities
Room 3311, Metro Plaza
183 Tianhe Road (North), Tianhe District
Guangzhou 510620 P.R. China
Tel: +86 20 8755 2468 ext 16
Fax: +86 20 8755 2970
Email: monique.fan@koelnmesse.cn
Contact: Ms. Monique Fan
### SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Build-up Period</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Nominated Contractor Move-In For Exhibitors in Area C (Hall 14.1/15.1)</td>
<td>24-25 March 2020, 26-27 March 2020</td>
<td>0930 – 1800 hrs, 0930 – 2100 hrs</td>
</tr>
<tr>
<td>Exhibitor Registration For Raw Space Exhibitors</td>
<td>24-26 March 2020, 27 March 2020</td>
<td>0930 – 1630 hrs, 0930 – 1800 hrs</td>
</tr>
<tr>
<td>Electrical Installation</td>
<td>26 March 2020, 27 March 2020</td>
<td>1300 – 1700 hrs, 0930 – 1500 hrs</td>
</tr>
</tbody>
</table>

**Exhibition Period**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

### Dismantling Period

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2020</td>
<td>1700 – 2400 hrs</td>
</tr>
<tr>
<td>31 March 2020</td>
<td>1700 – 2400 hrs</td>
</tr>
<tr>
<td>1 April 2020</td>
<td>0900 – 1700 hrs</td>
</tr>
</tbody>
</table>

Notes:

- All exhibitors must decorate their stands by **2100 hrs on 27 March 2020**. No construction is permitted after 2100. If you do need more time for decoration work, you can apply for over time at night of 26 March (no time limitation), and please find the relevant procedures described below.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- If exhibitor requires booth construction overtime, they must submit the application together with the overtime payment to the Official Contractor’s onsite office before 1500 hrs on the same day. Apply for over time apply before 1500 hrs will be charged RMB 14/sqm/3 hours, apply for over time after 1500 hrs will be charged RMB 18/sqm/3 hours, apply for over time after 1700 hrs won’t be accepted.
  * Over time during the move-out will not be permitted; all exhibitors should tear down at required time.
- Exhibitors must move-out before **1700 hrs on 1 April 2020**. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement e.g. hiring of staffs, will be charged to the exhibitors.
1. Name of Event
interzum guangzhou 2020

2. Venue
China Import and Export Fair Complex (Pazhou Complex)
Area B: No. 382 Yue Jiang (Middle) Road, Haizhu District, Guangzhou, China
Area C: No. 980 Xin Gang Dong Road, Haizhu District, Guangzhou, China

3. Opening Dates & Times
28 – 31 March 2020 (Saturday – Tuesday)

<table>
<thead>
<tr>
<th></th>
<th>28 March</th>
<th>29 – 30 March</th>
<th>31 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors</td>
<td>0830 – 1800 hrs</td>
<td>0900 – 1800 hrs</td>
<td>0900 – 1700 hrs</td>
</tr>
<tr>
<td>Trade Visitors</td>
<td>0930 – 1800 hrs</td>
<td>0930 – 1700 hrs</td>
<td></td>
</tr>
</tbody>
</table>

4. Organizing Team
Organized by
China Foreign Trade Centre (Group)
Koelnmesse GmbH

Hosted by
China Foreign Trade Guangzhou Exhibition General Corporation
Koelnmesse Co., Ltd.

5. Visitor Admission
- Visitors must register at the registration counter at the entrance area of the hall.
- Admission is free for invited guests and pre-registration visitors only. Other visitors need to pay for the entrance.
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless prior approval is obtained from the organizer.
- Business or smart casual attire is compulsory, shorts and sandals are not permitted.
- Minors under 18 years of age are not allowed into the exhibition halls.

6. Facilities
A Press Centre for local and international media will be made available throughout the opening hours to assist members of the press and it will be located at the middle section of the Pearl Walking Path of Area A.

7. About Guangzhou
Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macau. Traditionally known as the gateway of China, Guangzhou is the center of economy, culture and finance hub for international trade. Guangzhou has 11 districts and 3 national economic zones. By the end of 2018, there are 14,498,400 permanent residents and average GDP of Guangzhou has reached RMB158,000.00. Guangzhou’s comprehensive economic strength has taken the fourth place of top 10 cities in China and the fifteenth place in worldwide.
A) GENERAL INFORMATION

8. Venue Routes

China Import and Export Fair Complex (Pazhou Complex) is situated at No. 382 Yue Jiang (Middle) Road, Haizhu District, Guangzhou, China.

The complex covers a total construction area of 1.1 million m² with the indoor exhibition area of 338 thousand m² and the outdoor exhibition area of 43.6 thousand m². The Area A has an indoor exhibition area of 130 thousand m² and an outdoor exhibition area of 30 thousand m², the Area B has an indoor exhibition area of 128 thousand m² and an outdoor exhibition area of 13.6 thousand m², and the Area C has an indoor exhibition area of 80 thousand m².

9. Transport

By Air

Guangzhou Baiyun International Airport is located only 40 minutes via taxi from the official hotels and the fairground. It offers regular flights to and from major cities all around the world.

By Rail

Eastern Guangzhou Railway Station is located approximately 30 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between astern Guangzhou Railway Station and Hong Kong Hung Hom Station. The trips take about 120 minutes. For inquiries, please call +852-2947 7888 (HK) or +86-20-8755 0917 (Guangzhou).

By Metro

You may take Metro Line 8 to Exit C, Pazhou station. (If you take Metro Line 1, you need to transfer to Line 2 at Gongyuan Qian station then transfer to Line 8 at Changgang station; if you take Metro Line 3, you need to transfer to Line 8 at Kecun station.)

By Self-driving

If you are driving to the venue, you can get to Xingang Dong Road via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue from Huangpu Ave via Huanan Thruway or Pazhou Bridge. (Huanan Thruway are charged highways). For Details please refer to "The Location Map of China Import & Export Fair Complex" on next page.

By Bus

There is a coach service between Guangzhou and Hong Kong. Visitors can transfer to Line 2 of the Guangzhou Metro at China Hotel and Dongfang Hotel (Metro station: Yuexiu Park, Exit D) and head towards the Venue.

10. Language

Mandarin is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Guangzhou & Hong Kong. English is not widely spoken but it is accepted in scenic spots and hotels in Guangzhou. Interpretation is still needed for most business transactions in China.

To hire an interpreter for the event, please complete Form 19, and fax it to the Organizer before 6 March 2020.

11. Currency

The currency used in China is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to carry some cash and exchange for local currency when possible. Exchange rate is about USD1.00 = RMB7.00.
A) GENERAL INFORMATION

12. Visa
Visas are required for all visitors to China. For application, please approach the nearest China Embassy at least one month before your departure. Please contact the Organizer for invitation letter, which are sometimes required for visa application. Please refer to Form 20 for details.

13. Climate
Guangzhou is a subtropical area with temperature ranging from 10°C to 32°C throughout the year. It is usually rainy and humid in March with an average temperature of 20-25°C.

14. Time
China is 8 hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.

15. Hotels / Taxi and Airport Transfer
Discounted rates have been secured for exhibitors and visitors to interzum guangzhou 2020. Please refer to Form 21 for hotel bookings or refer to our website www.interzum-guangzhou.com for further details. Taxis are available at the airport. Taxi service hotline in Guangzhou is 96900.

Optional tours in and around Guangzhou and the Region can be booked in advance at www.interzum-guangzhou.com or at the service counter on-site. For special arrangements please contact our Official Travel Agent.
How to get there:
You may take the metro line 8 to Xingang Dong Station or Pazhou Station to get the venue.

You can also take bus:
262, 298, 304, 505, 507, 92, B7, Daxue town line 3 ect. to get the venue.
To visit International Hall 11.1, 12.1, 13.1 & 13.2, please exit at Exit A, Pazhou Station
参观国际展区11.1, 12.1, 13.1 & 13.2号馆，请从地铁琶洲站A出口出站

To visit International Hall 14.1 & 15.1, please exit at Exit C, Pazhou Station
参观国际展区14.1 & 15.1号馆，请从地铁琶洲站C出口出站

Area A Hall 1-8

Area B Hall 9-13

Area C Hall 14-16

Area E Hall 19

PIAZZA mini

PIAZZA special

PIAZZA

Domestic Halls

Visitor Registration Center

China International Furniture Fair - Office Show

Note: The above hall plan is subject to change without prior notice
注：主办方保留展馆分布图变动权力，以现场公布为准
B) TECHNICAL INFORMATION

B 1. Booth Construction Regulations

1.1 Stand Contractor for International Halls

Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch has been appointed as the Stand Contractor for International Halls of this event. The Exhibitors may employ a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors using non-official contractors must submit detailed drawings for approval by the Organizers / Stand Contractor for International Halls before 7 February 2020. Submitting detailed drawings after 28 February 2020 will be subjected to a surcharge fee of RMB 2,000. For details, please refer to Form 13. The Organizer reserves the right to reject any construction and design they deem inappropriate.

Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, China
Tel: +86 20 8128 3118 / 8128 3105
Fax: +86 20 8128 3150
Email: lynnlin@milton-gz.com / joyzhang@milton-gz.com
Contact: Ms. Lynn Lin / Mr. Joy Zhang

1.2 Standard Shell Scheme Construction

The basic design for each Shell Scheme booth consists of:

<table>
<thead>
<tr>
<th>Item</th>
<th>9-12sqm</th>
<th>15sqm</th>
<th>18sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td>As per stand space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Wall Elements (2.5mH)</td>
<td>As per stand space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fascia Board with English &amp; Chinese Company Name and Booth Number</td>
<td>On all open sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Counter</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Lockable Sideboard</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Round Table</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Leather Arm Chair</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Flat Wall Shelf (1000L x 300Wmm) (Optional) * Max load: 5kg</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Long-arm Spotlight (100W)</td>
<td>3-4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Power Socket (Max 500W)</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Daily Booth Cleaning</td>
<td>Incl.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Flat Wall Shelf is an optional item and will only be installed on request. The entitled quantity is listed in the table above. Please complete Form 11 and return to the Stand Contractor for International Halls to submit request by 28 February 2020. Please contact the Stand Contractor for International Halls for entitlements for booth sizes which are not specified above.

The basic design for each Premium Shell Scheme booth consists of:

<table>
<thead>
<tr>
<th>Item</th>
<th>12-15sqm</th>
<th>18sqm</th>
<th>27sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td>As per stand space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Wall Elements (2.5mH)</td>
<td>As per stand space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fascia Board with English &amp; Chinese Company Name and Booth Number</td>
<td>On all open sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall Show Case (1000L x 500W x 2500Hmm)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Low Show Case (1000L x 500W x 1000Hmm)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Round Table</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Leather Arm Chair</td>
<td>3</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Flat Wall Shelf (1000L x 300Wmm) (Optional) * Max load: 5kg</td>
<td>3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Shelf Rack (inside store room)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Long-arm Spotlight (100W)</td>
<td>4-5</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Power Socket (Max 500W)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Store Room, incl. folding door</td>
<td>1sqm</td>
<td>2sqm</td>
<td>2sqm</td>
</tr>
<tr>
<td>Daily Booth Cleaning</td>
<td>Incl.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Flat Wall Shelf is an optional item and will only be installed on request. The entitled quantity is listed in the table above. Please complete Form 11 and return to the Stand Contractor for International Halls to submit request by 28 February 2020. Please contact the Stand Contractor for International Halls for entitlements for booth sizes which are not specified above.
国际普通标准展位  Standard Shell Scheme

2000mm
2500mm

COMPANY NAME
公司名称

废纸篓
Waste Paper Basket

锁柜
Lockable Sideboard

圆桌
Round Table

黑皮椅
Leather Arm Chair

长臂射灯
Long-arm Spotlight

单相插座
Power Socket

询问台
Information Counter
Dimension of each panel of partition wall

All dimensions are given in millimetres (mm)
B) TECHNICAL INFORMATION

Booth facilities listed above are subject to change at the discretion of the Organizers without prior notice. If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Stand Contractor for International Halls. Please place your order by completing Form 12 and return to Stand Contractor for International Halls before 28 February 2020. Any additional orders or changes made will be charged according to rates stated in the manual. Exhibitors from pavilion have any renting needs, please contact the pavilion’s contractor.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Stand Contractor for International Halls and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

In the case of building structure inside the standard booth, exhibitor shall pay RMB 3000 clearing deposit to the Stand Contractor for International Halls. No damage to exhibition hall occurred during construction or dismantling, no waste left inside or around exhibition hall, For (A), Chinese exhibitor, the deposit will be remitted back within 60 days after the show closed. For (B), Overseas exhibitor, the deposit will be returned to exhibitor by cash on-site.

Exhibitors are disallowed from (a) replacing existing fascia with self-made fascia, (b) posting logos on fascia boards without permission, (c) posting advertisements at the outside areas of the booth for Standard and Premium Shell Scheme Booths. Please refer to Figure 1.0 for an example.

![Figure 1.0](image)

1.3.1 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. If exhibitors use their own contractors for Special Design booths construction, the contractors must gain recognition from China Foreign Trade Guangzhou Exhibition General Corporation for building qualification. Please refer to the website of China Foreign Trade Guangzhou Exhibition General Corporation or CIFF GZ for the qualification application.

www.fairwindow.com/en/services/companies.html

Each booth must have its own panels and it is not permitted to use the neighbour’s panels. If any panel is higher than the one behind it, acceptable same decoration or material in white and clean (fire-proof board or PVC cover in white) must cover the back of that panel in good condition. The elastic cloth and structure of the back of that panel could be shown is not acceptable, please refer to Figure 1.1 for an example.

If the exhibitor fails to follow the above instruction and cover the back of the panel, the Organizer will assign the Stand Contractor for International Halls to do the covering before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.
Island booths are not allowed to construct a full wall on open side. All walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both. There is not allowed to seal and block the open side wall for the Special Design booths construction. Booths with special design must have their exposed back walls covered with suitable material, i.e. white wooden panels. If found building differently from the layout approved by the Organizer, exhibitors will be asked to rebuild the booth and bear all related costs including overtime charge.

According to the Fire prevention rules, if your Raw Space design has a full wall frustration towards the venue solid wall, you need to have a 1m(w) x 2m(h) (at least) door on your full wall design.

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The information of the contractor must be given to the Organizer by completing Form 13. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitors appointed contractor is not the Stand Contractor for International Halls, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted based on the stipulated deadline for the approval of the Organizer. Late submissions will not be approved. Please refer to Form 13 of this manual.

1.3.2 Construction Height

The maximum permitted for single storey stand construction height is 4.5m, for double storey stand is 6m (only acceptable for the halls of Area B), and subjected to final approval by the Organizer. Double storey stand design is not accepted in Area C. Any stand construction has to be approved by the Organizer.

1.3.3 Specification of Halls

<table>
<thead>
<tr>
<th>Halls</th>
<th>Area B – 1st Floor</th>
<th>Area B – 2nd Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11.1</td>
<td>12.1</td>
</tr>
<tr>
<td>Floor Loading (ton/sqm) (excluded trench)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Trench</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Ceiling Height (m)</td>
<td>7.8 - 9</td>
<td></td>
</tr>
<tr>
<td>Construction Height Limit</td>
<td>4.5m for single storey stand, 6m for double storey stand</td>
<td></td>
</tr>
<tr>
<td>Pillar Size (dia., m)</td>
<td>2.5</td>
<td>2.1</td>
</tr>
<tr>
<td>Hanging Point</td>
<td>Not available</td>
<td></td>
</tr>
<tr>
<td>Electricity Supply</td>
<td>3 Phase 5-Line, 380V / 220V / 50HZ</td>
<td>1440 KW</td>
</tr>
<tr>
<td>Average Lighting Level (LX)</td>
<td>180</td>
<td>200</td>
</tr>
<tr>
<td>Water Supply</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Freight Entrance</td>
<td>7.6m (W) x 5.3m (H)</td>
<td></td>
</tr>
<tr>
<td>Wired Broadband Network</td>
<td>Shared 100M each Hall (Please contact stand contractor for international halls)</td>
<td></td>
</tr>
</tbody>
</table>

* The above informations are supplied by Hall Venue and will subject to change without prior notice.
1.3.4 Building Material / Dangerous Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating. No false ceiling will be approved, unless the material used will allow water to flow through freely.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

Any stand of more than 60m² has to be equipped with a fire extinguisher, and one more fire extinguisher is required for every 20 m² increment of the booth.

