

Kitchen & Bath China 2015

第20届中国国际厨房、卫浴设施展览会

Domo China 2015 - Household Technology & Appliance

住宅技术与电器

HVBAPW China 2015 - Heating, Ventilation, Boiler, Air-Conditioning, Plumbing
& Water China 2015

建筑暖通、锅炉、空调、管道技术及水处理

Date: **June 3 - 6, 2015**

Venue: **Shanghai New International Expo Center**
Shanghai 201204, P. R. China

The final exhibition names, venues and dates are approved by government according to Chinese exhibition regulations.

EXHIBITOR'S MANUAL

参展商手册

Organizer: **Worldwide Exhibitions Service Co., Ltd. (WES)**
24/F., Xincheng Mansion, 167 Jiangning Road
Jing'an District, Shanghai 200041, P.R. China
Tel: 0086-21-32224777
Fax: 0086-21-32224770
E-mail: info@wes-expo.com.cn
Website: www.wes-expo.com.cn

VERY IMPORTANT INFORMATION PLEASE GO THROUGH CAREFULLY

This manual has been designed to simplify preparation for the exhibition.

Careful study of the contents of this manual will enable all relevant matters to be processed smoothly. Exhibitor is kindly required to retain one copy of the returned forms to enable queries to be settled quickly and invoices accurately checked.

Though every endeavor will be made to maintain rates and prices quoted, there is a possibility they may vary to meet with any fluctuation in the cost of labor or materials occurring before the time of the exhibition.

All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.

If some facilities and services are not available due to third party reason, organizer will refund corresponding cost.

Organizer ensures the exhibition is held in accordance with the agreement, and provide exhibitor his scheduled space or stand, but do not guarantee visitor's number and trade opportunities. Organizer does not accept such complaints or other requirements from any exhibitor.

Exhibitor is not allowed to put on or make up any advertisement within the bound of **3 km** around exhibition venue. If exhibitor likes to do advertisement during the exhibition, please contact **WES** who will try to arrange advertisement in the special area.

Organizer will provide a written notice in time if the content of this manual is changed according to new rules announced by venue owner.

If an exhibitor has inquiries, please feel free to contact organizer at address below. Organizer shall assure the exhibitor a quick response to all questions, and give him information concerned.

Worldwide Exhibitions Service Co., Ltd. (WES)

24/F., Xincheng Mansion, 167 Jiangning Road

Jing'an District, Shanghai 200041, P.R. China

Tel: 0086-21-32224777

Fax: 0086-21-32224770

E-mail: info@wes-expo.com.cn

Website: www.wes-expo.com.cn

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GENERAL INFORMATION

1. The Exhibition

Kitchen & Bath China 2015 – KBC2015 as well as its sister events (twentieth, annual event)

2. Venue and Date

Venue: **Shanghai New International Expo Center**
2345 Long Yang Road, Shanghai 201204, P. R. China
Date: **June 3 - 6, 2015**

3. Exhibition Management Office - **Worldwide Exhibitions Service Co., Ltd. (WES)**

To cater to the exhibitor's various needs, under the Exhibition Management Office - **Worldwide Exhibitions Service Co., Ltd. (WES)**, organizer has set up several offices working prior to and during the exhibition. These offices are Information Publicity Office, Trade Liaison Office/Committee, Visitor Promotion Office, Seminar Office, Security Office, Law Consultation & Intellectual Protection Office and On-site Operation Office, etc. Before the exhibition, please always contact:

Worldwide Exhibitions Service Co., Ltd. (WES)

24/F., Xincheng Mansion
167 Jiangning Road
Jing'an District, Shanghai 200041, P.R. China
Tel: 0086-21-32224777 Fax: 0086-21-32224770
E-mail: info@wes-expo.com.cn Website: www.wes-expo.com.cn

4. Timetable of Site Operation - **(timetable may alter upon notice on-site)**

All shipments to reach the venue refer to the Shipping Guideline (separate manual prepared by the official freight forwarder)

	Date	Normal Time	Time without Charge
stand construction, exhibit move-in & exhibitor check-in	May 30, 2015	08:30 - 17:00	17:00 - 18:30 = 1.5 hours
	May 31, 2015	08:30 - 17:30	17:30 - 20:00 = 2.5 hours
	June 1, 2015	08:30 - 17:30	17:30 - 20:00 = 2.5 hours
	June 2, 2015	08:30 - 17:30	17:30 - 22:00 = 4.5 hours
stand safety check & inspection	June 2, 2015	14:00 - 16:00	
exhibition hours	June 3, 2015	09:00 - 18:00	
	June 4, 2015	09:00 - 18:00	
	June 5, 2015	09:00 - 18:00	
	June 6, 2015	09:00 - 15:00	
exhibit move-out only	June 6, 2015	15:00 - 20:00	
stand dismantling & exhibit move-out	June 6, 2015	20:00 - 24:00	

- * Exhibitor is allowed to admit to exhibition hall with his or her working badge. No badge, no admission. The badge fee is **US\$5/badge**.
- ** Exhibitor is required to inform **WES** of any overtime work before **15:00** each day. The charge for overtime work before **22:00** is **US\$200/hour** per exhibitor, after **22:00** is **US\$400/hour** per exhibitor. Later information after **15:00** is subjected to a **50%** surcharge.
- *** Exhibitor shall generally not be allowed to admit to exhibition hall earlier than **8:30** and to remain later than **19:00** during exhibition days. No break at noon.

5. Exhibition Activities

Seminars: exhibitor is welcome to hold seminars during the exhibition. Please refer to **Form 4C**.

6. Exhibition Trade Liaison Committee

Exhibition Trade Liaison Committee consists of various organizations involved in the business of import and export, including government bodies in charge of the import license, and main end-users from the industries all over China.

The responsibilities of the **Committee** are to investigate the demands of the Chinese market, to invite business visitors from all over China, to distribute regularly the list of exhibits and offer consultant services to end-users, to assist end-users to apply for foreign currency and purchase products at the exhibition, to help end-users go through import formalities and to organize business meetings.

The request of the **Committee** is to ask exhibitor to provide list of exhibits for sale and **2** copies of the product catalogues before the deadline. Details refer to **Form 2B**.

The **Committee** promotes the sale of exhibits, yet won't be obligated to any sale of exhibits.

7. Publicity Service

The Official Exhibition Catalogue Distribution: the official exhibition catalogue will be prepared prior to the exhibition. It will not only be available to end-users and visitors, but also be distributed to government offices, trade corporations and chambers of commerce. Details refer to **Form 1A** for listing entries of the official exhibition catalogue.

The Official Exhibition Catalogue Advertisement: the official exhibition catalogue is used extensively throughout the exhibition as a guide, and will also be retained by the visitors as a valuable source of reference after the event. As such, exhibitor is encouraged to take advertisement pages in the official exhibition catalogue as it will not only attract more visitors to exhibitor's stand, but also will prove a worthwhile investment in the time to come. Details refer to **Form 1B**.

8. Press Room

Journalists all over the country will be invited to visit the exhibition, collect information at the Press Room and make reports. Exhibitor is required to offer his publicity materials (Press Kit) of a certain quantity to Press Room from **June 3, 2015** throughout the end of the exhibition.

9. Visa Application

Visa invitation: it will normally take a week to receive the official visa invitation notification in Chinese from organizer to enable exhibitor to go on visa procedure in any Chinese Embassy / Consulate worldwide. Details refer to **Form 8**.

10. Hotel Accommodation

Hotel accommodation: organizer shall recommend exhibitor several hotels either near by the exhibition venue or located in the downtown section of the city. Details refer to **Form 9**.

11. Official Freight Forwarder, Separate Manual will be Provided

BALtrans Exhibition & Removal Ltd. has been appointed as the official freight forwarder. They will be responsible for shipping, customs clearance and on-site handling of exhibits. Shipment schedule, documentation and related matters will be handled directly between the official freight forwarder and exhibitor, please contact:

(1) **BALtrans Exhibition & Removal Ltd.**

Unit A, 1/F., Sunshine Kowloon Bay Cargo Centre
59 Tai Yip Street, Kowloon Bay, Kowloon
Hong Kong

Tel: 00852-27986628 Fax: 00852-27965606

E-mail: info.hkg@exhibition.baltrans.com Website: www.baltrans-exhibition.com

Ms Verby Yip, Mr Chris Chan

(2) **BALtrans International Special Freight Ltd.**

1/F., Wangjiao Plaza, 175 Yan'an Road (E)
Huangpu District, Shanghai 200002, P.R. China
Tel: 0086-21-62281933 Fax: 0086-21-62293933
E-mail: info.sha@exhibition.baltrans.com Website: www.baltrans-exhibition.com
Ms Bonbon Xu, Ms Shadow Jeo

* Exhibitor is advised to pay attention to the shipping deadline.

** All promotion materials, printed matters, videos and slides must be passed to the official freight forwarder for Chinese customs declaration and approval.

12. The Official Shell Scheme / Package Stand Contractor

Shanghai Arts & Sales Expo Co., Ltd. has been appointed as the official shell scheme / package stand contractor of the exhibition unless otherwise approved specially by **WES** later on. Exhibitor who requires assistance or services in shell scheme / package stand, please contact:

Shanghai Arts & Sales Expo Co., Ltd.

Room 1212, Modern Traffic & Commercial Plaza, 218 Hengfeng Road
Zhabei District, Shanghai 200070, P.R. China
Tel: 0086-21-51276786 Fax: 0086-21-51276799
E-mail: info@artsnsales.com.cn Website: www.artsnsales.com.cn
Ms Fiona Lu, Mr Arthur Ma

* For security purpose, all electrical work from the individual stand or the national pavilion to the main switches and all electrical connection for power supply within each stand / national pavilion must be operated by the **Engineering Department of Shanghai New International Expo Center (SNI EC)** - the venue owner. No contractor is allowed to do the electrical connection job for power supply.

13. The Official Power Supplier

The **Engineering Department of Shanghai New International Expo Center (SNI EC)** is the sole official power supplier who is also the sole supplier for water supply / drainage, compressed air and telecommunication system.

All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.

Details refer to **Form 6A**. Exhibitor and his contractor should provide a layout of the exact locations or connecting points of water supply / drainage, compressed air and telecommunication system **90** days prior to the exhibition opening.

14. The Official Local Hotel Agent

Superb Business Conference & Exhibition Services Co., Ltd. (SBCES) has been appointed as the official local hotel agent to assist any exhibitor who likes to reserve local hotels. Please contact:

Superb Business Conference & Exhibition Services Co., Ltd. (SBCES)

Room 1702, Yuanfu Mansion, 188 Hongqiao Road
Xuhui District, Shanghai 200030, P.R. China
Tel: 0086-21-64387722 Fax: 0086-21-64413313
E-mail: info@sbc.es.com Website: www.sbc.es.com
Mr Frank Ding, Mr Yu Liang

15. Exhibition Facilities

The hall specifications are as follows:

Hall	Ceiling Height (m)	Stand Height (m)*	Cargo Entrance (Width×Height)(m)	Cargo Lift (Width×Height×Depth)(m)/T	Floor Loading Capacity (kg/sqm)	Power Supply (kw)
E1	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E2	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E3	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E4	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E5	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E6	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
E7	11	≤ 4.4 / 4 for south end	4.8×4		1500	3000
N1	11	≤ 4.4 / 4 for north end	4.6×4.4		1500	3000
N2	11	≤ 4.4 / 4 for north end	4.6×4.4		1500	3000
N3	11	≤ 4.4 / 4 for north end	4.6×4.4		1500	3000
N4	11	≤ 4.4 / 4 for north end	4.6×4.4		1500	3000
N5	11	≤ 4.4 / 4 for north end	4.6×4.4		1500	3000
W1	11	≤ 4.4	5×4		1500	2000
W2	11	≤ 4.4	5×4		1500	2000
W3	11	≤ 4.4	5×4		1500	2000
W4	11	≤ 4.4	5×4		1500	2000
W5	17	≤ 4.4	5×4		1500	2000

* a stand height limit is 4.4 meters (4 meters in south end of Hall E and north end of Hall N).

16. Circumstances Information

- Climate: the average temperature in Shanghai in June is about 27 Centigrade Degree.
- Credit Card & Currency: small hotels, shops and restaurants accept cash only while major hotels and high class restaurants accept credit card. VISA and American Express are most commonly used in China. Exhibitor is not recommended to rely totally on credit card in daily expenses.
Currency exchange is available both at the airport, banks and in major hotels.
- Insurance: Exhibitor and delegates are advised to effect their own personal accident, property and exhibit insurance.
- Electric Power: the electricity power used in China is 380V/three phases and 220V/single phase of 50Hz. The sockets and plugs in China may be a little different from those in exhibitor's home country, so organizer suggests the exhibitor bring an adapter.

RULES AND REGULATIONS

1. Important Note – Hand Carried Exhibits

Exhibitor is strongly advised not to hand-carry goods for this exhibition because his cargo might be detained by custom house at the airport when he arrives in China.

If an exhibitor has any detained goods, it is essential to contact **BALtrans Exhibition & Removal Ltd.** immediately for the pick up arrangement. The customs clearance will take at least **2** or **3** working days.

In accordance with the customs regulation, hand-carried goods has to be shipped out of China by shipment (not by hand-carry) after the exhibition, so exhibitor has to submit his or her passport and / or cash deposit before the exhibition, as a guarantee for custom house that the exhibitor will hand over the cargo for shipment after the exhibition.

Organizer and **BALtrans Exhibition & Removal Ltd.** will try the utmost to assist the exhibitor to have his cargo to be carried back before the exhibition opening. However, kindly bear in mind that all handling charges and the responsibility for any delay will be at exhibitor's account only.

2. Customs Procedure for Sold Exhibits

According to the customs regulation, it is imperative that no imported exhibition cargo can be picked up immediately after the end of the exhibition by the buyer unless all necessary customs clearance formalities have been finished.

Should exhibitor has any question in the customs procedure for sold exhibits, please always contact **BALtrans Exhibition & Removal Ltd.** for details.

3. Customs Clearance

All items and exhibits to be brought into exhibition hall must be first cleared by the customs. Exhibitor is to check with the official freight forwarder regarding this procedure in any case.

Please note that any item that is not cleared by the customs will not be allowed to leave at exhibition hall once brought in.

Customs duty is normally not imposed on displays, stationery and drinks to be consumed during the exhibition. If an exhibitor wants to distribute any small gifts, please declare to customs for approval. In order to avoid disorder at exhibition hall, an exhibitor is not encouraged to distribute gifts at his stands, except small quantities of gifts to exhibitor's customers or people who serve the exhibitor at the exhibition.

All literature for distribution, slides, videos and movies must be approved by the Chinese Customs in advance. Please note and check freight forwarder's manual for details.

4. Stand Cleaning

Organizer will arrange for the general cleaning of the exhibition premises and aisles (excluding stands as well as exhibits / displays) prior to the opening of the exhibition and daily thereafter, but it is the responsibility of the exhibitor to keep his stand tidy at all times. Exhibitor is requested to place rubbish or discarded materials in the aisles at the end of each day to avoid confusion for the removal by the cleaners.

Exhibitor is to arrange their packing materials, empty cartons and wooden crates to be removed and disposed before the exhibition opens and daily.

Shell scheme / package stand will be kept cleaning by the official contractor daily. Other stands will be kept cleaning by exhibitor or his nominated contractor. The official contractor **Shanghai Arts & Sales Expo Co., Ltd.** could provide clean service refer to **Form 5B**.

5. Insurance, Liability and Risks

Exhibitor shall insure, indemnify and hold organizer and venue owner harmless in respect of all costs, claims, demands and expenses for incidents incurred by staff or agent of the exhibitor upon any person or any thing at the exhibition venue. While using stands or other facilities rented from the official contractor, the exhibitor should return them in good form and will be responsible for any damage incurred during the period of use. Organizer will not be responsible for any theft or loss of exhibits. Exhibitor is strongly advised to insure his exhibits or other valuable properties placed at the exhibition venue.

