



CIMT2025

第十九届中国国际机床展览会

THE 19TH CHINA INTERNATIONAL MACHINE TOOL SHOW

Exhibitor Manual

Overseas

🕒 **April 21-26, 2025**

📍 **CIEC II (Tentative Name)**

**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 19th China International Machine Tool Show (CIMT2025)

Dates: April 21–26, 2025

Venue: Phase II of CIEC New Venue (tentative name)
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

A1–A4, B2–B5, E1, E3–E4, W1–W4

Exhibit move-in: April 15–17 08:30~17:30
(Refer to move-in schedule of the official freight forwarder if there are differences)

Booth construction: April 18–19 08:30~17:30
April 20 08:30~21:00

Exhibition: April 21–26 09:00~17:30

Booth dismantling: April 26 17:30~21:00 (Follow the dismantling notice)

Exhibit move-out: April 27–30 08:30~17:30

B1, E2

Exhibit move-in: April 17 08:30~17:30
(Refer to move-in schedule of the official freight forwarder if there are differences)

Booth construction: April 18–19 08:30~17:30
April 20 08:30~21:00

Exhibition: April 21–26 09:00~17:30

Booth dismantling: April 26 17:30~21:00 (Follow the move-out notice)

Exhibit move-out: April 27–28 08:30~17:30

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



CIMT2025

Exhibition Guideline

1. 2 Exhibition Venue Traffic Information

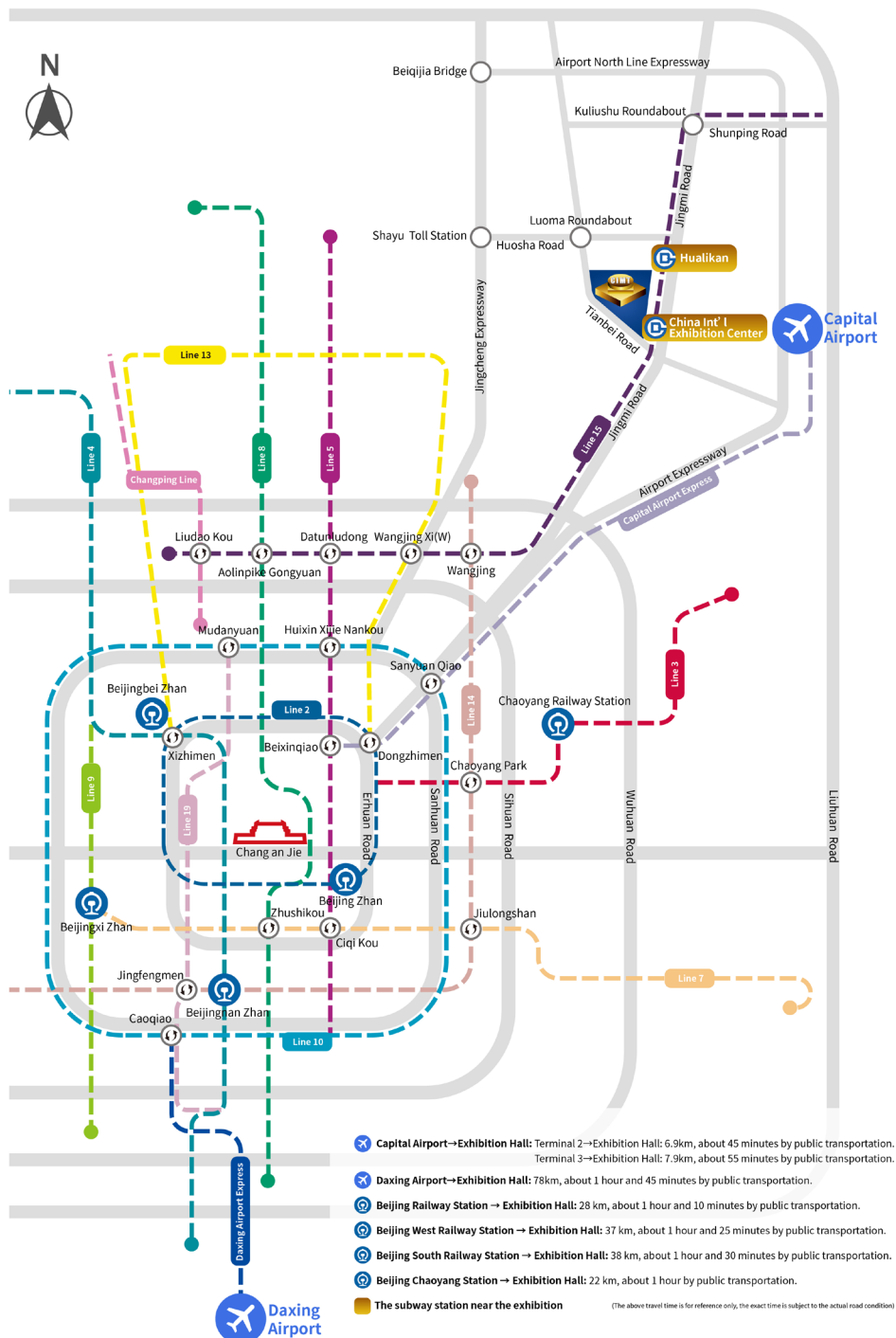
Name: Phase II of CIEC New Venue (tentative name)

