



第十三届中国数控机床展览会

CCMT 2024

China CNC Machine TOOL Fair 2024

Exhibitor Manual Overseas

April 8–12, 2024

Shanghai New International Expo Centre (SNIEC)

Sponsor: China Machine Tool & Tool Builders' Association

Organizers: China Machine Tool & Tool Builders' Association

Shanghai International Exhibition (Group) Co., Ltd

Co-organizer: Worldwide Exhibitions Service Co., Ltd.

WWW.CCMTSHOW.COM

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1. Exhibition Guideline

1.1. General Information

Name: The 13th China CNC Machine Tool Fair (CCMT2024)

Dates: April 8th – 12th, 2024

Venue: Shanghai New International Expo Centre, N1–N5, W1–W5, E1–E7

Sponsor: China Machine Tool & Tool Builders' Association (CMTBA)

Organizers: China Machine Tool & Tool Builders' Association (CMTBA)

Shanghai International Exhibition Co., Ltd. (SIEC)

Co-organizer: Worldwide Exhibitions Service Co., Ltd.

Official Website: www.ccmtshow.com

Time Arrangement

E1–E4, N1–N5, W1–W5

Exhibits move-in: April 3rd–4th: 08:30~17:30

(According to the schedule from official freight forwarder)

April 5th: 08:30~13:00

Booth construction: April 5th: 13:00~17:30

April 6th: 08:30~17:30

April 7th: 08:30~21:00

Exhibition hours: April 8th–12th: 09:00~17:30

Booth dismantling: April 12th: 17:30~21:00

(According to the notice during move-out)

Exhibits move-out: April 13th–15th: 08:30~17:30

E5–E7

Exhibits move-in: April 4th: 08:30~17:30

(According to the schedule from official freight forwarder)

April 5th: 08:30~13:00

Booth construction: April 5th: 13:00~17:30

April 6th: 08:30~17:30

April 7th: 08:30~21:00

Exhibition hours: April 8th –12th: 09:00~17:30
 Booth dismantling: April 12th: 17:30~21:00
 (According to the notice during move-out)
 Exhibits move-out: April 13th–14th: 08:30~17:30

Note: The final schedule is subject to the notice of move-in and move-out issued on site

1.2. Exhibition Venue Information

Shanghai New International Expo Centre

Address: No. 2345 Longyang Road, Pudong New Area, Shanghai, P.R.C. 201204

Tel: +86 21 28906888 28906666

Fax: +86 21 28906777

E-mail: info@sniec.net

Website: www.sniec.net

Layout of the Expo Centre





Basic data of the Expo Centre

Hall \ Data	L × W (M)	H (M)	Cargo Gate × H (M)	Ground Load Bearing (T / Sqm)
E1-E7	165 × 70	11-13	5 × 6.5, 5 × 4	3
N1-N5	177 × 70	11-13	5 × 6.5, 5 × 4	
W1-W4	165 × 70	11-13	5 × 4	
W5	165 × 70	17-19	5 × 5.5, 5 × 4	

1.3. Traffic Guide

▲ Public Transportation (Shanghai New International Expo Centre/abbreviated as Expo Centre)

1. Subway

- 1) Subway Line7→Expo Centre: Get off at Huamu Road Station of Subway Line7, walk 100 meters to Expo Centre
- 2) Other Subway Lines→Expo Centre: Get off at Longyang Road Station of Subway Line2, Line16, Line18 or others, and then walk 1100 meters to Expo Centre, or transfer Subway Line7 to arrive at Huamu Road Station, walk 100 meters to Expo Centre.

2. Bus

Please search through mobile map navigation software: Shanghai New International Expo Centre (Entrance Hall 1/2/3), select the best route in real time.

3. Airport→Expo Centre

- 1) Pudong International Airport→Expo Centre: take Subway Line2 (East Xujing direction or Songhong Road direction), get off at Longyang Road Station, or get off at Longyang Road Station by Magnetic levitation train (Longyang Road Station direction) , and then walk 1100 meters to Expo Centre, or then transfer Subway Line7 to Huamu Road Station, walk 100 meters to Expo Centre.
- 2) Hongqiao Airport→Expo Centre: take Subway Line2 (Pudong International airport direction or Guanglan Road direction) to get off at Longyang Road Station, and then walk 1100 meters to

Expo Centre, or transfer Subway Line7 to arrive at Huamu Road Station, walk 100 meters to Expo Centre.

4. Railway Station→Expo Centre

1) Shanghai Railway Station→Expo Centre: take Subway Line1 (Xinzhuang direction), get off at Renmin Square Station, transfer Subway Line2 (Pudong International airport direction or Guanglan Road direction), get off at Longyang Road Station, and then walk 1100 meters to Expo Centre, or transfer Subway Line7 to arrive at Huamu Road Station, walk 100 meters to Expo Centre.

2) Shanghai South Railway Station→Expo Centre: take Subway Line1 (Fujin Road direction), get off at Shanghai Indoor Stadium Station, and transfer the outer circle of Line4 , get off at Dong'an Road Station, then transfer Subway Line7 to arrive at Huamu Road Station, walk 100 meters to Expo Centre.

3) Hongqiao railway station→Expo Centre: take Subway Line2 (Pudong International airport direction or Guanglan Road direction), get off at Longyang Road Station, and then walk 1100 meters to Expo Centre, or transfer Subway Line7 to arrive at Huamu Road Station, walk 100 meters to Expo Centre.

▲Taxi/Online car hailing→Expo Centre

Visitors can get on and off by taxi and online car hailing at the entrance No.3 square of the exhibition hall.

▲Driving→Expo Centre

Please search through mobile map navigation software: Shanghai New International Expo Centre P1 stereo parking lot, select the best route in real time.

Note:

1. Road regulations in Shanghai: The license plates of cars for other places are prohibited from entering the inner ring area from 7:00 to 9:00 a.m. and 17:00 to 19:00 p.m. on weekdays, from 7:00 to 20:00 on weekdays, it is prohibited to enter elevated and tunnel roads, please follow the requirements of the local traffic management department.

2. The above introduction to the public transportation and driving routes is just for reference, please check online or call Shanghai citizen service hotline: 12345 for any new circumstance before setting out.



CCMT2024

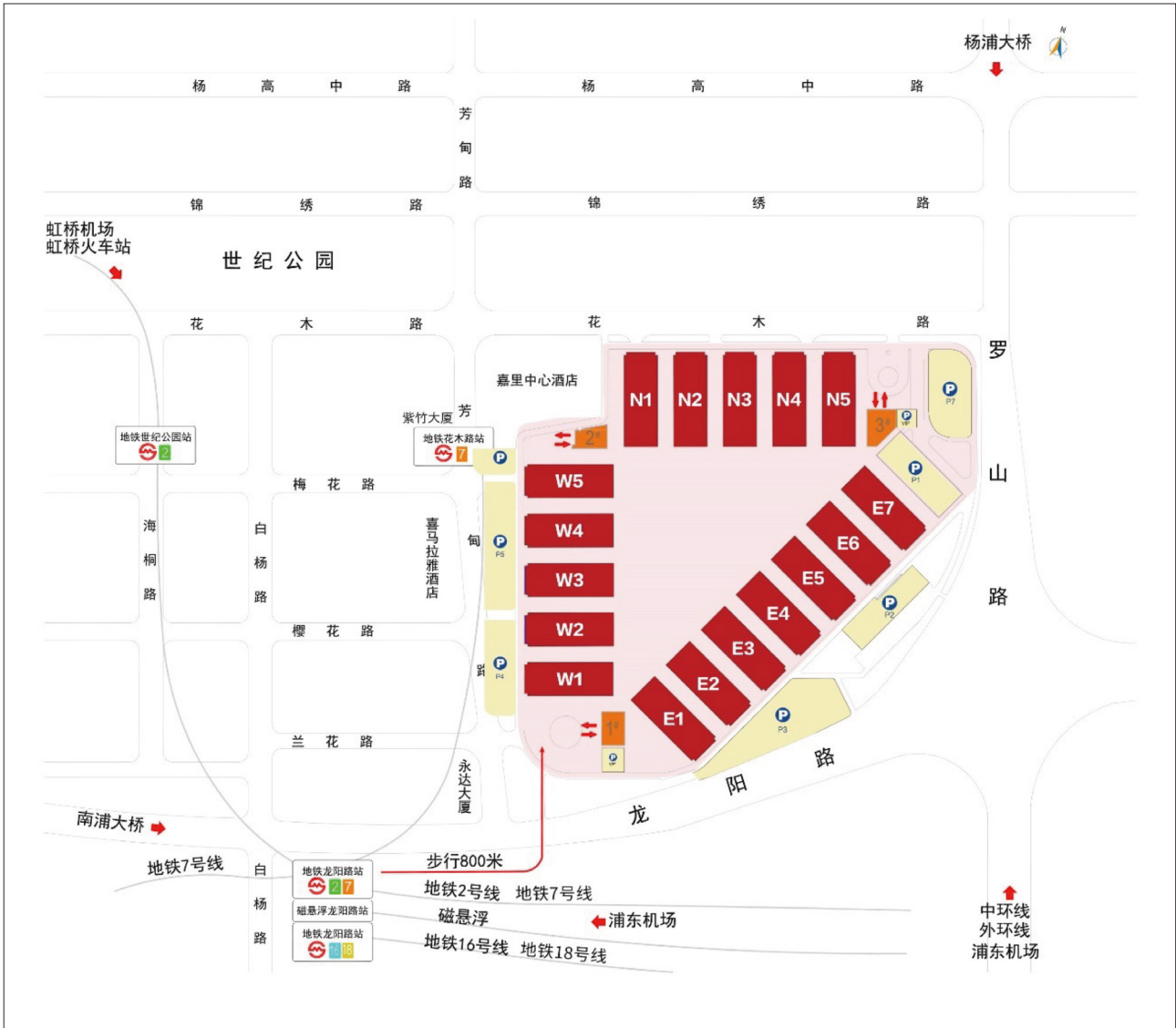
Exhibition Guideline

Parking lot of the venue

Car parking lot RMB 8 Yuan/hour RMB 64 Yuan/day

1. P1 is a 3D parking lot, capacity is 2400 cars
2. P2 is a 3D parking lot, capacity is 700 cars
3. P4 capacity is 140 cars
4. P5 capacity is 460 cars
5. P6 capacity is 60 cars

Traffic Map of the China CNC Machine Tool Fair 2024



1.4. Exhibit Move-in, Move-out and Transportation Arrangement

CMTBA has appointed Shanghai Expotrans Limited (E1–E3, N1–N5, W1–W5), Sinotrans Beijing Fairs & Events Logistics Co., Ltd (E4–E7) to be the official freight forwarders of CCMT2024. They are responsible for exhibit transportation, related paperwork, and on-site services. Exhibitors transporting exhibits by themselves shall complete locally the Permission of entering Shanghai for their vehicles before their exhibits enter the said city and follow command and dispatch of the official freight forwarders at site.

The official freight forwarders will arrange the order of exhibit move-in and move-out, and be responsible to notify exhibitors. Exhibitors shall obey the arrangement. If exhibitors need to alter their arrangements of exhibit move-in and move-out, please make sure to communicate with the official freight forwarders. Exhibitors or their freight forwarders shall bear the consequences of delay of exhibits move-in, move-out and any other consequences (including related expenses) resulted by failing to obey the arrangements of the official freight forwarders.

During exhibit move-in, exhibitor must be on-site to receive exhibits and specify designated location of the exhibits. During exhibit move-out, exhibitor must be on-site to supervise packing, loading and leaving of the exhibits.

Please refer to the chapter of Freight Forwarding for specific provisions and charging standards.

Official Freight Forwarders:

E1–E3, N1–N5, W1–W5: SHANGHAI EXPOTRANS LIMITED

Address: 7F, 980, JinShaJiang Road, Putuo District, Shanghai, 200333, P.R. China

Tel: +86 21 60131818

Fax: +86 21 60135518

E-mail: ccmt@xptrs.com.cn

Contact: Mr. Yang Qing +86 13788947090

Mr. Xu Wei +86 13816142827

E4–E7: Sinotrans Beijing Fairs & Events Logistics Co., Ltd

Address: 3F, Haichang Building, No.44 Liangmaqiao Road, Chaoyang District, Beijing, 100025, P.R. China

Tel: +86 10 84601327

E-mail: fang-wang@sinotrans.com

Contact: Ms. Fang Wang +86 13701100686

1.5. Booth Construction and Appliance Rent

Shanghai Arts & Sales EXPO Ltd. (E1–E3, N1–N5, W1–W5) and Beijing Pico Exhibition Services Co., Ltd. (E4–E7) are appointed as the official booth construction service providers of CCMT2024. They are responsible for standard booth construction, rental services for furniture, appliances and lighting facilities; raw space construction management; collection and application services of water, electricity, compressed–air, telephone network line, hanging point and other facilities.

Please refer to the chapter of booth construction for specific provisions and charging standards.

Official Booth Contractor:

E1–E3. N1–N5. W4–W5: Shanghai Arts & Sales Expo Ltd.

Address: Room 506, Modern Traffic & Commercial Plaza, No.218 Hengfeng Road, Jing’ an District, Shanghai, 200070, P.R. China

Contact: Qi Xue, Yan Li

Tel: +86 21 62331366

E–mail: ccmt@artsales–sh.com

E4–E7: Beijing Pico Exhibition Services Co., Ltd.

Address: Pico Creative Center, No.3 Shunxing Road, Shunyi District, Beijing, 101300, P.R. China

Contact: Yining Sun

Tel: +86 10 89414340

E–mail: sylvia@pico.com

1.6. Overtime Work Application

Exhibitors who need to work overtime must submit application to Expo Centre before 15:00 the same day. A 50% of extra surcharge for urgency will be charged for the late applications.

Charging Standard:

Price (RMB)	Booth Area	Time	Remark
1,300 / hour	1,000M ²	8:00–22:00	At least one hour
2,600 / hour	1,000M ²	22:00–8:00+1	At least one hour

1.7. Catering

There are both Chinese and Western restaurant in Shanghai New International Expo Centre. If outside catering service will be needed, please ensure the supplier has the qualification of meal delivery for group authorized by Shanghai Municipal Food and Drug Administration. The relating document and certificate of the qualification shall be submitted to the organizer or co-organizer of CCMT2024 for approval.

Self-brought catering Application Contact:

Shanghai International Exhibition Co., Ltd

Contact: Ms. Zhang Jun

Tel: +86 21 50892098-8001

E-mail: zhangjun@pdie.sh.cn

1.8. E-Invitation

This exhibition will provide exhibitors with electronic invitation letter, and then send the e-invitation and instruction to the registered mailbox one month before the exhibition, so that exhibitors can invite the visitors through e-mail and other online methods. Invited visitors can register through this invitation letter to obtain e-ticket, exhibitors can use the independent online platform provided by us to check the visitors information registered through their own invitation letters.

Contact Dept.:

International Cooperation Dept. of CMTBA

Contact person: Mr. Wei Zheng

Tel: +86 10 63345696

E-mail: weizheng@cmtba.org.cn

1.9. Hotel and Conference Service

CMTBA has entrusted Times International Conference & Exhibition (Shanghai) Co., Ltd and Shanghai Superb Business Conference & Exhibition Services Co., Ltd. to offer hotel and conference service for exhibitors. Besides accommodation, they could also provide with conference services including car rental, booth translation, booth etiquette, plan and implementation of conference activities.



Exhibition Guideline

Times International Conference & Exhibition (Shanghai) Co., Ltd

Contact: Ms. WangXue 18939701392

Mr. WangWei 13585593980

Tel: +86 21 64705363

E-mail: wangxue@sdlm.cn

wangwei@sdlm.cn

times-shh@sdlm.cn

Address: Room 501, Building C, Shanghai Everbright Convention & Exhibition Center, No.70
Caobao Road, Xuhui District, Shanghai 200235, P.R. China

Website: www.sdlm.cn



If you need hotel booking or any conference services, please call Times Shanghai above any time or log in their website <http://sdlm.cn/Exhibition/Hotel/991> for online hotel booking, or scan the QR code right side for booking on the phone.

Shanghai Superb Business Conference & Exhibition Services Co.,Ltd.

Contact: Ligang Zhao 13701782272 Same as WeChat (Hotel Booking)

Jie Wu 15316571206 Same as WeChat (Conference Activity)

Tel: +86 21 64387722 (Junction Line)

Address: Room 252-253, Building B North Part, No.1558 Zhuguang Road (Hongqiao World Center), Qingpu District, Shanghai 201702, P.R. China

E-mail: info@sbces.com

Website: <http://www.sbces.com>



If you need hotel booking or any conference services, please call Shanghai Superb above any time or log in their website <http://www.sbces.com/new/index.php/expo/order> for online booking.

Please also follow the "Superb Exhibition" SBCES-event WeChat account for the latest exhibition service information.

1.10. Regulations and Attentions

1. Exhibitors shall strictly abide by and comply with "Regulations of Shanghai Municipality on Fire Control" , "Regulations of Shanghai Municipality on Work Safety" , "Regulations of Shanghai Municipality on Fire Safety Management of Exhibition Industry" , "Fire Safety Management Standards of Shanghai Exhibition Venues" , "Local Standards for Fire Safety Management Requirements of Shanghai Exhibition Venues" , as well as the relevant safety regulations and requirements of the organizer and exhibition halls, including this exhibition manual, pre-exhibition notice, entering exhibition halls instructions, safety instructions, on-site notice, instruction manual of the exhibition hall of the New International Expo Centre, etc.

2. According to the "Shanghai Municipal Household Waste Management Regulations" , Shanghai International Expo Centre is a place for the compulsory classification of household waste. The exhibition hall has set up classified containers for household waste according to regulations. Exhibitors shall consciously classify the waste according to the classification method of "hazardous waste, recyclable waste, wet waste and dry waste" and put it into corresponding containers.

3. Exhibitors ought to strictly abide by the schedule of move-in, exhibition period and dismantling time of the exhibition, subject to the command by Official Contractor and relevant authorities. There will be no pre-move-out allowed within the opening hours. All the participants ought to keep manners, wearing the correct uniform and name badge at all times, abide by the rules and regulations from the relevant authorities, maintain an orderly exhibition environment. Important matters involved in foreign affairs should be handled with caution.

4. All the on-site persons must wear safety helmets. The contractor doing overhead work must use safety belt. No trestle ladder higher than 2m is allowed. Workers inside the Venue must be wearing personal work pass, and keep the certificate in valid available if doing professional work.

5. Exhibitors shall take good care of the exhibition equipment provided by the exhibition, and return them at the end of the exhibition, in case of any defect, compensation shall be made according to the price.

6. Take good care of the public facilities inside the Venue. It is strictly forbidden to cause damage such as drag, screw, and hammer on partition wall in exhibition booths, Venue walls, and public areas. It is strictly forbidden to use adhesive and instant stickers in public areas to paste propaganda materials in violation of regulations. In case of damage, the behavior party or their company shall be liable for restitution.