6. Security

Though organizer maintains security surveillance at all times, exhibitor is reminded that goods will be most at risk immediately after the exhibition closes on the final day. Please make sure exhibitor's stand, especially personal property, portable and rented items are not left unattended at any time before, during and after the exhibition.

7. Rules and Regulations on Electricity

Electrical wiring shall be safe enough to avoid accident when visitors get in touch with them carelessly and unintentionally.

Electrical power supply will be shut off after closing exhibition hall. However, a 24-hour power supply can be provided at cost by arrangement of organizer in advance. (Note: a 24-hour power consuming device should be an independent circuit, disconnecting the lighting circuit. Failure of this, a 24-hour power supply cannot be put in practice.)

During the move-out period, temporary power supply can be arranged by applying to organizer and a 24-hour notice in advance is required.

8. Rules on Use of Compressed Air and Industrial Gas

According to the Fair Safety Regulations of the Shanghai Public Security Bureau, all air compressors must be placed outside exhibition hall. This will be strictly enforced.

The use of industrial gas of inflammable or toxic nature for demonstration purpose is not allowed at exhibition hall.

9. Rules on Operating Exhibits and Demonstrations

- (1) Exhibitor should take the necessary measures to ensure exhibit demonstration in safety, cause no injury to visitors and avoid impeding public corridors or adjacent stands. Failure of this, all the relevant responsibilities should be borne by exhibitor.
- (2) Any site promotion, star live performance or other activity of exhibitor should be reported to WES in written form 90 days prior to exhibition opening for government approval. No approval, no implementation.
- (3) To avoid the noise interfere with business negotiations, any power amplifier such as speaker and large amplifying device is not allowed to be brought into exhibition hall. Exhibitor should control the volume of other sounding devices under 60db according to China's environment preservation rules.
- (4) Exhibitor should keep his stand always open to the public during the exhibition days and hours. No earlier closing and dismantling.

Violation of any content of above, WES is entitled to suspend power supply of exhibitor until exhibitor issue a written commitment. Second violation of it, WES is entitled to terminate power supply of exhibitor until the close of the exhibition. Any loss of this should be borne by exhibitor. No refund of payment made by exhibitor.

At the same time, exhibitor will pay for it at US\$15000.

10. Prohibition

- (1) Exhibitor is not allowed to sublet all or part of stand. The identity of exhibitor as an exhibitor at the exhibition is depending on his copy of business license when exhibitor submits participation application. The identity inconsistent shall not be admitted.

- (2) Exhibitor is bound to display the announced products. Product that is not touching on the exhibition subject is not allowed to be brought into exhibition hall.
- (3) Exhibitor is not allowed to rent conference room or space, distribute promotion material, as well as do advertisement for a company who does not participate in the exhibition.
- (4) As a professional exhibition, child is not suitable to appear.
- (5) Exhibitor is not allowed to put on or make up any advertisement within the bound of **3 km** around exhibition venue. If exhibitor likes to do advertisement during the exhibition, please contact **WES** who will try to arrange advertisement in the special area.
- (6) Exhibitor or his contractor is required to avoid conflicting with each other on site, especially abuse, quarrel, tussle, impact other stand, etc. to breach the exhibition order. Otherwise, organizer will take a legal action on it.

Violation of any content of above, **WES** is entitled to terminate power supply or participation of exhibitor. Any loss of this should be borne by exhibitor. No refund of payment made by exhibitor.

At the same time, exhibitor will pay for it at **US\$15000**.

11. Distribution of Literature, Samples, Souvenirs, etc.

Samples, souvenirs, shopping bags, catalogues, pamphlets, publication, etc. shall be distributed within exhibitor's own stand. Adhesive backed, pressure-sensitive stickers and labels shall not be distributed at exhibition hall. Violation of this rule shall be deemed to a conduct detrimental to the best interests of the exhibition and will also subject exhibitor to any cleaning and repair charge incurred to remove them from floors, walls, columns, other stands, etc.

12. Registration of Exhibitor and Contractor

- (1) Exhibitor or his contractor is kindly required to fill in **Form 3A** or **Form 3B** and return to **WES** before the deadline, as **WES** shall prepare the badges in advance. It is therefore particularly important that exhibitor or his contractor completes and returns **Form 3A** or **Form 3B** and keeps **WES** informed of last minute changes.
- (2) Registration of exhibitor or his contractor will be carried out at the information / service counter of each hall where exhibitor or his contractor can get on-site operation information guide to enable their stay at the exhibition easy and enjoyable.
- (3) Exhibitor or his contractor is allowed to admit to exhibition hall with his or her working badge. No badge, no admission.
- (4) The badge fee is **US\$5/badge**.
- (5) Working badge is not allowed to be lent or sold. Violating of this, working badge will be forfeited. If such violation causes economic loss or damage to the exhibition and facilities, the exhibitor or his contractor shall take liability.
- (6) The badge application for contractor is often required to be processed by venue owner, please always log on **www.wes-expo.com.cn** before application.

13. Admission During Non-Show Hours

Exhibitor's representatives shall generally not be allowed to admit to exhibition hall earlier than **(8:30)** half an hour before the scheduled opening time of the exhibition each day unless special permission is obtained at **WES** one day in advance.

Exhibitor's representatives shall generally not be allowed to remain at exhibition hall after the scheduled closing time **(19:00)** of the exhibition each day unless special permission is obtained at **WES** in advance.

14. Approval for Contractor

Exhibitor who wishes to appoint a contractor is required to submit a form of Approval for Contractor (refer to **Annex 1**) **90** days prior to the exhibition opening. **WES** shall reply in written form to exhibitor within **5** days of receiving this form. Any contractor who is not accepted by exhibitor or exhibition venue owner is not allowed to admit to exhibition hall to lay a stand.

15. Approval for Stand Design

To avoid unsafe matters, to get approval for stand design and to go through fire inspection on the spot smoothly, exhibitor or his contractor should guarantee stand design and construction materials match up to national fire-proof and security criterion. Meanwhile, exhibitor or his contractor shall comply with the following rules and regulations:

- (1) Exhibitor or his contractor is required to submit organizer dimensional drawings in *.jpg or *.pdf format through e-mail way 90 days prior to exhibition opening for approval before any stand construction work starts.
- (2) Any design drawing of 4.5 meter high or above, projection surface of closed roof over 50% proportion or above, 2-storey, multi-storey and outdoor stand structure should be inspected by National Grade A Registered Structural Engineer. Failure of this, exhibitor or his contractor is not allowed to lay a stand and will bear such loss. WES will provide exhibitor or his contractor a sample “approval for 2-storey, multi-storey and outdoor stand design drawings” to follow up. This procedure will be charged at the following cost:
(Note: stand structure higher than 4.5 meters and lower than 6 meters for 1-storey, as well as higher than 4.5 meters and lower than 8 meters for 2-storey or multi-storey is required to pay a 150% space surcharge.)
 - (i) - Height limit higher than 4.5 meters and lower than 6 meters for 1-storey stand structure:
Inspection area: ground floor sqm
Inspection fee: RMB25/m²
Re-inspection fee: RMB18/m² for design drawings worked out in advance by a National Grade A Registered Structural Engineer from exhibitor or his contractor
 - Height limit 8 meters for 2-storey or multiple-storey stand structure:
Inspection area: 2nd floor sqm + ground floor sqm
Inspection fee: RMB50/m²
Re-inspection fee: RMB25/m² for design drawings worked out in advance by a National Grade A Registered Structural Engineer from exhibitor or his contractor
 - Outdoor stand structure lower than 8 meters:
Inspection area: ground floor sqm
Inspection fee: RMB50/m²
Re-inspection fee: RMB25/m² for design drawings worked out in advance by a National Grade A Registered Structural Engineer from exhibitor or his contractor
- (ii) Above design drawings are required to submit exhibition venue owner 90 days prior to exhibition opening. Later submission will be subjected to a 30% surcharge. Later submission of less than 30 days prior to exhibition opening will be subjected to a 50% surcharge.

16. Rules on Stand Fitting

To ensure stand construction work under safe condition and in order, exhibitor or his contractor is required to comply with the following rules and regulations:

- (1) WES is responsible for surroundings disposal of the exhibition as a whole.
- (2) For exhibitor who takes shell scheme / package stand, no additional standfitting or display may be attached to the shell stand structure, i.e. no nailing or drilling will be allowed.
- (3) When exhibitor need additional or more display furnishings, please fill in Form 5B or Form 6A and return it to WES as soon as possible. Later order on site may not be satisfied due to insufficient or lack of furnishings.
- (4) Exhibitor or his contractor is responsible for installing, dismantling and transporting his stand structure. Such operation shall not influence other exhibitors, organizer and visitors in public area. Otherwise, WES is entitled to prevent the chaos. Any cost of this should be borne by exhibitor and no warrant deposit is refunded.
- (5) No part of stand structure may exceed a height limit 4.4 meters (4 meters in south end of hall E and north end of Hall N) or against venue regulations, and no part of stand structure may extend beyond the boundaries of the space allocated. Affixed surface to the neighboring stand should remain smooth, clean, and not contain any promotional content. Otherwise, WES is entitled to require exhibitor or his contractor to make correction on the spot until the removal of illegal parts. If exhibitor or his contractor refuses to make correction on the spot, WES is entitled to dispose on the spot. Any cost of this should be borne by exhibitor and no warrant deposit is refunded.
- (6) Exhibitor or his contractor shall not change or amend the layout, structure or infrastructure of exhibition hall. If exhibitor or his contractor wants to decorate, design or put anything on the columns, walls and corridors of exhibition hall, exhibitor or his contractor shall get the approval of WES in written form in

advance. Otherwise, **WES** is entitled to remove illegal parts without any notification. Any cost of this should be borne by exhibitor and no warrant deposit is refunded.

17. Stand Construction Warrant Deposit

Exhibitor or his contractor shall comply with the following rules and regulations:

- (1) Exhibitor or his contractor will pay **WES** a stand construction warrant deposit **US\$15/m²** and sign a stand construction agreement (refer to **Annex 2**).
- (2) Exhibitor or his contractor is required to comply with exhibition timetable. Early dismantling will result in no refund of stand construction warrant deposit.
- (3) When exhibitor appoints a contractor, exhibitor and his contractor shall clarify who, between themselves, is responsible for installing, dismantling and removing stand structure. Otherwise, exhibitor takes the responsibility.
- (4) Exhibitor or his contractor is required to dismantle stand without accident and damage to hall facilities and ground surface, to remove abandoned exhibits or stand construction materials to special disposal site under guidance of venue owner. Stand construction warrant deposit will be refunded only when exhibitor or his contractor submit **WES** the stand construction agreement with a chop of “dismantling of stand + signature” from venue staff. Failure of this, no warrant deposit is refunded.
- (5) When move-in and move-out exhibits or stand construction materials, exhibitor or his contractor is required to obey orders of **WES** or venue owner.

BONDED WAREHOUSE SPECIAL FOR EXHIBITS

For convenience of exhibitor after close of the exhibition, we specially render exhibitor bonded storage service for exhibits concerned. If exhibitor needs to store exhibits in bonded warehouse due to further procedures or formalities unfinished, please contact the official freight forwarder to move the exhibits away from fair ground and store them in bonded warehouse. Following information may help exhibitor to be aware of the necessary procedures.

1. Storage Period

1~6 months after the exhibition. Thereafter, time can be extended for special reason after completion of relative procedures.

2. Services Rendered

- (1) Moving exhibits from stands to bonded warehouse upon request.
- (2) Being responsible for normal storage instead of accidents arising from force majeure.
- (3) Going through customs formalities for exhibits to be stored.
- (4) Assisting sellers or buyers in handling necessary customs procedures.
- (5) Assisting exhibitor in going through reexport customs formalities if an exhibitor fails to sell the exhibits within storage deadline.

3. Tariff

- | | |
|---|-------------------------|
| (1) Moving exhibits from stands to bonded warehouse | US\$68.-/cbm or 1000kgs |
| (2) Storage charges for bounded warehouse | US\$10.-/cbm/month |
| (3) Heavy lift surcharge | |
| 3001 - 4000 | US\$1.5/100kgs |
| 4001 - 5000 | US\$2.-/100kgs |
| 5001 - 6000 | US\$2.5/100kgs |
| 6001 - 7000 | US\$3.-/100kgs |
| 7001 - 8000 | US\$4.-/100kgs |

If the weight of pack goods is over **10** tons, or height over **2.8m** or width over **2.4m** or length over **6m**, surcharge will be advised and quoted separately.

- (4) Basic service charge for going through formalities of bonded warehouse is **US\$60**.
- (5) If insurance (property insurance, cargo transportation insurance) is requested, the cost will be charged separately.
- (6) Service charge for re-export to be advised.

4. Documents

Invoices and packing lists in duplicate for each case/box, indicating correct outer dimensions, gross weight, types of package, descriptions, prices for each piece in case/box.

5. Payment

By cash, or cheque, or T/T to the freight forwarder with a note of invoice number and brief payment remarks.

6. Re-Export

If an exhibitor plans to transport exhibits back, due to sale failure within the storage deadline, please advise freight forwarder one month in advance and issue a letter of instruction for return exhibits including details of consignee's address. If the destination is not a port/airport city, please note the nearest port to be via.

7. We Do Not Accept The Storage Of Explosive, Flammable Or Erosive Goods

8. Communication

Anything concerning bonded storage after the exhibition, please contact:

BALtrans International Special Freight Ltd.

1/F., Wangjiao Plaza, 175 Yan'an Road (E)

Huangpu District, Shanghai 200002, P.R. China

Tel: 0086-21-62281933 Fax: 0086-21-62293933

E-mail: info.sha@exhibition.baltrans.com Website: www.baltrans-exhibition.com

Ms Bonbon Xu, Ms Shadow Jeo

INTELLECTUAL PROPERTY RIGHT HINT DECLARATION

1. Right Hints

- (1) There will be an IPRs (intellectual property rights) office on spot of the exhibition to handle complaints from exhibitors and attendees, to prohibit display and sales of infringement products.
- (2) Exhibitor who own IPRs should bring legitimate and effective certificates to match the display of products for protection of exhibitor's own rights and to avoid any dispute during the exhibition.
 - if a patent is involved, the patent certificate, the text of patent announcement, the identity certification of the patent owner and the certification on the legal status of the patent.
 - if a trademark is involved, the certification document of trademark registration with seal affixed by the complainant and the identity certification of the trademark owner.
 - if a copyright is involved, the certificate of copyright and the identity certificate of the copyright owner.
- (3) Exhibitor shall assure all of their products, manuals and promotion activities will not infringe IPRs of others. Organizer will not exam these items in advance and will claim for compensation for either affection of exhibition order or the loss due to conflicts and disputes of the rights between exhibitor and others.

2. Right Assistance Hints

Organizer of the exhibition has appointed **DeBund Law Offices** as the legal counsel to the exhibition. The IPRs office will be set on the exhibition spot to provide legal services to exhibitors and visitors, accept complaint and provide other professional legal services with payments which include:

- (1) legal aid against infringement of patent, trademark, copyright or unwarrantable competition,
- (2) strategy and risk avoidance on IPRs and business secret,
- (3) other special services on IPRs protection.

Exhibitor who files a complaint with IPRs office on spot of the exhibition should keep to the procedure in the participation agreement with organizer. IPRs office on spot will conduct a preliminary investigation and handle the case of infringement according to law and participation agreement.

If a complainant makes bold to argue with complained exhibitor and disturbs the order of the exhibition, organizer is entitled to demand the complainant to keep restrained. Otherwise, all the losses of such process will be upon the complainant.

3. Other Hints

- (1) The Measures for the Protection of Intellectual Property Rights (IPRs) during Exhibitions shall apply to this exhibition.
- (2) Organizer shall have the final interpretation right for the aforementioned statement.
- (3) The aforementioned statement shall only apply to this exhibition. Please contact the exhibition organizer or the legal counsel should an exhibitor has any query or suggestion in respect of the statement above.
- (4) The lawful organizer of this exhibition is **Worldwide Exhibitions Service Co., Ltd. (WES)**

4. Contact

IPRs office on spot of the exhibition will be at room **W2-E2** of Hall **W2**.

