



Shrimp and prawn are important types of seafood that are consumed worldwide.

Salmon is the common name for several species of ray-finned fish in the family Salmonidae. Other fish in the same family include trout, char, grayling and whitefish.

Crabs are decapod crustaceans of the infraorder Brachyura, which typically have a very short projecting "tail", usually entirely hidden under the thorax.

octopus

The octopus is a soft-bodied, eight-limbed mollusc of the order Octopoda. Around 300 species are recognised, and the order is grouped within the class Cephalopoda with squids, cuttlefish, and nautilus.

Lobsters are a family of large marine crustaceans. Lobsters have long bodies with muscular tails, and live in crevices or burrows on the sea floor.

Mussel is the common name used for members of several families of bivalve molluscs, from saltwater and freshwater habitats. These groups have in common a shell whose outline is elongated and asymmetrical compared with other edible clams, which are often more or less rounded or oval.

## World Seafood Shanghai

### 第15届上海国际渔业博览会

15<sup>th</sup> Shanghai International Fisheries and Seafood Exhibition

### 第15届上海国际水产养殖博览会

15<sup>th</sup> Shanghai International Aquaculture Exhibition

主办单位  
Organizers



2020年8月26-28日  
上海新国际博览中心

**26-28** Shanghai  
New International  
August 2020 Expo Center, China



**聚焦上海·掌控市场**

Aggregation of Seafood from  
Worldwide, Insights into China's Market

专注于水产B2B贸易，完美联结全球水产贸易供需关系  
A specialized fish and seafood exhibition  
aimed at reducing the demand and supply gap.



Dear Exhibitors,

Welcome to **World Seafood Shanghai 2020 (Shanghai International Fisheries and Seafood Exhibition & Shanghai International Aquaculture Exhibition)**! This Manual is made to establish and maintain transparent and enforceable rules, which will enable all exhibitors to realize a distinctive presentation at **World Seafood Shanghai (SIFSE) 2020**. In addition, the Organiser hopes to accommodate an open and clear exhibition, safeguarding the image **World Seafood Shanghai (SIFSE) 2020** as a whole.

This manual mainly describes the schedule of show activities, transportation, booth construction, accommodation, etc. In order to allow full preparation, please make sure of relevant sections, timetable, on site precautions, etc. There are deadlines for the matters to be handled in all order forms. Please submit relevant forms before the deadline, to ensure that all requests can be implemented effectively and timely.

**Please note:**

**Surcharge will be imposed on any overdue or on site application. Late Order - 30% surcharge will be imposed after Aug. 10<sup>th</sup>, 2020, 50% surcharge will be imposed after Aug. 15<sup>th</sup>, 2020.**

If you need any advice or assistance, please do not hesitate to contact our exhibition team, we will be happy to help you in any case.

Event team contacts are shown below:

<b>Organiser:</b>			
Fay Lam	+86 21-6127 0392	+86 156 1898 0450	fay.lam@ite-gehua.com
Minnie Li	+86 21-6119 8253	+86 134 8270 5697	minnie@ite-gehua.com
<b>Official Contractor:</b>			
Mr. Chen	+86 21-2890 6186 ext. 19	+86 159 0162 8507	chenyinsheng@sunexpo.com.cn
<b>Official Freight Forwarder:</b>			
Ms. Li	+86 21-6575 0086	+86 189 1878 1192	ting.li@sinotrans.com
<b>Official Refrigerator Rental:</b>			
Lacerta Ma	+852-2659-5300		customer.service@lowerental.com
<b>Insurance Agency:</b>			
Mr. He		+86 139 1612 2086	scogt641235@163.com
<b>Hotel Booking:</b>			
Ms. Wang		+86 136 5175 7017	wx@mxydt.com

Website: [www.worldseafoodshanghai.com/en](http://www.worldseafoodshanghai.com/en)

We are looking forward to working with you over the next few months and see you in Shanghai, China.

Best regards!

## SUMMARY

<b>A</b>	<b><u>DEADLINES FOR SUBMITTING VARIOUS APPLICATION FORMS</u></b>	<b><i>P4</i></b>
<b>B</b>	<b><u>EXHIBITOR SCHEDULE (IMPORTANT DATES &amp; TIMES)</u></b>	<b><i>P6</i></b>
<b>C</b>	<b><u>INFORMATION FOR THE KEY SERVICE SUPPLIERS AND EXHIBITION VENUE</u></b>	<b><i>P7</i></b>
<b>D</b>	<b><u>GENERAL PROVISIONS FOR THE EXHIBITION</u></b>	<b><i>P11</i></b>
<b>E</b>	<b><u>SHELL SCHEME STAND INFORMATION</u></b>	<b><i>P15</i></b>
<b>F</b>	<b><u>RAW SPACE STAND CONSTRUCTION AND MANAGEMENT</u></b>	<b><i>P17</i></b>
<b>G</b>	<b><u>GUIDELINE FOR FREIGHT VEHICLES</u></b>	<b><i>P22</i></b>
<b>H</b>	<b><u>EMERGENCY PROCEDURES</u></b>	<b><i>P26</i></b>
<b>I</b>	<b><u>ORDER FOR VARIOUS APPLICATION FORMS</u></b>	<b><i>P27</i></b>



## DEADLINES FOR SUBMITTING VARIOUS APPLICATION FORMS

**A**

Dear Exhibitors:

Thank you for participating in **World Seafood Shanghai 2020 (Shanghai International Fisheries and Seafood Exhibition & Shanghai International Aquaculture Exhibition)**.

Please kindly log in your [exhibitor account](#) to fill all information out and order services you need. Please order services before deadline or it can't be submitted after that. **Please print Exhibitor Registration Voucher before July 31<sup>st</sup> and hand it to personnel when you pick your badges up.**

Time table of exhibitors, please log in your [exhibitor account](#) to download forms and submit your orders (Please read this manual carefully for more details):

DEADLINE	FORMS		REMARKS
31 July, 2020	Form 1:	Event Guide Company Listing (Company Profile Details)	Must be submitted by all exhibitors
10 August, 2020	Form 2:	Raw Space Stand Contractor Registration Form	Must be submitted by raw space stand exhibitors
	Form 3:	Raw Space Stand Contractor Liability Insurance	Must be submitted by raw space stand contractors
	Form 4:	Safety Commitment of The Erecting Contractor	Must be submitted by raw space stand contractors
	Form 5:	Order Utilities (Electrical, Air, Water)	Must be submitted by raw space stand contractors or high-power cooking or heating equipment shell scheme stands
	Form 6:	Rigging Points Application Form	Optional (Only for above 54m <sup>2</sup> Raw Space stand)
10 August, 2020	Form 7:	Order Stand Furnishings (Furniture, Floral)	Optional
12 August, 2020	Form 8:	Transportation Service for Machinery and Equipment	Optional
10 July, 2020	Form 9:	Refrigerator Rental Form	Optional
14 August, 2020	Form 10:	Hospitality Booking Form	Optional



### **Cautions:**

1. The Organiser will set up the designated "food residue" collection points in each hall. All exhibitors must dump the waste oil / food residue which be produced during the cooking process at these designated collection point. Violators will be fined of RMB 50,000.
2. The shell scheme power socket rated is only 500W. If the exhibitors use the high-power cooking or heating equipment in your booth, exhibitors should apply for one more separated distribution box by themselves before the deadline. All on site application will charge 100% emergency fee.
3. If exhibitors bring the refrigeration equipments by themselves, exhibitors must order the 24hours power for these equipment. Otherwise when the exhibition end at night, venue will cut off your stand power. In order to avoid unnecessary trouble, please turn to Page34, Form-5 to order it.
4. Surcharge will be imposed on any overdue or on site application. Late Order - 30% surcharge will be imposed after Aug. 10<sup>th</sup>, 2020, 50% surcharge will be imposed after Aug. 15<sup>th</sup>, 2020.
5. During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.
6. No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please log in your exhibitor account to submit your order.
7. The exhibition is open to exhibitors, buyers and trade visitors over 18 years of age ONLY.
8. Please dine at the dining room in the exhibition hall. The outside dining cannot enter the hall without consent.

## EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

# B

<b>B1.Raw Space Contractors Move-In Period</b>		
24 August, 2020, Monday	09:00 – 20:30	
25 August, 2020, Tuesday	09:00 – 20:30	
<ol style="list-style-type: none"> <li>1. Main structure of booth decoration should be finished before 13:00 on 25 August 2020. All booth structure must meet the safety requirements. Power will not be offered until the stand pass the safety checking.</li> <li>2. For overtime working, please contact the Organiser before 15:00 each day.</li> <li>3. Charge for overtime: 21:00-22:00: RMB 2,000/hour/stand . 22:00-08:00 (the next day morning) : RMB 4,000/hour/stand.</li> </ol>		
<b>B2. Exhibitor Move-in Period (Please print Exhibitor Registration Voucher before July 31<sup>st</sup> and hand it to personnel when you pick your badges up. )</b>		
24 August, 2020, Monday	13:00 –18:00	<b>Exhibitors pick up badges on the 1# Entrance Hall (South Registration Hall)</b>
25 August, 2020,Tuesday	09:00 –18:00	
<b>B3. Exhibition Dates &amp; Times:</b>		
	<b>Exhibitors</b>	<b>Visitors</b>
26 August, 2020, Wednesday	08:30 – 17:30	09:00 – 17:00
27 August, 2020, Thursday	08:30 – 17:30	09:00 – 17:00
28 August, 2020, Friday	08:30 – 14:00	09:00 – 13:30
<b>B4. Contractor &amp; Exhibitor Move-Out:</b>		
28 August 2020, Friday	14:00 – 22:00	<b>Note: The power must be cut off and all heavy exhibits must be removed before stand dismantling. No dismantling is allowed before 14:00, 28 August 2020.</b>

**INFORMATION FOR THE KEY SERVICE SUPPLIERS AND EXHIBITION VENUE** **C****C1 Key Services Suppliers Contact Details****C2 Venue Specifications****C3 Traffic Information****C1. Key Services Suppliers Contact Details****Official Contractor:**

Shanghai Sunrise Expo Service Co., Ltd.

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Fax: +86 021-2890 6522 ext. 15

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

**Official Freight Forwarder:**

Sinotrans Eastern Company Ltd. Exposition Logistics Branch

Contact Person: Ms. Li Ting

Tel: +86 021- 6521 3060

Fax: +86 021-6521 4083

Mobile: +86 189 1878 1192

E-mail: [ting.li@sinotrans.com](mailto:ting.li@sinotrans.com)

**Refrigerator Rental:** Please check Page 40 "Form-9 Refrigerator Rental Form"

Lowe Rental Limited

Tel: +852-2659 5300

Fax: +852-2659 5700

E-mail: [customer.service@lowerental.com](mailto:customer.service@lowerental.com)

**Insurance Agency:**

Please check Page 30 "Form-3 Raw Space Stand Contractor Liability Insurance"

China People's Property Insurance Co., Ltd. Shanghai Branch

Contact Person: Mr. He

Mobile: +86 139 1612 2086

E-mail: [scogt641235@163.com](mailto:scogt641235@163.com)

**Hotel Booking:** [Click to book online](#)

Shanghai Mengxuan Exhibition Service Co., Ltd.