7. It is forbidden to carry inflammable, explosive and corrosive articles into the Venue. It is prohibited to do naked fire working, neither to paint repair with solvent, paint, gas which are Non-environmental protection and harmful inside the Venue. Smoking is strictly prohibited in the Non-smoking area, and prepares the fire prevention work in advance.

8. It is prohibited to cover or block all the fire control facilities, electrical equipment, sprinklers, camera, emergency exits and all public aisles. No exhibition stand, booth and stacking items shall be built under the fire-proof roller shutter door of the pavilion to ensure that the fire-proof roller shutter door can be lifted and lowered smoothly at any time.

9. Exhibitors are not allowed to use non flame retardant materials (decorative panels, chemical fiber fabrics, cloth, etc.) to decorate their booths, high power iodine tungsten spotlights are not allowed to be used, neon lamps should be avoided as far as possible, the construction scheme that must be approved by official booth construction provider.

10. All the stand construction should comply with the drawing approved by official contractor, it is strictly forbidden to build any structure or decoration different from the drawing approved. If a potential hazards and adverse effects on the public environment, the behavior party or their company shall be liable for restitution.

11. Exhibitors shall take good care of personal valuables and exhibits (cell phone, camera, portable laptop, special exhibits and so on) for security work during the exhibition. No littering is allowed. Exhibitors shall keep the exhibition area clean and tidy. No High pitched sound system is allowed.

12. Exhibitors and their commissioned contractors must take the construction materials and garbage (Such as decoration debris, KT boards, cartons, packaging materials etc.) away from the exhibition hall within the allotted time, the items still left at display area after move-out will be treated as garbage, and the cleaning costs incurred should be paid by exhibitors.

13. When special items such as lubricating oil and inert gas used for machine tool processing enter the exhibition hall, the entry form of special items shall be filled in and handled according to the requirements to ensure that the information is complete and accurate, they can be brought into the exhibition hall after being approved. At the same time, exhibitors shall do a good job in the on-site safety management of special items after entering the exhibition hall. Please contact the official freight forwarder to apply and handle for the entry form of special items.

1.11. IPR Protection of Exhibition and Exhibit

In order to strengthen IPR protection and maintain the order of the exhibition, the administrative department of the government has formulated “exhibition measures for IPR protection” and implemented them. To cooperate with the implementation of “exhibition measures for IPR protection”, and further purify IPR environment in the Show, according to the outline of the measures to strengthen IPR management and protection, the Sponsor requires exhibitors to cooperate with investigation of IPR infringement complaints.

The IPR law enforcement administrative department of the government will set up an office on-site during the exhibition, and accept complaints, carry out investigation with patent dept., trademark dept. property management dept., and so on. If IPR infringement is found, the law breaker will be punished in accordance with the law and deprived of qualification of participation in the exhibition. In addition, IPR infringement can be sued in court and punished according to the legal procedure.

The sponsor of the 13th China CNC Machine Tool Fair (CCMT2024) requires exhibitors to cooperate with the implementation of IPR protection on-site from the perspective of protection of self-interest and common interest. Exhibitors shall carry out self-checking before participation in CCMT, and fill out the commitment on protection of IPR, which is a part of the agreements of CCMT. Exhibitors shall obey the law, defend self-right in accordance with the law and avoid IPR infringement.

1.12. Suggestion on Designing and Construction Environmental Protection Booth

Today, the global resources and environmental problems are becoming more and more seriously, the concept of low-carbon environmental protection has popularized in various industries. Using recyclable new materials, improving reuse rate of materials, reducing environmental pollution and resource waste have become the development trend of exhibition industry in China. In order to implement “the guiding opinions of the State Council on accelerating the establishment and improvement of a green low-carbon circular development economic system” (NDRC [2021] No. 4) on decisions and arrangements of "promoting the green development of the exhibition industry, guiding the formulation of industry-related green standards and promoting the recycling of exhibition facilities", and promoting the green transformation and high quality development of the exhibition industry, according to the requirements of Ministry of Commerce on “the guidelines for design and construction of environmental protection booths” , the organizer suggests the following to all exhibitors:

1. Under the condition of meeting the displaying needs, advocate a simple and pragmatic design style of booth, reduce component materials, and pay attention to structural design, booth material selection, installation and maintenance, and safety of component construction.
2. Environmental protection materials shall be used in exhibition design and construction to reduce exhibition waste materials, section components shall be used for booth construction to realize modular assembly; Use recyclable exhibition materials to improve the recycling use rate.
3. The construction process shall be green, minimize the on-site spraying of paints, coatings and other harmful substances, and classify the construction waste to ensure that the health of construction personnel during the construction process.
4. Exhibitors shall mainly display physical equipment products, booth construction is supplement, reduce unnecessary construction facilities, encourage organizers and exhibitors to use degradable or recyclable decorations, require booth functions to be coordinated and beautiful, avoid space waste, and form a consensus that "advanced technology and equipment products are the best enterprise image display".

5. Advocate saving and cherishing papers, reasonable printing scheme shall be adopted for exhibition propaganda materials, environmental protection paper and renewable paper shall be adopted, and relevant materials shall be in the form of electronic media as far as possible.

6. Advocate energy conservation, further standardize the scope of electrical use, encourage the use of LED lamps, adopt volume control and reduce noise pollution.

1.13. Organizer Contact

International Cooperation Dept. of China Machine Tool & Tool Builders' Association (CMTBA)

Address: Room1210, 12F Tianlian Mansion, No.102 Lianhuachi East Road, Xicheng District

Beijing 100055, P.R.China

Contact: Jingtao Fa Zheng Wei Xin Sun Jing Zhang

Tel: +86 10 63345268 63345696 63345983

Fax: +86 10 63345700

Email: cmtbagj@cmtba.org.cn

2. Service Application (Online)

General Information and Attentions

The services provided by the sponsor are: Invitation letter for Visa; Exhibitor' s Badge; Exhibition Catalogue; List of Exhibit; Technical Seminar; Publicity Project Application; Free Lubricants. All applications need to be applied and processed online.

Please log in CCMT office website: <http://www.ccmtshow.com/>, click “Exhibitors Entrance” , enter the account name and password of the exhibition application system, after logging in click “Exhibitor Manual Application” and choose corresponding contents to apply. Please pay attention to the deadlines of each service.

2.1. Invitation Letter for Visa (CCMT2024 Only)

Deadline: March 31st 2024

Please visit www.ccmtshow.com, click “Exhibitor Entrance” , register if you have not, and then login, click “Exhibitors' Manual Application” .

Contact Dept.:

International Cooperation Dept. of CTMBA

Contact person: Mr. Sun Xin

Tel: +86 10 63345983

E-mail: sunxin@cmtba.org.cn

2.2. Exhibitor' s Badge

Deadline: March 1st 2024

Exhibitor' s badge, which is effective during move-in, exhibition, and move-out period, is necessary for exhibitors to work in the exhibition hall.

According to the relevant requirements of the Ministry of Public Security of PRC, all document applicants must apply online and undergo real name authentication. On site, it is necessary to swipe the original ID card and face recognition to enter. Non holders of the People's Republic of China resident ID card must present their valid documents to complete authentication procedures on site before entering. The exhibitor's badge is only used for identity recognition and cannot be used as an admission voucher.

Number of application: Only one exhibitor's badge can be applied for every three square meters of booth area.

Price of exhibition's badge: Within the limited number, up to 50 badges can be processed for free, the excess need to pay a production fee of RMB 5 each one, and pay on-site then issue invoice.

Collection date: From April 3rd to 7th 2024.

Contact Dept.:

International Cooperation Dept. of CMTBA

Contact person: Mr. Wei Zheng

Tel: +86 10 63345696, 63345268

E-mail: weizheng@cmtba.org.cn

2.3. Exhibition Catalogue

Deadline: February 20th 2024

The sponsor & organizer– China Machine Tool & Tool Builders' Association is generally responsible for Exhibition Catalogue of the 13th China CNC Machine Tool Fair. Its cooperative partner, Shanghai Worldwide Exhibitions Service Co., Ltd. is responsible for editing, refining and printing. The Catalogue is bilingual in Chinese and English. A limited number of characters in the Catalogue could be published free of charge.

Contact Dept:

The cooperative partner: Shanghai Worldwide Exhibitions Service Co., Ltd.

Contact person: Xiaoxiao Bai

Tel: +86 21 32224777-673

Fax: +862132224770

E-mail: zlhk@cmtba.org.cn

Info.Media Dept. of CMTBA

Contact person: Haixia Lan Fangli Zhang

Tel: +86 10 63377672 63345051

E-mail: zlhk@cmtba.org.cn

2.4. List of Exhibit

Deadline: December 31st 2023

In order to promote CCMT2024 exhibitors and exhibits among users and provide visitors with services such as exhibition, exhibitor and exhibit inquiry, the exhibition sponsor will continue to launch the "Observation Assistant" WeChat mini program and print and distribute the "CCMT2024 Exhibit List" before the exhibition. Therefore, all exhibitors shall fill in the exhibit information online as required before the deadline, and send the electronic sample to the following email. The information and sample materials of exhibits could also be used in the road show of CCMT2024 and as the exhibition highlights in publicity materials.

Contact Dept:

Marketing Dept. of CMTBA

Contact person: Zuogang Fu

Tel: +86 10 63345697

E-mail: fuzuogang@cmtba.org.cn

2.5. Technical Seminar

Deadline: April 3rd 2024

To facilitate domestic and overseas companies, scientific research institutions, and social organizations to use the exhibition as a platform to promote products and technology, the sponsor will set up a technical exchange seminar platform. We welcome everyone to apply for and join the seminar.

Contact Dept:

Industry Development Dept. of CMTBA

Contact person: Youhai Fan, Qiyong Song

Tel: +86 10 63345273, 63345261

Email: hangye@cmtba.org.cn

2.6. Advertising and Promotion

The official media of CCMT2024 are: "World Manufacturing Engineering and Marketing (WMEM)" magazine, CCMT's official website www.ccmtshow.com, CMTBA's official Wechat Account, CMTBA's official website www.cmtba.org.cn., "Show Daily Newspaper" and "China Machine Tool & Tool" newspaper.

In order to improve the reputation of exhibitors and enhance the publicity effect of exhibits, the sponsor will provide all-round and multi-perspective publicity services for exhibitors in the designated media of the exhibition by the ways of albums, special topics, interviews, etc. At the same time, the sponsor will also provide the exhibition “Catalogue” , “Show Guide” , “WMEM” magazine, “Show Daily Newspaper” and publicity projects on the exhibition site, please refer to the Exhibitor Promotion Online Application Form for detailed requirements and procedures.

Contact Dept:

Info. Media Dept. of CMTBA

Print Advertisement contact person: Huaxiang Li

Deadline: February 25th 2024

Tel: +86 10 63345052, 13552820631

Email: lhx@cmtba.org.cn

On-Site AD contact person: Han Ye Fangli Zhang

Deadline: February 17th 2024

Tel: +86 10 63345699 63345051

Mobile: 13426332330 13601063079

E-mail: zfl@cmtba.org.cn yehan@cmtba.org.cn

2.7. Free Cutting Fluid, Lubricants

Deadline: March 1st 2024

FUCHS Lubricants (China) Co., Ltd. has been appointed as the official cutting fluid, lubricants supplier for the convenience of the all exhibitors.

After the Fair, exhibitors are required to properly dispose the waste oil, liquid and scrape.

Contact Dept:

FUCHS Lubricants (China) Co., Ltd.

Contact person: Yuwei Wang

Tel: +86 21 39122269

Fax: +86 21 39122100

E-mail: wang.yuwei@fuchs.com.cn

3. Booth Construction Guide

General Information and Attentions

Shanghai Arts & Sales(Hall E1–E3\N1–N5\ W1–W5) and Beijing PICO(Hall E4–E7) has been appointed as the official contractor to provide with standard booth construction, furniture, appliances and lighting rental service, Special booth construction management,electricity,water,c ompressed air, telephone network lines, hanging point and other facilities collection and reporting services.

Careful study of contents of this manual will enable all relevant matters to be processed smoothly. Please submit the application forms and the related data online.

The exhibitor can visit CCMT website <http://www.ccmtshow.com/> and log in with your own account and password via "Exhibitors Entrance" and then choose " Official Technical Services " to fill in the application forms. Please pay attention to the deadline of each service.

Meanwhile, we will send the contractor account and password which you could send to your own contractor. please ask your contractor to visit CCMT website <http://www.ccmtshow.com/> and log in with the account and password via " Exhibitors Entrance " and then choose " Official Technical Services" to fill in the application forms. You can also ask your contractor to visit <http://www.ccmtshow.com/online/> and log in with the contractor account and password to fill in the application forms.

While every effort will be made to maintain rates and prices quoted, there is a possibility that they may vary to meet with any unpredictable reasons before the Exhibition, please understanding.

If you have any inquiries, please feel free to contact us. We shall assure you a quick response to your inquiries, and give you the information concerned.

HALL E1–E3、 N1–N5 、 W1–W5
Shanghai Arts & Sales Expo Ltd.
Tel: 86–21–62331366



Booth Construction Guide

P.C.: 200070

Address: RM506, Modern Traffic & Commercial Plaza, 218 Heng Feng Rd, Shanghai

Contact Person:

Hall	Contact	Office Tel No.	HP No	Email Address
E1	Huang Yu Jie	021-62331366*207	13774379007	CCMT@artsales-sh.com
E2	Vicky Wang	021-62331366*216	13636370015	
E3	Zhang Yi Bo	021-62331366*217	13761776687	
N1	Ci Ci Lv	021-62331366*208	18817928122	
N2	Tinna Shen	021-62331366*205	13585517447	
N3	Wu Wen Shu	021-62331366*215	17316535917	
N4	Yang Hong Bin	021-62331366*223	18917259710	
N5	Lu Chao	021-62331366*203	15821053184	
W1	Lisa Xue	021-62331366*210	13311779122	
W2	Bao Yu Yin	021-62331366*218	18001651185	
W3	Jacky Liu	021-62331366*212	13681963216	
W4	Leon Li	021-62331366*211	18930579253	
W5	Eva Li	021-62331366*206	13818238267	

Bank Account Information:

COMPANY NAME:	SHANGHAI ARTS AND SALES EXPO LTD.
ACCOUNT NO:	457265215439
NAME OF BANK:	BANK OF CHINA SHANGHAI HANZHONG ROAD SUB-BR
SWIFT CODE:	BKCHCNBJ300

HALL E4-E7

Beijing Pico Exhibition Management Co.,Ltd.

Tel: 86-10-89414340

Fax: 86-10-64916591/86-010-89414130

P.C: 101300

Address: Pico Creative Center, Shunxing Road, Shunyi District, Beijing 101300,China





CCMT2024

Booth Construction Guide

Contact Person:

Hall	Contact	Office Tel No.	HP No	Email Address
E4	Yu Hai Feng	86-10-89414311	13522761318	haifeng.yu@pico.com
E5	Li Shuai Peng	86-10-89414344	13501154485	shuaipeng.li@pico.com
E6	Wang Yu Han	86-10-89414337	18710161009	yuh.wang@pico.com
E7	Qian Jia Yu	86-10-89414319	15600013290	jjayu.qian@chinapico.com

Bank Account Information:

COMPANY NAME:	BEIJING PICO EXHIBITION MANAGEMENT CO., LTD
BANK NAME:	STANDARD CHARTERED BANK (CHINA) LIMITED BEIJING BRANCH
BANK ACCOUNT:	TAKE THE ACCOUNT NUMBER ON THE ORDER CONFIRMATION AS CORRECT
SWIFT CODE:	SCBLCNSXBJG
CNAPS:	671100000013
ADDRESS OF BANK:	12/F, STANDARD CHARTERED TOWER, WORLD FINANCE CENTRE, NO.1 EAST THIRD RING MIDDLE ROAD, CHAOYANG DIST., BEIJING 100020, P.R.CHINA

3.1. Booth Set-up, Exhibition Period and Booth Dismantling

	Booth construction			Show time	Booth Dismantling
Date	2024.4.5	2024.4.6	2024.4.7	2024.4.8-12	2024.4.12
Time	13:00	8:30	8:30	9:00	17:30
Time	18:00	18:00	20:00	17:30	22:00

Notes:

The final setting up time will be subject to the organizer's information. Exhibitor who requires overtime work, please contact " Customer Service Center " on site.

3.2. Rental of Supporting Facilities

Rental of utilities

a) Any application for rent of any supporting utilities for exhibition booth shall be submitted to the the official contractor before 8 March, 2024 and all ordered items must be marked on the location plan. Raw space exhibitors are obligated to order main power. Electricity for lighting use

and machine use should be separate. Exhibitors and booth contractors shall apply the electric power accurately in order to avoid the fire safety hazards caused by the electricity box overload operation. Electric fire monitoring box should be ordered for any electricity for lighting use, booth contractors are free from bringing their own shunt electricity boxes. High-power LED screen must apply for machine electricity separately.

For more information, please refer to forms 1 on line: Application Form for Rent of supporting Exhibition Facilities I .

b) Any electricity needs on in advance shall be submitted to the official contractors before 8 March,2024 and mark the electricity' s exact location on the plan.

For more information, please refer to form 1 on line: Application Form for Rent of supporting Exhibition Facilities I .

c) Any application for 24-hour uninterrupted power supply to the exhibition booth shall be submitted to the the official contractors before 8 March,2024.

For more information, please refer to form 2 on line: Application Form for 24-hour uninterrupted Power Supply to Exhibition Booths.

Rental of network facilities and telephone

Any application for rent of any supporting network facilities or telephones for exhibition booth shall be submitted to the official contractors before 8 March, 2024 and all ordered items must be marked on the location plan.

For more information, please refer to form 3 on line: Application Form for Rent of Supporting Exhibition Facilities II .

Rental of hanging points & release and hanging of Ad in the air in exhibition halls

a) Any application for rent of any hanging points or banner for exhibition booth shall be submitted to the official contractors before 8 March, 2024.

For more information, please refer to form 4 on line: Application Form for Rent of hanging points & release and hanging of Ad in the air in exhibition halls.

b) The application shall include booth floor plan, booth perspective, exact size and to weight of the screen and frame, location of the hanging point and load bearing, etc.

c) There are two standards for the exhibition structure hanging. One is to be charged by the number of the hanging points. The other is to be charged by the advertisement. If you use these two types at the same time, the charging standard is subject to a high price.

d) The " Hanging Point " in price list means the point connecting hanging cable and ceiling crossbeam. Quantity of hanging point will be calculated based on this specification on-site. The final calculation of the quantity of hanging points is subject to the location of crossbeams above the specific booth. For the hanging points needed at the hall ceiling ("V Shape" way), the normal case is considered to be minimum two hanging points at the hall ceiling to result in one hanging point at the construction.

e) The filled hanging point quantity in order form is just estimated quantity. The final calculation of the quantity of hanging points can only be done after the hall owner has positioned the hanging structure onsite and the amount of hanging points at the ceiling is defined. Then these hanging points at the ceiling will be invoiced to the exhibitor.

f) About the timber with steel structure

The timber with steel structure must be connected by metal framework inside and must be top open to see the internal structure clearly. Timber structure, no connected structure or unstable connected locally metal strengthened structure is not accepted.