Address: No. 55 Yuan Yudong Road, Shunyi District, Beijing, 101318, P.R. China

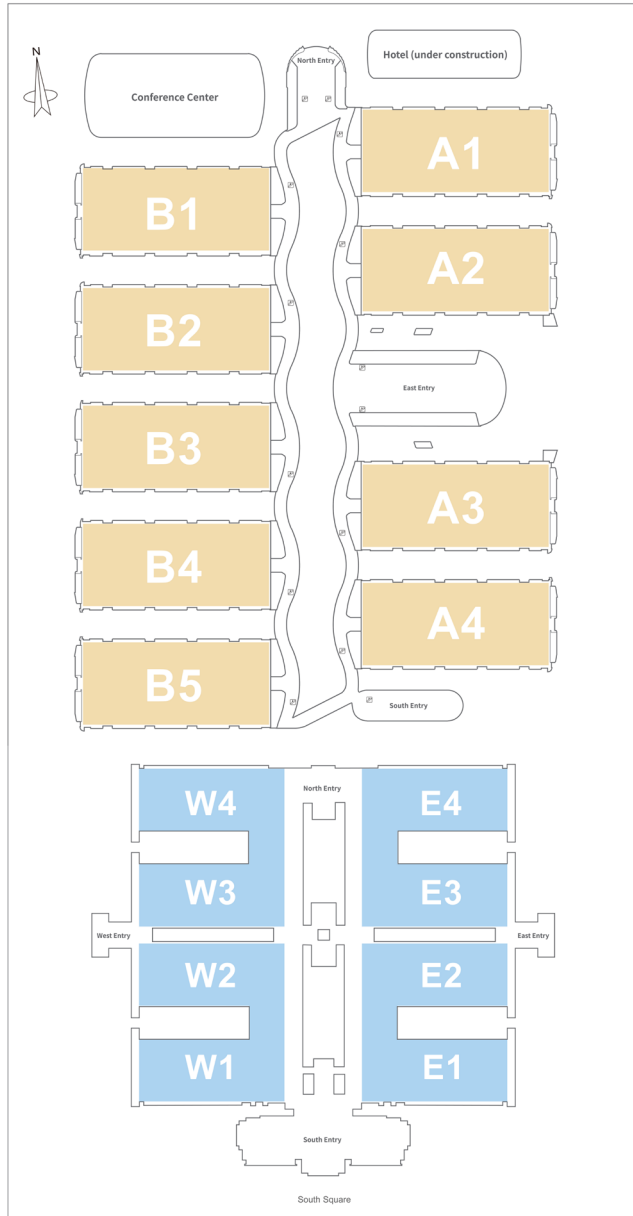
Name: China International Exhibition Center (Shunyi Hall)

Address: (88 Yuxiang Road), Airport Industrial Zone, Tianzhu, Shunyi District, Beijing, 101318, P.R. China

Traffic Map



Exhibition Hall Basic Data



Hall	Height (M)	Cargo Gate W × H (M)	Floor Load Capacity (T/SQM)
A1	16	6.5*8.0 5.4*4.9	8
A2	13	5.4*4.9	8
A3	13	5.4*4.9	8
A4	13	5.4*4.9	8
B1	16	5.5*4.9	8
B2	13	5.4*4.8	8
B3	13	5.4*4.8	8
B4	13	5.4*4.8	8
B5	13	5.4*4.8	8
E1	16.7-18.8	4.4*4.7 4.6*5.7	5
E2	12.5-17.5	4.4*4.7 4.6*5.7	5
E3	12.5-17.5	4.4*4.7 4.6*5.7	5
E4	12.5-17.5	4.4*4.7 4.6*5.7	8
W1	16.7-18.8	4.4*4.7 4.6*5.7	5
W2	12.5-17.5	4.4*4.7 4.6*5.7	5
W3	12.5-17.5	4.4*4.7 4.6*5.7	5
W4	12.5-17.5	4.4*4.7 4.6*5.7	8

1. 3 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 CIMT2025. 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:

A1-A2, A4, B1-B5, W1-W4

Sinotrans Beijing Fairs & Events Logistics Co., Ltd

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

Hall	Contact	Tel	Mobile	Email
A1	Xia Yue	010-84601135	13466678146	xiayue@sinotrans.com
A2	Cao Zhe	010-84601135	13601218366	caozhe2@sinotrans.com

A4	Wang Xuehao	010-64671724	18618106960	wangxuehao1@sinotrans.com
B1	Zhao Xu	010-84601135	15210301567	zhoauxu@sinotrans.com
B2	Zeng Bin	010-64671724	13426429294	819044955@qq.com
B3	Wang Jun	010-64671724	13911945537	jun_wang@sinotrans.com
B4	Zhou Xing	010-64671724	13651022717	zhouxing2@sinotrans.com
B5	Wang Chunsheng	010-64671724	13651313122	wangchunsheng@sinotrans.com
W1	Li Shaohua	010-84601135	13501119074	lishaohua1@sinotrans.com
W2	Xu Man	010-84601135	17802374072	xuman1@sinotrans.com
W3	Sun Wei	010-64671724	18513433519	weisun@sinotrans.com
W4	Zhou Jingjun	010-84601135	13501122976	zhoujingjun1@sinotrans.com

A3, E1-E4

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
A3	Dong Hui	010-84600605	13651049167	donghui@ciec.com.cn
E1	Bai Peng	010-80468783	13910015451	baipeng@ciec.com.cn
E2	Zhang Yinan	010-84600620	13811241700	zhangyinan@ciec.com.cn
E3	Wang Ying	010-84600613	13810727405	wying@ciec.com.cn
E4	Li Dongyuan	010-80468794	13810081643	lidongyuan@ciec.com.cn

1.4 Booth Construction and Appliance Rent

Beijing Pico Exhibition Management Co., Ltd., Beijing M.H. Tale Expo., Ltd. are appointed as the official booth construction service providers of CIMT2025. 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:

