

**2019 Guangdong 21st Century Maritime Silk Road International
Expo & the 27th Guangzhou Fair**

**Exhibition Zone for the Countries along the Belt and Road,
and Exhibition Zone for Cities in the Guangdong-Hong Kong-Macao
Greater Bay Area**

Service Manual

GuangDong · GuangZhou

August 23 to 26, 2019





Foreword

Dear exhibitors:

Thank you sincerely for attending the 2019 Guangdong 21st Century Maritime Silk Road International Expo & the 27th Guangzhou Fair (hereinafter referred to as “MSRE”). In order to make this edition of MSRE an exhibition platform with a strong influence upon the countries and regions along the Belt and Road, provide all exhibitor groups and exhibitors with meticulous and thoughtful services, and ensure that MSRE is held successfully in good order, this exhibitor’s manual (hereinafter referred to as the “manual”) has been prepared for all exhibitor groups and exhibitors. Please read this manual carefully to get familiar with the preparation procedure and prepare for exhibition in advance.

In order to complete set-up, exhibition and break-down tasks more effectively, please fill up relevant forms in this manual carefully, and fax or mail it back by the specified deadline using the contact information provided in the forms.

Any organization or individual attending MSRE should observe all provisions in the **Exhibitor’s Manual for the Zone for Countries along the Belt and Road, and Exhibition Zone for Cities in the Guangdong-Hong Kong-Macao Greater Bay Area of the 2019 Guangdong 21st Century Maritime Silk Road International Expo & the 27th Guangzhou Fair**. In case of a breach, please accept the appropriate penalty specified in this manual consciously, and take improvement measures timely.

If you need more information or further assistance, please contact the Office of the MSRE Organizing Committee directly. During MSRE, please contact the service desks at the venue.

The final power to interpret this manual is vested in the MSRE Organizing Committee.



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Chapter 1 Basic Information of MSRE

I. Expo name, organizer and co-organizers

The 2019 Guangdong 21st Century Maritime Silk Road International Expo

The 27th Guangzhou Fair

Organizer: China Council for the Promotion of International Trade Guangdong Committee (CCPIT Guangdong Committee)

Co-organizers: Department of Commerce of Guangdong Province, Guangzhou Municipal People's Government, China Foreign Trade Center (CFTC)

Implementers: Guangzhou Municipal Commerce Bureau, Guangzhou Cooperation Office, China Council for the Promotion of International Trade Guangzhou Committee (CCPIT Guangzhou)

II. Venue

Zones A and B of the China Import and Export Fair Complex

Domicile: No.380 Yuejiang Central Road, Haizhu District, Guangzhou

The Exhibition Zone for Countries along the Belt and Road, and the Exhibition Zone for Cities in the Guangdong-Hong Kong-Macao Greater Bay Area are located at Halls 2.2, 3.2 and 4.2 in Zone A.

III. Exhibition dates and opening hours

1. Exhibition dates: August 23-26, 2019

2. Opening hours:

For exhibitors: August 23: 8:30-17:00

August 24-25: 8:45-17:00

August 26: 9:00-15:00

For visitors: August 23-25: 9:00-16:30

August 26: 9:00-12:00 (Visitors are not allowed to enter after



12:00.)

3. Exhibit admission and booth setup

August 22, 2019: 09:00-16:00

IV. MSRE service agencies

1. Office of the MSRE Organizing Committee

Tel: (020) 81096720, Zhang Fan; (020) 81095170, Mei Feng

2. Conference Affairs Reception Unit

Tel: (020) 84307718, Peng Minjian; Fax: (020) 84243969

3. Exhibition Affairs Unit

Tel: (020) 84330971, Dai Yunsheng; Fax: (020) 84243969

(020) 84310812, Wang Juan

4. Official service provider

Corporate name: Guangzhou Fengye Exhibition Service Co., Ltd.

Address: 17/F, Building 3, Sihaicheng Commercial Plaza, No.390 Hanxi Avenue East, Panyu District, Guangzhou

Contact person: Mr. Nick Huo

Tel: 020-85643651; Mobile: +86-18127839133

Contacts for special booths:

Liu Xinjian: +96-18688866930; Li Xiaojing: +86-13724064588

5. Recommended exhibit customs declaration and logistics service companies

- 1) Guangdong Joyhigh Shipping Limited

Contact person: Ms Mina Mo

Mobile: +86-13924106098

- 2) APT Showfreight Shanghai Co., Ltd. Guangzhou Branch

Contact person: Mr. Jim Zhou

Mobile: +86-13510480135



Chapter 2 Instructions for the Exhibitor

I. Registration instructions

1. **Registration and certificate receiving place:** 9:00 of August 20, on-site service desks of Zone A of the China Import and Export Fair Pazhou Complex: Counters 2.2-1 (Exhibition Zone for the Guangdong-Hong Kong-Macao Greater Bay Area) and 4.2-1 (National Image Exhibition Zone).

Note: You may receive the exhibitor pass and the set-up permit at Guangzhou Business Conference and Exhibition Promotion Service Center (address: 3/F, No.6 Haiming Street, Binjiang West Road, Haizhu District, Guangzhou) by August 19.

2. Please register at an on-site service desk with your booth confirmation letter, and receive the exhibitor pass, set-up (preparation) permit, set-up (preparation) truck pass and conference materials, or the organizer will receive your exhibitor certificates for you in a unified manner.

II. Certificate application and management

1. Exhibitor pass: used by the exhibitor during MSRE, three exhibitor passes per standard booth

Period of use of exhibitor pass: 9:00-17:00 of August 22-26, 2019

2. Set-up (break-down) truck pass: A standard booth is not provided with a set-up (break-down) truck pass in principle; the exhibitor may apply for one at an on-site service desk if necessary. Trucks must follow instructions of the field staff, and be parked as indicated by signs.

Period of use of set-up (break-down) truck pass: August 20-22 and 26, 2019

3. Certificate management provisions:

- 1) When the exhibitor registers, it shall receive certificates at the exhibitor registration desk (Service Counter 4.2-1 on Pearl River Promenade) with the original booth confirmation letter (or a copy with official seal) and the business card.



- 2) During MSRE, all staff must wear relevant certificates on the chest, and support checking by the security staff consciously, otherwise admission will not be granted. All certificates shall not be lent, sold or altered, and any violator will be punished.
- 3) The contractor's setup certificate shall be applied for with the safety responsibility letter, construction registration form, copies of ID cards of staff, and copies of electrician certificates. The construction registration form must provide the construction supervisor and a detailed list of the construction staff.
- 4) A certificate shall be used by its holder only, and shall not be lent or exchanged; if it is possessed by a lawbreaker, the holder shall assume a joint and several liability for any resulting loss to MSRE. The holder shall always wear the certificate at the venue.

4. Release pass

The release pass will be distributed at the on-site service desks during MSRE, used to remove exhibits from the venue.

III. Provisions on booth use and management

Each exhibitor group shall ensure that its organized exhibitors do not use their booths against the regulations, and assume any resulting consequence. **Each exhibitor shall have a corporate business license or registration certificate (and prepare copies during MSRE for on-site inspection by the competent authority)**, and observe the MSRE management regulations strictly.

1. Identification criteria for booth use against the regulations:
 - 1) Entering into an external contract in the name of the non-exhibitor;
 - 2) Distributing and displaying business cards, materials and products in the name of the non-exhibitor in the booth;
 - 3) Transferring, delegating, subcontracting or subleasing the booth to any third party other than the exhibitor in any other manner;
 - 4) Any other act of transferring or subleasing (reselling) the booth against the regulations as confirmed by the Office of the MSRE Organizing Committee.
2. An exhibitor using its booth against the regulations shall be punished as follows:



- 1) Any booth against the regulations shall be cleaned up after the closing time;
 - 2) The exhibitor's certificates shall be confiscated;
 - 3) If the booth is transferred or subleased (resold) against the regulations, the exhibitor shall be disqualified for MSRE from the current edition, and included in the blacklist.
3. Exhibition management
- 1) Products cannot be sold but can only be displayed in the National Image Exhibition Zone in principle. The scope of display include customs of a country or region, culture, tourism promotion and publicity, specialties, traditional handicrafts, industry developments, etc., and forms may include picture, video, text, poster, real object, live performance, etc.
 - 2) The exhibitor shall not transfer, sublease or resell the booth against the regulations in any form, and not leave in advance to render the booth vacant.
 - 3) All commercial or publicity activities can only be conducted in the booth, and the exhibitor shall not distribute any publicity material, souvenir or similar article in any public area.
4. Exhibits
- Exhibits (including products displayed, publicity pictures posted and materials distributed in the booth) shall be products (articles) supplied by the exhibitor or a supplier with the permission of the exhibitor, and meet the following provisions:
- 1) The exhibits shall be registered by the exhibitor;
 - 2) For any exhibit involved in any trademark, patent, copyright or quality certification, the exhibitor shall obtain a lawful title certificate or licensing contract (hereinafter collectively referred to as a "title certificate");
 - 3) **According to the applicable provisions of the Guangzhou Municipal Intellectual Property Office, any exhibit with an independent intellectual property right must be filed for record with the Office of the MSRE Organizing Committee no later than August 1. And the record filing information shall be published in the proceedings by the MSRE Organizing Committee, so that the exhibitor can perform a**



self-check on the infringement on any third party intellectual property right;

- 4) For the exhibits supplied by a supplier, the exhibitor shall enter into a written exhibit agreement with the supplier before attending MSRE (covering exhibit category, booth number, trademark, patent, copyright and quality certification clauses, timing, etc., and attached with copies of the relevant lawful title certificates), and any oral agreement shall be invalid.
5. The following exhibits shall be regarded as nonconforming exhibits, and prohibited from exhibition, and the exhibitor shall bear the liability.
 - 1) Exhibits involved in any trademark, patent, copyright or quality certification, and without a lawful title certificate (copy);
 - 2) Exhibits without an original agency agreement between both parties;
 - 3) Exhibits whose source or ownership cannot be specified; and
 - 4) Other exhibits against the regulations.
6. Exhibit management: The exhibitor shall manage the exhibits in its booth.
 - 1) Exhibits sold in the booth shall be subject to approval and tax payment;
 - 2) The exhibitor's booth supervisor shall bring the following exhibit information during MSRE:
 - a) List of exhibits;
 - b) Lawful title certificates of trademark, patent, copyright and quality certification (copies); and
 - c) Exhibit agreement between the exhibitor and the supplier (original).
 - 3) During MSRE, the booth supervisor shall check the exhibits in the booth, report any unidentified exhibit to the exhibitor group and the Office of the MSRE Organizing Committee in writing immediately, and remove such exhibit from the booth immediately.
7. Any exhibitor who has any exhibit against the regulations shall be punished as follows:
 - 1) Any exhibit without a booth at the venue shall be regarded as an exhibit in violation of the regulations, and the Organizing Committee shall have the right to impose a penalty;



- 2) For any identified illegal exhibit, the exhibitor shall remove it immediately; otherwise, the MSRE shall confiscate it.
- 3) Any unidentified exhibit shall be confiscated by the Organizing Committee;
- 4) As the case may be, the following additional penalties shall be imposed:
 - a) A notice of criticism shall be circulated;
 - b) The exhibitor shall be disqualified for MSRE; in severe cases, the exhibitor shall be disqualified permanently or held legally liable.
- 5) If the reporter or exhibitor has any objection to the penalty, it may file an appeal to the Office of the MSRE Organizing Committee, or according to the applicable laws and regulations.