1.3.5 Double storey stands (Area B only)

Apart from the mentioned rules & regulations, exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

1. The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.

2. The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier. That is, if the rental rate for the lower tier floor area is RMB 1950 or EUR 260 per square meter, the rental rate for the upper tier floor area is RMB 650 or EUR 87 per square meter.

3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square meters and that the minimum length of any dimension of that area is 6 meters.

4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.

5. All booth designs and stand construction must be approved in advance by the organizers and the venue owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities’ review and approval.

6. The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the venue owner.

7. Exhibitors having Special Design booths are advised to use the service of the International Halls Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.
8. Each booth must have its own panels and it is not permitted to use the neighbor’s panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel. Please refer to the regulation of item 1.3.1 on page 14.

9. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require (website: www.fairwindow.com/en/services/companies.html). The name of the contractor must be given to the Organizer by completing Form 13. Failure to obtain written approval can result in costly alterations onsite such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the exhibitor appointed contractor is not the International Halls Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

10. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

1.3.6 Onsite construction management guideline (Both Area B & C)

1. **Exhibitor, Contractor & Aerial operator** must wear anti falling safety belt, helmet should be as requested.

2. Painting: on-site spraying is prohibited. Large-scale painting on the hall floor is prohibited. Repairing painting with proper protection is allowed.

3. More than 2 meters of construction operations, must use a stable working platform; 2 meters or more is strictly prohibited to use the ladder.

4. During move in and move out period, smoking and the use of any sparking tools are prohibited.

5. Emergency exit: All corridors and gangway must not be blocked during exhibition period. Flammables shall not be stored in the exhibition hall during move in period. Paints and other explosive items should be stored in a safe place outside of the hall.

6. According to the Fire & Safety Department of venue, the top ceiling area of the booth shall not exceed 30% of the exhibition stand area, and every 9 square metres must hanging automatic powder fire extinguisher (5kg).

7. Exhibitors are prohibited from changing the structure of the standard booth. Laying extra floor in booth, removing support of lintel or beam, and installing lamp box and lamp will be regarded as standard change.

8. Prohibiting to damage the permanent facilities of the exhibition hall.

9. All building materials must be fire-proof, flammable and explosive materials are prohibited.

10. All lampboxes or heating equipment must be provided with radiators or vents.

11. Prohibiting to use of any heater equipment, and welding devices or other smoking-emitting substances are prohibited.

12. Using the equipment not related to the exhibition is prohibited in the booth.

13. All operators of electrical equipment and facilities must have a qualified electrical certificate.
### B) TECHNICAL INFORMATION

#### 1.3.7 Raw space stands liability insurance

The liability insurance plan of each raw space exhibitor should cover the following:

1. All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.

2. All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in the exhibition area. Cumulative compensation shall not exceed RMB 1,000,000.

3. All compensation, medical expenses and any other related fees caused by personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB 3,000,000; and the cumulative compensation per person shall not exceed RMB 1,000,000.

4. All compensation, medical expenses and any other related fees caused by personal injury suffered by any third party; Cumulative compensation shall not exceed RMB 4,000,000 and the cumulative compensation per person shall not exceed RMB 1,000,000.

5. The effective date of the insurance policy shall include the first day of the construction of the exhibition and the last day of the withdrawal, i.e. from 0:00 on March 24, 2020 to 24:00 on April 1, 2020.

6. All raw space are not allow to move-in without exhibition liability insurance for the booth.

### B 2. Power, Water & Compressed Air

#### 2.1 Power Supply and Lighting

- **a)** Basic hall lighting will be provided. The standard electrical current supply is single phase, 220 Volt 50 Hz.

- **b)** Electricity supply will be switched off **30 minutes after the exhibition closes each day.** 24-hour electricity supply can be arranged on a chargeable basis through the Organizer.

- **c)** To ensure maximum safety and sufficient electrical supply, all electrical installations and electrical capacities used must be reported to the Organizer in advance.

- **d)** All electrical installations must fulfill the relevant safety standards and meet the requirements and Quality Standards of the Fire Safety Authorities.

- **e)** For safety reasons, please use one socket for one machine only (maximum power is 500W). Please **take note that the use of multi-socket is not permitted.**

- **f)** Electrical wire must be ZR-BVV and jacketed. Wire with aluminous core is not allowed.

- **g)** Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.

- **h)** 30A creepage prevention switch must be set at visible and safe position of exhibition, for the convenience of operation and examination.

- **i)** The metal protector tubes and metal components must have electric jumper and protection earthing.

- **j)** All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leek metal component.

- **k)** The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.

- **l)** There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).

- **m)** All electrical installations or dismantling must be carried out by licensed electricians. All electrical equipment must be tested by licensed engineers appointed by the International Halls Stand Contractor prior to its use.

- **n)** Daylight lamp rectifier should be fixed away from the daylight lamp, fixing together is not allowed.

- **o)** The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like “electricity room” if such room locking is really necessary.
B) TECHNICAL INFORMATION

p) The Organizer has the authority to disconnect electricity supply to any electrical equipment that is considered dangerous, hazardous or disruptive to visitors and other exhibitors.

q) Illumination is normally lower than 32A 380V with leakage protection while power higher than 32A without leakage protection.

r) Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It’s not allowed to connect any light or machine directly to the exhibition center’s electric box.

s) The electricity box only can be used after connected to their own power control box with air circuit breaker and leakage protection, and get permission from exhibition hall technician.

2.2 Water and Compressed Air

For operational safety reasons, only the International Halls Contractor is permitted to carry out the installation work required. For orders please use Form 15.

B 3. Freight and Exhibits

3.1 Official Freight Forwarder

The Organizer has appointed Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. as the Official Freight Forwarders, site handling and customs clearance agent for interzum guangzhou 2020. Please refer to Form 18 for detailed guidelines on freight forwarding services.

a) Exhibitors are requested to obtain Move-out clearance forms with their business cards at Service Centre of Stand Contractor for International Halls after 16:00 hrs on 31 March 2020.

b) Without special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the fair ends. Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair.

c) Exhibitors may use light trolleys to deliver hand-carried items, light exhibits or displays to the exhibition stand(s) during the Move-in period.

d) For heavy exhibits, exhibitors are not allowed to use their own mechanical transportation equipment (e.g. hoist, crane, forklift, truck, jack lift, trolley etc.) to deliver their exhibits to the stand. They have to make arrangements with the Official Freight Forwarder appointed by the Organizer to make delivery to their stands. For details, please contact the Official Freight Forwarder.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out one hour before the start or immediately after the show. Please address all correspondence concerning exhibition freight forwarding matters directly to any of the Official Freight Forwarder office worldwide. Please refer to the list of contacts on page 3 for the contact of Official Freight Forwarder.

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.
C) RULES AND REGULATIONS

C 1. Film, Audio / Visual and Product Demonstration
Audio visual equipment may be provided by the exhibitor or hired from the official AV supplier using Form 12. The film which would be played in the booth should be in advance for examination by the Stand Contractor for International Halls. The Organizer reserves the rights to prohibit to play the film that have not been approved, and a penalty will be imposed. Any audio visual presentation which has either exceeded the maximum allowable volume, or been considered inappropriate.

During the exhibition, the maximum noise level for halls in Area B is 85dB, and 80dB for halls in Area C. Exhibitors shall keep all on-site equipment demonstrations within the noise level control, unless otherwise stated by the Organizer. Noise levels will be measured using a sound level meter at each booth. Should the reading exceed the stated standards, a verbal warning will be given for the first offence. If the noise is not reduced to the acceptable level promptly, the Organizer will issue a written warning for the second offence. Should the problem persist after the written warning, the Organizer reserves the right to cut off the power of the booth, and a penalty of RMB5,000 will be imposed and deducted from Hall clearance deposit.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

C 2. General Cleaning
The Organizers will provide general cleaning of the exhibition public area and premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

C 3. Removal of Waste
During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client’s booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

C 4. Industrial Gas Demonstration and Fire Precaution
Exhibitors who require specific fire precaution, because of the nature of their exhibits, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizers. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. The official stand contractor may require on-site inspection to ensure maximum fire safety.
C) RULES AND REGULATIONS

Smoking is not permitted in the exhibition hall at all times.

C 5. Insurance and Liabilities

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than CNY 8 million against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizers will not be held responsible for any loss of or damage to, exhibits and personal items.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The Organizers recommends the risk consultant of 21st Century Insurance Broker Co., Ltd for offering consult and insurance service for exhibitor. Please refer to Form 21.

It is essential that Exhibitors with Raw Space / Special Design stands check any stand contractors being considered for work have this insurance coverage, before appointing them.

C 6. General Security

Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the registration counter office on-site.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

C 7. Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signages and spotlight etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, model show, and use of animation and sound equipment. Stage shows, advertising spotlights and high power loudspeaker are also not permitted.

Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.
C) RULES AND REGULATIONS

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1700hrs on 31 March 2020.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic. Any items left outside of the booth will be cleared away by the venue/Organizers. Placing of cupboards/tables onto gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and Contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. The Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C 8. Use of Dangerous Materials

<table>
<thead>
<tr>
<th>Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>- No naked flame nor temporary gas lamps</td>
</tr>
<tr>
<td>- No explosive, petrol and highly flammable toxic or corrosive substances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pressure Tanks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium</td>
</tr>
<tr>
<td>- Pressure tanks improperly secured will be immediately removed</td>
</tr>
<tr>
<td>- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water and Drains</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains</td>
</tr>
<tr>
<td>- Special drains can be arranged for the disposal of polluting waste upon request</td>
</tr>
</tbody>
</table>

C 9. Instructions for Product Demonstration

If product demonstration & introduction of machines/exhibits are needed on-site, exhibitors must abide the following instructions strictly:

a) Exhibitors are required to submit detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.

b) Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.

c) Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
C) RULES AND REGULATIONS

d) All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not post any threat to the safety of visitors, staff or other people nearby.

e) All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.

f) To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.

g) Any display involving gas cylinders, open fire flames or welding are not allowed in the hall.

C 10. Sales of Exhibits & Storage

a) Retail of exhibits at the fair is not allowed at all times.

b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

C 11. Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizers, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizers.

C 12. Groups and National Pavilions

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and or/ co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

C 13. Intellectual Property Rights

Koelnmesse GmbH (hereinafter referred to as "Koelnmesse"), as a professional organizer for international exhibition, respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights (hereinafter referred to as "IPR"). For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints (hereinafter referred to as "Complaint") at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules ("Rules") to be complied with at the exhibition as follows according to the relevant PRC laws and regulations. Exhibitors should agrees to abide by the regulations of Protection Measures for Intellectual Property, and accept the Exhibition Intellectual Property Complaint Processing Programs made by the sponsor and its complaint agency according to law. Please refer to Form 1 and return the form with signature and stamp to kevin.cai@koelnmesse.cn if you have well noted the regulation.

In these Rules the following expressions shall have the following meaning respectively:

"Exhibition" shall mean interzum guangzhou 2020

"Exhibition Items" shall mean any goods or products, exhibition boards and relevant promotion materials to be exhibited, used, distributed, sold or provided at or in relation to the Exhibition.

"Relevant Activities" shall mean the display, promotion, advertising, reproduction, publication, distribution, circulation, use, offer to sell, sale and provision of the Exhibition Items, either individually or collectively.

"Complaint Office" shall mean the office designated in the exhibition venue and composed of staffs of Koelnmesse, the competent administration authorities of the Exhibition and the local intellectual property authorities (hereinafter referred to as "Local IP authorities").
1. Exhibitor’s representation and warranty

   a) The exhibitor who participate in the Exhibition (hereinafter referred to as “Exhibitor”) represents and warrants that its Exhibition Items and activities during the Exhibition do not and shall not:

      (1) Infringe any intellectual property right or any other right of a third party including but not limited to any other exhibitors at the Exhibition; or

      (2) Violate any Law.

   b) The Exhibitor shall undertake to indemnify and hold Koelnmesse and other exhibitors harmless against all claims of third parties in connection with the improper use of the IPR of the Exhibition Items displayed and Relevant Activities performed by the Exhibitor which are not in accordance with the stipulations of this Rules or the Law.

   c) The Exhibitor agrees that Koelnmesse shall not be responsible or liable for any actual or alleged infringement of any of its intellectual property rights arising from or in connection with Exhibition Items of any other exhibitor at the Exhibition. In addition, the Exhibitor agrees that Koelnmesse shall not be responsible or liable for any and all liabilities arising from or in connection with any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of Koelnmesse pursuant to, or in relation to, the Complaint and/or this Rules.

2. Procedures for handling Infringement Complaints

   a) In the case that an Exhibitor receives a Complaint

      In the event you receive an Infringement Complaint, please refer the complainant directly to Koelnmesse and/or the Complaint Office, at the designated office located in the exhibition venue.

      Koelnmesse and/or the Complaint Office shall then handle the Complaint in accordance with the procedure set out in item 2 lit d) below.

   b) If an IPR owner has a Complaint against any Exhibitor(s), it may contact Koelnmesse and/or the Complaint Office at the designated office located in the exhibition venue or contact the competent local IP administrative authorities directly.

   c) When lodging a complaint, the complainant shall provide the following materials:

      (1) Valid Certificate of the IPR in disputes:

         (a) In case of patents, this shall be the patent registration certificate, the patent publication documents, the identification certification of the patent right owner, the legal status certification of the patent.

         (b) In case of trademarks, this shall be the trademark registration certification affixed with the seal of the complainant and the identification certification of the trademark right owner.

         (c) In case of copyrights, this shall be the certification of the copyright and the identification of the copyright owner.

         (d) In case of any other types of IPR, we shall have the right to determine what shall constitute appropriate evidence of ownership.
C) RULES AND REGULATIONS

(e) In case that the registrant in an IPR registration certificate is different from the complainant, the complainant shall provide supporting documents proving that the ownership of the IPR has been assigned to the Complainant or the Complainant has been appointed by the IPR owner to handle the Complaint.

(2) Basic information of the complainant, such as name, address, contact person of the complainant and the products or photos of the products which are claimed to be infringed if possible, etc.;

(3) Basic information of the suspected infringement and infringers, such as the name of the suspected infringer, exhibition counter of the Exhibition Items in question, photos, samples, brochures etc. of the Exhibition Items in question, etc.;

(4) Reasons and evidence of the suspected infringement, e.g. the copy of the suspected Items;

(5) Power of Attorney in the event that the complaint was filed by any one who is entrusted by the owner of the IPR.

d) Upon receiving an Infringement Complaint, Koelnmesse and/or the Complaint Office may require the complainant to provide us with the relevant identity certificate and complete a complaint form. Koelnmesse and/or the Complaint Office will then check completeness of the complaint materials and act as follows:

(1) If the complaint materials are complete, Koelnmesse and/or the Complaint Office will inform the Exhibitor in question and forward the complaint to the relevant local IP administrative authorities within 24 hours after we have received the complaint.

The Exhibitor in question will be required to provide Koelnmesse and/or the Complaint Office with either one of the following:

(a) A written undertaking declaring that it has already removed or intends to remove the Exhibition Items in question, has stopped or intends to stop Relevant Activities and that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. The exact date when the Exhibition Items in questions are removed or will be removed and when the Relevant Activities are stopped or will be stopped shall be clearly stated in such written undertaking.

In this case, Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

(b) A written declaration together with supporting documents claiming that the Complaint is unjustified and Koelnmesse and/or the Complaint Office will, at our own discretion, review the declaration.