DeBund Law Offices

21/F., Zhongchuang Tower, 819 Nanjing Road (W)
Jing'an District, Shanghai 200041, P.R. China
Tel: 0086-21-52134900
Fax: 0086-21-52134911
E-mail: yuanyang@debund.com
Website: www.debund.com
Mr Yuan Yang / attorney-at-law

MEASURES FOR THE PROTECTION OF INTELLECTUAL PROPERTY RIGHTS DURING EXHIBITIONS

Promulgation date: January 10, 2006
Effective date: March 1, 2006
Department: Ministry of Commerce
State Administration for Industry & Commerce
State Bureau of Copyright
State Intellectual Property Office
Subject: Intellectual Property Rights

The Measures for the Protection of Intellectual Property Rights (IPRs) during Exhibitions, which were adopted by the Ministry of Commerce, the State Administration for Industry and Commerce, the State Bureau of Copyright and the State Intellectual Property Office upon deliberation, are hereby promulgated and shall come into force as of March 1, 2006.

Chapter I General Provisions

- Article 1 The present Measures are formulated according to the Foreign Trade Law of the People's Republic of China, the Patent Law of the People's Republic of China, the Trademark Law of the People's Republic of China, and the Copyright Law of the People's Republic of China as well as the relevant administrative regulations for the purpose of intensifying the IPRs protection during exhibitions, safeguarding the order of the exhibition industry and promoting the sound development thereof.
- Article 2 The present Measures shall apply to the protection of relevant patents, trademarks and copyrights in all kinds of exhibitions, trade fairs, expositions, commodity fairs and shows involving economic and technical trade as held within the territory of the People's Republic of China.
- Article 3 The administrative department of exhibitions shall intensify the coordination, supervision, examination regarding the IPRs protection during exhibitions and safeguard the normal trading order therein.
- Article 4 An exhibition sponsor shall safeguard the legitimate rights and interests of IPRs holders according to law. An exhibition sponsor shall, when inviting investment and canvassing exhibitions, intensify the IPRs protection for participants to the exhibition as well as the examination of the IPRs status of the items on exhibition (including exhibited items, exhibition boards and relevant publicity materials, etc.). During an exhibition, the sponsor shall actively coordinate with the administrative IPRs department in the IPRs protection.
An exhibition sponsor may, by concluding an article or contract on the IPRs protection with the participants to the exhibition, intensify the IPRs protection during the exhibition.
- Article 5 A participant to an exhibition shall take part in an exhibition according to law, shall not injure the IPRs of any other person or entity and shall assist the administrative IPRs department or judicial department in the relevant investigation.

Chapter II Treatment for Complaints

- Article 6 Where an exhibition lasts for 3 days or more and if the administrative department of exhibitions believes it so requires, the relevant exhibition sponsor shall establish an office in charge of IPRs complaints during the exhibition. Where an office in charge of IPRs complaints is established, the administrative IPRs department at the locality of the exhibition shall dispatch its personnel to station therein and handle the case of infringement according to law.
In case no office in charge of complaints is established for an exhibition, the administrative IPRs department at the locality shall intensify the guidance for and supervision over the IPRs protection during the exhibition as well as the handling of relevant cases therein. An exhibition sponsor shall publicize the contact persons and ways of the administrative IPRs department at the locality of the exhibition in an eye-catching place of the exhibition venue.
- Article 7 An office in charge of IPRs complaints in an exhibition shall be comprised of the personnel from the sponsor of the exhibition, the administrative department of exhibitions, the administrative IPRs department in charge of patents, trademarks, and copyrights and shall perform the following functions and duties:
- (1) Receiving complaints from IPRs holders and suspending any exhibition item as suspected of infringement on IPRs during the exhibition;
 - (2) Transferring the relevant complaint materials to the competent administrative IPRs department;
 - (3) Coordinating and supervising and urging the treatment for complaints;
 - (4) Carrying out statistical analysis on the information regarding the IPRs protection during the exhibition; and
 - (5) Any other relevant matters

- Article 8 An IPRs holder may file a complaint with the office in charge of IPRs complaints during an exhibition or with the administrative IPRs department. The IPRs holder shall, when filing a complaint with the office in charge of IPRs complaints, submit the following materials:
- (1) A legitimate and effective certificate of IPRs ownership: where any patent is involved therein, the patent certificate, the text of patent announcement, the identity certification of the patent owner, the certification on the legal status of the patent shall be submitted; where any trademark is involved therein, the certification documents of trademark registration shall be submitted, which shall be confirmed by means of the seal affixed by the complainant, and the identity certification of the trademark owner shall be submitted as well; where any copyright is involved therein, the certification of copyright and the identity certification of the copyright owner shall be submitted;
 - (2) The basic information about the parties as suspected to have committed any infringement;
 - (3) The explanations and evidence for any suspected infringement; and
 - (4) Where an agent is entrusted to file a complaint on behalf of any person, the relevant Power of Attorney shall be submitted.
- Article 9 In the case of any failure to satisfy the provisions of Article 8 of the present Measures, an office in charge of IPRs complaints during an exhibition shall inform the related complainant or claimant to supplement the relevant materials in a timely manner. In case it fails to make the supplement, the complaint shall not be accepted.
- Article 10 Where a complainant incurs any damage to the relevant respondent by submitting any false complaint material or by any other fabricated complaint, he shall be subject to relevant legal liabilities.
- Article 11 An office in charge of IPRs complaints during an exhibition shall, within 24 hours after receiving any complaint material as prescribed in Article 8 of the present Measures, transfer it to the relevant administrative IPRs department.
- Article 12 Where any local administrative IPRs department receives a complaint or claim, it shall inform the relevant exhibition sponsor as well as the relevant respondent to the complaint or claim in a timely manner.
- Article 13 In the procedures for handling any complaint or claim concerning infringement on IPRs, the local administrative IPRs department may, according to the exhibition period, designate the time limit for the relevant respondent to a complain or claim to file a defense.
- Article 14 Where a respondent to a complaint or claim submits his Statement of Defense, the local administrative IPRs department shall make a decision thereon and service it on the two parties concerned in a timely manner, unless any further investigation is required.
Where a respondent to a complaint or claim fails to submit his Statement of Defense within a time limit, the local administrative IPRs department shall not be influenced when making a decision.
- Article 15 Where an exhibition is concluded, the relevant administrative IPRs department shall notify the exhibition sponsor of the relevant decision on treatment in a timely manner. The sponsor shall do a good job in the statistical analysis for the IPRs protection during the exhibition and report the relevant situation to the administrative IPRs department in a timely manner.

Chapter III Patent Protection during Exhibition

- Article 16 Where any office in charge of IPRs complaints requires the assistance of any local intellectual property bureau, the local intellectual property bureau shall provide positive coordination and participate in the IPRs protection during the exhibition. The local intellectual property bureau may carry out the following work during the exhibition:
- (1) Accepting a complaint of suspected infringement on IPRs as transferred by the office in charge of IPRs complaints in the exhibition and handling it according to the relevant provisions of laws and regulations on patent;
 - (2) Accepting a claim of treatment for any dispute over suspected infringement on patent relating to any exhibited item and handling it according to the provisions of Article 57 of the Patent Law; and
 - (3) Accepting tip-offs on any suspected imitation of other's patent or imitated patent relating to any exhibited item, or investigating into and punishing any suspected imitation of other's patent or imitated patent relating to any exhibited item and giving a punishment according to the relevant provisions of Articles 58 and 59 of the Patent Law.
- Article 17 Under any of the following circumstances, the local intellectual property bureau may not accept any complaint of patent infringement or claim for treatment:
- (1) Where a complainant or claimant has filed a litigation concerning infringement on patent with the people's court;
 - (2) Where any patent is in the procedures for declaring invalidation of patent right;
 - (3) Where any dispute over the ownership of a patent is subject to the trial procedures of the people's court or to the mediation procedures of the administrative department of patent; or
 - (4) Where any patent has been terminated and its owner is attempting to resume the patent.

- Article 18 The local intellectual property bureau shall, when notifying the respondent to a complaint or claim, conduct instant investigation to obtain evidence, consult and copy the relevant documents relating to the case, inquire of the parties concerned, carry out on-the-spot inspection by such means as camera shooting or video camera shooting, or may collect evidence by sampling.
The local intellectual property bureau shall, when collecting evidence, make relevant transcripts that shall bear the signatures or seals of relevant handlers and parties concerned under investigation for evidence collection. Where any party concerned under investigation for evidence collection refuses to render his signature or seal on the relevant transcripts, it shall be indicated in the transcripts. Where any other person is on the spot, the very person may as well render his signature on the relevant transcripts.

Chapter IV Trademark Protection during an Exhibition

- Article 19 Where an office in charge of IPRs complaints during an exhibition requires the assistance from the local administrative department for industry and commerce, the latter organ shall provide positive coordination and participate in the IPRs protection during the exhibition. The local administrative department for industry and commerce may undertake the following work during the exhibition:
- (1) Accepting complaints of suspected infringement on trademark as transferred by the office in charge of IPRs complaints during the exhibition and handling them according to the relevant provisions of laws and regulations on trademark;
 - (2) Accepting complaints of infringement on the right to the exclusive use of trademark as prescribed in the provisions of Article 52 of the Trademark Law; and
 - (3) Investigating into and punishing any case involving trademark irregularity according to its functions and power.
- Article 20 Under any of the following circumstances, the local administrative department for industry and commerce may refuse to accept any complaint or claim for treatment concerning infringement on the right to the exclusive use of trademark:
- (1) Where a complainant or claimant has filed a litigation of infringement on trademark with the people's court; or
 - (2) Where any right to the exclusive use of trademark has been invalidated or cancelled.
- Article 21 The local administrative department for industry and commerce may, after deciding to accept any complaint or claim, carry out an investigation and give relevant treatment according to the relevant provisions of laws and regulations on trademark.

Chapter V Copyright Protection during Exhibition

- Article 22 Where an office in charge of IPRs complaints during an exhibition requires the assistance from the local administrative department of copyright, the latter organ shall provide positive coordination and participate in the IPRs protection during the exhibition. The local administrative department of copyright may undertake the following work during the exhibition:
- (1) Accepting complaints of suspected infringement on copyright as transferred by the office in charge of IPRs complaints during the exhibition and handling them according to the relevant provisions of laws and regulations on copyright; and
 - (2) Accepting complaints of infringement on copyright as prescribed in the provisions of Article 47 of the Copyright Law and giving a punishment according to the relevant provisions of the Copyright Law.
- Article 23 The local administrative department of copyright may, after accepting a complaint or claim, adopt the following means to collect evidence:
- (1) Consulting and copying the documents, archives, account books or any other written materials relating to any suspected infringement;
 - (2) Collecting evidence by sampling any duplicate as suspected of infringement; and
 - (3) Registering and preserving any duplicate as suspected of infringement.

Chapter VI Legal Liabilities

- Article 24 Where the local administrative IPRs department believes that a complaint of suspected infringement on IPRs is well established, it may handle it in collaboration with the administrative department of exhibitions according to law.
- Article 25 Where the local administrative IPRs department believes that a claim for the treatment of suspected infringement on any invention or new utility model is well established, relevant treatment shall be decided, according to the provisions of paragraph 1 of Article 11 of the Patent Law on prohibiting promised sale as well as the provisions of Article 57 of the Patent Law on ordering the wrongdoer to stop his infringement immediately, that the respondent to the claim is ordered to withdraw all the exhibited items of infringement, the publicity materials of introduction to exhibited items of

infringement shall be destroyed and the exhibition board of introduction to exhibited items shall be changed.

Where the local administrative IPRs department believes that a claim for the treatment of suspected infringement on any patent of exterior design, by which the respondent to the claim sells his items on exhibition, is well established, relevant treatment shall be decided, according to the relevant provisions of paragraph 2 of Article 11 of the Patent Law on prohibited sales or Article 57 of the Patent Law on ordering the wrongdoer to stop his infringement immediately, that the respondent to the claim shall be ordered to withdraw any exhibited item of infringement from the exhibition.

- Article 26 Where anyone fabricates any other's patent or fabricates any unpatented product as patented one, or fabricates any non-patented method as patented method, the local intellectual property bureau shall give a punishment according to the provisions of Articles 58 and 59 of the Patent Law.
- Article 27 Where the local administrative department for industry and commerce believes that a claim for treatment of any infringement on trademark is well established, it shall give a punishment according to the relevant provisions of the Trademark Law and the Regulation on the Implementation of the Trademark Law, etc..
- Article 28 Where the administrative department of copyright believes that a claim for treatment of any infringement on copyright as well as the related rights is well established, relevant punishment shall be given according to the provisions of Article 47 of the Copyright Law, the relevant exhibited items of infringement as well as publicity materials of introduction to exhibited items of infringement shall be confiscated and destroyed, and the exhibition boards of introduction to exhibited items of infringement shall be changed.
- Article 29 Where, upon investigation, the people's court or the administrative IPRs department rules that an infringement is well established or makes a decision that has taken legal effect regarding any exhibited item under complaint or claim of infringement, the local administrative IPRs department may directly make a decision on treatment as prescribed in Article 26, 27, 28 or 29.
- Article 30 Where a claimant pleads not only to prohibit an infringing exhibition conducted by the respondent to the claim and but also to prohibit any other IPRs infringement committed by the said respondent, the local administrative IPRs department may give treatment to any suspected infringement that occurs within its jurisdiction according to the relevant provisions of laws, regulations and rules on IPRs.
- Article 31 Where any infringement committed by a participant to an exhibition is established, the administrative department of exhibitions may make an announcement to the relevant participants to the exhibition. Where any participant to an exhibition commits any infringement for more than twice consecutively, the relevant exhibition sponsor shall prohibit the said participant from taking part in the next exhibition.
- Article 32 Where a sponsor fails to fulfill its obligation regarding the IPRs protection during an exhibition, the administrative department of exhibitions shall give a warning thereto and disapprove any application thereof for holding any relevant exhibition again.

Chapter VII Supplementary Provisions

- Article 33 Where any case hasn't been concluded at the end of an exhibition, the relevant facts and evidence of the case may be confirmed by the exhibition sponsor. The administrative IPRs department at the locality of the exhibition shall, within 15 workdays, transfer it to the competent administrative IPRs department for treatment according to law.
- Article 34 The term "administrative IPRs department" as mentioned in the present Measures refers to the administrative departments of patent, trademark and copyright. The term "administrative department of exhibitions" as mentioned in the present Measures refers to the department in charge of examination and approval or registration of exhibitions.
- Article 35 The present Measures shall come into force as of March 1, 2006.

ORDER FORM DEADLINE CHECK LIST

Form	Order Form	Deadline	Return to
Form 1A	Entry of the Exhibitor's Alphabetical Listing in the Official Exhibition Catalogue	February 3, 2015	WES
Form 1B	Advertising in the Official Exhibition Catalogue & Admission Tickets	December 3, 2014	WES
Form 1C	Translation & Printing Services for Technical Sheets	February 3, 2015	WES
Form 2A	Summary of Exhibits	February 3, 2015	WES
Form 2B	List of Exhibits for Sale	February 3, 2015	WES
Form 3A	Exhibitor Personnel Name List	March 3, 2015	WES
Form 3B	Stand Contractor Personnel Name List	March 3, 2015	WES
Form 4A	VIP Room, Office Room	February 3, 2015	WES
Form 4B-1	Seminar / Conference Room	February 3, 2015	WES
Form 4B-2	Equipment	February 3, 2015	WES
Form 4C	Seminar / Conference Topics, Interpreter	February 3, 2015	WES
Form 5A	Shell Scheme Fascia Name / Drawing	March 3, 2015	WES
Form 5B	Additional Rental Furniture, Lighting & Others	March 3, 2015	WES
Form 5C	Outdoor Tent, Link Tent	March 3, 2015	WES
Form 6A	Water Supply, Power, Air-Compressor, Telecommunication, Audio & Video, Computer	March 3, 2015	WES
Form 6B	Stand Design Drawing, Stand Construction Warrant Deposit, Overtime Working	March 3, 2015	WES
Form 7	Exhibition Personnel Service	March 3, 2015	WES
Form 8	Visa Application	March 3, 2015	WES
Form 9	Hotel Reservation	April 3, 2015	SBCES
Form 10	Visitors Invitation	March 3, 2015	WES
Form 11	In-Hall / Out-Hall Advertisement	March 3, 2015	WES
Annex 1	Approval for Contractor	March 3, 2015	WES
Annex 2	Stand Construction Agreement & Warrant Deposit Receipt	March 3, 2015	WES

Terms of payment: Orders without payment will not be entertained. Please make cheque payable to **Worldwide Exhibitions Service Co., Ltd.** or telegraphic transfer (T/T) to:

Worldwide Exhibitions Service Co., Ltd. A/C No.: 452059241174 Bank of China, Shanghai Jing An Branch Telex/Swift Code: BKCHCNBJ300
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Entry of the Exhibitor's Alphabetical Listing in the Official Exhibition Catalogue

Exhibitor will be entitled to Exhibitor's Alphabetical Listing, which will include exhibitor's name, address, telephone, telefax, telex, a short description of company products/services (max. 25 English words and correspondent Chinese text), hall & booth number, etc.

