



CIMT2023

第十八届中国国际机床展览会

THE 18TH CHINA INTERNATIONAL MACHINE TOOL SHOW

Exhibitor Manual

Overseas

April 10-15, 2023

China International Exhibition Center

(Shunyi Hall) • Beijing

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

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

China International Exhibition Center Group Limited (CIEC)

www.cimtshow.com

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1. Exhibition Guide

1.1 General Information

Name: The 18th China International Machine Tool Show (CIMT2023)
Dates: April. 10–15, 2023
Venue: China International Exhibition Center (Shunyi Hall)
Sponsor: China Machine Tool & Tool Builders' Association (CMTBA)
Co-organizers: China Machine Tool & Tool Builders' Association (CMTBA)
China International Exhibition Center Group Limited (CIEC)
Official Website: www.cimtshow.com

Timetable of Site Operations

Exhibit move-in:	April 4–6	08:30~17:30
(Refer to move-in schedule of the official freight forwarder if there are differences)		
Booth construction:	April 7–8	08:30~17:30
	April 9	08:30~21:00
Show open hours:	April 10–15	09:00~17:30
Booth dismantling:	April 15	17:30~21:00
	April 16	08:30~17:30
Exhibit move-out:	April 17–19	08:30~17:30

Note: Please refer to the "move-in notice" and "move-out notice" for the exact schedule

1.2 Exhibition Venue Information

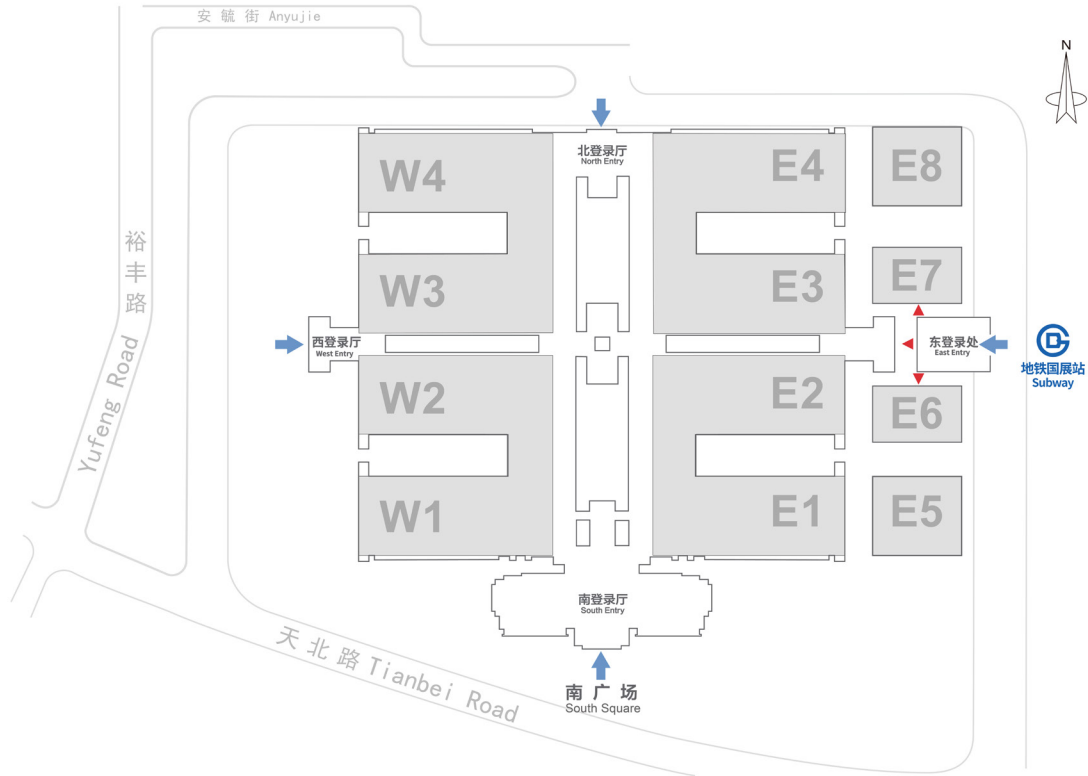
Name: China International Exhibition Center (Shunyi Hall)
Address: (88 Yuxiang Road), Airport Industrial Zone, Tianzhu, Shunyi District,
Beijing, 101318, P.R. China
Tel: +86 10 8460 0000
Fax: +86 10 8460 0996
E-mail: info@ciec.com.cn
Website: www.ciec.com.cn



CIMT2023

Exhibition Guideline

Exhibition hall basic Data of China International Exhibition Center (Shunyi Hall)



Hall	E1, W1	E2,E3,W2,W3	E4,W4	E5,E8	E6,E7
L × W (M)	168 × 70 + 39 × 19	168 × 70 + 39 × 19	168 × 70 + 39 × 19	90 × 75	90 × 45
H (M)	16 – 19.5	13 – 17	13 – 17	5.4 – 10	5.4 – 10
Cargo Gate W × H (M)	4.3 × 4.7	4.3 × 4.7	4.3 × 4.7	2.5 × 3.5	2.5 × 3.5
Ground Load Bearing (T/SQM)	5	5	8	0.5	0.5
Electric Channel Cover Bearing (T/SQM)	2	2	2		

1. 3 Traffic Guide

① Public transportation

Subway: Line 15 to China International Exhibition Center (Shunyi Hall). Line 15 is connected to Line 5, Line 8, Line 13, and Line 14.

Bus: Please search through the mobile map navigation software: China International Exhibition Center (Shunyi Hall), No. 88, Yuxiang Road, Shunyi District, for you to choose the best route in real time.

② Transportation hub to exhibition hall

Beijing Capital Airport→Venue: Take a taxi about 10 Kilometers to China International Exhibition Center (Shunyi Hall).

Beijing Daxing Airport→Venue: Take Subway Line Daxing airport to Caoqiao, transfer to Line 10 to Huixinxijienankou, then transfer to Line 5 to Datunlu East, then transfer to Line 15 to China International Exhibition Center (Shunyi Hall). Take a taxi about 70–100 Kilometers.

Beijing Railway Station→Venue: Take Subway Line 2 at Beijing Railway Station to Dongzhimen, transfer to Line 13 to Wangjing West, then transfer to Line 15 to China International Exhibition Center (Shunyi Hall). Take a taxi about 30 Kilometers.

Beijing West Railway Station→Venue: Take Subway Line 7 at Beijing West Railway Station to Jiulongshan, transfer to line 14 to Wangjing, then transfer to Line 15 to China International Exhibition Center (Shunyi Hall). Take a taxi about 40 Kilometers.

Beijing South Railway Station→Venue: Take Subway Line 14 at Beijing South Railway Station to Wangjing, then transfer to Line 15 to China International Exhibition Center (Shunyi Hall). Take a taxi about 40 Kilometers.

Beijing Chaoyang Station→Venue: Take Bus Special No.195 to Jiangtailukou East Station, transfer to Subway Line 14 to Wangjing, then transfer to Line 15 to China International Exhibition Center (Shunyi Hall). Take a taxi about 20 Kilometers.

③ Driving

Please search through the mobile map navigation software: China International Exhibition Center (Shunyi Hall), No. 88, Yuxiang Road, Tianzhu area, Shunyi District, Beijing, the sponsor of the exhibition will arrange a designated public parking lot and set up signs on the roads around the exhibition hall. Upon arrival, go to the parking lot according to the instructions, and then take a shuttle bus to the exhibition hall.

④ Taxi

The sponsor of the exhibition will set up taxi and online taxi hailing passenger getting on and off points in the designated area of the exhibition hall, the specific location will be announced after implementation.



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Exhibition Guideline

Traffic Map



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

The organizer has appointed Sinotrans Beijing Fairs & Events Logistics Co., Ltd, China International Exhibition Transportation Co., Ltd. to be the official freight forwarders of CIMT2023. They are responsible for exhibit transportation, related paperwork, and on-site services. Exhibitors transporting exhibits by themselves shall issue Beijing Vehicle Entry Permission locally before exhibits entering Beijing, and follow on-site command and dispatch from the official freight forwarders.

The official freight forwarders will arrange 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 its 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, at least one representative of each exhibitor must be on-site to receive exhibits, take the exhibits out of the crates and specify designated location of the exhibits. During exhibit move-out, at least one representative of each exhibitor must be on-site to supervise packing, loading and leaving of the exhibits.

Refer to the chapter of shipping guideline for provisions and charging standards in detail.

Official Freight Forwarders:

E1-E8, W3-W4: Sinotrans Beijing Fairs & Events Logistics Co., Ltd

Address: Floor 3, Beijing Waiyun Haichang Building, No. 44, Liangmaqiao Road, Chaoyang District, Beijing, 100125, China.

Hall	Contact	Tel	Mobile	Email
E1	Wang Fang	010-84601135	13701100686	fang-wang@sinotrans.com
E2	Zhang Xin	010-64671724	13581809156	zhangxin37@sinotans.com
E3	Ji Jianming	010-84601135	13910876059	13910876059@163.com
E4	Zhang Xin	010-64671724	13581809156	zhangxin37@sinotans.com

E5/E6	Wang Fang	010-84601135	13701100686	fang-wang@sinotrans.com
E7/E8	Ji Jianming	010-84601135	13910876059	13910876059@163.com
W3	Zhang Xin	010-64671724	13581809156	zhangxin37@sinotans.com
W4	Yang Bin	010-84601135	13021130443	binyang@sinotans.com

W1-W2: China International Exhibition Transportation Co., Ltd.

Address: Room 539, Hall No.1 (CIEC), 6 East Beisanhuan Road, Chaoyang District, Beijing , 100028, China.

Hall	Contact	Tel	Mobile	Email
W1	Dong Hui	010-84600605	13651049167	donghui@ciec.com.cn
W2	Bai Peng	010-80468783	13910015451	baipeng@ciec.com.cn

1.5 Booth Construction and Appliance Rent

Beijing Pico Exhibition Services Co., Ltd., Beijing M.H. Tale Expo., Ltd. are appointed as the official booth construction service providers of CIMT2023. They are responsible for standard booth construction; rental services for furniture, appliances and lighting facilities; raw space booth construction management; collection and reporting services of water, electricity, gas, telephone network line, hanging point and other facilities.

Please refer to booth construction chapter for more information.

Official Booth Contractor:

Responsible area: E1-E8, W1-W2

Beijing Pico Exhibition Management Co.,Ltd

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District, Beijing 101300,China

Contact:



Hall	Contact	Tel	Mobile	Email
E1 E2 E5 E6	Yu Haifeng	86-10-89414311	13522761318	haifeng.yu@pico.com
	Li Shuaipeng	86-10-89414344	13501154485	shuaipeng li@pico.com
E3 E4 E7 E8	Wang Yuhan	86-10-89414337	18710161009	yuh.wang@pico.com
	Qian Jiayu	86-10-89414319	15600013290	Jiayu.qian@pico.com

W1	Xue Yuqing	86-10-89414313	18210061902	yuqing.xue@pico.com
W2	Cui Yu	86-10-89414379	18310962212	yu.cui@pico.com

Responsible area: W3-W4

Beijing M.H.TALE Expo Co., Ltd



Address: Room 362, Hall 1 of CIEC, No. 6 of North Three-ring East Road, Chaoyang District,

Post Code: 100028

Contact:

Hall	Contact	Tel	Mobile	Email
W1	Fu Shuang	86-10-84602355*8002	13011208106	fushuang_mht@126.com
W2	Zhao Zhong	86-10-84602355*8017	13020009616	zhaozhong_mht@126.com

1.6 Overtime Work Application

Exhibitors, who need to work overtime on exhibits assembly, exhibition construction and related arrangements during exhibit move-in and move-out, must submit application to Customer Service Center of the venue during 15:30--16:30 the same day. Only one time overtime work application is accepted except in the last day of contraction. Exhibitors shall bear all the expenses occur. Application after the deadline won't be accepted.

Charging standard:

Time	Unit	Price (RMB)
Before 24:00	1Hour/Booth (Within100sq.m)	500 Yuan/Hour
After 24:00	1Hour/Booth (Within100sq.m)	1, 000 Yuan/Hour

Note:

Overtime work charge is counted by 100 square meters per booth. That is one booth within 100 square meters before 24:00 will be charged 500 yuan per hour, price of 101-200 square meters is 1000 yuan per hour, price of 201-300 square meters is 1500 yuan per hour, and so on. Overtime shall be applied from 1 hour without interruption.

1.7 Catering

There are Chinese and western style restaurants in the exhibition hall, which can be purchased for you. If you hope a supplier who is not in the exhibition hall to provide with catering service, please ensure that supplier has relevant outside catering business, relevant qualification certificates and other documents shall be submitted to Shunyi airport street food and drug administration for the record, and then the application shall be submitted to the administration department of the exhibition hall.

China International Exhibition Center (Shunyi Hall) Administration Department

Contact: Fu Xiaowei

Tel: +86 10 8046 8266

E-mail: fuxiaowei@ciec.com.cn

For catering and refreshment service, please contact:

Rose Town

Contact: Mr. Yao

Tel: +86 10 6731 2386

Mobile: +86 13911369058

E-mail: lzmg2005@sina.com

1.8 Visitor Invitation

This exhibition will provide with customized e-invitation letter to each exhibitor, and send the e-invitation letter and instructions to the registered e-mail one month before the exhibition, so as to facilitate the exhibitors to invite visitors through e-mail and other online ways. The invited customers could register for e-tickets through this e-invitation letter, using the independent online platform provided by us, exhibitors can view the visitors information registered through their respective invitation letters, and track the sending effect of invitation letters. The exhibition will no longer provide with paper tickets for exhibitors.