IV. Set-up and break-down matters

In order to ensure that the exhibitors attend MSRE successfully, the set-up and break-down arrangements are as follows:

1. Set-up timing

1) Special booth setup time:

9:00-17:00 of August 20-21, 2019

August 22, 2019: delivering the completed special booth to the exhibitor for set-up

2) Exhibitors' set-up time:

9:00-16:00 of August 22, 2019

Note: Trucks are not be admitted after 14:00 of August 22.

The exhibitor shall enter the venue for set-up with the exhibitor pass or set-up / break-down truck pass only.

2. Set-up instructions

- 1) During set-up and exhibition, the exhibitor shall be solely responsible for the safety of the exhibits and personal articles.
- 2) The exhibitor and the contractor must make all exhibition preparations in strict conformity with the requirements of the ten provisions of venue fire safety.



- 3) The exhibitor and the contractor shall protect the public and fire-fighting facilities at the venue consciously, and shall not move or damage any fire escape sign on the ground; any violator shall be fined.
 - 4) The exhibitor shall design the booth in a pre-assembled form to save time and ensure safety; on-site material sawing and nailing is not recommended.
 - 5) On-site office of official service provider: Service Counter 4.2-1 beside Pearl River Promenade in Zone A
 - 6) Warehouse services are available on site, and expenses are to be borne by the exhibitor. (Please contact the logistics service provider for details.)
3. Break-down (August 26)
- 1) Break-down will begin at 13:00 of August 26, 2019; all exhibits and goods shall be removed from the venue by 15:00, the main structures of all special and standard booths dismantled after 15:00, and the break-down of all special and standard booths completed by 20:00 of August 26, 2019.
 - 2) All exhibit packages shall be moved into the venue from 13:00 of August 26, and packages kept by the warehouse may be handled with the assistance of the logistics service provider. (Please contact the logistics service provider for details.)
 - 3) All exhibits must be released with an exhibit release pass after checking by the entrance guard. The exhibitor may get an exhibit release pass at the on-site office of the official service provider.
 - 4) When selling a bulk community, the exhibitor shall provide an invoice or receipt to the buyer, and apply for an exhibit release pass before moving it out of the venue.

4. Overtime

Venue overtime (charging)

If the exhibitor has to extend its working hours, it shall handle the overtime procedure at the on-site office of the official service provider one hour before closing, and the overtime staff shall be admitted with an overtime form, otherwise the Organizing Committee will disallow overtime. Overtime charges shall be borne solely by the exhibitor.



Charging rates:

Item	Unit price	Unit price for overdue application	Applicant	Remarks
Overtime service charges (overtime charges)	RMB13.00/m ² /3 hours	RMB15.60/m ² /3 hours	On-site application by the exhibitor and the contractor	Based on net area, at least 100 m ² , in units of 3 hours (rounded up to the nearest integral multiple of 3 hours), plus 20% if the application is filed later than 16:00
	RMB11.00/m ² /3 hours	RMB13.20/m ² /3 hours	Unified application and settlement by the organizer or official service provider	
	RMB7.00/m ² / 3 hours	RMB8.40/m ² / 3 hours	Unified application for the whole hall by the organizer	Based on gross area, in units of 3 hours (rounded up to the nearest integral multiple of 3 hours), plus 20% if the application is filed later than 16:00
Charges for early admission venue use	Use fees = use rate × gross booth area × days	Gross booth area = net booth area × 2, at least 100 m ² (rounded up to the nearest integral multiple of 100 m ²), based on actual gross area beyond 100 m ²		
Note: If the exhibitor needs to work overtime during MSRE, an additional security fee of RMB 2,100/booth shall be charged.				

Break-down must be completed by the deadline specified by the Organizing Committee before 20:00 of August 26, 2019, and the Organizing Committee will not accept any application for postponed break-down. If the exhibitor cannot remove its exhibits and decorative materials from the venue on time, the Organizing Committee will assign staff to assist in cleanup at the expense of the exhibitor.

5. Break-down instructions

- 1) During break-down, all trucks must be admitted with a set-up / break-down truck pass. For any truck arriving early but not waiting in the specified waiting area or waiting out of the waiting area, the staff are entitled to ask the driver to drive the truck back to the waiting area to wait in line again. Any disobeyer will be dealt with by the traffic police. The exhibitor should particularly note that according to the provisions, the length of any truck entering the truck passage on Floor 2 or 3 shall not exceed 10m.



- 2) During break-down, the exhibitor shall arrange sufficient manpower. Break-down must be completed by the deadline specified by the Organizing Committee, and applying for overtime is not allowed. In order to reserve a space for truck dispatching, exhibits and decorative materials shall not be piled up around the exhibit entries and exits on the south and north of the venue.
- 3) From 13:00 of the closing date (August 26), the exhibitor may carry exhibit packages with a trolley to the booth for packing, and packages kept by the warehouse may be handled with the assistance of the logistics service provider, but shall not be carried into the venue with a truck. Exhibit release passes shall be obtained from the official service provider designated by the Organizing Committee from 12:00 of each day, and all exhibits shall be released with an exhibit release pass after checking by the entrance guard.
- 4) Waste cleanup, and the dismantling of standard booths and power consumers shall begin from 15:00 of August 26, and the exhibitor must complete booth cleanup by the specified moment of August 26.
- 5) Any non-truck vehicle or any truck with a loading capacity of less than 1 ton shall not unload on Floors 2 and 3, and shall enter from the P1 underground parking; goods shall be handled by elevators; during unloading, the driver shall not leave the driving cab in order to leave on time and make temporary parking space adjustments.
- 6) During break-down, the exhibitor shall designate someone to keep watch on valuables, exhibits or decorative materials, and direct handling. When a large or tall display rack is dismantled, it shall be disassembled into small pieces for separate dismantling. The range of dismantling shall not exceed the booth, and any wall shall not be pushed to any adjacent booth in order to avoid any unnecessary safety accident. Exhibits, decorative materials and tools shall not be piled up in any passage for ensuring the smooth break-down process.
- 7) The exhibitor must dismantle clean-up and carry back its display racks, exhibits and decorative materials itself; if the exhibitor fails to clean up these articles on time or pile up its decorative materials in any passage or open space, or on any nearby road, the Organizing Committee shall clean them up for the exhibitor at the expense of the exhibitor, which will be



imposed a penalty depending on how break-down is affected. The penalty and cleanup charges shall be deducted from the break-down deposit, and any insufficient part shall be otherwise paid by the exhibitor.

V. Ten provisions for venue fire safety

All exhibitors, contractors and staff must comply with the Fire Control Law of the People's Republic of China, and the fire safety provisions of the China Import and Export Fair Complex.

1. Smoking is prohibited at the venue, and any violator shall be punished seriously.
2. Passages shall be kept unobstructed, where the width of any main passage shall not be less than 6m. Emergency doors shall be open and unobstructed, and not locked. Set-up and exhibition sample display are prohibited in passages and (stairway) elevator lobbies, otherwise a dismantling order will be issued.
3. Unauthorized wiring is prohibited (including illumination and advertising lamps). If wiring is necessary, the exhibitor shall report to the official service provider in advance, and obtain approval, and any electrician must be certified. All construction materials must be qualified products, and the exhibitor shall be liable for any accident or dispute arising from the use of any inferior material. The exhibitor shall use fire retardant wires and observe the electric safety regulations during construction, and ensure that the wires are qualified before putting them into use.
4. Any self-constructed booth, display rack, advertising board (rack), grating (scaffold), etc. shall be reported to the official service provider in advance, and approved before construction; decorative materials shall be fire retardant champing plates or nonflammable materials, otherwise they shall be deemed as illegal and ordered to be dismantled.
5. No fire-fighting facility (hydrant, etc.) shall be obstructed, embezzled, occupied or damaged during construction, decoration and set-up, and the decoration frame and the booth top shall not be covered in any form in order to prevent fire sprinklers and smoke detectors from functioning.
6. Electric heating appliances and high-power lamps such as electric furnaces, electric kettles, electric irons, iodine tungsten lamps and neon lamps shall not be used at the venue.



7. Toxic or hazardous goods shall not be taken into the venue, such as fireworks, firecrackers, gasoline, thinners, alcohol, coal gas, hydrogen, oxygen, and hazardous and highly toxic chemicals; only substitutes shall be used for such exhibition samples.
8. Exhibition sample packages, sundries, paper scraps and excessive exhibition samples must be cleaned up and removed from the venue timely, and not stored in the booth, in the counter top or behind the walls. Any violator shall be punished and ordered to clean up.
9. Cleanup shall be conducted carefully to ensure subsequent safety, with focus on cleaning up flammable sundries, ignition sources and other potential hazards, cutting off power sources, and closing doors and windows.
10. During construction and performance at the venue, no open flame shall be used, and any violator shall be held liable.