Structure of monolithic metal framework covered by board must be suspended by top connected integral truss.

g) About the truss

The aluminum alloy truss size should not less than 200mm*200mm and not greater than 400mm*400. The iron truss size should not less than 300mm*300mm and not greater than 400mm*400mm.

For more information, please refer to <Instructions for hanging point usage and advertisement suspension>.

3.3. Utilities Safety Management Instructions

General Requirements

- a) For the security reason, the connection of water/ power/ compress air from main switch are installed by the exhibition hall. The exhibitor is responsible for the connection to the machine and equipment. Electrical wire must be safe for the visitor to avoid accidentally touch.

- b) Exhibitors and constructors shall comply with relevant national rules and regulations of the construction industry and ensure that on-site workers and special workers have corresponding operation qualification certificates or worker badge.

Water Safety Management

- a) If the installation of water facilities at a booth violates any rule or regulation or poses safety hazards, the Organizers or the venue are entitled to require the exhibitor or constructor to rectify the problem immediately. If they refuse to do so, their water supply can be cut off and they shall be liable for the consequences. If any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.

- b) Do not illegally transfer water from the venue facilities for domestic use. If any exhibitor or constructor illegally connects to the water pipes at the venue or uses the equipment without installing a valve at the venue, the Organizers or the venue management are entitled to require the exhibitor or constructor to rectify such behavior immediately. If they refuse to do so, their water supply may be cut off and they shall be liable for the consequences. If any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.

- c) Waste liquids, food waste and extreme temperature liquids shall be disposed at designated locations at the venue in the exhibitor or constructor's own sealed containers and shall not be disposed in drains inside and outside the venue, or in wash basins or sinks in washrooms; in case of any violation, exhibitors or their service providers shall be responsible for cleaning up the pollutants and liable to pay compensation for clogged pipes or other related expenses.

- d) Exhibitors who rent the water from the official contractor should provide their own water circulation device.

e) Water pipes crossing corridors shall be covered with slot plates to ensure safety.

Electricity Safety Management

a) During the period of move-in and move-out, the temporary power supply can be connected to the stainless steel switch box at the door no.1-10 of the exhibition hall. Please pay attention to electrical safety.

b) Raw space exhibitors are obligated to order main power. Electricity for machine use and lighting use should be separate. Please ensure that you had ordered sufficient power for your exhibits and equipment. If any exhibitor's electricity consumption exceeds the applied consumption, and cause harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/official contractor shall immediately stop the supply of electricity to such booths, and exhibitors should be responsible for any losses caused therefore.

Please ensure that you had ordered on power outlet for each individual machine, and no universal extension outlets shall be used. No strong-light, flashing lights, neon lights could be used by the exhibitor. All electrical devices shall stop the supply of electricity to those exhibitors whose electrical devices have hidden danger or pose other disturbance to other exhibitors and the audience.

c) Special electric equipment and 24-hour powered-on electric equipment shall have independent and category-specific circuits, and shall not share the same circuit with other equipment. 24-hour electricity shall not be used for night charging and other purposes.

d) Electric material and equipment used shall comply with national product quality standards and certification standards and comply with national fire safety requirements. Electric materials shall have sufficient safe load-bearing capacity, which shall be higher than the rated current of the circuit box switch for the booth; they shall use ZR-BVV (fire-retardant double-insulated copper wires), ZR-RVVB sheathed wires or ZR-VV cables (three-phase and five-wire, referring to low-voltage power distribution system, shall use three-core or five-core wires), instead of twisted wire pairs (flexible wires), four-core wires (cables) or aluminum wires. Only lighting rectifiers and triggers that comply with fire safety department standards shall be used.

e) In case of any power failure at a booth, the Organizers or the venue staff shall have the right to enter the booth to conduct security check and adjust the Expo's power circuits and capacity.

Exhibitors and constructors shall cooperate with the Organizers or the venue staff.

f) If the Organizers' worker discovers any hidden power safety hazards or serious security breaches at a booth, they shall have the right to suspend or cut off the power supply immediately without notifying the exhibitor. If any loss is incurred thereby, the exhibitor or constructor shall bear it.

g) Do not use lighting devices whose power exceeds 500W or use halogen-tungsten lamps. High heat-producing lighting devices shall be protected with insulation pads; light boxes, and lamp posts used for advertising shall have convection air vents.

h) All lighting devices installed shall be at least 30 cm from any exhibit, decoration or material; all heat-generating devices shall be at least 3 meters from any fixed power supply facility at the venue and shall not emit heat towards these facilities.

i) Do not use high-power electric heating appliances (e.g., electric kettles, stoves or irons). If an exhibitor needs to use such appliances, it is only permitted after acquiring the approval from the official constructor.

j) Computers, precision instruments and other devices shall be equipped with uninterruptible power supply. If any damage or data loss is incurred due to such devices facing any power interruption, the exhibitors and constructors shall be liable for the consequences.

k) It is strictly forbidden to manually close the electric fire monitoring box when it is connected to the site. If you have any problem, please dial the number marked on the switch box to avoid equipment damage and unnecessary property compensation.

l) Exhibitors shall complete their security checks before applying for power supply to the official constructor.

Air-compressor Safety Management

a) Do not connect to air-compressor pipelines without permission. If any exhibitor or constructor connects to the air-compressor pipes at the venue without installing appropriate valves, the organizers or the venue are entitled to require the exhibitor or constructor to rectify such behavior immediately. If they do not do so, their air-compressor supply can be cut off and they shall be

liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.

b) For air-compressor, exhibitors are required to bring along their adapter for connection to their equipment.

After the permission of the organizer, the exhibitor can bring their own device such as special air compressor and place in the assigned area. No compressed air system is allowed to be placed in the hall.

c) Air-compressor pipes running across corridors shall be covered by slot plates for safety considerations.

Notice on Network Safety Management

a) It is required to abide by the Internet security laws, public order and social ethics of the People' s Republic of China and shall not undermine the network security. They shall not use the Internet to endanger the national security, dignity and interest of the People' s Republic of China, instigate any attempt to subvert the state power of China, overthrow the socialist system or divide or disunify the country.

b) Matters on network access to the broadband on the venue shall be handled as per the Internet application processes of the Organizers. The independent application for network access via any other channel is not allowed. For any network access via any unofficial channel without permission, the Organizers shall have the right to suspend network access. If the circumstance is serious, the Organizers will coordinate with relevant departments to investigate and treat relevant persons according to the law.

c) Exhibitors, constructors or service providers shall not cause damage to any network facility or leased equipment inside the venue. Otherwise, they shall be liable to make corresponding compensations.

d) Any exhibitor intending to independently set up a large LED screen for presentation purposes shall appoint professional personnel to manage it; if the screen needs to be connected to the Internet, the exhibitor shall take appropriate precautions against hacking, tampering, interruption and unauthorized setting.

3.4. Date of equipment Supply

	Start Date	End Date
Power for machinery	2024.4.6	2024.4.12
Power for lighting , Water, Compressed Air,	2024.4.7	2024.4.12
Telephone line and Internet Access	2024.4.7	2024.4.12

● The connection rate must be greater than 50%, then the whole exhibition hall will be delivered power.

3.5 Basic Rules

Booth Cleaning

a) Move-in

Exhibitor or contractor is responsible to ensure that their any bulky rubbish is clear to the designated location during the move in by themselves. The light-duty bulky can be put on the aisles.

b) Show time

The Organizers will arrange the general cleaning of the aisles before the opening of CCMT 2024; it is the responsibility of the exhibitor to keep its booth tidy at all times. Exhibitor can leave the bulky on the aisles everyday after the show off.

c) Move-out

During move out, exhibitor /contractor should remove all items. And remove all the bulky out of the hall. If someone haves leave the bulky in the hall on purpose. The official contractor shall deduct all the deposit if any exhibitor/contractor found to violate the regulation.

Dilapidation of the Exhibition Hall and Equipment

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition. Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

Local Regulations

a) It shall be the exhibitor' s duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

b) The Organizers has been entrusted with the execution of all regulations on the premises and exhibition venue and shall be authorized in case of non-compliance to take necessary action.

3.6. Payment terms, Expiration Date and Emergency Fee

a) All service-reservation forms must be submitted to the the official contractor on line by 8 March, 2024.

b) An emergency fee of 30% will be charged during the period from 9 March,2024 to 21 March,2024 and 50% on after 22 March,2024. There will be a 50%-100% service charge for cancellation or relocation of confirmed applications.

c) Please make the payment before the deadline on invoice. Please scan and email the remitting bill to the official contractor.

d) 30%-50% penalty fee will be charged for any late payment after the deadline on invoice.

3.7. Hall management fee, Deposit

a) The constructors for stand with special decoration shall pay the hall management fee and deposit to the official contractor when they apply facilities.

b) The hall management fee standard is RMB26.00/sqm.

c) The deposit is calculated at RMB 10,000.00 per 100 sqm based on the contracted space; e.g. ≤ 100 sqm.RMB10,000.00; 101~200sqm.RMB20,000.00; 201~300sqm.RMB30,000.00; maximum RMB50,000.00.

d) Please attach with the management fee and deposit payment to the official contractor service counter to exchange the<Deposit certificate>. After the stands are dismantled, please return the <Deposit certificate> to the official contractor and with the approval of the Show hall, the deposit will be refunded to the constructors within 30 working days.

3.8. Worker badge application

a) According to the latest provisions and requirements of Shanghai New International Expo Centre (SNIEC) the absolutely new management method have been made for the certifications for construction agents and forwarding agents the real name system with photos shall be used all and singular all the certificates of construction during the periods of move-in and move-out shall be registered, examined and verified, photo taken, made and supervised by the pavilion organization. For details, please contact the Certificate Centre of SNIEC, the consultation phones are +86 (0)21 28906100, 28906101, 28906102, or log on its official site www.sniec.net.

b) The worker badge application fee standard is RMB50–60/PC, include RMB 30 badge fee + RMB 20–30 accidental injury insurance fee. (period of insurance \leq 10 days accidental injury fee RMB20, \leq 15 days accidental injury fee RMB30)

c) The transport vehicles and show cars are arranged by the Organizers and official freight forwarder. The Exhibitors shall apply and contact the Organizers and official freight forwarder in advance.

d) All orders must be accompanied with full payment before apply for working badge on-site.

Standard Booth

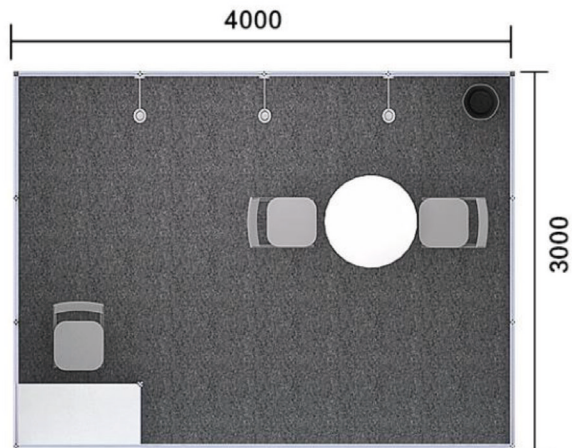
3.9. Standard booth description

The Diagram of the standard booth is as follows

正立面图
Front elevation



平面图
Floor plan



展位效果图
Booth renderings



配置 Configuration:

- 询问桌 Reception desk 1 个
- 木圆桌 Round table 1 个
- 折椅 Folding chairs 3 把
- 垃圾筒 Garbage bin 1 个
- 射灯 Long arm spotlights 3 盏
- 插座 Power socket 1 个

Configuration					
Maximum Height: 3.5m	≥12m ²	≥15m ²	≥18m ²	≥24m ²	≥36m ²
Wallboard, 2.5mH	✓	✓	✓	✓	✓
Fascia Board, 3.5mH	✓	✓	✓	✓	✓
Material of lintel structure	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum
Material of Construction	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum
Carpet	✓	✓	✓	✓	✓
Furniture:					
Information desk	1	2	2	2	4
Round table	1	1	2	2	4
Flooding chair	3	5	6	8	12
Garbage can	1	1	2	2	3
100W Spotlight	3	3	4	5	8
5A/220V 500W Socket	1	2	2	3	3
Fascia board, 1mH, jet drawing, including subject images, company name and booth number	✓	✓	✓	✓	✓

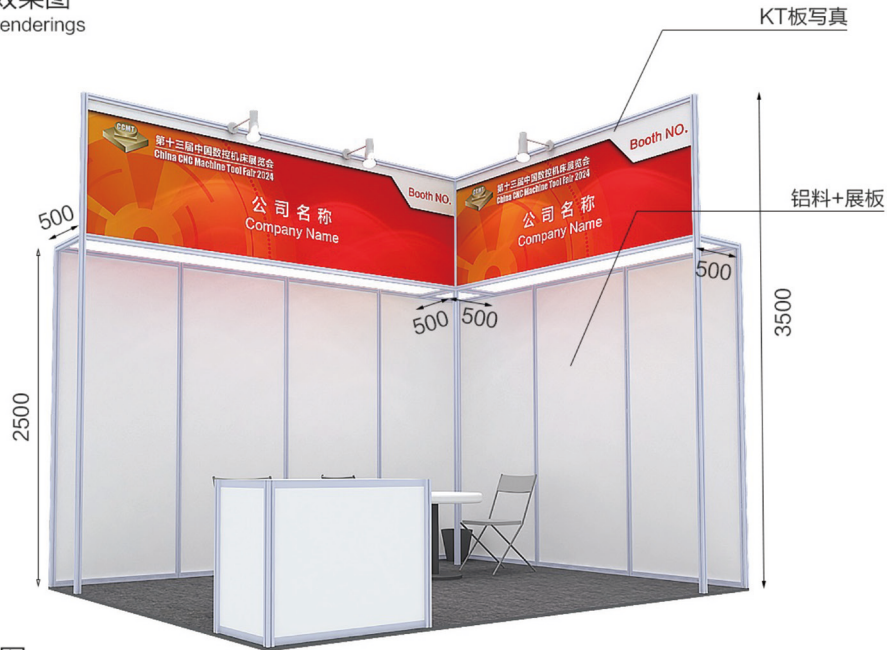
● Any application for rent of any exhibition equipment shall be submitted to the official contractor before 8 March, 2024.

For more information, please refer to form 5 on line: Application Form of Exhibition Equipment Rental.

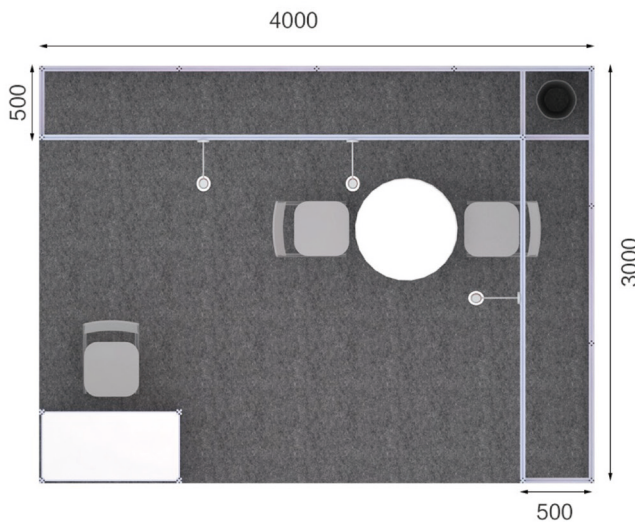
3.10. Transformation plan for the standard booth

● The standard booth with two sides can apply to the official contractor for the standard booth transformation plan.

展位效果图
Booth renderings



平面图
Floor plan



配置 Configuration:

询问桌 Reception desk	1 个
木圆桌 Round table	1 个
折椅 Folding chairs	3 把
垃圾筒 Garbage bin	1 个
长臂射灯 Long arm spotlights	3 盏
插座 Power socket	1 个

3.11. Regulations for Standard Booth

a) The information on the standard booth fascia will be based on the information of "Exhibition Catalogue". Exhibitors are prohibited from making any alterations to the standard booth. It is forbidden to post or hang any promotional items and articles on the top and outside of the fascia, frame and hoarding.

b) All the construction materials and the furniture are offered on rental by the official contractor to the exhibitor, exhibitors should take good care of system panel and facilities. You are not supposed to nail/paint or drill on the materials. Cannot painting on the system panel. The promotional materials from exhibitors should not be affixed with destructive tape and glue. If any exhibitor violates the regulations, the exhibitor will be fully responsible for all the consequences arising and bear the corresponding compensation.

c) Do not dismantle the display racks and exhibition equipment, do not hang heavy objects and picture frames directly on the wall of the system panel do not connect display racks and exhibition equipment from exhibitors with the configured display racks and exhibition equipment to prevent the booth from collapsing.

d) Please declare in advance if your exhibits shall be in place before the construction of standard booth. Normally standard booth is built orderly according to onsite situation and completed 2 days before the exhibition. The furniture will be ready for standard booth 1 day before the exhibition.

e) The socket of 5A/220V is only allowed for use with TV/PC/Cell phone chargers and so on. Connecting to machine and lights are strictly forbidden. Exhibitors who need to apply for other lighting/machine equipment should book the switch box. The electricity requirement for lighting and power should be applied separately.

f) All container and storage items must be removed from the booth before exhibition, being placed in the designated empty container stacking place. According to "Regulations on the use of temporary storage sites for materials of Shanghai new international Expo Centre co., LTD. (trial)" published on August 2018, the empty container of exhibits or construction materials need to be temporarily stored on site, exhibitors or constructors must apply to the general agent for temporary storage and pay the corresponding fees before they can be stockpiled. Temporary storage materials for exhibits must be marked with the official freight logo and stacked in the designated area.

g) According to "Notice on strengthening management of waste disposal in exhibition" of Shanghai New International Expo Centre, exhibitors have the responsibility for taking away the disposal such as KT board, Low pressure plastic paper (bubble plastic paper) on site when moving out.

Design and Building of Special Exhibition Booth

3.12. Drawings review

a) In order to ensure the safety and stability of the structure of the special exhibition booth and avoid potential risks, the height of the booth set up at this exhibition is limited to no more than 6 meters for single-deck booth and 8.5 meters for double-deck booth. All special exhibition booths must submit relevant documents to the official contractor for review and approval.

For more information, please refer to form 6 <Application of raw space construction>, form 7 <Application of raw space contractor>, form 8 <Letter of Commitment to Responsibility for Production Safety and Fire Safety> on line.

b) Single-deck special exhibition booths with the height over 4.5m (include 4.5 m) or the top structure more than 50% to the stand area and the double-deck exhibition booths shall also submit relevant documents to the to the drawings reviewer for review and approval. Exhibitors should pay all fees caused by that.

c) The official contractor shall review the structure of the single-deck special exhibition booths of less than 4.5 m in height, and file and record the documents of the single-deck exhibition booth of no less than 4.5 m in height and the double-deck exhibition booths.