A1-A4, B1-B2, B4-B5, E1-E4

Beijing Pico Exhibition Management Co.,Ltd

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

Hall	Contact	Tel	Mobile	Email
A1	Cui Yu	010-89414379	18310962212	yu.cui@chinapico.com
A2	Wang Jun	010-89414319	18510280643	jun.wang@chinapico.com
A3	Xue Yuqing	010-89414313	18610690417	yuqing.xue@pico.com
A4	Yu Haifeng	010-89414311	13522761318	haifeng.yu@pico.com
B1	Wang Yuhan	010-89414337	18710161009	yuh.wang@pico.com
B2	Chen Fuxing	010-89414354	18516958894	fuxing.chen@chinapico.com
B4	Fu Zihui	010-89414351	13716552288	zihui.fu@chinapico.com
B5	Han Bing	010-89414140	17610000898	bing.han@chinapico.com
E1	Wang Haoyu	010-89414325	15210311623	haoyu.wang@chinapico.com
E2	Cheng Dong	010-89414166	15701592497	dong.cheng@chinapico.com
E3	Li Shuaipeng	010-89414344	13501154485	shuaipeng.li@pico.com
E4	Zhao Pengzhen	010-89414168	18600210804	pengzhen.zhao@chinapico.com

B3, W1-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

Hall	Contact	Tel	Mobile	Email
B3	Zhao Zhong	010-84602355*8017	15010648336	zhaozhong_mht@126.com
W1	Wang Sisi	010-84602355*8010	13810672393	wangsisi_mht@126.com

W2	Chen Shuanglong	010-84602355*8018	13552141148	chenshuanglong_mht@126.com
W3	Zhu Boyan	010-84602355*8013	18612850217	zhuboyan_mht@126.com
W4	Wang Hai	010-84602355*8003	17532030034	wanghai_mht@126.com

1.5 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 the designated location of the venue during 15:30--16:30 the same day**, the specific arrangements are subject to the Notice of Move-in and Notice of Move-out issued on site.

Charging standard:

Time	Unit	Price (RMB)
Before 24:00	1Hour/Booth (Within100sq.m)	500 Yuan/Hour
After 24:00	1Hour/Booth (Within100sq.m)	800 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.

1.6 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.

Bring your own catering application:

Contact: Hao Xiangxin

Mobile: 13691194234

E-mail: haoxiangxin@bcjt.com.cn

For catering and refreshment service, please contact:

Rose Town

Contact: Mr. Yao

Tel: +86 10 67312386

Mobile: +86 13911369058

E-mail: lzmg2005@sina.com

1.7 Visitor Invitation

This exhibition will provide exhibitors with e-invitation letters, and send the e-invitation letter and instructions to the registered e-mail one month before the exhibition, so that exhibitors can invite visitors through e-mail and other online methods. 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.

Contact:

Intl. Cooperation Dept. of CMTBA

Contact: Wei Zheng

Tel: +86 10 6334 5268

E-mail: weizheng@cmtba.org.cn

1.8 Hotel and Conference Service

The sponsor has entrusted Beijing Times International Conference & Exhibition Co., Ltd, Superb Events & Culture Media (Shanghai) Co., Ltd, and Beijing Heying Exhibition International Conference Service Co., Ltd to offer hotel and conference service for exhibitors in the 19th China International Machine Tool Show (CIMT2025).

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 2841, 6446 2842

Mobile: +86 18612291382, 1372005 5233

E-mail: times@sdIm.cn Website: www.sdIm.cn



Superb Events & Culture Media (Shanghai) Co., Ltd

Contact: Yu liang, Lu Qin

Address: Room 252, North Building B, Hongqiao World Center, 1588 Zhuguang Rd, Qingpu District, 201702, Shanghai

Tel: +86 21 6438 7722

Mobile: +86 1360180 9725, 13918716997, 15316571206

Email: info@sbecm.com.cn, accommodation@sbecm.com.cn

Website: www.sbecm.com.cn



Beijing Heying Exhibition International Conference Service Co., Ltd

Contact: Li Peiyao, Yin Anqi, Shi Xiaodi

Address: Room 811-813, 8F Tianlian Mansion, 102 Lianhuachi East Road, Xicheng District, 100055, Beijing

Tel: +86 10 86229049

Mobile: +86 18611884979 (Li), 18611887249 (Yin), 18611889649 (Shi)

Email: lipeiyao@fmwagg.com, yinanqi@fmwagg.com, shixiaodi@fmwagg.com

Website: http://gjcz.fmwagg.com/



1.9 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" , the venue management regulations of Phase II of CIEC New Venue (tentative name) 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 shall comply with the garbage classification regulations in accordance with the "Beijing Municipal Household Waste Management Regulations".

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

4. All the on-site persons must wear safety helmets when move-in and move-out the venue, and must use safety belts for overhead operations. It is strictly prohibited to use a herringbone ladder with a height exceeding 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 it is strictly prohibited for the identification documents to be inconsistent. Professional and technical personnel must hold relevant professional identification documents for construction.

5. Exhibitors and exhibitors should take good care of and use the exhibition equipment and devices provided by the exhibition. They should return them in their original form at the end of the exhibition. If there are any damages, compensation should be made according to the price.
6. In order to ensure the quality of booth construction and the safety of the exhibition site, exhibitors must have a detailed understanding of the service process and operation methods when choosing a construction contractor, and strictly prohibit the contractor from subcontracting the project in any form. If this regulation is violated, all consequences will be borne by the exhibitor themselves.
7. In order to ensure the quality of booth construction and the safety and order of the exhibition, exhibitors must have a detailed understanding of the service process and operation methods when choosing a construction contractor, and strictly prohibit the contractor from subcontracting the project in any form. If this regulation is violated, all consequences will be borne by the exhibitor themselves.
8. 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.
9. 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 venue to ensure that the fire-proof roller shutter door can be lifted and lowered smoothly at any time.
10. 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.

11. Exhibitors who set up duplex structure booths, negotiation rooms, storage rooms, etc. on raw booth must obtain approval and recognition from official booth construction provider. Unauthorized illegal pulling and overlapping, disguised dismantling and modification of structures are prohibited, which may pose potential hazards and have adverse effects on the public environment. The offending exhibitor must bear full responsibility in accordance with the law.