The exhibitor shall pay attention to and strictly comply with the above provisions, and shall be held financially and legally liable for any violation.

VI. Electricity management responsibilities

1. Exhibitor' responsibilities
 - 1) The exhibitor shall be responsible for the electric safety of its booth during set-up and exhibition;
 - 2) The exhibitor shall cause its booth contractor to comply with these provisions;
 - 3) The exhibitor shall urged by its booth contractor to implement the improvement requirements proposed by the venue operator, and eliminate potential risks.
2. Official service provider's responsibilities
 - 1) The official service provider is the organization appointed by the organizer (co-organizers) for electricity management, and is responsible for the safety of all electric equipment and wires installed at the venue. Its principal is the person directly responsible for the electric safety of the venue, so the official service provider has the right to take compulsory control measures against unsafe acts within its jurisdiction;



- 2) The official service provider shall comply strictly with the applicable national fire regulations, electric design and installation specifications and standards, master and control on-site electricity dynamics comprehensively, and regulate construction and electric safety management;
 - 3) The organizer and the co-organizers shall conduct on-site electric safety management properly, appoint the person responsible for on-site electric safety, and practice the safety plan and electric safety control measures to ensure the electric safety of all electric equipment and wires installed at the venue;
 - 4) The official service provider shall be responsible for electric safety patrol during set-up / break-down and exhibition, participate in the booth construction inspection, eliminate all potential electric risks, implement relevant corrective actions, and assume direct safety responsibility for the power consumers installed;
 - 5) The official service provider shall implement the improvement opinions given by the venue operator, and accept the venue operator's safety inspection.
3. Booth contractor's responsibilities
- 1) The booth contractor is the organization appointed by the exhibitor for booth electric installation, and shall be responsible for the electric safety of the booth during set-up and exhibition;
 - 2) The booth contractor shall comply strictly with the applicable national fire regulations, electric design and installation specifications and standards, master and control on-site electricity dynamics comprehensively, and regulate construction and electric safety management;
 - 3) The booth contractor shall assist the organizer (co-organizers) in conducting on-site electric safety management properly, appointing the person responsible for on-site electric safety, and defining the safety plan and electric safety control measures to ensure the electric safety of all electric equipment and wires installed at the venue;
 - 4) The booth contractor shall be responsible for electric safety patrol during set-up / break-down and exhibition, participate in the booth construction inspection, eliminate all potential electric risks, implement relevant



corrective actions, and assume direct safety responsibility for the power consumers installed;

- 5) The booth contractor shall implement the improvement opinions given by the venue operator, and accept the venue operator's safety inspection.

VII. Interim provisions on intellectual property right protection

In order to protect patent rights, encourage design innovation, regulate market order, and build up MSRE's good image in intellectual property protection, the Organizing Committee has made the following provisions on exhibit patent protection during MSRE:

1. The exhibitor must comply consciously with the state laws and regulations on patent protection, and MSRE's provisions for the management of exhibits (including products displayed, publicity pictures posted, materials and unpacked packages in the booth) and patent rights, and prepare valid certificates of intellectual property rights for the exhibits.
2. The exhibitor must examine the intellectual property rights of the exhibits strictly, provide lawful and valid ownership certificates of intellectual property rights, and submit them to the organizer for disclosure; the exhibitor shall not bring any product involved in infringement to the venue, and not display, quote or sell any third party patented product without the permission of the patentee.
3. A complainant must submit the following information when complaining about a patent infringement:
 - 1) Patent certificate, certificate of patent legal status and patent authorization notice;
 - 2) ID card of the patentee;
 - 3) If any agent is appointed, letter of authorization and ID card of the agent; and
 - 4) Respondent exhibitor and its booth number.
4. The organizer shall strengthen on-site supervision, examine exhibits, display boards and publicity materials during preparation and exhibition strictly, and report any infringement to the competent authority timely.
5. The complainant must warrant to the organizer that if any malicious complaint



- causes any loss to the organizer or respondent, the complainant must assume the corresponding legal liability.
6. Once a patent infringement is accepted by the patent management authority, the organizer shall assist the patent management authority or notary office and the patent infringement complainant in on-site evidence collection (including picture taking, video recording and sampling), inspection and identification. Once it is identified as a suspected infringement by the patent management authority, and the handling notice of suspected patent infringement is received, the exhibitor must produce evidence and defend within half a working day (based on the venue timetable), or remove any suspected infringing product from the display rack instantly.
 7. The respondent exhibitor and its participants must support the inspection of exhibit patent rights by the patent management authority or on-site inquiry desk to ensure the smooth conduct of MSRE. When performing relevant duties, the patent management authority and the Organizing Committee shall have the right to request the police and the venue security staff to support and assist.
 8. Measures for handling suspected infringement of intellectual property rights
 - 1) If any participant holding a valid certificate of MSRE finds any exhibit, publicity material or displayed section is suspected of infringement, he/she may file a complaint at the on-site inquiry desk (or local intellectual property office).
 - 2) When the complainant files a complaint, he/she shall first show ownership evidence to the staff of the inquiry desk.
 - 3) After the above documents have been reviewed by the staff to be valid, the complainant shall fill up the complaint request as required.
 - 4) After the on-site inquiry desk receives the complaint request, it shall assign staff to handle the complaint.
 - 5) When the on-site inquiry desk handles a case suspected of patent infringement, the respondent shall show the title certificate or any other evidence that he/she has the right to show or run such exhibit after being notified of such suspected infringement, produce evidence of non-infringement, and assist the inquiry desk staff in checking the suspected exhibit.



- 6) If the respondent cannot produce valid evidence of non-infringement for the exhibit complained about suspected infringement on spot, the inquiry desk staff shall have the right to cover, move out or otherwise dispose of such exhibit. The respondent shall sign a letter of commitment immediately to promise that it will no longer run or show such exhibit during MSRE. The letter of commitment is made in duplicate, with one original kept by the complainant and the on-site inquiry desk each.
- 7) If the respondent has an objection to the disposition, it may produce supplementary evidence of non-infringement at the on-site inquiry desk within half a working day. If the evidence is valid, the on-site inquiry desk shall revoke the disposition immediately, and allow the exhibit to be showed; if the evidence is invalid or produced past due, or no supplementary evidence is produced, the Organizing Committee shall have the right not to revoke the disposition.
- 8) In order to maintain MSRE's order, the complainant shall not take any further legal action against the respondent on site after the on-site inquiry desk has made a disposition that is accepted by the respondent and until the completion of MSRE.

VIII. Hygiene maintenance

1. The principal of each exhibitor shall be designated as the person in charge of hygiene, who shall be responsible for the exhibitor's hygiene maintenance, and monitor the physical health of the exhibitor's staff closely. All participants shall follow instructions of the person responsible for hygiene, support the work closely, and provide personal information related to hygiene and epidemic prevention.
2. If any participant suffers from fever, cough, headache, vomit, diarrhea or any other symptom of physical discomfort at the venue, the exhibitor shall report to the duty room of the Hygiene Maintenance Office immediately, and send such participant to the designated hospital for examination and treatment.
3. In order to ensure the hygiene and safety of the venue, the exhibitor shall prevent take-outs from entering the venue together with the security staff of the venue. The participants shall dine at the dining point of MSRE where possible, and those dining outside shall not bring meals and other food into the venue.



4. The participants shall comply strictly with the rules and regulations on hygiene maintenance of MSRE, maintain normal order consciously, and not discuss, inquire about or disseminate relevant information.



Chapter 3 Booth Decoration Instructions and Forms

These instructions and forms are intended to assist the exhibitor in setting up its booth. All forms shall be filled up properly and returned to the official service provider before the deadline to ensure timely management. For all furniture and electric appliances, a surcharge of 30% shall be collected in case of overdue application or 50% in case of on-site application.

	Standard booth decoration form	Deadline
Schedule 1	Display Lease Application Form	August 13, 2019
Schedule 1-1	Display Lease Position Table	August 13, 2019

	Special booth decoration form	Deadline
Schedule 2	Application Form for Special Decoration	August 1, 2019
Schedule 3	Letter of Commitment to Safe Use of Electricity	August 1, 2019
Schedule 4	Safety Responsibility Letter for Special Booth Construction	August 1, 2019

Please fill up the forms, and send them to the official service provider by e-mail or fax before the deadline (see Page 4 for the contact information).

I. Size and configuration of standard booth

1. Size and configuration of standard booth

- 1) Size: 3m (L) × 3m (W) × 2.5m (H), 3m (L) × 2.5m (W) × 2.5m (H);
- 2) Configuration: three partition boards (single opening: three hoardings, two openings: two hoardings, three openings: one hoarding), two illumination lamps, one booth fascia with booth number (two for a double-opening booth), one aluminum alloy table, two folding chairs, one waste basket, and one 500W/220V power socket (for low-power electric equipment only, not to be connected to lighting and power equipment without authorization);



Notes:

- 1) If the exhibitor needs to dismantle any hoarding (partition board), it shall specify this in the application form.
- 2) The exhibitor may prepare an advertising picture itself to decorate the booth in a simple manner (but shall not affix it with foam adhesive or nail it onto the wall, where each damaged display board shall be compensated for at RMB500). If it needs to display any product, it shall prepare (or lease) a shelf or display rack.