If Koelnmesse and/or the Complaint Office believe the declaration is not satisfactory and sufficient to prove that the Complaint is unjustified, the Exhibitor in question will be required to remove the Exhibition Items in question and stop Relevant Activities immediately. Koelnmesse and/or the Complaint Office will further require the Exhibitor in question to sign a written undertaking stating that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

(2) If the complaint materials are not complete, Koelnmesse and/or the Complaint Office will require the complainant to provide us with the supplementary materials and the complaint will not be accepted if the supplementary materials are not provided.
In case of repeated Complaints, if the repeated Complaint is against the same Exhibition Items of a previous exhibition organized by Koelnmesse Ltd., Koelnmesse and/or the Complaint Office reserve the right to reject the Complaint if it was rejected under reasonable grounds and the repeated Complaint does not provide supplementary document to support its statement.

e) Timetable

Due to the time limit of the Exhibition, the following schedule shall be complied with in order to facilitate the timely handling of any Complaint and Koelnmesse and/or the Complaint Office reserve the rights to adjust the schedule when necessary.

(1) Any Complaint shall be provided to Koelnmesse and/or the Complaint Office one day before the Exhibition is closed;

(2) Koelnmesse and/or the Complaint Office will have at least half a day during the term of the Exhibition to review the completeness of the complaint materials of any Complaint and to require and receive supplementary materials from a complainant;

(3) The Exhibitor in question will have at least half a day during the term of the Exhibition to provide the undertaking and declaration mentioned in the above item 2 lit d) (1);

(4) Koelnmesse and/or the Complaint Office will inform the complainant of the response from the Exhibitor in question and the status or outcome of the Complaint either before or after the end of the Exhibition.

Koelnmesse, as the organizer of the Exhibition, reserves the right to reject, or to suspend or stop the handling of any Complaint, if the above schedules are not complied with or if Koelnmesse, at its own discretion, is of the opinion that there is insufficient time for us to complete the handling of the Complaint. In such case, Koelnmesse shall not be liable or responsible for such rejection, suspension or stop.

3. Cooperation of Exhibitors

a) During the Exhibition, for the purpose of investigating the Complaint, Koelnmesse and/or the Complaint Office shall have the right to take samples or photos of the Exhibition Items in question.

b) Both the complainant and the Exhibitor in question shall cooperate and assist Koelnmesse and/or the Complaint Office and relevant local IP authorities for the purpose of investigation of any Complaint.

c) Upon request by Koelnmesse and/or the Complaint Office both before and during the Exhibition, the Exhibitor shall provide us with the documentations and evidence which can prove the proper use of the IPR of the Exhibition Items or can be used to against any actual or potential Complaint.

4. Non Compliance by Exhibitors

In case that the Exhibitors of the Exhibition Items of any alleged infringements refuse to cooperate, assist or provide any necessary information upon request or refuse to comply with the above item 3 lit c), Koelnmesse and/or the Complaint Office shall have the right to:

a) Refuse to allow Relevant Activities of the Exhibition Items in question or remove the Exhibition Items in question and take appropriate measures to prevent the commencement or continuance of all Relevant Activities;
C) RULES AND REGULATIONS

b) Suspend or even terminate the right of the Exhibitor to participate in the current exhibition without refunding any payment that has already been made by such Exhibitor;

c) Prohibit the Exhibitor concerned from participating in future exhibitions organized by us or our affiliates.

C 14. Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizers shall be final.

* IMPORTANT TO NOTE *

C 15. Security

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>The Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours.</td>
</tr>
<tr>
<td>b)</td>
<td>All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard for the show hours. Please contact the Organizers for more information.</td>
</tr>
<tr>
<td>c)</td>
<td>For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.</td>
</tr>
<tr>
<td>d)</td>
<td>All valuable and portable exhibits should be properly locked at all times.</td>
</tr>
<tr>
<td>e)</td>
<td><strong>Free laptop lock rental is available at the entrance of each hall on payment of a refundable deposit (RMB100). Please remember to lock your laptop to your table or chair and always keep the laptop within eyesight.</strong></td>
</tr>
<tr>
<td>f)</td>
<td>Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 2400 hrs on the final day of the fair.</td>
</tr>
<tr>
<td>g)</td>
<td>If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.</td>
</tr>
</tbody>
</table>
**Order Form Checklist**

Please complete and return the forms for your required services to the Organizer before the deadline.

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Content</th>
<th>Compulsory</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 1.</td>
<td>Intellectual Property Rights Protection Regulation</td>
<td>All Exhibitors</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Catalogue Ads (Additional)</td>
<td></td>
<td>14 Jan 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Onsite Business Matching</td>
<td></td>
<td>22 Feb 2020</td>
</tr>
<tr>
<td>4.</td>
<td>Visitor Guide Tour</td>
<td></td>
<td>22 Feb 2020</td>
</tr>
<tr>
<td>5.</td>
<td>Exhibitor Nominated Buyer</td>
<td></td>
<td>1 Mar 2020</td>
</tr>
<tr>
<td>6.</td>
<td>Conference and Seminar</td>
<td></td>
<td>1 Feb 2020</td>
</tr>
<tr>
<td>7.</td>
<td>Advertising &amp; Sponsorship</td>
<td></td>
<td>15 Jan 2020</td>
</tr>
<tr>
<td>8.</td>
<td>Loading / Unloading Truck Pass</td>
<td></td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>9.</td>
<td>Additional Exhibitor Badges</td>
<td></td>
<td>9 Mar 2020</td>
</tr>
<tr>
<td>10.</td>
<td>Fascia Lettering</td>
<td>Shell Scheme</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>* 11.</td>
<td>Service Location Plan</td>
<td>Shell Scheme</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>12.</td>
<td>Furniture &amp; AV Equipment</td>
<td></td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>* 13.</td>
<td>Raw Space Exhibitors</td>
<td>Raw Space</td>
<td>7 Feb 2020</td>
</tr>
<tr>
<td>* 14.</td>
<td>Electricity &amp; Lighting</td>
<td>Raw Space</td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>15.</td>
<td>Water &amp; Compressed Air</td>
<td></td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>16.</td>
<td>Telephone &amp; Internet</td>
<td></td>
<td>28 Feb 2020</td>
</tr>
<tr>
<td>17.</td>
<td>Heavy &amp; Large Exhibits</td>
<td></td>
<td>22 Feb 2020</td>
</tr>
<tr>
<td>18.</td>
<td>Freight Forwarding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Exhibition Staff</td>
<td></td>
<td>6 Mar 2020</td>
</tr>
<tr>
<td>20.</td>
<td>Invitation Letter for Visa Application</td>
<td></td>
<td>24 Jan 2020</td>
</tr>
<tr>
<td>21.</td>
<td>Hotel Reservation</td>
<td></td>
<td>13 Mar 2020</td>
</tr>
<tr>
<td>22.</td>
<td>Insurance and Liabilities</td>
<td></td>
<td>7 Feb 2020</td>
</tr>
</tbody>
</table>

Notes:
- "*" indicates mandatory forms for exhibitors.
- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines.
- For forms submitted after the deadlines, the service requested will not be guaranteed and will be subjected to a late fee surcharge.
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.
1 Intellectual Property Rights Protection Regulation

To be returned by: 28 February 2020

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
kevin.cai@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

1.1 Letter of Commitment for Intellectual Property from Exhibitor

Please return the form with signature and stamp to kevin.cai@koelnmesse.cn if you have well noted the regulation.

interzum guangzhou 2020
China Import and Export Fair Complex, Guangzhou, 28 – 31 March, 2020
Letter of Commitment for Intellectual Property from Exhibitor

Our Company agrees to abide by the regulations of Protection Measures for Intellectual Property, and accept the Exhibition Intellectual Property Complaint Processing Programs made by the sponsor and its complaint agency according to law. From today to the completion of the Fair (on 31 March, 2020), our Company makes the following commitments:

1. Make self-inspection of the intellectual property rights involved in the exhibition items according to relevant regulations.
2. We will not use display products, display panels, display booth, publicity materials and so on which infringe on their intellectual property rights.
3. Make complaints according to the complaint programs stipulated by the sponsor or its complaint agency, without prejudice to the smooth process of the Fair; the complaint programs are as follows:
   1) The participants who hold the valid identity documents of the current Interzum Guangzhou (hereinafter referred to as the Fair) have the right to complain to the Intellectual Property Office once discovering that the display products, display product packaging, publicity materials and any other display part on the booth in the hall are suspected of infringing on others’ intellectual property rights.
   2) When making a complaint, the complainant should firstly show the ownership certificate to the staffs in the Intellectual Property Office. Regarding the same infringement case of intellectual property complaint which has been processed by the Intellectual Property Office in the last Fair and reoccurs in the current Fair, the complainant should also show the legal documents which have been followed and processed through legal actions after the end of the last Fair. If the complainant cannot show the relevant documents, the Intellectual Property Office has the right not to accept the complaint. The Intellectual Property Office doesn’t accept the same complainant’s repetitive complaints against the same defendant on the same intellectual property right.
   3) After the validity of the aforesaid relevant documents is verified by the Intellectual Property Office, the complainant should fill in Application for Complaint.
4) After receiving the Application for Complaint, the Intellectual Property Office should promptly arrange the staffs to process the complaint.
5) While the Intellectual Property Office is investigating and processing the complaint case, the defendant should assist the staffs of the Intellectual Property Office in investigating the complaint articles. After it is affirmed that the complaint articles infringe on others’ intellectual property rights after investigation, the defendant should promptly show evidences to prove its legal ownership of the complaint contents and demonstrate the non-infringement.
6) If the defendant cannot effectively demonstrate “non-infringement” for the suspected infringing articles on the spot, the staffs of the Intellectual Property Office have the right to temporarily detain the articles, and the defendant should promptly sign the Letter of Commitment, and promise not to display the suspected infringing articles any more from the moment when infringement is affirmed if it cannot provide effective demonstrations. The Letter of Commitment is in duplicate and respectively kept by the defendant and the Intellectual Property Office.
7) The defendant can provide the supplementary non-infringement demonstration to the Intellectual Property Office within half workday if it has objection to the processing result made by the Intellectual Property Office. If the demonstration is valid, the Intellectual Property Office should promptly return the articles which are temporarily detained and allow the defendant to continue displaying the complaint articles; if the demonstration is invalid or no demonstration is supplemented, the original processing decision should be upheld.
4. The exhibitors should actively cooperate with the sponsor or the complaint agency and relevant intellectual property administrative departments and judicial departments in inquiry, inspection, evidence collection and other related work during the Fair.
5. The complaint materials submitted by the exhibitors must be accurate, complete, true, legal and valid.
6. The exhibitors should not make malicious complaints, and bear the corresponding legal liabilities for the losses to the sponsor or the defendants by malicious complaints.
7. The exhibitors who break the Letter of Commitment are willing to accept the penalty from the sponsor or the complaint agency.

The Letter of Commitment shall come into effect from the date of signing.

Company Name: .......................................................... Stand No: ..........................................................
Fax: ................................................ Tel: ................................................ Email: ..........................................................
Commitment Company (Signature & Stamp): ................................ Date: ..........................................................

Order form only valid with complete company details
2 Catalogue Ads (additional)

To be returned by: 14 January 2020

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
kevin.cai@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

2.1 Show Catalogue:

2.1.1 Catalogue Advertisements and Company Logo

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by Stand Number and Product Category. This service is compulsory and will be in accordance to the information provided in your Catalogue Entry Form of the application document. For additional entries of company logo or advertisements, please refer to the following information.

Company Logo / Trademark black & white

☐ We would like to include our trademark/company logo above our entry in the Alphabetical List of Exhibitors:
(Please ignore this item if you have applied for this service on the booth application form)
Entry fee: €100 or ¥1,000. Please send the logo (ai or eps format) to kevin.cai@koelnmesse.cn

2.1.2 Catalogue Advertisements

<table>
<thead>
<tr>
<th>Advertisement</th>
<th>Price in €</th>
<th>Price in ¥</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Cover</td>
<td>2,900</td>
<td>22,000</td>
</tr>
<tr>
<td>160 mm wide x 205 mm high + 3mm on each side for trimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside Front Cover</td>
<td>2,300</td>
<td>18,000</td>
</tr>
<tr>
<td>160 mm wide x 205 mm high + 3mm on each side for trimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>1,600</td>
<td>12,000</td>
</tr>
<tr>
<td>160 mm wide x 205 mm high + 3mm on each side for trimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside Full Page</td>
<td>1,200</td>
<td>9,000</td>
</tr>
<tr>
<td>160 mm wide x 205 mm high + 3mm on each side for trimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Logo listed on Top Brand Pages (Colour)</td>
<td>Upon Request</td>
<td></td>
</tr>
<tr>
<td>17 mm wide x 17 mm high</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: .......................................................... Tel: .......................................................... Email: ..........................................................
Contact: .......................................................... Date & Signature: ......................................................
2 Catalogue Ads (additional)

To be returned by: **14 January 2020**

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China. Tel: +86 20 8755 2468*17
kevin.cai@koelnmesse.cn Fax: +86 20 8755 2970

2.2 Buyer’s Guide:

2.2.1 Buyer’s Guide Advertisements

Buyer’s Guide is delivery to every buyer during the show open dates.

<table>
<thead>
<tr>
<th>Surface</th>
<th>Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Cover</td>
<td>€ 3,200</td>
<td>✓/￥24,000</td>
</tr>
<tr>
<td>Inside Front Cover</td>
<td>€ 2,700</td>
<td>✓/￥20,000</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>€ 1,600</td>
<td>✓/￥12,000</td>
</tr>
<tr>
<td>Inside Full Page</td>
<td>€ 1,300</td>
<td>✓/￥10,000</td>
</tr>
</tbody>
</table>

2.3 Visitor’s Guide:

2.3.1 Visitor’s Guide Advertisements

Visitor’s Guide is a map with each hall’s floor plan and shows each exhibitor’s booth number. You can insert your Company Logo / Trademark on the floor plan and attract visitors to your booth.

<table>
<thead>
<tr>
<th>Surface</th>
<th>Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Logo / Trademark (Colour)</td>
<td>€ 600</td>
<td>✓/￥4,000</td>
</tr>
</tbody>
</table>

Depends on the booth’s size on the floor map

Notes:
- If you require for further details, please contact Mr. Kevin Cai.
- All advertisements are subject to availability and will be processed on first-come-first-serve basis.
- The above rates include film casting but exclude design and production of ads.
- Ready-to-print files MUST be submitted to kevin.cai@koelnmesse.cn before 15 January 2020.
- The files should be in 300dpi.
Onsite Business Matching

To be returned by: 22 February 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

The organizers matches the purchasing orientations and exhibitors products before the show in order to hold the business meeting onsite. It aims to domestic furniture manufacturing and furniture tailored purchasing department and exclusive buyers with definite purchasing orientation. Business matching activities will be held onsite. Each buyers will communicate with four matching exhibitors in assisting buyers to consult with high quality suppliers efficiently.

Time: Morning, 30th March, 2020
Location: VIP Lounge at Hall 14.1 (PIAZZA)
Schedule: 10:00 – 12:00 High-end Tailored Meeting (Buyers are tailored Furniture Manufacture)
Charge: € 250 / ¥ 2,000

Please fill in the application form if you would like to join the onsite business matching activities.
Note: The organizers recommend preferred registered exhibitors to buyers, and buyers owns the final options for the meeting. Please take the final notice by the organizers before the show.

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Product Category</td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: ........................................ Tel: ........................................ Email: ..........................................................
Contact: .......................................................... Date & Signature: ..........................................................
Located in the heart of the Guangdong-Hong Kong-Macau Greater Bay Area and the world’s furniture manufacturing hub, interzum guangzhou has its fingers on the pulse of the global furniture demand. The exhibition provides all participants with a comprehensive range of new materials and technology for furniture production, including design, raw materials, furniture accessories, upholstery and woodworking machinery. In 2020, a guided buyer tour program entitled “InnovTour” will be launched aimed at fast tracking trade between buyers and exhibitors at interzum guangzhou.

Prior to the exhibition, trade buyers are encouraged to register interest in the guided tour based on the three product categories (detailed as below), which will take place in a group.

Buyers will gather at the specified time and place according to the submitted categories. Organizer representatives will be present to lead the tour. Each route will cover 5-8 exhibitors for about 8-10 minutes per exhibitor.