Drawings reviewer shall charge fees for reviewing the Single-deck special exhibition booths with the height over 4.5m (include 4.5 m) or the top structure more than 50% to the stand area and the double- Single-deck exhibition booths.

d) Drawings reviewer authorized by the exhibition organizer:

HAH Consulting & Exhibition Co.,Ltd.Shanghai

Add:E2-2E1, 2345 Long yang Road Pudong New Area Shanghai 201204 P.R.C

Tel.: +86 (0)21 28906633 Email: hah@hahchina.com

- In-door booth two-floor structure

Initial audit fee: RMB50 /sqm; Final audit fee: RMB25 /sqm, and will depend on the first-floor construction area and second-floor actual construction area.

- One-floor in-door booth with height over 4.5m, inclusive

Initial audit fee: RMB 25 /sqm; Final audit fee: RMB18 /sqm. When the projected area is less than booth area, it will charged by the projected area, otherwise by booth area.

§ Initial audit:

The booth design has NOT been approved by National Class One Registered Structure Engineer.

§ Final audit:

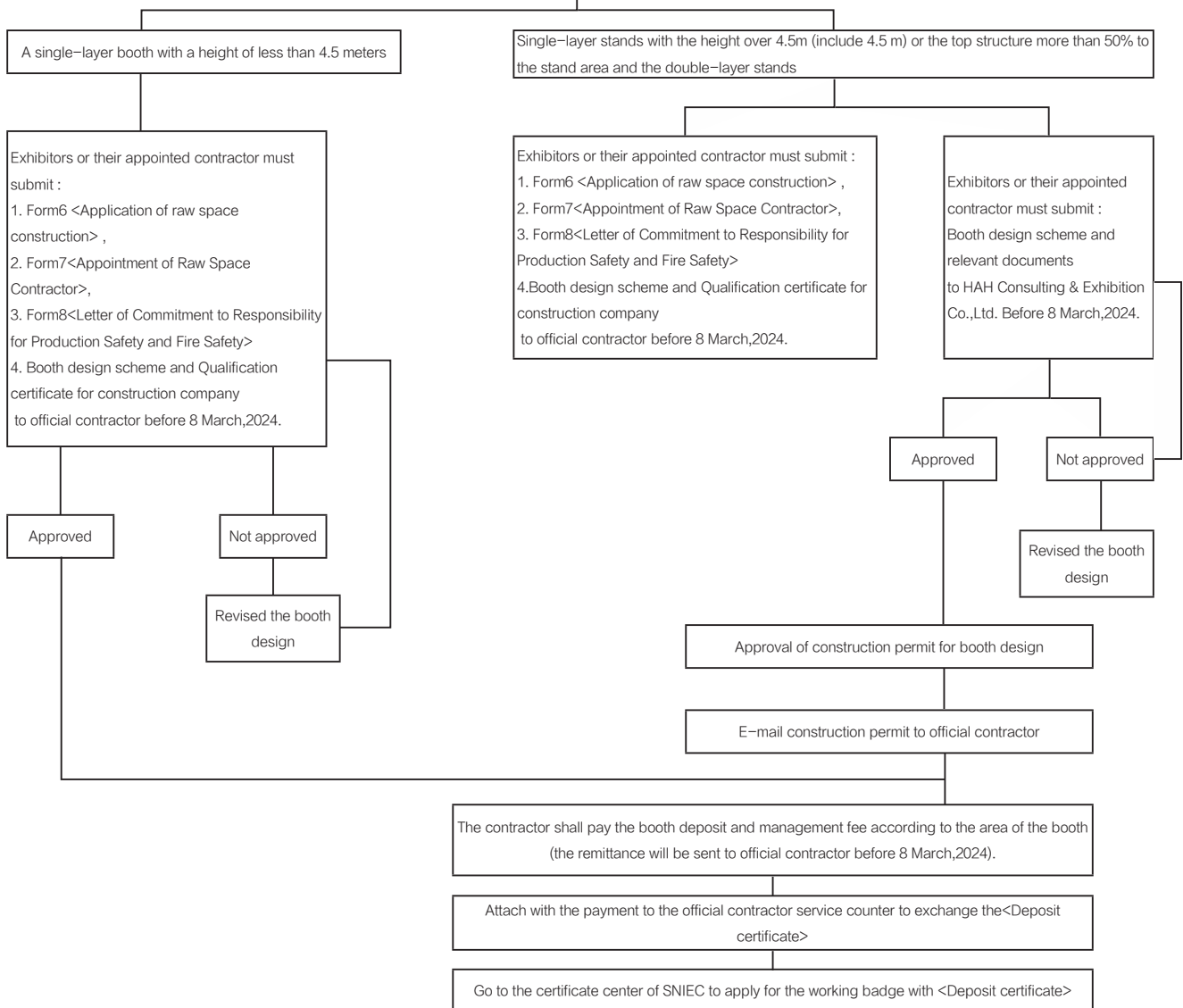
The booth design has been approved by National Class One Registered Structure Engineer.

3.13. The step of structure review

Exhibitors or Their appointed contractor to submit the following documents to Official Contractor:

- 1、 Qualification certificate for construction company
 - 1) The photocopy of business license;
 - 2) Letter of warrants by corporate juridical person;
 - 3) Electrician working license.
- 2、 Related service forms:
 - 1) Application form for installation of raw space stand
 - 2) Appointment of Raw Space Contractor
 - 3) Letter of Commitment to Responsibility for Production Safety and Fire Safety
- 3、 Booth design scheme (please mark the booth number and exhibitor name on all the drawings):
 - 1) Color design sketch: a paper document in 2 copies and an electronic document;
 - 2) Booth plan: a paper document in 2 copies and an electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any).
 - 3) Booth elevation: a paper document in 2 copies and an electronic document; Please mark the booth height;
 - 4) Booth working drawing: a paper document in 2 copies and an electronic document; dimension and hoisting position (if any) must be marked.
 - 5) Circuit diagram: a paper document in 2 copies and an electronic document; switch box and the circuit running direction must be marked.
 - 6) Material used for booth construction must be stated;
 - 7) Fire control instruction and safety contacts.

REMARK: The maximum construction height for the stands: Single-layer stands: 6 m , Double-layer stands:8.5m



3.14. The requirements for special exhibition booth design

- a) Booths shall be clearly segregated according to the area stipulated in the contract, and the structure of a booth shall not exceed the agreed boundary. Neither any part of the booth structure, including name of the company, light-box, posters, and etc., nor the exhibits may extend beyond the boundaries of the site allocated.
- b) The booth with a side face to the aisle must be at least half open. Do not allow to seal the ceiling.
- c) Each permitted hanging point may bear an object that weights no more than 200KG. The total weight of the suspended independent structure shall be lighter than 1000KG. Material is NOT allowed hanging except hanging on the steel frame, and the hanging must be performed by the professionals from the venue party.
- d) The constructing or finishing material used for stands or other construction must conform incombustible or nonflammable material approved by the fire control department, the material combustion performance grade shall be no less than Grade B1 (flame resisting type). Anti-flaming fire-proof treatment must be carried out for that which is flammable material for timber work or top fishnet it only can be used if it attains grade B1 and is approved by the fire control department.
- e) The inflammable material of elasticity cloth, black-out cloth, bamboo, straw, foam plastic etc. is strictly prohibited for use even if it is after anti-flaming fire-proof treatment.
- f) The ceiling/canopy of a booth, if any, shall use fire-proof materials and shall not impede the functioning of the venues fire safety system and air vents. The raw space booths have to place fire extinguisher at obvious part of booth: With at least 2 extinguishers if the area is less than 100 sqm; 2 per 100 sqm if area is over 100 sqm. Fire extinguishers should be present at the booth as per fire safety regulations.
- g) Any temporary structures erected must keep a minimum clearance of 1.2m (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 50cm from the wall of the halls to make the security check easier.
- h) The landing width of the booth structure' s main wall should be no shorter than 120mm, to

make sure the contact area between the wall and the ground. Any walls constructed beyond 6m and the steel frame should be connected by the beam on the top and supported by the strut at the bottom, to make sure the stability and the stiffness of the booth. All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall and two side walls must be installed for all other structures; The booth in the corner must install at least one back wall and one side wall; The half-island booth only need one back wall. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

i) The single span of any wooden structure shall be no more than 6 meters wide and no more than 5 meters high. The single span of any steel or steel and wooden hybrid structure (including those lined with steel square tubes inside or equipped with iron frames) shall be no more than 8 meters wide. Molded steel grid structures can be wider depending on their cross-sections but shall be no more than 12 meters wide (except those used for professional stages).

j) The wooden walls of any frameless structure shall be at least 30 cm thick; and those with a frame structure shall be at least 10 cm thick. Wooden load-bearing walls shall be supported by square steel or seamless tubes inside them.

k) The Organizers recommend that the stand design and construction will take the public field of view into consideration, trying not to block the view line of other stands. The Organizers reserve the right to request the Exhibitor to change, modify, lower or shorten any back-wall or side-wall proposed in the “Raw Space Stand” design if, in the opinion of the Organizer, such back-wall or side-wall will obstruct the reasonable exposure of any adjacent Exhibition stands or block the entrances of the halls. In addition, the external side of any wall, which faces another Exhibitor or a public area must also be finished to a quality acceptable to the Organizers.

3.15. Construction Management Regulations

a) The appointed Contractor need to submit the design according to the rule and regulation and to pay for all related fees. And the installation personnel for electric lines and facilities must hold valid electrician operation certificates. The Contractor has to follow the rules during construction, no regulations shall be violated and shall cooperate with inspection by the official contractor and SNIEC.

b) Personnel working at heights shall wear protective gear (safety helmet, safety belt, etc.). Safety

belts shall not be hung lower than the worker and must not be replaced by ropes. Prohibited to use herring bone ladder up to 2m. Prohibited to use movable scaffolds without guardrail on the top or with guardrail lower than 1.2m on the top. Personnel working at heights shall be accompanied by a supervisor to ensure on-site environment safety and the implementation of safety measures. Such personnel should follow the designated route to go up and down, and no one should stand below the workplace at height.

c) Each Exhibitor is responsible for its own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighboring stand's wall. Display of Exhibitor's name, logo, etc. is not permitted on the back or side-walls of neighboring booths. Using the structure of the exhibition hall or neighboring stands to stabilize is forbidden.

d) The side of back wall facing neighboring booth must be covered with fire-proof material such as PVC and kept white, neutral and clean.

e) Carpet or other floor material must be laid on to the contracted floor space. If a booth requires a podium, it is recommended to use a ramp-type podium. Angular podiums shall be no higher than 10 cm and marked with corresponding safety markings.

f) Welding, cutting, drilling and other special construction techniques are forbidden in the exhibition halls. Operation with naked fire is also forbidden in the exhibition halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

g) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its official contractor.

h) Be sure to use the armored glass to decorate the booth. To ensure the intensity and thickness of the glass. (The thickness of the glass should be larger than 10mm). The installation of the glass should be supposed to be reasonable and reliable. Only metal frame or hardware is allowed to fix the glass. To be sure to use flexible material for cushion between the frame/hardware and glass so as to assure the security of the glass. Clearly notes should be stick on the glass material for public safety. If you use glass platform, the structure support column and the wall must be fixed underneath the platform and not to put up the booth structure above the smooth glass face directly.

i) To ensure the stability of booth structures, the pillars of the steel structure shall use non-welded materials at least 10 cm in diameter with welded pedestals at their bottom and have flange plates at least 60 cm in diameter on top to increase the load-bearing area. The size of the pillar base of the steel structure shall be determined in accordance with the overall load of the booth, and the pillar must be welded to the center of the base.

j) Relevant safety measures shall be taken for trussed booths to ensure the overall stability of the structure. The overall raise and drop of the trusses shall be commanded by special persons, scale shall be pulled on pillar in advance, and hoists at all lifting points shall operate simultaneously.

k) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries. And unless permitted by the Organizers/Official contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit to the decoration or the surrounding banisters of the second floor of the exhibition halls.

l) Electric material and equipment used shall comply with national product quality standards and certification standards and comply with national fire safety requirements. All lighting devices installed shall be at least 60 cm from any exhibit, decoration or material.

m) All the metal trusses and metal enclosures must be grounded reliably (using multiple soft core bronze wire $\geq 2.5\text{mm}^2$), Wire laying must be fixed, and is not allowed to be laid on roads, terraces or passages, it should be fixed by poling or other safety ways, when electric wiring crosses walkways there must be gap bridge board for protection (by metal tube or fireproof PVC tube). It's prohibited to use ceiling or tube to hang wires, illuminating facilities or other objects.

n) Erection of partitions or display boards which could hamper the fire fighting system and the air-conditioning diffuser and air flow inside the Halls/Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers/Official contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

o) Painting

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during

the set up and exhibiting days. However, "touch-up" painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place. Any irritable, UN-environmental friendly or unsafe paint are strictly forbidden.

These precautions include:

Painting in an area with proper ventilation

Use of Non-Toxic Paints

Covering the concrete floor with plastic sheet

No painting near the Center' s vertical structure (i.e. walls)

No washing of paint material within or surrounding the center

p) Instruction for Two-Storey Booth Construction

Two-storey booth constructors shall also follow the following rules & regulations:

- Two-storey constructions must be designed in such a way, that it is possible to install and dismantle within the designated move in and move out period. No upper storey is allowed across the aisles. Special care must be taken into consideration such as do not obstruct or hide from the view the fire protections system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

- Positioning of cabins/design of upper storey Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1m from any aisles. A distance of at least 3 meters must be maintained to neighboring booth. If it is not possible to maintain this distance, a closed partition of at least 2m in height must be installed here as a screen. The side facing the neighboring booth must be finished in white, or neutral and clean appearance.

- The escalator guard railings of the double-storey special booth shall not be less than 1.2m. The railings should be made into curved surfaces so as to prevent objects from slipping off them.

- Load-bearing capacity

- Strength of ceiling:

The load-bearing capacity of the upper storey when used for general visitor traffic, meetings, and presentations and/or as storage space must be a minimum of 5KN/ m², insofar as a higher capacity is not required in accordance with DIN 1055, Part 3. According to DIN 1055, a capacity reduced to 2KN/ m² is permissible under the following conditions.

- Strength of stairways:

All stairways are to be constructed in accordance with DIN 18065, with a load-bearing capacity of 5KN / sqm.

- Strength of balustrades/banisters:

Balustrades and banisters must be designed within booth horizontal loads of 1KN / sqm at the level of the handrail.

- Fire prevention:

- The maximum length of any escape route from the upper floor to the aisle must be less than 25 meters.

- On booth with upper storey of 100 sqm in area or less, one stairway is required, which must emerge beyond the covered area of the stand ,stairways should be wider than 0.9m.

- On booth with an upper storey more than 100 sqm in area, at least two stairways wider than 0.9m must be arranged, at opposite ends of the booth, one of which must emerge beyond the covered area of the booth.

- The space beneath and alongside open-tread stairways must not be used for storage, or for the installation of shelves.

- If the area covered by the upper storey exceeds 30 sqm, a sprinkler system must be installed in accordance with VDS regulations, with one sprinkler unit to be installed every 12 sqm or part thereof of covered space. All rooms must be incorporated within the sprinkler system.

- No area of the upper storey may have a closed ceiling or canopy. Metal grids in modular dimension are permitted, Inclusive of lighting elements; the open area must comprise at least 80%.

- All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

q) All the appointed constructors must use materials which are permitted by the authorities. There is no storage space on site, as such all contractors must clear their belonging or put it in their booth respectively.

r) Booth removal

Booths can be dismantled begin at the given time and should be finished within the allotted time.

Fire Safety Rules

a) No inflammable materials can be used for decoration and booth construction.

b) Public Area and Safety Passage shall remain open and clear.

c) Smoking is strictly prohibited in the exhibition hall. Including public aisles, booth and office in the booth area.

d) All Exhibitors and their contractors, staff, agents, servant etc, must comply with and ensure that, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Shanghai Fire Safety Bureau, the Organizers and the Official Contractor.

e) Anyone who encounter an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

f) No packing materials or brochures can't store behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

g) Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

- Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, or devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not permitted in the hall. No hanging mini-balloons or large ad-balloons.

- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in “The provisions of the Shanghai Municipal Fire Safety” .