Notes:

- a) If a standard booth has any high-power electric equipment, it may be applied for according to the electricity standard for special booths.
- b) If the organizer has provided electricity information before set-up, the portion installed by the venue operator shall be charged at the rate for earlier application in the above table; a surcharge of 30% shall be collected for any electric box installed after set-up, or 50% for any lamp or socket; a handling charge of RMB50 shall be collected for each lamp or socket dismantled or refitted temporarily; if an electric box is returned or replaced, a handling charge of RMB105 shall be collected, and in case of replacement (with a larger one), the price difference shall be paid.
- c) The sockets provided in the booth and any leased socket shall not be used as the power source for illumination and decorative lamps, and shall be intended for on-site publicity and demonstration by TV sets, video recorders and other electric appliances with a power load not exceeding the specified limit only. If the specified limit is exceeded, the installation of an electric box must be applied for, otherwise the venue operator shall have the right to cut off the power source without refunding the rental.
- d) The exhibitor shall not exceed the power consumption limit when using a socket; if it is found by an electrician of the venue operator to exceed the limit, it shall be disqualified to use electricity, and the cost of any additional socket shall not be refunded.
- e) **A standard booth shall not be heightened, or no equipment or ornament added to the main structure without authorization; if this is found by the venue operator or official service provider, the power source of**



the booth shall be cut off, and such equipment or ornament dismantled immediately.

2. Modification of booth fascia content

- 1) If the exhibitor modifies the configuration of the standard booth (e.g., fascia content, partition board), it must fill up the corresponding schedule, and return it to the MSRE Exhibition Affairs Team **by August 12**; in case of overdue application, it shall pay the corresponding charge at an on-site service desk during August 20-22.

Note: Since the MSRE standard booth is of special design, once booth fascia decoration has been completed, the fascia content should be modified substantially. Therefore, the exhibitor must fill in the booth fascia text carefully, and any overdue or on-site modification is not accepted in principle.

Standard booth dismantling and modification

Item	Spec. (CM)	Unit	Rate	Remarks
Text modification		Piece	RMB80	
Booth fascia mounting and dismantling		Pair	RMB100	
Booth fascia dismantling without mounting		Pair	RMB50	
Booth fascia dismantling	100X250	Piece	RMB30	No charge if an application is filed before the specified time
Booth fascia mounting	100X250	Piece	RMB30	

- 2) The setup or modification of the standard booth **must be performed by the official service provider designated by the Organizing Committee**, and it is not permitted to modify by the exhibitor on the existing standard booth.



3. Instructions for standard booth set-up (break-down)

- 1) The exhibitor and the contractor shall not dismantle or modify the booth constructed and the displays provided by the Organizing Committee in a unified manner, and shall not remove anything from the venue. They shall not nail or open a hole on any display board. The exhibitor shall contact the official service provider if it has any doubt, otherwise the Organizing Committee shall give an oral warning, withhold its exhibitor pass, and ask it to restore the booth to the original condition, and all resulting expenses and consequences shall be assumed solely by the exhibitor.
- 2) The exhibitor shall not open a hole, perform spraying or cutting, or use any strong adhesive on the aluminum racks and display boards of the booth, otherwise the exhibitor shall compensate for any damaged rack or board at cost (RMB500 per display board or aluminum column, or per meter of flat aluminum bar).
- 3) If any foam adhesive is used on any wall, display board or passage column at the venue, or any post-it note used in any standard booth, an oral warning shall be given, and the exhibitor ordered to restore the same to the original condition, pay a cleaning and repair charge of RMB500/m² (rounded up to the nearest integral multiple of 1 m²), and remove the adhesive or note immediately.
- 4) The venue electrician shall be responsible for the electricity use and wiring of the venue, and unauthorized wiring is prohibited. For a standard booth, no self-provided illumination lamp shall be installed, and no socket applied for as the power source for any self-provided illumination lamp; unauthorized wiring is not allowed; any power socket applied for must be used within the maximum allowable capacity of 500W, no power consumer above the allowable capacity shall be connected, no self-provided shall be used, and any violator shall be punished for posing a risk to safe power supply by the Organizing Committee. If a fuse blows due to power overload, it shall be replaced at RMB20.
- 5) For all displays and equipment provided by or leased from the official service provider, the user must return them to the official service provider in good condition, and compensate for any damaged item at cost.



- 6) Any escalator at the venue shall not be used to transport any cargo, equipment or furniture. The exhibitor shall not hire any external temporary porter in principle, and may hire any internal porter wearing a service mark if necessary.
 - 7) Exhibit transport and construction is not allowed within the range of Pearl River Promenade, which shall not be occupied without the written consent of the venue operator.
 - 8) If any glass display is involved during booth decoration, the following provisions shall be complied with:
 - a) If the glass area for booth decoration exceeds 1.5m² or the glass mounting height exceeds 1.5m, toughened glass shall be used;
 - b) If glass is to be mounted above 1.5m, toughened glass shall be used regardless of size. Each piece of glass must be beaded and anchored, and not used for load bearing.
 - 9) The exhibitor shall attach great importance to and timely act on the safety improvement opinions given by the venue operator pursuant to the applicable provisions without refusal or delay. If the exhibitor fails to improve as required, the venue operator shall not supply power to the booth.
 - 10) Break-down instructions:
 - a) The exhibitor shall start break-down at 13:00 of August 26 quickly, orderly, cleanly and thoroughly. All exhibits must be removed from the venue by 15:00, and discarded items shall be removed out of the venue by the exhibitor. The break-down of special booths and standard display racks shall begin at 15:00;
 - b) Each exhibitor group shall urge its exhibitors to remove their exhibits from the venue within the specified time after the closing of MSRE; during break-down, each exhibitor shall be responsible solely for the custody of its exhibits (exhibition samples).
4. Increase of displays and power consumption
- 1) If the exhibitor is to add any display or power consumer, it shall fill up the corresponding schedule by **August 13**, and pay the corresponding charge



at an on-site service desk during August 20-22.

- 2) An overdue application shall be filed at an on-site service desk, and subject to the payment of an emergency fee (see the rates of the exhibition services); if the application item is modified temporarily on site, a handling charge shall be collected at 50% of the charge for earlier application.

Note:

- a) All items shall be used for lease only, and the order shall not be converted and returned. If the lease of any display that is already in position is to be cancelled, a 30% handling charge shall be paid.
- b) Any power socket shall be used for low-power electric equipment only, and shall not be connected to lighting and power equipment without authorization.
- c) If a fuse blows due to power overload, it shall be replaced at RMB20.
- d) The exhibitor shall not dismantle or modify the booth, and not open a hole, perform spraying or cutting, or use any strong adhesive on the aluminum racks and display boards of the booth, otherwise the exhibitor shall compensate for any damaged rack or board at cost (RMB500 per display board or aluminum column, or per meter of flat aluminum bar).
- e) Please return this form to the Organizing Committee by August 13. An overdue application shall be filed at an on-site service desk, and subject to the payment of an emergency fee at 50% the charge of the application item; if the application item is modified temporarily on site, a handling charge shall be collected at 50% of the charge for earlier application.

Mode of payment: All orders must be fully paid for between corporate accounts (transfer between corporate accounts for an invoice).

Account information:

Name: Guangzhou Fengye Exhibition Service Co., Ltd.

Bank of deposit: Industrial and Commercial Bank of China
Guangzhou Agile Sub-branch



Account number: 3602-8939-1910-0086-189

II. Special booth management

1. Instructions for submission of special booth drawings (first submitting drawings electronically: gzmsrexpo@126.com; after approval, submitting four hardcopies to the Office of the MSRE Organizing Committee by express mail or personally)

Information required for submission of special booth drawings:

- 1) A copy of the business license of the contractor and a copy of the ID card of its legal representative
- 2) Registration form and copies of ID cards of construction staff
- 3) Construction budget and list of costs
- 4) Schedule 2: Application Form for Special Decoration (affixed with the exhibitor's seal)
- 5) Schedule 3: Letter of Commitment to Safe Use of Electricity (affixed with the exhibitor's and contractor's seals)
- 6) Schedule 4: Safety Responsibility Letter for Special Booth Construction (affixed with the contractor's seal)
- 7) Schedule 5: 24-hour Electricity Use Application Approval Form (filled up as necessary)
- 8) A set of the special booth's rendering, plan, elevation drawing, structural dimensional drawing and description material description
- 9) Power distribution system diagram (specifying the total power, the main switch's rated current and voltage (220V/380V), the wire model and wiring mode, the specifications and models of the leakage protector (not more than 30mA) and circuit breaker that must be provided, and a booth power consumption calculation sheet)
- 10) Power distribution plan (specifying the position of the general electric box, and the types, powers and mounting positions of the lamps)
- 11) Copy of the electrician certificate
- 12) Copy of the insurance policy (affixed with official seal of the submitting agency)



2. Insurance and liability

- 1) During set-up, exhibition and break-down, the exhibitor shall meet payment or compensation claims by its staff and shopping, thereby protecting the interests of the organizer and the venue operator.
- 2) **All contractors must purchase liability insurance or other similar insurances for the construction period, in which the indemnity limit for casualties shall not be less than RMB500,000 per capita, and the cumulative indemnity limit for casualties not less than RMB1.5 million per accident. The insured shall include the contractor's and the exhibitor's on-site staff; the coverage shall include the booth construction and surrounding areas.**
- 3) The Organizing Committee strongly suggests that each contractor ensure its booth, including without limitation public liability insurance, employer liability insurance and construction all-risk insurance.
- 4) If the booth cannot be set up, modified or dismantled, or the exhibition center cannot provide any service, or the rules and regulations are altered due to any restriction beyond the organizer's control, the organizer shall assume no liability, and reserve the right to fully or partly cancel, or postpone MSRE.



Chapter 4 Provisions for Venue Safety Management

I. Fire safety

1. Fire safety responsibility system

- 1) The exhibitor shall be the first person responsible for fire control of its booth;
- 2) The first person responsible for fire control shall be fully responsible for the fire safety of its venue and booth;
- 3) The exhibitor shall carefully implement the Fire Control Law, and the fire safety provisions of China Foreign Trade Center (Group), develop fire control measures, and implement the fire safety responsibility system strictly to eliminate fire risks from the very beginning.