Charge: Free-of-charge

<table>
<thead>
<tr>
<th>Route</th>
<th>Category</th>
<th>Area Covered</th>
<th>29 March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 1</td>
<td>Upholstery Materials &amp; Accessories</td>
<td>Hall 13.2</td>
<td>10:30 - 11:15 (45 mins)</td>
</tr>
<tr>
<td>Route 2</td>
<td>Decorative Materials</td>
<td>Hall 14.1 &amp; 15.1</td>
<td>14:00 - 14:45 (45 mins)</td>
</tr>
<tr>
<td>Route 3</td>
<td>Hardware &amp; Components</td>
<td>Hall 14.1</td>
<td>15:00 - 15:45 (45 mins)</td>
</tr>
</tbody>
</table>

Please fill in the application form if you would like to become part of the guided tours and present your company to an international trade audience. Places are rare and use this platform for your business.

Contact
Tel
Email
Route

Note: Final Confirmation will be sent by the Organizer before the show.

Order form only valid with complete company details

Company Name: .................................................. Stand No: ..................................................
Fax: ........................................ Tel: ........................................ Email: ..................................................
Contact: .......................................................... Date & Signature: ........................................
5 Exhibitor Nominated Buyer

To be returned by: 1 March 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China. Tel: +86 20 8755 2468*15
mattis.liang@koelnmesse.cn Fax: +86 20 8755 2970

5.1 Exhibitor Nominated Buyer (free-of-charge)

The Organizer offers you an opportunity to nominate your most important buyers to visit interzum guangzhou 2020 for free.

Steps:
I. Download the Exhibitor Nominated Buyer Form from the event’s official website www.interzum-guangzhou.com and completed by return. Handwritten form or faxed form will not be accepted.
II. Rename the completed form as "interzum guangzhou 2020 + company name + booth number" and email to mattis.liang@koelnmesse.cn.

* The Organizer reserves the rights to approve the final status of invited buyers. Upon approval, your invited buyers will receive instructions from us on how to pre-register online. A confirmation letter will be sent to those who have successfully completed the pre-registration and can be used to exchange for free visitor badge on site.

* Should the selected nominated buyers require Letter of Invitation for Visa Application, please complete Form 20.

5.2 E-invite for Exhibitors’ Nominated Buyers (free-of-charge)

For the eco-friendly proposed, the Organizer will continue to provide E-invite (as FREE admission) to exhibitors. Exhibitors can create your own customized E-invite (with company name and booth number, as below sample) to invite all your clients and potential customers to visit your booth at interzum guangzhou 2020. Exhibitors can email broadcast the same E-invite to multiple customers for their use, and the access will be sent to all exhibitors via email.

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: .................................. Tel: .................................. Email: ..........................................................
Contact: .......................................................... Date & Signature: .................................................
6 Conference and Seminar

To be returned by: 1 February 2020

Please complete and return to
Ms. Monique Fan
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road (North)
Guangzhou 510620, P.R.China
Tel: +86 20 8755 2468*16
Fax: +86 20 8755 2970
monique.fan@koelnmesse.cn

6.1 On-site Free Seminar Area Reservation

Location: PIAZZA (VIP lounge) at Hall 14.1, Area C, Pazhou Complex

Price and Equipments overview:

<table>
<thead>
<tr>
<th>Session</th>
<th>Price</th>
<th>Capacity</th>
<th>Seating format</th>
<th>Equipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 hour</td>
<td>Free</td>
<td>35-40 Persons</td>
<td>Classroom Style</td>
<td>Projector, Screen, 30-40 Chairs</td>
</tr>
</tbody>
</table>

Sessions to be selected:
Please check the box (es) for your desired date(s) and time slot(s) accordingly.

<table>
<thead>
<tr>
<th>Date</th>
<th>28 March</th>
<th>29 March</th>
<th>30 March</th>
<th>31 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m.</td>
<td>10:00-11:00</td>
<td>10:00-11:00</td>
<td></td>
<td>10:00-11:00</td>
</tr>
<tr>
<td>p.m.</td>
<td>12:00-13:00</td>
<td>12:00-13:00</td>
<td></td>
<td>12:00-13:00</td>
</tr>
<tr>
<td></td>
<td>14:00-15:00</td>
<td>14:00-15:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15:45-16:45</td>
<td>15:45-16:45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note the following:
● Speaker may enter the room 30 minutes prior to the seminar for setup and should vacate within 10 minutes after the session.
● No dining is allowed in the conference room.
● Conference room rental will be processed on a first-come, first-served basis.
● The schedule will be arranged by organizer according to the applications.
● The Organizer reserves the right to bar any exhibitor from the usage of the onsite seminar area for the next three years should any cancellation of the planned activity be made within 15 days prior to the start of the exhibition.

Order form only valid with complete company details

Company Name: ........................................ Stand No: ........................................
Fax: ........................................ Tel: ........................................ Email: ........................................
Contact: ........................................ Date & Signature: ........................................
6.2 Additional Equipment / Service

Other Equipment / service and price overview (open-choice to the paid service):
Please check the box(es) for your desired date(s) and time slot(s) accordingly.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Equipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site service</td>
<td>RMB 1,500 / Session</td>
<td>Service staff: 2, Bottled waters: 40-60 Flowers, Papers, Pencils: 40-60,</td>
</tr>
<tr>
<td>Easy Rolling Up Banner</td>
<td>RMB 1,500 / session</td>
<td>Please send the banner artwork file (300 dpi or above, PDF or JPG format) to the organizer before 22, Feb. 2020.</td>
</tr>
<tr>
<td></td>
<td>EUR 200 / Session</td>
<td></td>
</tr>
</tbody>
</table>

Please note the following:
● Speaker may enter the room 30 minutes prior to the seminar for setup and should vacate within 10 minutes after the session.
● No dining is allowed in the conference room.
● Conference room rental will be processed on a first-come, first-served basis.
● The schedule will be arranged by organizer according to the applications.
Conference and Seminar

To be returned by: 1 February 2020

Please complete and return to
Ms. Monique Fan
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road (North)
Guangzhou 510620, P.R.China
monique.fan@koelnmesse.cn
Tel: +86 20 8755 2468*16
Fax: +86 20 8755 2970

6.3.1 Conference Room Layout

6.3.2 Conference Room Location

Order form only valid with complete company details

Company Name: .................................................. Stand No: ..................................................
Fax: .................................................. Tel: .................................................. Email: ..................................................
Contact: .................................................. Date & Signature: ..................................................
Conference and Seminar

To be returned by: 1 February 2020

Please complete and return to
Ms. Monique Fan
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road (North)
Guangzhou 510620, P.R.China
Tel: +86 20 8755 2468*16
Fax: +86 20 8755 2970

6.4 Topic

Please fill in all information and complete in English (in BLOCK letters) and Chinese. This information will be used for advertising services in conference-related materials provided by the organizer.

Speaker Name (English) __________________________ (Chinese) __________________________
Title __________________________________________
Company / Country __________________________________________
Topic (English) __________________________________________
Topic (Chinese) __________________________________________
Speech summary
____________________________________________________
____________________________________________________
____________________________________________________

6.5 Other On-site Conference Room Rental

If you prefer to rent other sizes of conference rooms at the venue, please contact Ms. Monique Fan as above for more information.

**Important Notes**
1. Application for conference room will only be valid after the topic has been approved by the organizer;
2. Approval outcome will be sent within five (5) working days after receiving the application form;
3. Considering the limited time slots available, conference room rental is on a first-come, first-served basis. The organizer will arrange the most appropriate session for applicants and reserves the rights to adjust the final schedule;
4. For exhibitors, the organizer will provide basic advertising services (online advertising and conference materials publicity). Delegate invitations will not be included in the organizer’s services.

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: .......................................................... Tel: .......................................................... Email: ..........................................................
Contact: .......................................................... Date & Signature: ..........................................................
**7 Advertising & Sponsorship**

To be returned by: **15 January 2020**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970
mattis.liang@koelnmesse.cn

---

### 7.1 On-site Advertising

Enhance your presence at **interzum guangzhou 2020** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities!

#### Area C:

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Location &amp; Quantity</th>
<th>Dimensions (M)</th>
<th>Unit Price € / ¥</th>
<th>Qty</th>
<th>Cost € / ¥</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ad. outside the wall of elevator in the North Square of Area C (in front of Hall 14.1)</td>
<td>1 piece (Single side)</td>
<td>10.6M(H) ×10.4M(W)</td>
<td>6,800.00 / 54,000.00</td>
<td>1</td>
<td>6,800.00 / 54,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Ad. above the entrance of Hall 14.1 of Area C</td>
<td>1 piece (Single side)</td>
<td>2.3M(H) ×11M(W)</td>
<td>2,800.00 / 21,000.00</td>
<td>1</td>
<td>2,800.00 / 21,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Ad. above the entrance of Hall 15.1 of Area C</td>
<td>1 piece (Single side)</td>
<td>2.3M(H) ×11M(W)</td>
<td>2,800.00 / 21,000.00</td>
<td>1</td>
<td>2,800.00 / 21,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Ad. outside the aisle of Hall 16.1 of Area C</td>
<td>1 piece (Single side)</td>
<td>2.0M(H) ×20M(W)</td>
<td>3,400.00 / 25,000.00</td>
<td>1</td>
<td>3,400.00 / 25,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Ad. on the north aisle of Area C (In front of Hall 15.1)</td>
<td>1 piece (Single side)</td>
<td>4.84M(H) ×7.86M(W)</td>
<td>2,900.00 / 22,000.00</td>
<td>1</td>
<td>2,900.00 / 22,000.00</td>
</tr>
</tbody>
</table>

**Total Cost**

#### Area A & B:

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Location &amp; Quantity</th>
<th>Dimensions (M)</th>
<th>Unit Price € / ¥</th>
<th>Qty</th>
<th>Cost € / ¥</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Mobile Light-box at the Pearl Walking Path (No. 12)</td>
<td>1 piece (Double side)</td>
<td>1.94M(H) ×1.26M(W)</td>
<td>2,400.00 / 19,000.00</td>
<td>1</td>
<td>2,400.00 / 19,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Mobile Light-box at the Pearl Walking Path (No. 13)</td>
<td>1 piece (Double side)</td>
<td>1.94M(H) ×1.26M(W)</td>
<td>2,400.00 / 19,000.00</td>
<td>1</td>
<td>2,400.00 / 19,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Mobile Light-box at the Pearl Walking Path (No. 14)</td>
<td>1 piece (Double side)</td>
<td>1.94M(H) ×1.26M(W)</td>
<td>2,400.00 / 19,000.00</td>
<td>1</td>
<td>2,400.00 / 19,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Ad. on the middle platform between Area A &amp; Area B – No. 9</td>
<td>1 piece (Double side)</td>
<td>2.0M(H) ×3.00M(W)</td>
<td>2,300.00 / 18,000.00</td>
<td>1</td>
<td>2,300.00 / 18,000.00</td>
</tr>
<tr>
<td>10</td>
<td>Ad. on the middle platform between Area A &amp; Area B – No. 10</td>
<td>1 piece (Double side)</td>
<td>2.0M(H) ×3.00M(W)</td>
<td>2,300.00 / 18,000.00</td>
<td>1</td>
<td>2,300.00 / 18,000.00</td>
</tr>
</tbody>
</table>

**Total Cost**

---

Order form only valid with complete company details.

- **Company Name:** .................................................................
- **Stand No:** .................................................................
- **Fax:** .................................................................
- **Tel:** .................................................................
- **Email:** .................................................................
- **Contact:** .................................................................
- **Date & Signature:** .................................................................
7 Advertising & Sponsorship

To be returned by: 15 January 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

Indoor Advertising

Please check the box(es) for your desired duration(s) and currency accordingly.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Location</th>
<th>Quantity</th>
<th>Dimensions (M)</th>
<th>Price €</th>
<th>Price ¥</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Floor Decal Advertisement</td>
<td>Inside □ Hall 14.1</td>
<td>10 pieces</td>
<td>1M(H) x 1M(W)</td>
<td>☐ € 3,700</td>
<td>☐ ¥ 29,000</td>
<td>Exclusive</td>
</tr>
<tr>
<td>2</td>
<td>Floor Decal Advertisement</td>
<td>Inside □ Hall 15.1</td>
<td>10 pieces</td>
<td>1M(H) x 1M(W)</td>
<td>☐ € 3,700</td>
<td>☐ ¥ 29,000</td>
<td></td>
</tr>
</tbody>
</table>

Note:
• If you require for further details, please contact Mr. Mattis Liang.
• All advertisements will be arranged by the Organizer.
• All prices are inclusive of production costs and hanging fees, exclusive design fee.
• The exhibitor must submit ads manuscript in TIF files and color in CMYK mode.
• Ads manuscript must be email to kevin.cai@koelnmesse.cn by 24 January 2020.

Badge Advertising

Please check the box(es) for your desired duration(s) and currency accordingly.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sample</th>
<th>Quantity</th>
<th>Size (mm)</th>
<th>Price</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Visitor Badge Advertisement</td>
<td>![Sample Image]</td>
<td>100,000 pcs</td>
<td>74(W) x 125(H)</td>
<td>☐ RMB 180,000</td>
<td>☐ EUR 23,000</td>
</tr>
</tbody>
</table>
Advertising & Sponsorship

To be returned by: 15 January 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

Note:
• This advertisement opportunity is subject to availability and will be processed on a first-come-first-served basis.
• The advertiser is entitled to select service area by ticking at above chart.
• Logo or other design elements should be supplied by advertiser in JPEG or TIF format with 300 dpi by 20 December 2019.
• This advertisement opportunity is only valid for exhibitors.

7.2 Online Advertising

For more information, please visit www.interzum-guangzhou.com → For Exhibitors → Advertising & Sponsorship.

Website Advertising
Please check the box(es) for your desired duration(s) and currency accordingly.

<table>
<thead>
<tr>
<th>Page</th>
<th>Banner Format</th>
<th>Size (pixels)</th>
<th>Duration</th>
<th>Price (RMB)</th>
<th>Price (EUR)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homepage</td>
<td>Semi-ban</td>
<td>484*80</td>
<td>4 Months</td>
<td>□ May-Aug. 2019</td>
<td>□ 4,500</td>
<td>□ 600</td>
</tr>
<tr>
<td></td>
<td>ner</td>
<td></td>
<td>□ Sept.-Dec. 2019</td>
<td>□ 7,000</td>
<td>□ 900</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Jan.-Apr. 2020</td>
<td>□ 4,500</td>
<td>□ 600</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12 Months</td>
<td>□ May 2019-Apr 2020</td>
<td>□ 8,500</td>
<td>□ 1,200</td>
</tr>
</tbody>
</table>

Note:
Please contact us for the availability and more information.

E-Newsletter
Please check the box(es) for your desired issue(s) and currency accordingly.

<table>
<thead>
<tr>
<th>Page</th>
<th>Banner Format</th>
<th>Size (pixel)</th>
<th>Price (RMB)</th>
<th>Price (EUR)</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Newsletter</td>
<td>Banner</td>
<td>680*105</td>
<td>□ 2,500</td>
<td>□ 300</td>
<td>□ January 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Early March 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Mid March 2020</td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ...........................................................
Fax: ........................................ Tel: ....................................... Email: .............................................................
Contact: .............................................................. Date & Signature: ..................................................
7 Advertising & Sponsorship

To be returned by: 15 January 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

Note:
• Please contact us for the availability and more information.
• All e-advertisements are subject to availability and will be processed on a first-come-first-served basis.
• The above rates exclude designing of ads.
• Artwork should be supplied by exhibitors in JPG / GIF format.
• This online advertising opportunity is only available to exhibitors.
• Artwork must be submitted to the Organizer 15 working days before launch date.
• The same type of ads on a single page will be charged the same rate, regardless of placement sequence.
• The above rates include ads in both English & Chinese versions.

7.3 Onsite Leading Brand Board

For more information, please visit www.interzum-guangzhou.com → For Exhibitors → Advertising & Sponsorship, and refer to the “Leading Brand Board images for 2020 event”. The leading brand will also be broadcasted by video onsite.