The exhibitor's name and description must be in English and Chinese. If an exhibitor has a standard or his own Chinese name and description, it is necessary to indicate it in the Form. Otherwise, organizer will provide the exhibitor with the Chinese name and exhibition programme according to standard translation which is free. Other listing information such as address, etc. will be in English only.

Please type or use block letters

Company's Name in English: _____

Company's Name in Chinese, if available: _____

Address: _____

City: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____ Website: _____

Company products/services description (less than 25 words): _____

Exhibitor is required to submit company's legal logo by e-mail to info@wes-expo.com.cn before deadline.

Logo electronic file format should be one of the following:

1. vector format: *.ai (illustrator), *.cdr (coreldraw), freehand, etc.
2. bitmap format: *.jpg, *.tif, *.psd, etc.

Such logo may be used for the official exhibition catalogue, internet, etc.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Advertising in the Official Exhibition Catalogue & Admission Tickets

1. Catalogue advertisements: will be inserted in the catalogue as close as possible to exhibitor's listing.

Item No.	Specification	Size W × H (mm)	Cost (US\$)	Quantity	Sub-Total (US\$)
1B-01	Front Cover (4-colour)	140×210			
1B-04	Inside Front (4-colour)	140×210	1600		
1B-05	Inside Back (4-colour)	140×210	1600		
1B-06	Back Cover (4-colour)	140×210	2400		
1B-07	Pull Page (4-colour)	280×210	2560		
1B-08	Normal Page (4-colour)	140×210	1280		
1B-09	Normal Page (black & white)	140×210	640		
Total					

* Special position upon request and the rates increased from **15%** to **50%**.

2. Admission ticket back cover advertisements: **2,000,000** admission tickets will be printed and circulated in the country as well as other Asian countries **90** days prior to the exhibition opening.

Item No.	Specification	Size W × H (mm)	Cost (US\$/10000 tickets)	Quantity minimum 10000 tickets	Sub-Total (US\$)
1B-20	Back Cover (4-colour)	190×80	640		
1B-21	Back Cover (black & white)	190×80	480		
Total					

* If an exhibitor will send only advertising materials such as photos, editorial, layout draft, etc., **WES** will be responsible for making the off-set films at exhibitor's account. (approx. **US\$240** for one set of **4-colour** film and **US\$128** for one set of B/W film.)

The necessary off-set films, MO disk, CD room or advertising materials:

[] are enclosed.

[] will be sent to **WES** by express mail or e-mail to **info@wes-expo.com.cn** before deadline.

* Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.

* Later orders or cancellation will be subjected to a **50%** surcharge.

* Delayed payment may cause the entry unavailable.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Translation & Printing Services for Technical Sheets

Since most visitors understand Chinese only, exhibitor is encouraged to prepare his information brochures, technical sheets, catalogues, etc. in Chinese. The price below include translation of text not exceeding **1000** English words into modern simplified Chinese, phototypesetting, artwork, color separating of not exceeding 3 pictures on one side of the **4**-color sheet (each additional picture will be charged at **US\$100**), printing on **120** gsm art paper, **210mm × 297mm** size and printing on both sides, export and delivery by surface to the exhibitor's stand.

We request the printing of the technical sheets as below:

Item No.	Specification	Size W × H (mm)	Cost (US\$/10000 sheets)	Quantity minimum 10000 sheets	Sub-Total (US\$)
1C-01	2P (4-colour)	210×297	1560		
1C-02	4P (folded) (4-colour)	210×297	2400		
1C-03	2P (B/W)	210×297	840		
1C-04	4P (folded) (B/W)	210×297	1320		
Total					

The necessary off-set films, MO disk, CD room or advertising materials:

- ☐ are enclosed.
☐ will be sent to **WES** by express mail or e-mail to **info@wes-expo.com.cn** before deadline.

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Delayed payment may cause the entry unavailable.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Summary of Exhibits

If an exhibitor has machinery or equipment to exhibit, please fill in the form. It's very important to fill in this form, as it is used as the reference for the arrangement of the power, air supply, etc.

Please duplicate/copy this Form and use ONE sheet for ONE TYPE of exhibit.

Please tick where appropriate.

Exhibit: _____		
Net weight: _____ kg	Floor loading: _____ kg	
Length: _____ m	× Width: _____ m	× Height: _____ m

Working exhibit

Power requirement:	Ampere based on (please mark "✓")
Starting _____ Ampere	☐ 380V, 50Hz, three phase
Running _____ Ampere	☐ 220V, 50Hz, single phase

Water requirement: in _____ inches, out _____ inches
The water out is: ☐ hot ☐ cold
Air requirement: _____ (HP/PSI) (refer to <i>Form 6</i>)
Others: _____

Please label the above exhibit with its power and water supply points on the bottom stand sketch of **Form 5A**.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

List of Exhibits for Sale

No.	Name of Exhibits	Type and Specifications	Quantity	Unit Price (US\$)	Total Price (US\$)	Remarks

Above exhibits (please mark "√"):

- ☐ are intended for on-spot sale during the exhibition
☐ are not intended for on-spot sale
☐ have a buyer already

Name of buyer is: _____

NOTES:

- * This Form is **ONLY** for those exhibitors intend to sell on-spot during the exhibition. It will be used by **Exhibition Trade Liaison Committee** to circulate among the potential buyers together with exhibits' catalogues and proforma invoices.
- * Please remember to prepare **2** copies of both exhibits' catalogues and proforma invoices to use on or before the specified deadline.
- * This is an effective sales tool for the exhibition and organizer urges all exhibitors to submit this material at their earliest convenience so that information may reach the potential buyers' hands in time and cope timely with marketing activities.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Exhibitor Personnel Name List

1. **WES** shall prepare the badges in advance only to company delegates / representatives listed below. It is therefore particularly important that exhibitor or his contractor completes and returns **Form 3A** and keeps **WES** informed of last minute changes.
2. Exhibitor is allowed to admit to exhibition hall with his or her working badge. No badge, no admission.
3. The badge fee is **US\$5**/badge.
4. Working badge is not allowed to be lent or sold. Violating of this, working badge will be forfeited. If such violation causes economic loss or damage to the exhibition and facilities, the exhibitor or his contractor shall take liability.

Please include names of exhibitor's delegates / representatives who will be present at the exhibition. Should there be any company sharing exhibitor's stand, please duplicate this Form for each company. **Please type-write this Form!**

Delegates below are coming from (company): _____

	Name	Sex M / F	Occupation	Nationality
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____

We need _____ vacant cards.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Contractor Personnel Name List

1. **WES** shall prepare the on-duty badges in advance only to company delegates / representatives listed below. It is therefore particularly important that exhibitor or his contractor completes and returns **Form 3B** and keeps **WES** informed of last minute changes.
2. Contractor is allowed to admit to exhibition hall with his or her working badge or on-duty badge. No badge, no admission.
3. The on-duty badge fee is **US\$5/badge**.
4. Working badge or on-duty badge is not allowed to be lent or sold. Violating of this, working badge or on-duty badge will be forfeited. If such violation causes economic loss or damage to the exhibition and facilities, the exhibitor or his contractor shall take liability.
5. The working badge for contractor is required to be processed by venue owner, please always log on **www.wes-expo.com.cn** for instant information about it.

Please include names of exhibitor's delegates / representatives who will lay a stand at the exhibition. Should there be any other contractor setting up the same stand, please duplicate this Form for each contractor. All these contractors should be approved by **WES** in advance refer to **Annex 1. Please type-write this Form!**

Contractor's Name in English: _____

Contractor's Name in Chinese, if available: _____

Address: _____

City: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____ Website: _____

Contact Person: _____ Mobile: _____

	Name	Sex M / F	Occupation	Nationality (ID Number)
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

FORM 4A -- Return to WES with payment before February 3, 2015

VIP Room, Office Room

1. VIP Room

Item No.	Room Number	Capacity L×W×H(m)=m ²	Style	Seat	Specifications	Regular Price (US\$)	Sub-Total (US\$)
4A-01	Entry Hall 1 - VIP Room		whole	51	opening ceremony before 10:00am	600/time	
4A-02	Entry Hall 1 - VIP Room		half	23	opening ceremony before 10:00am	400/time	
4A-03	Entry Hall 1 - VIP Room		whole	51	without catering	1500/day	
4A-06	Entry Hall 3 - VIP Room		whole	24	opening ceremony before 10:00am	600/time	
4A-07	Entry Hall 3 - VIP Room		whole	24	without catering	1500/day	
4A-08	VIP Room		whole		refreshments during a show day	10/person/time	
Total							

2. Office Room

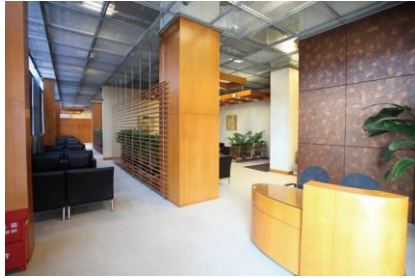
Item No.	Room Number	Capacity L×W×H(m)=m ²	Seat	Specifications	Regular Price (US\$/day)	Remark
4A-E1-03	E1-B1	7.3×5.2×3.2=41		air-conditioning	410	
4A-E1-06	E1-S1	7.2×4.3×3.2=32			320	
4A-E1-07	E1-2E3/2 floor	7.3×5.1×2.5=35			350	
4A-E2-01	E2-E1/2 floor	7.5×5.5=41	8	4 desks, 8 chairs, 1 table, 1 water machine, 19L water	300	
4A-E2-02	E2-2E7/2 floor	7×5×2.5=35		air-conditioning	350	
4A-E5-01	E5-B1	22.5×10.3×4=232			2320	
4A-E6-02	E6-2E3/2 floor	18.7×5.1×2.5=98			980	
4A-E7-01	E7-B1	22.5×10.3×3.5=232			2320	
4A-E7-02	E7-B2	10.1×7.3×3.5=70			700	
4A-N1-01	N1-B1	107			1070	
4A-N2-01	N2-B1	107			1070	
4A-N2-03	N2-N6	7×3×2.5=26			300	
4A-N3-01	N3-B1	107			1070	
4A-N3-02	N3-B2	22.1×9.1×3.5=222			2220	
4A-N4-02	N4-B2	22.1×9.1×3.5=222			2220	
4A-N5-01	N5-B1	120			1200	
4A-W1-02	W1-E2	7.5×4.3×3.5=30			300	
4A-W1-03	W1-E3	7.5×4.3×3.5=30		air-conditioning depends on hall	300	
4A-W1-05	W1-W2	7.5×4.5×3.5=30			300	
4A-W1-06	W1-W4	7.5×4.5×3.5=30			300	
4A-W3-01	W3-E1	7.5×4.5×3.5=30	8	without air-conditioning 4 desks, 8 chairs, 1 table, 1 water machine, 19L water	240	
4A-W3-02	W3-E2	14.8×4.2×3.6=60	16	air-conditioning depends on hall	480	
4A-W4-02	W4-E2	14.8×4.2×3.6=60	16	8 desks, 12 chairs, 1 table, 1 water machine, 19L water	480	
4A-W4-03	W4-B1	9.5×4.2×3.6=52		air-conditioning depends on hall	520	
4A-W4-06	W4-W1	7.2×4.5×3.5=30	8	air-conditioning depends on hall	240	
4A-W5-01	W5-W1	7.2×4.5×3.5=30	8	4 desks, 8 chairs, 1 table, 1 water machine, 19L water	240	
4A-W5-02	W5-W2	7.2×4.5×3.5=30	8		240	