12. Exhibitors and exhibitors should properly keep their valuable items and exhibits (such as mobile phones, cameras, portable computers, special exhibits, etc.) with them during the exhibition period, and take measures to prevent theft. Do not litter paper scraps or debris, keep the exhibition area clean and tidy, and prohibit the use of high pitched sound systems that affect the public environment in the venue.

13. Special items such as lubricating oil and inert gases used in machine tool processing entering the exhibition hall must fill out and handle the special item entry form according to requirements to ensure complete and accurate information. Only after approval can they be brought into the exhibition hall. At the same time, exhibitors should do a good job in on-site safety management of special items entering the venue. Please contact the transportation general agent to apply for the entry form for special items.

1.10 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 19th China International Machine Tool Show (CIMT2025) 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.

1.11 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.

1.12 Contact of Sponsor

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

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; Exhibition Catalogue Application; List of Exhibit Application; Technical Exchange Seminar Application; Advertising and Promotion Application and Free Lubricants Application 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 “Exhibitors' Manual 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 21, 2025

Invitation letter for visa of exhibitors will be exclusively for CIMT2025.

Note: Due to the various factors, adjustments may be made at any time according to changes in the situation. We will also release relevant information in a timely manner.

Contact:

Intl. Cooperation Dept. of CMTBA

Contact person: Sun Xin

Tel: +86 10 6334 5983

E-mail: sunxin@cmtba.org.cn

2.2 Exhibitor' s Badge

Deadline: March 14, 2025

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 relevant requirements of the Ministry of Public Security, all document applicants must apply online and complete real name authentication.

Number of application: Every three square meters of booth area is limited to one exhibitor's badge, and additional exhibitor's badge exceeding this limit will not be processed.

Price of exhibitor's badge: Within the limited number of applications (i.e. one per three square meters), a maximum of 50 exhibitor's badge can be processed free of charge. Any excess of 50 exhibitor's badge will incur a production fee of RMB 5 per badge, which will be paid on-site.

Exhibitor's badge collection time: April 15–20, 2025.

Contact:

Intl. Cooperation Dept. of CMTBA

Contact person: Wei Zheng

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

E-mail: weizheng@cmtba.org.cn

2.3 Exhibition Catalogue

Deadline: February 28, 2025

The sponsor– China Machine Tool & Tool Builders' Association is generally responsible for Exhibition Catalogue of the 19th China International Machine Tool Show (CIMT2025), the Catalogue is bilingual in Chinese and English, publication of limited content 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, 152 0128 8712

E-mail: zlhk@cmtba.org.cn

Info. Media Dept. of CMTBA

Contact person: Lan Haixia, Zhang Fangli

Tel: +86 10 6337 7672, +86 10 6334 5051

E-mail: zlhk@cmtba.org.cn

2.4 List of Exhibit

Deadline: January 15, 2025

In order to promote CIMT2025 exhibitors and exhibits among users, the exhibition sponsor will continue to edit and produce the "CIMT2025 Exhibits List" before the exhibition, and distribute it to major users and sellers in the machine tool industry. Therefore, all exhibitors are requested to fill in the exhibit information online as required before the deadline, and at the same time send the electronic sample to the following email. The submitted exhibits informations, pictures, videos, typical cases, and sample materials will have the opportunity to be used for media promotion of CIMT2025 road shows, exhibition highlights and “exhibition assistant” wechat mini program etc.

Contact:

Marketing Dept. of CMTBA

Contact person: Fu Zuogang

Tel: +86 10 6334 5697

E-mail: fuzuogang@cmtba.org.cn

2.5 Technical Exchange Seminar

Deadline: April 10, 2025

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

Contact:

Industry Development Dept. of CMTBA

Contact person: Fan Youhai

Tel: +86 10 6334 5273

E-mail: hangye@cmtba.org.cn

2.6 Advertising and Promotion

Deadline: March 21, 2025

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

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 sponsor will provide with Catalogue, Guide and Daily News, WMEM magazine and on site exhibits promotion items.

In the above promotional projects, printed materials are presented in the form of print advertisements, while the venue is presented in the form of banners, etc. 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: February 28, 2025

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: Mr. Yang Zhiyuan

Tel: +86 21 3912 2078

E-mail: yang.zhiyuan@fuchs.com.cn

Intl. Cooperation Dept. of CMTBA

Contact person: Wei Zheng

Tel: +86 10 6334 5696

E-mail: weizheng@cmtba.org.cn

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 19thChina 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 Vetting drawingand 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/>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.

A1-A4, B1-B2, B4-B5, E1-E4

Beijing Pico Exhibition Management Co.,Ltd

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

Post Code: 101300

Hall	Contact	Tel	Mobile	Email
A1	Cui Yu	010-89414379	18310962212	yu.cui@chinapico.com
A2	Wang Jun	010-89414319	18510280643	jun.wang@chinapico.com
A3	Xue Yuqing	010-89414313	18610690417	yuqing.xue@pico.com
A4	Yu Haifeng	010-89414311	13522761318	haifeng.yu@pico.com
B1	Wang Yuhan	010-89414337	18710161009	yuh.wang@pico.com
B2	Chen Fuxing	010-89414354	18516958894	fuxing.chen@chinapico.com
B4	Fu Zihui	010-89414351	13716552288	zihui.fu@chinapico.com
B5	Han Bing	010-89414140	17610000898	bing.han@chinapico.com
E1	Wang Haoyu	010-89414325	15210311623	haoyu.wang@chinapico.com
E2	Cheng Dong	010-89414166	15701592497	dong.cheng@chinapico.com
E3	Li Shuaipeng	010-89414344	13501154485	shuaipeng.li@pico.com
E4	Zhao Pengzhen	010-89414168	18600210804	pengzhen.zhao@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