Please check the box for your desired currency accordingly.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (RMB)</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Onsite Leading Brand Board Logo</td>
<td>□ 2,800</td>
<td>□ 350</td>
</tr>
<tr>
<td>□ Onsite Leading Brand Board Logo + Video</td>
<td>□ 4,300</td>
<td>□ 550</td>
</tr>
</tbody>
</table>

Note:
• Company logo should be supplied by exhibitors in JPG, AI or TIF format.
• The video should be supplied by exhibitors and the maximum video duration is 30 seconds. The Organizer reserves the rights to request a copy of the film which would be played in the booth in advance for examination.
# Advertising & Sponsorship

To be returned by: **15 January 2020**

Please complete and return to  
Mr. Mattis Liang  
Koelnmesse Co., Ltd. Guangzhou Branch  
Room 3311, Metro Plaza,  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China.  
mattis.liang@koelnmesse.cn  
Tel: +86 20 8755 2468*15  
Fax: +86 20 8755 2970

## 7.4 Free Visitor Wi-Fi Service Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (RMB)</th>
<th>Price (EUR)</th>
<th>We want to provide the Wi-Fi service at:</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Visitor Wi-Fi Service Sponsorship</td>
<td>□ 45,000</td>
<td>□ 5,700</td>
<td>1 Exhibition Hall</td>
<td>(Sold)</td>
</tr>
<tr>
<td></td>
<td>□ 80,000</td>
<td>□ 11,000</td>
<td>Hall 14.1 or Hall 15.1</td>
<td></td>
</tr>
</tbody>
</table>

## 7.5 Onsite Visitor Coffee Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Item</th>
<th>Sample</th>
<th>Quantity</th>
<th>Cost (RMB)</th>
<th>Cost (EUR)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Visitor Coffee</td>
<td></td>
<td>5,000</td>
<td>□ 26,500</td>
<td>□ 3,500</td>
<td>Exclusive (Sold)</td>
</tr>
</tbody>
</table>

## 7.6 Onsite Gift Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Gift</th>
<th>Sample</th>
<th>Quantity</th>
<th>Cost (RMB)</th>
<th>Cost (EUR)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tumbler</td>
<td></td>
<td>1,000</td>
<td>□ 32,000</td>
<td>□ 4,400</td>
<td>Exclusive (Sold)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,000</td>
<td>□ 50,000</td>
<td>□ 6,500</td>
<td></td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

Company Name: ........................................ Stand No: ...........................................
Fax: ........................................ Tel: ........................................ Email: ...........................................
Contact: ........................................ Date & Signature: ...........................................
7 Advertising & Sponsorship

To be returned by: 15 January 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

7.7 Onsite Bottled Water Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Sample</th>
<th>Cost (RMB)</th>
<th>Cost (EUR)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,000</td>
<td>![Sample Image]</td>
<td>□ 50,000</td>
<td>□ 7,100</td>
<td></td>
</tr>
<tr>
<td>25,000</td>
<td>![Sample Image]</td>
<td>□ 58,000</td>
<td>□ 7,800</td>
<td></td>
</tr>
<tr>
<td>30,000</td>
<td>![Sample Image]</td>
<td>□ 63,000</td>
<td>□ 8,500</td>
<td>Exclusive (Sold)</td>
</tr>
</tbody>
</table>

7.8 Onsite Paper Bag Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Sample</th>
<th>Cost (RMB)</th>
<th>Cost (EUR)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>![Sample Image]</td>
<td>□ 60,000</td>
<td>□ 8,000</td>
<td></td>
</tr>
<tr>
<td>15,000</td>
<td>![Sample Image]</td>
<td>□ 68,000</td>
<td>□ 9,000</td>
<td>Exclusive (Sold)</td>
</tr>
<tr>
<td>18,000</td>
<td>![Sample Image]</td>
<td>□ 75,000</td>
<td>□ 10,000</td>
<td></td>
</tr>
</tbody>
</table>

Note:
- Production and distribution will be done by the Organizer and charge is included on the above quotation.
- Design of the paper bag will be done by the Organizer.
- Designing fee is included on the above quotation; logo and the advertisement artwork should be supplied by sponsors in JPEG, AI or TIF format.
- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis.
- This sponsorship opportunity is only valid for exhibitors.
- The Organizer will provide the guidance to the sponsor after the payment is completed.

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: ................................................ Tel: ................................................ Email: ..........................................................
Contact: .......................................................... Date & Signature: ..................................................
7. Advertising & Sponsorship

To be returned by: 15 January 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

7.9 PIAZZA & PIAZZA mini Top Official Partner Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Entitlements</th>
<th>Price</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIAZZA &amp; PIAZZA mini Top Official Partner Sponsorship</td>
<td></td>
<td>Exclusive (Sold)</td>
</tr>
</tbody>
</table>

Note:
- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- Production and distribution will be done by the Organizer and the charge is included on the above quotation;
- Logo or other design elements should be supplied by sponsor in JPEG, AI or TIF format with high resolution.

7.10 Visitor Package Advertisement Sponsorship

For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

<table>
<thead>
<tr>
<th>Entitlements</th>
<th>Sample</th>
<th>Quantity</th>
<th>Price</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Package Sponsorship</td>
<td>![Sample Image]</td>
<td>5,000</td>
<td>RMB 36,000, EUR 4,500</td>
<td>Exclusive (Sold)</td>
</tr>
</tbody>
</table>

**Important Information**

1. Approval outcome will be sent within five (5) working days after receiving the application form;
2. Upon approval, an Event Promotional Opportunities Confirmation and Payment Notice will be sent by the Organizer;
3. Kindly make payment and forward the payment voucher to the Organizer within one (1) week upon receiving the Event Promotional Opportunities Confirmation and the Payment Notice; if payment voucher is not received within one week, the application will be automatically canceled, except for special reasons.

Order form only valid with complete company details

Company Name: ................................................................. Stand No: .................................................................
Fax: ................................................................. Tel: ................................................................. Email: .................................................................
Contact: ................................................................. Date & Signature: .................................................................
8. Loading / Unloading Truck Pass

To be returned by: 28 February 2020

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road (North)
Guangzhou 510620, P.R.China.
kevin.cai@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

8.1 Loading / Unloading Truck Pass

Truck Pass will be provided for Loading / Unloading purposes. This Truck Pass is only applicable for Move-in and Move-Out days at the Loading / Unloading Bay (not applicable for car parking), and there will be the one for booth decoration materials and for exhibits respectively, please notify us which type you need.

Entitled quantity as below:

<table>
<thead>
<tr>
<th>Booth area (per square meter)</th>
<th>Truck Pass Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>54 m² and below</td>
<td>2</td>
</tr>
<tr>
<td>55 m²—99 m²</td>
<td>3</td>
</tr>
<tr>
<td>100 m²—199 m²</td>
<td>4</td>
</tr>
<tr>
<td>200 m²—399 m²</td>
<td>6</td>
</tr>
<tr>
<td>400 m²—599 m²</td>
<td>7</td>
</tr>
<tr>
<td>600 m² and above</td>
<td>8</td>
</tr>
</tbody>
</table>

8.2 Method to Receive Truck Pass

If you would like the Truck Pass to be mailed to you (within mainland China), please send below information via email to Mr. Kevin Cai at kevin.cai@koelnmesse.cn by 28 February 2020 (Thursday).

Company Name: ____________________________________________ Stand No: ____________________________
Pass Quantity for Exhibits: __________ Pass Quantity for Booth Decoration Materials: __________
Company mailing address (within mainland China): ____________________________________________________
Contact: ____________________ Tel: ____________________ Mobile: ____________________

If you miss above deadline, please collect your Truck Pass (if necessary) at the counter located at the front gate of Hall 15.1, 1st floor of Area C in Pazhou Complex.

Service Hours: 0930 – 1630hrs from 24 March to 27 March. 2020
9 Additional Exhibitor Badges

To be returned by: 9 March 2020

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
mattis.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

9.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the International Exhibitor Registration Counter located at the front gate of Hall 15.1, 1st Floor of Area C during built-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer and company business cards. The Organizer will not send out exhibitor badges in advance.

<table>
<thead>
<tr>
<th>Exhibitor Check-in Date &amp; Time</th>
<th>24 March 2020</th>
<th>0930 – 1630 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>For raw space exhibitors</td>
<td>25 March 2020</td>
<td>0930 – 1630 hrs</td>
</tr>
<tr>
<td>Exhibitor Check-in Date &amp; Time</td>
<td>26 March 2020</td>
<td>0930 – 1630 hrs</td>
</tr>
<tr>
<td>For all exhibitors</td>
<td>27 March 2020</td>
<td>0930 – 1800 hrs</td>
</tr>
</tbody>
</table>

During build-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

They are entitled as below:

<table>
<thead>
<tr>
<th>Size of booth</th>
<th>Quantity of badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 12 sqm</td>
<td>3</td>
</tr>
<tr>
<td>13 – 24 sqm</td>
<td>6</td>
</tr>
<tr>
<td>25 – 36 sqm</td>
<td>9</td>
</tr>
<tr>
<td>37 – 48 sqm</td>
<td>12</td>
</tr>
<tr>
<td>49 – 72 sqm</td>
<td>15</td>
</tr>
<tr>
<td>73 – 120 sqm</td>
<td>18</td>
</tr>
<tr>
<td>121 – 200 sqm</td>
<td>25</td>
</tr>
<tr>
<td>201 – 400 sqm</td>
<td>30</td>
</tr>
<tr>
<td>401 – 600 sqm</td>
<td>38</td>
</tr>
<tr>
<td>More than 600sqm</td>
<td>45</td>
</tr>
</tbody>
</table>

Additional badges may be obtained at a cost of € 18.00 or ¥ 140.00 each. Please fill in the form below if additional passes are required (up to max 20).
(Please ignore this form if you do not need additional badges.)

We would like to have a total number of __________ additional Exhibitor Badges.

* Only Company names and booth no. will be printed on the exhibitors’ badge.

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: ........................................ Tel: ...................................... Email: ..........................................................
Contact: .......................................................... Date & Signature: ..................................................
10 Fascia Lettering

To be returned by: 28 February 2020

Please complete and return to international stand contractor:
Ms. Lynn Lin
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.
Tel: +86 20 8128 3118
Fax: +86 20 8128 3150
lynnlin@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza 183 Tianhe Road (North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

This form is applicable for Premium & Standard Shell Scheme Exhibitors only.

10.1 Fascia Lettering

For premium & standard shell scheme stands, the fascia lettering will be produced as the company name in exhibitor’s application form. Should you want different fascia lettering, please fill in your required company name and sent back to lynnlin@milton-gz.com before deadline. Should the space provided be insufficient, please use common abbreviations.

Chinese (no more than 20 characters – including space and punctuations)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

English (no more than 40 characters – including space and punctuations)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note:
- If we do not receive this form by due date, we will use the company’s name submitted in your space application form. A fee of EUR22.00 or RMB150.00 will be charged for any changes made on-site.
- For all stands other than shell & premium scheme, the exhibitor is responsible for the lettering.

Letter type : Bliss Light

10.2 Logo on Fascia Board

For shell scheme stands, a corporate logo may be added on the fascia board at additional cost. Please tick (□) the box below if applicable.

- Price: EUR22.00 or RMB 150.00 per logo
  - Size : within 200mmH

If you wish to have your logo on the fascia, please send the logo in high resolution (≥200dpi) in TIFF, JPG or EPS or AI, CDR format, together with your company name to lynnlin@milton-gz.com

- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..................................................
Fax: ........................................ Tel: .................................. Email: ..................................................
Contact: ................................................................. Date & Signature: ..............................................
11 Service Location Plan

To be returned by: 28 February 2020

Please complete and return to stand contractor for international halls:

Ms. Lynn Lin
Milton Exhibits & Engineering (Shanghai) Ltd.
Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuyui District,
Guangzhou, 510053, P.R.China
Tel: +86 20 8128 3118
Fax: +86 20 8128 3150
lynnlin@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd.
Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the International Stand Contractor.

A relocation charge (50% of rental charge) will be levied by stand contractor of international halls on-site. No relocation service for water, electricity, compressed air, internet and telephone etc.

11.1 Service Location Plan (For Shell Scheme Only)

Please indicate the position of the connection(s) ordered:

Back Wall

* Sidewall / Open
* delete accordingly

*Sidewall / Open
* delete accordingly

Open Front

Electric Main Power

Universal socket / 3 pin

Store Room:
(Please indicate folding door location)

Compressed Air: Water:

Breaker: Telephone:

Internet:

Fluorescent:

Spotlight / with arm:

Shelf:
(Please indicate height)

Remarks: Please install shelves for ________ sqm booth. Position is shown on the layout above.

Please note that shelf cannot be installed on the opening side of the booth.

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: ........................................ Tel: ........................................ Email: ..........................................................
Contact: .......................................................... Date & Signature: ..........................................................
12 Furniture & AV Equipment

To be returned by: **28 February 2020**

Please complete and return to stand contractor for international halls:
Ms. Lynn Lin / Mr. Joy Zhang
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.
Tel: +86 20 8128 3118 / 8128 3105
Fax: +86 20 8128 3150
lynnlin@milton-gz.com
joyzhang@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd.
Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

### 12.1 Furniture

- Orders received on and after 29 February 2020 will be subjected to availability and a surcharge of 30%
- Orders received on and after 21 March 2020 and on-site will be subjected to a surcharge of 50%

Item A1-A13 are for Shell Scheme ONLY.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>MA01 Information Counter 1030(l) x 535(w) x 780(h) mm</td>
<td>18.00</td>
<td>130.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>MA08 Square Table 600(l) x 600(w) x 760(h) mm</td>
<td>18.00</td>
<td>130.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>RT01Round Table 800Dia x 720(h) mm</td>
<td>24.00</td>
<td>175.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>C01A Leather Arm Chair (black) 570(w) x 440(d) x 455(h) mm</td>
<td>12.00</td>
<td>85.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>C08 Folding Chair 460(w) x 400(d) x 455(h) mm</td>
<td>5.00</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6</td>
<td>MA02 Lockable Cupboard 1030(l) x 535(w) x 750(h) mm</td>
<td>20.00</td>
<td>145.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A7</td>
<td>MS03 Slope Shelf 1000(l) x 300(w) mm</td>
<td>7.00</td>
<td>48.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A8</td>
<td>MS02 Flat Shelf 1000(l) x 300(w) mm</td>
<td>6.00</td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>MA06 Tall Glass Showcase with 2 halogen lights 1030(l) x 535(w) x 2500(h) mm</td>
<td>92.00</td>
<td>680.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>MA05 Low Glass Showcase 1030(l) x 535(w) x 1000(h) mm</td>
<td>65.00</td>
<td>480.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A11</td>
<td>MM01 Folding door 950(l) x 1910(h) mm</td>
<td>25.00</td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td>MM02 Aluminum door 950(l) x 1910(h) mm</td>
<td>41.00</td>
<td>300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A13</td>
<td>Wall Panel 1000(w) x 2500(h) mm</td>
<td>18.00</td>
<td>130.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A14</td>
<td>Carpet/sqm(New)</td>
<td>3.00</td>
<td>17.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A15</td>
<td>Refrigerator 45 liter 460(l) x 440(w) x 690(h) mm (not incl. power pt)</td>
<td>72.00</td>
<td>530.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A16</td>
<td>Bamboo Palm 1000(h) mm</td>
<td>8.00</td>
<td>60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost**

Notes:
- The above items are subjected to availability. Only items A1-A8 can be made order onsite. **Please submit the order for the rest items on or before 20 March 2020.**
- For other items that are not listed above, a separate quotation will be provided upon request.
- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Co., Ltd.
- Exhibitors from pavilion have any renting needs, please contact the pavilion’s contractor.

Order form only valid with complete company details

---

**Company Name:** .................................................................  
**Stand No:** .................................................................

**Fax:** .................................................................  
**Tel:** .................................................................  
**Email:** .................................................................