Rate of supporting facilities

No	Item	Specifications	Rate (RMB)	
1	Hall management fee		26.00/sqm	
2	Deposit	$\leq 100\text{sqm}$ $101\sim 200\text{ sqm}$ \downarrow $\geq 500\text{sqm}$	10,000.00 20,000.00 \downarrow 50,000.00	
3	Worker badge	include RMB 30 badge fee + RMB 20–30 accidental injury insurance fee.(period of insurance ≤ 10 days accidental injury fee RMB20 ≤ 15 days accidental injury fee RMB30)	50.00~60.00/pc	
4	Indoor Single–deck special exhibition booths with the height over 4.5m (include 4.5 m)			
	Inspection Fee	Inspection Fee – Drawings to be inspected by the drawing approval company appointed by SNIEC	25.00/sqm	
		Re–inspection Fee – Drawings, which are reviewed by registered structural engineer, to be re–inspected by the drawing approval company appointed by SNIEC	18.00/ sqm	
	Indoor double– deck exhibition booths			
	Inspection Fee	Inspection Fee – Drawings to be inspected by the drawing approval company appointed by SNIEC	50.00/sqm	
		Re–inspection Fee – Drawings, which are reviewed by registered structural engineer, to be re–inspected by the drawing approval company appointed by SNIEC	25.00/sqm	
5	Power for lighting	15A/380V 3/P main power	1,470.00	1,890.00
		15A Fire control box for main power	420.00	
		30A/380V 3/P main power	2,130.00	2,620.00
		30A Fire control box for main power	490.00	
		40A/380V 3/P main power	2,370.00	2,888.00
		40A Fire control box for main power	518.00	
		60A/380V 3/P main power	3,480.00	4,040.00
		60A Fire control box for main power	560.00	
		100A/380V 3/P main power	5,490.00	6,190.00
		100A Fire control box for main power	700.00	
6	Power for machinery	15A/380V 3/P main power	1,470.00	
		30A/380V 3/P main power	2,130.00	
		40A/380V 3/P main power	2,370.00	
		60A/380V 3/P main power	3,480.00	
		100A/380V 3/P main power	5,490.00	
		150A/380V 3/P main power	8,300.00	
		200A/380V 3/P main power	13,280.00	
		250A/380V 3/P main power	16,600.00	
		300A/380V 3/P main power	19,900.00	
		400A/380V 3/P main power	33,200.00	

No	Item	Specifications	Rate (RMB)
7	Electricity advance/delay using	15A/380V 3/P main power	200.00
		30A/380V 3/P main power	300.00
		40A/380V 3/P main power	350.00
		60A/380V 3/P main power	400.00
		100A/380V 3/P main power	500.00
		150A/380V 3/P main power	900.00
		200A/380V 3/P main power	1,300.00
		250A/380V 3/P main power	1,500.00
		300A/380V 3/P main power	1,500.00
		400A/380V 3/P main power	2,000.00
8	24-hours Electricity	Each place	1,000.00
9	Air- compressor	5HP ($\leq 0.4\text{m}^3/\text{Min}$ & $8\sim 10\text{ kgf/cm}^2$), $\Phi 10\text{mm}$	4,200.00
		10HP ($0.41\sim 1.0\text{m}^3/\text{Min}$ & $8\sim 10\text{ kgf/cm}^2$), $\Phi 20\text{mm}$	4,900.00
		15HP ($1.1\sim 1.8\text{ m}^3/\text{Min}$ & $8\sim 10\text{ kgf/cm}^2$), $\Phi 25\text{mm}$	5,600.00
10	Water Supply	Water supply to booth with 10m pipe up & down. ($\Phi 15\text{mm}$, 4kg/cm^2)	2,800.00
		Water supply to machine with 10m pipe up & down. ($\Phi 20\text{mm}$, 4kg/cm^2)	4,200.00
11	Telephone	LDD telephone	700.00
		DDD telephone (deposit RMB 1,000.00)	980.00
		IDD telephone (deposit RMB 4,000.00)	2,800.00
12	Internet	Exhibition service 20M Fiber-based shared broadband, no Public dedicated IP address	5,600.00
		Exhibition service 10M Fiber-based dedicated broadband, 1 Public dedicated IP address	7,700.00
		Exhibition service 20M Fiber-based dedicated broadband, 1 Public dedicated IP address	14,000.00
		Exhibition service 30M Fiber-based dedicated broadband, 1 Public dedicated IP address	15,400.00
		Exhibition service 50M Fiber-based dedicated broadband, 1 Public dedicated IP address	28,000.00
		Exhibition service 80M Fiber-based dedicated broadband, 1 Public dedicated IP address	35,000.00
		Exhibition service 100M Fiber-based dedicated broadband, 1 Public dedicated IP address	84,000.00



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No	Item	Specifications	Rate (RMB)
	Internet	Exhibition service Public dedicated IP address, (only 10M Fiber-based dedicated broadband is doable, up to 5pcs/line is most)	2,100.00
		Oversea Peer Acceleration (10M)	14,000.00
		Oversea Peer Acceleration (<50M)	28,000.00
		AP laying around exhibition stand	21,000.00
13	Hanging point	Hanging Point (< 200kg/Point)	2,940.00/point
14	Release and Hanging of Ad	Release and Hanging of Ad In the Air (Less than 5 sim is calculated as 5 sim; Double side ad will be charged by total sim on two sides.)	420.00/ sqm

Form 1
Application Form for Rent of supporting Exhibition Facilities I
 Deadline: 8 March , 2024

Exhibitor Company Name:	
Person Contact Name:	Mobile Phone Number:
Telephone Number:	Fax Number:
Email:	Stand Number:

Item	Description	Unit (RMB)	Qty.	Subtotal
Power for lighting	15A/380V 3/P main power	1,470.00	1,890.00	
	15A Fire control box for main power	420.00		
	30A/380V 3/P main power	2,130.00	2,620.00	
	30A Fire control box for main power	490.00		
	40A/380V 3/P main power	2,370.00	2,888.00	
	40A Fire control box for main power	518.00		
	60A/380V 3/P main power	3,480.00	4,040.00	
	60A Fire control box for main power	560.00		
	100A/380V 3/P main power	5,490.00	6,190.00	
	100A/380V Fire control box for main power	700.00		
Power for machinery	15A/380V 3/P main power	1,470.00		
	30A/380V 3/P main power	2,130.00		
	40A/380V 3/P main power	2,370.00		
	60A/380V 3/P main power	3,480.00		
	100A/380V 3/P main power	5,490.00		
	150A/380V 3/P main power	8,300.00		
	200A/380V 3/P main power	13,280.00		
	250A/380V 3/P main power	16,600.00		
	300A/380V 3/P main power	19,900.00		
	400A/380V /P main power	33,200.00		

Electricity advance using	15A/380V	service time:	200.00		
	30A/380V	service time:	300.00		
	40A/380V	service time:	350.00		
	60A/380V	service time:	400.00		
	100A/380V	service time:	500.00		
	150A/380V	service time:	900.00		
	200A/380V	service time:	1,300.00		
	250A/380V	service time:	1,500.00		
	300A/380V	service time:	1,500.00		
	400A/380V	service time:	2,000.00		
				Total:	

- Power for machinery will on 6 April 2024; Power for lighting will on 7 April 2024. The connection rate must be greater than 50%, then the whole exhibition hall will be delivered power.

- Any electricity needs on in advance please chose electricity advance using and mark the electricity' s exact location in the plan. The result of electricity advance using confirm by the fact of exhibition center's electricity power; Electricity fees for delay of electricity using is the same, please apply it on site.

- Electrical safety monitoring dedicated box should be ordered for any electricity for lighting use,booth contractors are free from bringing their own shunt electricity boxes.

- A metal casing for machinery and equipment must have ground lead. High–power LED screen must apply for machine electricity separately.

- Please fill up form 2 in <<24 hours electricity applying>> for applying 24 hours electricity using

- Main power for lighting/for machine should be ordered separately; Multi–plug is NOT allowed;

- All ordered items must be marked on the location plan.

- Late order: 30% penalty fee will be charged from 9 March, 2024 to 21 Mar, 2024; 50% penalty fee will be charged from 22 March, 2024.



Booth Construction Guide

Form 2

Application Form for 24-hour uninterrupted Power Supply to Exhibition Booths

Deadline: 8 March , 2024

Stand Number		
Exhibitor' s Name		
Contact person and contact way		
Contractor' s Name		
Contact person and contact way		
The detailed using period		
The specific use of 24H electricity equipment		
The quantity of 24H used electricity box. (must attach a layout to show the specific location of each electricity box)		RMB1000.00/Point
<p>I have read and agree the following content. I promise that all the wire connection would be safe and I will take charge for all the safe responsibility.</p> <ol style="list-style-type: none"> 1. The standard of 24 hours switch box is RMB1000.00/point 2. Venue would decide whether they could agree 24 hours electricity as per the actual condition. Any application after deadline won' t be accepted. 3. 24 hour electrical equipment must be individually connected to the switch box. Lighting & other equipment are not allowed to share in the same box. 4. Only the person with professional electrician license could do the wire installation job. 5. After exhibition finish everyday, please turn off all lighting. Otherwise the venue could be forced to cut off power and won' t take any responsibility. 6. My company reserves the right to interpret the above content. <p>The applicant Signature & company' s seal: _____ (Please maintain a 24-hour phone for emergency contact during the whole exhibition period.)</p>		
<p>▲ ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN</p>		

- 24-hour electricity shall not be used for night charging and other purposes.
- Late order : 30% penalty fee will be charged from 9 March, 2024 to 21 March, 2024; 50% penalty fee will be charged from 22 March, 2024.



Booth Construction Guide

Form 3 Application Form for Rent of supporting Exhibition Facilities II Deadline: 8 March , 2024

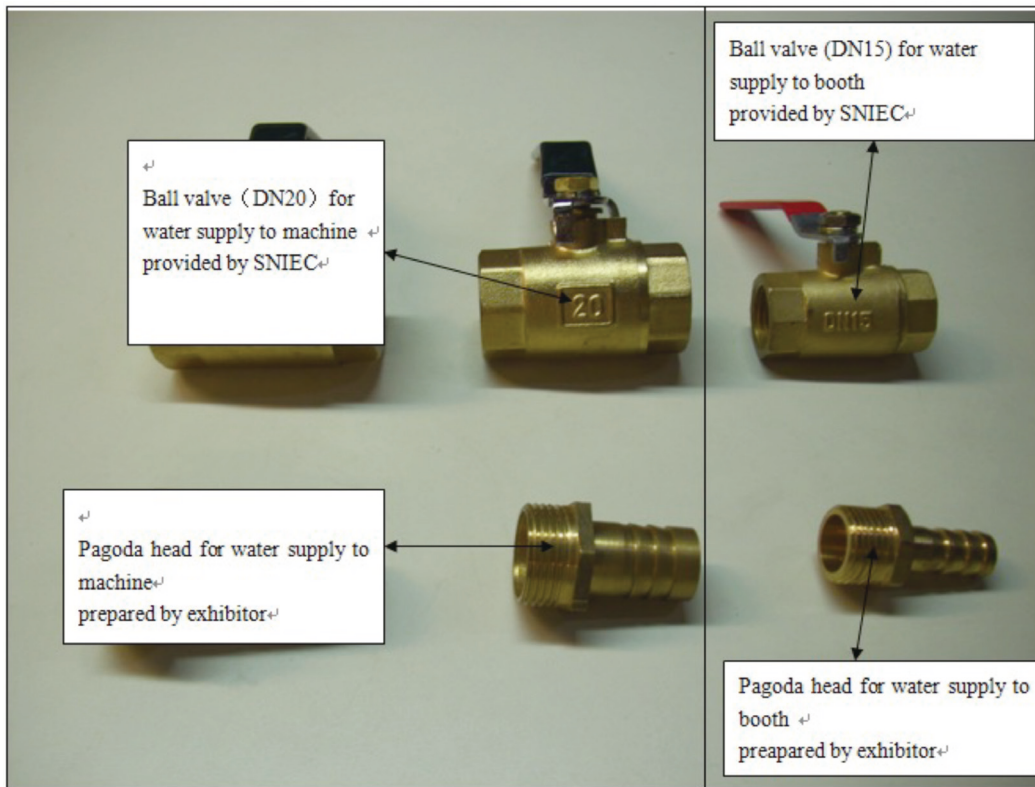
Exhibitor Company Name:	
Person Contact Name:	Mobile Phone Number:
Telephone Number:	Fax Number:
Email:	Stand Number:

Item	Description (mm)	Unit (RMB)	Qty.	Subtotal
Air-compressor	5HP ($\leq 0.4\text{m}^3/\text{Min}$ & $8\sim 10\text{kgf}/\text{cm}^2$), $\Phi 10\text{mm}$	4,200.00		
	10HP ($0.41\sim 1.0\text{m}^3/\text{Min}$ & $8\sim 10\text{kgf}/\text{cm}^2$), $\Phi 20\text{mm}$	4,900.00		
	15HP ($1.1\sim 1.8\text{m}^3/\text{Min}$ & $8\sim 10\text{kgf}/\text{cm}^2$), $\Phi 25\text{mm}$	5,600.00		
Water	Water supply to booth with 10m pipe up & down. ($\Phi 15\text{mm}$, $4\text{kg}/\text{cm}^2$)	2,800.00		
	Water supply to machine with 10m pipe up & down. ($\Phi 20\text{mm}$, $4\text{kg}/\text{cm}^2$)	4,200.00		
Telephone and Internet	LDD TELEPHONE	700.00		
	DDD TELEPHONE (DEPOSIT RMB 1,000.00)	980.00		
	IDD TELEPHONE (DEPOSIT RMB 4,000.00)	2,800.00		
	Exhibition service 20M Fiber-based shared broadband, no Public dedicated IP address	5,600.00		
	Exhibition service 10M Fiber-based dedicated broadband, 1 Public dedicated IP address	7,700.00		
	Exhibition service 20M Fiber-based dedicated broadband, 1 Public dedicated IP address	14,000.00		
	Exhibition service 30M Fiber-based dedicated broadband, 1 Public dedicated IP address	15,400.00		
Exhibition service 50M Fiber-based dedicated broadband, 1 Public dedicated IP address	28,000.00			

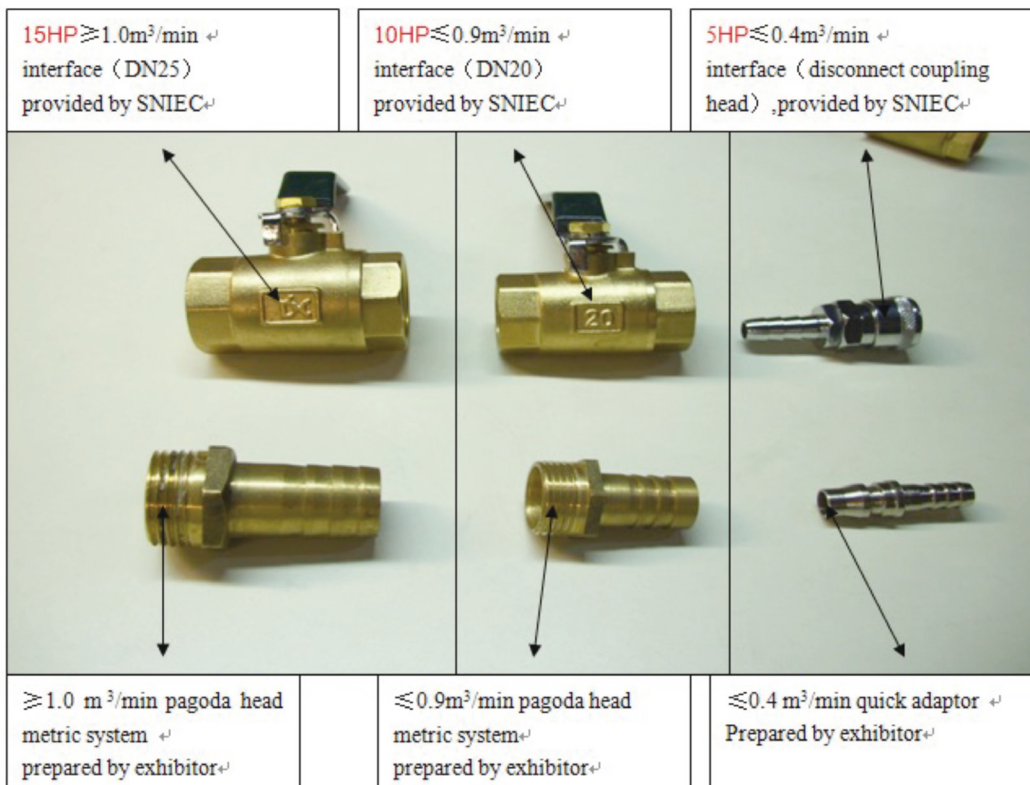
	Exhibition service 80M Fiber-based dedicated broadband, 1 Public dedicated IP address	35,000.00		
	Exhibition service 100M Fiber-based dedicated broadband, 1 Public dedicated IP address	84,000.00		
	Exhibition service Public dedicated IP address, (only 10M Fiber-based dedicated broadband is doable, up to 5pcs/line is most)	2,100.00		
	Oversea Peer Acceleration (10M)	14,000.00		
	Oversea Peer Acceleration (<50M)	28,000.00		
	AP laying around exhibition stand	21,000.00		

- Air-compressor and water supply will on at 7 April ,2024, and cannot be opened in advance;
- For water supply &air compressor, exhibitor are required to bring along their adapter for connection to their equipment.
- All ordered items must be marked on the location plan.
- Everyday before the exhibition close, the exhibitors or their constructors should turn off the switch of the air compressor and water supply.
- After show,we will give a VAT invoice for telephone communication fee.Meanwhile,we will deduct the telephone fee from deposit and return back the surplus deposit.
- Late order : 30% penalty fee will be charged from 9 March,2024 to 21 Mar,2024; 50% penalty fee will be charged from 22 March,2024.
- After we receive your order forms, we will issue the invoice for you. Please make the payment before the deadline on invoice.

▲ Data of water supply adaptor



▲ Data of air compressor adaptor



Form 4 Application Form for Rent of hanging points & release and hanging of Ad in the air in exhibition halls Deadline: 8 March , 2024

Exhibitor Company Name:	
Person Contact Name:	Mobile Phone Number:
Telephone Number:	Fax Number:
Email:	Stand Number:

Item	Description(mm)	Unit (RMB)	Qty.	Subtotal
Hanging	Hanging Point (< 200 kg / Point)	2,940.00		
	Release and Hanging of Ad In the Air (Less than 5 sqm is calculated as 5 sqm; Double side ad will be charged by total sqm on two sides.)	420.00/m ²		
	Total:			

● There are two standards for the exhibition structure hanging. One is to be charged by the number of the hanging points. The other is to be charged by the advertisement. If you use these two types at the same time, the charging standard is subject to a high price.

● The " Hanging Point " in price list means the point connecting hanging cable and ceiling crossbeam. Quantity of hanging point will be calculated based on this specification on-site. The final calculation of the quantity of hanging points is subject to the location of crossbeams above the specific booth. For the hanging points needed at the hall ceiling (" V Shape " way), the normal case is considered to be minimum two hanging points at the hall ceiling to result in one hanging point at the construction.

● The filled hanging point quantity in order form is just estimated quantity. The final calculation of the quantity of hanging points can only be done after the hall owner has positioned the hanging structure onsite and the amount of hanging points at the ceiling is defined. Then these hanging points at the ceiling will be invoiced to the exhibitor.

● Order of hanging points can only be accepted with the submission of plans at the same time.

Instructions for hanging point usage and advertisement suspension

The applicants shall meet the following requirements while using the hanging point and suspending the advertisement:

1. The total weight of the suspended independent structure shall be lighter than 1000KG.
2. The load-bearing of each hanging point shall be lighter than 200KG.
3. The top edge of the suspended independent structure shall be less than 9 m.
4. The hanging point shall not be used for lifting non-suspending structure or equipment or any movable objects.
5. The suspended independent structure shall be made up of firm and reliable metal structure. Pure wood structure is forbidden.
6. The hanging point shall not be used for fastening or connecting any structure connected with the ground.
7. The application will not be accepted if the suspended independent structure influences the normal operation of the exhibition hall's facility and equipment.
8. The application will not be accepted if the suspended independent structure may affect the safety of the exhibition hall's facility and equipment.
9. For the exhibition booth next to the wall of the exhibition hall, the adjoined part cannot install the hanging point and the non-adjoined part shall be decided by field observation.
10. The applicant shall self-prepare the flagpole and assemble with the suspended advertisement flag together and then provide to the exhibition hall worker to hang it with sling.
11. The installation contractor shall keep all point location move up and down synchronously while lifting the suspended structure with the premise of ensuring the balance.

12. The advertisement and the hanging point shall not be suspended above the public area unless the organizer agrees.

13. The suspended structure shall only be installed on the hanging points of the oblique beam for Hall E7, N1–5 and in order to prevent slipping, the suspended structure must be fastened with two hanging points formed V-type and it will be calculated as one point if the top gap is less than one mile. While for Hall W1–W5, E1–E6, it will be calculated as two points.

14. The applicant shall rent the chain hoist from the exhibition hall and pay the deposit if he needs to connect the hanging points. The exhibition hall worker will send the chain hoist to the booth and the applicant shall return back to the storage and get the deposit back after approval of the exhibition hall.

15. The application shall be provided ten working days before the moving in date. It will not be guaranteed that all the applications can be fully implemented upon field application.

16. If the suspended structure includes electric equipment, such as lights, audio, LED screen, etc. the metal structure and the casing must has reliable grounding device.