Contact Person: Ms. Sun

Mobile: +86 183 2155 5228

E-mail: [wx@mxydt.com](mailto:wx@mxydt.com)

## **C2. Venue Specifications**

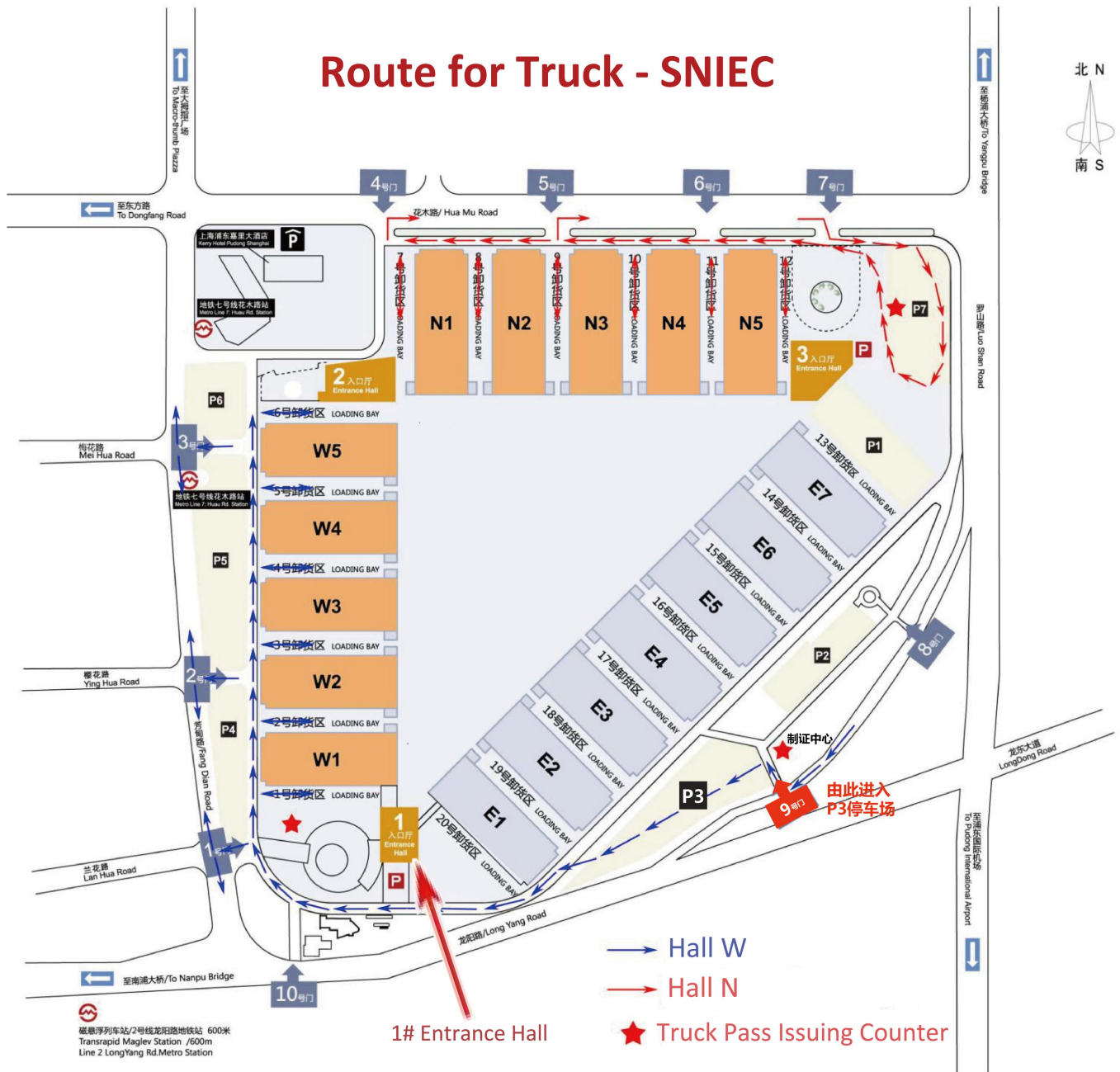
Technical Specification	Hall W
Area of the hall	11, 500 m <sup>2</sup> each hall
Visitors entrance	2 entrances on the east of each hall
Number of freight lift path	5 doors (5m x 4m, W x H) on the south and north of each hall.
Floor type	Solid Concrete Floor Loading: 3 tons/ m <sup>2</sup> indoor area
Power	2400Kw/ hall
Power supply	3-Phase.5-Line,380V/ 220V,50Hz
Compressed air	10 bar Inner Diameter Specification: 10mm, 19mm, 25mm
Lighting	250LUX
Height for booth construction	<b>For the shell scheme , the booth height is 2.5m.</b> <b>For the Raw Space booth, the maximum permitted stand height is 4m.</b> <b>No double deck stands, arched doors or roofs are allowed at this event.</b>
Hang points	Less than 200Kg the static light advertising carrier (Only for the booth space more than 54m <sup>2</sup> raw space constructors)
Water supply	294 outlets each hall Diameter Specification: 15mm, 20mm, 25mm
Drainage	168 outlets each hall each outlet at 100mm(D)
Firefighting equipment	Smoke Alarm, Automatic Spray, Portable Fire Extinguisher, Fire Hydrant
Internet	Cable Broadband Network (Please log in your <a href="#">exhibitor account</a> to order the internet service)
Security system	24 hours security patrol, central video surveillance and sensor alarm system
Information desk	Available
Broadcast system	Available
Emergency lighting	Available



### **C3. Traffic Information**

## Shanghai New International Expo Center (SNIEC)

No.2345 Longyang Road, Pudong New District, Shanghai, China.



## **Get to the venue**

Metro Line.2, Longyang Road Station, Exit 6, 19 mins walking distance to 1# Entrance Hall.

Metro Line.7, Huamu Road Station, Exit 2, 10 mins walking distance to 1# Entrance Hall.

### **1. Airport→SNIEC**

#### **a) Pudong Airport(PVG):**

Taxi: About 32km. Need at least RMB 120 taxi fee.

Maglev Train( To Longyang Station): Need at least 7 mins, one way fare is RMB 50.

Metro: Take metro Line.2 to Longyang Road. Need at least 40 mins, RMB 6 fare.

No. 3 Airport Line( To Longyang Station): Need at least 40 mins, RMB 22 fare.

#### **b) Hongqiao Airport(SHA):**

Taxi: About 28km. Need at least RMB 100 taxi fee.

Metro: Take metro Line.2 to Longyang Road. Need at least 50 mins, RMB 6 fare.

### **2. Railway Station→SNIEC**

#### **a) Set out from Shanghai Railway Station:**

Taxi: About 16km. Need at least RMB 50 taxi fee.

Metro: Take metro Line.1 to People Square, then change metro Line.2 to Longyang Road. Need at least 50 mins, RMB 4 fare.

#### **a) Set out from Shanghai South Railway Station:**

Taxi: About 20km. Need at least RMB 65 taxi fee.

Metro: Take metro Line.1 to People Square, then change metro Line.2 to Longyang Road. Need at least 50 mins, RMB 5 fare.

## **Traffic near the SNIEC**

- Metro Line.2, Longyang Road Station;
- Metro Line.7, Huamu Road Station/Longyang Road Station.
- Maglev Train: Between the Pudong Airport and the Metro Longyang Road Station.  
Service time: 07:00 - 21:30.

## GENERAL PROVISIONS FOR THE EXHIBITION

**D**
**D1 EXHIBITION STAND ACTIVITIES AREA**
**D2 ON SITE FOOD SAMPLING AND CULINARY MANAGEMENT**
**D3 MANAGEMENT OF BADGES**
**D4 DELIVERY OF EXHIBITS**
**D5 AUDIO-VISUAL PRESENTATIONS**
**D6 INSURANCE**
**D7 LIQUID COOLING EQUIPMENT AND NORMAL MACHINE DEMONSTRATION**
**D8 CLEANING & GARBAGE DISPOSAL**
**D9 CHILDREN**
**D10 ENVIRONMENTAL GUIDELINES**

Once an exhibitor signed the booth contract, this indicates that the exhibitor agrees and will comply with all rules and regulations in this manual. The exhibitor must ensure that its contractor also understands and will follow all the rules and regulations in the manual.

### **D1. EXHIBITS AND EXHIBITION STAND ACTIVITIES AREA MANAGEMENT**

**Exhibits:** Exhibits must meet the theme of our exhibition and the requirements of relevant laws in China; If not, the the Organiser has the right to close the booths. The Organiser will hand over the illegal exhibitors to the relevant law enforcement to process.

**Exhibition Stand Activities Area:** Exhibitors can't use any area outside the boundaries of their stand for displays or promotional activities. The Organiser has the right to remove all items from public area or charge for the additional space used. Failure to adhere this guideline may result your stand be closed.

### **D2. ON SITE FOOD TASTING AND CULINARY MANAGEMENT**

#### **on site Food Tasting:**

**Organiser allows exhibitors to provide a few amount of tasting samples for visitor to taste on site, but doesn't allow any kinds of selling activities in the exhibition hall.**

on site Food Tasting: In order to reduce the risk for the cross-contamination, all on site food sampling action should do the following rule:

1. All tasted food which is provided by exhibitors must comply with the "**People's Republic of China Food Law**". It is forbidden to provide food which does not conform to the relevant food safety standard for visitor to eat. If it happened on site, the Organiser will immediately notify and hand over to the relevant law enforcement departments to deal with, all the legal consequences and the resulting economic losses shall be borne by the exhibitors.
2. The exhibitors must provide a clean area for the food processing. All processing equipment must go through the necessary cleaning and disinfection treatment. The person who will process the food must take necessary sanitary measures (such as wearing a mask/food processing gloves/hats, etc) . Anyone sick shall not participate in food processing or distributing job.
3. Food should be placed to be sampled where the exhibitor can see it and therefore supervise visitor. The exhibitors must provide the cleaning and health tableware for visitors to use.
4. To avoid providing large quantity of tasting food, all tasting food should be finished eating up in short time. Inedible food must scrap processing.
5. Exhibitors should set up a dedicated waste food waste bin, and should inform visitors where to throw the garbage.

**on site Food Cooking:**

1. Not allowed use the fire on site. In the exhibition hall only allow to use such as induction cooker/microwave oven/oven and other heating equipment. All heating equipment must have someone to operate or care, visitors are not allowed to use the equipment.
2. A striking **“Do not close” logo or 1 meter distance exclusion zone** should be set up in front of the on site cooking or heating equipment area. To avoid the visitor being too close to the cooking area will lead to accidental accidents.
3. **The Organiser will set up the designated "food residue" collection points in each hall. All exhibitors must dump the waste oil/food residue which be produced during the cooking process at these designated collection point. Violators will be fined of RMB 50,000.**

**D3. MANAGEMENT OF BADGES**

**During the period of both booth construction and dismantling, all related personnel shall wear valid badges when entering and leaving the exhibition hall.**

**1. Exhibitors' Badges**

The Organiser will begin issuing exhibitors' badges at 13:00 on 24 August, 2020. Exhibitors are to claim their badges at the registration counter of 1# Entrance Hall( South Registration Hall) in Shanghai New International Expo Center (The address of the 1# Entrance Hall is No. 2345, Longyang Road).

**Note: Please print Exhibitor Registration Voucher before July 31<sup>st</sup> and hand it to personnel when you pick your badges up.** Exhibitors' badges shall be used by exhibitors during the exhibition only. During the period of booth construction and dismantling, exhibitors shall wear badges when entering the exhibition hall. Contractors and other suppliers shall carry work permits, which are valid only during the construction and dismantling.

Entitlement of exhibitors' badges										
Booth Area (m <sup>2</sup> )	9	10-18	19-27	28-36	37-54	55-72	73-90	91-144	145-180	> 180 m <sup>2</sup>
Badge Amount	3	4	5	8	10	12	14	16	20	30

**2. Freight Vehicle Pass**

For any vehicles involved in transporting machinery, equipment and construction materials, the **Pass for a Freight Vehicle to SNI EC Parking Lot** is required for both the periods of construction and dismantling.

How to get the vehicle pass:

- a. Apply for a vehicle license based on the deposit receipt, fill up the application form  
[Click to download the "Vehicle Pass Application Form"](#)
- b. Submit the required receipt
- c. Pay 50 RMB for pass and 300 RMB for deposit
- d. Swipe the pass when you enter & exit from the loading bay
- e. Refund the deposit if no exceeding time.

**3. Contractors' Work Permits**

All booth construction workers should go through real-name certification procedures by registering at the following website of Shanghai New International Expo Center by 7 August, 2020.

[http://www.sniec.net/organize\\_contractor.php](http://www.sniec.net/organize_contractor.php)

**D4. DELIVERY OF EXHIBITS**

Throughout the whole exhibition period, the exhibitor shall assign their staff to guard exhibits; the host unit is not liable for loss or damage of exhibits or personal care items due to the unfavorable guard. Any exhibits can't leave the booth before the official closing of the exhibition. Each loading area/cargo passageway will be closed during the exhibition. After the closing of the exhibition, exhibitor has to go to the south check-in counter to handle the exit sheet for exhibits. Venue security staff will check each exit sheet for exhibits.