**Contact:** .................................................................  
**Date & Signature:** .................................................................
12 Furniture & AV Equipment

To be returned by: 28 February 2020

Please complete and return to stand contractor for international halls:
Ms. Lynn Lin / Mr. Joy Zhang
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.
Tel: +86 20 8128 3118 / 8128 3105
Fax: +86 20 8128 3150
lynnlin@milton-gz.com
joyzhang@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza 183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

12.2 AV Equipment

Orders received on and after 29 February 2020 will be subjected to availability and a surcharge of 30%

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>42&quot; TV Monitor (Installation included)</td>
<td>181.00</td>
<td>1,340.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>120&quot; Projector Screen</td>
<td>84.00</td>
<td>620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>150&quot; Projector Screen</td>
<td>156.00</td>
<td>930.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>180&quot; Projector Screen</td>
<td>144.00</td>
<td>1,065.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>2500ANSI Lumen Projector</td>
<td>144.00</td>
<td>1,065.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>3500ANSI Lumen Projector</td>
<td>287.00</td>
<td>2,121.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>4500ANSI Lumen Projector</td>
<td>430.00</td>
<td>3,183.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>5500ANSI Lumen Projector</td>
<td>572.00</td>
<td>4,234.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C9</td>
<td>Tie Clip Wirless Microphone</td>
<td>84.00</td>
<td>620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10</td>
<td>Hand Held Microphone with wire</td>
<td>28.00</td>
<td>210.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C11</td>
<td>Hand Held Wirless Microphone</td>
<td>84.00</td>
<td>620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C12</td>
<td>Amplifer (apply area 40sqm)</td>
<td>251.00</td>
<td>1,860.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C13</td>
<td>Amplifer (apply area 150sqm)</td>
<td>391.00</td>
<td>2,890.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost

Notes:

- The above items are subjected to availability. No application for items C1-C14 after 20 March 2020.
- For other items that are not listed above, a separate quotation will be provided upon request.
- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.
- Exhibitors from pavilion have any renting needs, please contact the pavilion’s contractor.
### 13 Raw Space Exhibitors

**To be returned by:** 7 February 2020

**Please complete and return to Stand Contractor for International Halls:**

Ms. Ivy Xie  
Milton Exhibits & Engineering (Shanghai) Ltd.  
Guangzhou Branch  
Block 45, No. 3 Jianshe Da Malu, Yuxiu District, Guangzhou, 510053, P.R.China.  
Tel: +86 20 8128 3112  
Fax: +86 20 8128 3150  
itg@milton-gz.com

<table>
<thead>
<tr>
<th>Organizer Contact:</th>
</tr>
</thead>
</table>
| Mr. Kevin Cai  
Koelnmesse Co., Ltd. Guangzhou Branch  
Room 3311, Metro Plaza  
183 Tianhe Road(North) Guangzhou 510620, P.R.China.  
Tel: +86 20 8755 2468* 17  
kevin.cai@koelnmesse.cn |

This form is applicable for Raw Space Exhibitors only.

### 13.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the International Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Independent stand contractors must obtain the qualification certification from China Foreign Trade Center before move in, please visit the official website: www.fairwindow.com/en/services/companies.html for certification information in detail. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is requested to abide by the following regulations & to return Form 13 and Form 14 to the International Stand Contractor in due time. Email address: itg@milton-gz.com

- **a)** The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour’s panels. If any panel is higher than the one behind it, acceptable same decoration or material in white and clean (fire-proof board or PVC cover in white) must cover the back of that panel in good condition. The elastic cloth and structure of the back of that panel could be shown is not acceptable. If the exhibitor fails to under the above instruction and cover the back of the panel, the Organizer will assign the Stand Contractor for International Halls to do the covering before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.

- **b)** Island booths are not allowed to construct a full wall on open side. All walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both. There is not allowed to seal and block the open side wall for the Special Design booths construction.

- **c)** Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.

- **d)** Roof covering is not recommend, if it is necessary for install, a fire extinguisher for each 20 square meter is require to be equipped. The maximum permitted for single story stand construction height is 4.5m, for double storey stand is 6m, double storey stand design is **not accepted in Area C**, and subjected to final approval by the Organizer.

- **e)** All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.

- **f)** The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he is must apply for permission from the Guangzhou Fire Safety Bureau through the International Stand Contractor.

- **g)** All electrical works must be approved by and carried out under the supervision of the International Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.

- **h)** Detailed booth construction plans should be submitted to the Stand Contractor for International Halls before 7 February 2020.

- **i)** The Organizer(s) and the Stand Contractor for International Halls reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.

- **j)** The film which would be played in the booth should be in advance for examination by the Stand Contractor for International Halls. The Organizer reserves the rights to prohibit to play the film that have not been approved.

- **k)** All raw spaces are not allowed to move-in without exhibition liability insurance for the booth.

---

Order form only valid with complete company details

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Stand No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>Tel:</td>
</tr>
<tr>
<td>Contact: Date &amp; Signature:</td>
<td></td>
</tr>
</tbody>
</table>
Raw Space Exhibitors

To be returned by: 7 February 2020

Please complete and return to Stand Contractor for International Halls:
Ms. Ivy Xie
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, China.
Tel: +86 20 8128 3112
Fax: +86 20 8128 3150
itg@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza 183 Tianhe Road (North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

1) All construction materials and exhibits must be moved out of the fairground and disposed of properly by 1700 hrs on 1 April 2020.
m) Production of the booth should not be carried out without the final document permission. If not, contractor or exhibitor shall be responsible for all loses if booth structure is required to modify during move-in.

n) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
o) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

13.2 Independent Contractor (Stamp of Contractor)
Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: __________________________________________
Address: __________________________________________________

___________________________________________________________

Tel.: ___________________ Fax: ___________________ Email: __________
Contact: __________________________________________________

Authorized Signatory: _______________________________________________________________________

13.3 Submitting of Forms
Detailed booth construction plans should be submitted before 7 February 2020. This includes detailed drawings of Layout, Elevation, Perspective, Electricity, layout plan, Electrical distribution plan, Material description and copy of Chinese Electrician certificate. Please indicate booth number and company name while sending email. Attachment size shall not large than 3M. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities. Please send the drawing (in jpeg or pdf) to itg@milton-gz.com and copy to the Organizer kevin.cai@koelnmesse.cn.

*New*Important* Overdue submission of drawings fee: If the drawing is to be submitted after 28 February 2020, a surcharge of RMB2,000 is required.
13 Raw Space Exhibitors

To be returned by: 7 February 2020

Please complete and return to Stand Contractor for International Halls:

Ms. Ivy Xie
Milton Exhibits & Engineering (Shanghai) Ltd.
Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, China.
Tel: +86 20 8128 3112
Fax: +86 20 8128 3150
itg@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

13.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the Stand Contractor for International Halls: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch. Please refer to Form 15 & Form 16.

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. Exhibitor or contractor is requirement to bring along their own electrical box for the connection of the electrical box provided by exhibition hall. Direct connection to the electrical box of exhibition hall is strictly prohibited. Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

13.5 Hall Clearance Deposit, Hall Management Fee & Contractor Badges

Hall Clearance Deposit: Raw Space contractors are required to place with the Organizer a refundable Hall Clearance Deposit in an amount calculated at a rate

<table>
<thead>
<tr>
<th>Booth area (per square meter)</th>
<th>Deposit Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500m² and below (includes 500m²)</td>
<td>20,000</td>
</tr>
<tr>
<td>501m² and more</td>
<td>50,000</td>
</tr>
</tbody>
</table>

Additional item: special deposit RMB 30,000 for double storey booth, special deposit RMB 10,000 for water installation on the booth.

A. For Chinese domestic contractor

The Hall Clearance Deposit and Hall Management fee have to be remitted by T/T to Stand Contractor for International Halls-Pico’s account before 7 March 2020.

- A/C Name: Milton Exhibits And Engineering (Shanghai) Ltd Guangzhou Branch Company
- A/C No: 82101 4553 0000 0035 (USD)
- Name of Bank: Shanghai Pudong Development Bank Guangzhou Branch Dong Feng Sub-branch
- Address of Bank: First Floor B, YueCai Building, No.481 Dongfengzhong Road, Guangzhou, China
- Swift Code : SPDBCNSH010

B. For Overseas contractor or overseas in-house decoration exhibitor

Please pay Hall Clearance Deposit to the Stand Contractor for International Halls Milton on-site before move-in. Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open
Raw Space Exhibitors

To be returned by: 7 February 2020

Please complete and return to Stand Contractor for International Halls:
Ms. Ivy Xie
Milton Exhibits & Engineering (Shanghai) Ltd.
Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District,
Guangzhou, 510053, China.
Tel: +86 20 8128 3112
Fax: +86 20 8128 3150
itg@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

B. For Overseas contractor or overseas in-house decoration exhibitor

Please pay Hall Clearance Deposit to the Stand Contractor for International Halls Milton on-site before move-in.

Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both, no damage to exhibition hall occurred during construction or dismantling, no damage or loss of the rental electrical box and electrical cable, no waste left inside or around exhibition hall,

For (A), Chinese domestic contractor, the deposit will be remitted back to contractor within 60 days after the show closed.
For (B), overseas contractor or overseas in-house decoration exhibitor, the deposit will be returned to contractor or exhibitor in cash on-site.

Hall Management Fee: RMB 30/sqm, and this fee is not refund after show.

Contractor Badges:

Upon receipt of the Hall Clearance Deposit, contractors can apply for the contractor badges.

Please fill Construction Registration Form on the next page and prepare all staff’s ID copy before proceeding to the Service Counter of Stand Contractor at the entrance of Hall 14.1 to get the Contractor badges.

13.6 Rules and Regulations

The exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition.

---

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: .......................................................... Tel: .......................................................... Email: ..........................................................
Contact: .......................................................... Date & Signature: ..........................................................
**Contractor Registration Form**

Contractor badges will only be issued when this form has been duly completed and submitted with the relevant identification documents of the contractor(S). Please ensure that you have a copy of your identification documents before proceeding to obtain your badges from the Exhibitors’ Registration Counter.

The particulars of the supervisor/team leader and all team members must be listed accurately in the form provided below.

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Construction Company:</th>
<th>Supervisor/Team Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID No:</th>
<th>Mobile Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contractors List:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>Age</th>
<th>Name</th>
<th>Sex</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In signing and returning this form, the raw space contractor agrees to abide by all rules and regulations as stated in the Exhibitor Manual and comply with all Move-In/Move-Out regulations specified by the Organizer.

Signature: ____________________
Date: ____________________
14 Electricity & Lighting

To be returned by: **28 February 2020**

Please complete and return to stand contractor for international halls:
Ms. Lynn Lin / Mr. Joy Zhang
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jiashan Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.
Tel: +86 20 8128 3118 / 8128 3105
Fax: +86 20 8128 3150
lynnlin@milton-gz.com
joyzhang@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

14.1 Electricity: Electrical Items
- Orders received on and after 29 February 2020 will be subjected to availability and a surcharge of 30%
- Orders received on and after 21 March 2020 and on-site will be subjected to a surcharge of 50%

Item B1-B3 are for Shell Scheme ONLY.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>100W Longarm Spotlight</td>
<td>17.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>40W Fluorescent Tube</td>
<td>17.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)</td>
<td>23.00</td>
<td>170.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Lighting Use Only (Raw Space Exhibitors are compulsory)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B4</td>
<td>6A/220V (&lt;1.3KW) Single Phase Main Power</td>
<td>6.60</td>
<td>49.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>10A/220V (&lt;2.2KW) Single Phase Main Power</td>
<td>8.30</td>
<td>61.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B6</td>
<td>16A/220V (&lt;3.5KW) Single Phase Main Power</td>
<td>11.20</td>
<td>83.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: A deposit of EUR50.00 for each electrical box is required.

For Machine Use Only

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B7</td>
<td>16A/380V (&lt;8KW) Three Phase Main Power</td>
<td>196.00</td>
<td>1,450.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B8</td>
<td>25A/380V (&lt;13KW) Three Phase Main Power</td>
<td>299.00</td>
<td>2,210.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B9</td>
<td>32A/380V (&lt;16KW) Three Phase Main Power</td>
<td>334.00</td>
<td>2,470.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B10</td>
<td>50A/380V (&lt;25KW) Three Phase Main Power</td>
<td>535.00</td>
<td>3,960.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B11</td>
<td>63A/380V (&lt;32KW) Three Phase Main Power</td>
<td>673.00</td>
<td>4,980.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B12</td>
<td>100A/380V (&lt;50KW) Three Phase Main Power</td>
<td>987.00</td>
<td>7,300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B13</td>
<td>&lt;32A Cable (per meter)</td>
<td>4.00</td>
<td>30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B14</td>
<td>&gt;33A Cable (per meter)</td>
<td>5.00</td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: A deposit of EUR50.00 for each electrical box is required.

For Temporary Use Only

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B15</td>
<td>10A/220V (&lt;2.2KW) Single Phase Main Power</td>
<td>27.00</td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B16</td>
<td>10A/380V (&lt;5KW) Three Phase Main Power</td>
<td>34.00</td>
<td>250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: A deposit of EUR50.00 for each electrical box is required.

Notes:
- Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It’s not allowed to connect any light or machine directly to the exhibition center’s electric box.
- For other items that are not listed above, a separate quotation will be provided upon request.
- Please note that all confirmations and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.

Order form only valid with complete company details.

Company Name: ................................................ Stand No: ..............................................
Fax: ................................................ Tel: ................................................ Email: ..............................................
Contact: ................................................ Date & Signature: ..............................................
15 Water & Compressed Air

To be returned by: 28 February 2020

Please complete and return to stand contractor for international halls:
Ms. Lynn Lin / Mr. Joy Zhang
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.
Tel: +86 20 8128 3118 / 8128 3105
Fax: +86 20 8128 3150
lynnlin@milton-gz.com
joyzhang@milton-gz.com

Organizer Contact:
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza 183 Tianhe Road(North) Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468* 17
kevin.cai@koelnmesse.cn

Orders received on and after 29 February 2020 will be subjected to availability and a surcharge of 30%
Orders received on and after 21 March 2020 and on-site will be subjected to a surcharge of 50%

15.1 Water Connection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Water point (include water pipe and host, 4&quot; inner and 6&quot; drainage)</td>
<td>268.00</td>
<td>1,980.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>Water pipe per meter</td>
<td>7.00</td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost

15.2 Compressed Air

<table>
<thead>
<tr>
<th>No.</th>
<th>Motor Cap</th>
<th>Rental (EUR)</th>
<th>Rental (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D3</td>
<td>1 HP / 7.5 bar pressure, 75/liter/minute</td>
<td>269.00</td>
<td>1,990.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D4</td>
<td>2 HP / 7.5 bar pressure, 155/liter/minute</td>
<td>287.00</td>
<td>2,122.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D5</td>
<td>3 HP / 8 bar pressure, 260/liter/minute</td>
<td>293.00</td>
<td>2,170.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D6</td>
<td>5 HP / 8 bar pressure, 420/liter/minute</td>
<td>445.00</td>
<td>3,290.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D7</td>
<td>10 HP / 8 bar pressure, 850/liter/minute</td>
<td>714.00</td>
<td>5,280.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D8</td>
<td>15 HP / 8 bar pressure, 1,220/liter/minute</td>
<td>1,051.00</td>
<td>7,780.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D9</td>
<td>30 HP / 8 bar pressure, 3,000/liter/minute</td>
<td>1,720.00</td>
<td>12,731.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost

Notes:
- Please provide us with a simple sketch of your stand ⇒ See Form 11.
- Price quoted exclude labour and material cost for machine connection.
- The above items are subjected to availability. No application for items D1-D2 onsite. Please submit the order for the rest items on or before 20 March, 2020.
- For other items that are not list above, a seperate quotation will be provided upon request.
- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.
### 16 Telephone & Internet

**To be returned by:** 28 February 2020  
**Please complete and return to stand contractor for international halls:**  
Ms. Lynn Lin / Mr. Joy Zhang  
**Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch**  
Block 45, No. 3 Jianshe Da Malu, Yuexiu District, Guangzhou, 510053, P.R.China.  
Tel: +86 20 8128 3118 / 8128 3105  
Fax: +86 20 8128 3150  
lynnlin@milton-gz.com  
joyzhang@milton-gz.com

**Organizer Contact:**  
Mr. Kevin Cai  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China.  
Tel: +86 20 8755 2468* 17  
kevin.cai@koelnmesse.cn

---

#### 16.1 Telephone & Internet

- Orders received on and after 29 February 2020 will be subjected to availability and a surcharge of 30%  
- Orders received on and after 21 March 2020 and on-site will be subjected to a surcharge of 50%

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit Price (EUR)</th>
<th>Unit Price (RMB)</th>
<th>Qty</th>
<th>Amount (EUR)</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Local Telephone Line Installation (incl. local communication fee.)</td>
<td>112.00</td>
<td>830.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E2</td>
<td>DDD/IDD Installation</td>
<td>135.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)</td>
<td>270.00</td>
<td>2,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E3</td>
<td>Telephone Deposit (ignore this if you bring along telephone)</td>
<td>68.00</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E4</td>
<td>ADSL (Download 5m/s)</td>
<td>254.00</td>
<td>1,900.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E5</td>
<td>Wireless Internet (Upload 256 k/s, Download 1 m/s)</td>
<td>84.00</td>
<td>620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E6</td>
<td>Fiber-optic Network (Download 10 m/s)</td>
<td>946.00</td>
<td>7,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost**

---

**Notes:**  
- Please provide us with a simple sketch of your stand ⇒ See Form 11.  
- No application for items E1-E4 & E6 on-site.  
- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.  
- According to the latest regulations of the exhibition hall,  
  - For broadband network, only one computer is allowed to connect.  
  - For Wi-Fi, only one laptop / desktop computer is allowed to land.