Item No.	Room Number	Date	Number of Day	Sub-Total (US\$)
Total				

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

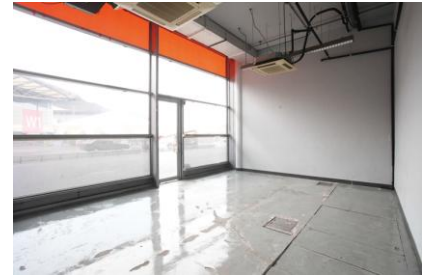
Authorized Signature: _____ Date: _____



4A-01 Entry Hall 1 - VIP Room



4A-06 Entry Hall 3 - VIP Room



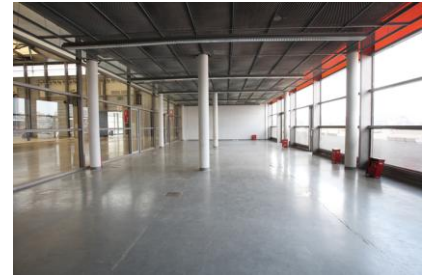
4A-E1-03 E1-B1



4A-E1-06 E1-S1



4A-E1-07 E1-2E3/2 floor



4A-E5-01 E5-B1



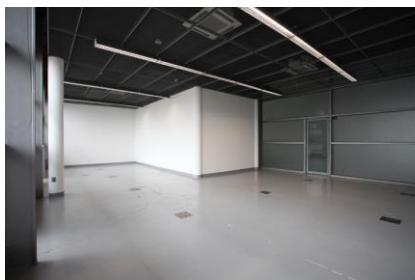
4A-E6-02 E6-2E3/2 floor



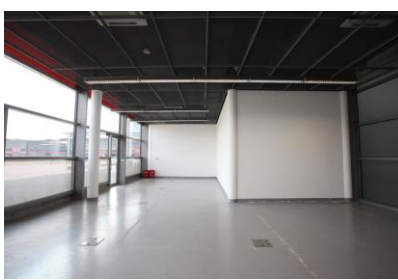
4A-E7-01 E7-B1



4A-E7-02 E7-B2



4A-N1-01 N1-B1



4A-N2-01 N2-B1



4A-N3-01 N3-B1



4A-N3-02 N3-B2



4A-N4-02 N4-B2



4A-N5-01 N5-B1



4A-W1-02 W1-E2



4A-W1-03 W1-E3



4A-W1-05 W1-W2



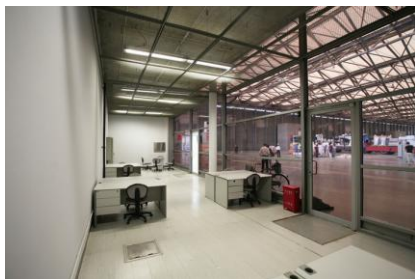
4A-W1-06 W1-W4



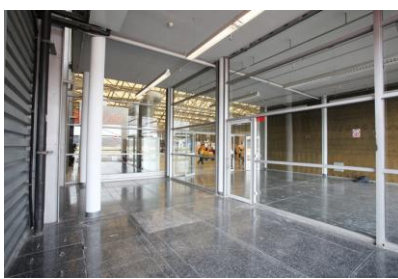
4A-W3-01 W3-E1



4A-W3-02 W3-E2



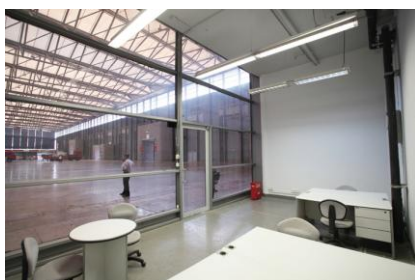
4A-W4-02 W4-E2



4A-W4-03 W4-B1



4A-W4-06 W4-W1



4A-W5-01 W5-W1



4A-W5-02 W5-W2

* the above photos are for reference

FORM 4B-1 -- Return to WES with payment before February 3, 2015

Seminar / Conference Room

Item No.	Room Number	Capacity L×W×H(m)=m ²	Style	Seat	Fixed Projector / Fixed Screen	Specification	Regular Price (US\$/4 hours)
4B-E1-01	E1-M11	7.5×10×3.5=75	theater	60		2 speaker's chairs, 1 podium, 1 white board,	400
4B-E1-02	E1-M12	7.5×10×3.5=75	theater	60		2 microphones, 1 water machine, 19L water	400
4B-E1-03	E1-M13	12×8.4×3.5=101	theater	64			600
4B-E1-04	E1-M15/2 floor	22.5×10.3×3.5=232	theater	160	no / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-E1-05	E1-M16/2 floor	22.5×10.3×3.5=232	theater	160	no / yes	4 microphones, 1 water machine, 19L water	1000
4B-E1-06	E1-M15+M16/2 floor	45×10.3×3.5=464	theater	320	no / yes		1800
4B-E2-01	E2-M14	12×8.4×3.5=101	class	40		2 speaker's chairs, 1 podium, 1 white board,	600
4B-E2-02	E2-M17/2 floor	22.5×10.3×3.5=232	class	120	yes / yes	2 microphones, 1 water machine, 19L water	1000
4B-E2-03	E2-M18/2 floor	22.5×10.3×3.5=232	theater	160	no / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-E2-04	E2-M17+M18/2 floor	45×10.3×3.5=464	theater	320	no / yes	4 microphones, 1 water machine, 19L water	1800
4B-E2-05	E2-M19/2 floor of E1&E2	22.5×13×3=292	theater	220	no / yes		1200
4B-E2-06	E2-M20	10.4×8.6×3.5=90	theater	64		2 speaker's chairs, 1 podium, 1 white board,	600
4B-E2-07	E2-2W1/2 floor	9.4×6×2.5=57				2 microphones, 1 water machine, 19L water	200
4B-E2-08	E2-2W2/2 floor	15×6×2.5=90				speakers' lounge	300
4B-E2-09	E2-2W3/2 floor	9.54×6×3=57				storage room / cloak room	200
4B-E3-01	E3-M21	12.2×8.6×3.5=105	class	40		air-conditioning	600
4B-E3-02	E3-M22	12.2×8.6×3.5=105	theater	64		2 speaker's chairs, 1 podium, 1 white board,	400
4B-E3-03	E3-M23/2 floor of E2&E3	22.5×10.6×3=240	class	120	yes / yes	2 microphones, 1 water machine, 19L water	1000
4B-E3-04	E3-M24/2 floor	26.2×8.5×3.5=220	theater	160	yes / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-E3-05	E3-2W1/2 floor	6.5×5.6×3.2=40				4 microphones, 1 water machine, 19L water	200
4B-E3-06	E3-2W2/2 floor	14.8×6×3.2=90				air-conditioning	400
4B-E4-01	E4-M25	12.2×8.6×3.5=105	theater	64			600
4B-E4-02	E4-M26	12.2×8.6×3.5=105	class	40		2 speaker's chairs, 1 podium, 1 white board,	600
4B-E4-03	E4-M27/2 floor	26.2×8.5×3.5=220	theater	160	yes / yes	2 microphones, 1 water machine, 19L water	1000
4B-E5-02	E5-M29	12.2×8.6×3.5=105	class	40		6 speaker's chairs, 1 podium, 1 white board,	600
4B-E5-03	E5-M30	12.2×8.6×3.5=105	theater	64		4 microphones, 1 water machine, 19L water	600
4B-E5-04	E5-M31/2 floor	26.2×8.5×3.5=220	theater	160	yes / yes	2 speaker's chairs, 1 podium, 1 white board,	1000
4B-E5-05	E5-M32/2 floor	26.2×8.5×3.5=220	theater	160	yes / yes	2 microphones, 1 water machine, 19L water	1000
4B-E5-06	E5-2W1/2 floor	9×6×3.2=54				6 speaker's chairs, 1 podium, 1 white board,	200
4B-E5-07	E5-2W2/2 floor	14.8×6×3.2=90				4 microphones, 1 water machine, 19L water	400
4B-E5-08	E5-2W3/2 floor	9×6×3.2=54				air-conditioning	200
4B-E6-01	E6-M33/2 floor of E5&E6	22.5×10.6×3=240	class	120	yes / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-E6-02	E6-M34	12.2×8.6×3.5=105	theater	64		4 microphones, 1 water machine, 19L water	600
4B-E6-03	E6-M35	12.2×8.6×3.5=105	class	40		2 speaker's chairs, 1 podium, 1 white board,	600
4B-E6-04	E6-M36/2 floor	26.2×8.5×3.5=220	class	120	yes / yes	2 microphones, 1 water machine, 19L water	1000
4B-E6-05	E6-M37/2 floor	26.2×8.5×3.5=220	theater	160	yes / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-E7-01	E7-M38/2 floor of E6&E7	22.5×10.6×3=240	class	120	yes / yes	4 microphones, 1 water machine, 19L water	1000
4B-E7-02	E7-M39	12.2×8.6×3.5=105	theater	64		2 speaker's chairs, 1 podium, 1 white board,	600
						2 microphones, 1 water machine, 19L water	

Item No.	Room Number	Date	Number of Day	Sub-Total (US\$)
Total				

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- * Order on site will be required to pay cash only.
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- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

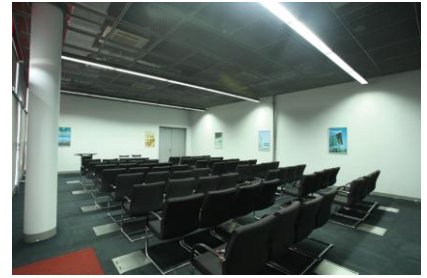
Authorized Signature: _____ Date: _____



4B-E1-01 E1-M11
(theater)



4B-E1-02 E1-M12
(theater)



4B-E1-03 E1-M13
(theater)



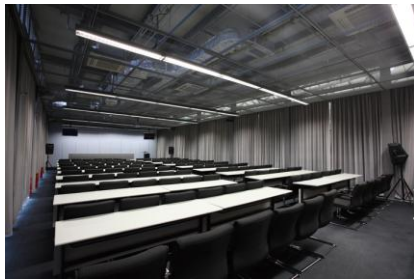
4B-E1-04 E1-M15/2 floor
(theater)



4B-E1-05 E1-M16/2 floor
(theater)



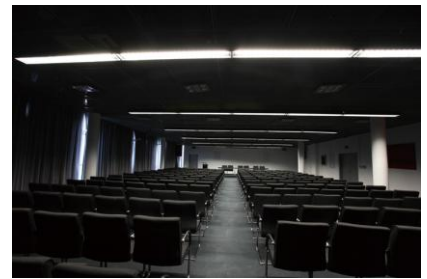
4B-E2-01 E2-M14
(class)



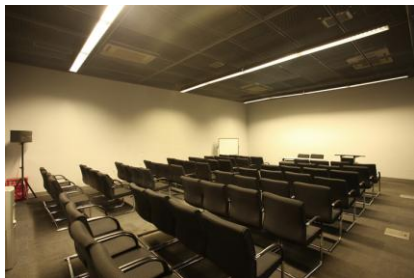
4B-E2-02 E2-M17/2 floor
(class)



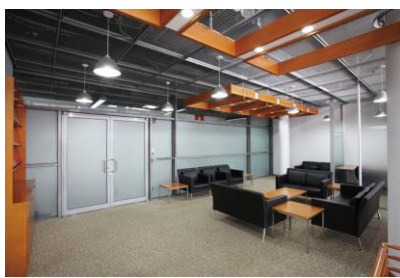
4B-E2-03 E2-M18/2 floor
(theater)



4B-E2-05 E2-M19/2 floor of E1&E2
(theater)



4B-E2-06 E2-M20
(theater)



4B-E2-07 E2-2W1/2 floor



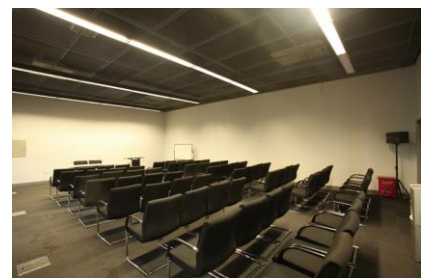
4B-E2-08 E2-2W2/2 floor



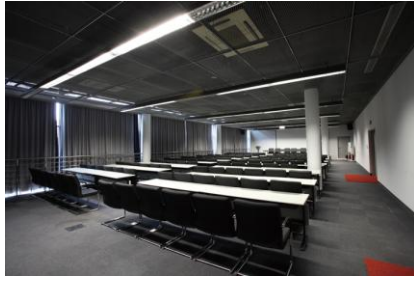
4B-E2-09 E2-2W3/2 floor



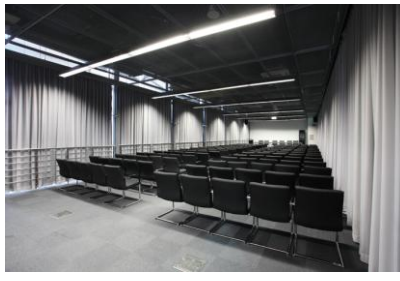
4B-E3-01 E3-M21
(class)



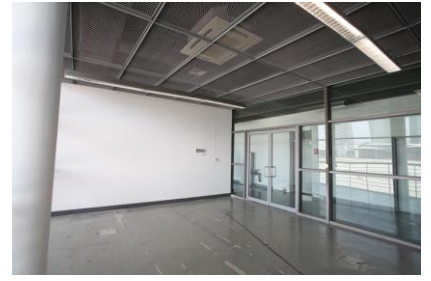
4B-E3-02 E3-M22
(theater)



4B-E3-03 E3-M23/2 floor of E2&E3
(class)



4B-E3-04 E3-M24/2 floor
(theater)



4B-E3-05 E3-2W1/2 floor



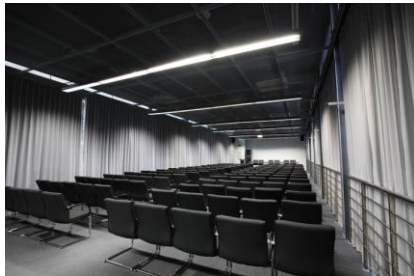
4B-E3-06 E3-2W2/2 floor



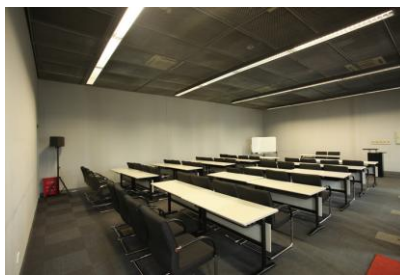
4B-E4-01 E4-M25
(theater)



4B-E4-02 E4-M26
(class)



4B-E4-03 E4-M27/2 floor
(theater)



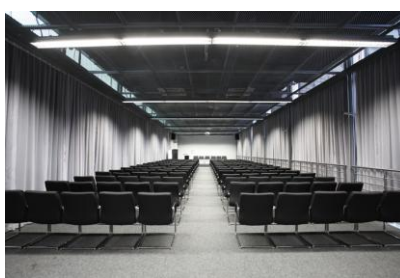
4B-E5-02 E5-M29
(class)



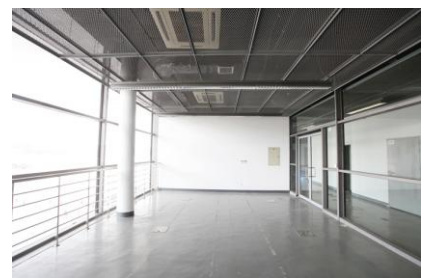
4B-E5-03 E5-M30
(theater)



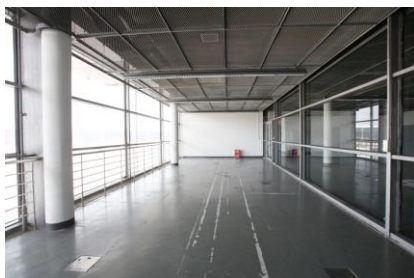
4B-E5-04 E5-M31/2 floor
(theater)



4B-E5-05 E5-M32/2 floor
(theater)



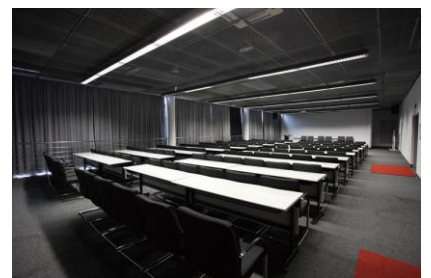
4B-E5-06 E5-2W1/2 floor



4B-E5-07 E5-2W2/2 floor



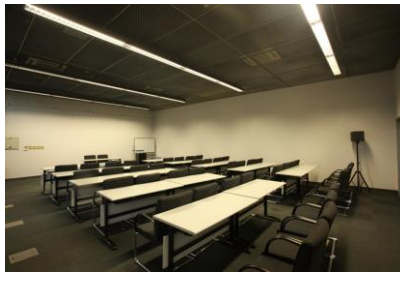
4B-E5-08 E5-2W3/2 floor



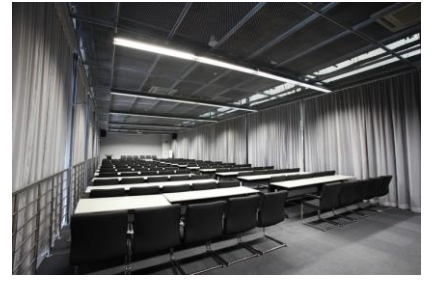
4B-E6-01 E6-M33/2 floor of E5&E6
(class)



4B-E6-02 E6-M34
(theater)



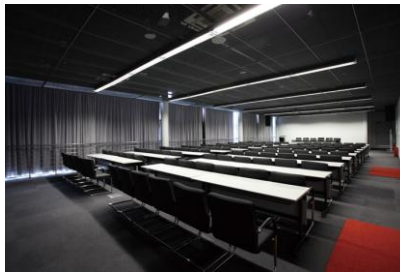
4B-E6-03 E6-M35
(class)



4B-E6-04 E6-M36/2 floor
(class)



4B-E6-05 E6-M37/2 floor
(theater)



4B-E7-01 E7-M38/2 floor of E6&E7
(class)



4B-E7-02 E7-M39
(theater)