Contact:

Intl. Cooperation Dept. of CMTBA

Contact person: Wei Zheng

Tel: +86 10 6334 5696, 6334 5268

Fax: +86 10 6334 5700

E-mail: weizheng@cmtba.org.cn

1.9 Card Reader Rental Service

This exhibition provides with rental service of card reader to exhibitors, exhibitors could use readers to collect bar codes/QR codes of visitors' card, and then obtain the information of these visitors, it not only avoids the inconvenience of asking for customers' business cards and contact information, but also helps to track potential customers immediately after the exhibition.

For rental service of card reader, China International Exhibition Center Group Corporation Information Center (known as CIEC Info Center) is appointed as the official login service provider. 3 working days after the end of exhibition, exhibitors can through the platform provided by CIEC Info Center to online browse some visitors' information collected by the card reader (visitors registered via the official website and official account), 10 working days after the end of exhibition, can through this platform to online browse all visitors' information collected by the card reader (some are in the form of pictures), 40 working days after the end of exhibition, can download full data.

Charge:

Rental: 2000 Yuan/set (Remittance or on-site payment, cash only for on-site payment)

Deposit: 1000 Yuan/set (The equipment shall be returned to the site after the equipment is checked by our staff)

Contact:

China International Exhibition Center Group Corporation Information Center

Contact person: Wang Linlin

Tel: +86 01 8460 8860

E-mail: wanglinlin@ciec.com.cn

1.10 Hotel and Conference Service

The organizer has entrusted Beijing Times International Conference & Exhibition Co., Ltd and Shanghai Superb Business Conference & Exhibition Services Co., Ltd. to offer hotel and conference service for exhibitors in the 18th China International Machine Tool Show (CIMT2023). Besides accommodation, they are also responsible for car rental, booth translation, etiquette and plan of conference activities as well as implementation of conference services.

Beijing Times International Conference & Exhibition Co., Ltd

Contact: Yang Weiqiong, Xu Na

Address: 07/18F Golden Tower, No.1 Xibahe South Rd, Chaoyang District, 100028, Beijing

Tel: +86 10 6446 2182

Mobile: +86 18612291382, +86 13720055233

E-mail: times@sdlm.cn

Website: www.sdlm.cn



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

Contact: Yu liang, Ding Siwei

Tel: +86 21 6438 7722

+86 10 8201 2266 (Beijing office Xu Shumin)

Mobile: +86 13601809725, 13701663833

Address: 02/17F Yuan Fu Mansion, 188 Hong Qiao Rd, Shanghai 200030

Email: yuliang@sbc.es.com; info@sbc.es.com

Website: http://www.sbc.es.com

1.11 Rules of Participation and Safety

1. Exhibitor and contractors ought to ensure compliance with the regulation of "Beijing Large Social Activities Safety Management Regulations", "Beijing Exhibition, Marketing Activities, Fire Safety Management Interim Provisions", "China International Exhibition Center Exhibition Construction Management Regulations", "China International Exhibition Center Exhibition Construction Management Regulations", "China International Exhibition Center Exhibition Water, Electricity and Compressed Air Management Regulations", "China International Exhibition Center Exhibition Construction Management Punishment Provisions", "China International Exhibition

Center Exhibition Construction Environmental Protection Regulations" and other related rules and regulations, accept the inspection by the Official Contractor, Organizer, Venue Staff, the Beijing Fire Bureau Department and relevant local authorities to ensure the safety and orderly working and exhibition.

2. Exhibitors should strictly abide by the relevant regulations of government departments on the prevention and control of the exhibition pandemic, and do a good job in the joint prevention and control of the pandemic in this exhibition, and maintain the health and safety of the participants.

3. Exhibitors shall comply with the garbage classification regulations in accordance with the "Beijing Municipal Household Waste Management Regulations".

4. 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.

5. All the on-site persons must wear safety helmets and mask. The contractor doing overhead work must use safety belt. When using the herringbone ladder, the users shall pay attention that the height of the herringbone ladder shall not exceed more than 2 meters, or mobile scaffold shall be replaced, and at least one protection person must be set on floor ground. Workers inside the Venue must be wearing personal work pass, and keep the certificate in valid available if doing professional work. 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. Booth construction materials should meet the National Environmental Protection Requirements.
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. Stand exhibits and other items on the stand are particularly at risk during the stand set up and dismantling periods. Exhibitors are responsible for the security of items of value and/or those that can be easily removed, and these items must always be locked away at night. Please keep the environment in the exhibition area clean and tidy, do not litter up with waste material.

1.12 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 “measures for IPR protection” and implemented it. To cooperate with the implementation of “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 Organizer require exhibitors to cooperate with investigation of IPR infringement complaints.

The IPR law enforcement administrative department of the government will set up an office onsite during the Show, 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 Show. In addition, IPR infringement can be sued in court and punished according to the law with court ruling.

The Organizer of the 18th China International Machine Tool Show (CIMT2023) requires exhibitors to cooperate with the implementation of IPR protection onsite from the perspective of protection of self-interest and common interest. Exhibitors shall carry out self-checking before participation in CIMT, and fill out the Commitment on protection of IPR which is a part of the agreements of CIMT. Exhibitors shall obey the law, defend self-right in accordance with the law and avoid IPR infringement.

1.13 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.

1.14 Contact of Organizer

Intl. Cooperation Dept. of China Machine Tool & Tool Builders Association

Address: 12/ F Tianlian Mansion, 102 E Lianhuachi Road, Xicheng District Beijing 100055

P.R. CHINA

Contact: Fa Jingtao, Wei Zheng

Tel: +86 10 6334 5696, 6334 5268

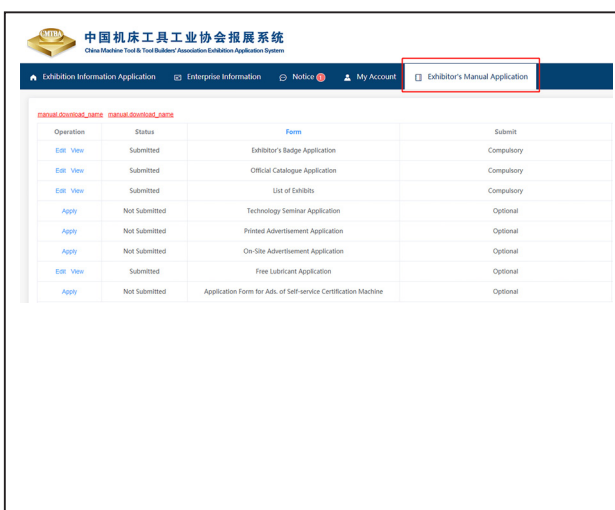
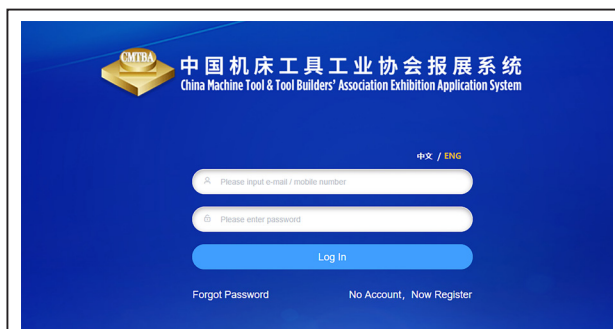
Fax: +86 10 6334 5700

E-mail: cmtbagj@cmtba.org.cn

2. Exhibitor Service Application (Online)

The services provided by the organizer are: Invitation letter for Visa Application; Exhibitor's Badge and Visitor's Certificate Application; “Exhibition Catalogue” Application; List of Exhibit Application; Technical Exchange Seminar Application; Promotion Application and etc. All applications need to be applied and processed online.

Please log in CIMT office website: <http://www.cimtshow.com/>, click “Exhibitor entrance” , after logging in click “Application Forms” and choose corresponding contents to apply. Please pay attention to the deadlines of each service.



2.1 Invitation Letter for Visa

Deadline: March 5, 2023

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

Invitation letter for visa of exhibitors will be exclusively for CIMT2023.

Note: The current pandemic prevention policy may be adjusted at any time as the pandemic situation changes. Please pay attention. We will also release relevant information in a timely manner.

Contact Dept.:

Intl. Cooperation Dept. of CMTBA

Contact person: Sun Xin

Tel: +86 10 6334 5983

Fax: +86 10 6334 5700

E-mail: sunxin@cmtba.org.cn

2.2 Exhibitor' s Badge

Deadline: March 1, 2023

Exhibitor's badge, which is effective during move-in, exhibition, and move-out period, is a must for exhibitors to enter the Exhibition hall.

According to the requirement of “Guiding opinions on the COVID-19 prevention and control work in the exhibition of Ministry of Commerce, Ministry of public security and Health Committee” , which must be coordinated by Beijing municipal government, all documents applicants will be certified by their real name, they can enter the venue only after cooperating with the use of Beijing health certificate and nucleic acid negative certificate, etc., specific requirements will be announced according to the pandemic prevention and control policy before implementation.

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

Price of exhibitor's badge: Less than 50 exhibitor's badges could be handled free of charge, and more than 50 exhibitor's badges shall pay RMB 5 Yuan each, the expenses shall be paid when handling on site, and invoices shall be issued on site.

Place of handling: From April 4th, 2023, the exhibitor's check-in window at the south entrance hall of China International Exhibition Center (Shunyi Hall).

Contact:

Intl. Cooperation Dept. of CMTBA

Contact person: Wei Zheng

Tel: +86 10 6334 5696, +86 10 6334 5268

Fax: +86 10 6334 5700

E-mail: weizheng@cmtba.org.cn

2.3 Exhibition Catalogue

Deadline: March 1, 2023

The organizer— China Machine Tool & Tool Builders' Association is generally responsible for Exhibition Catalogue of the 18th China International Machine Tool Show (CIMT2023), the Catalogue is bilingual in Chinese and English, publication of exhibitor's information is free of charge. The application of the exhibition catalogue materials uses the online method, which shall be submitted in simultaneously with the exhibition application materials, all exhibitors are requested to fill in the relevant information as required, which can be modified and confirmed again after the booth confirmation.

Contact:

Printing Agency: Metal Working Magazine Agency

Contact person: Li Yifan

Tel: +86 10 8837 9798 622, 1520 128 8712

Fax: +86 10 6832 7225

E-mail: zlhk@cmtba.org.cn

Info. Media Dept. of CMTBA

Contact person: Zhang Fangli, Lan Haixia

Tel: +86 10 6334 5051, +86 106337 7672

E-mail: zlhk@cmtba.org.cn

2.4 List of Exhibit

Deadline: December 31, 2022

CMTBA will edit a CIMT Exhibits List to promote exhibitors and their exhibits among main users and dealers of machine tool and tools. Therefore, exhibitors are kindly required to submit their exhibits (including basic information, application cases, images and videos) online and send the digital catalogue via email to the contact. The information on the exhibits will have the opportunity to be introduced by CMTBA on the magazine and website, and on the CIMT2023 road shows.

Contact:

Marketing Dept. of CMTBA

Contact person: Mr. Fu Zuogang Ms. Li Lei

Tel: +86 10 6334 5697, 6334 5021

E-mail: yh@cmtba.org.cn

2.5 Technical Exchange Seminar

Deadline: March 31, 2023

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 organizer will set up a technical exchange seminar platform, welcome to apply for organizing exchange activities.

Contact Dept.

Industry Development Dept. of CMTBA

Contact person: Song Qiyang

Tel: +86 10 6334 5261

E-mail: hangye@cmtba.org.cn

2.6 Advertising and Promotion

Deadline: March 1, 2023

The official media outlets are: World Manufacturing Engineering and Marketing (WMEM) magazine, China Machine Tool & Tool newspaper, CMTBA's official Wechat Account, CMTBA's official website www.cmtba.org.cn. CIMT's official website www.cimtshow.com, and onsite Show Daily newspaper.

For the purpose of enhancing exhibitors' reputation and the effect of exhibitor promotion, the organizer will provide the exhibitors with comprehensive and multi-angel promotion services on the official media in the form of special issue, special topic, exclusive interview and etc. In the meantime, the organizer will provide with Catalogue, Visitor Guide, Visitor's Certificate, WMEM magazine, Show Daily and on site promotion items.

Among the promotion items above, the print material will be in the form of print advertisements, on site promotion will be in the form of vertical billboard. Please refer to the Exhibitor Promotion Online Application Form for detailed requirements and procedures.

Contact:

Info. Media Dept. of CMTBA

Print Advertisement

Contact person: Li Huaxiang

Tel: +86 10 6334 5052,

Mobile: +86 1355 282 0631

E-mail: lhx@cmtba.org.cn

Onsite Advertisement

Contact person: Ye Han, Zhang Fangli

Tel: +86 10 6334 5699, +86 10 6334 5051

Mobile: +86 1360 106 3079, +86 1342 633 2330

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

2.7 Free Lubricants

Deadline: March 1, 2023

FUCHS Lubricants (China) Ltd. has been appointed as the official lubricants supplier for the convenience of the exhibitors.