---

*Order form only valid with complete company details*

**Company Name:** .................................................................  
**Stand No:** .................................................................  
**Fax:** .................................................................  
**Tel:** .................................................................  
**Email:** .................................................................  
**Contact:** .................................................................  
**Date & Signature:** .................................................................
To be returned by: 22 February 2020
Please complete and return to
Ms. Joey Liu
Mr. Matt Xiang
Zhuoyi Logistics Co., Ltd.
Unit 826, 8/F Ocean Center, Harbour
City, 5 Canton Road, Tsim Sha Tsui
Kowloon, Hong Kong
Tel: +86 139 2609 9386
+86 131 4374 9974
Fax: +86 20 8228 6935
exhibition@zhuoyiwuliu.com
matt_xiang@zhuoyiwuliu.com

Mr. Herry Hu
Mr. Man Zhang
Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.
Room 310A-C, Fengling Business
Building, No.715 Gangqian Road
Huangpu District, Guangzhou
P. R. China
Tel: +86 139 2227 9697
+86 136 8887 6883
Fax: +86 20 8228 6935
exhibition@zhuoyiwuliu.com
herry_hu@zhuoyiwuliu.com

17.1 Heavy & Large Exhibits

Heavy Exhibits: Any single exhibit exceeding 3000 kg
Large Exhibits: Any single exhibit exceeding 5m (L) x 2.1m (W) x 2.1m (H)
Tall Exhibits: Any single exhibit exceeding 2.1m (height) on display (Relative location must be submitted for approval)

- All such exhibits must be handled by the Official Freight Forwarder on-site
- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity, and to provide steel plates for loading spreading if necessary.

Please "✓" where appropriate:

We do not have heavy and/or large exhibit.

We have the following heavy and/or large exhibit(s):

Our appointed Freight Forwarder is : _____________________________________

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Dimensions (cm) (L x W x H)</th>
<th>Weight (kg)</th>
<th>Date of Arrival in Guangzhou</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please make copies if necessary
Please indicate (to scale) the position of each item inside your stand.

*Backwall / Open
(delete accordingly)

*Sidewall / Open
(delete accordingly)

Open Front

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: .......................................................... Tel: .......................................................... Email: ..........................................................
Contact: .......................................................... Date & Signature: ..........................................................
18.1 Freight Instructions
The Organizer has appointed Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. as the official forwarder (Area B & C) for interzum guangzhou 2020, 28 - 31 March 2020. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

18.2 Shipping Instruction & Routing
All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

Shipping Documents-All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

Consignee: Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.
ADD: Room 310A-C, FengLing Business Building, No.715 Gangqian Road
Huangpu District, Guangzhou, China
TEL: +86-20-82290518
FAX: +86-20-82286935
EMAIL: matt_xiang@zhuoyiwuliu.com
ATTN: Matt_Xiang
Notify Party: SAME AS CONSIGNEE

Otherwise, we cannot be responsible for any delay or complication. Draft BL should be sent to us before issue final BL.

18.3 TIME SCHEDULE

| ARRIVAL TIME | (1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS
| | - EXHIBITS ARRIVE IN HONG KONG
| | SEA SHIPMENT Mar. 3 – 5, 2020
| | AIR SHIPMENT Mar. 5 – 8, 2020
| | (2) DOCUMENT DEADLINES FOR APPENDIX I – II
| | - APPENDIX I - TRANSPORT ORDER TO Zhuoyi Logistics BEFORE Mar. 3, 2020
| | - APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"
| | (3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO Zhuoyi Logistics OFFICE IN HONG KONG FOR CUSTOMS CENSORSHIP BEFORE Mar. 3, 2020
| | (4) INBOUND PAYMENT TO Zhuoyi Logistics BEFORE Mar. 10, 2020 |

Importation notice:
Please note that all exhibits are imported as temporary import goods only and the above schedule deadline & shipping instruction is acceptable for temporary import exhibits only. If the exhibits would like to be imported in permanence, please kindly provide the exhibits declaration form or packing list & invoice to us before 13 February 2020, then we will
let you know whether the shipment could be arranged in permanent import procedure or not. Documents provided beyond this deadline, it is not a guarantee that these permanent import exhibits can be arrived at the fair site during the exhibition period.

Remarks:
1. All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (International Plant Protection Convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).
2. Chinese New Year & National Holiday will definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is IMPORTANT as there is no room for any delay
3. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
4. Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

18.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT

- 1 set of “Declaration Form for Temporary Import Exhibits” (Enclosed Appendix II)
- 1 copy of “TRANSPORT ORDER TO Zhuoyi Logistics” (Enclosed Appendix I)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix (IV) – Acknowledgement of Quarantine Inspection & Fumigation Formalities – for details.)
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)
- Souvenir/Catalogue/Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each to us and send to our office before shipment arrival Zhuoyi Logistics Hong Kong. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

Remarks:
The full set shipping manual will be provided to each exhibitor upon confirmation of participation. Should you have any query, please feel free to contact us by Tel no. +86 20 8228 6935 / +86 131 4374 9974 or email to: exhibition@zhuoyiwuliu.com or matt_xiang@zhuoyiwuliu.com

18.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

I) INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH

Receiving exhibits at Zhuoyi Logistics’ warehouse, free storage in our warehouse in Hong Kong during receiving period, customs clearance on a temporary basis, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

<table>
<thead>
<tr>
<th>BY SURFACE:</th>
<th>MIN. 1CBM/EXHR/CONSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 3 CBM or above</td>
<td>USD57 / CBM OR 1000KGS</td>
</tr>
<tr>
<td>Over 3CBM ~ 6CBM</td>
<td>USD57 / CBM OR 1000KGS</td>
</tr>
<tr>
<td>Over 6CBM</td>
<td>USD56 / CBM OR 1000KGS</td>
</tr>
</tbody>
</table>

II) CLOSING SERVICE CHARGES FOR SOLD OR ABANDONED EXHIBITS FROM BOOTH TO THE ENTRANCE OF FAIR SITE

MIN. 1CBM/EXHR/CONSIGNMENT
Assisting in repacking (dismantling excluded), loading at the entrance of fair site.

| Shipment under 6 cbm | USD16 / CBM OR 1000KGS/EXHIBITOR |
| Shipment over 6 cbm (including 6cbm) | USD14 / CBM OR 1000KGS/EXHIBITOR |

III) DOCUMENTATION & COMMUNICATION (Applicable to both inbound and / or return movement)

HANDLING RATE: USD35 / consignment/exhibitor

IV) RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG SEAPORT/AIRPORT

Services and rates same as Inbound Movement (Point I).
V) **INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER**

| SERVICE FEE | USD5 / page/exhibitor |

VI) **EDI CUSTOMS FEE** (Applicable to both inbound and outbound shipment)

| - Container | USD5 /cbm/1000kgs/exhibitor (min.23cbm/20'GP & min.46cbm/40'GP) |
| - LCL / BREAK BULK | USD45 /consignment/ exhibitor |

VII) **Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge**

| Service Rate | USD10.00/CBM |
| Plus additional heavy-lift surcharges for individual package | USD120/consignment/time |
| - 151 ~ 2,000KGS / PKG | USD180/consignment/time |
| - 2,001 ~ 5,000KGS / PKG | |

VIII) **TRANSLATION OF "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" FROM ENGLISH TO CHINESE**

| Service Rate | USD5 /page |
| Min. USD10 /consignment |

IX) **WAREHOUSE STORAGE CHARGES**

| Exhibits arrive before deadline | USD10.00/CBM/1000KG |
| Exhibits stay at HK after free storage | USD10.00/CBM/1000KG |

X) **HEAVY-LIFT / OVER-SIZE SURCHARGES**

| FOR INDIVIDUAL PACKAGE | RATES OF THE SURCHARGES |
| PARAMETER | ATTAINING OR EXCEEDING 1 PARAMETER | ATTAINING OR EXCEEDING 3 PARAMETER |
| LENGTH (METRE) | WIDTH (METRE) | HEIGHT (METRE) | WEIGHT (TON) | 20 % | 30 % | 30 % | 50 % |
| ≥ 5 M | ≥ 2.1 M | ≥ 2.1 M | ≥ 3 TON | |
| ≥ 7 M | ≥ 2.3 M | ≥ 2.5 M | ≥ 5 TON | |
| ≥ 10 M | ≥ 2.4 M | ≥ 2.8 M | ≥ 10 TON | TO BE ADVISED |

**REMARKS:**
- Applicable to all the points I – VI.
- If the weight of individual package is over 10 TON, the rate of the heavy-lift surcharges to be advised.

XII) **REMARKS**

1. Above rates exclude THC, D/O fee, freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse Zhuoyi Logistics for the cost if they incur.

2. Minimum charge:
   a) Surface consignment
      - Loose cargo (LCL) : Minimum1 FREIGHT TON/exhibitor/shipment.
      - General container (FCL) : Minimum 23 FREIGHT TONS per 20'GP container.
      - Flat rack, open top or high-cube container : Minimum 25 FREIGHT TONS per 20' container.
      - Minimum 46 FREIGHT TONS per 40'GP container.

   b) Air consignment - 120 freight kilos / every exhibitor / every air freight consignment

3. Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.

4. Above rates exclude, port security manage fee pay to China Government (0.2% of goods value, min. USD5/consignment) air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, registration fee...
in pier, airport terminal / freight forwarder's warehouse, import or re-export declaration fee payable to Government of HKSAR (0.05% of the total cargo value declared by the exhibitors, for those shipments imported and / or re-exported via port of China, Min USD22/shipment/time), plus input data fee (Tradelink) USD2/time, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of Chinese / HKSAR.

5. Customs tax / duty
All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing, any exhibit is sold, abandoned or given to domestic company etc., according to the Chinese Custom regulation, tax / duty and storage fee will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity and value.

6. Cargo arrived beyond deadline, an additional handling surcharge 30% (Min.USD100 / exhibitor / shipment) will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrives at the site before the opening of exhibition or in time.

7. All freight charge must be settled in accordance with our schedule mentioned on attachment (TIME SCHEDULE). A 2.5% outlay commission will be added for unpaid invoice beyond fair open date.

8. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.

9. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, a 50% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs’ approval.

10. Unpacked cargo without container is not accepted.

11. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.

12. All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on "FREIGHT PREPAID" basis; otherwise we shall levy 5% commission on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission, by exhibitors, is not the only criterion factored in Zhuoyi Logistics’ discretion of accepting this request, all subject to Zhuoyi Logistics’ final decision.

13. In order to obtain the import permits covering all food & beverage / plant products, the "Declaration Form" must be completed in detail and return to Zhuoyi Logistics in advance. Special for wine & spirits, it must be indicated detailed description / type of wine or spirit, nos. of bottles, volume of bottle (liters), alcoholic volume & value, etc. All these kind of products will incur duties & tax and are non-refundable. Please be reminded that without or return confirmation, these would not be imported in China. The handling & service charges for these kinds of products will be quoted separately.

14. The surcharge for handling of dangerous cargo will be given upon request and this charge will be charged at exhibitors’ account.

15. Exhibitors will be charged overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.

16. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send Zhuoyi Logistics all related shipping documents according to the Time Schedule and Consignment Instruction.

17. Zhuoyi Logistics reserve the right to issue separate quotation for individual package with dimensions attaining or exceeding:

| LENGTH: 5 M | WIDTH: 2.1 M | HEIGHT: 2.1 M |

18. Zhuoyi Logistics does not take any responsibility for:
   a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
   b) Any tax / duty for sold exhibits
   c) Import contract or permit for sold exhibits.

19. Any service required from exhibitors not covered by tariff should be notified Zhuoyi Logistics in advance, quotation will be given upon request.
20. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.

21. Zhuoyi Logistics reserve the right to amend the above rates if in case the exhibition is changed its date, city or venue.

22. All transactions are undertaken subject to the standard trading conditions of Zhuoyi Logistics Ltd. (copies available on request from the company) and which, in certain cases, exclude or limit the company’s liability.

Note: To ensure smooth handling of exhibits, please contact Zhuoyi Logistics for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.
19 Exhibition Staff

To be returned by: 6 March 2020

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970
kevin.cai@koelnmesse.cn

19.1 Exhibition Staff

<table>
<thead>
<tr>
<th>Staff</th>
<th>Qty</th>
<th>Date</th>
<th>Daily Rate</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>28 Mar.</td>
<td>29 Mar.</td>
<td>30 Mar.</td>
</tr>
<tr>
<td>Interpreter(s):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English / Chinese</td>
<td></td>
<td></td>
<td>180</td>
<td>1,300</td>
</tr>
<tr>
<td>Japanese / Chinese</td>
<td></td>
<td></td>
<td>260</td>
<td>1,900</td>
</tr>
<tr>
<td>Korean / Chinese</td>
<td></td>
<td></td>
<td>260</td>
<td>1,900</td>
</tr>
<tr>
<td>German / Chinese</td>
<td></td>
<td></td>
<td>270</td>
<td>2,000</td>
</tr>
<tr>
<td>French / Chinese</td>
<td></td>
<td></td>
<td>270</td>
<td>2,000</td>
</tr>
<tr>
<td>Italian / Chinese</td>
<td></td>
<td></td>
<td>290</td>
<td>2,200</td>
</tr>
<tr>
<td>Spanish / Chinese</td>
<td></td>
<td></td>
<td>290</td>
<td>2,200</td>
</tr>
<tr>
<td>Others: (Please specify)</td>
<td></td>
<td></td>
<td>upon request</td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td>150</td>
<td>1,100</td>
<td>1,100</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- The above temporary staff service is from 9 am to the fair close each day, and will be ready at exhibitor’s booth 5 minutes before the show open to visitors.
- Late and on-site orders are subject to availability.
20 Invitation Letter for Visa Application

To be returned by: 24 January 2020

Please complete and return to
Mr. Kevin Cai
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China.
kevin.cai@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

20.1 Invitation Letter for Visa Application (FOR EXHIBITORS ONLY)

All nationals who are traveling to interzum guangzhou 2020 will require a tourist visa to China. For your tourist visa application, please submit all documents to your local travel agent or the China Embassy in your country at least 10 weeks before your planned trip to China.

In the event that you want to apply for a business visa you will need an invitation letter from the Organizer. Please note that there are not all China Embassies in all counties accept the invitation letter from Organizer for business visa application. Please refer to the China Embassy in your country for the specific requirements.

Please note that the invitation letter from organizer will be issued under English version. Please inform us if request Chinese or Bilingual version.