B3, W1-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

Hall	Contact	Tel	Mobile	Email
B3	Zhao Zhong	010-84602355*8017	15010648336	zhaozhong_mht@126.com
W1	Wang Sisi	010-84602355*8010	13810672393	wangsisi_mht@126.com
W2	Chen Shuanglong	010-84602355*8018	13552141148	chenshuanglong_mht@126.com
W3	Zhu Boyan	010-84602355*8013	18612850217	zhuboyan_mht@126.com
W4	Wang Hai	010-84602355*8003	17532030034	wanghai_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	2025.4.18-19	2025.4.20	2025.4.21-26	2025.4.26
Start Time	8:30	8:30	9:00	17:30
Finish Time	17:30	21:00	17:30	21:00

Notes:

Exhibitor who requires overtime work, please report to the designated place in the exhibition halls from 15:30 to 16:30 on the day of overtime work, and the specific arrangements will be subject to the Notice of Entry and Notice of Exit issued on site.

A2. Date of Power Supply

	Start Date	End Date
Power for machine	2025.4.19	2025.4.26
Power for lighting	2025.4.20	2025.4.26

A3. Payment Due Date, Dead Line and Surcharge

A3.1 Please submit all the service Forms before the deadline of 3 Mar 2025 to the Official Contractor. A 30% additional fee will be imposed on Forms received between 4 Mar –7 Apr 2025, 50% will be imposed on orders received after 8 Apr, 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 contractors ought 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 contractors of raw space or exhibitors doing 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 Advanced 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) 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.

c) It is not allowed to connect your own display rack or tools to the aluminum shell frame structure to prevent the collapse of the booth.

d) 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.

e) All containers and storage items must be removed from the booth before exhibition period, please place to pointed area.

B.2 Shell Scheme Package

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

● The Shell Scheme Package is shown in Figure 1, besides the basic configuration listed above, Shell scheme booth exhibitors with further requirements could submit application Form online to the Official Contractor before March 3, 2025. For more information, please refer to on line system Form 1: Price list of additional items for Shell Scheme

● Exhibitors whose machines and equipment are too high in their booths may apply for a 50cm increase in height of the fascia structure in order to enhance the display effect. Please contact Hall

manager if you require this service. The price is RMB150/linear meter, calculated according to the length of the open side.

- Standard booths with double-sided openings can apply for Advanced Shell Scheme from the Official Contractor.

B.3 Shell Scheme Illustration

展位效果图
Booth renderings



平面图
Floor plan

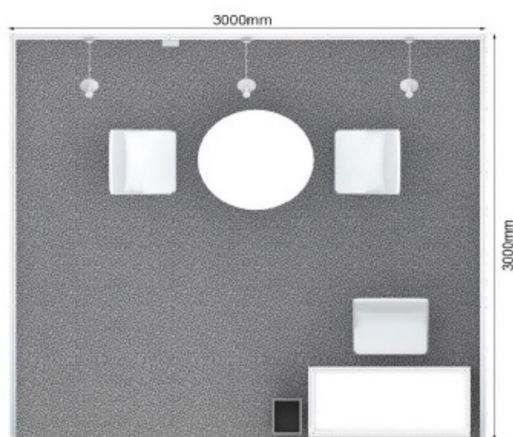


图 1

Figure 1

展位效果图
Booth renderings



平面图
Floor plan

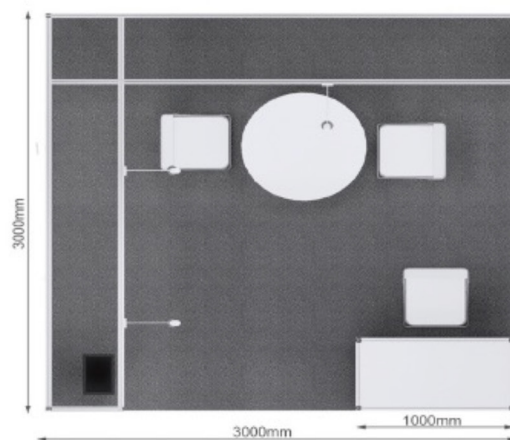


图 2

Figure 2

C. Raw Space Stand

(Please log in <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 copy 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 is required;
 - 4) Form 5 Raw Space Authorization Letter of Pointed Contractor (For Raw Space Exhibitor only): Original copy is required;
 - 5) Form 6 Raw Space Letter of Undertaking for Contractor (For Single Storey Raw Space Contractor only): Original copy is required;
 - 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 is required.
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.
4. Exhibition Liability Insurance Policy



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 2025 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 Formfor 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 forbooth 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.

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 needs 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 Raw Space inside the Venue hall is 6m, some of the stand which located in special position is limited at 4m. 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 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.3.7 The speed of any motor vehicle within the venue shall not exceed 15 km/h, and the siren is strictly prohibited.

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 a clean 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 and provide proof of toughening site for inspection, and have the national standard 3C mark. 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) The diameter of the metal structure lamp post shall be more than 10cm, and the bottom shall have a square plate with an area of not less than 100cm x 100cm and a thickness of not less than 6mm, and be reinforced to ensure stability.
- h) 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.

i) 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 length of a single span of the structure shall not exceed 6m.

j) The thickness of wooden walls of raw space stands without frame structure shall not be less than 30cm to ensure the contact area between the wall and the ground, and wooden walls with a height of more than 3m must have square steel or seamless round tubes for internal support.

k) Where the main structure of the booth has only a single backboard wall, it must be reinforced with structural reinforcement such as diagonal bracing and increased counterweight stabilization. The design of the plank wall must meet the requirements of stability and longitudinal strength.

l) If the main structure of the booth is built with trusses, professional truss structures must be used (factory design specifications or design drawings provided by a qualified design organization must be provided for inspection), and the use of self-welded trusses is strictly prohibited. Metal fasteners must be used between truss columns and beams to ensure a tight fit and no gap or shaking.