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

Contact:

FUCHS Lubricants (China) Ltd.

Contact person: Wang Yuwei

Tel: +86 21 3912 2369

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

Intl. Cooperation Dept. of CMTBA

Contact person: Wei Zheng

Tel: +86 10 6334 5696, +86 10 6334 5268

E-mail: weizheng@cmtba.org.cn

3. Basic Information and matters needing attention

Beijing Pico Exhibition Management Co.,Ltd, and Beijing M.H.TALE Expo Co., Ltd. are appointed as the sole Official Contractors by the Organizer of the 18th China International Machine Tool Exhibition to be in charge of setting up shell scheme, collecting information & producing exhibitors' fascia board. The mentioned Contractors will provide rental service of furniture, technical application such as water, electricity, compressed air, telephone, internet, and lighting facilities etc.. They will also offer services of Vetingdrawing and on-site construction management & supervision for the Raw Space.

Please read the Manual carefully to make sure the relevant work of the exhibition goes smoothly. Please log in [Http://www.cimtshow.com/online/](http://www.cimtshow.com/online/) to submit drawings (for raw space stand) and relevant documents, after you get the Vetting approval, please delivery original service Form and essential document duly signed and stamped, then keep the soft copy to avoid any confusion that might occur, and check the amount of payable money on Order Confirmation or Invoice.

Although we do our utmost to maintain the prices quoted for each item, the quotation may be changed due to the unpredictable reasons before move-in. Your kindly understanding would be highly appreciated.

For any information or enquiries, please feel free to contact us. We will respond and provide relevant information as soon as possible.

Responsible area: E1-E8, W1 & W2

Beijing Pico Exhibition Management Co.,Ltd

Tel: +86 10 8941 4200

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District, Beijing 101300, China



Contact Person:

Hall	Contact	Office Tel No.	Cell Phone	Email
E1 E2 E5 E6	Haifeng Yu	86-10-89414311	13522761318	haifeng.yu@pico.com
	Shuaipeng Li	86-10-89414344	13501154485	shuaipeng.li@pico.com
E3 E4 E7 E8	Yuhan Wang	86-10-89414337	18710161009	yuh.wang@pico.com
	Jiayu Qian	86-10-89414319	15600013290	jiayu.qian@chinapico.com
W1	Yuqing Xue	86-10-89414313	18210061902	yuqing.xue@pico.com
W2	Yu Cui	86-10-89414379	18310962212	yu.cui@chinapico.com

Bank Account Information:

Beneficiary Name:	Beijing Pico Exhibition Management Co., Ltd
Account No.:	000000501510886564
CNAPS:	671100000013
Swift Code:	SCBLCNSXBJG
Name of Bank:	Standard Chartered Bank (China) Limited Beijing Branch
Address:	12/F, Standard Chartered Tower, World Finance Centre, No.1 East Third Ring Middle Road, Chaoyang Dist., Beijing 100020, P.R. China
Postal Code:	101300

Responsible area: W3 & W4

Beijing M.H.TALE Expo Co., Ltd

Tel: +86 10 8460 2358/2388/2369/2396

Address: Room 362, Hall 1 of CIEC, No. 6 of North Three-ring East Road, Chaoyang District

Post Code: 100028



Contact Person:

Hall	Contact	Office Tel No.	HP No	Email Address
W3	ShuangFu	86-10-84602355-8002	13011208106	fushuang_mht@126.com
W4	Zhong Zhao	86-10-84602396-8017	13020009616	zhaozhong_mht@126.com

Bank Account Information:

Company Name:	BEIJING M.H.TALE EXPO. CO., LTD.
Account No.:	110060744018010058619
CNAPS:	301100000550
Swift Code:	COMMCNSHBJG
Bank Name:	Bank of Communications, Beijing, Tuanjiehu Sub-branch
Bank Address:	No.1, 1/F, Ruichen International Mansion, No.13, South Road of National Agricultural Exhibition Center, Chaoyang District (No. FI-1)

A. General Information and Precautions

(Please log in <Http://www.cimtshow.com/online/> to submit online)

A1. Schedule Time of Build up, Show Time and Dismantling

	Build up		Show time	Dismantle	
Date	2023.4.7-8	2023.4.9	2023.4.10-15	2023.4.15	2023.4.16
Start Time	8:30	8:30	8:30	17:30	8:30
Finish Time	17:30	21:00	17:30	21:00	17:30

Notes:

The final schedule will be subject to the Organizer ' s information. Exhibitor who requires overtime work, please contact the “Customer Services Center” on site the Venue.

A2. Date of Power Supply

	Start Date	End Date
Power for machine	2023.4.8	2023.4.15
Power for lighting	2023.4.9	2023.4.15

A3. Payment due date, Dead line and Surcharge

A3.1 Please submit all the service Forms before the deadline of 3 Mar 2023 to the Official Contractor. A 30% additional fee will be imposed on Forms received between 4-27 Mar 2023. 50% will be imposed on orders received after 28 Mar. 100% will be imposed on orders received onsite the Venue. The Organizer & Official Contractor would not be responsible for any damages financial losses resulting from these measures.

A3.2 Exhibitors or contractorsought to finish payment within 7 days upon receiving the Order Confirmation. Please send the remittance slip marked with booth number to Official Contractor via email after make the wire transfer. Any overdue payment would be regarded as cancellation. Only the payment received will the order be valid.

A4. Performance Bond

A4.1 Performance Bond must be paid to the Official Contractor by all contractorsof raw space or exhibitorsdoing their self stand building. This Performance Bond is refundable and is calculated on the basis of booth area. Details of the payment appear on the Form2 of ' Price list of Technical Items '.

A4.2 The Performance Bond is levied in order to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. The Performance Bond will be refunded in full within 30 working days of the completion of the booth dismantling, provided that the stand dismantling is completed on time, no infringement during the booth construction, exhibition and booth dismantling periods as well as no default expense.

A4.3 No Performance Bond will be refunded on site.

A4.4 All bank charges in relation to the Performance Bond shall be borne by the exhibitor or their appointed contractor. If the amount is insufficient after deduction of Performance Bond, it would be paid on site. or to the exhibitor or their appoint contractor and the balance amount should be made on site.

A4.5 The Performance Bond will be refunded to the real company who made the wire transfer, will NOT be refunded to a third party.

A4.6 The original payer account will be the sole payee account for refund from Official Contractor.

A4.7 With regard to the Performance Bond that received by cash,it only could be refund by wiretransfer, and the Official Contractor reserves the right of refusing refund the performance Bond, if the original receipt or ' Letter of Undertaking ' is unavailable.

Shell Scheme and Upgrade Shell Scheme

B. Shell Scheme Management Regulations

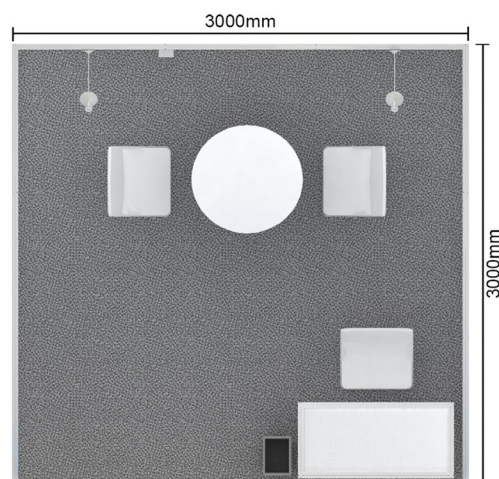
B.1 Shell Scheme using requirements:

- a) The Exhibitor Company Name in Chinese and English on the fascia board should be subjected to the name completed on 'Exhibitor Catalogue'. Exhibitors are prohibited from making any alterations to the Shell Scheme. No advertising materials, articles, posters shall be posted or hung on the top or the outside of the partition wall, and structure frame.
- b) Exhibitors are prohibited from renovating the shell scheme stand. No advertising materials and articles allowed to be posted or hung on the top and the outside of the fascia board and partition wall.
- c) All Shell Scheme booth construction materials and its entitlements will be provided by the Official Contractor. Exhibitors should take good care of the partition walls, exhibition equipment and Venue facilities. It is strictly prohibited to install metal spikes, knife carving, scribbling and drilling on partition walls, display boards and display tools. Do not paint on the display board or partition wall, and do not stick up your own promotional materials by using destructive tape to exhibition board or partition walls. If any exhibitor violates the regulations, all consequences arising therefrom will be borne accountability.
- d) It is not allowed to connect your own display rack or tools to the aluminium shell frame structure to prevent the collapse of the booth.
- e) The power socket of 5A/220V is only for usage of TV, PC, mobile phone charging. It is strictly prohibited to be connected to machine or lights.
- f) All containers and storage items must be removed from the booth before exhibition period, please place to pointed area.

正立面图
Front elevation



平面图
Floor plan



展位效果图
Booth renderings



配置 Configuration:

问询桌	1个
One reception desk	
木圆桌	1个
One round table	
折椅	3把
Three folding chairs	
垃圾桶	1个
One garbage bin	
射灯	2盏
Two long arm spotlights	
插座	1个
One power socket	

	Configuration instructions					
Maximum height of the booth is 3.5m	≥9m ²	≥12m ²	≥15m ²	≥18m ²	≥27m ²	≥36m ²
Wallboard 2.5mH	✓	✓	✓	✓	✓	✓
Fascia Board,3.5mH	✓	✓	✓	✓	✓	✓
Material of lintel structure	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim
Material of Construction	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim	40 square Maxim
Carpet	✓	✓	✓	✓	✓	✓
Furniture:						
Information desk	1	1	1	2	3	4
Round Table	1	1	1	2	3	4
White Folding Chair	3	4	5	6	9	12
Garbage can	1	1	1	2	2	3
100W Spotlight	3	3	4	6	9	12
5A/220V 500W Socket	1	1	2	2	3	4
Fascia board, 1mH, jet drawing, including subject images, company name and booth number	✓	✓	✓	✓	✓	✓

● Besides the entitlement configuration listed above, Standard shell scheme booth exhibitors could submit application Form online to the Official Contractor before March 3, 2023.

For more information, please refer to on line system Form 1: Price list of additional items for Shell Scheme.

Shell Scheme Upgrade 1

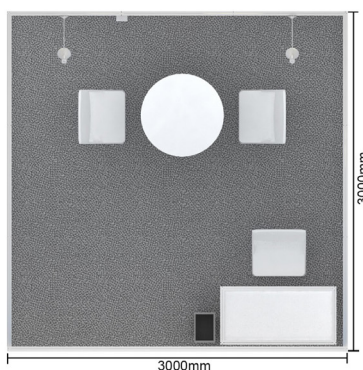
Besides the entitlement configuration listed on picture, Standard shell scheme booth exhibitors could rent any additional of the following upgraded items desired:

- The lintel structure is 40 aluminum, the height of fascia board is raised 50cm (height of fascia board is 100cm), the price is RMB150.00/linear meter (calculated according to the length of booth open side). It's applicable to booth with high machinery equipment and needs overall display effect.
- Light box. Company Logo on light box ought to be provided by exhibitor and be produced & installed after approval by organizer. The price of light box is RMB 500.00 / piece, including fixed profile light box, ultraviolet rays soft film and electricity.

正立面图
Front elevation



平面图
Floor plan



灯箱
Light box



灯箱尺寸: 1800 x 400mm(H)
LOGO尺寸: 400 x 250mm(H)

展位效果图
Booth renderings



配置 Configuration:

- | | |
|-------------------------------|----|
| 问询桌
One reception desk | 1个 |
| 木圆桌
One round table | 1个 |
| 折椅
Three folding chairs | 3把 |
| 垃圾桶
One garbage bin | 1个 |
| 射灯
Two long arm spotlights | 2盏 |
| 插座
One power socket | 1个 |

B.2 Shell Scheme Upgrade 2

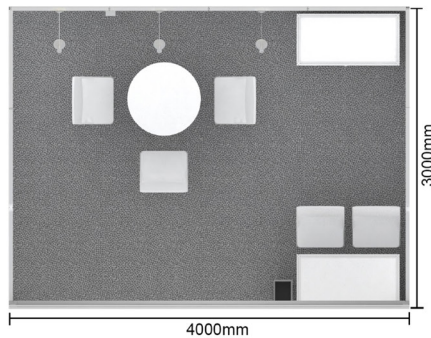
● The lintel structure is 80 aluminum, surrounded by 3 meter high partition walls (columns and boards are on the same plane), suitable for standard shell scheme booths requiring high quality display space.

● If the exhibitors of standard shell scheme booth want to upgrade their booth, please contact with the Official Contractor, and need to pay additional fee for the upgrade. The price of Upgraded Shell Scheme booth is RMB449.00 per sqm. It is only applicable to standard shell scheme booth with an area of 12 square meters or above.