2. Fire and monitoring safety responsibility

- 1) According to the Fire Control Law, and the fire safety provisions of China Foreign Trade Center (Group), the venue operator shall be responsible for the following safety matters:
 - a) The venue operator shall ensure that all fire-fighting facilities (including indoor, outdoor and underground hydrants, smoke detection system, sprinkling system, water cannon fire-extinguishing system, manual fire alarm system, hose boxes, etc.), and monitoring equipment at the venue are fully provided, intact and effective;
 - b) The venue operator shall ensure that evacuation passage, emergency exit, fire lane, emergency broadcast, emergency lighting and evacuation signs meet the technical standard;
 - c) The venue operator shall supervise the fire safety of showrooms and booths.
- 2) The exhibitor shall be responsible for the following safety matters:
 - a) The exhibitor shall take care of the fire-fighting and security facilities of the venue;



- b) The exhibitor shall not occupy fire passages, and not obstruct fire-fighting, power supply and communication facilities in accordance with the fire control and applicable government provisions;
 - c) The exhibitor shall not damage any venue facility, and ensure that the arrangement of any outdoor exhibition zone or road does not damage the glass curtain walls of the venue, and does not affect traffic;
 - d) All settings shall be firm in order not to injure or damage any person, venue facility or property. Exhibition samples must be placed steady in order not to cause any casualty or property loss due to collapse or falling; the exhibitor shall be liable for casualties and property losses so caused.
- 3) Fire safety management
- a) During the opening hours, the venue operator's staff shall wear valid certificates, and may enter the venue to inspect and maintain the fire-fighting and security facilities at any time to ensure their normal operation;
 - b) The venue operator shall perform fire safety inspection and supervision on the venue during construction, set-up and exhibition to identify unsafe factors and raise improvement suggestions timely. The exhibitor shall support the inspection and supervision of the venue operator actively;
 - c) If the fire-fighting system at the venue falsely operates (as identified by a fire-fighting authority) due to any force majeure, resulting in a financial loss to the exhibitor, both parties shall reach a settlement through negotiation;
 - d) The exhibitor shall actively support the safety inspection of the venue operator, and actively implement the safety improvement opinions raised by the venue operator. If the exhibitor refuses to improve, the venue operator shall have the right to cut off the power source of its booth until it has made acceptable improvement;
 - e) Open fire and smoking shall be prohibited at the venue (including offices, lobbies, meeting rooms, booths, Pearl River Promenade, warehouses, corridors, overpasses, (stairway) elevator lobbies,



restrooms, coffee rooms, etc.). The Organizing Committee shall supervise the staff, participants and visitors, punish any violator according to the Fire Control Law, and in case of a liability accident, and hold the person concerned legally liable according to the legal procedure.

- 4) Explosive, flammable and other hazardous goods shall not be brought into the venue.
- 5) After the unpacking of exhibition samples, flammable packing materials such as containers, scrap paper, foam and wood chips shall be removed from the booth timely. The venue operator shall have the right to clean up improperly placed articles, and the resulting losses and expenses shall be borne by the owner.

II. Electricity management provisions

1. Electric safety responsibilities

Exhibitor's responsibilities

- 1) The exhibitor shall be responsible for the electric safety of its booth during set-up and exhibition;
- 2) The exhibitor shall urge its booth contractor to comply with these provisions;
- 3) The exhibitor shall encourage its booth contractor to implement the improvement requirements proposed by the venue operator, and eliminate potential risks.
- 4) The exhibitor shall sign and submit the Letter of Commitment to Safe Use of Electricity (Schedule 3) together with its booth contractor.

2. Punishment of violation of regulations

- 1) If the power distribution of the booth does not comply with the applicable national standard, or has any potential electric safety risk, the venue operator shall have the right to issue an order of improvement; if the exhibitor or contractor refuses to implement, the venue operator shall refuse to supply power or cut off the power source, and all the consequences incurred shall be assumed by the exhibitor or contractor. For any accident or financial loss that has occurred, the exhibitor or contractor



shall be held liable.

- 2) If the exhibitor conducted unauthorized wiring without application, the power supply to its booth shall be suspended, and a penalty of twice the price of the power consumption of the electric appliance connected without authorization shall be imposed.
- 3) Anyone who damages any electric facility at the venue shall compensate for such facility at twice its value, and compensate for any other financial loss incurred to the venue operator.
- 4) If the exhibitor does not report its power consumption truthfully, and it is found that the power consumption measured on site is more than the reported value, the venue operator shall charge the excess at twice the rate.
- 5) Power-on with a fault present is prohibited. If this results in any accident or financial loss, the organization and staff concerned shall be held liable accordingly.
- 6) If the exhibitor alters the lamps or wires of the standard booth set up by the venue operator, or moves the electric box without authorization, the venue operator's electrician shall restore the booth to the original condition, and all expenses incurred shall be assumed by the exhibitor. If this results in the damage or loss of any lamp, wire or electric box, the applicable provisions shall apply.

3. Electricity use application guide

- 1) If a standard booth has any high-power electric equipment, it may be applied for according to the electricity standard for special booths.

If an electric box is returned or replaced, a handling charge of RMB105 shall be collected.
- 2) The exhibitor shall submit the Electricity Use Application Approval Form (Schedule 5), and sign and submit the Letter of Commitment to Safe Use of Electricity (Schedule 3).
- 3) The sockets provided in the booth and any leased socket shall not be used as the power source for illumination and decorative lamps, and shall be intended for on-site publicity and demonstration by TV sets, video



recorders and other electric appliances with a power load not exceeding the specified limit only. If the specified limit is exceeded, the installation of a electric box must be applied for, otherwise the venue operator shall have the right to cut off the power source without refunding the rental.

- 4) The exhibitor shall not exceed the power consumption limit when using a socket; if it is found by an electrician of the venue operator to exceed the limit, it shall be disqualified to use electricity, and the cost of any additional socket shall not be refunded.
- 5) The following matters should be noted during electricity use application:
 - a) In electricity use application, the maximum and safe power loads of the booth (exhibition zone) shall be considered, and electric circuits and equipment shall not be overloaded or overheated, thereby ensuring safe and reliable operation;
 - b) For equipment intended for 24-hour continuous power supply, equipment with special electric requirements, and important or valuable equipment that the exhibitor thinks should be specially protected, electricity shall not be mixed up, and separate circuits designed for power supply.
 - c) The electricity use application shall be truthful. Any loss arising from electric failure due to an untruthful application shall be borne solely by the exhibitor, which shall also bear all losses so suffered by third parties.
 - d) All losses arising from the failure to file an electricity use application within the specified time shall be borne solely by exhibitor.
- 6) If the booth is found nonconforming in electricity use by the venue operator, the exhibitor must support alteration actively until the requirements are met. All losses incurred from the delay caused by the alteration shall be borne solely by exhibitor.

III. Provisions on construction management and punishment

If the contractor violates the Regulations on Special Booth Management, it shall be fully liable for any safety accident during construction, exhibition, break-down or transport, such as collapse, casualty or fire, and bear all financial and reputation



losses so suffered by the Organizing Committee, official service provider and venue. The official service provider shall impose a penalty on the contractor based on severity, such as warning, full deduction of the construction deposit, and disclosure in the industry. In order to ensure safe and orderly construction, and protect personal and property safety, any organization entering the venue for construction shall observe all rules and regulations of MSRE, sign and comply strictly with the Construction Safety Responsibility Letter, and accept the following deposit deduction criteria.

At MSRE, the fine for any violation shall be deducted directly from the deposit. If the cumulative deduction of the contractor exceeds RMB3,000, the Organizing Committee will disqualify it for the next edition. For each violation of the contractor, a fine shall be imposed based on severity, as detailed below:

Violation	Penalty	Fine
Failing to wear safety helmets during construction	Stopping construction, and expelling it; imposing a penalty if it refuses to cooperate	RMB100 per capita per time
Using a wooden ladder during construction	Stopping construction, and expelling it; imposing a penalty if it refuses to cooperate	RMB500 per capita per time
Using a 3m or above high ladder or scaffold, and climbing the booth structure directly during construction	Stopping construction; imposing a penalty if it refuses to cooperate	RMB1,000
An individual smoking at the venue during exhibition	Asking it to put out the cigarette immediately; expelling it or imposing a penalty if it refuses to cooperate	RMB50 per capita per time
Setting up a special booth without authorization	Permitting construction after it completes the application procedure, and imposing a penalty	RMB2,000
Not performing a hygiene inspection on the special booth, or performing an inspection after the specified time during break-down	Fully deducting its deposit or imposing a penalty	RMB2,000
Making an power connection without written permission	Asking it to pay the power connection charge, and imposing a	RMB1,000



	penalty	
Using an open flame at the venue without written permission	Confiscating its operating equipment, and imposing a penalty	RMB1,000
Leakage caused by the equipment or facility of the contractor connecting the water source	Asking it to compensate for the loss so suffered by the venue, and imposing a penalty	RMB1,000
Structural instability or any other major potential safety risk in booth setup	Setting up an isolated area for improvement immediately, and imposing a penalty	RMB1,000
Capping area exceeding 50% if the booth has a ceiling	Asking it to dismantle the ceiling; imposing a penalty if it refuses to cooperate	RMB2,000
Damaging the floor due to forcible booth dismantling, push-down or handling during break-down	Stopping construction, asking it to compensate for the loss so suffered by the venue, and imposing a penalty	RMB1,000
Construction waste or ground pollutants not cleaned up during break-down	Refraining from inspection, making a deduction from its deposit until cleanup, and imposing a penalty	RMB1,000
Abandoned waste and construction materials in ditches	Refraining from inspection, making a deduction from its deposit until cleanup, and imposing a penalty	RMB1,000
Contractor staff fighting and making a disturbance at the venue during exhibition	Fully deducting the deposit or imposing a penalty	RMB1,000
Suspending service due to a customer dispute during exhibition, affecting MSRE's image adversely	Fully deducting the deposit or imposing a penalty	RMB1,000
Entering the construction site or conducting construction without wearing a certificate	Stopping construction, and expelling it; imposing a penalty if it refuses to cooperate	RMB100 per capita per time
Using old trusses (loose, unsoldered, leg missing, etc.)	Stopping construction; cutting off the power source and imposing a	RMB1,000



or nonconforming steel for construction, or an iron display rack without ground leakage protection	penalty if it refuses to cooperate	
Failing to provide conforming or insufficient fire extinguishers (those expired regarded as not provided) during construction and exhibition	Imposing a penalty if it refuses to cooperate	RMB500
Placing the electric box in a storeroom or enclosed space	Asking it to improve; cutting off the power source and imposing a penalty if it refuses to cooperate	RMB1,000
Main switch of the electric box not being a leakage switch or without ground protection	Cutting off the power source and imposing a penalty if it refuses to cooperate	RMB1,000
Not applying for electricity use truthfully	Asking it to pay the charge at the rate specified in the manual and a 100% emergency fee, and imposing a penalty	RMB1,000
Audio volume exceeding 75dB during exhibition	Cutting off the power source and imposing a penalty if it refuses to cooperate	RMB1,000
Posting or distributing publicity materials, or placing roll-up banners freely in public areas	Asking it to stop its act and make cleanup; imposing a penalty if it refuses to cooperate	RMB1,000

IV. Vehicle management guide

1. During set-up and break-down, sedans, buses and vans shall not enter the venue, and shall be parked, waiting or handling goods in designated areas. Any vehicle entering Floor 2 or 3 shall not exceed 10m in length, 5t in weight and 3.8m in height. Any ultra-long, ultra-heavy or ultra-high vehicle shall unload at the car park designated by the venue operator. During set-up and break-down, the driver of a vehicle entering the venue shall follow the venue operator's instructions, shall not leave the vehicle, and shall leave the venue after handling.