* the above photos are for reference

Seminar / Conference Room

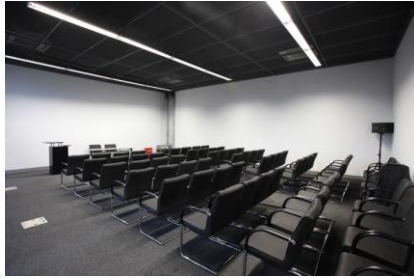
Item No.	Room Number	Capacity L×W×H(m)=m ²	Style	Seat	Fixed Projector / Fixed Screen	Specification	Regular Price (US\$/4 hours)
4B-N1-01	N1-M40	10.2×8.3×3.5=85	theater	64		2 speaker's chairs, 1 podium, 1 white board,	600
4B-N2-01	N2-M41	10.2×8.3×3.5=85	class	40		2 microphones, 1 water machine, 19L water	600
4B-N2-02	N2-M42/2 floor of N1&N2	21.8×10×3.5=233	theater	160		6 speaker's chairs, 1 podium, 1 white board, 4 microphones, 1 water machine, 19L water	1000
4B-N2-07	N2-2W2	14.3×5.6×3.2=86				air-conditioning	400
4B-N3-01	N3-M43	10.3×8.3×3.5=85	theater	64		2 speaker's chairs, 1 podium, 1 white board,	600
4B-N4-01	N4-M44	10.3×8.3×3.5=85	class	40		2 microphones, 1 water machine, 19L water	600
4B-N4-02	N4-M45	10.3×8.3×3.5=85	theater	64			600
4B-N4-03	N4-M46/2 floor	26×8×3.5=223	theater	160		6 speaker's chairs, 1 podium, 1 white board,	1000
4B-N5-01	N5-M47/2 floor of N4&N5	21.8×10×3.5=233	class	120		4 microphones, 1 water machine, 19L water	1000
4B-N5-02	N5-M48	10.2×8.3×3.5=85	theater	64		2 speaker's chairs, 1 podium, 1 white board,	600
4B-N5-03	N5-M49	10.2×8.3×3.5=85	class	40		2 microphones, 1 water machine, 19L water	600
4B-N5-04	N5-M50/2 floor	26×7.8×3.5=204	theater	160	yes / yes	6 speaker's chairs, 1 podium, 1 white board,	1000
4B-N5-05	N5-M51/2 floor	26×7.8×3.5=204	theater	160		4 microphones, 1 water machine, 19L water	1000
4B-N5-06	N5-2W1	6.5×5.6×3.2=38				air-conditioning	200
4B-N5-07	N5-2W2	14.3×5.6×3.2=86					400
4B-N5-08	N5-2W3	6.5×5.6×3.2=38					200
4B-W1-01	W1-M1	13×8.5×3.5=110	theater	64	no / yes	2 speaker's chairs, 1 podium, 1 white board,	600
4B-W2-01	W2-M2	13×8.5×3.5=110	theater	64	no / yes	2 microphones, 1 water machine, 19L water	600
4B-W2-02	W2-M3	13×8.5×3.5=110	theater	64	no / yes		600
4B-W2-03	W2-M9/2 floor	22.4×9.8×3.5=220	theater	160	yes / yes	6 speaker's chairs, 1 podium, 1 white board, 4 microphones, 1 water machine, 19L water	1000
4B-W3-01	W3-M4	13×8.5×3.5=110	class	40	no / yes	2 speaker's chairs, 1 podium, 1 white board,	600
4B-W3-02	W3-M5	13×8.5×3.5=110	theater	64	no / yes	2 microphones, 1 water machine, 19L water	600
4B-W3-03	W3-M10/2 floor	22.4×9.8×3.5=220	class	120	yes / yes	6 speaker's chairs, 1 podium, 1 white board, 4 microphones, 1 water machine, 19L water	1000
4B-W4-01	W4-M6	13×8.5×3.5=110	theater	64	no / yes	2 speaker's chairs, 1 podium, 1 white board,	600
4B-W4-02	W4-M7	13×8.5×3.5=110	theater	64	no / yes	2 microphones, 1 water machine, 19L water	600
4B-W5-01	W5-M8	13×8.5×3.5=110	theater	64	no / yes		600

Item No.	Room Number	Date	Number of Day	Sub-Total (US\$)
Total				

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____



4B-N1-01 N1-M40
(theater)



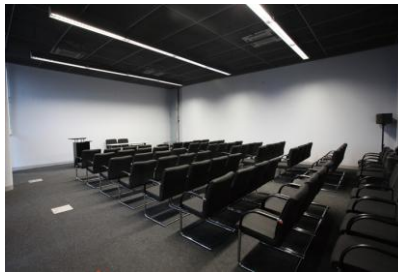
4B-N2-01 N2-M41
(class)



4B-N2-02 N2-M42/2 floor of N1&N2
(theater)



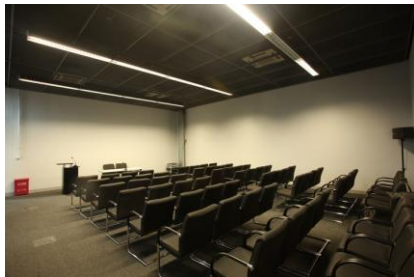
4B-N2-07 N2-2W2



4B-N3-01 N3-M43
(theater)



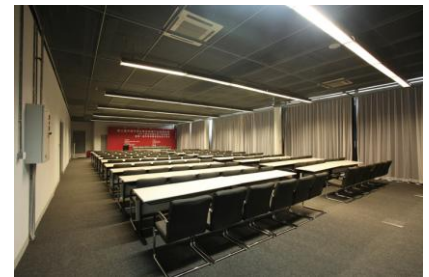
4B-N4-01 N4-M44
(class)



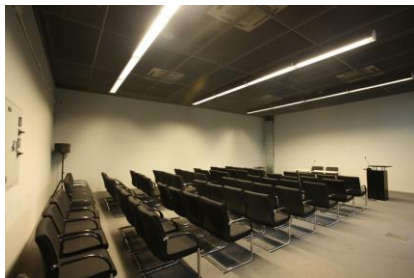
4B-N4-02 N4-M45
(theater)



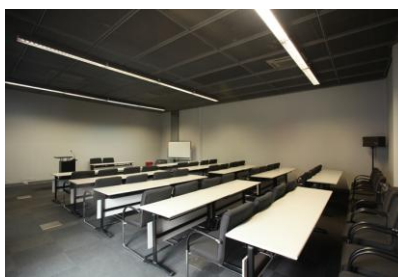
4B-N4-03 N4-M46/2 floor
(theater)



4B-N5-01 N5-M47/2 floor of N4&N5
(class)



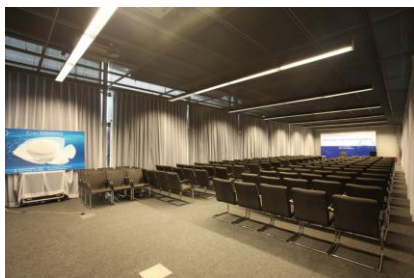
4B-N5-02 N5-M48
(theater)



4B-N5-03 N5-M49
(class)



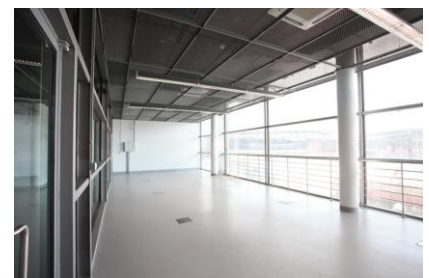
4B-N5-04 N5-M50/2 floor
(theater)



4B-N5-05 N5-M51/2 floor
(theater)



4B-N5-06 N5-2W1



4B-N5-07 N5-2W2



4B-N5-08 N5-2W3



4B-W1-01 W1-M1
(theater)



4B-W2-01 W2-M2
(theater)



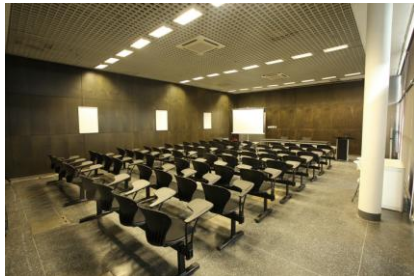
4B-W2-02 W2-M3
(theater)



4B-W2-03 W2-M9/2 floor
(theater)



4B-W3-01 W3-M4
(class)



4B-W3-02 W3-M5
(theater)



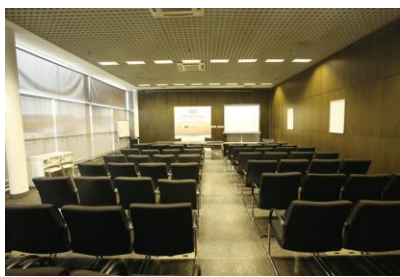
4B-W3-03 W3-M10/2 floor
(class)



4B-W4-01 W4-M6
(theater)



4B-W4-02 W4-M7
(theater)



4B-W5-01 W5-M8
(theater)

* the above photos are for reference

FORM 4B-2 -- Return to WES with payment before February 3, 2015

Equipment

Item No.	Specification	Regular Price (US\$/4 hours)	Quantity	Sub-Total (US\$)
4B-2-04	DVD Player	30		
4B-2-05	42" Plasm Screen TV Set (1.030m×0.63m×0.1m)	160		
4B-2-06	50" Plasm Screen TV Set (1.186m×0.76m×0.08m)	200		
4B-2-09	3-Dimensional Practicality Projector 2500L (+ Project Screen) (for small meeting rooms)	200		
4B-2-10	3-Dimensional Practicality Projector 5000L (+ Project Screen) (for large meeting rooms)	400		
4B-2-11	150" Fixed Project Screen (3.05m×2.3m)	200		
4B-2-12	100" Movable Project Screen (2.2m×1.6m)	30		
4B-2-13	120" Movable Project Screen (2.4m×1.8m)	160		
4B-2-20	General Amplifier System (2 wire microphones)	100		
4B-2-21	Professional Amplifier System (2 wire microphones)	200		
4B-2-22	Indoor O.C. Amplifier System (2 wire microphones)	400		
4B-2-23	Hard Disk Recording and CD Output	40		
4B-2-24	Wire Microphone	20		
4B-2-25	Wireless Mike	40		
4B-2-26	Simultaneous Interpretation System	1280		
4B-2-27	IR Receiver (max: 100 set) (max: 100 set)	5		
4B-2-30	Indoor LED TV Wall (m) (pixel pitch = 5.08mm, pixel = 96×96, module = 488mm×488mm)	160		
4B-2-31	Indoor LED Curtain Screen (m) (pixel pitch = 8mm, pixel = 112×56, module = 1000mm×500mm)	100		
4B-2-32	Extorn 506	240		
4B-2-40	LDD Local Direct Telephone	120		
4B-2-41	DDD Telephone ----- DDD Communication Deposit (the final payment depending on actual cost)	160 ----- 200		
4B-2-42	IDD Telephone ----- IDD Communication Deposit (the final payment depending on actual cost)	460 ----- 800		
4B-2-50	15Amp (380V, 50Hz, 3 Phase Switch Box)	200		
Total				

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- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____



4B-2-04 DVD Player



4B-2-05 42" Plasm Screen TV Set



4B-2-10 3-Dimensional Practicality Projector 5000L (+ Project Screen)



4B-2-11 150" Fixed Project Screen



4B-2-21 Professional Amplifier System



4B-2-24 Wire Microphone



4B-2-25 Wireless Mike

* the above photos are for reference

FORM 4C -- Return to WES with payment before February 3, 2015**Seminar / Conference Topics, Interpreter**

Please make copies of this form and use ONE sheet for ONE seminar to be arranged.

1. Seminar / Conference Topics

English: _____

Chinese: _____

2. Seminar / Conference Synopsis (20 English words and corresponding Chinese characters)

English: _____

Chinese: _____

3. Speaker's Name: _____ Position: _____

4. What fields of audiences are expected to be invited to attend (audience organization *): _____

5. Time expected : [] Morning (09:00 - 12:00) [] Afternoon (13:00 - 16:00) [] Date _____

6. Interpreter & Others

Item No.	Language & Others	Regular Price (US\$/4 hours)	No. of Person	Sub-Total (US\$)
4C-01	English	240		
4C-02	German	400		
4C-03	French	400		
4C-04	Italian	460		
4C-05	Japanese	360		
4C-06	Korean	460		
4C-07*	Audience Organization	600		
Total				

* All seminar topics are subject to the approval of organizer. Seminar duration is usually 2 ~ 3 hours. Organizer can help to invite 30 ~ 50 people as audiences at exhibitor's cost. One set of full seminar text should reach WES before the deadline for customs examination or interpreter's reference.

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a 50% surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, WES will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Outdoor Tent, Link Tent

1. Gable Roof Tent

Item No.	Specification	Price (US\$/m ²)	Quantity Available	Area (m ²)	Sub-Total (US\$)
5C-01	Gable Roof Tent (H 4m ~ 7.4m) (span 21m × standard W 10m jumping-off)	28	any		
5C-02	Gable Roof Tent (H 2.2m ~ 3.8m) (span 10m × standard W 6m jumping-off)	16	20		
5C-03	Gable Roof Tent (H 2.2m ~ 3.2m) (span 6m × standard W 6m jumping-off)	16	20		
5C-04	Gable Roof Tent with Galss Wall & Door (H 2.4m ~ 3.5m) (span 6m × W 6m)	56	6		
5C-05	Gable Roof Tent with Galss Wall & Door (H 4m ~ 6.4m) (span 16m × W 10m)	56	10		
5C-06	Gable Roof Tent with Galss Wall & Door (H 4m ~ 6.4m) (span 16m × W 15m)	56	10		
5C-07	Gable Roof Tent (H 2.5m ~ 3.9m) (span 8m × standard W 6m jumping-off)	16	4		
5C-08	Gable Roof Tent (H 2.5m ~ 3.2m) (span 4m × standard W 6m jumping-off)	16	8		
Total					

2. Pagoda Roof Tent

Item No.	Specification	Price (US\$/pcs)	Quantity Available	Quantity	Sub-Total (US\$)
5C-12	Pagoda Roof Tent (H 2.4m ~ 5.3m) (6m × 6m)	900	20		
Total					

3. Link Tent

Item No.	Specification	Price (US\$/m ²)	Quantity Available	Area (m ²)	Sub-Total (US\$)
5C-20	Link Tent (H 2.2m ~ 3.8m) (span 10m jumping-off × standard W 3m)	10	5		
Total					

4. Air-conditioning for Tent

Item No.	Specification	Price (US\$)	Quantity	Sub-Total (US\$)
5C-30*	5P Air-conditioning (1 Air-conditioning for 50m ² tent at least)	300		
Total				

* One air-conditioning needs a **15A** power supply box, please do not forget to make this order according to **表6A**

Tent Supplier:

Losberger Shanghai Co., Ltd.

Room A505 Focus Business Center, 2755 Yindu Road

Minhang District, Shanghai 201108, P.R. China

Tel: 0086-21-60790388 Fax: 0086-21-60790368

E-mail: shenghua@losbergerchina.com Website: www.losbergerchina.com

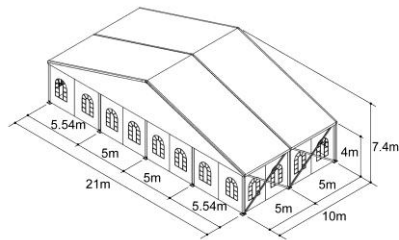
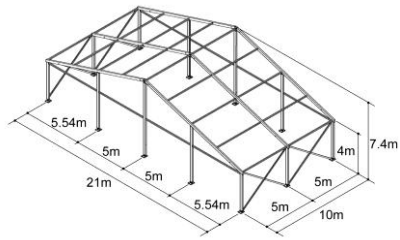
Mr Hua Sheng

* Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.

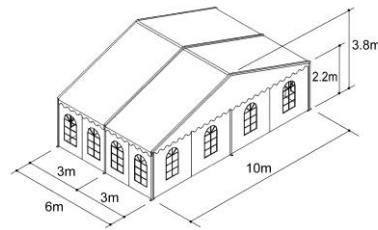
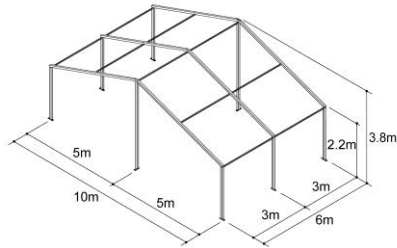
* Order on site will be required to pay cash only.