正立面图
Front elevation



平面图
Floor plan



灯箱
Light box



灯箱尺寸: 1800 x 400mm(H)
LOGO尺寸: 400 x 250mm(H)

展位效果图
Booth renderings



配置 Configuration:

问询桌	1个
One reception desk	
锁柜	1个
One lockable cupboard	
木圆桌	1个
One round table	
折椅	5把
Five folding chairs	
垃圾桶	1个
One garbage bin	
射灯	3盏
Three long arm spotlights	
插座	2个
Two power socket	

Configuration (min 12sqm,RMB449.00 per sqm)					
Maximum height :4.4m	≥12m ²	≥15m ²	≥18m ²	≥27m ²	≥36m ²
Wallboard, 3mH	✓	✓	✓	✓	✓
Fascia Board, 4.4mH	✓	✓	✓	✓	✓
Material of lintel structure	80 Aluminum	80 Aluminum	80 Aluminum	80 Aluminum	80 Aluminum
Material of Construction	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum
Carpet	✓	✓	✓	✓	✓
Furniture:					
Information desk	1	1	1	2	2
Lockable cupboard	1	1	1	1	2
Round table	1	1	2	3	4
White Folding Chair	5	6	6	9	12
Garbage can	1	1	2	2	3
100W Spotlight	3	4	4	6	8
5A/220V 500W Socket	2	2	2	3	3
Fascia board, 1mH, KT board, including Official image& Logo	✓	✓	✓	✓	✓
Fascia light box, 0.4mH,includingcompany name, logo & booth number	✓	✓	✓	✓	✓

C. Raw Space Stand

(Please log in [Http://www.cimtshow.com/online/](http://www.cimtshow.com/online/) to submit documents)

C.1 Raw Space

C.1.1 All exhibitors are responsible to ensure themselves or their appointed contractors to proceed the following:

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

1. Qualification certificate for contractor company (registered fund should be RMB 500,000 above):

- 1) The photocopy of Business License;
- 2) Letter of warrants by corporate juridical person;
- 3) Exhibition construction achievements demonstration.

2. Related Service Forms: :

- 1) Form 2 Application Form for Rental Items and Price list
- 2) Form 3 Construction Application Form for Raw space;
- 3) Form 4 Raw Space Letter of Undertaking for Exhibitor (For Raw Space Exhibitor only): Original copy will be needed;
- 4) Form 5 Raw Space Authorization Letter of Pointed Contractor (For Raw Space Exhibitor only): Original copy will be needed;
- 5) Form 6 Raw Space Letter of Undertaking for Contractor (For Single Storey Raw Space Contractor only): Original copy will be needed;
- 6) Form 7 Raw Space Letter of Undertaking for Double Storey Contractor (For Raw Space Contractor only)
- 7) Form 8 Agreement on handling breach of contract for booth construction (For Raw Space Contractor): Original copy will be needed;

3. Stand Drawing Proposal (please mark the booth number and exhibitor company name on all the drawings.

- 1) Color visual drawings: Submit the electronic version online and provide hard copy dully stamped after vetting approval;
- 2) Floor plan layout: please mark the dimension, neighbor booth number, aisle direction, also machinery layout plan (if any).
- 3) Front and side elevation drawing: Please mark the booth height.
- 4) Structural drawing: Mark the dimenssions and location of the hanging point (if any), submit the electronic version online for approval, and provide the hard copy duly stamped after vetting approval;
- 5) Technical service plan: Please mark the position for electrical main box, compressed air and water etc., list the specification and amount number which ought to be the same on the Order Confirmation. The circuit diagram shall mark the circuit direction. submit the electronic version online for approval, and provide the hard copy duly stamped after vetting approval;
- 6) Technical data for stand construction materials used;
- 7) Double storey stand (if any): an original set of stand structural drawing duly signed and stamped by a grade A National Registered Engineer need to be submitted to Official Contractor for approval.



Official Contractor will email the Order Confirmation to exhibitors or contractor according to order forms submitted.



Exhibitors or Contractors reply to the hall manager the Order Confirmation duly signed and stamped via email. and issue the payment by wire transfer according to the bank information on Order Confirmation, and reply the remittance slip marked with booth number via email. In order to facilitate the issue of the invoice and refund deposit in time, please pay more attention to below info.:

1. Invoice Title ought to be the actual payer company and be the same on Order Confirmation;
2. Please provide the information for refunding deposit: company name, company address, bank name, bank address, account, contact person, telephone number & email, swift code, IBAN code;
3. The deposit ought to be paid by contractor and will be refund to the actual payer of contractor company.



After received the payment, the order will be deemed to be confirmed, and the items on the order confirmation will be issued on site.

Remarks:

1) Exhibitors or contractor for raw space must submit the documents to Official Contractor before 3 Mar. 2023 and finish the full payment of all the technical and relevant fees, also the performance bond. Otherwise contractor will be prohibited to move-in.

2) Order form submitted over deadline or late may result in unavailable service.

3) Please mark the Booth No. and Company name in all the email title & Forms.

C.2 Drawing Endorsement for Raw Space

C.2.1 Beijing Pico Exhibition Management Co.,Ltd and Beijing M.H.TALE Expo Co., Ltd. have been appointed as the Official Contractor of Exhibition Show to be in charge of the Vetting Approval for Raw Space. All Raw Space must submit relevant documents to the Official Contractor for review and approval, please refer to the online system for details.

- Form 3 < Construction Application Form for Raw space> ,
- Form 4 <Raw Space Letter of Undertaking for Exhibitor> ,
- Form 5 <Raw Space Authorization Letter of Pointed Contractor> ,
- Form 6 <Raw Space Letter of Undertaking for Contractor > ,
- Form 7 <Raw Space Letter of Undertaking for Double Storey> ,
- Form 8 <Agreement on handling breach of contract for booth construction>

C.2.2 All the Raw space booth design drawings must be vetted and approved by Official Contractor and organizer, otherwise booth construction will be prohibited. If the stand be built without approval, the Organizer has the right to order it to be dismantled, and the losses caused shall be borne by the exhibitor.

C.2.3 If there is any double storey stand, all the double storey stand drawings must be endorsed and stamped by a grade A National Registered Engineer, and need to send the original document to Official Contractor for approval.

C.2.4 Please refer to the above work flow chart for all types of drawings to be submitted.

C.2.5 For booths that need to bring their own exhibition equipment, flowers and green plants, please submit Form 9 'Application Form for Exhibition Equipment, Flowers and Green Plants Move-in' . The applicant unit must be same as Official Contractor record (exhibitor or contractor), with the application form affixed with the official seal (exhibitor or builder), and the stand Visual drawings (indicating the self brought items listed on the application form) submitted to the Exhibition Service Department of the Venue, The approved applicant units can take the "Application Form" stamped by the Exhibition Service Department and take valid certificates to the Venue security. After vetting, will be allowed to enter inside the venue.

Special Statement:

The following rules applicable to all the Exhibitors and Contractor. The Organizer / Official Contractor and the relevant regulating departments reserve the right to make revisions on the

construction plans submitted by the Exhibitors and their contractors. All the preparation and construction work shall not be commenced without the approval from the Official Contractor. The organizer reserves the right to remove or alter any unapproved decoration or construction. Exhibitor or the Contractor shall bear all the consequences incurred mentioned above.

C.3 Raw Space Building Regulations

C.3.1 The appointed Contractor need to submit the design according to the regulation and to pay for hall management fee, deposit etc and other relative fees.

C.3.2 The height limit for single storey Raw Space inside the Venue hall is 5m , some of the stand which located in special position is limited at 4m. the height limit for double storey Raw Space is 6m. The height limit for single storey Raw Space inside temporary pavilion(E5–E8,) is 4m, some of the stand which located in special position is limited at 3.5m. No double storey was allowed inside the temporary pavilion. The raw space whose area ≥ 80 sqm would be allowed to build up double storey stand, and area on of the second floor shall not exceed one third of their first floor. No walls or cabins can be built along more than 50% of the length of each open side, all sides of the booth facing the aisle must be kept at least half open.

C.3.3 All workers and exhibitors must wear safety helmets and masks inside the Venue. When using the herringbone ladder, the users shall pay attention that the height of the herringbone ladder shall not exceed more than 2 meters, or mobile scaffold shall be replaced, and at least one protection person must be set on floor ground. For any working at heights, the construction workers have to keep valid high altitude working certificate and/or any corresponding qualification certificates available, and have safety measures in place. If any problem occurs, the Contractor company will bear all responsibilities and all consequences arising thereafter.

C.3.4 No naked flame or welding is allowed inside the Venue halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the Venue halls. The exposed cable line must be insulated by insulating treatment

C.3.5 All the building structural materials used must be flame retardant and comply with the regulation and measures of local fire safety bureau. It is forbidden to decorate the booth with all kinds of cotton fabric without flame retardant treatment, such as stretch cloth, curtain cloth and yarn products.

C.3.6 All booths are not allowed to hang stand structures, articles and other merterial on Venue structure, please comply with this demand during the booth design stage.

C.3.7 All exhibitors or their contractors are required to clean the stand and remove all rubbish or entrust a professional cleaning company to keep the stand clean.

C.3.8 Rules for booth decoration and hanging points

a) Booth floor must be covered by carpet or other floor decoration material which must be approved by the Fire Safety Bureau at least B1 rating of the fire-retardant. When designing a booth, Pay attention to design rationality, When building the platform, a gentle slope must be set at the edge of the platform inside the booth in order to avoid personal injury to the public caused by the drop height between the booth platform to the Venue ground floor.

b)No booth structure or exhibits shall exceed the booth boundaries and their vertical space, Including exhibitor's company name, logo light box and poster etc..

c) Exhibitors are not allowed to use the neighboring booth wall for their own structural construction, but should build their own booth wall, exhibitors' company name and logo shall not be directly displayed on the back wall or side wall of their neighboring stand.

d) If the drop wall of the booth structure is higher than the wall of close neighboring booth, the higher part should be smoothly and cleanly sealed with aclean and tidy white inkjet cloth. The Organizer reserves the right to adjust booth design and dismantle the construction that do not meet the requirements of the exhibition show.

e) Whether for booth building or exhibit assembly, no nails or holes be allowed drilled on the Venue floor, pillars or walls. It is strictly prohibited to use adhesive for any decoration on the Venue floor, pillars or walls of the public passage. The exhibitor shall be liable for any damages caused by improper conduct of their staff or contractor.

f) If glass materials be used for booth decoration, that must be tempered glass. If the tempered glass be used as drop wall, their thickness ought to be not less than 8mm. It is necessary to use metal frame or professional hardware for glass installation, elastic material should be used as cushion between frame or hardware to glass material to make sure more secure and stable. Large areas of glass should be pasted with significant signs of 'beware of glass panel' in case of personal injury by breaking. If a glass floor is used, in order to ensure stability of stand structure, the supporting columns and walls of the structure must be fixed directly to the Venue floor instead of glass floor. It is strictly forbidden to build structure erected directly above the smooth glass surface.

g) Steel structure columns shall be made of seamless steel tubes with a diameter of more

than 100mm. The bottom shall be welded with chassis, Chassis size ought to be not less than 600mm*600mm, and the top shall be welded with flange to increase the contact area of connection points, so as to ensure the firmness of the booth structure.

h) The floor width of the main drop wall of the booth structure should not be less than 120mm to ensure the contact area between the wall and the Venue ground. The large-span walls and steel frame structures over 6m should be connected by beams at the top and supported by supporting columns at the bottom to ensure the overall stiffness and stability of the booth.

i) The exhibitor or contractor shall strictly control the total amount of electricity consumption in the exhibition according to what they ordered and the actual power supply inside the Venue, and shall not adjust the electrical equipment or temporarily increase without permission.

Electrical lines shall be protected through metal pipes / grooves, and ground wiring must be laid across the bridge, should not be directly laid under the carpet. Lamps and heating components should be installed with heat insulation treatment for combustible components. The site wind direction, wind speed must be taken into consideration against lighting lamps and electrical equipment, cabling lines and curtains, soft package, hanging flag and other decoration materials, and the swing range ought to reach a safety distance which should not be less than 0.5m. Rainbow machine, bubble machine, blowing flowers machine, paper sprayer and other stage special effects props should be sprayed to the open space area, should not be directly sprayed to the electrical equipment, electrical concealed works. The technical regulation shall be strictly followed and the inspection and acceptance records shall be available.

Electrical main box, distribution box, cabling lines, electrical equipment surrounding is strictly prohibited to store combustible materials, fire prevention measures should be provided for electrical equipment during move-in or move-out period, it is necessary to implement a exclusive responsible person for it.

j) If the three-phase non-mechanical power load is greater than or equal to 20A, the air circuit switch must be set up to protected. If the single phase load is greater than 16A, three-phase power supply shall be used to distribute the power load equally to achieve the balance of three-phase power distribution.

k) The booth must provide its own general control main box which must be metal box, complying with the installation specifications, and installed with fully reliable air circuit breaker and leakage protection device (30mA, action time is less than 0.1S), installed in safe, obvious and square location easy for operation and inspection. The power box provided by the Venue shall not be directly used as the general control main box for the booth.

l) The protection setting value of the general control main box should be lower than or equal to 80% of the protection setting value of the power box provided by Venue, to ensure the safe

operation of the Venue power supply system. If the booth switch protection setting value can not be adapted, exhibitors or contractor shall adjust the electricity consumption until it meets the requirements.

m) The selected electrical materials, equipment and facilities shall meet the National Product quality Standards and Certification, and shall meet the Beijing fire safety Requirements. Electrical materials must be equipped with sufficient safe load, which must be greater than the amount of electric main box which exhibitor ordered.