m) For all raw space stands with beams at the top, the detailed structural drawings of the connection between the beams and the main body shall be provided in the drawing submission, and the structural strength shall meet the strength required by the loads. The connection between the crossbeam and the column must be made by bolts or other safe fixing materials, and simple connection methods such as tying shall not be used. The main components shall not be connected by gun nails or wood grain screws, but shall be fastened with bolts in full position.

n) Angle steel, channel steel, square steel (tube) and other materials used for the load-bearing components of the raw space stand must be qualified products, and flexible metal materials or brittle materials used for decoration shall not be used. If angle yards are used for profiles, the width of the angle yards must be more than 50mm and the thickness must be more than 5mm. Thin-walled load-bearing members with pipe wall less than 0.8mm shall not be used, and load-bearing members with serious corrosion shall not be used. External (hanging) type components must be a metal frame and metal structure connected to the main body, fastened with bolts.

o) 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.

p) 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.

q) 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.

r) 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 cannot be adapted, exhibitors or contractor shall adjust the electricity consumption until it meets the requirements.

s) 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).

t) 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.

u) 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.

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 Hanging Point

- a) Only static lightweight advertising carriers such as banners and flags may be hung, trusses, light boxes and other components corresponding to the booth are not allowed to be hung.
- b) Hanging objects must not be connected to the structure of the booth in any way.
- c) No electrical equipment shall be attached to the hangings.
- d) The fire-retardant grade of the hanging materials must reach B1 or above.
- e) The number of hanging points will be declared in advance and calculated on site according to the actual situation. For booths that have not declared the number of hanging points in advance, the site will not guarantee the provision of temporary additional hanging points.

C.3.12 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) Double storey stands must use steel structural materials and be reinforced accordingly, especially the load-bearing structural materials must be made of steel and be well protected against leakage and grounding.

c) The foundations of the columns and beams of double storey stands shall be connected by floor beams and reinforced with high-strength screws.

d) The total width of the staircase shall be determined by calculation, and the net width of the staircase shall not be less than 1.4m. Balustrades must be at least 1.5m in height, the vertical spacing between railing bars shall not be greater than 0.11m. To prevent objects (such as wine glasses) being placed on balustrades, the handrails or tops of balustrades must be circular or round in shape. The width of the stair treads shall not be less than 26cm, the height of the treads shall not be more than 17.5cm, and the distance of the evacuation stairs shall be calculated as 1.5 times of the length of the projected section of the stairs.

e) Load-bearing capacity strength of ceiling:

- The loading capacity of the second floor of the double storey stand shall not be less than 400kg/m^2 , and the second floor area shall be used only for negotiation and trading or resting, and shall not be used mainly for placing exhibits, and the number of people staying in the second floor area shall be strictly controlled. The total weight and unit area weight of the articles and negotiators placed on the second floor shall not exceed the total load value and unit area load value indicated in the construction drawings.

f) Fire prevention:

- The maximum length of any escape route from the upper floor to the aisle is 25 meters.

- The number and width of evacuation stairs connecting the first floor and the second floor of a double storey stand shall be calculated and determined according to the requirements. When the space on the second floor is used for office and the area is not more than 120 square meters, one evacuation staircase can be set up. If more than 2 evacuation staircases are provided, the horizontal distance between 2 adjacent evacuation staircases shall not be less than 5 meters.

- 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 $1\text{cm} \times 1\text{cm}$ 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. Exhibitors are required to dismantle and restore the booth floor to its original condition within a specified period of time.

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.6.4 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, Any associated costs incurred will be deducted from the stand deposit and if the deposit is insufficient to cover the amount of compensation, the Official Contractor will recover the shortfall from the exhibitor.

C.7 Fire precautions and the dangerous materials

C.7.1 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.7.2 Exhibitors or contractors must install 2 approved powder fire extinguishers (5 kg / each, within valid date) for every 50 sqm or part thereof of stand area in visible and accessible positions. It is strictly prohibited to adopt a fully enclosed roof for the exhibition booth, and the roof of the booth shall not block the fire-fighting facilities at the top of the exhibition hall, and it is necessary to ensure that the roof of the booth has at least more than 50% of the open area of the plane to ensure the fire-fighting safety of the booth, and if there is less than 50% of the roof, a hanging fire extinguisher shall be installed for every 4 square meters.

C.7.3 Please ensure that the Venue fire engine access & exits, public walkways and fire escape routes are kept clear from any obstruction.

C.7.4 Smoking is strictly prohibited inside, aisles, booth area, and any rooms inside the Venue hall.

C.7.5 All Exhibitors muse comply with and ensure that all their contractors, staff, agents, and service personal etc., comply with 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 hazard. 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.

C.8 LOCAL REGULATIONS

8.1 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.

8.2 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.9 OTHERS

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

9.2 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.

9.3 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



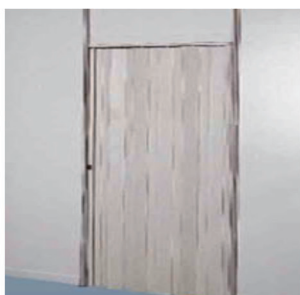
EC-08 折椅 40元/展期
Folding Chair



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 100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



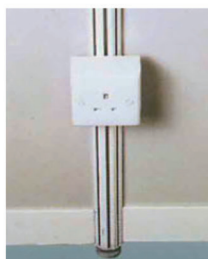
SL-004/006 短臂/长臂射灯 90元/展期
Spotlight / Longarm Spotlight



SL-001 40W 日光灯 90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)
Refrigerator 800元/展期