Name of Exhibitor: _____ Booth: _____

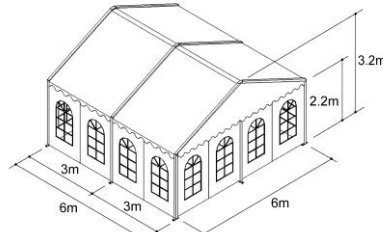
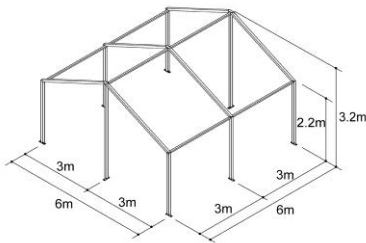
Authorized Signature: _____ Date: _____



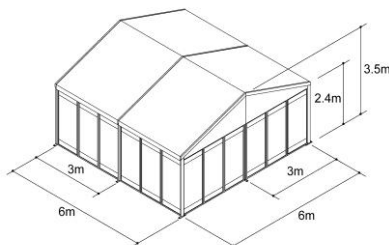
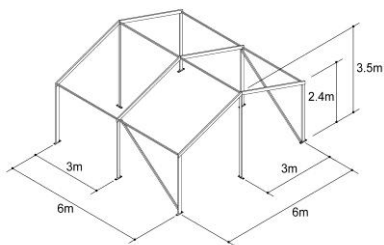
Frame Drawing Makeup Drawing Photo
 5C-01 Gable Roof Tent (H 4m ~ 7.4m) (span 21m × standard W 10m jumping-off)



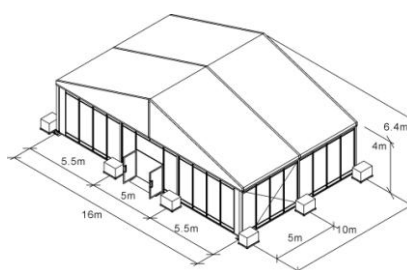
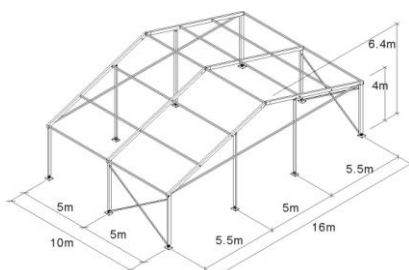
Frame Drawing Makeup Drawing Photo
 5C-02 Gable Roof Tent (H 2.2m ~ 3.8m) (span 10m × standard W 6m jumping-off)



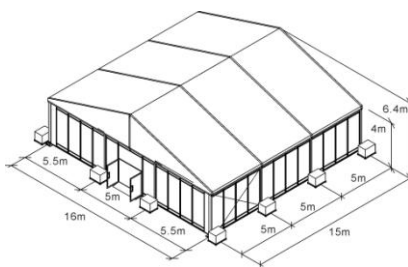
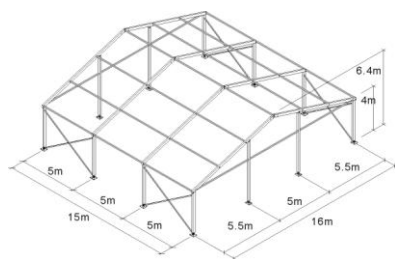
Frame Drawing Makeup Drawing Photo
 5C-03 Gable Roof Tent (H 2.2m ~ 3.2m) (span 6m × standard W 6m jumping-off)



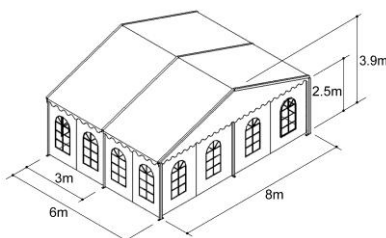
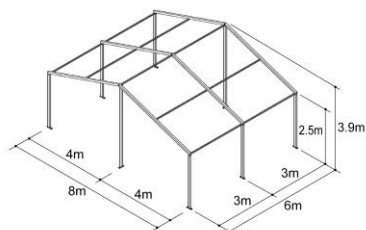
Frame Drawing Makeup Drawing Photo
 5C-04 Gable Roof Tent with Glass Wall & Door (H 2.2m ~ 3.2m) (span 6m × W 6m)



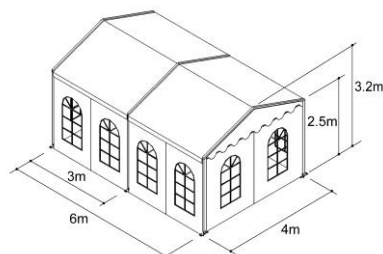
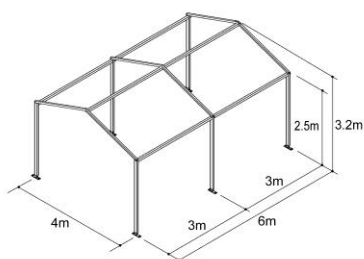
Frame Drawing Makeup Drawing Photo
 5C-05 Gable Roof Tent with Glass Wall & Door (H 4m ~ 6.4m) (span 16m × W 10m)



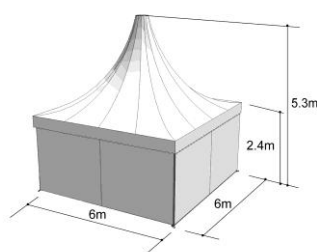
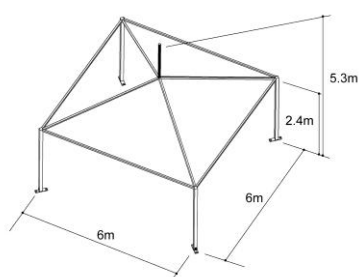
Frame Drawing Makeup Drawing Photo
5C-06 Gable Roof Tent with Galss Wall & Door (H 4m ~ 6.4m) (span 16m × W 15m)



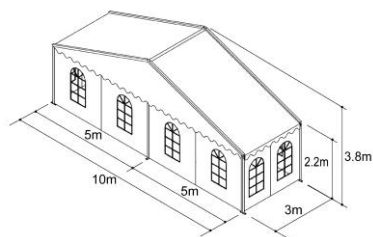
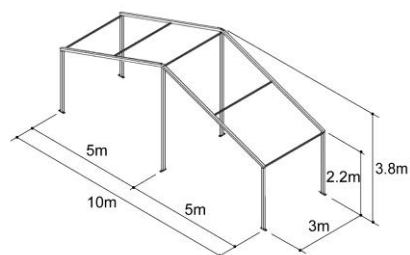
Frame Drawing Makeup Drawing Photo
5C-07 Gable Roof Tent (H 2.5m ~ 3.9m) (span 8m × standard W 6m jumping-off)



Frame Drawing Makeup Drawing Photo
5C-08 Gable Roof Tent (H 2.5m ~ 3.2m) (span 4m × standard W 6m jumping-off)



Frame Drawing Makeup Drawing Photo
5C-12 Pagoda Roof Tent (H 2.4m ~ 5.3m) (6m × 6m)



Frame Drawing Makeup Drawing Photo
5C-20 Link Tent (H 2.2m ~ 3.8m) (span 10m jumping-off × standard W 3m)

FORM 6A -- Return to WES with payment before March 3, 2015

Water Supply, Power, Air-Compressor, Telecommunication, Audio & Video, Computer

Item No.	Specification	Regular Price (US\$)	Late Order (US\$)	Quantity	Sub-Total (US\$)
6A-01	Booth Water Inlet/Outlet (10m Pipe, 4" Valve, Ø15mm, 4kg/cm ²)	370	555		
6A-02	Machine Water Inlet/Outlet (10m Pipe, 6" Valve, Ø20mm, 4kg/cm ²)	550	825		
6A-03	15Amp (380V, 50Hz, 3 Phase Switch Box)	200	300		
6A-04	30Amp (380V, 50Hz, 3 Phase Switch Box)	320	480		
6A-05	40Amp (380V, 50Hz, 3 Phase Switch Box)	370	555		
6A-06	60Amp (380V, 50Hz, 3 Phase Switch Box)	500	750		
6A-07	100Amp (380V, 50Hz, 3 Phase Switch Box)	740	1110		
6A-08	150Amp (380V, 50Hz, 3 Phase Switch Box)	1170	1755		
6A-09	200Amp (380V, 50Hz, 3 Phase Switch Box)	1670	2505		
6A-14	Wire Covering (m)	40	60		
6A-20	Compressed Air 0.5HP-5HP ($\leq 0.4\text{m}^3/\text{min}$, 8~10kg/cm ² , Ø10mm)	550	825		
6A-21	Compressed Air 6HP-10HP ($\leq 0.9\text{m}^3/\text{min}$, 8~10kg/cm ² , Ø19mm)	650	975		
6A-22	Compressed Air >10HP ($\geq 1.0\text{m}^3/\text{min}$, 8~10kg/cm ² , Ø25mm)	740	1110		
Total					

Item No.	Specification	Regular Price (US\$)	Late Order (US\$)	Quantity	Sub-Total (US\$)
6A-30	LDD Local Direct Telephone	132	198		
6A-31	DDD Telephone	176	264		
	-----	-----	-----		
	DDD Communication Deposit (the final payment depending on actual cost)	160	160		
6A-32	IDD Telephone	506	759		
	-----	-----	-----		
	IDD Communication Deposit (the final payment depending on actual cost)	800	800		
6A-35	1M Fiber-Based Broadband, 1 Public Static IP Address	550	825		
6A-36	2M Fiber-Based Broadband, 1 Public Static IP Address	570	855		
6A-38	1M Fiber-Based Broadband, 1 Public Dedicated IP Address	790	1185		
6A-39	2M Fiber-Based Broadband, 1 Public Dedicated IP Address	800	1200		
6A-60	DVD Player	66	99		
6A-63	42" Plasm Screen TV Set (1.030m×0.63m×0.1m)	220	330		
6A-64	50" Plasm Screen TV Set (1.186m×0.76m×0.08m)	264	396		
6A-67	3-Dimensional Practicality Projector 2500 Lumini (including 100" movable projector screen 2.2m×1.6m)	660	990		
6A-68	3-Dimensional Practicality Projector 5000 Lumini (including 100" movable projector screen 2.2m×1.6m)	1320	1980		
6A-80	Desk Computer PIV + 23" LCD Flat Screen	440	660		
6A-87	Printer, Laser Jet, A4 (USB2.0, 10 - 12 pieces/min)	198	297		
6A-89	Fax Machine, Ink Jet, A4	143	214.50		
Total					

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * A layout of the exact locations or connecting points of water supply/drainage, compressed air and telecommunication system should be submitted **90** days prior to the exhibition opening.
- * Outdoor space including tent hall will be subjected to a **50%** surcharge.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____



6A-01 Booth Water Inlet/Outlet



6A-02 Machine Water Inlet/Outlet



6A-03 15Amp



6A-07 100Amp



6A-09 200Amp



6A-20 Compressed Air 0.5HP-5HP



6A-21 Compressed Air 6HP-10HP



6A-22 Compressed Air >10HP



6A-60 DVD Player



6A-63 42" Plasm Screen TV Set



6A-68 3-Dimensional Practicality Projector 5000 Lumini



6A-01 Water Inlet/Outlet, Ø15mm, 4kg/cm²



6A-03 Switch Box 380V, 50Hz, 3 Phase



6A-20 Compressed Air



6A-30 Telephone



6A-80 Desk Computer PIV + 23"LCD Flat Screen



6A-87 Printer Laser Jet, A4



6A-89 Fax Machine Ink Jet, A4

* the above photos are for reference

Stand Design Drawing, Stand Construction Warrant Deposit, Overtime Working

1. No part of stand structure may exceed a height limit **4.4** meters (**4** meters in south end of hall **E** and north end of Hall **N**) or against venue regulations, and no part of stand structure may extend beyond the boundaries of the space allocated. Affixed surface to the neighboring stand should remain smooth, clean, and not contain any promotional content. Otherwise, **WES** is entitled to require exhibitor or his contractor to make correction on the spot until the removal of illegal parts. If exhibitor or his contractor refuses to make correction on the spot, **WES** is entitled to dispose on the spot. Any cost of this should be borne by exhibitor and no warrant deposit is refunded.
2. Exhibitor or his contractor should guarantee stand design and construction materials match up to national fire-proof and security criterion, and is required to submit dimensional drawings in ***.jpg** or ***.pdf** format through e-mail way **90** days prior to the exhibition opening to organizer for approval before any work starts.
3. Any design drawing of **4.5** meter high or above, projection surface of closed roof over **50%** proportion or above, 2-storey, multi-storey and outdoor stand structure should be inspected by National Grade A Registered Structural Engineer. Failure of this, exhibitor or his contractor is not allowed to lay a stand and will bear such loss. **WES** will provide exhibitor or his contractor a sample "approval for 2-storey, multi-storey and outdoor stand design drawings" to follow up. This procedure will be charged at the following cost:
(Note: stand structure higher than **4.5** meters and lower than **6** meters for **1**-storey, as well as higher than **4.5** meters and lower than **8** meters for **2**-storey or multi-storey is required to pay a **150%** space surcharge.)
4. Exhibitor or his contractor will pay **WES** a stand construction warrant deposit **US\$15/m²** and sign a stand construction agreement (refer to **Annex 2**).
5. When exhibitor appoints a contractor, exhibitor and his contractor shall clarify who, between themselves, is responsible for stand setting up, dismantling and removing rubbish. Otherwise, exhibitor takes this responsibility.
6. Exhibitor or his contractor is required to keep the exhibition timetable. Early dismantling will result in no refund of stand construction warrant deposit.

Overtime Working

Specification	Date	Working Time	Before Working Time	After Working Time
stand construction, exhibit move-in & exhibitor check-in	May 30, 2015	08:30 - 18:30		
	May 31, 2015	08:30 - 20:00		
	June 1, 2015	08:30 - 20:00		
	June 2, 2015	08:30 - 22:00		
exhibition hours	June 3, 2015	09:00 - 18:00		
	June 4, 2015	09:00 - 18:00		
	June 5, 2015	09:00 - 18:00		
	June 6, 2015	09:00 - 15:00		---
exhibit move-out only	June 6, 2015	15:00 - 20:00	---	---
stand dismantling & exhibit move-out	June 6, 2015	20:00 - 24:00	---	

Item No.	Specification	Regular Price (US\$/hour)	Late Order (US\$/hour)	Number of Hours	Sub-Total (US\$)
6B-01	Overtime (08:00 ~ 22:00)	200	300		
6B-02	Overtime (22:00 ~ 08:00)	400	600		
6B-03	Overtime beyond contract period (08:00 ~ 22:00)	400	600		
6B-04	Overtime beyond contract period (22:00 ~ 08:00)	800	1200		
Total					

- * Exhibitor are required to inform **WES** of any overtime work before **15:00** each day. The charge for overtime work before **22:00** is **US\$200/hour** per exhibitor, after **22:00** is **US\$400/hour** per exhibitor. Later application after **15:00** is subjected to a **50%** surcharge.
- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

FORM 7 -- Return to WES with payment before March 3, 2015**Exhibition Personnel Service**

Exhibitor is strongly recommended to engage the service of explainer and interpreter due to the large number of Chinese visitors during the exhibition. Please fill in the following form and return it before the deadline.

1. Interpreter

Item No.	Language	Daily Rate (US\$)	Starting Date	Ending Date	No. of Persons	Sub-Total (US\$)
7A-01	English	120				
7A-02	German	200				
7A-03	French	240				
7A-04	Italian	240				
7A-05	Spanish	240				
7A-06	Japanese	180				
7A-07	Korean	180				
7A-08	Russian	240				
7A-09	Portuguese	240				
Total						

2. Explainer, Attendant

Item No.	Language	Daily Rate (US\$)	Starting Date	Ending Date	No. of Persons	Sub-Total (US\$)
7B-01*	Explainer	80				
7B-02*	Attendant	80				
7B-03	Cameraman	400				
Total						

* explainer or attendant may not speak any foreign language.