The electrical cabling wire ought to be made of ZR-BVV (Flame retardant – Copper core PVC insulated & PVC sheathed circular wire), ZR-RVVB (Flame retardant – Copper core PVC insulated & PVC sheathed flat wire) or ZR-VV cable (Flame retardant – Copper conductor PVC insulated and PVC sheathed power cable wire). It is strictly not allowed to use RVS (Twisted wire cable), four-core wire (cable) and aluminum-core wire (cable).

n) Frequency conversion equipment, SCR (Silicon Controlled Rectifier) control equipment, stage dimming equipment, sound amplification equipment ought to be set up exclusive circuit loop according to the classification, not allow to share the same circuit loop. The 24-hour running equipment should respectively be applied for an exclusive electrical main box. Double circuit power supply (main and standby) or Uninterruptible Power Supply (UPS) should be set up on electrical device of important or at important occasion/site.

o) Electrical sand maps, electrical models and light boxes shall be made of refractory or flame retardant materials. All lighting lamps and their heating unit parts, such as the ballast, Low-voltage transformer and other heating components should keep a safe distance from the wood structure or set up a non-combustible isolation layer, and keep far away from the combustibles. The electrical cable wiring harness should be separately installed insulated tubes. Set box and light box must be equipped with heat dissipation holes for inspection.

p) The load bearing upper limit of each hanging point is 50KG.

q) The pre-fabricated "U" shaped hook at the top of the Venue ceiling ought to be used as the hanging point, and it is supposed to keep at a safe distance from fire protection, monitoring, lighting and other facilities.

r) Only static lightweight advertising carriers, such as banners and flags be allowed to use hanging point. Trusses, light boxes and other component belong to the booth are forbidden to be hung.

s) The hanging objects must not be connected with the booth structure in any form.

t) There shall be no electrical equipment on the hanging objects.

u) Three dimensional hanging objects, their horizontal diameter should be less than 3m and their vertical diameter or height should less than 1.5m.

C.3.9 Booth Decoration & Boundaries

a) All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation as allocated size in contract within the Venue hall. Except for island booth (4 open sides) and national pavilion structures, a back wall and two side wall must be installed for all other normal booth structures. 1 back wall and 1 side wall must be installed for side corner booth (2 open sides booth) structure. Only 1 back wall must be installed for peninsula booths (3 open sides booth) structure. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

b) 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

c) Unless permitted by the Organizers, no exhibitor shall be allowed to hang any decorations or other articles up to public area inside the Venue hall.

d) Booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. All the entrances and exits shall remain open and clear. The structures in the booth shall not interfere with the normal operation of the indoor fire protection system, air conditioning vents and vents inside the Venue hall. In case on violation of such rules, the Organizers and Fire Safety Bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

e) Any temporary structures erected must keep a minimum clearance of 1.2 meters (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 60cm from the wall of the Venue halls to make the security check easier.

f) The organizer suggests that in order to ensure the overall visual effect of the exhibition, the layout of each booth in all exhibition halls should be considered to have a wide view and not obstruct the view of other booths in the Venue hall.

g) The Official Contractor reserves the right to require the exhibitor to change, modify, reduce or shorten the size of the backwall or side wall in the booth design if the Official Contractor considers that the back wall or side wall in the booth design obstructs access and the doors of the exhibition hall. In addition, walls facing to other exhibitors' booths or public areas shall meet the quality requirements approved by the Organizer.

C.3.10 Painting

Painting and spray painting of exhibits and materials shall not be carried out inside the Venue hall during build up and exhibition period. Small area painting work can only be carried out during the move-in period when all safety measures are in place. It is strictly prohibited to use any paint or

coating with pungent smell and not in line with environmental protection and safety to decorate the booth.

These precautions include:

- a) Painting in an area with proper ventilation
- b) Use of Non Toxic Paints
- c) Covering the Venue floor with plastic sheet
- d) No painting near the Venue' s vertical structure(i.e. walls)
- e) No washing of paint material within or surrounding the Venue
- f) No paint buckets shall be discarded in or near the Venue hall
- g) On site booth are not allowed to paint with putty or paint in a large area, only allow to mend small areas which can not exceed 10% of the total painting area.

C.3.11 Instruction for Double–Storey Booth Construction

In addition to the above provisions must be observed, Double–Storey booth constructors shall also observe the following rules & regulations:

a) Double–Storey stands must be designed as to be installed and removed within pointed time schedule. No upper storey is allowed to across the aisles. It is strickly prohibited to 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..

b) Balustrades must be at least 1.05m in height,the vertical spacing between railing bars shall not be greater than 0.11m. To prevent object (such as wine glasses) being placed on balustrades, the handrails or tops of balustrades must be circular or round in shape.

c) 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/sqm, insofar as a higher capacity is not required in accordance with DIN 1055, Part 3. In accordance with DIN 1055,a capacity reduced to 2KN/sqm is permissible under the following conditions:

– Use of the upper storey as office, lounge or hallway, within which persons only stay for limited periods. The stairways must be closed to the general public with corresponding signs clearly visible. The designated use of such rooms must be clearly indicated in the planning documents submitted.

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

– Strength of balustrades / banisters: Balustrades and banisters must be designed not less than horizontal loads of 1KN/m ..

d) Fire prevention:

– The maximum length of any escape route from the upper floor to the aisle is 25 meters. The width of vertical ladder shall not be less than 1.2m.

– Area on the second floor shall not exceed one third of that on the first floor, and vertical ladders shall be equipped rather than spiral stairs. The space beneath and alongside open– tread stairways must not be used for storage, or for the installation of shelves.

– No area of the upper storey may have a closed ceiling or structure. Metal grids 1cm × 1cm in modular dimension are permitted. Inclusive of lighting elements, the open area must comprise at least 50%.

– The downstairs room of the double storey booth is not allowed to use the plug row. The wire must be threaded through the pipe, and the wiring must use the junction box with asbestos pads.

– The Venue hall should be clearly visible from any respective or separated space inside a booth.

– If necessary, the Organizer reserves the right to require the exhibitor to add additional safety precautions or fire protection measures until to obtained the final approval of the entire booth.

– All double storey stands must appoint at least one safety personnel which be responsible for fire prevention and evacuation.

C.4 Booth Cleaning

C.4.1 Build up

light household garbage can be placed in the passageway, and large construction garbage generated from booth construction must be removed to the pointed garbage storage place outside the Venue.

C.4.2 Show time

During the exhibition period, the Organizer will be responsible for the passageway cleaning in all opening hours every day before dismantling. However, the exhibitor is responsible for keeping their respective booth clean and tidy at all times. Exhibitors are invited to put garbage in the passageway after closing time every day.

C.4.3 Dismantle

During dismantling time, the exhibitor / Contractor shall completely remove all the equipment and structure of the booth, and remove the garbage out of the Venue. In case of malicious abandonment, the Official Contractor has the right to deduct all the performance bond.

C.5 Electricity, Water and Compressed Air Supply

C.5.1 Beijing Pico Exhibition Management Co., Ltd and Beijing M.H.TALE Expo Co., Ltd. are the appointed official contractors to carry out all electrical work on all booths (Shell Scheme & Raw Space) at the Exhibition and charge the related fees need to be paid by the exhibitors or contractors.

C.5.2 For the security reason, water, power, compressed air inside service trench only ought to be activated by Venue staff. The connection from electrical main box to exhibitors' distribution main box or machinery ought to be completed by exhibitors' qualified engineers or electricians. The cable wire piping must be safe and in compliance with required measure & regulation, in order to avoid accidents caused by exhibitors' unintentional or accidental touch.

C.5.3 The general ceiling lights are equipped in the Venue hall. The electrical powers are available in 3 phase 380V / 50Hz and Single Phase 220V / 50Hz. The organizer will provide the entitlement socket power of 220V/50Hz 5 Amp for shell scheme booth. Exhibitors who require additional electricity power, water, compressed air or other technical services, shall complete Form 2 "Application Form for Rental Items and Price list " and provide technical layout plan.

C.5.4 Electricity power will be shut down after the closing of the exhibition each day. If 24 hours power required, exhibitors needs to apply to the Official Contractor in advance, and Pay the corresponding fees for overtime and electricity, but 24 hours power can not be used as an uninterruptible power supply.

C.5.5 Temporary power supply would be availble during build up and dismantling period, exhibitor submit the application to the Official Contractor in advance.

C.5.6 The electricity power for lighting and machine have to be applied for and used separately.

C5.7 The installation personnel for electrical cable wiring and facilities must keep National Registered and valid electrician operation certificates available on-site, and submitted soft copy to the Official Contractor for verification, strictly abide by the rules and regulations, eliminate violation operation, cooperate with the Official Contractor and Venue staff for any inspection during the build up period. All the electrical items including lightings, connector, light fitting, tools and electronic gears and other electric power facilities must be National Certificated, and all cable

wiring ought to be installed according to local requirement and standard with double-sheath copper wires used. The section of the conducting wires must be $\geq 1\text{mm}^2$. It is strictly prohibited for any exposed or improper electrical connection terminal.

C.5.8 Exhibitors who ordered compressed air and water from the Official Contractor have to provide their own air drying filter and water circulation device.

C.5.9 In accordance to Beijing Authority, no direct discharge of water from machine is allowed, exhibitors are responsible to prepare and install their own water circulation system if their machine need to be running with recirculating water. For any infringement that found on site, the provision of water supply will be terminated immediately. Otherwise, the Venue reserves the right to shut down the water supply.

ATTENTION

a) Please ensure that you had ordered sufficient power for your exhibits and equipment, the power consumption of the equipment shall not exceed the applied power load.

b) It is strictly forbidden to use high power sun lamps, flashing lights, neon lights. All electrical devices shall be warranted for safety. The Organizers reserve the right to shut down the power supply to those exhibitors whose electrical devices have hidden danger or pose other disturbance to other exhibitors and the audience.

c) Please ensure that you had ordered one power outlet for each individual machine, and no universal extension outlets shall be used.

d) 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 shall immediately stop the power supply to such booths, and exhibitors should be responsible for any losses caused therefore.

e) No self bringing air compressor is allowed to be placed inside the Venue hall. Please contact the Official Contractor if you need to order any compressed air for your equipment.

C.6 BOOTH DISMANTLING

C.6.1 Booths could be dismantled only after the closure of the exhibition. All dismantling, floor restoration must be completed not later than 5:00p.m. Apr 16, 2023

C.6.2 After this date, the Organizer/ Official Contractor shall be at liberty to remove and store the exhibits until claimed by the exhibitor. All the costs thus caused by the removal and storage

and the risk of theft, loss or damage shall then be the exhibitor's responsibility.

C.6.3 Exhibitors has to be responsible for their booth area cleanliness, and ensure that after the booth dismantling, exhibitor or their appointed contractor has to inform Official Contractor for site inspection to ensure there isn't any damage, oil, debris left.

C.7 DAMAGE TO VENUEHALL FACILITIES CAUSED BY EXHIBITORSOR CONTRACTORS

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition.

Exhibitors shall be liable for taking the consequences from any damage caused to the Venue building or Venue equipment, or from damage to Venue floor caused by the leakage of oil.

C.8 Fire precautions and the dangerous materials

C.8.1 Materials used for the construction and installation of the exhibition stand and any other structures must consist entirely of Non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Beijing.fire safety bureau.

C.8.2 Exhibitors or contractors must install 2 approved powder fire extinguishers (5 kg / one, within valid date) for every 50 sqm or part thereof of stand area in visible and accessible positions,any area with covered ceiling shall be provided with one hanging fire extinguisher for every 4 sqm.

C.8.3 Please ensure that the Venuefire engine access & exits, public walkways and fire escape routes are kept clear from any obstruction.

C.8.4 Smoking is strictly prohibited inside, aisles, booth area, and any rooms inside the Venue hall.

C.8.5 All Exhibitors muse comply with and ensure that all their contractors, staff, agents, and service personal etc., comply with the the Fire Protection Law of the People's Republic of China,comply with the fire safety regulations and building codes of Beijing Fire Safety Bureau and the Organizers and the Official Contractor.

a) Any person who encounters an outbreak of fire, however slight or major, 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.

b) No packing materials or brochures may be stored behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Venue must remain clear and unobstructed.

c) Written approval must be obtained from the Beijing 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 might be deemed hazardous. If there is any question, or devices may be deemed hazardous, submit them to the relevant authorities for approval.

All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not permitted in the Venue.

Each booth should appear a sufficient number of approved fire extinguishers and other fire-fighting equipment, as detailed in "Regulations of Beijing Fire Safety Bureau"

C.9 LOCAL REGULATIONS

9.1 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.

9.2 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.

C.10 OTHERS

10.1 Other Regulations and Notices can be referred to the notes on Order Forms.

10.2 Exhibitors shall complete all the necessary forms and pay for the relevant expenses in accordance with the schedule of this technical regulation, otherwise the requirements of the exhibitors will not be guaranteed.