**D5. AUDIO-VISUAL PRESENTATIONS**

Exhibitors should make sure all audio-visual display equipment must be positioned and the sound level adjusted so as not to annoy other exhibitors or visitors. The maximum permitted noise level can't exceed at 60dB(A). The Organiser reserve the right to require any audio-visual presentation or other equipment which detrimental or offensive to be disconnected or discontinued.

**D6. INSURANCE**

Before signing the setup contract with a booth contractor, the exhibitor must check the qualifications of the contractor (whether they have purchased a full amount of exhibition insurance to avoid the risks that may be encountered in the exhibition)

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 RMB 5 million (US\$ 0.6 million) against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organiser 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 Organiser recommends the risk consultant of **China People's Property Insurance Co., Ltd. Shanghai Branch** for offering consult and insurance service for exhibitor:

Contact Person: Mr. He

Mobile: +86 13916122086

E-mail: [scogt641235@163.com](mailto:scogt641235@163.com)

**D7. PRECAUTIONS OF on site MACHINERY AND EQUIPMENT DEMONSTRATION**

1. After the arrival of machinery and equipment at the exhibition hall, the exhibitor need to arrange staff to check and assemble the equipment, and start the equipment only after ensuring that after the relevant safety equipment is proper;
2. Electricity for machinery and equipment must be connected by the relevant qualified electrician, and all the wires shall be connected in a standardized and firm way in order to avoid damage to the equipment due to loosening during operation; all power circuits shall be equipped with electric shock protection device;
3. The cable or pipeline of equipment exposed outside due to connection shall be covered by a bridge plate to avoid not stumbling others, resulting in harm;
4. Machinery shall be applied with lubricants in accordance with the safety regulations; if there is fuel spilled on the ground in the pouring process, remove in time, and set up a warning sign at the location spilled;
5. Exhibitor shall set in an appropriate safe distance around machinery and equipment for demonstration or operation, to remind audiences to watch the equipment demonstrations at a safe distance; and post relevant warning signs prominently to inform visitors to take care;
6. Related demonstration equipment shall be operated by a specially assigned person, and the demonstration process shall be guarded by a safety commissioner; it is prohibited to operate without machinery and equipment without permission in the absence of the guidance of a specially assigned person;



**D8. CLEANING & GARBAGE DISPOSAL**

The Organiser will arrange for the general cleaning of the exhibition hall and all shell scheme stands, prior to the opening of the exhibition and daily thereafter. For raw space stands, exhibitors must arrange daily cleaning of their stand by themselves. All disposals of waste materials etc. during the move-in period is the responsibility of the raw space stand contractors concerned. Disposal of contractor's waste materials by the Organiser will result in the contractor's deposit being forfeited. In the case of 'ready stand' exhibitors bringing in shelving and stand fittings, these cannot be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the Center at the end of the show. Failure to comply will result in a charge for the labor and trucking required to dispose of the material.

**During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.**

**D9. CHILDREN**

The Fair is open to buyers and trade visitors ONLY. The Organiser will enforce this regulation. This includes the build-up period as well as the exhibition; if you are an overseas exhibitor travelling with your family, please note this point. Health and safety and liability regulations prohibit visitors under 18 yrs. in the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

**D10. ENVIRONMENTAL GUIDELINES**

All attendees shall act the role of protecting environment. Here are some tips helping you to participate in the exhibition more environmentally friendly, by reducing amounts and re-using.

1. Make reasonable plan for quantity of distribution. Please do not print and transport materials more than the quantity you need.
2. Use environmentally or recycled materials as many as possible. Make reasonable plans for your booth design and construction. Reduce wooden materials as many as you can, but use assembled materials instead so that you can reuse them. Don't use plastic bags to distribute promotional materials. Give up advertisements and signage in PVC but use cotton or paper instead.
3. Use no toxic, volatile paint and glue for construction. And use CFL or LED light as much as possible. Recycled carpet is preferable.
4. Reduce use of packaging materials and paper boxes to the minimal quantity.

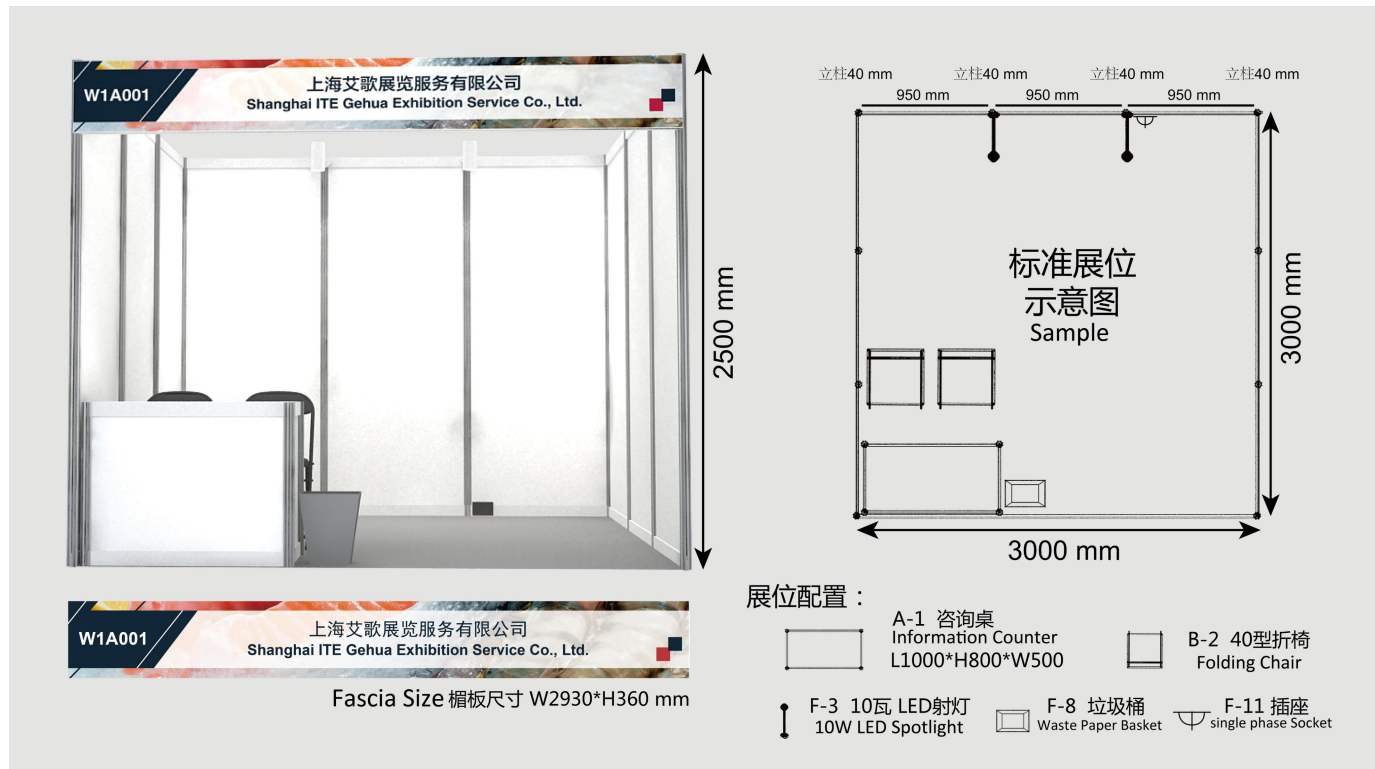
## SHELL SCHEME STAND INFORMATION

**E**

STANDARD SHELL STAND (NOT TO SCALE)

(Number of panels depends on dimensions of stand, one panel per 1m)

**Shell Scheme Booth – 9 sqm**



The followings are included in shell stand:

1	Stand Walls	6	Information Counter
2	Needle Punch Carpet	7	Folding Chair
3	Fascia with Company Name (English & Chinese) and Stand Number	8	Waste Paper Basket
4	10W LED Spotlight		
5	5Amp single phase Socket (max 500W, not for lighting)		

Please refer to the table below for your allocation of items:

ITEM	9 m <sup>2</sup>	18 m <sup>2</sup>	27m <sup>2</sup>	36m <sup>2</sup>
Folding Chair (EC-08)	2	4	6	8
Information Counter(PF-01)	1	2	3	4
Wastepaper Basket (EW-01)	1	2	3	4
10W LED Light	2	4	6	8
5Amp single phase Socket (max 500W, not for lighting)	2	2	3	4

\*Please be reminded that the above items cannot be interchanged with other items. No refund if any of the above items do not required. If you have high-power cooking or heating equipment, Please log in your [exhibitor account](#) to order the power for your equipment.

**All on site application will charge 100% emergency fee.**

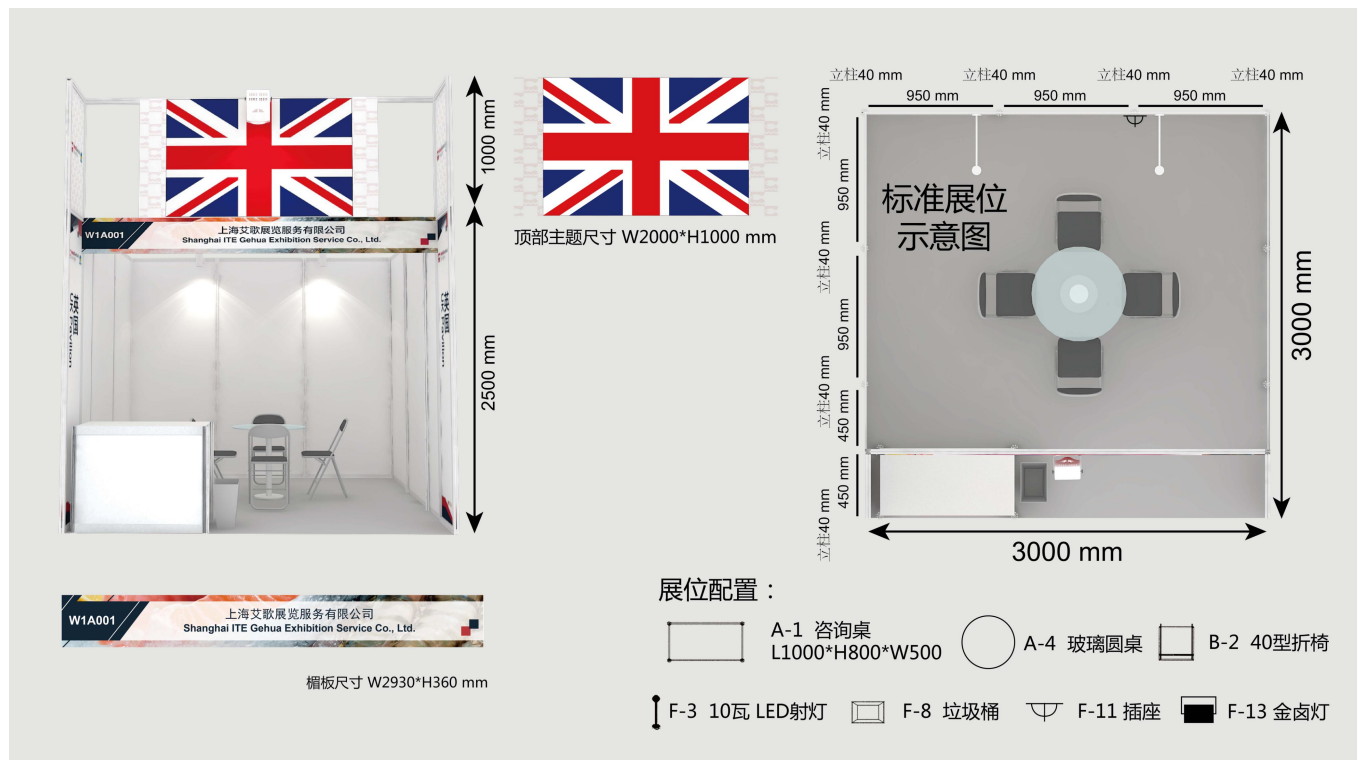
## UPGRADED SHELL SCHEME STAND INFORMATION

E

STANDARD SHELL STAND (NOT TO SCALE)

(Number of panels depends on dimensions of stand, one panel per 1m)

International Group Pavilion – 9 sqm



The followings are included in shell stand:

1	Stand Walls	6	Information Counter
2	Needle Punch Carpet	7	Folding Chair
3	Fascia with Company Name (English & Chinese) and Stand Number	8	Waste Paper Basket
4	10W LED Spotlight	9	Round Table
5	5Amp single phase Socket (max 500W, not for lighting)	10	HQI Lamp(150W)

Please refer to the table below for your allocation of items:

ITEM	9 m <sup>2</sup>	18 m <sup>2</sup>	27m <sup>2</sup>	36m <sup>2</sup>
Folding Chair (EC-08)	4	8	12	16
Round Table	1	2	3	4
Information Counter(PF-01)	1	2	3	4
Wastepaper Basket (EW-01)	1	2	3	4
10W LED Light	2	4	6	8
5Amp single phase Socket (max 500W, not for lighting)	2	2	3	4
HQI Lamp(150W)	1	2	3	4

\*Please be reminded that the above items cannot be interchanged with other items. No refund if any of the above items do not required. If you have high-power cooking or heating equipment, Please log in your [exhibitor account](#) to order the power for your equipment.