2. During exhibition, all vehicles shall be parked in designated areas during 8:30-17:00 and not overnight. Any vehicle carrying flammable, explosive, toxic, radioactive or polluting goods shall not enter the parking, and the same is true to any vehicle with oil leakage. Smoking, using an open flame, and washing and repairing vehicles are prohibited in the car park. After the vehicle is parked, the driver shall close the doors and windows timely, keep valuables himself/herself, and carry the parking card with him/her. Anyone without a parking card or who cannot be proven to be the owner shall not be released.
3. A vehicle entering the venue shall drive along the route specified for the exhibition period at a speed of not more than 10kph. Any vehicle higher than 2.2m shall not enter the underground car park. Bicycles shall not enter the car parks.

V. Entrance guard verification guide

1. The Organizing Committee shall provide security check equipment as required by the public security bureau to perform security checking on visitors.
2. Visitors shall enter the venue carrying flammable, explosive or toxic goods, any gun, controlled knife or other article threatening public security.
3. A visitor shall carry a valid certificate to enter the venue, and shall not lend his/her certificate or take anyone without a valid certificate to enter the venue. All lent certificates shall be confiscated.
4. Visitors shall follow the venue operator's instructions to enter the venue according to the time and route designated by the Organizing Committee.
5. All articles leaving the venue must be released after checking by the entrance guard. All exhibition samples shall be released with a release pass issued by the organizer.



Attached: Layout Plan of Zone A of the China Import and Export Fair Complex:

Zone A Plan of the Pazhou Complex





Chapter 5 Relevant Forms

Schedule 1 Display Lease Application Form

standard booth			Display Lease Application Form Deadline: August 13, 2019		Schedule 1	
Please fill up this form completely and return: MSRE official service provider Contact person: Nick Huo Tel: (86)20 18127839133 Fax: (86)20 85643651 E-mail: nick@fengyezi.com			Booth number: _____ Organization: _____ Contact person: _____ Tel: _____ Fax: _____ E-mail: _____			
Item	Spec. (CM)	Unit	Price for earlier application (RMB)	Price for on-site application (RMB)	Qty.	Amount
Display cabinet	100×50×250	/	215.00	258.00		
Floor cabinet	100×50×75	/	130.00	156.00		
High/low display cabinet	100×50×75	/	215.00	258.00		
Shelf	100×30	/	30.00	36.00		
Mesh board	100×150	/	50.00	60.00		
Aluminum alloy square table	68×68×78	/	100.00	120.00		
Aluminum alloy inquiry desk	95×45×76	/	100.00	120.00		
High glass cabinet	100×50×250	/	350.00	420.00		
Low glass cabinet	100×50×100	/	250.00	300.00		
Display rack	100×50×250	/	250.00	300.00		
Display board	100 (L) × 250 (H)	/	100.00	120.00		
Round glass table	750 (W) × 80 (H)	/	120.00	144.00		
aluminum alloy chair		/	30.00	36.00		
Long-arm spotlight	100W	/	80.00	96.00		
TV set	42" (incl. DVD)	/	750.00	900.00		
Folding chair		/	15.00	20.00		
Electronic roll-up banner		/	900	1080		

Exhibitor (official seal):

Date:



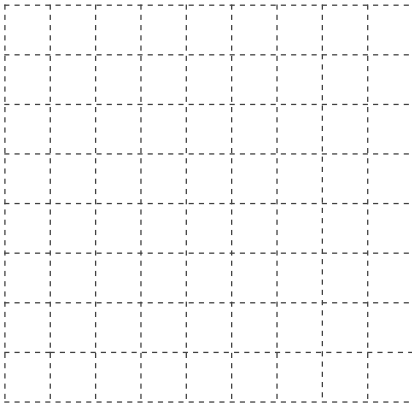
Schedule 1-1 Display Lease Position Table

Standard booth	Display Lease Position Table Deadline: August 13, 2019	Schedule 1-1
<p>Please fill up this form completely and return: MSRE official service provider Contact person: Nick Huo Tel: (86)20 18127839133 Fax: (86)20 85643651 E-mail: nick@fengyezl.com</p>	<p>Booth number: _____ Organization: _____ Contact person: _____ Tel: _____ Fax: _____ E-mail: _____</p>	

If the exhibitor needs to reposition any standard facility or leases any extra display facility, please fill out and submit the following diagram. If the exhibitor fails to submit this diagram by the deadline, the contractor will conduct installation at appropriate positions; if any position adjustment is required on site, an adjustment charge of RMB50 per time will be collected.

Top view

Booth number: ____; size: _x_ m



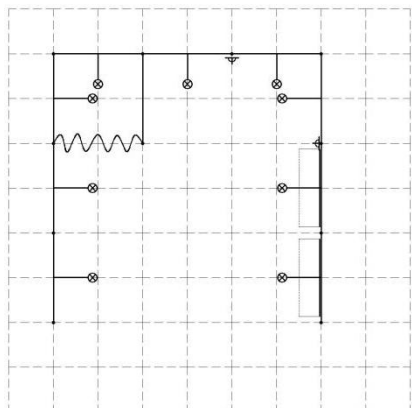
- | | | | |
|--|--------|--|----------|
| | 500W插座 | | 咨询台 |
| | 平层板 | | 锁柜 |
| | 长臂射灯 | | 高玻璃饰柜 |
| | 围板 | | 矮玻璃饰柜 |
| | 折门 | | 1m咨询台连锁柜 |

Note:

Item	Qty.
x	
x	
x	
x	
x	
x	
x	
x	

Reference style

Booth number: A01; size: 3 x 3 m



- | | | | |
|--|--------|--|----------|
| | 500W插座 | | 咨询台 |
| | 平层板 | | 锁柜 |
| | 长臂射灯 | | 高玻璃饰柜 |
| | 围板 | | 矮玻璃饰柜 |
| | 折门 | | 1m咨询台连锁柜 |

Item	Qty.
<u>Long-arm spotlight</u>	x <u>3</u>
<u>Flat rack</u>	x <u>4</u>
<u>Partition board</u>	x <u>1</u>
<u>Folding door</u>	x <u>1</u>
x	
x	
x	
x	

Note (example):

A standard booth comes standard with 6 spotlights, and another 3 are later added. Their positions are as shown in the drawing.

Two flat shelves shall be mounted per partition board, where one is 1m and the other 1.3m above the ground.



Schedule 2 Application Form for Special Decoration

Booth number:			Net floor area:		
Exhibitor (seal):					
Address				E-mail	
Contact person		Tel		Fax	
Contractor (seal):					
Address				E-mail	
Construction director		Tel		Fax	
Tools used:					
Power load applied for:					
No.	Switch spec. (voltage / current)	Qty.	Amount (RMB)	Remarks	
1	6A/220V(1.3KW)				
2	10A/220V(2.2KW)				
3	16A/220V(3.5KW)				
4	6A/380V(3KW)				
5	10A/380V(5KW)				
6	16A/380V(8KW)				
7	20A/380V(10KW)				
8	25A/380V(13KW)				
9	32A/380V(16KW)				
10	40A/380V(20KW)				
11	50A/380V(25KW)				
Design drawings (including plan, rendering, elevation drawing, circuit diagram and material diagrams)				Other attachments	
Note:					

Exhibitor (official seal):

Date:



Schedule 3 Construction Staff Registration Form

Exhibitor		Contact person		Tel	
Applicant		Contact person		Tel	
Contractor		On-site director		Tel	
Starting time of construction					
Construction workforce					
ID card numbers of construction staff					
Number of electricians					
Electrician certificate number					
Total power of booth					
Booth number	Switch spec. (voltage / current)	Qty.	Amount (RMB)	Remarks	
Electric boxes	__ V __ A __ ; __ V __ A __ ; __ V __ A __				
Total power	(kW)				

Exhibitor (with official seal):

Date:



Schedule 4 Letter of Commitment to Safe Use of Electricity

Letter of Commitment to Safe Use of Electricity

In order to support the electric safety management of booths in the China Import and Export Fair Complex by China Foreign Trade Center (Group) (hereinafter referred to as the “venue operator”), define duties, regulate management, and create a safe and reliable exhibition environment, we (exhibitor name), as a user of the booth (number: _____) of the (expo name), hereby promise to the venue operator together with the contractor in accordance with the Regulations on Electric Safety Management of the China Import and Export Fair Complex (hereinafter referred to as the “Regulations”):

1. We shall comply strictly with the Regulations, and assume direct financial and legal liabilities for all consequences incurred from illegal electric installation or electricity use during set-up / break-down and exhibition.
2. We shall assign someone to take charge of the electric safety protection of the booth, and on-site attendance and maintenance during set-up / break-down and exhibition in order to eliminate potential electric safety risks timely, and ensure the safety of the booth.
3. We shall obey the supervision and management of the department concerned of the venue operator, and implement the electric safety and improvement measures practically.