10.3 All the Exhibitors and Constructors must obey the Venue regulations and notices.

Form 1 Furniture Rental Application (Optional for shell scheme)

Furniture and Lamp Catalog



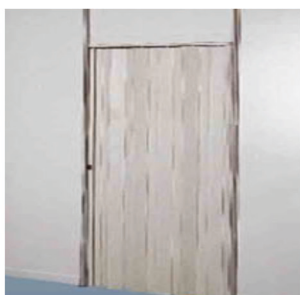
EC-08 折椅 40元/展期
Folding Chair



CC-05 皮椅 100元/展期
Black Leather Arm Chair



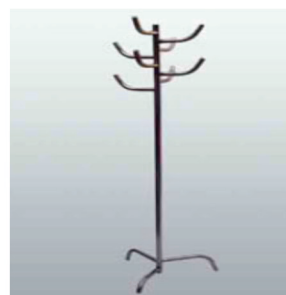
EC-05 吧椅 90元/展期
Bar Stool



ED-02 折门 150元/展期
Folding Door



FS-02/SS-01 平 / 斜层板 60元/展期
Flat/Slope Shelf



ES-07 站立衣架 80元/展期
Coat Hanger



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



CH-04 资料架 80元/展期
Magazine Rack (Black/Silver)



ET-06 白面圆桌 100元/展期
Round Table



ET-05 玻璃圆桌 120元/展期
Glass Round Table



PF-12 方桌 100元/展期
Square Table



PF-11 咖啡桌 120元/展期
Coffee Table



PF-01 询问桌 80元/展期
Information Counter



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



PF-03 高玻璃展示柜 550元/展期
Tall Glass Showcase

Furniture and Lamp Catalog



PF-03 锁柜 90元/展期
Lockable Cupboard



PF-07/PF-08 展示柜 340元/展期
Display Cube



EW-01 垃圾桶 10元/展期
Wastepaper Basket



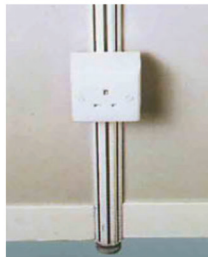
SL-004/006 短臂/长臂射灯 90元/展期
Spotlight / Longarm Spotlight



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



SL-024 HQI 镝灯 200元/展期
Metal Halide



插座 200元/展期
Socket



EE-04 饮水机 350元/展期
Water Machine



EE-02 冰箱 (不含24H用电) 800元/展期
Refrigerator



42" 等离子 2000元/展期
Plasma



EE-05 咖啡机 380元/展期
Coffee Machine

Form 2 Application Form for Rental Items and Price list

No	Itme	Specifications	Rate （RMB ）	
1	Hall Management fees		35.00/ sqm	
	Garbage clean fees		3.00/ sqm	
2	Work Pass		35.00 (Payable / pass)	85.00/pass
			50.00 (Deposit / pass)	
3	Move-in / Move-out Truck pass permit	(Limited 2hr / pass)	70.00 / pass	
4	Hanging Point fees	Point/50kg (Excluding Installation or hanging fees)	690.00	
	Hanging Point fees, Installed by the Official Contractor	Point/50kg (Including Installation or hanging fees)	3,000.00	
5	Deposit	$\leq 100\text{m}^2$ $101\sim 200\text{m}^2$ \downarrow $\geq 1000\text{m}^2$	20,000.00 40,000.00 \downarrow 200,000.00	
6	Power for lighting	15A/220V	1,200.00	
		20A/220V	1,820.00	
		30A/220V	2,410.00	
		40A/220V	3,590.00	
		50A/220V	4,070.00	
		60A/220V	5,025.00	
		80A/220V	6,940.00	
		100A/220V	9,015.00	
		120A/220V	10,750.00	
7	Power for machinery	Temporary 15A/220V (Single Phase Switch Box)	455.00	
		Temporary30A/380V (Three Phase Switch Box)	1,505.00	
		15A/220V/24hr (Single Phase Switch Box)	2,455.00	
		30A/380V/24hr (Three Phase Switch Box)	7,655.00	
		15A/220V(Single Phase Switch Box)	1,255.00	
		30A/380V(Three Phase Switch Box)	2,900.00	
		60A/380V(Three Phase Switch Box)	5,410.00	
		100A/380V(Three Phase Switch Box)	9,460.00	
		150A/380V(Three Phase Switch Box)	13,900.00	
		200A/380V(Three Phase Switch Box)	19,875.00	

No	Item	Specifications	Rate (RMB)
8	Water and Compressed Air	300L/Min, Dia9mm, Outside Dia14mm	2,600.00
		600L/Min, Dia12mm, Outside Dia17mm	3,900.00
		1000L/Min, Dia19mm, Outside Dia24mm	5,200.00
		Water Pipe, Dia19mm, Outside Dia24mm	2,860.00
9	Pre-Activation for Electricity, Water and Compressed Air	Temporary15A/220V (Single Phase Switch Box)	55.00
		Temporary30A/380V (Three Phase Switch Box)	180.00
		15A/220V/24hr (Single Phase Switch Box)	295.00
		30A/380V/24hr (Three Phase Switch Box)	920.00
		15A/220V(Single Phase Switch Box)	150.00
		30A/380V(Three Phase Switch Box)	350.00
		60A/380V(Three Phase Switch Box)	650.00
		100A/380V(Three Phase Switch Box)	1,100.00
		150A/380V(Three Phase Switch Box)	1,600.00
		200A/380V(Three Phase Switch Box)	2,400.00
		300L/Min, Dia9mm,Outside Dia14mm	300.00
		600L/Min,Dia12mm,Outside Dia17mm	450.00
		1000L/Min,Dia19mm,Outside Dia24mm	630.00
		Water Pipe, Dia19mm,Outside Dia24mm	350.00
10	Telephone	Local telephone line (LDD)	1,040.00
		Domestic telephone line (DDD)	1,040.00
		International telephone line (IDD)	1,300.00
11	Internet	Dedicated Line 2M	10,800.00
		Dedicated Line 4M	13,500.00
		Dedicated Line 10M	24,300.00
		Dedicated Line 20M	37,800.00
		Dedicated Line 30M	47,250.00
		Dedicated Line 50M	64,800.00
		Dedicated Line 100M	94,500.00
		ADSL 100M	54,000

Notes:

1. Supply Voltage : 380 V(+/- 5%), 3-phase, 5-wire 220 V(+/- 5%), single phase, 3-wire
Frequency: 50Hz (+/- 1%) 3.
2. 24hours power item cannot be used as uninterruptible power supply.
3. Power source to be used for lighting and machinery shall be ordered & connected separately with difference switch box, and strictly no mixed connection for both. All demonstration machines are required to have individual electrical main box ordered on service Forms.
4. Electrical used for lighting and machinery are strictly not allowed to be mixed. The exhibitor or its contractor shall remedy immediately once found faulty used, and additional fee of 200% based on Manual price will be imposed to the item.
5. An additional of 30% will be imposed on orders received from 4–27 Mar 2023, 50% will be imposed on orders received from 28 Mar–6 Apr, 100% will be imposed on orders received after 7 Apr 2023. Late orders, modifications or payments received after 3 Mar 2023 are subject to stock availability.

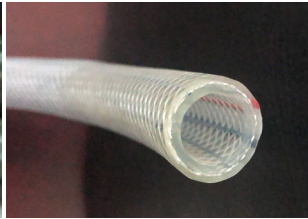
Accessories data for compressed air & water pipe

Venue provide
300L/Min, inner diameter
9mm,
external diameter 14mm

Venue provide
600L/Min, inner diameter
12mm,
external diameter 17mm

Venue provide
1000L/Min, inner diameter
19mm,
external diameter 24mm

Venue provide
Water for stand usage, inner
diameter 19mm,
external diameter 24mm



Exhibitor prepare
Pagoda-Shape quick coupler (8-10mm),
Coupler (DN15) .



Exhibitor prepare
Min (1.0 decimeter)
Pagoda-Shape coupler (DN25) .



SHIPPING GUIDELINE

The organizer has appointed Sinotrans Beijing Fairs & Events Logistics Co., Ltd (E1–E8、W3–W4 Hall) and China International Exhibition Transportation Co., Ltd. (W1–W2 Hall) as the official freight forwarder for the above–mentioned exhibition; exhibitors are therefore requested to consult with Sinotrans Beijing Fairs & Events Logistics Co., Ltd and China International Exhibition Transportation Co., Ltd. For any matter concerning forwarding of exhibits and on–site co–ordination. Sinotrans Beijing Fairs & Events Logistics Co., Ltd and CIETC will be honorably responsible for going through hall customs formalities and handling exhibits after their arrival in Beijing Capital Airport or Tianjin Xingang Seaport .

Hall E1–E8、W3–W4:

Sinotrans Beijing Fairs & Events Logistics Co., Ltd. (SINOTRANS)

Haichang Building, No.44 Liangmaqiao Road, Chaoyang District, Beijing, P.R. China

ZipCode: 100125

TEL: (010) 6467 1724

FAX:(010) 8460 1263

Ctc.Person: Mr. Frank Zhang

Hall W1–W2:

China International Exhibition Transportation Co., Ltd. (CIETC)

Room 539, Hall No.1 (CIEC), 6 East Beisanhuan Road, Chaoyang District, Beijing ,China

ZipCode: 100028

TEL: (010) 8460 0619

FAX: (010) 8460 0559

Ctc.Person: Mr. Li Heng

1. Routings

Exhibits may be transported to above-mentioned exhibition from abroad by sea or by air.

Exhibitors may hand over their exhibits to SINOTRANS & CIETC in Beijing either

a) through our appointed agents or

b) by making their own shipping arrangement

Exhibitors must consign all shipments as follows:

1) Direct arrival at Beijing Capital International Airport

Shipment handled by Sinotrans Beijing Fairs & Events Logistics Co., Ltd (HALL E1-E8, W3-W4)	Shipment handled by CIETC International Transportation (Beijing) Co., Ltd. (HALL W1-W2)
<p>CONSIGNEE for Master Air Waybill</p> <p>SINOTRANS GLOBAL E-COMMERCE LOGISTICS CO., LTD. BEIJING BRANCH No.20 Tianzhu Rd. Shunyi Dist. Beijing 101312. P.R.China/101312 USCI: 91110113MA01DW727J</p> <p>Contact: Brett Tel: 010-69479925 Mobile: 18500055220 Exhibition name: CIMT 2023</p>	<p>CONSIGNEE for Master Air Waybill</p> <p>SINOTRANS GLOBAL E-COMMERCE LOGISTICS CO., LTD. BEIJING BRANCH Add: No.20 Tianzhu Rd. Shunyi Dist. Beijing 101312. P.R.China/101312 USCI: 91110113MA01DW727J</p> <p>Contact: Mr. zhaoxu Tel: (86) 15210301567 Exhibition name: CIMT 2023</p>
<p>CONSIGNEE for House Air Waybill</p> <p>Sinotrans Beijing Fairs & Events Logistics Co., Ltd. Haichang Building, No.44 Liangmaqiao Road, Chaoyang District, Beijing, 100125, P.R. China USCI +91110105318063503B</p> <p>Contact: Mr. Frank Zhang Tel: 0086-10-64671724 Exhibition name: CIMT 2023</p>	<p>CONSIGNEE for House Air Waybill</p> <p>China International Exhibition Transportation Co., Ltd USCI+91110105100008499W Room 539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road, Chaoyang District, Beijing 100028, China Tel: (86-10) 8460 0619/08 Fax: (86-10) 8460 0559</p> <p>Contact: Mr. Li Heng Exhibition name: CIMT 2023</p>

<p>NOTIFY PARTY for House Air Waybill</p> <p>Sinotrans Beijing Fairs & Events Logistics Co., Ltd. Haichang Building, No.44 Liangmaqiao Road, Chaoyang District, Beijing, 100125, P.R. China USCI +91110105318063503B</p> <p>Contact: Mr. Frank Zhang Tel: 0086-10-64671724 Exhibition name: CIMT 2023</p>	<p>NOTIFY PARTY for House Air Waybill</p> <p>China International Exhibition Transportation Co., Ltd USCI+91110105100008499W Room 539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road, Chaoyang District, Beijing 100028, China Tel: (86-10) 8460 0619/08 Fax: (86-10) 8460 0559</p> <p>Contact: Mr. Li Heng</p>
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Important note:

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 on MAWB and HAWB are not the same. Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse, this will take longer time for customs clearance and incur more cost for terminal handling.

2) Direct arrival at Tianjin Xingang Port

Shipment handled by SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD (HALL E1-E8、W3-W4)	Shipment handled by CIETC International Transportation (Beijing) Co., Ltd (HALL W1-W2)
<p>CONSIGNEE</p> <p>Sinotrans Beijing Fairs & Events Logistics Co., Ltd.</p> <p>Haichang Building, No.44 Liangmaqiao Road, Chaoyang District, Beijing, 100125, P.R. China USCI +91110105318063503B</p> <p>Contact: Mr. Frank Zhang Tel: 0086-10-64671724 Exhibition name: CIMT 2023</p> <p>Notify Party:</p> <p>Same As Consignee</p>	<p>CONSIGNEE</p> <p>China International Exhibition Transportation Co., Ltd</p> <p>USCI+91110105100008499W Room 539, 5/F Hall No.1 (CIEC) No.6 East Beisanhuan Road, Chaoyang District, Beijing 100028, China Tel: (86-10) 8460 0619 Fax: (86-10) 8460 0559</p> <p>Notify Party:</p> <p>China International Exhibition Transportation Co., Ltd USCI+91110105100008499W Exhibition name: CIMT 2023 Tel: (86-10) 8460 0619 Fax: (86-10) 8460 0559 Contact Person: Mr. Li Heng</p>

For air shipment from abroad to Beijing, airlines with direct flights to Beijing are preferable. For full container-load sea shipment, it is essential to specify in B/L the type of movement in destination port is CY/CY, and to indicate S.O.C. on B/L if shipper's own container is used.