17. Introduction for suspending large LED screen:

a. Large LED Screen hanging point application shall be provided ten working days before the moving in date.

b. The application shall include booth floor plan, effect drawing, exact size and total weight of the screen and frame, the hanging point location and load bearing, etc.

c. The floor type screen shall not be fastened with the hanging point.

d. It will not be suspended without prior application and approval.

18. The applicant shall strictly abide by the operating and managing rules about structure safety and safety utilization of electric power, etc and bear all responsibilities.

19. About the truss

a. The aluminum alloy truss size should not less than 200mm*200mm and not greater than 400mm*400.

b.The iron truss size should not less than 300mm*300mm and not greater than 400mm*400mm.

20. About the timber with steel structure

a.The timber with steel structure must be connected by metal framework inside and must be top open to see the internal structure clearly. Timber structure, no connected structure or unstable connected locally metal strengthened structure is not accepted.

b.Structure of monolithic metal framework covered by board must be suspended by top connected integral truss.

21. The structure must be connected by sufficient mechanical strength wire rope or special sling. Iron wire or rope is not allowed.

22. If anyone or company violate any rules of this regulation,the company or the person shall bear responsibility for all the consequences arising therefrom and bear the corresponding legal liability and economic lose .

Form 5 Application Form of Exhibition Equipment Rental

Deadline: 8 March , 2024

Exhibitor Company Name:	
Person Contact Name:	Mobile Phone Number:
Telephone Number:	Fax Number:
Email:	Stand Number:

.Item	Description (mm)	Unit (RMB)	Qty.	Subtotal
EC-08	Folding Chair	40.00		
CC-05	Black Leather Arm Chair	80.00		
EC-05	Bar Stool	120.00		
ED-02	Folding Door	180.00		
FS-02/SS-01	Flat/Slope Shelf	70.00/80.00		
ES-07	Coat Hanger	100.00		
ES-08	Wheeled Coat Hanger	120.00		
CH-04	Magazine Rack	70.00		
ET-06	Round Table	120.00		
ET-05	Glass Round Table	160.00		
PF-12	Square Table	150.00		
PF-11	Coffee Table	150.00		
PF-01	Information Table	120.00		
PF-02	Low Glass Showcase	350.00		
PF-04	Tall Glass Showcase	500.00		
PF-03	Lockable Cupboard	200.00		
PF-07/PF-08	Display Cube (500 × 500 × 1000)	120.00		
	System Panel	100.00		
EW-01	Wastepaper Basket	10.00		
	Carpet /m ²	20.00		
SL-006	Long arm Spotlight 100W	120.00		
SL-001	Fluorescent Tube 40W	120.00		
SL-024	HQI Floodlight 150W	250.00		
	Power Socket 500W/220V	150.00		
EE-04	Water Machine (with a barrel of mineral water)	300.00		
	Mineral Water	50.00		
EE-02	Refrigerator (excluding 24 hours electricity using)	800.00		
SL-004	Plasma 42" (order only)	1,200.00		



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Booth Construction Guide

- This Form must be filled in completely by every exhibitor who require the service. And must be returned to the official contractor before the deadline.
- The rental time is one exhibition period. Please look at the Style book.
- Late order : 30% penalty fee will be charged from 9 March, 2024 to 21 Mar, 2024; 50% penalty fee will be charged from 22 March, 2024.

Rate of Exhibition Equipment



EC-08 折椅 40元/展期
Folding Chair



CC-05 皮椅 80元/展期
Black Leather Arm Chair



EC-05 吧椅 120元/展期
Bar Stool



ED-02 折门 180元/展期
Folding Door



FS-02/SS-01 平 / 斜层板 70元/展期
Flat/Slope Shelf 80元/展期



ES-07 站立衣架 100元/展期
Coat Hanger



ES-08 轮式衣架 120元/展期
Wheeled Coat Hanger



CH-04 资料架 70元/展期
Magazine Rack



ET-06 白面圆桌 120元/展期
Round Table



ET-05 玻璃圆桌 160元/展期
Glass Round Table



PF-12 方桌 150元/展期
Square Table



PF-11 咖啡桌 150元/展期
Coffee Table



PF-01 询问桌 120元/展期
Information Table



PF-02 低玻璃展示柜 350元/展期
Low Glass Showcase



PF-03 锁柜 200元/展期
Lockable Cupboard

Rate of Exhibition Equipment



PF-04 高玻璃展示柜 500元/展期
Tall Glass Showcase



PF-07/PF-08 展示柜 120元/展期
Tall/Tall Display Cube



EW-01 垃圾桶 10元/展期
Wastepaper Basket



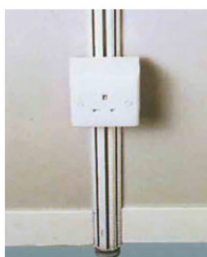
SL-006 长臂射灯 120元/展期
Spotlight/ LongArmSpotlight



SL-001 40W 日光灯 120元/展期
40W Fluorescent Tube



SL-024 HQI 金卤灯 250元/展期
HQI Floodlight



插座 150元/展期
Power Socket



EE-04 饮水机 300元/展期
Water Dispenser



EE-02 90L 冰箱 800元/展期
Refrigerator 90L



42" 等离子 1200元/展期
Plasma

Form 6 Application of raw space construction

Deadline: 8 March, 2024

Description	Unit	Unit Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	26.00			
Deposit	Per 100 sqm.	≤ 100 sqm.	10,000.00		
		101~200 sqm.	20,000.00		
		↓	↓		
		≥ 500 sqm.	50,000.00		
Total Cost (RMB):					

Submission Materials

(The maximum construction height for stands: Single-layer stands:6m, Double-layer stands:8.5m)

Exhibitor Company Name:	
Onsite Safety Manager (Name):	Mobile Phone Number:
Telephone Number:	Fax Number:
Email:	Stand Number:

All the raw space must fill in this form and submit the following drawing material to the official booth constructor for approval (Please submit online: <http://www.ccmtshow.com/online/>, drawings by fax will not be accepted):

Total Booth Area	$m \times m = m^2$	Primary Material	
Upper Floor Area	$m \times m = m^2$	Primary Material	
Roof Construction Area		Primary Material	
Open Side	side		
Height of the booth (highest point)	m		
documents apply for approval	① Floor plan ② Elevations (1 front-side and 2 sides) ③ Circuit plan (The booth number and the location of the electric box must be marked and the quantity of lamps should be marked) ④ The overall effect of the booth (front, side, and sign building material) ⑤ Detailed booth material checklist and description ⑥ Photocopy of business license of booth constructor (Seal must be stamped) , Copy of electrician operation certificate		

Safety responsibility letter	<p>We voluntarily signed this letter of commitment to responsibility and shall take full responsibility for the safety of materials, construction, structure of the stand to be set up, and assume responsibility for all consequences arising from construction and construction quality, production safety, fire safety and shall take legal and economic responsibility arising there from. In the event of violation of the above regulations, we shall commit that we shall stop construction, make corrections and accept any actions imposed on us as well as assume all responsibilities and compensate for all losses in accordance with, the requirements of the organizers, organizers, exhibition hall and relevant departments of government.</p> <p style="text-align: right;">Booth Constructor (seal): Safety manager (sign): Date:</p>
-------------------------------------	---

Notes:

1. All documents must be submitted in English or Chinese. The drawings must be to scale and dimension in Arabic numbers and in meters.

2. Please strictly abide by the rules and regulations of the Exhibitor' Manual.

3. Please submit all the documents on line or by email to the official contractor before 8 March,2024.

Material preparation and construction are only allowable in accordance with its design plan with the approval by the official contractor and related departments. Contractor should carry out stand construction strictly according to the approved drawings. If any changes, please ask the official contractor for re-approval.

4. Incomplete documents, drawings by fax, or overdue submission will not be accepted.

HALL E1-E3/N1-N5/ W1-W5: Shanghai Arts & Sales

Address: RM 506, Shanghai Modern, Traffic & Commercial Plaza, No 218,Heng Feng Road, Shanghai

Tel: 021-62331366

HALL E4-E7: Beijing Pico

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District ,Beijing

Tel: 010-89414200



Booth Construction Guide

Form 7 Appointment of Raw Space Contractor Deadline: 8 March , 2024

Company Name (for exhibitor) _____ Booth Number _____

We participate in CCMT2024. Our booth size is ____m long by ____m wide. Total is _____ sqm.
We appoint _____ (contractor name) as our contractor.

Certify the followings

1. After seeing about and looking through it, the company is assured as our only appointed contractor. And it also has the construction qualifications;
2. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built according to the rules and regulation.
3. Our company has been clear about the related construction regulation set by the organizer and will inform our appointed contractor of assuring the security on-site.
4. We will work in when that the organizer/official contractor supervises the security of the stand. The organizer has the rights to give a punishment if the stand construction is disobeyed the security regulation set by the exhibition center.
5. To supervise the appointed contractor. The organizer has the rights to investigate all responsibilities of our company and our appointed contractor if the stand construction is disobeyed the security regulation set by the organizer.

The information of our appointed contractor is as follows

Company Name:		
Attn:		Mobile phone:
Add:		
Tel:	Fax:	e-mail:

Company (for exhibitor' s stamp)

Signature:

Date:



Booth Construction Guide

HALL E1-E3/N1-N5/ W1-W5: Shanghai Arts & Sales

Address: RM 506, Shanghai Modern, Traffic & Commercial Plaza, No 218,Heng Feng Road,
Shanghai

Tel: 021-62331366

HALL E4-E7: Beijing Pico

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District ,Beijing

Tel: 010-89414200



Booth Construction Guide

Form 8

Letter of Commitment to Responsibility for Production Safety and Fire Safety

Deadline: 8 March , 2024

Company Name (for exhibitor): _____ Booth Number: _____

We commit that during preparing, setup, exhibiting and dismantling of “CCMT 2024” ,we shall earnestly comply with the guidelines and policies related to production safety and fire fighting issued by Shanghai competent authorities in charge of labor protection and production safety as well as strictly observe regulations, ordinance and rules related to labor protection in the course of decorating, setup or dismantling and maintenance of the stand during exhibition, including Fire Control Law of the People' s Republic of China, Production Safety Law of the People’ s Republic of China, production safety incident reporting, investigation and disposal regulations, Shanghai Fire Regulations, Shanghai Production Safety Regulations, Shanghai Regulations for Management of Fire Safety of Exhibition Industry, Shanghai Safety Management Standard for Exhibition Hall, including this Exhibition Manual, Notification prior to exhibition, Note the access to hall, Notice of Safety, site notification, the Shanghai New International Expo Centre. We shall accept and supervision, inspection, management and emergency evacuation of the organizer, exhibition hall and relevant government departments and give our due coordination.

We commit to educate and train all staff on site to do their best in production safety. We shall assign designated person in charge of production safety of the stand, enhance on–site safety inspection and management, earnestly implementing the safety responsibility. We commit that we shall comply with relevant regulations and specifications specified by national building construction industry to ensure that site construction personnel and comply with relevant regulations and specifications specified by national building construction industry to ensure that site construction personnel and special operations personnel have obtained corresponding operation qualification certificates and work permits. We commit that we shall construct according to norms, take safety protection measures, e.g. the construction workers wear safety helmets, wear safety belt while working at heights and other necessary measures. We commit that we shall not illegally subcontract, subletting and affiliate the setup, maintenance and dismantling of the stand.

We commit to educate and train all staff on site to do their best in fire safety. We shall assign designated person in charge of fire safety of the stand, enhance on–site safety inspection

and management, earnestly implementing the safety responsibility. We commit that we shall normatively and safety operate provide sufficient fire fighting equipment. We shall ensure that any object to be set up of exhibits inside the stand shall not hinder the fire system, air conditioning vent, ventilation opening, and normal operation of the monitoring system. We shall not occupy fire-fighting, public passage to ensure free access of exits. We commit that all personnel shall not smoke in the area with no smoking sign.

We voluntarily signed this letter of commitment or responsibility and shall take full responsibility for the safety of materials, construction, structure of the stand to be set up, and assume responsibility for all consequences arising from construction and construction quality, production safety, fire safety and shall take legal and economic responsibility arising there from. In the event of violation of the above regulations, we shall commit that we shall stop construction, make corrections and accept any actions imposed on us as well as assume all responsibilities and compensate for all losses in accordance with the requirements of the organizers, organizers, exhibition hall and relevant departments of the government.

Information of responsible person	Exhibitor			Contractor		
	Name	Position	Mobile Phone	Name	Position	Mobile Phone
Persons responsible for safety						
Persons responsible for fire safety						
Committed and signed by responsible person (Official seal)						

HALL E1-E3/N1-N5/ W1-W5: Shanghai Arts & Sales

Address: RM 506, Shanghai Modern, Traffic & Commercial Plaza, No 218,Heng Feng Road, Shanghai

Tel: 021-62331366

HALL E4-E7: Beijing Pico

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District ,Beijing

Tel: 010-89414200

4. Shipping Guideline and Tariff

General Information and Attentions

The organizer of CCMT 2024 has appointed Shanghai Expotrans Ltd. as official freight forwarder for the above-mentioned exhibition to handle the freight forwarding and related documentation, as well as the on-site service. The exhibitors are therefore requested to consult with Shanghai Expotrans for any matter concerning forwarding of exhibits and on-site co-ordination. For all local freight to Shanghai, exhibitors shall apply the truck permits and follow the on-site coordination of the official forwarder.

The official forwarder will make plans for move-in and move-out, and will inform exhibitors accordingly. Exhibitors shall follow up and if there will be any change, exhibitor shall contact the official forwarder. Any failure of following the move-in plan, which causes the delay of move-in and move-out, the exhibitor or the authorized forwarding company shall take the responsibility of consequences, including extra cost.

When move-in, the exhibitor shall assign representative for exhibits receiving and instruct the position of the exhibits on the booth. When move-out, the exhibitors shall assign representative for packing and loading.

Important Notice:

1. In order to alleviate the traffic congestion caused by the flow of freight vehicles into the surrounding roads of Shanghai New International Expo Centre (hereinafter referred to as the "SNIEC") during period of moving in and out, and to avoid the rush hour of commuting, SNIEC implements the "Truck Parking Permit" for the freight vehicles(see Annex 1 for details). The issuance method of the "Truck Parking Permit" will be formulated and announced after coordination between the official forwarder and relevant parties such as SNIEC. Flow chart of trucks for inbound and outbound (refer to Annex 2 for details).

2. According to the "Regulations on the Use of Temporary Storage Sites for Materials of SNIEC (Trial)" issued by SNIEC on August 2, 2018, if empties or booth materials, etc. need to be stored on site temporarily, exhibitors or contractors must apply to the official forwarder for temporary storage and pay the charges. Temporary storage materials must be stacked in the designated



SHIPPING GUIDELINE AND TARIFF

area and be labelled by official forwarder. If the label is unclear or materials are stacked randomly, the venue will treat as unowned materials.

3. To ensure the working safety on-site, as per regulations of SNIEC, exhibitors are requested not to use trucks equipped with crane, and do not carry hydraulic pallet truck, hydraulic lift and other lifting equipment, otherwise the trucks will not be able to enter the hall for inbound and outbound, which may cause delay and other consequences.

4. If exhibitors will carry special items such as lubricating oil and inert gas cylinder for the purpose of machine demonstration. Exhibitors shall apply in advance to official forwarder, and guarantee assigned person will manage related items to ensure the safety, clean and in order on site. (refer to Annex 3 for details)

I. Official Contact

Hall E1-E3, N1-N5, W1-W5

SHANGHAI EXPOTRANS LTD

Address: 7F, No.980JinShaJiangRoad, Shanghai 200333, China

Post Code: 200333

Tel: +86 21 6013 1818

Fax: +86 21 6013 5518

Email: ccmt@xptrs.com.cn

Contact: Mr. Hank Dong

Mr.Ricky Sun

Email: donghao@xptrs.com.cn

Sunliqi@xptrs.com.cn

Tel: +86-21 6013 1830

+86-21 6013 1837

Mobile: +86 159 2186 6169

+86 180 1624 3423

II. Handling procedure for Exhibits and Goods

1. Service Order to Official Forwarder

A. Direct Order by Exhibitors

Exhibitors, who place order to official forwarders for relevant services, shall follow the Exhibitor Manual of organizer and Shipping Guideline & Tariff.

B. Indirect Order by 3rd Party

3rd party entrusted by exhibitors, who places order to official forwarders for relevant services, shall acquire the authorization letter (refer to Form 1) from exhibitors, and shall follow the Exhibitor Manual and Shipping Guideline & Tariff. The official forwarder will only accept the Order from authorized 3rd party.

If without Authorization Letter from the exhibitor, 3rd party shall settle all payment on site for services provided by the official forwarder.

The Authorization Letter is an important document for the official forwarder's service, and is an important evidence for arbitration and lawsuit if there will be any dispute.

2. China Customs Requirements for import & export goods for the exhibition

A. For all goods imported into China, customs declaration must be done before shipment arrival at the China seaport or airport.

The shipper must submit full set of documents to the official forwarder for Customs Clearance at least 10 working days prior to sea shipment arrival or 5 working days prior to air shipment arrival at China port/airport (Saturday, Sunday and public holidays are excluded). Late documents submission may result in extra charges, and even late delivery.

B. List of exhibits for each B/L or AWB, there is a limitation for a maximum of 50 commodity names.

If commodity names are over 50, please separate the shipment under more B/Ls or AWBs.

C. All temporarily imported goods shall be re-exported under the same condition of importation

All exhibits and goods must be re-packed in the original way. Mixed loading is not recommended for re-exportation. If any repackaging occurred because of damaged or missing original packing materials, the exhibitor or the authorized 3rd party can use new packing materials and have to provide a new packing list for the Customs clearance purpose. Otherwise, the exhibitor or the third party must take full responsibility and bear the surcharges for any incorrect information declared.

D. List of Exhibits: All information on LOE must be declared properly and clearly.

Model No. and serial No. of the machines/exhibits are the key concern during Customs inspection. The exhibitor or his authorized 3rd party shall provide a loading layout, photo of the exhibits with identification plate, accurate List of Exhibits with complete information to the official forwarder. The relevant information should be marked clearly on each package, which do good for customs inspection.

In addition, the exhibitor or its authorized 3rdparty should supervise container loading for re-exportation.

E. Air shipment must be dispatched under MAWB + HAWB

The shipper must dispatch the airfreight under Master + House Airway Bill, and HAWB shall be valid in Customs manifest. The consignee and the notify party on the House Airway Bill should be the same as the Master Airway Bill. Otherwise, extra surcharges may occur and even late delivery may happen.

F. Approval for Consumable items for given away

Application for consumable items must be submitted while shipment is declared to China Customs. Two samples of each consumable items are required for the application. Items are only allowed for consumption or distribution with Customs approval.

Items with Electronic Parts are not recommended to be distributed, nor to be consumed since China Compulsory Certification (3C) is required for the Customs approval before any of these items are consumed or distributed.