In order for us to formulate this letter as precisely as possible, you must provide us with various details in PRINT or TYPE only.

Please complete the attached Visa Invitation Letter Application and return them by 24 January 2020.

The Invitation Letter for visa application can be faxed or mailed to the exhibitor free of charge, and €100.00 or ¥1000.00 administration charge will apply if the original copy of the Invitation Letter is needed.

**IMPORTANT**: ANY APPLICATION RECEIVED AFTER THE DUE DATE – 24 January 2020 WILL NOT BE ENTERTAINED BY THE RELEVANT AUTHORITY.
## Foreign Businessman Visa Application Form

### 外国商人签证申请表

<table>
<thead>
<tr>
<th>申请单位</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>国家（地区）</td>
<td>Country (Region)</td>
</tr>
<tr>
<td>外商单位</td>
<td>Company</td>
</tr>
<tr>
<td>详细地址</td>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>统计代码</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>传真号码</td>
<td>Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>来访目的</th>
<th>Purpose to China</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>拟入境日期</th>
<th>Arrival Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>访问地点</td>
<td>Visit Place</td>
</tr>
<tr>
<td>境外签证地点</td>
<td>Visa Application Place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>护照有效期至</th>
<th>Passport Expire to</th>
</tr>
</thead>
<tbody>
<tr>
<td>申请入境次数</td>
<td>Number of Entries</td>
</tr>
<tr>
<td>停留时间</td>
<td>Duration of Stay</td>
</tr>
<tr>
<td>次/Time(s)</td>
<td>天/Day(s)</td>
</tr>
</tbody>
</table>

### 被邀请人员名单

<table>
<thead>
<tr>
<th>姓名</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>性别</td>
<td>Gender</td>
</tr>
<tr>
<td>出生年月</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>职务</td>
<td>Position</td>
</tr>
<tr>
<td>国籍</td>
<td>Nationality</td>
</tr>
<tr>
<td>护照号码</td>
<td>Passport No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>被邀请人员名单</th>
<th>Application Personnel List</th>
</tr>
</thead>
<tbody>
<tr>
<td>总人数</td>
<td>Total Number</td>
</tr>
<tr>
<td>天/Day(s)</td>
<td>天/Day(s)</td>
</tr>
</tbody>
</table>

### 申请单位盖章并签字

<table>
<thead>
<tr>
<th>Applicator’s Legal Signature and Stamp</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>联系人及电话</th>
<th>Contact Person &amp; Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>邮政编码及地址</td>
<td>Postcode &amp; Add</td>
</tr>
<tr>
<td>填表日期</td>
<td>Date</td>
</tr>
<tr>
<td>受理人</td>
<td>Acceptor</td>
</tr>
</tbody>
</table>

72
21 Hotel Reservation

To be returned by: 13 March 2020

Please contact travel agent for your hotel reservation
Burnaby Solutions Guangzhou
Mr. Peter Tang
Tel: +86 134 1641 6688
Fax: +86 20 3401 7093
peter@burnaby.com.cn

21.1 Hotel List

To ensure that you have a pleasant trip at interzum guangzhou 2020, here's a list of hotels for your accommodation. For more information about the hotels or inquire for travel to Guangzhou, please contact the travel agent.

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Travel Time to Pazhou Venue / The Nearest MTR Station</th>
<th>Cost Per Room Per Night</th>
<th>Breakfast per meal per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Westin Pazhou (5*) Deluxe Room</td>
<td>5 Minutes By Walk</td>
<td>RMB2,400 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Shangri-La Hotel (5*) Premier Room</td>
<td>10 Minutes By Walk</td>
<td>RMB1,460 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Oakwood Gold Arch Residence (5*)</td>
<td>30 Minutes By Free Shuttle Bus</td>
<td>RMB1,688 NET (2 bedroom)</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Langham Place Guangzhou (5*) Deluxe Room</td>
<td>8 Minutes By Walk</td>
<td>RMB1,300 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>InterContinental Guangzhou (5*) Superior Room</td>
<td>8 Minutes By Vehicle / Wanshengwei Station (line 8)</td>
<td>RMB1,410 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Four Points By Sheraton Guangzhou Dongpu (4*)</td>
<td>20 Minutes By Free Shuttle Bus</td>
<td>RMB720 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>La Yarda Hotel (4*) Free Shuttle Bus Deluxe Room</td>
<td>8 Minutes By Vehicle / Wanshengwei Station (line 8)</td>
<td>RMB750 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Hampton by Hilton Guangzhou Dongxiaonan (4*)</td>
<td>20 Minutes By Vehicle</td>
<td>RMB628 NET</td>
<td>Breakfast Included; Free Internet Service</td>
</tr>
<tr>
<td>Rosedale Hotel Guangzhou (4*) Superior Room</td>
<td>20 Minutes By Vehicle / Changgang Station (Line 8)</td>
<td>RMB428 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
<tr>
<td>Paco Hotel Jiangtai(4*) Standard Room</td>
<td>20 Minutes By Vehicle / Jiangtai Station (Line 2)</td>
<td>RMB378 NET</td>
<td>Breakfast Included Free Internet Service</td>
</tr>
</tbody>
</table>

Notes:
1. Room rates are inclusive of 15% government tax and service charge.
2. Additional 3.2% admin fee will be levied if pay by credit card.
3. Your room booked will be held till 6pm unless requested for late check in.
4. Cancellation must be made before 13 March 2020. Later than this date will cost full room charge as cancellation fee.
5. Booking deadline: 13 March 2020

Order form only valid with complete company details
21 Hotel Reservation

To be returned by: 13 March 2020

Please contact travel agent for your hotel reservation

Burnaby Solutions Guangzhou
Mr. Peter Tang
Tel: +86 134 1641 6688
Fax: +86 20 3401 7093
peter@burnaby.com.cn

21.2 Hotel Reservation

1. Hotel booking Details:

Guest Name: ___________________________________________________________________

Hotel Preferred: 1st choice __________________________ 2nd choice ______________________

Room category: standard / deluxe room; Single/ twin / double (circle accordingly), No of room(S): ______

Arrival Flight No: _______ Arrival local date: __________ Estimated arrival Time: __________

Departure Flight No: __________ Date: _______________ departure Time: __________

2. Local Tours:

Guangzhou one day Tour (seat-in-coach) – RMB600 net per person including interpreter and group lunch

Number of person(s): ______ Preferred Date: __________

3. Airport transfer service by Car: (RMB450 per way for 1-2 persons, RMB650 for max. 3-5 persons)

I need for □ Arrival □ Departure, Number of person(s): ______

4. Booking guaranteed by CREDIT CARD

I hereby guarantee my booking by my following valid Credit Card:

□ Visa □ Master □ Amex

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

Credit Card Number: _________________________ CVV code: ____ Cardholder’s Signature: __________

Special notes from you if any: __________________________________________

Please fill up the above form in CAP letter and email to: peter@burnaby.com.cn or fax to: +86 20 3401 7093

Online hotel booking system:

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ............................................................
Fax: ........................................ Tel: ...................................... Email: ............................................................
Contact: ................................................................. Date & Signature: .......................................................
## Hotel Reservation

To be returned by: **13 March 2020**

Please contact travel agent for your hotel reservation

**Burnaby Solutions Guangzhou**  
Mr. Peter Tang  
Tel : +86 134 1641 6688  
Fax : +86 20 3401 7093  
peter@burnaby.com.cn

### 21.3 Hotel Introduction

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Hotel Description</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Westin Pazhou 5</strong>*</td>
<td>The Westin Pazhou, our landmark hotel suited on the world renowned Guangzhou International Convention &amp; Exhibition Center, embracing views of both the Pearl River and city skyline. We enjoy the enviable position of being the only hotel with direct access to the Guangzhou International Convention &amp; Exhibition Center.</td>
<td>Area C, Guangzhou International Convention &amp; Exhibition Center, 681 Fengpu Zhong Road, Hai Zhu District, Guangzhou China</td>
</tr>
<tr>
<td><strong>Shangri-La Hotel 5</strong>*</td>
<td>Located adjacent to the Guangzhou International Convention Centre, Shangri-La Hotel, Guangzhou is the first true international luxury hotel in Guangzhou opening in February 2007. The hotel combines spectacular views of the Pearl River with elegant landscaped gardens, providing an urban oasis for guests' comfort and pleasure while being the new event and dining destination of Guangzhou. With our 8 restaurants and bars, 2 ballrooms and 8 function rooms, we are able to cater to events of any scale. In addition, Shangri-La's signature CHI, The Spa is opening in April 2007 giving you the luxury of personal space and timelessness to indulge your senses, soothe your body and revitalize your spirit.</td>
<td>1 Hui Zhan East Road, Hai Zhu District, Guangzhou China</td>
</tr>
<tr>
<td><strong>Oakwood Gold Arch Residence 5</strong>*</td>
<td>Conveniently located in Guangzhou, Oakwood Gold Arch Residence Guangzhou is a great base from which to explore this vibrant city. The hotel is not too far from the city center: just 5.2 km away, and it normally takes about 30 minutes to reach the airport. With its convenient location, the hotel offers easy access to the city's must-see destinations. Simply put, all the services and amenities you have come to expect from Oakwood Worldwide are right in the comfort of your own home. To name a few of the hotel’s facilities, there are 24-hour room service, free Wi-Fi in all rooms, convenience store, daily housekeeping, gift/souvenir shop.</td>
<td>District 3, Er Sha Island, Guangzhou China</td>
</tr>
<tr>
<td><strong>Langham Place Guangzhou 5</strong>*</td>
<td>The Langham Place, Guangzhou (Guangzhou Nanfeng Langhao Jiudian) is located near Pazhou Complex.</td>
<td>638 East Xingang Road (Xingang Dong Lu), Haizhu District Guangzhou, China</td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Stand No:</th>
<th>Fax:</th>
<th>Tel:</th>
<th>Email:</th>
<th>Contact:</th>
<th>Date &amp; Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

75
21 Hotel Reservation

To be returned by: 13 March 2020

Please contact travel agent for your hotel reservation
Burnaby Solutions Guangzhou
Mr. Peter Tang
Tel: +86 134 1641 6688
Fax: +86 20 3401 7093
peter@burnaby.com.cn

InterContinental Guangzhou 5*
InterContinental Guangzhou is ideally located alongside Pearl River, within the vicinity of China Import and Export Fair Pazhou Complex, and Poly World Trade Center Exhibition. To the south is the nearest MTR Wanshengwei station where Line 8 takes you into the city center.
Address: 828 Yuejiang Middle Road, Haizhu District, Guangzhou, China

Four Points By Sheraton Guangzhou Dongpu 4*
The Four Points by Sheraton Guangzhou, Dongpu (Guangzhou Dongpu Heijingfupeng Xilaideng Jiudian) is located in the eastern part of Tianhe Commercial Area and faces Yangtao Park.
Address: No.1 Jing Ying Road, Hui Cai Road, Dongpu, Tianhe District, Guangzhou, China

La Yarda Hotel 4*
For travelers who want to take in the sights and sounds of Guangzhou, La Yarda Hotel Guangzhou is the perfect choice. Only 40km away, this 4-star property can be easily accessed from the airport. With its convenient location, the property offers easy access to the city's must-see destinations.
La Yarda Hotel Guangzhou offers many facilities to enrich your stay in Guangzhou. Facilities like free Wi-Fi in all rooms, 24-hour security, daily housekeeping, 24-hour front desk, Wi-Fi in public areas are readily available for the convenience of each guest.
Address: No.19 Xuanue East Road, Haizhu District, Guangzhou, China

Hampton by Hilton Guangzhou Dongxiaonan 4*
Hilton huanpeng hotel in dongxiaonan, Guangzhou is located at the intersection of Guangzhou Zhongda and dongxiaonan business circles, the business core area in the south of Haizhu, Guangzhou, adjacent to dongxiaonan and Shixi metro station; Pazhou International Convention and Exhibition Center in the East, Chimelong tourist resort in the south, Shamian public park in the west, Zhongshan University in the north.
Address: NO.1162 South Jiangnan Avenue, Haizhu District, Guangzhou, China

Order form only valid with complete company details

Company Name: .......................................................... Stand No: ..........................................................
Fax: ..................................................... Tel: .................................................... Email: ..........................................................
Contact: ........................................................................ Date & Signature: ..............................................
Hotel Reservation

To be returned by: 13 March 2020

Please contact travel agent for your hotel reservation

Burnaby Solutions Guangzhou
Mr. Peter Tang
Tel: +86 134 1641 6688
Fax: +86 20 3401 7093
peter@burnaby.com.cn

---

Rosedale Hotel Guangzhou 4*

The Rosedale Hotel (Poli Hotel) is situated just south of the Zhujiang River at the foot of the Changgang subway station, the intersection of lines 2 and 8, allowing quick and easy transport around Guangzhou.

Address: No.298, Middle of Jiangnan Avenue, Haizhu District

---

Paco Hotel Jiangtai Road Metro Station 4*

Paco Hotel (Guangzhou Jiangtai Road Metro station) is located in the bustling transportation hub of Haizhu District, exit C of Jiangtai station of Metro Line 2, with a large number of catering and food shops, supermarkets, movie cities, KTV and bath centers.

Business facilities around the hotel are complete: Haizhu passenger station in the South; Zhongda clothing accessories wholesale circle in the East; Jiangnan Avenue wedding equipment street in the north; Shixi decoration materials City in the West. The underground network can reach Guangzhou International Convention and Exhibition Center, railway station, east station, South Station, airport, etc.

Jiangyan road bus station within 30 meters can directly reach Beijing Road Pedestrian Street, Shangxiajiu pedestrian street, Haizhu Square, Tianhe City shopping center and other business circles.

The guest room is clean and tidy, and all kinds of facilities are perfect. It is the first choice for business visit, vacation and leisure shopping.

Address: NO.438 South Jiangnan Avenue, Haizhu District, Guangzhou China

---

Order form only valid with complete company details

Company Name: ........................................................................................................ Stand No: ................................................... ............................................................
Fax: ........................................................................ Tel: ............................................. Email: .................................................................
Contact: ........................................................................................................ Date & Signature: .................................................................
Insurance and Liabilities

To be returned by: 7 February 2020

Please complete and return to the Risk Consultant:
Ms. Kaelyn Zhu
21st Century Insurance Broker Co., Ltd.
Suite 507-508, Hongqiao Yincheng Tower,
No.933 Zhongshan West Road,
Shanghai, 200051, P.R.China
Tel: +86 21 5111 3250
Mob: +86 138 1887 2429
yzerm2@163.com

22.1 Insurance and Liabilities

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor, its respective appointed contractor arising from the use or construction of each raw space during the move-in days, each raw space exhibitor is required to purchase a liability insurance plan. Each liability insurance plan should be reviewed and approved by our officially appointed insurance company, 21st Century Insurance Broker Co., Ltd before processing its application such as getting booth design approval, ordering electricity and settling hall management fees, etc prior to moving-in.

As the officially appointed insurer for the Exhibition, 21st Century Insurance Broker Co., Ltd will provide the most preferential conditions and insurance services to the Exhibition, including on-site supervision on safety, dealing with insured accidents and claim payments etc. Below is the contact detail for your good reference.

21st Century Insurance Broker Co., Ltd.
Suite 507-508, Hongqiao Yincheng Tower,
No.933 Zhongshan West Road,
Shanghai, 200051, P.R.China
Tel: +86 21 5111 3250
Mobile: +86 138 1887 2429
Attn: Ms. Kaelyn Zhu
Email: yzerm2@163.com

1. All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.

2. The liability insurance plan of each raw space exhibitor should cover the following:

1) All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in the exhibition area. Cumulative compensation shall not exceed RMB1,000,000;

2) All compensation, medical expenses and any other related fees caused by personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB3,000,000; and the cumulative compensation per person shall not exceed RMB1,000,000;

3) All compensation, medical expenses and any other related fees caused by personal injury suffered by any third party; Cumulative compensation shall not exceed RMB 4,000,000 and the cumulative compensation per person shall not exceed RMB1,000,000;

4) The insurance premium for such liability insurance plan shall be no less than USD 100.