2. Deadlines

- * FCL Cargo arrival at Xingang Port – before March 16th, 2023
- * LCL Cargo arrival at Xingang Port – before March 13th, 2023
- * Cargo arrival at Beijing Capital Airport – before March 16th, 2023

- * Move – Indate – April 4th – 9th, 2023
- * Move – Outdate – April 15th – 19th, 2023

- * Ocean bills of lading, Declaration Forms (see attachment) and other shipping documents reaching us – 15 days before cargo arrival at Xingang Port
- * Airway bills, Declaration Forms (see attachment) for airfreight and other shipping documents reaching us – 15 days before cargo arrival at Beijing Capital Airport
- * Estimated pre-payment reaching our bank account – before April 1st, 2023
- * Cargo disposal notification to us – before April 15th, 2023
- * Samples of literatures、souvenirs & CD etc for Customs censoring in China (Books & Magazines cannot be imported without the permit issued by General Administration of Press and Publication of the Peoples' Republic of China) – before March 16th, 2023
- * Balance dues for inbound and outbound movement reaching our bank account – before bills of lading of return shipments and /or sold exhibits are released by us.

3. Forms

Freight Instruction Order

Freight Instruction Order (form 1) is a general form for your overall exhibits logistics. Maybe you will make several shipments through different ways, such as local cargo by truck, overseas cargo by sea, etc. Please submit the complete form no later than March 1st, 2023

Transit Pass & Order

Transit Pass & Order (form 2) is an order form for transit pass or assembling & installation of exhibits. Exhibitors, who have domestic cargos transported to exhibition hall by trucks directly, should apply for the transit pass for each truck. If any assembling or installation services are

required, form 2 should be submitted to SINOTRANS or CIETC no later than February 28th, 2023.

List of Exhibits

The List of Exhibits (form 3) is the most important document for Customs clearance on a temporary import & export basis for exhibits from abroad. Exhibitors must submit this form to us without exception. A detailed description (in printed letter) of each exhibits, including major components、specification、values and intended use , must be accurately declared on this form. Catalogs, display materials, gift and other given-away items must also be specified with exact quantity and value on this document.

4. Declaration documents:

Documents needed for customs clearance and other procedures:

- * Declaration Form (see attachment Form 3) – 1 copy
- * Commercial invoice – 1 copy
- * Packing list – 1 copy
- * Ocean bill of lading – 1 original and 1 copy
- * Master Airway bill & House Airway bill – 1 copy
- * Insurance policy – 1 copy
- * Quarantine and/or fumigation certificate:

For wood packing, the IPPC (International Plant Protection Convention) Mark should be put/ stuck on both sides of the outside package; For non-wood packing, a letter of Declaration of Non-Wood Packing Material should be submitted (1 original and 1copy)

5. Catalogsandpublicitymaterials – censoring

Exhibitors should send samples of advertising materials including films, lantern slides, recording tapes, records, photos, maps, illustrations, directions and other publicity materials to us together with the List of Exhibits. All these materials will be handed over to the China Customs for inspection in advance. Books and magazines can not be imported without the permit issued by General Administration of Press and Publication of the Peoples' Republic of China. The The number of CDs can not more than 200 copies. Please note that Republic of China can not be appeared in

any advertising materials. Please note that, for given-away items, duties may be levied when the quantity is substantial and/or the value is high.

6. Closing of exhibition

We will start to return empty cases from storage area to stands on the evening of the closing day. Exhibitors, however, shall start repacking on the next day.

Upon exhibition closing, exhibitors are requested to declare to the customs on the Declaration Form the proper disposal instructions of their exhibits as follows:

a) Sold b) To be returned c) Given away d) To be transferred e) To be disposed

Please fill out and return the Instructions for Disposal of Exhibits to us before the day of exhibition closing. After the closing of the exhibition, all exhibits should be moved to the customs bonded warehouse due to the requirement of the customs. Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations:

- A. Declaration of contents in each package must be correct.
- B. Items (e.g. personal effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.
- C. Everything have been declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof.

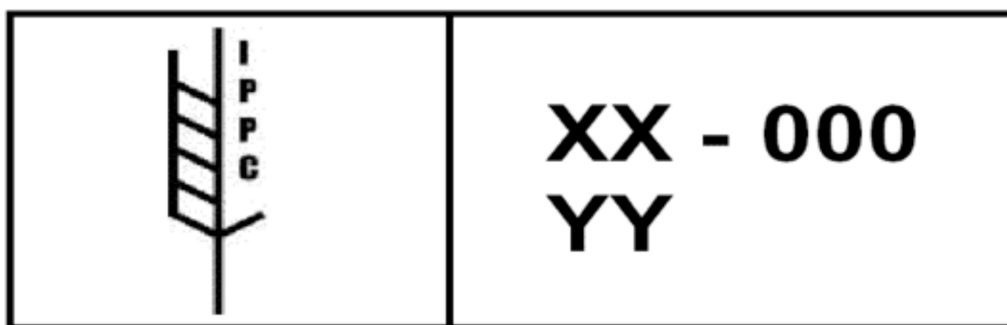
7. Fumigation Requirements

Any shipment to be imported and/or transited from E.U. Countries/Area, Korea, Japan and the USA is requested to arrange the following Handling Procedure:

包装材料 Packing Material	欧盟国家 European Union Countries	韩国，日本和北美 Korea; Japan & North America	发证部门 Issuing Dept.
木质 Wood	热处理证明 Certificate of Heat Treatment 烟熏处理证明 Certificate of Fumigation	热处理证明 Certificate of Heat 烟熏处理证明 Treatment/Certificate of Fumigation	国家有关部门 Authorities of a.m. Countries / USDA
非木质 Non-wood	非木质包装材 料证明 Certificate of Non-wooden Packing Material	非木质包装材料证明 Certificate of Non-wooden Packing Material 非松木包装材料证明 Certificate of Non-Conifer Packing Material	展品运输方 / 出口方 Shipper / Exporter

Note: The original certificate must be attached to the original airway bill or ocean bills of lading and send to SINOTRANS or CIETC for submitting to China Entry & Exit Inspection and Quarantine. The copy of document must be sent by fax or e-mail to SINOTRANS or CIETC.

All the wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially, as below



The mark should at minimum include the:
 IPPC Symbol (as reproduced above);

XX = ISO two letter country code (e.g. Germany = DE)

000 = the unique registration number assigned for the company that manufactured or treated the wood used for the wooden packaging;

YY = IPPC abbreviation disclosing the type of treatment (e.g. HT for "Heat treatment" or MB for "Methyl Bromide").

DB = The letters "DB" shall be added to the abbreviation of the approved measure to confirm the use of debarked round wood.

Note:

Pls be noted that the shipper should inform SINOTRANS or CIETC in advance the sort of packing material so that we could apply for the permit of import to CIQ accordingly. Failure to make the necessary arrangement for the handling of wood, exhibitor should be responsible for the penalties from China Government Authorities and the delay of exhibits delivery to stand on time. The same procedures is also applicable to THE DECLARATION FORM FOR NO WOOD PACKING GOODS.

8. Hand-carried Exhibits

Exhibitors with small items of exhibits can hand-carry them to the Show, they should then declare to Customs at the airport that their hand-carried items are for exhibition purpose. If the hand-carried items are detained by Customs at the airport, exhibitors should hand over the detention receipt and List of exhibits (duly filled) to SINOTRANS or CIETC to arrange the delivery of the goods from the airport. Exhibitors arriving late with hand-carried exhibits should be prepared that the Customs formalities and pick up procedures may take two days. Exhibitors should also be prepared to encounter problems when they intend to hand-carry exhibits out of the exhibition halls and these exhibits should also be returned as a shipment after the show.

9. Exhibits of a Dangerous Nature

Exhibitors need to fill out and send to us a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge for handling such exhibits.

10. Heavy and Oversized Exhibits

Exhibitors with heavy or oversized exhibits must be on-site early and direct the operation of unpacking and positioning heavy exhibits. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to us in advance. A detailed layout should also be provided to us for better on-site operations.

Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning. As we will not provide any packing materials for exhibits, exhibitors should ensure that they have adequate and appropriate packing materials for repacking during exhibition closing.

11. Packing of Exhibits

Exhibitors shall be responsible for the consequences of improper packing

a) Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation; shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition center during show period. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc. very often would have been damaged already during unpacking)

b) The Packing Material

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

12. Customs Clearance

We will go through Customs formalities for exhibitors. But on some occasions, the presence of exhibitors will be required. As Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with Customs through us.

13. Unpacking and Repacking of Exhibits

We will assist exhibitor in physical unpacking and installing of exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the company must be available on-site during the move-in period and provide us the written instruction for installation of machines.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment, as these operations will be carried out at exhibitors' risk. When exhibits are repacked by used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

14. Insurance

Please note that all the charges by our company do not include the premium. To safeguard the rights and interests of the exhibitors, we suggest the exhibitors should arrange a proper round-trip (including exhibition period) all risk insurance for their exhibits. The insurance should cover the responsible accident by our company and our agent. To be used as declaration and inspection when there may occur shortage and damage on site, please prepare the original and copy insurance contract.

Please note that we do not provide the insurance for the exhibits directly. All the risk by our service should be taken by the exhibitors. Each exhibitor should confirm the time and terms of the transportation, delivery and return. Please also note the valid time of the insurance.

15. Marking of the Case

CIMT2023		Company	
c/o SINOTRANS or CIETC			
Net Wt.		kgs	
Gross Wt.		kgs	
Dimensions	L x W x H =	CBM	
Stand No.			
Case No.			

16. Payment

A. Deadlines for payment

- Balance dues for inbound movement reaching our bank account – prior to the exhibition opening
- Balance dues for outbound movement reaching our bank account – before exhibits leaving Beijing

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom.

B. Remittance of payment

SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD

Please remit to:

Name of Bank: BANK OF CHINA, BRANCH BEIJING

Swift Code: BKCHCNBJ110

Address of Bank: NO.2 Chao Yang Men Nei Da Jie, DongCheng District, Beijing, China

Account Number: RMB: 320763166597
USD: 337663392414

Receiver: SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD

Remark or messages: CIMT 2023



SHIPPING GUIDELINE

CIETC International Transportation (Beijing)Co.,Ltd

Please remit to:

Name of Bank: China Merchants Bank H.O Shenzhen
Account No. 1109 1034 7610 401
SWIFT: CMBCCNBS
Beneficiary: China International Exhibition Transportation Co., Ltd.
Remark or Message: Charges for “CIMT2023” .

17. Conditions of Business

All services provided by SINOTRANS or CIETC are carried out in accordance with the Conditions of Business of our company.

Form 1

Freight Instruction Order

Deadline: March 1st, 2023

Please return this form to: – HALL E1-E8& W3- W4 Sinotrans Beijing Fairs & Events Logistics Co., Ltd Contact person: Mr. Frank Zhang Tel: 0086-10-64671724 Email: zhangxin37@sinotrans.com – HALL W1-W2 China International Exhibition Transportation Co., Ltd. Contact person: Mr. Li Heng Tel: 0086-10-84600619 Email: liheng@ciec.com.cn	Exhibitor Information	
	Company:	
	Booth No.:	Booth Square:
	Authorized person:	E-Mail:
	Tel:	Fax:

To assist the preparation of the delivery schedule, would you please supply the following information on all exhibits? Please specify:

☐ Shipping cargo directly

Name of vessel and Voy. No.(by sea)/Flight No.(by air):

Date of Departure: _____ Date of Arrival: _____

B/L(by sea) / Mawb(by air) No.: _____

Packing Material: _____

Special Handling Instruction(if any): _____

☐ Shipping cargo by our own forwarder

Company Name: _____

Contact: _____ Email: _____

Tel: _____ Fax: _____

☐ Domestic Cargo to Exhibition Hall by truck

Domestic Representative Company: _____

Contact: _____

Tel: _____ Fax: _____

Date and Signature

(Please keep a copy for your record)

Form 2

Transit Pass & Order

Deadline: February 28th, 2023

Pleasereturnthisformto: – HALL E1– E8、 W3–W4 Sinotrans Beijing Fairs & Events Logistics Co., Ltd Contact person: Mr. Frank Zhang Tel: 0086–10–64671724 Email: zhangxin37@sinotrans.com – HALL W1–W2 China International Exhibition Transportation Co., Ltd. Contact person: Mr. Li Heng Tel: 0086–10–84600619 Email: liheng@ciec.com.cn	Exhibitor Information	
	Company:	
	Booth No.:	Booth Square:
	Authorized person:	E-Mail:
	Tel:	Fax:

1. According to our needs, the numbers of the pass is as follows:

☐Exhibitor; ☐Contractor

DATE	April 4 th	April 5 th	April 6 th	April 7 th	April 8 th	April 9 th
Pass Quantity						

(Prior Move-in needs the approval from the organizer and extra cost will occur.)