42" 等离子 Plasma 2000元/展期



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	50KG/point (Includes loading and unloading services and usage fees)	3,500.00/each/exhibit period	
5	Deposit	$\leq 100\text{m}^2$ 101~200 m^2 ↓ $\geq 1000\text{m}^2$	20,000.00 40,000.00 ↓ 200,000.00	
6	Power for lighting	15A/220V	1,190.00/each/exhibit period	
		20A/220V	1,810.00/each/exhibit period	
		30A/220V	2,400.00/each/exhibit period	
		40A/220V	3,580.00/each/exhibit period	
		50A/220V	4,060.00/each/exhibit period	
		60A/220V	5,015.00/each/exhibit period	
		80A/220V	6,930.00/each/exhibit period	
		100A/220V	9,005.00/each/exhibit period	
		120A/220V	10,740.00/each/exhibit period	
7	Power for machinery	Temporary 15A/220V (Single Phase Switch Box)	455.00/each	
		Temporary30A/380V (Three Phase Switch Box)	1,505.00/each	
		15A/220V/24hr (Single Phase Switch Box)	2,455.00/each/exhibit period	
		30A/380V/24hr (Three Phase Switch Box)	7,655.00/each/exhibit period	
		15A/220V(Single Phase Switch Box)	1,245.00/each/exhibit period	
		30A/380V(Three Phase Switch Box)	2,890.00/each/exhibit period	
		60A/380V(Three Phase Switch Box)	5,400.00/each/exhibit period	
		120A/380V(Three Phase Switch Box) (applicable to partial Halls)	11,885.00/each/exhibit period	
		150A/380V(Three Phase Switch Box)	13,890.00/each/exhibit period	
		200A/380V(Three Phase Switch Box)	19,865.00/each/exhibit period	

No	Item	Specifications	Rate (RMB)
8	Water and Compressed Air	300L/Min, Dia9mm, Outside Dia14mm	2,600.00/each/exhibit period
		600L/Min, Dia12mm, Outside Dia17mm	3,900.00/each/exhibit period
		1000L/Min, Dia19mm, Outside Dia24mm	5,200.00/each/exhibit period
		Water Pipe, Dia19mm, Outside Dia24mm	2,860.00/each/exhibit period
9	Telephone	Local telephone line (LDD)	1,040.00/each/exhibit period
		Domestic telephone line (DDD)	1,040.00/each/exhibit period
		International telephone line (IDD)	1,300.00/each/exhibit period
10	Internet	Dedicated Line 10M	24,300.00/each/exhibit period
		Dedicated Line 20M	37,800.00/each/exhibit period
		Dedicated Line 30M	47,250.00/each/exhibit period
		Dedicated Line 50M	64,800.00/each/exhibit period
		Dedicated Line 100M	94,500.00/each/exhibit period

Notes:

1. Supply Voltage : 380 V(+/- 5%), 3-phase, 5-wire, 220 V(+/- 5%), single phase, 3-wire, Frequency: 50Hz (+/- 1%)3.

2. 24 hours 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.

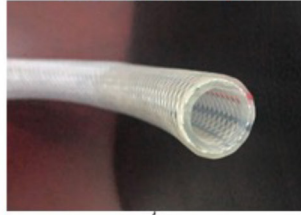
5. Please submit all the service Forms before the deadline of 3 Mar 2025 to the Official Contractor. A 30% additional fee will be imposed on Forms received between 4 Mar –7 Apr 2025, 50% will be imposed on orders received after 8 Apr, 100% will be imposed on orders received onsite the Venue.

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 (HALL A1、A2、A4、B1–B5、W1–W4) and China International Exhibition Transportation Co., Ltd.(HALL A3、E1–E4) 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 China International Exhibition Transportation Co., Ltd. will be honorably responsible for going through all customs formalities and handling exhibits after their arrival in Beijing Capital Airport or Tianjin Xingang Seaport .

HALL A1、A2、A4、B1–B5、W1–W4:

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

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

Zip Code: 100125

TEL: (010) 64671724

Ctc. Person: Mr. Frank Zhang

Email: zhangxin37@sinotrans.com

HALL A3、E1–E4:

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

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

Zip Code: 100028

TEL: (010) 84600619

Ctc. Person: Mr. Li Heng

Email: liheng@ciec.com.cn

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 A1、A2、A4、B1-B5、W1-W4)	Shipment handled by China International Exhibition Transportation Co., Ltd (HALL A3、E1-E4)
<p>CONSIGNEE for Master Air Waybill</p> <p>SINOTRANS AIR FREIGHT CO., LTD. BEIJING BRANCH. Add: No. 20 Tianzhu Rd. Shunyi Dist. Beijing 101312. P.R. China/101312 USCI: 91110113MA01DW727J</p> <p>ATTN: ZHUBO TEL: 010-69479925 MOBILE: 18500055220 Exhibition name: CIMT 2025</p>	<p>CONSIGNEE for Master Air Waybill</p> <p>SINOTRANS AIR FREIGHT CO., LTD. BEIJING BRANCH. Add: No. 20 Tianzhu Rd. Shunyi Dist. Beijing 101312. P.R. China/101312 USCI: 91110113MA01DW727J</p> <p>ATTN: ZHUBO TEL: 010-69479925 MOBILE: 18500055220 Exhibition name: CIMT 2025</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. Huanghao Tel: 0086-10-84601327 Exhibition name: CIMT 2025</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</p> <p>Contact: Mr. Li Heng Exhibition name: CIMT 2025</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.Huanghao Tel: 0086-10-84601327 Exhibition name: CIMT 2025</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</p> <p>Contact:Mr.Li Heng Exhibition name: CIMT 2025</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 A1、A2、A4、B1-B5、W1-W4)	Shipment handled by China International Exhibition Transportation Co., Ltd (HALL A3、E1-E4)
<p>CONSIGNEE</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.Huanghao Tel: 0086-10-84601327 Exhibition name: CIMT 2025</p> <p>Notify Party:</p> <p>Same As Consignee</p>	<p>CONSIGNEE</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</p> <p>Tel: (86-10) 8460 0619</p> <p>Notify Party: China International Exhibition Transportation Co., Ltd USCI:91110105100008499W Exhibition name: CIMT 2025 Tel: (86-10) 8460 0619</p> <p>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 28th, 2025
- * LCL Cargo arrival at Xingang Port – before March 25th, 2025
- * Cargo arrival at Beijing Capital Airport – before March 28th, 2025