SLIDES/DVD/VCD/CD without import license by publication authority are prohibited to be imported into China.



SHIPPING GUIDELINE AND TARIFF

Consumable items such as Printing Materials, Brochures, Promotion Gifts ----- Two samples of each consumable items must be submitted to China Customs for approval via the official forwarder before document deadline for Customs declaration.

3. Handling procedure for Exhibition Goods

A. Exhibits Goods for CCMT 2024

(Arrival at Shanghai Sea Port/Airport)

Notice:

The Customs in charge of CCMT 2024 is Expo Centre Division, Shanghai Customs.

a. Deadline

Description	Deadline
List of Exhibits (Form 7)	Feb 25, 2024
Power of Attorney & Service Order (Form 1 – Form 6)	Mar 15, 2024
Full set of Sea Freight Documents	Mar 8, 2024
Full set of Air Freight Documents	Mar 15, 2024
Arrival time of Sea Freight	Mar 18 – 22, 2024
Arrival time of Air Freight	Mar 18 – 22, 2024

* Above documents/arrival deadline may be adjusted according to final Move-in date published by the organizer.

* Documents deadline is subject to 10 working days prior to sea shipment arrival and 5 working days prior to air shipment arrival.

b. Documentation

Sea Freight	Air Freight
(a) Bill of Lading (Original or Telex released)	(a) Airway Bill (Copy of MAWB and HAWB)
(b) List of Exhibits (Correspond to each package)	(b) List of Exhibits (Correspond to each package)
(c) Packing declaration (Original)	(c) Packing declaration (Original)
(d) ATA Carnet and Attorney Letter (If applied)	(d) ATA Carnet and Attorney Letter (If applied)
(e) Others	(e) Others
Remarks: * All documents must be submitted before the deadline; * Any DG certificate –must be submitted before the stipulated deadline (See detailed description below)	



SHIPPING GUIDELINE AND TARIFF

(1) Bill of lading or Airway Bill

Instructions for Consignee and Notify Party are as follows:

CONSIGNEE:

SHANGHAI EXPOTRANS LTD.
7F, NO.980JIN SHA JIANG ROAD, SHANGHAI,200333, CHINA
TEL: +86-21-6013 1818 FAX: +86-21-6013 5518
USCI+91310000607225513T

NOTIFY PARTY:

CCMT 2024
EXHIBITOR NAME: XXX, BOOTH NUMBER: XXX
C/O: SHANGHAI EXPOTRANS.
7F, NO. 980 JIN SHA JIANG ROAD,
SHANGHAI 200333, CHINA
TEL: +86-21-6013 1830 FAX: +86-21-6013 5518
USCI+91310000607225513T
ATTN: Mr.HankDong

Destination:

Port of discharge for ocean shipment – Shanghai Port

Airport of discharge for air consignment – Shanghai Airport (PVG)

Important Notice:

* China Customs require declarations in advance before shipment arrivals, any failure to declare in advance, may trigger customs inspection and even lead to forced return. Therefore pre-alert with way bill and LOE must be sent to us 3 work days before shipments arrival. Otherwise the shipment will be regarded as late arrival cargo, with additional later arrival surcharges and we cannot guarantee any onetime delivery.

* Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore please consign the air consignment under MAWB with back to back HAWB. The consignee and notify party on MAWB and HAWB are the same. Otherwise air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse,

which will take longer time for customs clearance and incur more cost for terminal handling.

(2) List of Exhibits (See Form 7)

List of Exhibits is one of the key documents for import declaration.

i. Customs Registration Document:

List of Exhibits must be submitted before the deadline(See 1. Deadline above).

L.O.E – one page of LOE per one package of exhibition goods should be filled in excel file. The LOE will be used for Customs Temporarily Importation registration only.

ii. Formal Declaration Documents:

Original L.O.E with stamp or signature must be submitted to the official forwarder before the deadline (See 1. Deadline above). L.O.E should be filled clearly per page for each package. The photo of the exhibits must be attached, better with the identification plates if mentioned. Please make sure that all exhibits are listed on the LOE and all information is complete, without any missing (such as HS code). The exhibitor or his authorized 3rdparty must be responsible for any declaration discrepancy. If serious discrepancy be founded during inspection, the case may be classified as “Smuggle Case” and be transferred to Anti-Smuggle Bureau of China Customs. Exhibitor and his authorized 3rdparty shall liable for all responsibilities and penalties.

iii . Others: Personal Belongings

Personal belongings are prohibited to be packed or consolidated with exhibits.

(3) Certificates for Packing Materials

i. No wood packing declaration

ii. Heat treatment certificate or Fumigation of Wood packing

a. Zone of application:

All over the world including Hong Kong, Macau and Taiwan Province.

b. Scope of application:

All primary processing wood packing materials applied to transport such as wooden case,

wooden pallet, wooden frame, tray, sleeper, mat and etc.

c. Exception range:

Heat treated or pressure treated wooden packing such as plywood, adhesive-bonded panel, saw dust board, hard board etc.

d. Packing requirements:

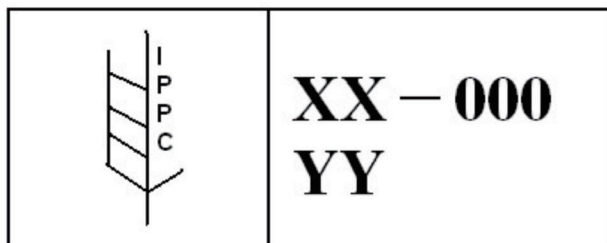
China Customs requires all wooden packing must be heat treated or fumigated at the original departure place. (Hong Kong, Macau and Taiwan province included)

All wooden packing, pallets, crosser must be marked permanent black IPPC mark. IPPC mark must be at least on two side of each packing materials.

This label should include symbols approved by IPPC organization, national code, and unique production enterprise code specified by NPPO organization.

Wooden packing treatment method (hot treatment or fumigation treatment) (details ISPM 15 please refer the website: <http://www.ippc.int/ipp/en/default.htm>)

If the wooden packing material does not have IPPC label or insects being checked out even with IPPC label, the goods will be returned to their original countries.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

(4) ATA Carnet

According to China Customs Regulations, the exhibition goods under ATA Carnet are supervised by China Customs. After the exhibition, the exhibition goods under ATA Carnet shall be transferred to bonded warehouse assigned by China Customs. China Customs will not accept any extension application after the ATA Carnet expires.

(5) Dangerous Cargo certification

Dangerous Cargo certification includes IMCO certification, MSDS certification, application forms for approval.

For dangerous cargo by air, the original certification must be attached to original air way bill with the flight. A copy of dangerous cargo certification must be submitted to the official forwarder before deadline.

For dangerous cargo by sea, the original certification must be submitted to the official forwarder before the deadline.

B. Exhibitions Goods imported by other ways (Not handled by official forwarder)

Exhibitions goods imported by other way means exhibition goods are imported under other exhibition' s registration, or via other ports than Shanghai Port.

If the exhibitions goods imported by other way and will participate in CCMT, exhibitors or their authorized 3rd party, shall contact the official forwarder at least 15 days prior to move-in date. Relevant documents shall be submitted via email or fax to official forwarder, including but not limited to the following

- a. B/L and Air way bill: copy of B/L/Air way bill or copy of telex-released bill of lading
- b. Customs declaration form: copy of customs declaration form to prove that exhibition goods are imported by temporary or permanent importation.
- c. Tax-paid Documents (if permanent importation): complete and accurate tax-paid documents shall be provided for general exhibition goods and Certificate of Importation of Cargo issued by China Customs shall be provided for vehicles and motorcycle.
- d. ATA Carnet or temporary importation documents (if tax not paid): Whole copy of ATA Carnet including cover page, cargo list and vouchers with custom' s stamp shall be provided for ATA Carnet goods, temporary importation approval documents by customs shall be provided for other temporary importation goods.



SHIPPING GUIDELINE AND TARIFF

All those documents above will be kept by official forwarder for the verification by the Customs.

Please refer to the Service and Tariff for the relevant handling service charge.

4. Important Notice

A. Hand Carried Exhibits

Hand Carried exhibits are not recommended. Please kindly arrange general shipping of exhibits by sea/air freight.

If hand carried exhibits are detained by airport customs, the official forwarder can declare the exhibits with relevant documents issued by airport customs. It will take at least 3 working days for customs clearance and service charges will be calculated in same way of airfreight. According to customs regulations, hand carried exhibits cannot be taken away from China and have to be re-exported by airfreight or sea freight.

B. Packing Requirements

The packing of exhibition goods should be suitable for repeated use for cargo safety in handling

- Wooden cases should be fixed by bolts, instead of screws / nails.
- Crates and cartons are not recommended
- Wooden cases should be suitable for forklift handling.
- Packing should be water resistant.

C. Marking Instruction

All marks should be shown as below instruction. Each package needs to be marked at least on two sides, Please indicate the dimension and weight by metric system.

EXHIBITION: CCMT 2024

EXHIBITOR NAME: _____ BOOTH NUMBER: _____

PIECE NUMBER: _____ of TOTAL _____ PCS

GROSS WEIGHT: _____ KGS

DIMENSION (M): _____ L x _____ W x _____ H

Except the shipping mark above, exhibits should also be marked with handling instruction according to the exhibits' features as below:

- Fragile exhibits should be marked " fragile " on each side.
- Exhibits to be kept upside, should be marked " upward " on at least 2 sides.
- Exhibits to be kept indoor, should be marked " umbrella " on at least 2 sides.
- Exhibits to be hoisted, should be marked " sling " on corresponding sides
- Over-weighted exhibits, should be marked " gravity center " on corresponding sides;
- Other marks according to the international practice

D. Parking Permits for Truck

In order to alleviate the traffic congestion caused by the flow of freight vehicles into the surrounding roads of SNIEC during period of moving in and out, and to avoid the rush hour of commuting, SNIEC implements the "Truck Parking Permit" for the freight vehicles(see Annex 1 for details). "Truck Parking Permit" will be issued for all freight vehicles in and out. The management measures will be published after coordination between the official forwarder, venue owner and other related parties.

E. The exhibits handover, un-packing and positioning

During the move-in, the official forwarder will hand over the exhibits to exhibitor or its authorized 3rd party after the exhibits arrive at the fair ground. Before the handover, exhibitors or its authorized 3rd party cannot deal with the exhibits without authorization. All consequences arising from the un-authorized disposal shall be borne by exhibitors or authorized 3rd party.

During the move-out, the official forwarder will take over the exhibits from exhibitors or their authorized 3rd party. After the handover, exhibitors or their authorized 3rd party cannot deal with the exhibits without authorization. All consequences arising from the un-authorized disposal shall be borne by exhibitors or their authorized 3rd party.

If the delay or failure for the customs clearance, handing over, position on booth are caused by exhibitors or their authorized 3rd party' s own reason, all consequences will be borne by exhibitors or their authorized 3rd party.

Official forwarder have obligation to supervise all temporary import exhibits, exhibitor and its authorized party cannot take any exhibits out of venue without authorization, according to China Customs regulation, any unauthorized disposal will lead to punishment. All consequence will be borne by exhibitor and its authorized 3rd party.

The exhibitors and its authorized 3rd party should appoint representatives to be on-site for supervision and instruction. All consequences arising from improper instruction, will be borne by exhibitors or their authorized 3rd party.

F. Exhibits storage and replacement

During the exhibition, if exhibitor and its authorized 3rd party need exhibits storage and replacement, they need to contact official forwarder, and after approved by organizer and venue, exhibits can be stored and replaced during assigned period.

G. Storage of empty cases

According to the regulations of temporary storage area issued by SNIEC on Aug 2nd 2018, if the empty of exhibits or stand materials need to be kept on-site temporarily, the exhibitor or stand builder shall apply at the official forwarder and pay the service charges first. The temporary materials must be labelled and kept in assigned area which are authorized by the official forwarder. If the materials are kept out of the assigned area or without any label, SNIEC will dispose as ownerless material and the exhibitors or the 3rd party shall be responsible of the cost of disposal.

H. Equipment Order

Please fill in the Form 3 for overtime installation including setting up, laying down etc. The Equipment order has to be submitted to official forwarder before deadline. Otherwise the order cannot be arranged and will be adjusted according to on-site supply.

I. Heavy or Oversized Exhibits

Exhibitors with heavy or oversized exhibits must be on-site early and instruct the operation of unpacking and positioning heavy exhibits. If a mobile crane or forklift is required for installation or disassemble of equipment, exhibitors should send their requirements to us at least 48 hours in

advance. A detailed layout should also be provided to us for better on-site operations.

J. Return Container and Demurrage of Container

Exhibitors shall return the containers, which are used to import the exhibits, to the container rental company before the exhibition starts if there is no instruction or informing in advance. Exhibitors have to pay for the container demurrage charges as from date of arrival vessel till show opening date under the circumstance that exhibitor does not require keeping the container for return. If exhibitor requires keeping the container for return shipment, container demurrage charges will be debited to exhibitor till the date of vessel departure.

Container stuffing usually should be managed on the show site during the closing days of the exhibition. Stuffed container must be re-exported within one week after the exhibition closes. Otherwise, there would be additional charges.

K. Return exhibits

According to China Customs regulations, temporary import exhibits, which cannot be re-exported on time, will be stored in customs bonded warehouse after show; exhibits can only stay in China for 6 months from the import date. If exhibits cannot be re-exported within 6 months, China Customs reserve the rights for disposal of the exhibits.

5. Insurance and Exemption

Please note that all work is undertaken by Shanghai Expotrans at owner risk and we provide no direct insurance on exhibits. Please make sure that all your shipments are covered by a full insurance from the time of dispatch from works to Shanghai till return (including exhibition period). And please pay close attention to the valid date of insurance

Shanghai Expotrans will not be responsible for the condition or contents of any goods received for storage, nor for loss of weight, nor for any damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft,, Enemies, hostilities, strikers, lockouts, riots, civil commotion, affects of climates, monsoons, tempest, torrential rains, floods, temperature changes, heat, fire, lighting, earthquake, explosion, vermin, white ants,

unprotected or insufficiently protected casting or machinery, defective or insufficiently protected casting or machinery, defective or insufficient packing or packages, obliteration of marks, hook holes, tearing of covers, bursting of bands or hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents, latent defect of the storage containers, inherent vice or circumstance over which the or any part or parts therefore to any part of parts of their storage container for storage.

Shanghai Expotrans may refuse to deliver to any person the goods deposited or any of them unless the storage charges hereunder accrued due and all others sum if any owed by the Depositors to Shanghai Expotrans shall have been previously paid.

6. Payment and Condition

A. Bank Transfer

In order to short the procedure time and speed up the exhibits handling, the exhibitors shall contact official forwarder earlier and pay the service charges against the payment notice before move-in to the following account

ACOUNT	SHANGHAI EXPOTRANS LIMITED
BANK	BANK OF CHINA, SHANGHAI BRANCH
SWIFT CODE	BKCHCN BJ300
A/C of RMB:	437759214603
A/C of USD:	436459237094
A/C of EURO:	436459242210

B. On-Site Payment

Official forwarders accept cash, credit card of Union pay, Alipay and Wechat Pay

C. Payment Condition

- Handling charges will be settled directly with official forwarder, if exhibitors place the order
- Handling charges will be settled with 3rd party, who is entrusted by the exhibitor and can present the entrust letter



c. Handling charges must be paid in advance on-site if 3rd party cannot present the entrust letter

7. Business Conditions

All business is transacted subject to the conditions of trading and carriage of the Shanghai Expotrans.

Services and Tariff

III. Services and Tariff

1. Basic Service Charge

Basic Service Charge	RMB 335.00 per exhibitor per consignment
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2. Direct Shipment to China

By Sea

From arrival port up to delivered unpacked on stand, including transport handling, removal & storage of empty cases & on-site supervision	RMB 450.00 / m ³ or 1000kg (whichever is greater) (Minimum charge 2 m ³ per consignment per exhibitor)
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By Air

From arrival airports, to delivering unpacked on stand, including transport handling, removal & storage of empty cases & on-site supervision.	RMB 5.50 / kg (Minimum charge 100kg per AWB per exhibitor)
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3. Freight On-Site

From arrival exhibition ground up to delivered stand, including customs registration, unpacking, removal and storage of empty cases.	RMB 255.00 / m ³ (Minimum charge 1m ³ per exhibitor per consignment)
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4. Freight Transfer From Other Exhibitions

Collection from customs bonded area in Shanghai up to delivered stand, including customs registration, unpacking, removal and storage of empty cases.	RMB400.00 / m ³ (Minimum charge 1m ³ per exhibitor per consignment)
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To supply a customs cover note for transfer in bond – If applicable.	RMB 500.00 per document
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5. Sold Items

Return of empty cases to stand, repacking, customs clearance of sold goods at the close of the exhibition and removal to on-site storage place. (outdoors)	RMB 255.00 / m ³ (Minimum charge 2 m ³ per exhibitor per consignment)
Transportation from exhibition site to customs bonded warehouse – If applicable.	RMB 190.00 / m ³ (Minimum charge 2 m ³ per exhibitor per consignment)

6. Temporary Storage

Bonded warehouse storage	RMB 5.00 / day / m ³
Bonded warehouse move in and out	RMB 100.00 / m ³

7. Input of declaration form

Input of declaration form	RMB 30.00 per page
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8. Hand Carried Items Arriving Shanghai Airport (Below 20 KGS)

Removal & clearance from Airport customs of detained hand carried items	RMB 650.00 per shipment per exhibitor
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The charge for the shipment over 20KGS will refer to the air shipment.

9. Quarantine Declaration Charges

Total volume of packages under 3 m ³	RMB 45.00/pkg Min RMB 200.00
Total volume of packages above 3 m ³	RMB 90.00/pkg Min RMB 200.00
Total volume of packages above 10 m ³	RMB 130.00/pkg Min RMB 200.00
Per 20' container	RMB 610.00
Per 40' container	RMB 920.00

Other charges for treatment of goods will be as per outlay + 10%.

" The above charges applicable on inbound and outbound movements " .

10. Equipment & Manpower for Installation of Machines

FORKLIFT	
3 tons	RMB 60.00/hour (Min. 1 HOUR)
5 tons	RMB 120.00/hour (Min. 1 HOUR)
10 tons	RMB 200.00/hour (Min. 1 HOUR)
15 tons	RMB 280.00/hour (Min. 1 HOUR)



SHIPPING GUIDELINE AND TARIFF

MANPOWER	
Bilingual Labors (English & Mandarin)	RMB 60.00/hour (Min. 1 HOUR)
Normal Labors	RMB 30.00/hour (Min. 1 HOUR)

MOBILE CRANE	
25 tons	RMB 500.00/hour (Min. 1 HOUR)
50 tons	RMB 900.00/hour (Min. 1 HOUR)
70 tons	RMB 2300.00/hour (Min. 1 HOUR)
100 tons	RMB 4000.00/hour (Min. 1 HOUR)
120 tons	RMB 6000.00/hour (Min. 1 HOUR)

11. Additional Charges

Incorrect consignee surcharge	RMB 700.00 per exhibitor per consignment
Shipment sent under House Airway bill	RMB 700.00 per exhibitor per consignment
THC	LCL & RR cargo: RMB 230 per m ³ (min 3 m ³) FCL: RMB 1350.00 / 20' , RMB 2370.00/40' AIR: RMB 1.60 / kg (min RMB160.00 per AWB per Exhibitor) Extra will be charged as per outlay + 10%
D/O Fee	Per outlay + 10%

12. Return/ New Order of FCL Containers to Sea Terminal

All full load containers will be grounded on-site at the exhibition venue to facilitate unloading. Cranage charges for unloading and reloading to trailers will be levied at RMB 400.00 per 20' unit and RMB 670.00 per 40' unit.