2. Please mail the pass to the following address:

Company:		CTC Person:
Address:		Tel:

3. Special request for the move-in:

Huge or overweight (over 10Ts per piece)	Size:
	Weight:
Other request:	



CIMT2023

SHIPPING GUIDELINE

4. Equipment service for installation:

Equipment	Quantity	Booking Time	Installation Time
Tons Forklift			
Tons Crane			
Labour			

Date and Signature:

(Please keep a copy for your records)

暂准进口展览品报关清单 DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS (Form 3)

展览会名称:

日期:

地点:

NAME OF EXHIBITION:

DURATION:

VENUE:

参展公司 EXHIBITOR	国别/地区 COUNTRY/REGION	展馆/展台号 HALL/BOOTH NO.	运单号 B/L NO. (AWB NO.)	总件数 TTL PCS
箱号 CASE NO.	<div>毛重 G.WEIGHT</div> <div>公斤 KGS</div>	<div>原产地 ORIGINAL</div> <div>长/L cm</div>	<div>宽/W cm</div> <div>高/H cm</div>	<div>立方米/M³</div> <div>运输代理专用 OFFICIAL USE</div>
外包装 Packing:	<input type="checkbox"/> 箱Case (<input type="checkbox"/> 金属Metal <input type="checkbox"/> 塑料Plastic <input type="checkbox"/> 木Wood)	<input type="checkbox"/> 纸箱Carton	<input type="checkbox"/> 其他 (请注明) Others (Please remark):	
商品代号 H.S.NO.	<div>展品内容规格型号 (英文) DISCRIPTION OF CONTENTS (IN ENGLISH)</div>	<div>数量 QUANTITY</div>	<div>单价 U.PRICE</div>	<div>总价 CIF BEIJING TOTAL</div>
制单人(签字) SIGNATURE:	<div>**It is imperative that all exhibits must have H.S. code (harmonized systems code), all machines and equipments must be completed with models and/or serial numbers.</div>		<div>货值总计: TOTAL:</div>	

Special Items Entry Declaration Form

Deadline: February 28th, 2023

Our participation in the 18th China International Machine Tool Fair. Due to the exhibitors need to demonstrate some equipment must use the following special items, now apply to the organizing committee:

- ☐ Inert Gas Bottles, Quantity: _____ ;
- ☐ Other Items, Name: _____ Quantity: _____ ;

The storage location is located at _____. In order to do a good job of safety and security work related to on-site demonstration, now our company promises to do the following security measures: Assign a full-time security officer: _____ (Contact Number: _____) Responsible for the site management, by the professional staff for on-site operation demonstration, the equipment by our company to check normal, and in accordance with the fire requirements equipped with fire extinguishers, and good cleaning work.

Our company now solemnly promises that it will not cause any adverse impact on this exhibition, and if any safety accident occurs, our company will bear all responsibilities.

Note: This declaration is only used as a filing declaration, and the actual policy of the pavilion location will be implemented when entering the pavilion, subject to the confirmation notice of the official logistics forwarder.

Stand Number:

Exhibitor (Seal):

Signature:

CIMT2023 EXHIBIT HANDLING TARIFF

A. Exhibits by sea

A-1. inbound movement :

a. Services

1. Receipt of cargo at seaport, documentation
2. Transportation of cargo to the designated customs bonded warehouse.
3. Unloading cargo at the show site
4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo).
5. Removing empty cases and packing materials to the on-site designated storage area.

b. Charges

1. Basic handling charge : RMB 550.00/CBM

– Dry container

The minimum chargeable volume for a 20' container is 23 CBM, and for a 40' container is 46 CBM.

– Flat rack, open top or high cube container

The minimum chargeable volume for a 20' container is 25 CBM, and for a 40' container is 50 CBM.

– Loose cargo

The minimum chargeable volume is 5 CBM.

** If the volumes of cargoes exceed the above mentioned minimum chargeable volumes, the charges will be levied according to the actual volumes of cargoes.

2. Seaport handling charge RMB 102.00/CBM

LCL The minimum chargeable volume is 5 CBM

20' Dry Container RMB 1800/Container

40' Dry Container RMB 3500/Container

A-2. Outbound movement service and charge by sea is same as inbound.

B. Exhibits by air

B-1. inbound movement

a. Services

1. Receipt of cargo at Airport, documentation
2. Transportation of cargo to the designated customs bonded warehouse
3. Unloading cargo at the show site
4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)
5. Removing empty cases and packing materials to the on-site designated storage area

b. Charges

1. Basic handling charge (to be collected as per chargeable weight appeared on AWB)

RMB 6.00/kg

The minimum chargeable weight per shipment is 100kgs

2. Airport handling charge RMB 2.00/ kg

The minimum chargeable weight per shipment is 100kgs

B-2. Outbound movement service and charge by air is same as inbound.

C. Hand-carried cargo or express mail

C-1. Inbound movement

a. Services

1. Receipt of cargo at Airport passenger channel or express courier warehouse, Documentation
2. Transportation of cargo to the designated customs bonded warehouse
3. Unloading cargo at the show site
4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)

5. Removing empty cases and packing materials to the on-site designated storage area

b. Charges

1. hand-carried cargo basic handling charge RMB 678.00/consignment

Notes:

a) Hand-carried cargo totally weighing over 100kgs will be treated as cargo by airfreight.

b) The Charges for handling cargoes via express mail will be the same as the charges for handling cargoes by airfreight.

C-2. Outbound movement service and charge by air is same as inbound.

D. Cargo received at the exhibition site through international exhibitors themselves delivered

D-1. Inbound movement

a. Services

1. Registration and documentation

2. Receipt of cargo at the exhibition site

3. Delivering cargo to stand (nearby)

4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)

5. Removing empty cases and packing materials to the on-site designated storage Area

b. Charges

1. Charge for moving cargo to exhibitor booth from truck at show site

RMB 410.00.00/CBM

The minimum chargeable volume is 1 CBM.

D-2. Outbound movement service and charge is same as inbound.

E. Cargo transferred from other exhibitions or other customs bonded warehouse

E-1. Inbound movement

a. Services

1. Documentation and customs clearance, receipt of cargo at Beijing customs exhibits bonded warehouse

2. Transportation of cargo from the designated customs bonded warehouse to the exhibition site

3. Unloading cargo at the exhibition site

4. Delivering cargo to stand (nearby)

5. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)

6. Removing empty cases and packing materials to the on-site designated storage area

b. Charges

1. Charge for cargo moving to exhibitor booth from Beijing customs exhibits bonded warehouse

RMB 500.00/CBM

The minimum chargeable volume is 1 CBM.

2. Long distance bonded transportation charge from Beijing to other city as well as reverse process. To be negotiated in case of detail request

E-2. Outbound movement service and charge is same as inbound.

F. Fee for sold and Consumed exhibits

a. Services

1. Documentation and customs clearance

2. Assisting exhibitors in repacking and removal cargo from stand (excluding assembly of

cargo)

3. delivery empty cases to booth for repacking
4. loading on truck for transportation
5. preparation permanent import clearance formalities

b. Charges

1. Charge for moving cargo out of the exhibition hall:

RMB 476.00/CBM

(The minimum chargeable volume is 1 CBM)

2. Permanent import Customs broker handling fee:

RMB1500.00/shipment

3. Contract agent fee:

The total value of goods less than USD10000.00 will be charged RMB 1000.00/shipment

4. Quarantine declaration service fee: RMB 1500.00/shipment

5. Quarantine inspection fee: Actual cost payment

6. Customs inspection fee: RMB 500.00/shipment

7. Customs valuation: RMB 500.00/shipment

8. Customs duties, VAT: Actual cost payment

9. Commission of paying duty fee: RMB 200.00/shipment

10. Transprot fee: Actual cost payment

11. Insurance: Actual cost payment

G. OTHER CHARGES

1. Exhibitor basic service charge : RMB 335.00/exhibitor/consignment (applicable tariff item: A/B/C/D/E/F)

2. Clearance customs service charge :

RMB 32.00/CBM MIN. 320.00/shipment (applicable tariff item : A/E)

RMB 339.00/shipment (applicable tariff item : B/C)

3. Quarantine declaration service fee :

RMB 32.00/CBM MIN. 320.00/shipment (applicable tariff item : A)

RMB 339.00/shipment MIN. 339.00/shipment (applicable tariff item : B/C)

Quarantine inspection fee : (applicable tariff item : A/B/C)

RMB 41.00/PIC.

RMB 339.00/20'CONT.

RMB 678.00/40'CONT.

4. Beijing customs exhibits Bonded warehouse handling charge:

RMB 32.00/CBM /single time move in or move out MIN. 1CBM

(applicable tariff item : A/B/C/E/F)

5. Inputting exhibits data into system:

RMB 32.00/page (applicable tariff item : A/B/C/E/F)

6. Transfer charge from Beijing customs bonded warehouse or area to show site as well as reverse process

RMB 35.00/CBM MIN.1CBM (applicable tariff item : A/F)

RMB 1.00/KG

MIN. 100 KGS

`(applicable tariff item : B/C/F)

7. Transfer charge of picking up or return empty container:

RMB 1695.00/20'

RMB 2373.00/40'

(applicable tariff item : A)

8. Storage charge (applicable tariff item: A/B/C/D/E/F)

a. cargo by sea :

storage duration of move-in / showing /move-out : RMB 7.50/CBM/DAY

storage duration of port bonded warehouse/area or exhibits warehouse : RMB 7.50/CBM/DAY

b. cargo by air

storage duration of move-in / showing /move-out : RMB 10.00/100KGS/DAY

storage duration of port bonded warehouse/area or exhibits warehouse :

RMB 10.00/100KGS/DAY

c. empty case :

storage duration of move-in / showing /move-out : RMB 10.00/CBM/DAY

d. container storage charge :

RMB 120.00/20'/day & RMB 240.00/40'/day

9. ATA Carnet administration fee:

RMB 1000.00/ATA Carnet

10. Charges for hiring manpower and equipment (applicable to repositioning cargo after positioning it at stand or assembling/disassembling cargo at stand at request of overseas forwarding agents or exhibitors)

a. manpower

RMB 34.00/man/hour

minimum 4hours/man

b. forklift

3 ton capacity

RMB 68.00/forklift/hour

6 ton capacity

RMB 102.00/forklift/hour

10 ton capacity

RMB 136.00/forklift/hour

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	15 ton capacity	RMB 350.00/forklift/hour minimum 4hours/forklift
c. mobile crane		
	8ton capacity	RMB 136.00/crane/hour
	25 ton capacity	RMB 271.00/crane/hour
	50 ton capacity	RMB 542.00/crane/hour
	70 ton capacity	RMB 2000.00/crane/hour
	100 ton capacity	RMB 3500.00/crane/hour
	130 ton capacity	RMB 4000.00/crane/hour minimum 4hours/crane
d. truck or trailer		
	9ton capacity	RMB 271.00/truck or trailer/hour
	20–30ton capacity	RMB 407.00/truck or trailer/hour
	60 ton capacity	RMB 1500.00/truck or trailer/hour minimum 4 hours/truck or trailer

Notes:

a) If overtime charge of exhibition hall occur for machine transposition or testing, we will collect such charge from the exhibitor.

b) If the operation time of one hour does not attain one hour after the minimum chargeable time of four hours

mentioned in items a to d, such time will be treated as one hour.

c) The above charges will not be levied if the operations are proposed and carried out by us according to the on-site conditions.

d) The above charges will be subject to and be collected as per the Application Form and List of Hiring Manpower and Equipment submitted and confirmed by exhibitors or their forwarding agents.

11. Surcharge for late arrival cargo (applicable tariff item : A/B/C)

a. If cargo arrives beyond our stipulated arrival deadline causing us difficulties in respect of entry procedures, pick-up of cargo, and move-in operation, we will collect a 20% surcharge for such cargo in addition to respective handling charges.

b. The shipping documents for customs clearance and pick-up of cargo should reach us 10 days before cargo arrival at XINGANG Port, Beijing Capital Airport or Beijing rail terminal. Otherwise cargo arriving within our stipulated arrival deadline will be still treated as late arrival cargo.

12. Customs formality fee for temporarily loan exhibits

RMB 542.00/consignment

13. fumigation heat treatment / sample testing

a. Fee for the quarantine treatment of wood packing materials (such as fumigation, disinfection, heat treatment and etc.)

RMB 3390.00/case or treatment

b. Fee for sampling wood packing materials by the Quarantine Authority

RMB 1356.00/sampling

14. Ocean freight, air freight, rail freight, customs duty/tax and other relevant charges paid by us on exhibitors' behalf (to different carriers or the Customs Authority) will be levied as per actual outlays, and 2.5% outlay commission will be added accordingly.

15. To be paid at cost (If happened)

Exhibits by sea : D/O fee, fuel surcharge, THC, flat rack container and LCL unloading (loading), stack charge.

Exhibits by air : D/O fee, dispatch in the airport.

REMARKS:

a. The volume/weight conversion for cargo is 6 CBM = 1000kgs and/or 1 CBM = 167kgs.

b. If there is any dispute in regard to chargeable volume or weight, the final chargeable volume or weight and the collection of charges will be subject to the data re-measured by representatives of SINOTRANS and CIETC, or by relevant Chinese authority.

c. Fees for container detention at XINGANG port, the exhibition site or other storage areas, if not due to our responsibilities, will be levied in accordance with the stipulations of relative shipping agencies in China.



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d. Specialized cargo – Hazardous or dangerous cargo will be subject to 100% increase against official tariff.

e. The invoice issued by us should be settled in accordance with our stipulated time.

f. We reserve the right to interpret any wording, terms and charges of this tariff.



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