- * Move – Indate – April 15th – 20th, 2025
- * Move – Outdate – April 26th – 30th, 2025

- * 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 10th, 2025

- * Cargo disposal notification to us – before April 26th, 2025

- * 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 April 20th, 2025

- * 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 (form1) 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, 2025

Transit Pass & Order

Transit Pass & Order (form2) 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, form2 should be submitted to SINOTRANS or CIETC no later than March 1st, 2025.

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 1 copy)

5. Catalogs and publicity materials–censoring

Exhibitors should send samples of advertising materials including films, lanternslides, 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 cannot be imported without the permit issued by General Administration of Press and Publication of the Peoples' Republic of China. The number of CD scan not more than 200 copies. Please note that Republic of China cannot be appeared in any advertising materials. Please note that, for given-away items, duties maybe 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:

Packing Material	European Union Countries	Korea; Japan & North America	Issuing Dept.
Wood	Certificate of Heat Treatment Certificate of Fumigation	Certificate of Heat Treatment/Certificate of Fumigation	Authorities of a.m. Countries / USDA
Non-wood	Certificate of Non-wooden Packing Material	Certificate of Non-wooden Packing Material Certificate of Non-Conifer Packing Material	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 are 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 there turn 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 there from.

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 onsite, 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

CIMT2025				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

a. Balance dues for inbound movement reaching our bank account -----prior to the exhibition opening

b. 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 there from.



SHIPPING GUIDELINE

B. Remittance of payment

SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD

Please remit to:

Name of Bank: BANK OF CHINA BEIJING BRANCH

Swift Code: BKCHCNBJ110

Address of Bank: The 1st floor, World Financial Center, No. 1 Dongsanhuan Zhong lu,
Chaoyang District, Beijing, China

Account Number: RMB: 320763166597

USD: 337663392414

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

Remark or messages: CIMT 2025

China International Exhibition Transportation 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 "CIMT2025" .

17. Conditions of Business

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

CIMT 2025 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 : RMB530.00/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 RMB102.00/CBM

LCL The minimum chargeable volume is 5 CBM

20' Dry Container RMB1800/Container

40' Dry Container RMB3500/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)

RMB5.50/kg

The minimum chargeable weight per shipment is 100kgs

2. Airport handling charge RMB2.00/ 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 RMB678.00/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

RMB390.00.00/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

RMB500.00/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:

RMB400.00/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:

RMB1500.00/shipment

5. Quarantine inspection fee:

Actual cost payment

6. Customs inspection fee:

RMB500.00/shipment

7. Customs valuation:

RMB500.00/shipment

8. Customs duties, VAT:

Actual cost payment

9. commission of paying duty fee:

RMB200.00/shipment

10. Transport 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:

RMB1000.00/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

RMB34.00/man/hour

minimum 4hours/man

b. forklift

3 ton capacity

RMB60.00/forklift/hour

6 ton capacity

RMB102.00/forklift/hour

10 ton capacity

RMB136.00/forklift/hour

15 ton capacity

RMB350.00/forklift/hour

minimum 4hours/forklift

c. mobile crane

25 ton capacity	RMB271.00/crane/hour
50 ton capacity	RMB542.00/crane/hour
70 ton capacity	RMB2000.00/crane/hour
100 ton capacity	RMB3500.00/crane/hour
130 ton capacity	RMB4000.00/crane/hour
	minimum 4hours/crane

d. truck or trailer

9 ton capacity	RMB271.00/truck or trailer/hour
20–30 ton capacity	RMB407.00/truck or trailer/hour
60 ton capacity	RMB1500.00/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

RMB542.00/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.)

RMB3390.00/case or treatment

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

RMB1356.00/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.

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.

Form 1

Freight Instruction Order

Deadline: March 1st,2025

Please return this form to: – HALL A1、A2、A4、B1-B5、W1-W4 Sinotrans Beijing Fairs & Events Logistics Co., Ltd Contact person: Mr. Frank Zhang Tel:0086-10-64671724 Email: zhangxin37@sinotrans.com – HALL A3、E1-E4 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: March 1st, 2025

Please return this form to: – HALL A1、A2、A4、B1–B5、W1–W4 Sinotrans Beijing Fairs & Events Logistics Co., Ltd Contact person: Mr. Frank Zhang Tel:0086–10–64671724 Email: zhangxin37@sinotrans.com – HALL A3、E1–E4 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	Apr 15 th	Apr 16 th	Apr 17 th	Apr 18 th	Apr 19 th	Apr 20 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:	



CIMT2025

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.	毛重 G.WEIGHT 公斤 KGS	净重 N.WEIGHT 公斤 KGS	原产地 ORIGINAL	长/L cm	宽/W cm	高/H cm	运输代理专用 OFFICIAL USE
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) Others (Please remark):		
商品代号 H.S.NO.	展品内容规格型号 (英文) DISCUSSION OF CONTENTS (IN ENGLISH)	展品内容规格型号 (中文) DISCUSSION OF CONTENTS (IN CHINESE)	数量 QUANTITY	单位 UNITS	单价 U.PRICE	总价 CIF BEIJING TOTAL	展品处理方式 EXHIBITS DISPOSAL
制单人(签字) SIGNATURE:	**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.			货值总计: TOTAL:			

Special Items Entry Declaration Form

Our participation in the 19th 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:



CMTBA WeChat Subscription