Charges for the return of containers to Port	RMB 1300.00 / 20' RMB 2000.00 / 40'
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13. Container Detention On-site

If exhibitors use shippers own containers or request us to unload and retain their container on-site, charges for the space rental and cranage to unload and reload units will be RMB2200.00/20'

and RMB 3550.00/40' for the exhibition tenancy period, (excluding demurrage if applicable which will be charged as per outlay – approximately RMB 135.00/Day/20' & RMB 270.00/Day/40' based on standard container). Extended rental rates are available upon request and will charge a 10% pre-paid fee.

14. Storage in China at Sea Ports or Airport

By Sea Cargo arriving prior to our deadline (for break bulk cargo)	RMB 20.00 / m ³ / day
Cargo arriving prior to our deadline (for FCL cargo)	RMB 200.00 / teu / day
By Air Cargo arriving prior to our deadline	RMB 0.68 / kgs / day

15. Storage For Exhibits Containers And Materials

Service for those who don't use the unpacking offered by the official forwarders	RMB10.00 / m ³ (Minimum charge 1m3 per exhibitor per consignment)
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NOTES ON TARIFF

- * This tariff applies to all inbound & outbound cargo. Return movement charges will be as above.
- * This tariff applies per shipment, per exhibitor.
- * Specialized cargo – Hazardous or dangerous cargo will be subject to a 50% increase against official tariff.
- * For 20' GP container, the minimum chargeable volume is 23cbm, and other 20' container is 25 cbm.
- For 40' GP container, is 46cbm, and other 40' container is 50cbm.
- * The weight of cargo by air will follow the International Air Transportation Clause, and fee of the cargo will calculate by the chargeable weight of the cargo.



SHIPPING GUIDELINE AND TARIFF

* The fee ratio: 6 cbm,= 1000 Kg.

* Cargo arriving after our deadlines will incur a 30% surcharge on basic prices (Min. RMB 675 per consignment).

* Cargo dispatched under freight collect basis will be paid on your behalf plus a 10% prepayment fee.

* We provide 14 days free storage for cargo arriving during the deadline. For Cargo arriving early than our deadline, we will charge storage charges for the early part according to Tariff item 14.

We provide 7 days free storage after the show. Additional storage if required will be charged at RMB 5 per m3 per day. (Minimum 1 month)

* Shipment under ATA Carnet will incur inspection fees of RMB 500 per Carnet.

* Customs inspection will incur service fees of RMB 300 per time per consignment. If there occur other charge s(fumigation fee etc.), extra will be charged as per outlay + 10%.

* Yang Shan Harbor Surcharge LCL cargo RMB 40/CBM, Minimum 800/per shipment. FCL cargo, 800 per TEU.



SHIPPING GUIDELINE AND TARIFF

Form 1

Power of Attorney

To: Shanghai Expotrans Ltd.

As the exhibitor of CCMT2024, we fully acknowledge and confirm all the requirements of the Exhibitors' Manual and the attached Shipping Guideline& Tariff.

We entrust the company _____ as our authorized representative for CCMT2024 and promise the company will strictly execute all the above-mentioned requirements. The company will represent us to submit all application forms, settle corresponding service charges, and sign the service agreement. If the company fails to do the above, our company is willing to bear all the consequences and take the joint and several liabilities.

Exhibitor: (Stamp)

Authorized Company (Stamp)

Company Representative:

Company Representative:

Tel:

Tel:



SHIPPING GUIDELINE AND TARIFF

FORM 2

Exhibits Info Registration

Deadline: March 15th2024

Please return this form to: SHANGHAI EXPOTRANS Ltd. Tel: +86 – 21 – 6013 1830 Fax: +86 – 21 – 6013 5518 Attn: Mr. HankDong Email: donghao@xptrs.com.cn	Exhibitor Info.		
	Company Name:		
	Booth No:		Booth Square:
	Contact:		
	E-mail:		
	Tel:		Fax:

1. Exhibits Info.:

No.	Packing	Commodity	L x W x H (M)	Volume (CBM)	Weight (KGS)
Total:		PCS	Total:	CBM	Total: KGS

2. Above exhibits will arrive

<input type="checkbox"/> Shanghai Airport by Aircraft, AWB No.: , Flight No. , ETA SHANGHAI: _____, requires to be picked up and delivered to the booth. <input type="checkbox"/> Shanghai Port by Ocean, B/L No: , Vessel No. , ETA SHANGHAI: _____, requires to be picked up and delivered to the booth. <input type="checkbox"/> Official warehouse with attached Waybill, Waybill No. , Requires to be collected and delivered to the booth. <input type="checkbox"/> The exhibition hall, requires to be unloaded to the booth. <input type="checkbox"/> Assembly or disassembly service, requires Form 4.
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3. We confirm the Tariff and will settle the corresponding charges via

<input type="checkbox"/> Payment on-site during the exhibition period.(Acceptable for Alipay, WeChat pay, bank card, and cash) <input type="checkbox"/> T/T before the exhibition Move-in.
Signature: Date: (Please keep a copy for your record)



SHIPPING GUIDELINE AND TARIFF

FORM 3

Equipment Order (Assembly/disassembly only)

Deadline: Mar.15th , 2024

Please return this form to: SHANGHAI EXPOTRANS Ltd. Tel: +86 – 21 – 6013 1830 Fax: +86 – 21 – 6013 5518 Attn: Mr. HankDong Email: donghao@xptrs.com.cn	Exhibitor Info.			
	Company Name:			
	Booth No:		Booth Square:	
	Authorized Person:			
	E-mail:			
	Tel:		Fax:	

Date	Forklift Quantity					Crane Quantity		
	3T	5T	10T	15T	Others	25T	50T	Others

Above equipment order should not exceed the period of move-in & out permitted by the organizer.

Signature:

Date:
(Please keep a copy for your record)



SHIPPING GUIDELINE AND TARIFF

Form 4

TRUCK PERMITS APPLICATION (Required)

Deadline: Mar.15th, 2024

Please return this form to: SHANGHAI EXPOTRANS Ltd. Tel: +86 – 21 – 6013 1830 Fax: +86 – 21 – 6013 5518 Attn: Mr. HankDong Email: donghao@xptrs.com.cn	Exhibitor Info.			
	Company Name:			
	Booth No:		Booth Square:	
	Contact:			
	E-mail:			
	Tel:		Fax:	

1. The exhibits will be transported to SNIEC on the following date.
 According to our needs, we apply the following truck pass:

DATE \ TIME	Before 7:00	9:30–13:00	13:00–16:30	After 19:00
Apr.3 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.4 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.5 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.6 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.7 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)

2. The stand materials will be transported to SNIEC on the following date.
 According to our needs, we apply the following truck pass:

DATE \ TIME	Before 7:00	9:30–13:00	13:00–16:30	After 19:00
Apr.3 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.4 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.5 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.6 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)
Apr.7 th , 2024	___ Truck(s)	___ Truck(s)	___ Truck(s)	___ Truck(s)

1. Please fill in the form according to the move-in time, which is subject to the official notice released by the Organizer. Before filling the form, please contact the official forwarder in advance. Please submit the form before deadline with accurate and complete information. If there is no need for the truck pass, please also inform us by email.

2. One pass for one truck. All applications will be approved by Shanghai Expotrans. Shanghai Expotrans have the right to adjust the move-in time period or quantity of the truck pass. If there occurs any official adjustment on the move-in schedule for trucks, we will inform accordingly. The truck pass is only valid for trucks, not for passenger vehicles.

3. Please refer to the notice on the move-in and move-out of freight trucks for the use of the truck pass.
4. Besides the truck pass, the unloading pass shall be applied at the accreditation center of SNIEC before the security release the truck to unloading bay.
5. The truck pass for move-out shall be applied at Shanghai Expotrans' s on-site office during the show.

Signature:

Date:

(Please keep a copy for your record)



Form 5

ATA单证册授权委托书

致中国海关

我司授权委托任意持有此委托函的代理，代表我司办理ATA单证册号：_____项下有关的通关事宜，包括递呈文件、签署、办理与之有关的海关事宜。

公司签章

日期：

ENTRUSTING LETTER FOR ATA CARNET (SAMPLE)

To Customs Authority Concerned:

We hereby appoint any authorized representative to be our agent for the purposes of completing, presenting and signing

ATA Carnet No.: _____ and to deliver to customs any documents required in this connection.

Stamp and Signature

Date:



SHIPPING GUIDELINE AND TARIFF

Form 6

无木质包装声明

致中国海关

兹声明以下货物：

运单号： _____

总件数 _____，毛重： _____ 公斤

不含有木质包装。

公司签章

日期：

Self Declaration of Non-Wood / Processed Wood Packing

To China Customs

It is declared that in this shipment:

Total Number of Packages _____, Gross Weight: _____ KGS

Under Way Bill Number: _____

dose not contain any WOOD packing materials.

Stamp and Signature

Date:

 <h2 style="margin: 0;">上海展运</h2> <p style="margin: 0; font-weight: bold;">SHANGHAI EXPOTRANS</p>					FORM 7	展览会名称 Exhibition	CCMT 2024 Apr 8-12, 2024 SNIEC									
<h3>List of Exhibits 展品申报清单</h3>																
参展商 EXHIBITOR'S NAME:			集装箱/运单号 CNTR/AWB NO				DISPOSALS REMARKS: 备注									
运输方式 - 海运/空运/转关 BY SEA/AIR/Bonded transfer			原产国 Country of Origin		货号 Hall NO.	展位号 Stand NO.	外包装 PACKING MATERIAL	A. 回运 RETURNED B. 售出 SOLD C. 消耗 CONSUMED D. 遗弃 ABANDONED								
							货物材质 GOODS MATERIAL									
箱号 C/NO	尺寸 Dimension (CM)		重量 WEIGHT		HS 编码 H.S. CODE		数量 QTY	单价 Unit Value	展品处置 DISPOSALS							
	长 L	宽 W	体积 VOL	毛重 G.W.	净重 N.W.	总价值 Total Value			A	B	C	D				
	高 H	(M3)														
总计 TOTAL			0.00	0.0	0.0	0.0	0.00	USD					0.00			
This form must be completed accurately by typewriting								Signature of Responsible Person: _____		JOB NUMBER _____						

Annex 1



Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

关于大车流展览会货运车辆信息化管理系统的通知

各主办单位：

为缓解布、撤展期间货车车流集中涌入新国际博览中心造成周边道路拥堵的情况，在浦东商委会、浦东交警支队的指导下，我司对货运车辆将实施轮候管理，凡需要进入上海新国际博览中心货运车辆停车场的车辆，均需要办理《布撤展货运车辆轮候证》，新国际博览中心货运车辆信息化管理系统由网上货车轮候证管理系统、P8 申江路停车场组成，其中单日货车数量大于 900 辆的大车流展会（单场或同时段多场），将根据政府主管部门的要求启用外围 P8 申江路停车场。具体如下：

- 一、网上货车轮候证管理系统适用于所有至新国际博览中心的展会货运车辆。系统登录渠道为：上海新国际博览中心微信公众号（微信号：SNIEC_SH）。未办理《布撤展货运车辆轮候证》将无法进入我中心，每证需缴纳 20 元办证费用，费用通过网上缴纳，现场不设缴费窗口。
- 二、单日货车数量大于 900 辆的展会（单场或同时段多场），我中心将通知主办方启用 P8 申江路停车场。停车场具体地址为：申江路 2889 号。货运车辆应当先进入申江路停车场等候，之后根据现场指令办理《P8 停车场进场证》后分批次前往我中心，每证需缴纳 50 元办证费用，收费方式与主办单位协商确定。

操作流程：

- A、展馆客服及物业部门，根据历史数据，结合今年展会面积，提出展会货车分批方案；
- B、根据主办单位的要求，确定每一批轮候证分配方式，并报交警部门审批；
- C、展商上网申请《布撤展货运车辆轮候证》，填写车牌号码、支付费用、打印轮候证；
- D、展商根据《布撤展货运车辆轮候证》上指定的时间进入展馆停车场或者 P8；
- F、进入 P8 的车辆凭《布撤展货运车辆轮候证》换取《P8 停车场进场证》，然后根据现场保安的指挥，直接凭《P8 停车场进场证》进入新国际博览中心货运车辆停车场等待装卸货物。

三、原办理货运车辆卸货区卸货证的《上海新国际博览中心运输车辆管理办法》保持不变。

请主办单位将此通知内容及时告知各相关人员，并积极配合实行，共同维护新国际博览中心周边良好的交通环境。



浦东新区龙阳路 2345 号
2345 Longyang Road Pudong Shanghai
电话/Tel: (0086)-21-2890 6666
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Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

关于 P8 停车场地址变更的通知

各主办单位：

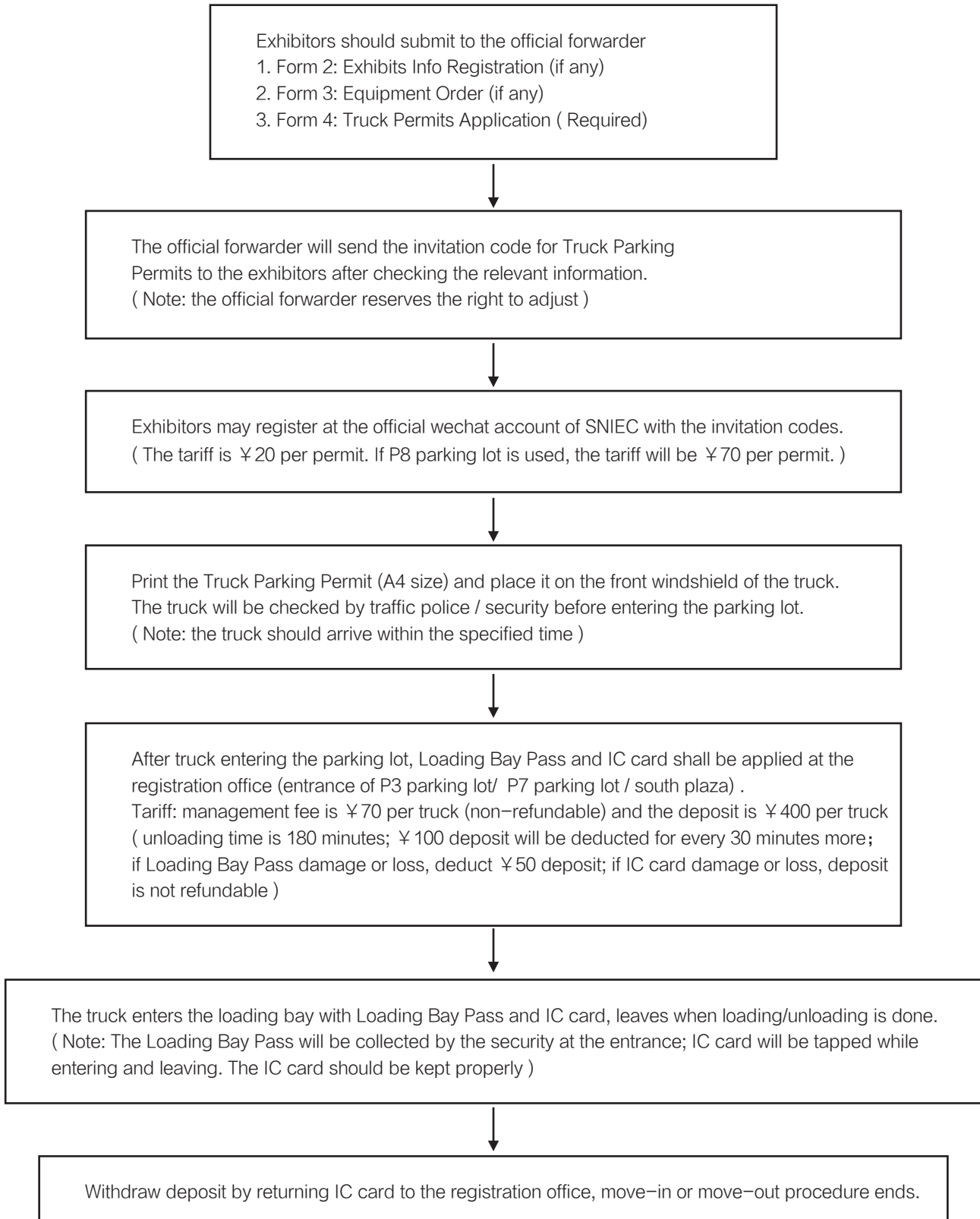
随着市政建设不断推进，原有 P8 停车场（泰陇路/创业路）已无法继续使用。经与交警部门协商，自 2023 年 3 月 1 日起，我司将启用新 P8 停车场。该停车场位于泰华路/创新路（位置参考附图）。使用 P8 停车场的展会，货运车辆应当根据轮候证管理制度按时间段分批进入停车场等候，并根据交警及现场工作人员安排分批前往展馆。其他轮候证管理制度与流程保持不变。请各主办单位将此通知内容及时告知相关人员，并积极配合实行，共同维护新国际博览中心周边良好的交通环境。



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Annex 2

Flow chart of trucks for move-in and move-out



Annex 3

SPECIAL ITEMS INBOUND APPLICATION

Our company participates in CCMT 2024, and the following special items are needed for demonstration. We hereby apply to the organizer:

- Inert gas cylinders, quantity: _____ ;
- Lubricating oil, quantity: _____ ;
- Others _____, quantity: _____ ;

The storage area is located at _____. To ensure the safety of demonstration, we guarantee the following safety measures: appointing assigned staff _____ (Tel: _____) responsible for on-site management, demonstration operated by professionals, the equipment status checked, fire extinguisher equipped as per fire regulation, and keeping clean and tidy.

We solemnly promise that there will be NO negative influence on this exhibition. If any safety accident occurs, we will take full responsibilities.

Hereby.

Booth No.:

Exhibitor:

Signature:

INBOUND PERMISSION

To Shanghai New International Expo Centre,

This is to certify that exhibitor _____, booth No. _____, of CCMT 2024, will bring the following special items to the exhibition hall for demonstration:

- Inert gas cylinders, quantity: _____ ;
- Lubricating oil, quantity: _____ ;
- Others _____, quantity: _____ ;

Please release against this inbound permission.

Signature:

Focus on

Digitalization
Interconnection
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CCMT 2024



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