**All on site application will charge 100% emergency fee.**

## RAW SPACE STAND CONSTRUCTION AND MANAGEMENT

**F**
**F1 CONTRACTOR INSURANCE**
**F2 STAND BUILDING HEIGHT**
**F3 CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT**
**F4 FIRE PREVENTION REGULATIONS**
**F5 ELECTRICAL INSTALLATIONS**
**F6 STAND DESIGN DRAWINGS APPROVAL PROCEDURE**
**F7 AIR COMPRESSORS / PRESSURIZED CONTAINERS**
**F8 PERSONAL PROTECTIVE EQUIPMENT (PPE)**
**F9 OTHER CONSIDERATIONS**
**F10 MOVE-OUT INSTRUCTIONS**

The exhibitor shall appoint a contractor or himself to build (If the exhibitor will build the booth himself, such exhibitor shall be treated as a contractor) the booth, the exhibitor or the contractor must fully understand and follow the construction regulations developed by the Organiser.

### **F1. CONTRACTOR INSURANCE**

Each raw space stand contractor must have valid insurance coverage for minimum RMB 5 million (US\$ 0.6 million) against public liability for the entire move-in/out and show period. Individual stand contractors are required to present the certificate to the Organiser before 31 July, 2020. The Organiser reserve the right to refuse access to stand contractors that fail to do so. For details, please contact:

**Contact Person: Mr. He**

**Phone: +86 139 1612 2086**

**Email: [scogt641235@163.com](mailto:scogt641235@163.com)**

### **F2. STAND BUILDING HEIGHT**

Standard height of shell scheme is 2.5m.

**The maximum height of booth decoration for the raw space booth is 4m.**

**Double deck stands, arched doors, roofs or Neon lights are NOT allowed at this event.**

### **F3. CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT**

All booth contractors of raw spaces must submit the following documents to

**Shanghai Sunrise Expo Service Co., Ltd.** by 10 August, 2020:

- 1) Booth Design Plan/Business License of the Contractor/ Electrician's Certificate (For booth design plan, please refer to [Page19, F6-Flowchart for Approving a Booth Design Plan of a Raw Space.](#))
- 2) Form-2 Raw Space Stand Contractor Registration Form (download from your [Exhibitor Account](#))
- 3) Form-3 Raw Space Booth Contractor Liability Insurance (download from your [Exhibitor Account](#))
- 4) Form-4 Safety Commitment of The Erecting Contractor (download from your [Exhibitor Account](#))
- 5) Form-5 Order Utilities (Electrical, Air, Water) (order on your [Exhibitor Account](#))
- 6) A public liability insurance policy taken out and maintained for the duration of the exhibition with compensation of no less than RMB 5 million, or an equivalent insurance policy.

#### **Raw space stand design plan checking**

Contact Person: Mr. Chen

Tel: +86 021-28906186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

These contractors, after having submitted the documents and paid **Shanghai Sunrise Expo Service Co., Ltd.** management fees, construction deposit, and fees for electric box, compressed air and other items, can claim their construction work permits at the Accreditation Center at the south square of the Expo area on 23-25 August, 2020. (SNIEC South Badge Issue Center)

**Construction management fees (to the official contractor):** RMB 30/sqm.

**Construction Work Permits:** RMB 50 each

**Deposit for booth construction (bear by the Contractor):**

RMB 20,000 for a space of less than and equal to 36 Sqm;

RMB 30,000 for a space of 37 Sqm-143 Sqm;

RMB 40,000 for a space of more than 144 Sqm.

**Account Name:** Shanghai Sunrise Expo Service Co., Ltd.

**Bank Name:** SHANGHAI PUDONG DEVELOPMENT BANK, HEAD OFFICE LONGYANG SUB-BRANCH

**A/C No.:** 97520154740000323

**SWIFT Code:** SPDBCNSHXXX

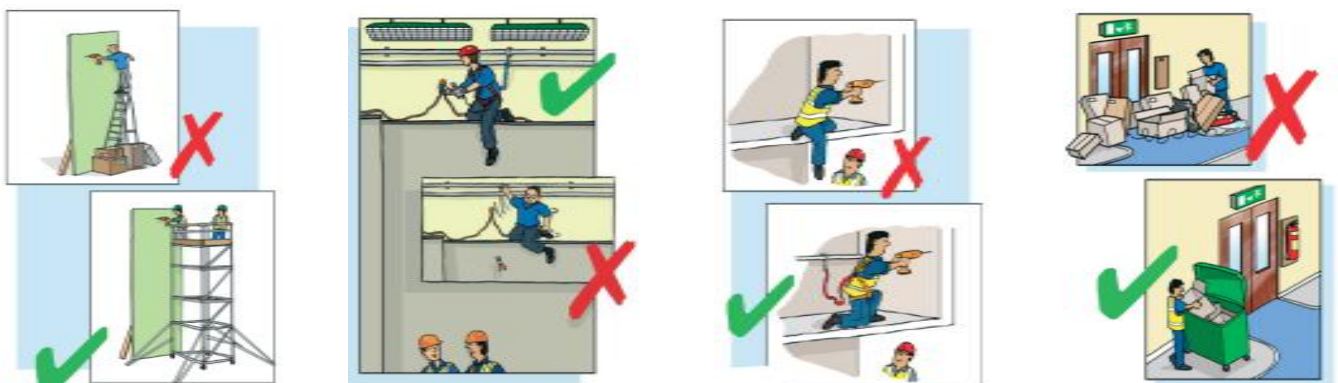
**Bank Address:** 2277 LONGYANG RD. SHANGHAI, CHINA

There is no injury incident in the process of booth construction; Upon the completion of the exhibition, exhibitors shall dismantle their booths and transport all construction materials and waste away from the exhibition venue, and make sure no damage is made on the facilities of the exhibition hall. The security department of the exhibition hall will verify the situation, and stamp the deposit slips; the Organiser will refund the deposit within 30 work days thereafter.

#### **F4. SAFETY AND FIRE REGULATIONS FOR RAW BOOTH CONSTRUCTION**

The staff of the exhibitor or the contractor in the raw booth must fully understood and unconditionally observe the following safety regulations.

- The contractor must ensure of safe and secure booth structures, and be fully responsible for the booth quality and safety during the construction to avoid booth collapse, injury, exhibition facility damage and other conditions caused by design or construction problems.
- In the construction process, a herringbone ladder cannot be used and a solid working platform shall be used for high-altitude operations above 2m. During high-altitude operations, workers shall properly wear safety helmets (helmet harness must be tied to the neck) and the safety rope shall be properly fixed on the working platform.
- All carpets used in the raw booth must be fire-retardant carpets. Booth wooden structures must be fireproof treated (applied with fire retardant coating). Power supply connections must be standardized, and private wire access is not permitted. Light boxes and other heating equipment must be provided with heat exhaust vents.
- In the construction process, do not use any heating equipment and forbid the use of welding equipment or other smoke substances. Do not apply paint or conduct paint operation inside the exhibition hall.
- In the booth construction process, no matter under what circumstances, fire alarms, fire extinguishers, fire hydrants, security doors and other equipment and channel must remain intact and smooth. **Organiser requires that the raw space booth shall be equipped with fire extinguishers in such manner that the larger the exhibition area, the more should equipped.**





#### **F5. INSTALLATION REQUIREMENTS FOR ELECTRICAL EQUIPMENT**

1. Certified electricians must complete installation of electrical wire and electrical equipment. It is prohibited illegal operations by undocumented workers. All operations must comply with the relevant National Electrical Code. If any problem occurs, the contractor will bear all the responsibility and consequences.
2. The distribution box used in the booth must be placed within the booth. It is prohibited to place the distribution box in the aisle. Laid electrical wires shall be provided with metal pipes or flame-retardant PVC pipes for protection, and a safe distance (0.5 meters) between the lamp and combustible material shall be ensured.
3. Electrical wires must be equipped with shunt switches, and shall be provided with bridge plates for security protection when passing through the aisle.
4. It is prohibited to place flammable and water dispenser around the distribution box. It is prohibited to move the fixed electrical box facilities in the hall without permit. All electrical wires shall be balanced with the capacity and shall be laid overhead or with effective protection measures, and the load equipment shall be provided with good grounding equipment.
5. The laid wire shall be sheathed and must be connected with dedicated connector. In addition to the cap line, flexible cord shall not be used. It is prohibited to use electrical equipment easy to produce heat and high temperature lamps.
6. The contractor is required to strictly observe the above regulations, and the venue management shall reserve the right to respond appropriately to any violations (such as cutting off the power supply, etc.)



#### **F6. DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH**

For the construction safety, the raw booth contractor shall submit a booth design program to the host contractor for approval. The booth design program for approval must include:

- Triple-view design sketch (front/top/side view).
- All dimensions, walls and the main exhibit plan shall be clearly marked.
- Facility location drawing in the top view (electrical box/compressed air/water supply and drain/network locations).
- Materials and fire details.
- Copies of electrician certificate.

All drawings should be in a recognized scale not less than 1:50. All plans are to be emailed, before:

10 August, 2020 in JPG or PDF format to: **Shanghai Sunrise Expo Service Co., Ltd.**

Contact Person: Mr. Chen

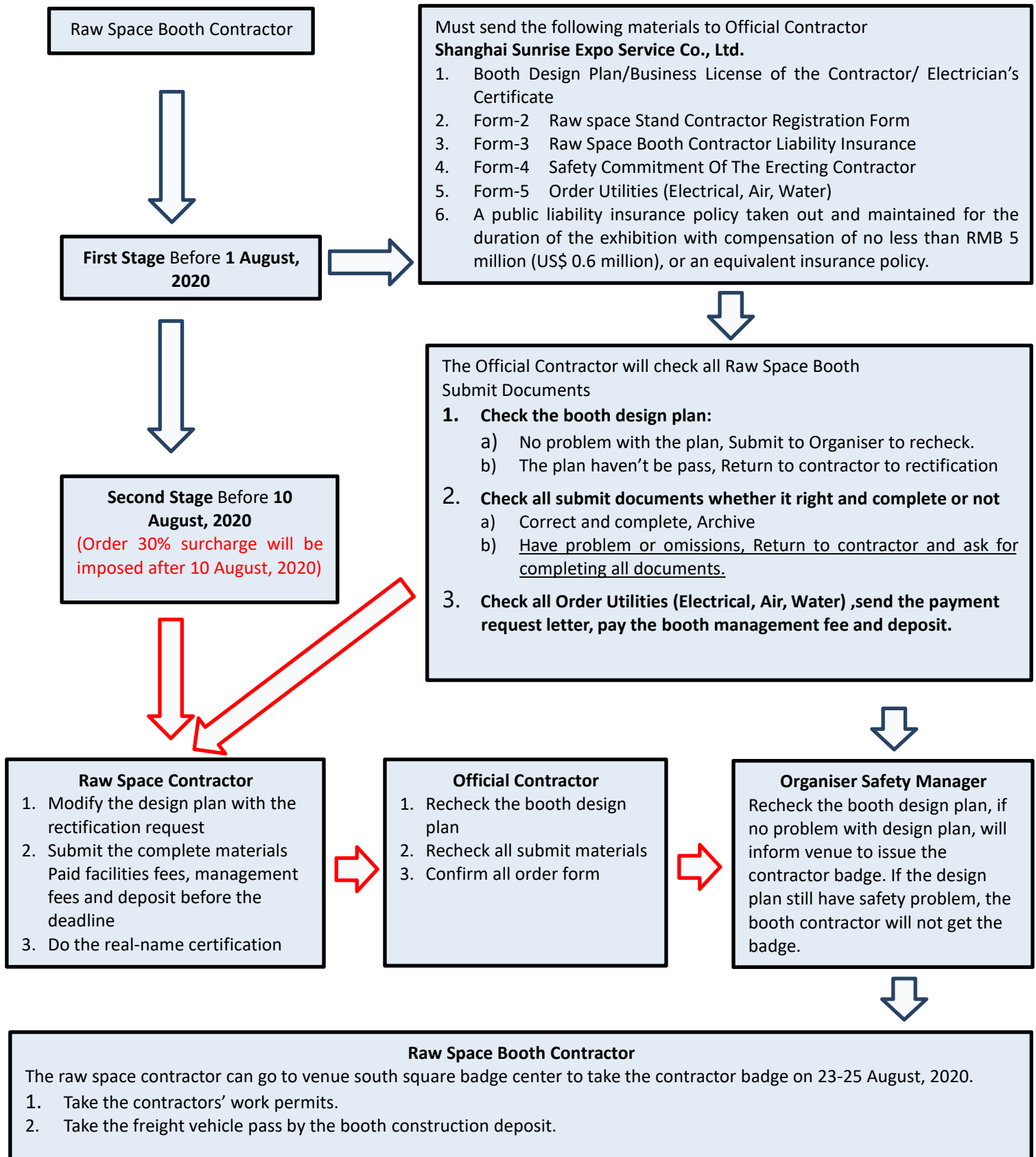
Tel: +86 021-28906186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

**PS. AFTER THE RAW SPACE BOOTH DESIGN PLAN BE APPROVED BY ORGANISER, THE CONTRACTOR BADGE AND CARGO TRUCK PASSPORT WILL BE ISSUED TO BOOTH CONTRACTOR.**

### DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH



## **F7. AIR COMPRESSORS / PRESSURIZED CONTAINERS**

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Stand Contractor, **Shanghai Sunrise Expo Service Co., Ltd.**

## **F8. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period. This manual is subject to change at the discretion of the Organiser. The contractors who work high above the ground are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.



## **F9. OTHER BOOTH SET-UP NOTICE**

1. No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.
2. All booth bared back wall must be covered with white banner cloth to cover. The covered materials must be smooth and beautiful; Any kinds of logo or slogan are not allowed appear on the covered materials. The Organiser will require the contractor to rectify. If refused, the booth deposit will be deducted, still the booth power will be turn off. The Organiser has the final right to interpret it.
3. Exhibitors and their stand contractor shall be responsible for dismantling and remove all building materials. If you fail to strictly enforce the deposit will be confiscated.

## **F10. MOVE-OUT INSTRUCTIONS**

Exhibitor and their booth contractor can't break down any part of their stand before the exhibition end on 28 August, 2020. The official freight forwarder will send the empty package box to your booth before the exhibition end. Exhibitors can use the badge to handle the release form in south entrance counter. Without the release form, your cargo will not be allowed to take away.

All exhibitors must comply with and respect this provision, so as not to affect the sales activities of other exhibitors and the safety of the audience before the end of the show.

**Note:** During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.

**GUIDELINE FOR FREIGHT VEHICLES****G****SERVIC GUIDELINES ON FREIGHT FORWARDING ARRANGEMENT****I. CONSIGNEE**

All cargo must be shipped prepaid and consigned as follows (DIRECT SHIPMENTS TO SHANGHAI):

**For Sea freight**

Consignee: SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH  
4/F, No.85 OuYang Rd, Jinling International Mansion,  
Shanghai, P.R.China. 200081

Tel:86-189 1878 1192

Fax:86-21-6521 4083

E-mail: ting.li@sinotrans.com

Attn:Ms.Li Ting

Notify Party:SAME AS CONSIGNEE

**For Airfreight**

Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO.,LTD.

904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT

Shanghai, P.R.China. 201202

TEL:86-21-6833 4798

FAX:86-21-68334796

Notify Party: SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH

TEL:86-189 1878 1192

FAX:86-21-6521 4083

ATTN:Ms.Li Ting

**II. PACKING MATERIAL REQUEST**

- All the wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially
- if it is not wooden case , please provide the ORIGNIAL “ Declaration of No-Wood Packing Material” which is issued by the exhibitor.

**III. CARGO DEADLINES**

Exhibits from abroad to Shanghai

- By Sea freight to Shanghai Port AUG. 13, 2020
- By Airfreight to Shanghai Airport AUG. 17, 2020

(Do not use House AWBs, ship only on direct Master Air Way Bills, otherwise we will surcharge RMB 1200.00/per shipment.)

**IV. MARKING**

The following marking must be painted on two opposite sides of each case

**EXHIBITOR:**

**STAND NO.**

**NET WEIGHT \_\_\_\_\_ KG**

**GROSS WEIGHT \_\_\_\_\_ KG**

**DIMENSIONS: L x W x H (CMS)**

**V. INSURANCE**

As the official tariff is complied on volume of weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and work is undertaken by us is owner's risk. Therefore exhibitors should arrange a proper round-trip all risk insurance policy for their exhibits. It is advisable to insure the exhibits through a company of which the People's Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage or loss on your behalf.

## RATES FOR HANDLING OF INTERNATIONAL EXHIBITS

### 1. BANK ACCOUNT:

**COMPANY:** SINOTRANS EASTERN COMPANY LTD.  
 BANK OF CHINA SHANGHAI BRANCH  
**ADDRESS:** NO.23 ZHONGSHAN(E.1)RD SHANGHAI CHINA  
**SWIFT CODE:** BKCHCNBJ300  
**ACCOUNT NO (USD) :** 454659237229

### 2. SERVICES AND TARIFF

NO.	ITEM AND DISCRPTION		RATES IN RMB
2.1	DOCUMENTATION SERVICES AND TARIFF		
2.1.1	Documentation Service	per Exhibitor or Consignment	500.00
2.1.2	Customs Bonded Permit	per Exhibitor or Consignment	1200.00
2.1.3	LOE Modification / Translation	per Page	40.00
2.1.4	EDI DATA INPUT FEE	per Page	100.00
2.2	BASIC HANDLING SERVICES AND TARIFF		
2.2.1	From arrival vessel Shanghai Port/Airport up to delivered exhibitor stand, unpacking, customs clearance and removal of empty packing material		
	Sea Freight (dry cargo)	per CBM	900.00
	LCL	Min. For LCL shipment	1800.00
	FCL	Min. For 20'GP container (23CBM)	20700.00
		Min. For 40'GP container (46CBM)	41400.00
		Min. For other 20' container (25CBM)	22500.00
		Min. For other 40' container (50CBM)	45000.00
	SeaFreight (chilled&frozen)	per CBM	1500.00
	LCL	Min. For LCL shipment	3000.00
	FCL	Min. For 20'GP container (23CBM)	34500.00
		Min. For 40'GP container (46CBM)	69000.00
		Min. For other 20' container (25CBM)	37500.00
		Min. For other 40' container (50CBM)	75000.00
	Air Freight (dry cargo)	per KG	12.00
		Min. 100KG	1200.00
	Air Freight(chilled&frozen)	per KG	21.00
		Min. 100KG	2100.00
2.2.2	From arrival exhibition hall up to delivered fair booth, unpacking and removal of empty packing materials		
		per CBM	220.00
		Min. 1CBM / Exhibitor or Consignment	220.00
2.2.3	From repacking and leaving fair booth up to reloading on truck		
		per CBM	220.00
		Min. 1CBM / Exhibitor or Consignment	220.00
2.2.4	From repacking and leaving fair booth up to delivered port / airport of return shipment		
	Sea Freight (dry cargo)	per CBM	900.00
	LCL	Min. For LCL shipment	1800.00
	FCL	Min. For 20'GP container (23CBM)	20700.00
		Min. For 40'GP container (46CBM)	41400.00
		Min. For other 20' container (25CBM)	22500.00
		Min. For other 40' container (50CBM)	45000.00
	SeaFreight (chilled&frozen)	per CBM	1500.00
	LCL	Min. For LCL shipment	3000.00
	FCL	Min. For 20'GP container (23CBM)	34500.00
		Min. For 40'GP container (46CBM)	69000.00
		Min. For other 20' container (25CBM)	37500.00



		Min. For other 40' container (50CBM)	75000.00
	Air Freight (dry cargo)	per KG	12.00
		Min. 100KG	1200.00
	Air Freight(chilled&frozen)	per KG	21.00
		Min. 100KG	2100.00
2.2.5	Quarantines		
	LCL / Air Cargo	per Package	45.00
		MIN	350.00
	20' Container	per 20' Container	450.00
	40' Container	per 40' Container	640.00
	Inspections Variety Charge	per Variety	225.00
2.2.6	Hand carried items arriving PVG air port		
		per Exhibitor or Consignment	3000.00
2.3	ADDITIONAL SERVICES AND TARIFF		
2.3.1	Terminal Handling Charge / Re-export Terminal Surcharge		
	LCL	per CBM	400.00
		Min. 2CBM	800.00
	FCL	per TEU	1500.00
	Air Freight	per KG	2.50
		Min. 300KG	750.00
2.3.2	Incorrect Consignee / Consignee other than Sinotrans		
	By Sea	per CBM	200.00
		Min. 3CBM	600.00
	By Air	per KG	2.50
		Min. 300KG	750.00
2.3.3	Storage Charge at Bounded Warehouse		
	LCL	per CBM per WEEK	75.00
		Min.	150.00
	FCL	per TEU per DAY	225.00
		Min.	225.00
	Air Freight	per KG per DAY	2.25
		Min.	225.00
	Move IN/OUT	per CBM	50.00
		Min.	100.00
2.3.4	Air Freight (Chilled & Frozen) additional charge:		
	Additional Storage charge	per KG per Day	0.3
		Min.	30.00
	Daily Delivery	per times	200.00
2.3.5	Shipment after deadline Surcharge:		
		Min.	30% of 2.2.1-6
			675.00
2.3.6	Container Return / Order New Container		
	20' Container		2000.00
	40' Container		3000.00
2.3.7	Container Demurrage		
	1 -7DAYS FREE	20'	40'
	OVER 8DAYS	200.00/DAY	400.00/DAY
2.3.8	Freight Collect		
	Import cargo dispatched under freight collect basis will be paid on your behalf plus a 10% prepayment fee.		
2.3.9	Dangerous Cargo (Including chilled & frozen cargo) Surcharge:		
			100% of 2.2.1-6
2.3.10	Customs consumption fee : Per exhibitor/consignment		
			600.00
2.3.11	Import License for frozen sea food which under HS CODE chapter 03		
			3000.00
2.4	OPTIONAL SERVICES AND TARIFF		

<b>2.4.1</b>	<b>ATA Carnet</b>		
	Register	per Carnet	<b>900.00</b>
	For ATA with General List over 10 pages, RMB50/Page will be charged from the 11th page.		
<b>2.4.2</b>	<b>Early Arrival Surcharge: For cargo arrival before deadline.</b>		
	LCL	per CBM per WEEK	<b>75.00</b>
		Min.	<b>150.00</b>
	FCL	per TEU per DAY	<b>225.00</b>
	Air Freight	per KG per DAY	<b>2.25</b>
		Min.	<b>225.00</b>
<b>2.4.3</b>	<b>Crane and Forklift Renting for Assembling</b>		
	Forklift 3T	per 4 Hours	<b>1600.00</b>
	Forklift 5T	per 4 Hours	<b>2100.00</b>
	Forklift 8T	per 4 Hours	<b>2600.00</b>
	Crane 8T	per 4 Hours	<b>2100.00</b>
	Crane 25T	per 4 Hours	<b>3200.00</b>
	Crane 50T	per 4 Hours	<b>5200.00</b>
	Weekends, holiday and overtime work will be double charged. Charge for one extra worker is included for each forklift. Charge for two extra workers is included for each crane.		
<b>2.4.4</b>	On-site local labor	per 4 Hours	<b>150.00</b>
<b>2.4.5</b>	<b>Handling for Sold Exhibits or Abandoned Goods</b>		
	Customs Clearance	per Contract or Consignment	<b>2200.00</b>
	CIQ Clearance	per Contract or Consignment	<b>1100.00</b>
<b>2.4.6</b>	Way bill Alteration	per Consignment	<b>300.00</b>
<b>2.4.7</b>	<b>Not-on-site Container Stuffing</b>		
	20' Container		<b>8000.00</b>
	40' Container		<b>16000.00</b>
<b>2.4.8</b>	<b>Over Weight Cargo Surcharges</b>		
	2,000 – 4,000 KGS	per 100KGS	<b>38.00</b>
	4,001 – 6,000 KGS	per 100KGS	<b>55.00</b>
	6,001 – 8,000 KGS	per 100KGS	<b>68.00</b>
	Over 8,000 KGS	Subject to separate quotation	
<b>2.4.9</b>	<b>Over Size Cargo Surcharges for In-land Transportation</b>		
	For any side of Individual case exceeding 6M(L) x 2.4M(W) x 2.6M(H):		
	1 dimension exceeding	per CBM	<b>60.00</b>
	2 dimensions exceeding	per CBM	<b>80.00</b>
	3 dimensions exceeding	per CBM	<b>90.00</b>

#### NOTES

- If container is at Yang Shan seaport , will be charged additional transportation: RMB 1,500.00/20'; RMB 2,800.00/40'
- We do not recommend the dispatch of HAWB(air-cargo) to Shanghai Airport. All HAWB shipments will incur additional agency fees;
- Cargo that arrives earlier than specified, all storage dues will be another charged;
- **SINOTRANS CO.** reserves the right to amend the above rates if in case the exhibition is changed its date, city or venue;
- **SINOTRANS CO.** does not take any responsibility for:
  - a) If any exhibits is not allowed by the Organiser or Chinese Customs to be sold or displayed on fair site,
  - b) Any tax/duty for sold exhibits;
- For goods transported by Currier Service such as UPS, DHL or FEDEX, we will charge it according to our airfreight rate if they can't make custom clearance and let us do it. UPS, DHL, FEDEX  
Please note if the receiver address on Currier Air Waybill is exhibition venue, it is not acceptable. Because
  - 1) there are a few exhibitions being held in same exhibition venue in the day. It could make big confusion/delay and take time to the people involved to make it clear that the exhibits is actually for which exhibition.
  - 2) Moreover, according to courier service regulations, the receiver must sign when he receives the cargo from courier. However, it is not obligation for the officer of exhibition venue to do so for you.
 The usual way is that the exhibits is arranged to send to our company, we will take care of exhibits and deliver to you when you arrive at hall. It costs you USD 50.00.
- Any service required from exhibitors not covered by tariff should be notified SINOTRANS CO. in advance, quotation will be given upon request.

---

## **Emergencies**

---

**H**

### **Emergency Number**

Please call: +86 156 1898 0450

The Organiser will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

### **Emergency Exits**

All emergency exits are marked with green exit signage.

### **Medical**

In the case of an accident/injury, please take following measures:

1. Call the Emergency Number immediately, giving the Organiser the exact location and details of the accident/injury.
2. If possible, help treat/comfort the injured party until qualified help arrives.

### **Fires**

The venue is equipped with fire sprinkler and alarm system.

Portable hand-held fire extinguishers are also located at each gate inside the halls.

### **If you detect fire or smoke:**

1. Activate the nearest fire alarm if possible and safe to do so.
2. Call the Emergency Number immediately, giving the exact location and details of the fire.
3. Leave the exhibition hall immediately by the nearest exit.
4. Close doors behind you.

### **If you hear a fire alarm:**

Remain calm and alert; prepare at once to leave SNIEC.

### **Evacuation**

If you hear a fire alarm evacuation announcement or instruction:

- 1) Leave the SNIEC by the nearest safe exit.
- 2) Follow announcements over the public address system or instructions by SNIEC staff and/or fire/police officials.
- 3) Once outside the SNIEC, stay clear of the venue; do not return until it is declared safe to do so by SNIEC management, or fire/police officials.

## All Order Forms

**I**

Form No	Page	Item	Deadline	Form	Submit ✓
Form-1	P-28	Event Guide Company Listing (Company Profile Details)	31 July, 2020	Online	
Form-2	P-29	<b>Raw Space Stand Contractor Registration Form</b>	10 August, 2020	Sunrise	
Form-3	P-30	<b>Raw Space Stand Contractor Liability Insurance</b>			
Form-4	P-32	<b>Safety Commitment of The Erecting Contractor</b>			
Form-5	P-34	<b>Order Utilities (Electrical, Air, Water)</b>		Online	
Form-6	P-36	Rigging Points Application Form			
Form-7A Form-7B	P-37 P-38	Order Stand Furnishings (Furniture, Floral)	10 August, 2020		
Form-8	P-39	Transportation Service for Machinery and Equipment	12 August, 2020	Sinotrans	
Form-9	P-40	Refrigerator Rental Form	10 July, 2020	LOWE	
Form-10	P-42	Hospitality Booking Form	14 August, 2020	Mengxuan	



**Form-1 Event Guide Company Listing (Company Profile Details)**

**Deadline: 31 July, 2020**

Please log in [exhibitor account](#) to fill the information out for your complimentary event guide listing. The brief description on your company in English and Chinese should be no longer than 300 words for each language. Also, it is very important that you send the correct contact information that will be listed in the event guide above your company description.

MUST BE SUBMITTED BY ALL

Exhibitor Information	
Account:	<input type="text"/>
Booth No:	<input type="text" value="W3"/>
Company Name(Chinese):	<input type="text"/> <small>【printing same name on Fascia and Show Directory】</small>
Company Name(English):*	<input type="text"/> <small>【printing same name on Fascia and Show Directory】</small>
Booth Type: *	<input type="radio"/> Shell Scheme Stand <input type="radio"/> Raw Space
Area:	<input type="text" value="9.0"/> sqm
Contact Person*	<input type="text"/> Mr. <input type="button" value="Ms."/>
Mobile:*	<input type="text"/>
Job title:	<input type="text"/>
History:	<input type="checkbox"/> 2019 <input type="checkbox"/> 2018 <input type="checkbox"/> 2017 <input type="checkbox"/> 2016 <input type="checkbox"/> 2015 <input type="checkbox"/> 2014 <input type="checkbox"/> 2013

Directory Information	
Booth No:	<input type="text" value="W3"/>
Tel:*	<input type="text" value="86"/> - <input type="text" value="021"/> - <input type="text" value="00000000"/>
Fax:	<input type="text" value="86"/> - <input type="text" value="021"/> - <input type="text" value="00000000"/>
E-mail:*	<input type="text"/>
Country: *	Please select <input type="button" value="北京"/> <input type="button" value="市辖区"/> <input type="button" value="东城区"/>
Address:*	<input type="text"/>
Web:	<input type="text"/>
Leading Products(Chinese):	<input type="text"/>
Leading Products(English):*	<input type="text"/>

Publicity Information (only WeChat)	
Company Profile(Chinese):	<input type="text"/>
Company Profile(English):	<input type="text"/>
Company Slogan:	<input type="text"/>
Company LOGO:	<input type="text"/> <input type="button" value="upload"/>
<small>(the files can't over 300KB /picture)</small>	
Product Pictures:	<input type="text"/> <input type="button" value="upload"/>
<small>(Please attach 6 images in jpg format, the files can't over 300KB /picture))</small>	
<input type="checkbox"/> I have confirmed that the above information is correct and valid (please check)	
<input type="button" value="Submit"/>	

✧ Company Logo and product imagines use for promoting by Wechat only.





## Form-2 Raw Space Stand Contractor Registration Form

**Deadline: 10 August, 2020**

All raw space booth contractors must submit the following documents to the event official contractor **Shanghai Sunrise Expo Service Co., Ltd.** to do the safety checking before 10 August, 2020.

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

### Document List:

- 1) Booth Design Plan/Business License of the Contractor/ Electrician's Certificate (For booth design plan, please refer to **Page-19, F6 (Flowchart for Approving a Booth Design Plan of a Raw Space )**)
- 2) Form-3 Raw space Stand Contractor Registration Form
- 3) Form-4 Safety Commitment of The Erecting Contractor
- 4) Form-5 Safety Commitment Of The Erecting Contractor
- 5) Form-6 Order Utilities (Electrical, Air, Water)
- 6) A public liability insurance policy taken out and maintained for the duration of the exhibition with compensation of no less than RMB 5 million, or an equivalent insurance policy.

**For the raw space booth, the permitted maximum height of booth decoration is 4m. Double deck stands, arched doors, roofs or Neon lights are NOT allowed at this event.**

All Raw Space stands are "Space only". No stand fittings, carpeting, electricity or furniture are included. All electricity orders must be ordered through the Official Contractor, **Shanghai Sunrise Expo Service Co., Ltd.** Any order received by **Shanghai Sunrise Expo Service Co., Ltd.** after 10 August, 2020 will subject to a 30% late surcharge, after 15 August, 2020 will subject to a 50% late surcharge. Please refer to Form-5 Order Utilities (Electrical, Air, Water) for more information.

Please tick where appropriate:

- ☐ We will appoint an outside contractor to build our **Raw Space** stand, as detailed below.
- ☐ Our company will act as an out side contractor to modify our own **Shell Stand** during the move in / out period, as completed below.

**Form-2 should be signed by the exhibitor firstly. Then must be sent back to the official contractor.**

We appoint (Contractor Name Here): as our booth set-up service contractor.

Contractor main contact person: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor sign and stamp: \_\_\_\_\_

<p><b>Authorised by:</b></p> <p>Exhibiting Company: _____ Stand No: _____</p> <p>Contact: _____ Position: _____</p> <p>Tel: _____ Fax: _____ Email: _____</p> <p>Signature: _____ Date: _____</p>	<p><b>Please make a copy for your own file &amp; return to the following :</b></p> <p><b>Shanghai Sunrise Expo Service Co., Ltd.</b></p> <p>Contact Person: Mr. Chen</p> <p>Tel: +86 021-2890 6186 ext. 19</p> <p>Mobile: +86 159 0162 8507</p> <p>Email: <a href="mailto:chenyinsheng@sunexpo.com.cn">chenyinsheng@sunexpo.com.cn</a></p>
---	--

**Form-3 Raw Space Stand Contractor Liability Insurance**
**Deadline: 10 August, 2020**

## The application form of Shanghai Convention & Exhibition Industries Association's exhibition liability insurance

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor and 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, **PICC**, 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, **PICC** will provide the most preferential conditions and insurance services to the Exhibition, including on-site insurance applications, on-site supervision on safety, dealing with insured accidents and claim payments etc.

