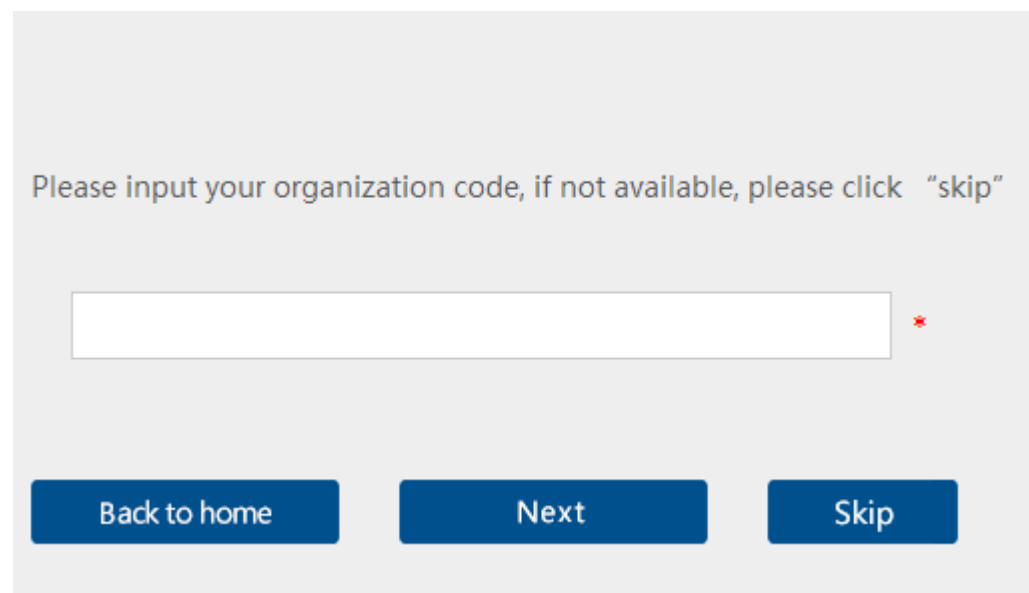# CMTBA Exhibitor Manual Process

** Please use IE browser as that is compatible with the site.

Registration steps：

1. The first step is to register at http://www.ccmtshow.com to get a username and password.
   Please choose either "ENGLISH" or "CHINESE" – as preferred on the top right hand side of the page.

2. Please click the button "Exhibitors Entrance".
   IMPORTANT: IF your company exhibited in CCMT 2016 in Shanghai OR CIMT 2017 in Beijing, please skip to Step 9, and login under the same username and password.

3. Click the blue button "No Account? Please click here to register".

4. Then you have first to skip the normal registration procedure to get a personal account – please click "Skip".

5. Now you can create your own personal company account for CCMT 2018 – you will have to fill-in all fields which are marked with the red star.
   IMPORTANT: Remember to click "submit" after completing all the information. Your email address is your username.

6. Now you can restart the website http://www.ccmtshow.com and repeat steps 1 and 2.

7. Now log-in under your "Username(Email)" and "password"

8. On the new page, please go left and click "Registration for exhibition"

9. Under the column "Operation" please click on "Overseas Enterprise Registration" (at the right-hand side)

10. On the new page please fill-in all fields marked with a red-star
IMPORTANT: please choose National pavilion then select USA.

11. There are in addition two **up-load fields**, where you must upload your **business license** and another document.   (Your business license should be not more than a 1-page document, either your W-9 form or an confirmation letter from the state in which your business is incorporated)

12. Do not forget to press "Submit" at the bottom of the page!   If you get a message with "Fail", you need to recheck the form for any error message and fill-in the fields accordingly.

13. Once approved, you will receive a notice of approval and you will be able to access the forms.

14. Under "Application Forms" you will find forms in this format:

Exhibitor's Manual Online Application   Exhibtion Session: - CIMT2017 - ▼ Switch

Form name	Deadline	Status	Action
Exhibitor's Badge Application	2017.03.17	Not Submitted	Apply
Visa Application	2017.03.20	Not Submitted	Apply
Visitor's Pass Application	2017.03.17	Not Submitted	Apply
Exhibition Catalogue Information Form	2017.03.01	Not Submitted	Apply
List of Exhibit	2017.01.15	Not Submitted	Apply
Technical Exchange Seminar Application	2017.03.31	Not Submitted	Apply
Promotion Items Application	2017.01.15	Not Submitted	Apply
Free Lubricants Application	2017.02.28	Not Submitted	Apply