This Letter is made in quadruplicate, with two originals kept by the venue operator, and one by the exhibitor and the contractor each. This Letter shall come into effect upon execution.

This Letter is an essential annex to the Electricity Use Application Approval Form.

Exhibitor (with official seal):

Booth contractor (with official seal):

Legal representative or safety supervisor
(signature):

Legal representative or safety supervisor
(signature):

Field safety supervisor or electrician:

Field safety supervisor or electrician:

Tel:

Tel:

Date: _____ (MM/DD/YY)

Date: _____ (MM/DD/YY)



Schedule 5 Safety Responsibility Letter for Special Booth Construction

Safety Responsibility Letter for Special Booth Construction

The exhibitor shall comply strictly with the applicable regulations of Guangzhou City, the Regulations on Exhibition Construction Management of the Canton Fair, and other applicable rules and regulations, and obey the construction management, supervision and inspection of the official service provider and the Canton Fair Construction Management Dept. to ensure booth and personal safety.

- 1) The exhibitor shall handle the construction drawing approval procedure and pay the relevant charge pursuant to this manual before construction.
- 2) The contractor shall be responsible for the safety and fire control of the construction site, appoint a person responsible for on-site safety, and develop a safe construction plan and a safety accident contingency plan.
- 3) The overall design shall have a rational layout, and its style and tone shall be coordinated with the general layout of MSRE. The booth shall be concise, decent, environment-friendly and transparent. If the booth has any enclosed space, two or more exits shall be provided.
- 4) If a two-storied booth is designed, the construction area of the second floor shall not be more than half of the booth's floor area; a two-storied structure shall be allowed only if the booth area is 90 m² or more, and if the second floor's area exceeds 35 m², at least escape stairs shall be provided. The design drawings for a two-storied booth shall include a 3D rendering, a detailed dimensional drawing, a booth plan, an elevation drawing, a booth planning statement, a technical report on construction materials, an enlarged detail of beam, column and slab connection, a static load report or calculation sheet, and a material description, which shall be reviewed and stamped by a national Class A registered structural engineer, and hardcopies shall be submitted to the official service provider. The safety of the booth shall be fully considered from design to construction to ensure the firmness of all connection points and the overall structure of the booth.
- 5) The materials used for the booth shall be green and non-polluting materials mainly, and no elastic fabric or cotton knitwear shall be used as a decorative material. Any wooden structure shall be subject to fireproofing treatment (fire board cladding, aluminum composite cladding or flame-retardant coating), and extensive spray



painting shall be prohibited on site. Spray painting shall only be used for repair or joint treatment when protection is in place. The booth ceiling shall not be enclosed, and open flame use, electric welding and electric sawing shall be prohibited on site.

- 6) The special booth must be provided with acceptable and effective fire-extinguishing appliances (at least 4kg), which must be easily available in the booth from the beginning of construction to the completion of break-down. There shall be one acceptable fire extinguisher per 30 m² or two per 50 m² (rounded up to the nearest integral multiple of 50 m²).
- 7) The booth structure shall not block fire-fighting facilities, electric equipment, emergency exits and visitor passages at the venue. There shall be no display rack, booth, integral platform or cargo under any fireproof rolling shutter, and a column at a fireproof rolling shutter shall not be wrapped or blocked in any form to ensure that the shutter rises and falls freely and smoothly. If the booth involves a hydrant, a safe clearance of at least 1.5m shall be reserved, and the hydrant shall not be covered or enclosed for utility in case of an emergency.
- 8) The special booth shall not exceed the height limit, being 4.5m for single-storied ones and 6m for two-storied ones.
- 9) If a glass material is used for booth decoration, toughened glass must be used, and its strength and thickness are ensured (curtain wall glass thickness not less than 8mm). Glass shall be mounted rationally and reliably, and a metal frame must be fabricated or special hardware used for mounting, and a cushion provided between the frame or hardware and the glass to ensure safe use. A large piece of glass shall be marked obviously to avoid breaking and causing personal injuries. If a glass platform is used, its supporting columns and walls must be fixed under the platform, and no booth structure shall be set up directly above a smooth glass surface.
- 10) The booth construction materials shall be selected rationally in accordance with the national standard on the use of temporary construction materials, and the national environmental requirements. (An environmental certificate shall be presented if necessary.)
- 11) Smoking, the use of flammable or explosive goods, and open flame use shall be prohibited at the venue. The design and construction staff must wear conforming safety helmets, and fasten buckles properly when entering the hall for construction or break-down.



- 12) The booth construction staff shall wear proper certificates to work on site, and specialized technicians involved in construction must be certified.
- 13) No wooden ladder shall be used on the construction site. The height of any metal ladder used shall not exceed 3m, and a step ladder shall have a lower pull rope or brace rod. A scaffold must be fixed firmly, and its nodes riveted rigidly. When a climbing tool is used, there shall be no object or person on its top.
- 14) A scaffold of two or more layers must be provided with a guardrail, and a worker must wear a safety rope when working at height.
- 15) No fully enclosed ceiling shall be used for the booth. The ceiling shall not obstruct any fire-fighting facility on the ceiling of the venue, and have a flat open area of at least 50% to ensure the fire safety of the booth.
- 16) The contractor shall clean up construction and other waste at any time during construction. The booth construction materials shall be piled up tidily in the booth, and shall not occupy any fire passage. No warehouse shall be set up at the venue, and no booth material or construction tool stored in any public area, otherwise the official service provider shall have the right to dispose of the same, and reserve the right to make a deduction from the construction deposit.
- 17) No neon lamp shall be used for booth decoration lighting. All illumination lamps, and other electric facilities and materials shall be certified to specialized national safety standards, and constructed, installed and used in accordance with the local electric regulations. Electric connections shall be provided with double-insulated sheathed wires, and wiring terminals fully enclosed and provided with an insulation box without exposure.
- 18) The contractor shall not use any fixed facility provided at the venue without authorization, such as electric box, water source and gas source. Outdoor lamps, sockets, electric switchboards, etc. shall be rainproof, and outdoor power consumers shall have reliable rain-proofing measures.
- 19) If the contractor needs to work at height, it shall submit a copy of the certificate for working at height, provide safety helmets and belts, and work with supervision and protection below (the safety helmets and belts shall be checked at the on-site office).
- 20) After the opening of MSRE, the contractor shall assign the person responsible for on-site safety and full-time staff to be on duty on spot, and solve problems timely.



- 21) During break-down, the contractor shall remove all construction materials from the venue, and shall not pile them up in the booth or around the venue.
- 22) If the contractor causes any casualty, fire, facility damage or other safety liability accident during set-up, break-down and transport, they shall assume full liability, and bear all financial and reputation losses so suffered by the China Import and Export Fair Complex.
- 23) The contractor shall not dump or hide any construction waste in any ditch at the venue.
- 24) The corporate authorized person of the contractor has to read this letter and the above provisions, and warrants that it shall comply strictly with the safety management provisions, and assume full liability for any safety problem.

Booth contractor (seal):

Signature of corporate authorized person:

Mobile:

Signature of person responsible for on-site safety:

Mobile:

Date: _____ (MM/DD/YY)



Schedule 6 24-hour Electricity Use Application Approval Form

Application date: _____ (MM/DD/YY) (applicant's seal)

Exhibition				
Applicant		Contact		Tel
Booth contractor		On-site supervisor		Tel
Period of use	_____ (MM/DD/YY) to _____ (MM/DD/YY)			
Place and capacity of 24-hour electricity use				
Hall No.	Booth number	Equipment type	Qty.	Power
Opinion of the General Management Dept.:		Approved by: _____ (MM/DD/YY)		
Opinion of the exhibition engineering company:		Approved by: _____ (MM/DD/YY)		
Opinion of the Technical Equipment Dept.:		Approved by: _____ (MM/DD/YY)		
Opinion of the Security Dept.:		Approved by: _____ (MM/DD/YY)		
Notes:				
<ol style="list-style-type: none"> 1) 24-hour power consumers must comply with the fire safety standard; 2) 24-hour power consumers applied for must be suited to the scope of exhibition; 3) Dedicated lines and electric boxes must be set up, and flammable sundries cleaned up; 4) The applicant must appoint a person specifically responsible, and be subject to the management of the security staff and the on-site electrician. 				

Exhibitor (with official seal):

Date:



Chapter 6 Related Services

I. Storage

Item	Unit	Unit price	Remarks
Exhibits	Per m ³ per day	RMB15	Rounded up to the nearest integral multiple of 1 m ³
Packages	Per m ³ per day	RMB10	
Bulk exhibit unloading charge	Per m ³ or per ton	RMB90	Using machinery (forklift, etc.)
Regulated goods storage charge	Per m ³ per day	RMB10	For internal organizations
	Per m ³ per day	RMB12	For external organizations

Note: Packing materials stored in any leased indoor or outdoor space shall be charged at RMB4/m²/day, and kept by the owner, and the venue operator shall not be liable for the damage or loss of such materials. The organizer may otherwise negotiate with the venue operator if it needs handling service.

II. Car parking rates

With the approval of the Guangzhou Municipal Price Control Bureau, the car parking rates of the China Import and Export Fair Complex are as follows:

RMB10 per time per vehicle for medium and small vehicles, RMB20 per time per vehicle for large vehicles, and RMB30 per time per vehicle for ultra-large vehicles (not more than 12 hours per time)

III. Accommodation guide

The Organizing Committee shall provide 4 nights of free stay of a hotel room to each overseas exhibitor of MSRE.

1. Eligibility:
4 nights of free stay of a room per exhibitor (not to be applied for repeatedly)
2. Check-in:



- 1) Each applicant exhibitor shall fill up a staff information form and send it to the organizer. The organizer shall send all forms to the Reception Unit of the Organizing Committee by August 10, and the Organizing Committee shall give a reply to the organizer after unified arrangement.
- 2) Each guest on the list must register at the hotel designated by the Organizing Committee with his/her valid identity certificate personally. The hotel will handle the check-in procedure after checking the list provided by the Organizing Committee; the guest shall pay the hotel deposit himself/herself.
3. Stay:
August 22-25, 2019 (four nights in total)
4. Check-out:
The check-out procedure shall be handled by 12:00 of August 26. If the guest continues to stay, he/she may pay the room charge himself/herself at the contractual rate of the Organizing Committee.

Note:

- 1) Extra charges (drinks, laundry service, etc.) in addition to the room charge shall be borne by the guest;
- 2) The check-in deposit shall be paid by the guest.

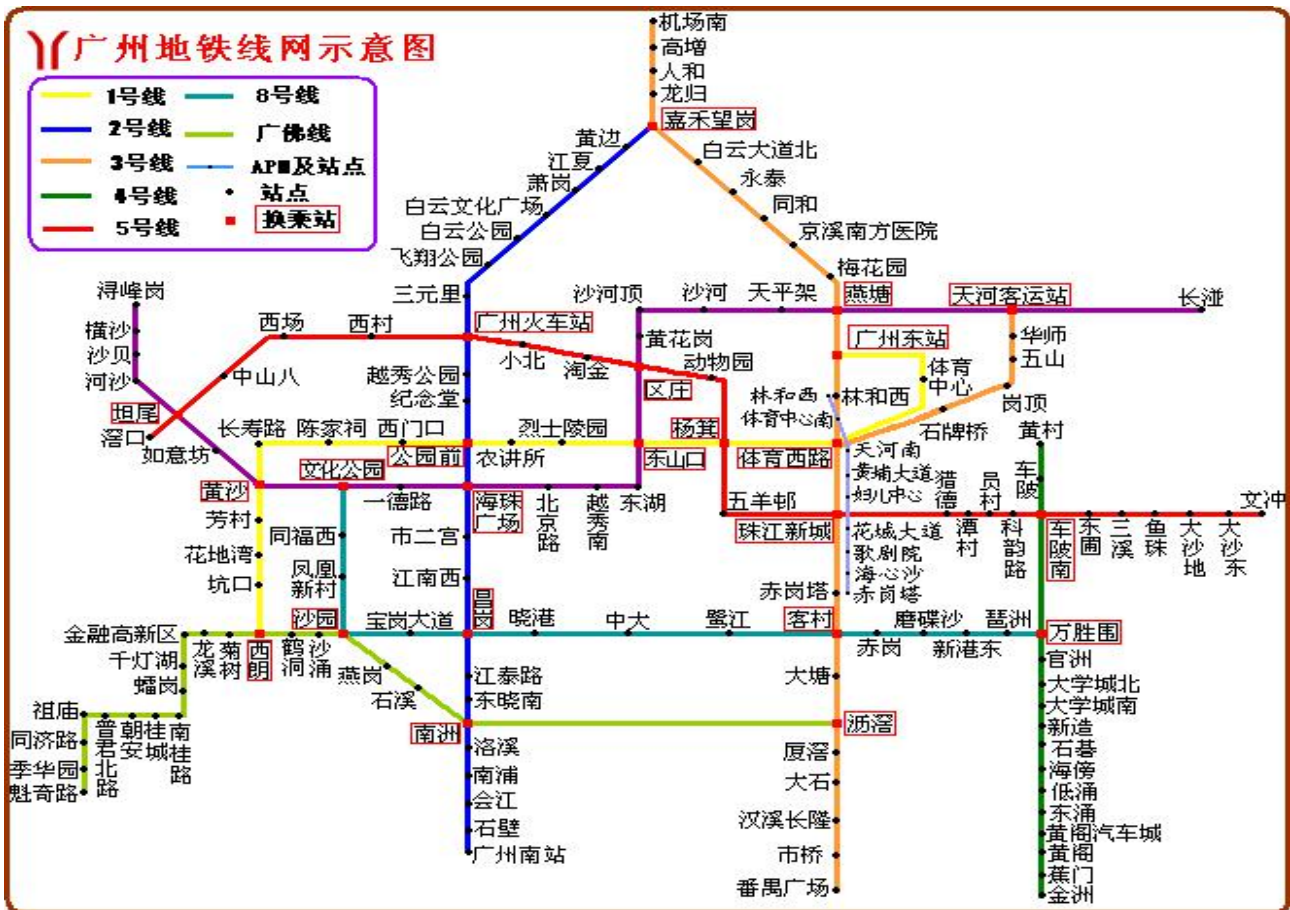
IV. Traffic guide

1. Metro

- 1) Baiyun Airport—China Import and Export Fair Complex, and PWTC Expo
Route: Airport South Station—Xingangdong / Pazhou Station
Airport South Station → Tiyu West Road station by Metro Line 3 (north extension) (for 12 stops) → Kecun Station by Metro Line 3 (for 3 stops) → Xingangdong / Pazhou Station (China Import and Export Fair Complex / PWTC Expo) by Metro Line 8 (for 4 stops)
Time: about 1 hour 3 minutes, fare: RMB8
- 2) From railway station to China Import and Export Fair Complex, and PWTC Expo



- a) Route: Guangzhou Railway Station —Xingangdong / Pazhou Station
- Guangzhou Railway Station → Changgang Station by Metro Line 2 (for 7 stops) → Xingangdong / Pazhou Station (China Import and Export Fair Complex / PWTC Expo) by Metro Line 8 (for 8 stops)
- Time: about 34 minutes, fare: RMB5
- b) Route: Guangzhou East Railway Station—Xingangdong / Pazhou Station
- G1 exit of Guangzhou East Station (20m of walk from Guangzhou East Railway Station) → Tiyu West Road Station by Metro Line 1(for 2 stops) and Metro Line 3 (north extension) (for 2 stops) → Kecun Station by Metro Line 3 (for 3 stops) → Xingangdong / Pazhou Station (China Import and Export Fair Complex / PWTC Expo) by Metro Line 8 (for 4 stops)
- Time: about 35 minutes, fare: RMB4
- c) Route: Guangzhou South Railway Station—Xingangdong / Pazhou Station
- Guangzhou South Railway Station → Changgang Station by Metro Line 2 (heading for Jiahewanggang) (for 8 stops, transfer within the station) → Xingangdong Station by Metro Line 8 (heading for Wanshengwei) (for 8 stops)
- Time: about 51 minutes, fare: RMB6



2. Taxi

The unit fare of taxi is RMB2.6/km and the starting fare RMB10 (including the fare for the first 2.5km); if the trip passes through any toll highway or bridge, the passenger shall also pay any extra toll.

- 1) Guangzhou Railway Station—China Import and Export Fair Complex, distance: about 17km, fare: about RMB47, time: about 32 minutes
- 2) Guangzhou East Railway Station—China Import and Export Fair Complex, distance: about 10km, fare: about RMB31, time: about 20 minutes
- 3) Guangzhou South Railway Station—China Import and Export Fair Complex, distance: about 21.8km, fare: about RMB64, time: about 46 minutes
- 4) Baiyun Airport—China Import and Export Fair Complex, distance: about 37.7km, fare: about RMB114, time: about 1 hour

The above information is for reference only. The above fares exclude highway and bridge tolls. Such factors as traffic congestion may increase the fare significantly.



Chapter 7 Guidelines on Customs Clearance for the 2019 Guangdong 21st Century Maritime Silk Road International Expo

To ensure the success of the 2019 Guangdong 21st Century Maritime Silk Road International Expo ("the "MSRE""), and make it convenient for the exhibitors to fulfill relevant customs formalities, the guidelines for customs clearance are hereby provided as follows:

- I. The imported exhibits mentioned in this Guideline (hereinafter referred to as "Exhibits") refer to the goods prescribed in Article 35 of Measures of the General Administration of Customs of the People's Republic of China on the Administration of Temporarily Imported and Exported Goods (Decree of the General Administration of Customs No. 233).
- II. The Exhibits, as the temporarily imported goods, shall not be sold at the venue of the MSRE. Any of the Exhibits to be sold at the venue shall gain entry by the general means of ordinary trade.
- III. The Exhibits, including animals, plants and their products, animal- and plant-derived food, and special articles, shall be subject to quarantine examination and approval. In case of the failure to obtain such approval, the exhibitor shall go through the special quarantine formalities, and such exhibits shall not be used for tasting or consumption except exhibiting. For hazardous chemicals to be exhibited, the exhibitor shall submit the hazard warning labels in Chinese and the sample of safety data sheet in Chinese.
- IV. The Exhibits of the "MSRE" shall be declared to the customs by Guangzhou Branch of APT Showfreight Shanghai Co., Ltd. and Joyhigh Shipping Limited. The exhibitors are required to contact the aforesaid customs brokers to learn more about the details of customs clearance of exhibits.
- V. For such exhibits as alcohol, food and beverages, the exhibitors shall submit the relevant materials (including one list of food exhibits, one original and one electronic copy of the certificate of origin, one original and one electronic copy of the sanitary certificate, one original and one copy of certificate of laboratory analysis, and the exhibits guarantee letter in Chinese and English in duplicate in the format as prescribed by inspection and quarantine) to the customs brokers before July 15, 2019.



VI. Contact information for the customs brokers

1. Guangzhou Branch of APT Showfreight Shanghai Co., Ltd.

Contact person: Mr. Jim Zhou

Mobile phone: +86-13510480135

Email: jim.zhou@aptshowfreight.com

2. Joyhigh Shipping Limited

Contact person: Ms. Mina Mo

Mobile phone: +86-139 2410 6098

Email: mina_biz@joyhigh.com

The background is a deep blue gradient. It features several semi-transparent circles of various sizes scattered across the upper and middle sections. At the bottom, there are dynamic, wavy lines in shades of cyan, teal, and magenta, creating a sense of movement and depth.

2019 Guangdong 21st Century Maritime Silk Road International
Expo & the 27th Guangzhou Fair