Their contact details are as below:

Contact Person:	Mr. He	Tel:	+86 139 1612 2086	E-mail:	scogt641235@163.com
-----------------	--------	------	-------------------	---------	---------------------

**A. Invoice Title**

Company full name:
--------------------

**B. The Insured**

**The insured refers to the person covered under an insurance contract and be entitled to the right to insurance claims**

The full name of stand constructor and exhibitor:
---

**C. Contact Details**

Contact name:	Contact telephone number:
Contact address:	

**D. Underwriting Information**

The Exhibition name:	<b>World Seafood Shanghai (SIFSE) 2020</b>
Name and address of the exhibition hall:	Shanghai New International Expo Center (SNIEC)- - Hall W3 No.2345 Longyang Road, Pudong New District, Shanghai, China.
Exhibition booth No:	
Policy period:	From 0:00 August 23, 2020 to 24:00 August 29, 2020
	Exhibition Building Liability Insurance: Limit of Indemnity in Aggregate: <b>RMB 1,000,000</b>
	Employee Liability Insurance: Limit of Indemnity in Aggregate: <b>RMB 2,000,000</b>

Indemnity:	Limit of Indemnity per Person: <b>RMB300,000</b>
	Third-Party Liability Insurance: Limit of Indemnity in Aggregate: <b>RMB 2,000,000</b> Limit of Indemnity per Person: <b>RMB 300,000</b>
	Limit of Indemnity in Aggregate: <b>RMB 5,000,000</b> Limits of indemnity for each accident: <b>RMB 2,000,000</b>
Gross premium:	<b>RMB 450.00</b>
Deductible:	Nil
Judicial jurisdiction	Mainland China(excluding Hong Kong, Macao and Taiwan)
Disputes Resolution:	Negotiation, litigation, Arbitration
Special Provisions:	1. The coverage of the Policy shall include any and all of the working and activity areas in the venue of this Exhibition. 2. The employees as referred to herein shall include those who participate in the exhibition and other workers as hired, including temporary workers.
payment agreement:	The premium should be paid in full amount before the inception date. If the Policyholder fails to pay the premium according to the agreement, the insurance company will not does not assume any compensation liability.
Statement of policyholder:	All information in this proposal formare verified. Policyholder agrees to use it as the basis of issuing a Policy by insurance company and part of the Policy. The policyholder should affirm that the insurance company has already illustrated the liability insurance terms and additional clauses (including the Exclusion part) Policyholder has fully aware of the terms and conditions of the insurance contract. The insurance contract is valid since the Policy is issued.
Signature of the Policyholder:	
Applicant Date: ____DD____MM____YY	

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please make a copy for your own file &amp; return to the following :</b> <b>Shanghai Sunrise Expo Service Co., Ltd.</b> Contact Person: Mr. Chen Tel: +86 021-2890 6186 ext. 19 Mobile: +86 159 0162 8507 Email: <a href="mailto:chenyinsheng@sunexpo.com.cn">chenyinsheng@sunexpo.com.cn</a>
--	---



**Form-4 Safety Commitment of the Erecting Contractor**

**Deadline: 10 August, 2020**

**Filling in and sign by Raw Space Contractor**

**Safety Commitment of the Erecting Contractor**

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Center Co., Ltd. (hereinafter referred to as the “SNIEC”), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
2. The Contractor shall take charge to educate its on site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on site day-to-day safety supervision.
3. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC's staff on the improvement work.
4. During work execution, the Contractor shall strictly follow the SNIEC's rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.
5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
6. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be made according to the SNIEC's “Damage Price List of Constructions and Structures” and “Damage Price List of Facilities, Equipment, and Fittings”.
7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and flammables (such as paint, banana oil, dimethylbenzene, etc.) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
9. During work execution, no action shall be carried out that may affect the structures and safety of the building.
10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.



11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.
12. The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor's failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

If there is any violation of these provisions, the booth contractor will accept treatment and take full responsibility.

Booth NO.:

Contractor Stamp:

Contractor Responsible persons:

Mobile/Tel.:

on site Safety Manager:

Mobile/Tel.:

\*The Organiser has the right to refuse the raw space contractor access into the expo hall who haven't sent the Safety Commitment.

\*The Organiser reserves the final interpretation.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please make a copy for your own file &amp; return to the following :</b> <b>Shanghai Sunrise Expo Service Co., Ltd.</b> Contact Person: Mr. Chen Tel: +86 021-2890 6186 ext. 19 Mobile: +86 159 0162 8507 Email: <a href="mailto:chenyinsheng@sunexpo.com.cn">chenyinsheng@sunexpo.com.cn</a>
--	---



**Form-5 Order Utilities (Electrical, Air, Water)**
**Deadline: 10 August, 2020**
**Order Utilities (Electrical, Air, Water)([Please order online](#))**
**Electrical Items**

No.	Description	Unit (RMB)
1	15A/380V Three Phase Power Point(ONLY FOR LIGHT)	1700.00
2	30A/380V Three Phase Power Point (ONLY FOR LIGHT)	2400.00
3	60A/380V Three Phase Power Point (ONLY FOR LIGHT)	3600.00
4	100A/380V Three Phase Power Point(ONLY FOR LIGHT)	5000.00
5	13 A / 220 V single phase socket ( max. 1000 W, only for shell scheme )	800.00
6	15A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	1700.00
7	30A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	2400.00
8	60A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	3600.00
9	100A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	5000.00
10	24Hours Power for Refrigeration Equipment. (Each Refrigeration Equipment should order one)	300.00

- ✧ The shell scheme power socket rated is 500W and not 24hours power. If exhibitor will bring the refrigeration equipment by themselves (not official) Should order 24hours power by themselves.
- ✧ If the exhibitors use the high-power cooking or heating equipment(power more than 1000W) in your booth, exhibitors should apply one separated distribution box by themselves.

**Compressed Air**

No.	Description	Unit (RMB)
1	0.5HP-5HP ( ≤0.4m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> )	3900.00
2	6HP-10HP ( ≤0.9m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> )	4550.00
3	10HP (10 Bar 1m <sup>3</sup> /Min)	5200.00

**Water Supply**

No.	Description	Unit (RMB)
1	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm <sup>2</sup>	3000.00
2	Water supply to machine with 10m pipe up & down. Ø 20mm, P. 4kg/cm <sup>2</sup>	4200.00

**Notes:**

- 1) 220V socket supplied is NOT to be used for lighting connection purpose.
- 2) Exhibitors who are taking space only should order a three phase outlet for lighting purpose.  
A separate power outlet should be ordered, if there is a machine to be demonstrated
- 3) Regarding three phase power point, please email the location of the power point to **Sunrise** before 10 August, 2020. Otherwise, 100% surcharge will be required if you move the position of your power point on site.
- 4) Additional order received after the deadline 10 August, 2020 subjected to 30% surcharge;  
After 15 August, 2020, 50% surcharge will be charged for any late orders about electrical, water outlet, compress air.
- 5) All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
- 6) All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on

receipt or the original order on site.

**Account Name:** Shanghai Sunrise Expo Service Co., Ltd.

**Bank Name:** SHANGHAI PUDONG DEVELOPMENT BANK, HEAD OFFICE LONGYANG SUB-BRANCH

**A/C No.:** 97520154740000323

**SWIFT Code:** SPDBCNSHXXX

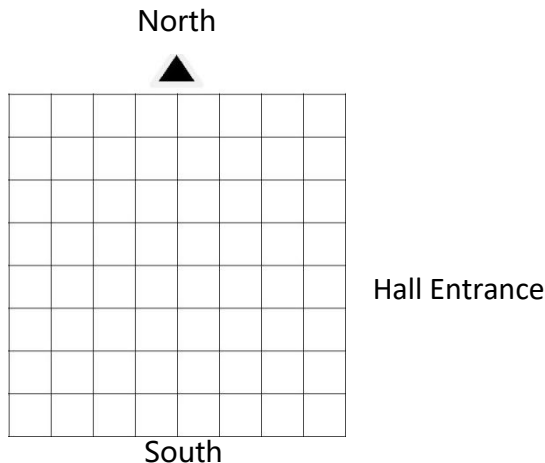
7) Mark Power and Air Interface Position using below icon

Please mark in the picture

a. Have to mark tunnel and booth

b. Have to mark power supply

c. Have to mark booth NO and Name: each small cell represents one square meter



**Sample**



Power Supply



Compressed air



Water Supply



Telephone

**Authorised by:**

Exhibiting Company: ..... Stand No: .....

Contact: ..... Position: .....

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

Signature: ..... Date: .....

**Please make a copy for your own file & return to the following :**

**Shanghai Sunrise Expo Service Co., Ltd.**

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

**Form-6 Rigging Points Application Form**
**Deadline: 10 August, 2020**

**Rigging Points Application Form**([Please order online](#))

No	ITEM	Unit (RMB)
1	Hanging point (loading capacity 200kg/point, unit weight less than 1T, only steel structure can be hung)	2500.00/point

**Notes for Rental:**

1. **Only booth which is more than 54sqm can apply the hanging point.**
2. Affected by the venue fairground structure, for the quantity and location of the available Rigging Points, please check with the official contractor Shanghai Sunrise Expo Service Co., Ltd.
3. All design with hanging structure must be submitted to the official contractor Shanghai Sunrise Expo Service Co., Ltd. together with the booth design, before **10 August, 2020**. After finishing payment, approved design can be realized on site. The design with hanging structure will not be realized, which is not approved in time or not paid in time. Hanging point application is not accepted on site.
4. Once the design with hanging structure is approved, the exhibitor or the booth contractor must finish fully payment according to the quantity estimated by the Official Operation Team. Actual quantity will be confirmed by the venue engineer of the fairground during move in period. If the estimated quantity is less than the actual, the exhibitor or the booth contractor must make up the balance by cash on site before the installation. If the estimated quantity is more than the actual, the balance will be returned to the payer's account within 1 week after the show.

**Notes:**

1. Cancellation Clause: 50% cost will be charged for any cancellation of order.
2. Payment must be made upon presentation of order confirmation/invoice from **Shanghai Sunrise Expo Service Co., Ltd.**
3. Additional order received after the deadline 10 August 2020 subjected to 30% surcharge; After 15 August 2020, 50% surcharge will be charged for any late orders.
4. All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
5. All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.

**Account Name:** Shanghai Sunrise Expo Service Co., Ltd.

**Bank Name:** SHANGHAI PUDONG DEVELOPMENT BANK, HEAD OFFICE LONGYANG SUB-BRANCH

**A/C No.:** 97520154740000323

**SWIFT Code:** SPDBCNSHXXX

**Please make a copy for your own file & return to the following :**

**Shanghai Sunrise Expo Service Co., Ltd.**

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)

**Form-7A Order Stand Furnishings (Furniture)**
**Deadline: 15 August, 2020**
**Order Stand Furnishings ([Please order online](#))**
**[ FURNITURE ]**

# 展具租赁

  
EXPO RENTAL

**EXHIBITION SERVICE**

**Notes:**

- 1) Please accompany location plan for on site installation.
- 2) Payment must be made upon presentation of order confirmation/invoice from **Shanghai Sunrise Expo Service Co., Ltd.**
- 3) Cancellation Clause: 50% cost will be charged for any cancellation of order.
- 4) Additional order received after the deadline 10 August, 2020 subjected to 30% surcharge;  
After 15 August, 2020, 50% surcharge will be charged for any late orders.
- 5) All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
- 6) All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.

**Account Name:** Shanghai Sunrise Expo Service Co., Ltd.

**Bank Name:** SHANGHAI PUDONG DEVELOPMENT BANK, HEAD OFFICE LONGYANG SUB-BRANCH

**A/C No.:** 97520154740000323

**SWIFT Code:** SPDBCNSHXXX

**Please contact Mr. Chen if you have any questions on ordering furniture:**
**Shanghai Sunrise Expo Service Co., Ltd.**

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Mobile: +86 159 0162 8507

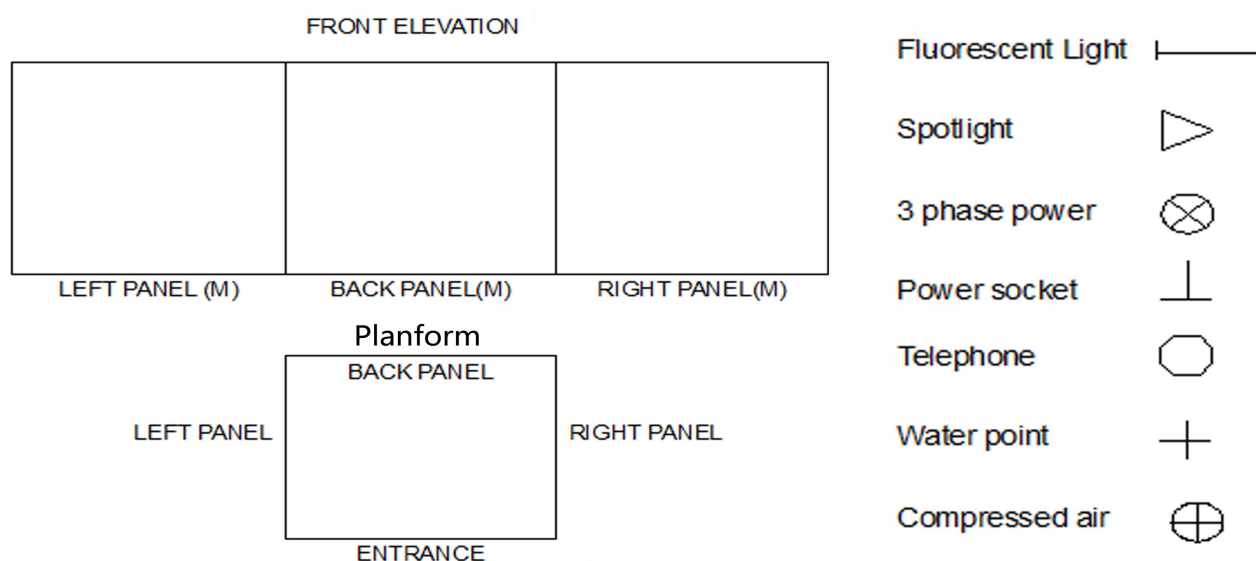
 Email: [chenyincheng@sunexpo.com.cn](mailto:chenyincheng@sunexpo.com.cn)

**Form-7B Order Stand Furnishings (Furniture, Floral)**
**Deadline: 10 August, 2020**
**Order Stand Furnishings ([Please order online](#))**
**[INTERNET]**

No.	ITEM	UNIT (RMB)
1	10M Fiber-based broadband, 1 Public static IP address	5200.00 (/one/3days)
2	Wi-Fi Router	1000.00 (/one/3days)

**[AVEQUIPMENT]**

No.	ITEM	UNIT (RMB)
1	17" LCD monitor	1000.00 (/one/3days)
2	22" LCD monitor	1200.00 (/one/3days)


**Notes:**

- 1) Please accompany location plan for on site installation.
- 2) Payment must be made upon presentation of order confirmation/invoice from Shanghai Sunrise Expo Service Co., Ltd.
- 3) Cancellation Clause: 50% cost will be charged for any cancellation of order.
- 4) Additional order received after the deadline 10 August, 2020 subjected to 30% surcharge; After 15 August, 2020, 50% surcharge will be charged for any late orders.
- 5) All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
- 6) All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.

**Account Name:** Shanghai Sunrise Expo Service Co., Ltd.

**Bank Name:** SHANGHAI PUDONG DEVELOPMENT BANK, HEAD OFFICE LONGYANG SUB-BRANCH

**A/C No.:** 97520154740000323

**SWIFT Code:** SPDBCNSHXXX

**Please make a copy for your own file & return to the following :**

**Shanghai Sunrise Expo Service Co., Ltd.**

Contact Person: Mr. Chen

Tel: +86 021-2890 6186 ext. 19

Mobile: +86 159 0162 8507

Email: [chenyinsheng@sunexpo.com.cn](mailto:chenyinsheng@sunexpo.com.cn)





**Form- 8 Transportation Service for Machinery and Equipment**

**Deadline: 12 August, 2020**

(\*Please send this form to official freight forwarder and copy exhibition organiser:

[Fay.lam@ite-gehua.com](mailto:Fay.lam@ite-gehua.com) in email)

<b>Please email or fax back this form to:</b> <b>Sinotrans Eastern Company Ltd. Exposition Logistics Branch</b> Contact Person: Ms. Li Fax: +86 21 6521 4083 E-mail: <a href="mailto:ting.li@sinotrans.com">ting.li@sinotrans.com</a>	<b>Exhibitor Information</b>	
	Company:	
	Booth No.:	Booth Space:
	Contact Person:	Tel:
	E-mail:	

**We will transport attached cargos to the exhibition, on site need loading & uploading service.**

CTN. No.	Packing style	Exhibitors	L x W x H (cm)	Size (m3)	Weight (kg)	Special considerations
<b>Total:</b>		<b>Unit,</b>	<b>Cubic meter,</b>		<b>Kg.</b>	

**The goods will be transported to Shanghai in the following way. Please choice the way you transport the cargo with “v”**

- A. By(railway / air / land truck) shipped to Shanghai delivery, shipping documents:\_\_\_\_\_ ( documents please together fax ) Shanghai arrival date: \_\_\_\_\_, please kindly arrange delivery, stored and transported to our booth;
- B. Directly to your warehouse, shipping documents: \_\_\_\_\_(please fax documents)  
Shanghai arrival date: \_\_\_\_\_, please arrange your company save and shipped to our booth;
- C. Will transport the cargo to venue by ourselves.

**Our company agrees the payment of fees of this exhibition to be paid to your company using the following methods (please check the box before the following payment methods):**

- ☐ All the fees will be paid in full to your company before the exhibition using wire transfer.
- ☐ All the fees will be paid in full during the exhibition; it will be paid in cash to your company's staff.

**Company/Business seal (please keep the copy of this chart attachment.)**

**Form-9 Refrigerator Rental Form**
**Deadline: 10 July, 2020**
**Pictures of Refrigerator**

A1	1.3m Curved Glass Display Counter 1282 x 1268 x 965(mm)		G7	2 Door Upright Display Freezer 1200 x 2100 x 730(mm)	
A2	1.9m Curved Glass Display Counter 1882 x 1268 x 965(mm)		K2R	4 Sided Glass Door Display Chiller* (revolving) 595 x 1810 x 658(mm)	
B1A	1.04m Curved Glass Display Counter 1040 x 1210 x 1180(mm)		K3	6 Sided Glass Door Display Chiller(revolving) 910 x 1830 x 850(mm)	
B1P	1.3m Curved Glass Display Counter 1300 x 1210 x 1180(mm)		K4	6 Sided Glass Door Display Freezer(revolving) 910 x 1830 x 850(mm)	
C1T	0.98m Multi-Deck Display Case 1000 x 2050 x 960(mm)		M1	Isola 1.3m Dome Display 1300 x 1340/1660 x 1300(mm)	
C2T	0.7m Impulse Multi-Deck Display Chiller 1350 x 2050 x 960(mm)		L1A	1.2m Glass Patisserie Counter 1200 x 1200 x 840(mm)	
C1A	1.33m Multi-Deck Dairy Case 600 x 1590 x 500(mm)		N1	GN Salad/Buet Bar Counter (wood finish) 1590 x 1380 x 750(mm)	
C3T	1.88m Multi-Deck Dairy Case 1960 x 2050 x 860+100 Vent (mm)		H3A	1 Door Front Venting Back Bar Chiller 500 x 900 x 500(mm)	
D1C	1.5m Curved Glass Display Freezer (LED light) 1480 x 860 x 770(mm)		H3DD	2 Door Front Venting Back Bar Chiller 900 x 900 x 500(mm)	
D3	1.5m Open Top Display Island Freezer/Chiller 1570 x 1065 x 1040(mm)		H3D	100L 4 Sided Counter Top Display 428 x 1150 x 386(mm)	
D4	2.0m Open Top Display Island Freezer/Chiller 2070 x 1065 x 1040(mm)		N3C	137L Counter Top Chiller 620 x 890 x 560(mm)	
E1N	1.5m Curved Glass Display Freezer 1505 x 1000 x 900(mm)		N2	113L Counter Top Freezer 620 x 890 x 555(mm)	

E2N	2.2m Curved Glass Display Freezer 2205 x 1000 x 900(mm)		CTC	190L Counter Top Sliding Door Chiller 1310 x 550 x 510(mm)	
E2 AHT	2.1m LED Curved Glass Display Freezer 1950 x 912 x 850(mm)		S1 LED	1.3m Sushi Bar 1352 x 265 x 420(mm)	
E1AA	218L Curved Glass Display Freezer 953 x 966/845 x 553(mm)		S2 LED	1.8m Sushi Bar 1800 x 265 x 420(mm)	
E4	1.25m Combi Freezer/Chiller Display 1242 x 2005 x 913(mm)		H1	120L Storage Refrigerator 540 x 850 x 540(mm)	
E5	7 Scoop Ice Cream Display Counter 1314 x 1165 x 702(mm)		H1C	170L Storage Refrigerator (Upper Freezer Box) 540 x 1600 x 630(mm)	
E6A	1m 3-sided Display Chiller/Freezer 1060 x 1070 x 820(mm)		H2	120L Storage Freezer 550 x 850 x 600(mm)	
G4	400L 1 Door Upright Display Chiller* (LED light) 610 x 2000 x 640(mm)		F1	215L Chest Freezer 980 x 850 x 550(mm)	
G6	1000L 2 Door Upright Display Chiller* (LED light) 1200 x 2100 x 730(mm)		F2	408L Chest Freezer 1356 x 904 x 670(mm)	
G8	1426L 3 Door Upright Display Chiller 1900 x 2100 x 680(mm)		F3	518L Chest Freezer 1683 x 904 x 670(mm)	
G1	359L 1 Door Upright Display Freezer* (LED light) 690 x 2110 x 720(mm)		FT	400L Fish Tank (suitable for - sh, lobster, abalone) 1550 x 1250 x 550(mm)	

**Please make a copy for your own file & return to the following :**

**Lowe Rental Limited**

Tel: +852 2659 5300

Email: [customer.service@lowerental.com](mailto:customer.service@lowerental.com)

Web: <https://www.lowerental.com/asia/en>

**Form-10 Hospitality Booking Form**
**Deadline: 14 August, 2020**

Hello, Dear Exhibitors! We are Shanghai Mengxuan Exhibition Company - Hotel Reservation Service Provider (Hotel Reservation Expert beside you). Our company specializes in reserving hotels around the exhibition hall for exhibitors and spectators. The hotels are all marked with addresses, transparent prices, high performance-price ratio, free shuttle service and one-to-one professional service during the exhibition period. Save time for you! Labor saving! Save money!

Please [book online](#) or contact with Merry:

**Contact person: Merry**
**Phone: +86 136 5175 7017**
**Email: [wx@mxydt.com](mailto:wx@mxydt.com)**

Star level	hotel name	room type	price	broadband Internet	breakfast (single / double)	distance to exhibition hall
5*	Kerry Hotel	single room	RMB 1350	free broadband	single	0.5km
		twin room	RMB 1250		double	
5*	Grand Mercure Shanghai Century Park	single room	RMB 658	free broadband	single	2 km
		twin room	RMB 658		double	
5*	Onehome Art Hotel	single room	RMB 698	free broadband	single	6 km
		twin room	RMB 698		double	
3*	New Century Manju Hotel Shanghai (SNIEC Center)	single room	RMB 508	free broadband	single	2 km
		twin room	RMB 508		double	
4*	New Century Manju Hotel (Shanghai Pudong Avenue)	single room	RMB 388	free broadband	single	5km
		twin room	RMB 388		double	
3*	Blue Horizon International hotel	single room	RMB 418	free broadband	single	4 km
		twin room	RMB 418		double	
chain	Ji Hotel (Shanghai Kanqiao Huna Road)	single room	RMB 328	free broadband	single	9 km
		twin room	RMB 328		double	

Shanghai Mengxuan Exhibition Company, Please send the reservation receipt to the mail: [wx@mxydt.com](mailto:wx@mxydt.com) or contact to Merry (+86 136 5175 7017). More hotels please calls for consultation.

Company		Contacts		<b>Hotel Manager : Merry</b> <b>Mobile: +86 136 5175 701</b> <b>Email: <a href="mailto:wx@mxydt.com">wx@mxydt.com</a></b>
Company Phone		Phone		
Company fax		E-mail		
*Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB <input type="checkbox"/> other			
*Term of validity:		*cvv code:		
*Signature of cardholder:				
Hotel Name	Customer	Price	Type of room & number	Date of check in & check out

Airport shuttle service:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Flight number:				
Arrival date				
Value added service	<input type="checkbox"/> Team meeting room <input type="checkbox"/> Team Dinner <input type="checkbox"/> Team airport-pickup <input type="checkbox"/> Team shuttle rent			
<p>Please fill in the above form and send it back to us by email. Our customer service staff will contact you within 48 hours. If you do not get any contact from the customer service staff, please contact us in time to avoid missing your reservation.</p>				