3. Labor, Security Guard, Cleaning Staff

Specification	Date	Working Time	Starting & Ending Time	Hours	
				8:00~22:00	22:00~8:00
stand construction, exhibit move-in & exhibitor check-in	May 30, 2015	08:30 - 18:30			
	May 31, 2015	08:30 - 20:00			
	June 1, 2015	08:30 - 20:00			
	June 2, 2015	08:30 - 22:00			
exhibition hours	June 3, 2015	09:00 - 18:00			
	June 4, 2015	09:00 - 18:00			
	June 5, 2015	09:00 - 18:00			
	June 6, 2015	09:00 - 15:00			
exhibit move-out only	June 6, 2015	15:00 - 20:00			
stand dismantling & exhibit move-out	June 6, 2015	20:00 - 24:00			
Total					

Item No.	Language	Regular Price (US\$/hour)	Late Order (US\$/hour)	Hours	No. of Persons	Sub-Total (US\$)
7C-01	Labor (08:00 ~ 22:00)	10	15			
7C-02	Labor (22:00 ~ 08:00)	20	30			
7D-01	Security Guard (08:00 ~ 22:00)	10	15			
7D-02	Security Guard (22:00 ~ 08:00)	20	30			
7D-03	Cleaning Staff (08:00 ~ 22:00)	10	15			
7D-04	Cleaning Staff (22:00 ~ 08:00)	20	30			
Total						

5. Other personnel, please specify job nature _____ (to be quoted later)

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

FORM 8 -- Return to WES with payment before March 3, 2015

Visa Application

Please type clearly, one applicant needs one copy. **Please type-write this Form!**

Surname _____

Other Name _____

Nationality _____

Sex _____ Occupation _____

Passport No. _____

Educational Level [] Under College [] Bachelor [] Master [] Doctor / Post Doctor

Date of Birth (dd/mm/yy) _____

Duration of Stay _____

Company Name _____

Company Address _____

Place Desired to Get Visa _____

* **Please scan the information page of a passport and submit it with this form to organizer, who will take a week to handle the official visa notification from local government.**

Company Tel: _____ Fax: _____

Contact Person: _____ Position: _____

Total Price: _____

(US\$40 PER VISA APPLICATION)

Worldwide Exhibitions Service Co., Ltd. A/C No.: 452059241174 Bank of China, Shanghai Jing An Branch Telex/Swift Code: BKCHCNBJ300
--

- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge.
- * Order on site will be required to pay cash only.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

Visitors Invitation

Please give proposed visitors' details in Chinese if possible, organizer will do his best to ensure the visitors to be invited; or please fill in item 2 if an exhibitor likes to do the invitation by himself.

1. Please invite the following Chinese guests on exhibitor's behalf. (Best in Chinese, as translation of names from English into Chinese is phonetic only. A Chinese name can be written in several ways, all sounding the same. Where possible, attach name cards please).

Name in Chinese	Company in Chinese	Address in Chinese with Phone

2. Please provide _____ tickets to our company, we shall do the invitation by ourselves.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____

FORM 11 -- Return to WES with payment before March 3, 2015**In-Hall / Out-Hall Advertisement****1. In-hall Advertising (production included, design excluded)**

Item No.	Specification	Quantity	Advertising Area width×height (m)	Regular Price (US\$)	Quantity	Sub-Total (US\$)
11-001	Entry Hall 1 - Hanging Advertisement Banner - W1	1	12×5	12000/pcs/show		
11-003	Entry Hall 1 - Hanging Advertisement Banner	10	3×5	2000/pcs/show		
11-004	Hall W1 - Corridor Advertising Board	1	16×3	4320/pcs/show		
11-005	Entry Hall 1 - Advertising Board	1	13×3	4000/pcs/show		
11-006	Entry Hall 1 - Advertising Board A	2	6×3	1840/pcs/show		
11-007	Entry Hall 1 - Advertising Board B	2	4.5×4.5	1840/pcs/show		
11-009	Entry Hall 1 - Registration Advertising Board 42" Plasm Screen	10		800/pcs/show		
11-010	Hall W1 - Vestibule Advertising Board	1	7×3.5	1750/pcs/show		
11-011	Hall E1 - Corridor Advertising Board	2	12×3.4	3200/pcs/show		
11-020	Entry Hall 2 - Advertising Board	1	6×3	1840/pcs/show		
11-022	Entry Hall 2 - Registration Advertising Board 42" Plasm Screen	10		800/pcs/show		
11-031	Entry Hall 3 - Hanging Advertisement Banner	21	3×5	2000/pcs/show		
11-032	Entry Hall 3 - Advertising Board	1	18×3	5500/pcs/show		
11-033	Entry Hall 3 - Advertising Board A	1	10×5	5170/pcs/show		
11-034	Entry Hall 3 - Advertising Board B	2	6×3	1840/pcs/show		
11-036	Entry Hall 3 - Registration Advertising Board 42" Plasm Screen	10		800/pcs/show		
Total						

2. Out-hall Advertising (production included, design excluded)

Item No.	Specification	Quantity	Advertising Area width×height (m)	Regular Price (US\$)	Quantity	Sub-Total (US\$)
11-201	Square 1 - Fixed Advertising Board	26	8×5	2170/pcs/show		
11-202	Square 2 - Fixed Advertising Board	11	8×5	2170/pcs/show		
11-203	Square 3 - Fixed Advertising Board	16	8×5	2170/pcs/show		
11-204	Interior Square Movable Advertising Board	1	8×5	2000/pcs/show		
11-207	Square 1 - Flag Post	7	0.9×2.5×2 sides×2pcs	220/post/show		
11-211	Interior Square Triangle Advertising Post	63	1.15×2×3 sides	420/pcs/show		
11-230	Inflated Archway	5	18×9×Ø1.5	870/pcs/show		
11-232	Corridor Ceiling Advertising Banner	140	5×0.7×2 sides	170/pcs/show		
11-240	Advertising on Outer Circle Glass Hall Wall - W5	2	26.25×13.2	14440/pcs/show		
11-242	Advertising on Outer Circle Glass Hall Wall	32	26.25×7.2	9450/pcs/show		
11-250	Advertising on Tour-Sighting Electrical-Powered Car	6		2170/pcs/show		
Total						

3. Others

Item No.	Specification	Quantity	Advertising Area width×height (m)	Regular Price (US\$)	Quantity	Sub-Total (US\$)
11-300	Alluminium Fingerpost	any	1×1	140/pcs/show		
11-301	Alluminium Bulletin	any	1×2.5	340/pcs/show		
Total						

4. On-Site Entrance TV Advertising

Item No.	Specification	Advertising Area width×height (m)	Regular Price (US\$/second)	Order Timing (second)	Sub-Total (US\$)
11-400	Big Color LED TV Wall (ratio: 4:3)	5×4 resolution ratio: 768×576	60/sec/show		
Total					

- * The necessary MO disk, CD/VCD/DVD, TV record tape or advertising materials will be sent to **WES** by express mail before the deadline.
- * Orders without payment will not be entertained. Please make payment to **Worldwide Exhibitions Service Co., Ltd.** immediately by T/T transfer.
- * Later orders or cancellation will be subjected to a **50%** surcharge. Order on site will be required to pay cash only.
- * All facilities and services could be provided by venue owner would not allowed to be brought into exhibition hall.
- * If facilities and services are not available due to third party reason, **WES** will refund corresponding cost.
- * Exhibitor is not allowed to put on or make up any advertisement within the bound of **3 km** around exhibition venue. If exhibitor likes to do advertisement during the exhibition, please contact **WES** who will try to arrange advertisement in the special area.

Name of Exhibitor: _____ Booth: _____

Authorized Signature: _____ Date: _____



11-001 Entry Hall 1 - Hanging Advertisement Banner - W1 (12m wide×5m high)



11-003 Entry Hall 1 - Hanging Advertisement Banner (3m wide×5m high)



11-004 Hall W1 - Corridor Advertising Board (16m wide×3m high)



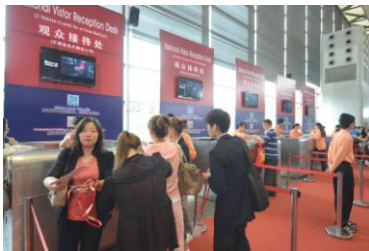
11-005 Entry Hall 1 - Advertising Board (13m wide×3m high)



11-006 Entry Hall 1 - Advertising Board A (6m wide×3m high)



11-007 Entry Hall 1 - Advertising Board B (4.5m wide×4.5m high)



11-009 Entry Hall 1 - Registration Advertising Board 42" Plasm Screen



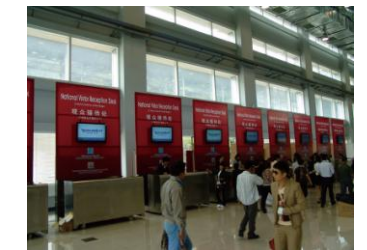
11-010 Hall W1 - Vestibule Advertising Board (7m wide×3.5m high)



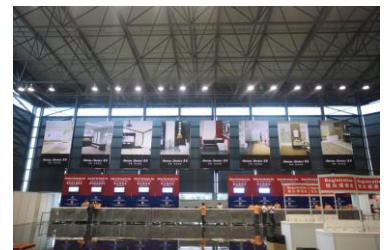
11-011 Hall E1 - Corridor Advertising Board (12m wide×3.4m high)



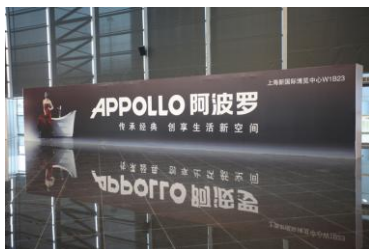
11-020 Entry Hall 2 - Advertising Board (6m wide×3m high)



11-022 Entry Hall 2 - Registration Advertising Board 42" Plasm Screen



11-031 Entry Hall 3 - Hanging Advertisement Banner (3m wide×5m high)



11-032 Entry Hall 3 - Advertising Board (18m wide×3m high)



11-033 Entry Hall 3 - Advertising Board A (10m wide×5m high)



11-034 Entry Hall 3 - Advertising Board B (6m wide×3m high)



11-036 Entry Hall 3 - Registration Advertising Board 42" Plasm Screen



11-201 Square 1 - Fixed Advertising Board (8m wide×5m high)



11-202 Square 2 - Fixed Advertising Board (8m wide×5m high)



11-203 Square 3 - Fixed Advertising Board
(8m wide×5m high)



11-204 Interior Square Movable Advertising Board
(8m wide×5m high)



11-207 Square 1 - Flag Post
(0.9m wide×2.5m high×2 sides ×2pcs)



11-211 Interior Square Triangle Advertising Post
(1.15m wide×2m high×3 sides)



11-230 Inflated Archway
(18m wide×9m high×Ø1.5)



11-232 Corridor Ceiling Advertising Banner
(5m wide×0.7m high×2 sides)



11-240 Advertising on Outer Circle Glass Hall Wall - W5
(26.25m wide×13.2m high)



11-242 Advertising on Outer Circle Glass Hall Wall
(26.25m wide×7.2m high)



11-250 Advertising on Tour-Sighting Electrical-Powered Car



11-300 Aluminium Fingerpost
(1m wide×1m high)



11-301 Aluminium Bulletin
(1m wide×2.5m high)



11-400 Big Color LED TV Wall
(5m wide×4m high)

* the above photos are for reference

Annex 1 -- Return to WES before March 3, 2015

Approval for Contractor

1. Exhibitor will appoint the following company as contractor:

Contractor's Name in English: _____

Contractor's Name in Chinese, if available: _____

Address: _____

City: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____ Website: _____

Contact Person: _____ Mobile: _____

* enclosed the business license of the contractor

2. All stand design drawings of **4.5** meter high or above, projection area of closed roof being **50%** proportion or above, two-storey, multiple-storey and outdoor should be inspected by National Grade A Registered Structural Engineer. If Party B or his contractor has such engineer, please fill out the below blank:

Engineer's Name: _____ Register No.: _____

Address: _____

City: _____ Country: _____

Tel: _____ Fax: _____

* It is necessary for exhibitor or his contractor to fill out the above blank, if drawings need re-inspecting.

** Without payoff of inspection fee, exhibitor or his contractor is not allowed to lay a stand.

3. Exhibitor or his contractor commits to observe all stand construction rules and regulations.

Authorized signature & chop for
and on behalf of Exhibitor

Date:

For **WES** or venue owner:

[] Accept [] Reject

Authorized signature & chop for
and on behalf of **WES**

Date:

Annex 2 -- Return to WES before March 3, 2015

Stand Construction Agreement & Warrant Deposit Receipt (Payer Keeping)

Booth:

Date of Payoff:

Exhibitor:

Contractor:

Signature:

or Chop:

[] Warrant Deposit: RMB _____ or US\$ _____

Type of Payment: [] cash [] cheque [] transfer [] draft

Payee Signature:

Payee Chop:

Important Points:

1. An irrevocable agreement with organizer comes into force once exhibitor, his contractor or representative who signs or chops on this **Annex 2**.
2. Stand construction warrant deposit is **US\$15/m²**. Exhibitor or his contractor will not be allowed to admit to exhibition hall for stand construction without paying such deposit.
3. Please keep this **Annex 2** carefully. Deposit will be not refunded if it is lost.
4. Exhibitor or his contractor is allowed to admit to exhibition hall with his or her working badge. No badge, no admission.
5. Exhibitor or his contractor is required to comply with exhibition timetable. Early dismantling will result in no refund of stand construction warrant deposit.
6. Dismantling work starts from **20:00 to 24:00 on June 6, 2015**. The charge of overtime work is **US\$800/hour** per exhibitor. Later application will be subjected to a **50%** surcharge. Dismantling work must be completed before **06:00 on June 7, 2015**.
7. Exhibitor or his contractor is required to dismantle stand without accident and damage to hall facilities and ground surface, to remove abandoned exhibits or stand construction materials to special disposal site under guidance of venue owner. Stand construction warrant deposit will be refunded only when exhibitor or his contractor submit organizer the stand construction agreement with a chop of “dismantling of stand + signature” from exhibition venue staff. Failure of this, no warrant deposit is refunded.
8. When move-in and move-out exhibits or stand construction materials, exhibitor or his contractor is required to obey orders of **WES** or venue owner. Failure of this, no warrant deposit is refunded.
9. Failing of removing exhibits or stand construction materials to special disposal site before **06:00 on June 7, 2015**, these abandoned exhibits or stand construction materials will be disposed as rubbish and will result in no refund of warrant deposit.
10. Warrant deposit is returned the same way of payment at service counter of each hall by this **Annex 2** with complete chops necessary within **30** days after close of the exhibition.

chop of “dismantling of stand”

signature of venue staff:

Date:

Annex 2 -- Return to WES before March 3, 2015

Stand Construction Agreement & Warrant Deposit Receipt (Payee Keeping)

Booth:

Date of Payoff:

Exhibitor:

Contractor:

Signature:

or Chop:

[] Warrant Deposit: RMB _____ or US\$ _____

Type of Payment: [] cash [] cheque [] transfer [] draft

Payer Signature:

Date of Refund:

Important Points:

1. An irrevocable agreement with organizer comes into force once exhibitor, his contractor or representative who signs or chops on this **Annex 2**.
2. Stand construction warrant deposit is **US\$15/m²**. Exhibitor or his contractor will not be allowed to admit to exhibition hall for stand construction without paying such deposit.
3. Please keep this **Annex 2** carefully. Deposit will be not refunded if it is lost.
4. Exhibitor or his contractor is allowed to admit to exhibition hall with his or her working badge. No badge, no admission.
5. Exhibitor or his contractor is required to comply with exhibition timetable. Early dismantling will result in no refund of stand construction warrant deposit.
6. Dismantling work starts from **20:00 to 24:00 on June 6, 2015**. The charge of overtime work is **US\$800/hour** per exhibitor. Later application will be subjected to a **50%** surcharge. Dismantling work must be completed before **06:00 on June 7, 2015**.
7. Exhibitor or his contractor is required to dismantle stand without accident and damage to hall facilities and ground surface, to remove abandoned exhibits or stand construction materials to special disposal site under guidance of venue owner. Stand construction warrant deposit will be refunded only when exhibitor or his contractor submit organizer the stand construction agreement with a chop of "dismantling of stand + signature" from exhibition venue staff. Failure of this, no warrant deposit is refunded.
8. When move-in and move-out exhibits or stand construction materials, exhibitor or his contractor is required to obey orders of **WES** or venue owner. Failure of this, no warrant deposit is refunded.
9. Failing of removing exhibits or stand construction materials to special disposal site before **06:00 on June 7, 2015**, these abandoned exhibits or stand construction materials will be disposed as rubbish and will result in no refund of warrant deposit.
10. Warrant deposit is returned the same way of payment at service counter of each hall by this **Annex 2** with complete chops necessary within **30** days after close of the exhibition.

chop of "dismantling of stand"

signature of venue staff:

Date: