

# 第18届上海国际渔业博览会

18<sup>th</sup> Shanghai International Fisheries and Seafood Exhibition

同期举办：餐饮食材展 | 高端滋补展 | 加工设备展

20<sup>24</sup> **8.28-30**

上海新国际博览中心

August 28<sup>th</sup> - 30<sup>th</sup>, 2024

Shanghai New International Expo Center, China



主办单位 Organizers



## 展商手册

Exhibitor Manual

Dear Exhibitors,

Welcome to **World Seafood Shanghai 2024 (18<sup>th</sup> Shanghai International Fisheries and Seafood Exhibition)**! This Manual is made to establish and maintain transparent and enforceable rules, which will enable all exhibitors to realize a distinctive presentation at **World Seafood Shanghai (SIFSE) 2024**. In addition, the Organizer hopes to accommodate an open and clear exhibition, safeguarding the image **World Seafood Shanghai (SIFSE) 2024** as a whole.

This manual mainly describes the schedule of show activities, transportation, booth construction, accommodation, etc. In order to allow full preparation, please make sure of relevant sections, timetable, on site precautions, etc. There are deadlines for the matters to be handled in all order forms. Please submit relevant forms before the deadline, to ensure that all requests can be implemented effectively and timely.

**Please note:**

**Surcharge will be imposed on any overdue or on site application. Late Order - 50% surcharge will be imposed after Aug. 5<sup>th</sup>, 2024.**

If you need any advice or assistance, please do not hesitate to contact our exhibition team, we will be happy to help you in any case.

Event team contacts are shown below:

<b>Organizer:</b>			
Ms. Zhao	+86 21-6119 8252	+86 137 6489 5036	zhaoyue@ite-gehua.com
<b>Official Contractor:</b>			
Mr. Zhang	+86 21- 5239 6651*813	+86 158 0189 7752	kevinzhang@serve-expo.com
<b>Official Freight Forwarder:</b>			
Ms. Li	+86 21-6521 4083	+86 189 1878 1192	ting.li@sinotrans.com
<b>Official Refrigerator Rental:</b>			
Ms. Ye		+86 182 0211 6676	chenhaiexpo@163.com
<b>Insurance Agency:</b>			
Mr. Guo		+86 133 0861 1521	13387196021@163.com
<b>Hotel Booking:</b>			
Mr.Xu		+86 137 6153 1951	dyy@mxydt.com

Website: [www.worldseafoodshanghai.com/en](http://www.worldseafoodshanghai.com/en)

We are looking forward to working with you over the next few months and see you in Shanghai, China.

Best regards!

---

# SUMMARY

<b>A</b>	<b><u>DEADLINES FOR SUBMITTING VARIOUS APPLICATION FORMS</u></b>	<b><i>P4</i></b>
<b>B</b>	<b><u>EXHIBITOR SCHEDULE (IMPORTANT DATES &amp; TIMES)</u></b>	<b><i>P6</i></b>
<b>C</b>	<b><u>INFORMATION FOR THE KEY SERVICE SUPPLIERS AND EXHIBITION VENUE</u></b>	<b><i>P7</i></b>
<b>D</b>	<b><u>GENERAL PROVISIONS FOR THE EXHIBITION</u></b>	<b><i>P11</i></b>
<b>E</b>	<b><u>SHELL SCHEME STAND INFORMATION</u></b>	<b><i>P15</i></b>
<b>F</b>	<b><u>RAW SPACE STAND CONSTRUCTION AND MANAGEMENT</u></b>	<b><i>P16</i></b>
<b>G</b>	<b><u>GUIDELINE FOR FREIGHT VEHICLES</u></b>	<b><i>P22</i></b>
<b>H</b>	<b><u>EMERGENCY PROCEDURES</u></b>	<b><i>P29</i></b>
<b>I</b>	<b><u>ORDER FOR VARIOUS APPLICATION FORMS</u></b>	<b><i>P30</i></b>

## DEADLINES FOR SUBMITTING VARIOUS APPLICATION FORMS

A

Dear Exhibitors:

Thank you for participating in **World Seafood Shanghai 2024 (18<sup>th</sup> Shanghai International Fisheries and Seafood Exhibition)**.

Please kindly log in your [exhibitor account](#) to fill all information out and order services you need. Please order services before deadline or it can't be submitted after that. **Please print Exhibitor Registration Voucher and hand it to personnel when you pick your badges up.**

Time table of exhibitors, please log in your [exhibitor account](#) to download forms and submit your orders (Please read this manual carefully for more details):

DEADLINE	Matters		REMARKS
9 August, 2024	Online	Event Guide Company Listing (Company Profile Details)	Must be submitted by all exhibitors
5 August, 2024	Email	Raw Space Stand Contractor Registration Form	Must be submitted by raw space stand exhibitors
	Email	Raw Space Stand Contractor Liability Insurance	Must be submitted by raw space stand contractors
	Email	Safety Commitment of The Erecting Contractor	Must be submitted by raw space stand contractors
	Online	Order Utilities (Electrical, Air, Water)	Must be submitted by raw space stand contractors or high-power cooking or heating equipment shell scheme stands
	Online	Rigging Points Application Form	Optional (Only for above 54m <sup>2</sup> Raw Space stand)
	Online	Order Stand Furnishings (Furniture, Floral)	Optional
5 August, 2024	Email	Raw space booth third-party review of drawings	Must be submitted by raw space stand contractors
5 August, 2024	Online	Monitoring and alarm platform (WeChat Mini Program "Exhibition Equipment Rental")	Must be submitted by raw space stand contractors
15 August, 2024	Online	Hotel reservations	Optional
15 August, 2024	Online	Refrigerator Rental Form	Optional
12 August, 2024	Email	Transportation Service for Machinery and Equipment	Optional
25 July, 2024	Email	Customs clearance materials for imported aquatic products	Enterprises with aquatic products imported must submit

---

## **Cautions:**

1. The height limit of the self-built booth in this exhibition is **4.4 meters** (single-layer, double-layer structure cannot be built in this exhibition). According to the latest notice of the New International Expo Center on the safety supervision of the exhibition, **all special booth construction plans must be reviewed and approved by the third-party safety supervision unit.**
2. According to the requirements of relevant departments, **all specially equipped booths need to install a one-key alarm device and a one-key alarm visual intercom device on the booth** to achieve second-level response and multi-level linkage needs, please install relevant equipment before August 27, 2024.
3. Non-combustible or flame-retardant B1 materials must be used for construction and decoration. Flame retardant B1 grade materials must provide a test report and proof of supply, and be stamped with the official seal of the exhibitor or contractor. (For example, the carpet must be flame-retardant B1 carpet; It is recommended to use flame-retardant boards for wood boards, such as ordinary wood boards, which must be fully coated and thickly coated with fire-retardant coatings and have flame retardant B1 combustion performance; Decorative cloth and curtain shall be flame retardant cloth and curtain or fully soaked in flame retardant to achieve flame retardant B1 performance).
4. The Organiser will set up the designated "food residue" collection points in each hall. All exhibitors must dump the waste oil / food residue which be produced during the cooking process at these designated collection point. Violators will be fined of RMB 50,000.
5. The shell scheme power socket rated is only 500W and are not 24-hour electricity. If the exhibitors use the high-power cooking or heating equipment in your booth, exhibitors should apply for one more separated distribution box by themselves before the deadline. All on site application will charge 100% emergency fee.
6. If you need a freezer, please contact the designated service provider of the organizer for rental, and the organizer will reserve the electricity for you for 24 hours free of charge. If exhibitors bring the refrigeration equipments by themselves, exhibitors must order the 24hours power for these equipment. Otherwise when the exhibition end at night, venue will cut off your stand power. In order to avoid unnecessary trouble, Please log in to your exhibitor account to order it.
7. Surcharge will be imposed on any overdue or on site application. Late Order - 50% surcharge will be imposed after Aug. 5<sup>th</sup>, 2024. On-site applications for facilities will be subject to availability, and full acceptance is not guaranteed. Please apply before the deadline to avoid unnecessary fees.
8. During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.
9. No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please log in your exhibitor account to submit your order.
10. If there are machinery and equipment or high-power heating equipment in the raw space booth, the lighting electricity and machine electricity shall be applied separately; For details, please log in your exhibitor account!
11. Since 2021, the New International Expo Center has provided electrical fire monitoring boxes for the secondary electrical boxes for lighting electricity by the exhibition hall, and exhibitors and builders who declare lighting electricity do not need to carry their own secondary electrical boxes (sub-circuit electrical boxes), and this part of the cost has been increased to the cost of electric boxes for lighting. The price of the declared power electric box remains unchanged, and the exhibitor or builder needs to prepare the secondary electrical box by yourself.

## EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

B

<b>B1.Raw Space Contractors Move-In Period</b>		
26 August, 2024, Monday	09:00 – 19:00	
27 August, 2024, Tuesday	09:00 – 22:00	
<ol style="list-style-type: none"> <li>1. Main structure of booth decoration should be finished before 12:00 on 27 August 2024. All booth structure must meet the safety requirements. Power will not be offered until the stand pass the safety checking.</li> <li>2. For overtime working, please contact the Organizer before 15:00 each day.</li> <li>3. Charge for overtime: 9:00-22:00: RMB 2,000/hour/stand . 22:00-08:00 (the next day morning) : RMB 4,000/hour/stand.</li> </ol>		
<b>B2. Exhibitor Move-in Period (Please print Exhibitor Registration Voucher and hand it to personnel when you pick your badges up. )</b>		
26 August, 2024, Monday	13:00 –18:00	<b>Exhibitors pick up badges on the 1# Entrance Hall or 2# Entrance Hall (South Registration Hall,North Registration Hall)</b>
27 August, 2024, Tuesday	09:00 –18:00	
<b>B3. Exhibition Dates &amp; Times:</b>		
	<b>Exhibitors</b>	<b>Visitors</b>
28 August, 2024, Wednesday	08:30 – 17:30	09:00 – 17:00
29 August, 2024, Thursday	08:30 – 17:30	09:00 – 17:00
30 August, 2024, Friday	08:30 – 14:00	09:00 – 13:30
<b>B4. Contractor &amp; Exhibitor Move-Out:</b>		
30 August 2024, Friday	14:00 – 22:00	<b>Note: The power must be cut off and all heavy exhibits must be removed before stand dismantling. No dismantling is allowed before 14:00, 30 August 2024.</b>

**C1 Key Services Suppliers Contact Details**

---

**C2 Venue Specifications**

---

**C3 Traffic Information**

---

**C1. Key Services Suppliers Contact Details****Official Contractor:**

Shanghai SERVE Exhibition Co., Ltd.

Tel.: +86 (0)21-52396651

**Hall W1** Ms. Zoe Zeng /ext. 839

Mobile: +86 137 6192 0375 E-mail: zoezeng@serve-expo.com

**Hall W2** Mr. Leon Ding /ext. 818

Mobile: +86 150 2116 6529 E-mail: leonding@serve-expo.com

**Hall W3** Ms. Stella Guo /ext. 823

Mobile: +86 150 2644 2331 E-mail: stellaguo@serve-expo.com

**Hall W4** Ms. Polaris Peng /ext. 811

Mobile: +86 137 6192 0361 E-mail: polarispeng@serve-expo.com

**Hall W5** Ms. Cheon Ma /ext. 846

Mobile: +86 182 0174 9002 E-mail: cheonma@serve-expo.com

**Raw Space Booth Third-party Drawing Review:**

OptSafe Management Services Limited (OptSafe)

Tel: +86 021-6995 7316 E-mail: enquiry@optsafe.com

Website: <https://www.opt-safe.com/zh-hans/>

**Raw Space Booth Rental of Monitoring and Alarm Devices:**

Submit in the Wechat Mini Program "Exhibition Equipment Rental"

Hotline: +86 150 0066 3737



Scan code to submit

**Official Freight Forwarder:**

Sinotrans Eastern Company Ltd. Exposition Logistics Branch

Contact Person: Ms. Li Ting

Tel: +86 021- 6521 3060 Fax: +86 021-6521 4083

Mobile: +86 189 1878 1192 E-mail: ting.li@sinotrans.com

**Refrigerator Rental:**

Chenhai Expo

Contact Person: Ms. Ye

Mobile: +86 182 0211 6676 E-mail: 719766968@qq.com



## Insurance Agency:

Changan Liability Insurance Co., Ltd.

Contact Person: Xue Sanyuan

Mobile: +86 133 8719 6021 E-mail: 13387196021@163.com

Contact Person: Guo Feng

Mobile: +86 133 0861 1521 E-mail: 13387196021@163.com

## Hotel Booking: [Click to book online](#)

Shanghai Mengxuan Exhibition Service Co., Ltd.

Contact Person: Merry

Mobile: +86 136 5175 7017

Hotline: +86 400 114 8966

E-mail: dyy@mxydt.com



Scan code to reserve

## C2. Venue Specifications

Technical Specification	Hall W	Hall E	Hall N
Area of the hall	11, 500 m <sup>2</sup> each hall	11, 500 m <sup>2</sup> each hall	12, 340 m <sup>2</sup> each hall
Visitors entrance	2 entrances on the east of each hall	2 entrances on the north of each hall	2 entrances on the south of each hall
Number of freight lift path	5 doors (5m x 4m, W x H) on the south and north of each hall.	5 doors on the south and north of each hall. Gates 3 / 8 (4.5m x 6m, W x H), The rest of the gates (4.5m x 4m, W x H).	5 doors on the south and north of each hall. Gates 2 / 8 (5.3m x 7.2m, W x H), The rest of the gates (5m x 4m, W x H).
Floor type	Solid Concrete Floor Loading: 3 tons/ m <sup>2</sup> indoor area, 5 tons/ m <sup>2</sup> outdoor area		
Power	2400Kw/ hall 4000A/ hall	3000Kw/ hall 6000A/ hall	6000A/ hall
Power supply	3-Phase.5-Line,380V/ 220V,50Hz	3-Phase.5-Line,380V/ 220V,50Hz	3-Phase.5-Line,380V/ 220V,50Hz
Compressed air	10 bar Inner Diameter Specification: 10mm, 19mm, 25mm		
Lighting	250LUX	250LUX	250LUX
Height for booth construction	<b>For the shell scheme , the booth height is 3.5m.</b> <b>For the Raw Space booth, the maximum permitted stand height is 4.4m.</b> <b>No double deck stands, arched doors or roofs are allowed at this event.</b>		
Hang points	Less than 200Kg the static light advertising carrier (Only for the booth space more than 54m <sup>2</sup> raw space constructors)		
Water supply	294 outlets each hall Diameter Specification:	210 outlets each hall Diameter Specification: 15mm,	138 outlets each hall Diameter Specification: 15mm,



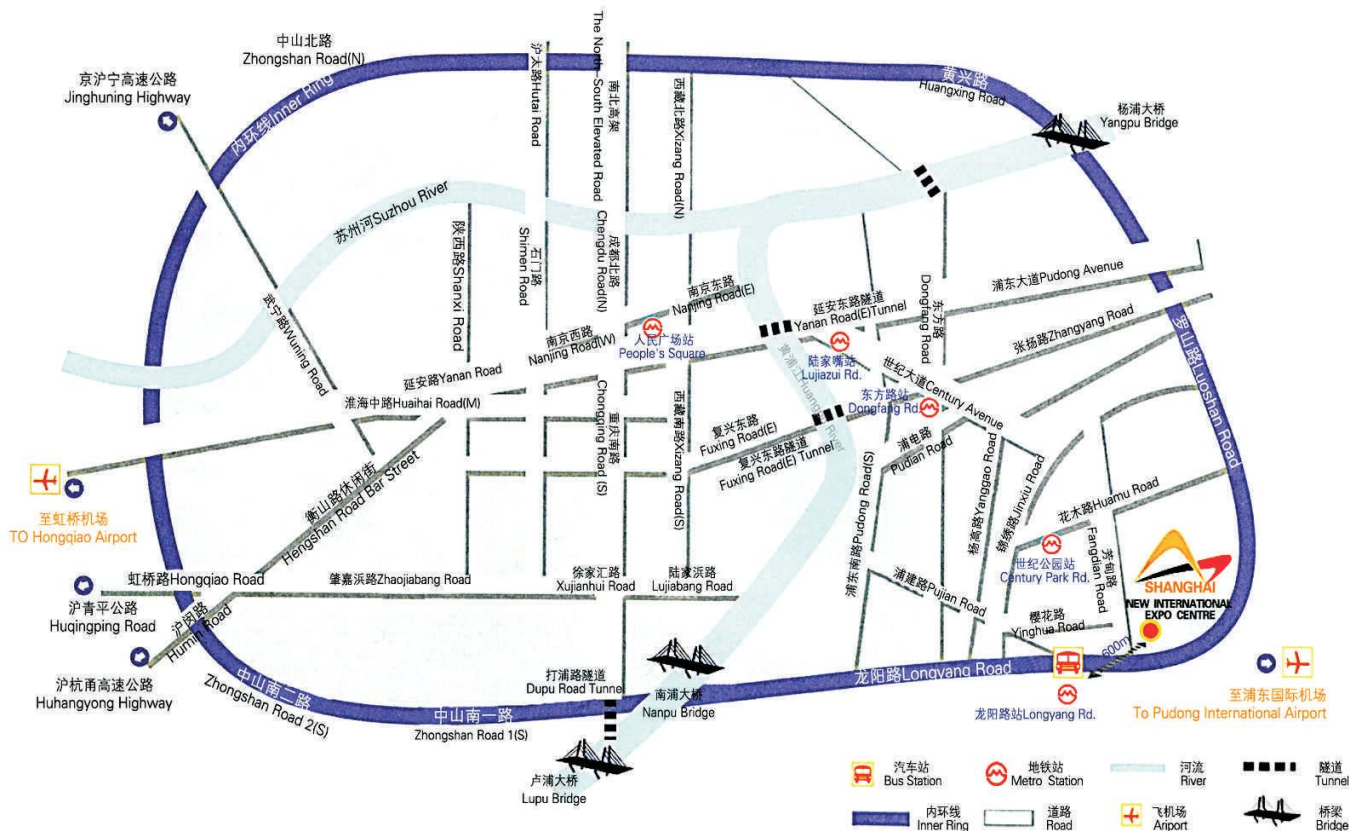
	15mm, 20mm, 25mm	20mm, 25mm	20mm, 25mm
Drainage	168 outlets each hall each outlet at 100mm(D)	105 outlets each hall each outlet at 100mm(D)	168 outlets each hall each outlet at 100mm(D)
Firefighting equipment	Smoke Alarm, Automatic Spray, Portable Fire Extinguisher, Fire Hydrant		
Internet	Cable Broadband Network		
Security system	24 hours security patrol, central video surveillance and sensor alarm system		
Information desk	Available	Available	Available
Broadcast system	Available	Available	Available
Emergency lighting	Available	Available	Available

### C3. Traffic Information

#### Shanghai New International Expo Center (SNIEC)

No.2345 Longyang Road, Pudong New District, Shanghai, China.

Vehicles from booths in halls W1-W5 should enter the P3 parking lot and the certificate center.



---

## **Get to the venue**

Metro Line.2, Longyang Road Station, Exit 6, 19 mins walking distance to 1# Entrance Hall.

Metro Line.7, Huamu Road Station, Exit 2, 10 mins walking distance to 1# Entrance Hall.

### **1. Airport→SNIEC**

#### **a) Pudong Airport(PVG):**

b) Taxi: About 32km. Need at least RMB 120 taxi fee.

Maglev Train( To Longyang Station): Need at least 7 mins, one way fare is RMB 50.

Metro: Take metro Line.2 to Longyang Road. Need at least 40 mins, RMB 6 fare.

No. 3 Airport Line( To Longyang Station): Need at least 40 mins, RMB 22 fare.

#### **c) Hongqiao Airport(SHA):**

d) Taxi: About 28km. Need at least RMB 100 taxi fee.

Metro: Take metro Line.2 to Longyang Road. Need at least 50 mins, RMB 6 fare.

### **2. Railway Station→SNIEC**

#### **a) Set out from Shanghai Railway Station:**

b) Taxi: About 16km. Need at least RMB 50 taxi fee.

Metro: Take metro Line.1 to People Square, then change metro Line.2 to Longyang Road. Need at least 50 mins, RMB 4 fare.

#### **a) Set out from Shanghai South Railway Station:**

b) Taxi: About 20km. Need at least RMB 65 taxi fee.

Metro: Take metro Line.1 to People Square, then change metro Line.2 to Longyang Road. Need at least 50 mins, RMB 5 fare.

### **Traffic near the SNIEC**

- Metro Line.2, Longyang Road Station;
- Metro Line.7, Huamu Road Station/Longyang Road Station.
- Maglev Train: Between the Pudong Airport and the Metro Longyang Road Station.  
Service time: 07:00 - 21:30.

---

## GENERAL PROVISIONS FOR THE EXHIBITION

D

D1	EXHIBITION STAND ACTIVITIES AREA
D2	ON SITE FOOD SAMPLING AND CULINARY MANAGEMENT
D3	MANAGEMENT OF BADGES
D4	DELIVERY OF EXHIBITS
D5	AUDIO-VISUAL PRESENTATIONS
D6	INSURANCE
D7	LIQUID COOLING EQUIPMENT AND NORMAL MACHINE DEMONSTRATION
D8	CLEANING & GARBAGE DISPOSAL
D9	CHILDREN
D10	ENVIRONMENTAL GUIDELINES

Once an exhibitor signed the booth contract, this indicates that the exhibitor agrees and will comply with all rules and regulations in this manual. The exhibitor must ensure that its contractor also understands and will follow all the rules and regulations in the manual.

### **D1. EXHIBITS AND EXHIBITION STAND ACTIVITIES AREA MANAGEMENT**

**Exhibits:** Exhibits must meet the theme of our exhibition and the requirements of relevant laws in China; If not, the the Organizer has the right to close the booths.The Organizer will hand over the illegal exhibitors to the relevant law enforcement to process.

**Exhibition Stand Activities Area:** Exhibitors can't use any area outside the boundaries of their stand for displays or promotional activities. The Organizer has the right to remove all items from public area or charge for the additional space used. Failure to adhere this guideline may result your stand be closed.

### **D2. ON SITE FOOD TASTING AND CULINARY MANAGEMENT**

#### **on site Food Tasting:**

**Organizer allows exhibitors to provide a few amount of tasting samples for visitor to taste on site, but doesn't allow any kinds of selling activities in the exhibition hall.**

on site Food Tasting: In order to reduce the risk for the cross-contamination, all on site food sampling action should do the following rule:

1. All tasted food which is provided by exhibitors must comply with the "**People's Republic of China Food Law**". It is forbidden to provide food which does not conform to the relevant food safety standard for visitor to eat. If it happened on site, the Organizer will immediately notify and hand over to the relevant law enforcement departments to deal with, all the legal consequences and the resulting economic losses shall be borne by the exhibitors.
2. The exhibitors must provide a clean area for the food processing. All processing equipment must go through the necessary cleaning and disinfection treatment. The person who will process the food must take necessary sanitary measures (such as wearing a mask/food processing gloves/hats, etc) . Anyone sick shall not participate in food processing or distributing job.
3. Food should be placed to be sampled where the exhibitor can see it and therefore supervise visitor. The exhibitors must provide the cleaning and health tableware for visitors to use.
4. To avoid providing large quantity of tasting food, all tasting food should be finished eating up in short time. Inedible food must scrap processing.
5. Exhibitors should set up a dedicated waste food waste bin, and should inform visitors where to throw the garbage.

---

### **on site Food Cooking:**

1. Not allowed use the fire on site. In the exhibition hall only allow to use such as induction cooker/microwave oven/oven and other heating equipment. All heating equipment must have someone to operate or care, visitors are not allowed to use the equipment.
2. A striking "Do not close" logo or 1 meter distance exclusion zone should be set up in front of the on site cooking or heating equipment area. To avoid the visitor being too close to the cooking area will lead to accidental accidents.
3. The Organiser will set up the designated "food residue" collection points in each hall. All exhibitors must dump the waste oil/food residue which be produced during the cooking process at these designated collection point. Violators will be fined of RMB 50,000.

### **D3. MANAGEMENT OF BADGES**

**During the period of both booth construction and dismantling, all related personnel shall wear valid badges when entering and leaving the exhibition hall.**

#### **1. Exhibitors' Badges**

The Organizer will begin issuing exhibitors' badges at 13:00 on 26 August, 2024. Exhibitors are to claim their badges at the registration counter of 1# Entrance Hall( South Registration Hall) or 2# Entrance Hall( North Registration Hall) in Shanghai New International Expo Center (No. 2345, Longyang Road).

**Note: Please print *Exhibitor Registration Voucher* and hand it to personnel when you pick your badges up.** Exhibitors' badges shall be used by exhibitors during the exhibition only. During the period of booth construction and dismantling, exhibitors shall wear badges when entering the exhibition hall. Contractors and other suppliers shall carry work permits, which are valid only during the construction and dismantling. Guests invited by exhibitors should wear visitor badges. Exhibitors or guests can pre-register online before the exhibition, and the registration method can be paid attention to the official website.

#### **2. Freight Vehicle Waiting Pass**

All vehicles entering the Shanghai New International Expo Center for deployment and dismantling during the exhibition must apply for *Freight Vehicle Waiting Pass* online. Starting from the week before the move-in (expected on August 19), exhibitors can apply online on the official WeChat account of "Shanghai New International Expo Center" for specified 3 time periods [(1) before 07:00; (2) 09:30-16:30, (3) after 19:00]. Please note that the *Waiting Pass* will be issued while stocks last! All incoming freight vehicles should enter the system in advance to register the information of the vehicle and the certificate personnel according to the designated admission batch, and then the certificate handling personnel will print the "Waiting Permit" and enter the waiting yard in turn with the certificate.

#### **3. Freight Vehicle Pass**

For any vehicles involved in transporting machinery, equipment and construction materials, the **Pass for a Freight Vehicle to SNI EC Parking Lot** is required for both the periods of construction and dismantling. The driver holds the *Vehicle Pass* to the door of the unloading area, and the staff checks the vehicle license, and the check is given to release.

How to get the vehicle pass:

- a. Apply for a vehicle license based on the deposit receipt, fill up the application form  
[Click to download the "Vehicle Pass Application Form"](#)
- b. Submit the required receipt
- c. Pay 50 RMB for pass and 300 RMB for deposit
- d. Swipe the pass when you enter & exit from the loading bay
- e. Refund the deposit if no exceeding time.

From August 26 to 27, 2024, you can go to the Certificate Processing Center in the East Plaza/South Plaza of the exhibition hall to apply.

#### **4. Contractors' Work Permits**

All booth construction workers should go through real-name certification procedures by registering at the following website of Shanghai New International Expo Center by 2 August, 2024.

[http://www.sniec.net/organize\\_contractor.php](http://www.sniec.net/organize_contractor.php)

---

#### **D4. DELIVERY OF EXHIBITS**

Throughout the whole exhibition period, the exhibitor shall assign their staff to guard exhibits; the host unit is not liable for loss or damage of exhibits or personal care items due to the unfavorable guard. Any exhibits can't leave the booth before the official closing of the exhibition. Each loading area/cargo passageway will be closed during the exhibition. After the closing of the exhibition, exhibitors can go to the South Registration Hall/North Registration Hall after 14:00 to apply for the export form for exhibits. Venue security staff will check each exit sheet for exhibits.

#### **D5. AUDIO-VISUAL PRESENTATIONS**

Exhibitors should make sure all audio-visual display equipment must be positioned and the sound level adjusted so as not to annoy other exhibitors or visitors. The maximum permitted noise level can't exceed at 60dB(A). The Organizer reserve the right to require any audio-visual presentation or other equipment which detrimental or offensive to be disconnected or discontinued.

#### **D6. INSURANCE**

**Before signing the setup contract with a booth contractor, the exhibitor must check the qualifications of the contractor (whether they have purchased a full amount of exhibition insurance to avoid the risks that may be encountered in the exhibition)**

Exhibitors are responsible for taking out exhibition liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than RMB 5 million (US\$ 0.6 million) against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizer will not be held responsible for any loss of or damage to, exhibits and personal items.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The Organizer has appointed the risk consultant of **Changan Liability Insurance Co., Ltd.** as the risk assessment and insurance agent of this exhibition, and provides professional insurance services for exhibitors:

Contact Person:

Xue Sanyuan                      Mobile: +86 13387196021                      E-mail: 13387196021@163.com

Guo Feng                              Mobile: +86 13308611521                      E-mail: 13387196021@163.com

#### **D7. PRECAUTIONS OF ON SITE MACHINERY AND EQUIPMENT DEMONSTRATION**

1. After the arrival of machinery and equipment at the exhibition hall, the exhibitor need to arrange staff to check and assemble the equipment, and start the equipment only after ensuring that after the relevant safety equipment is proper;
2. Electricity for machinery and equipment must be connected by the relevant qualified electrician, and all the wires shall be connected in a standardized and firm way in order to avoid damage to the equipment due to loosening during operation; all power circuits shall be equipped with electric shock protection device;
3. The cable or pipeline of equipment exposed outside due to connection shall be covered by a bridge plate to avoid not stumbling others, resulting in harm;
4. Machinery shall be applied with lubricants in accordance with the safety regulations; if there is fuel spilled on the ground in the pouring process, remove in time, and set up a warning sign at the location spilled;
5. Exhibitor shall set in an appropriate safe distance around machinery and equipment for demonstration or operation, to remind audiences to watch the equipment demonstrations at a safe distance; and post relevant warning signs prominently to inform visitors to take care;
6. Related demonstration equipment shall be operated by a specially assigned person, and the demonstration process shall be guarded by a safety commissioner; it is prohibited to operate without machinery and equipment without permission in the absence of the guidance of a specially assigned person;

---

#### **D8. CLEANING & GARBAGE DISPOSAL**

The Organizer will arrange for the general cleaning of the exhibition hall and all shell scheme stands, prior to the opening of the exhibition and daily thereafter. For raw space stands, exhibitors must arrange daily cleaning of their stand by themselves. All disposals of waste materials etc. during the move-in period is the responsibility of the raw space stand contractors concerned. Disposal of contractor's waste materials by the Organizer will result in the contractor's deposit being forfeited. In the case of 'ready stand' exhibitors bringing in shelving and stand fittings, these cannot be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the Center at the end of the show. Failure to comply will result in a charge for the labor and trucking required to dispose of the material.

**During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.**

#### **D9. CHILDREN**

The Fair is open to buyers and trade visitors ONLY. The Organizer will enforce this regulation. This includes the build-up period as well as the exhibition; if you are an overseas exhibitor traveling with your family, please note this point. Health and safety and liability regulations prohibit visitors under 18 yrs. in the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

#### **D10. ENVIRONMENTAL GUIDELINES**

All attendees shall act the role of protecting environment. Here are some tips helping you to participate in the exhibition more environmentally friendly, by reducing amounts and re-using.

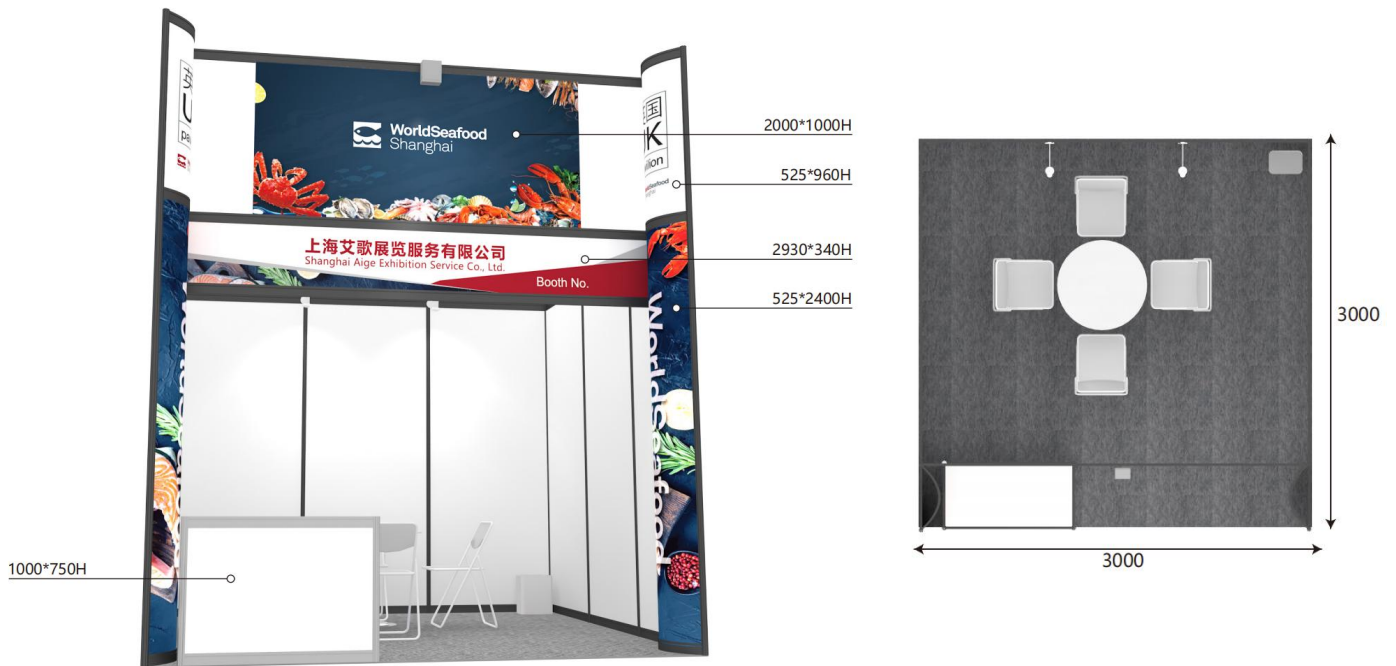
1. Make reasonable plan for quantity of distribution. Please do not print and transport materials more than the quantity you need.
2. Use environmentally or recycled materials as many as possible. Make reasonable plans for your booth design and construction. Reduce wooden materials as many as you can, but use assembled materials instead so that you can reuse them. Don't use plastic bags to distribute promotional materials. Give up advertisements and signage in PVC but use cotton or paper instead.
3. Use no toxic, volatile paint and glue for construction. And use CFL or LED light as much as possible. Recycled carpet is preferable.
4. Reduce use of packaging materials and paper boxes to the minimal quantity.



STANDARD SUPER SHELL STAND (NOT TO SCALE)

(Number of panels depends on dimensions of stand, one panel per 1m)

International Group Pavilion – 9 sqm



The followings are included in shell stand:

1	Stand Walls	5	One Information Counter, One Round Table
2	9 m <sup>2</sup> Needle Punch Carpet	6	Four folding chairs
3	Fascia with Company Name (English & Chinese) and Stand Number	7	One Waste Paper Basket
4	Two 9-watt LED spotlights, One 150-watt Metal halide lamp	8	Two 5A/220V single-phase Socket (max 500W, not for lighting)

Please refer to the table below for your allocation of items:

ITEM	9 m <sup>2</sup>	18 m <sup>2</sup>	27m <sup>2</sup>	36m <sup>2</sup>
Folding Chair	4	8	12	16
Round Table	1	2	3	4
Information Counter	1	2	3	4
Wastepaper Basket	1	2	3	4
9W LED Light spotlight	2	4	6	8
150W Metal halide lamp	1	2	3	4
5Amp single phase Socket (max 500W, not for lighting)	2	2	3	4

\*Please be reminded that the above items cannot be interchanged with other items. No refund if any of the above items do not required. The power socket provided in the standard booth is rated at 500W, if you have high-power cooking or heating equipment, Please log in your [exhibitor account](#) to order the power for your equipment.

**All on site application will charge 100% emergency fee.**



---

## RAW SPACE STAND CONSTRUCTION AND MANAGEMENT

---

F

F1 CONTRACTOR INSURANCE

---

F2 STAND BUILDING HEIGHT

---

F3 CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT

---

F4 FIRE PREVENTION REGULATIONS

---

F5 ELECTRICAL INSTALLATIONS

---

F6 STAND DESIGN DRAWINGS APPROVAL PROCEDURE

---

F7 RENTAL CONFIGURATION REQUIREMENTS FOR MONITORING AND ALARM PLATFORMS

---

F8 AIR COMPRESSORS / PRESSURIZED CONTAINERS

---

F9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

---

F10 OTHER CONSIDERATIONS

---

F11 MOVE-OUT INSTRUCTIONS

---

The exhibitor shall appoint a contractor or himself to build (If the exhibitor will build the booth himself, such exhibitor shall be treated as a contractor) the booth, the exhibitor or the contractor must fully understand and follow the construction regulations developed by the Organizer.

### **F1. CONTRACTOR INSURANCE**

Each raw space stand contractor must have valid insurance coverage for minimum RMB 5 million (US\$ 0.6 million) against exhibition public liability insurance for the entire move-in/out and show period. Individual stand contractors are required to present the certificate to the Organizer before 5 August, 2024. The Organizer reserve the right to refuse access to stand contractors that fail to do so. For details, please contact:

**Changan Liability Insurance Co., Ltd.**

**Xue Sanyuan                      Mobile: +86 133 8719 6021**

**Email: 13387196021@163.com**

**Guo Feng                              Mobile: +86 133 0861 1521**

**Email: 13387196021@163.com**

### **F2. STAND BUILDING HEIGHT**

Standard height of shell scheme is 3.5m. The organizer does not allow the renovation of standard booths under 18 square meters (removal of fascia/heightening/laying of floors/floors and other structures, etc.)

**The maximum height of booth decoration for the raw space booth is 4.4m.**

**Double deck stands, arched doors, roofs or Neon lights are NOT allowed at this event.**

### **F3. CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT**

All booth contractors of raw spaces must submit the following documents to **Shanghai SERVE Exhibition Co., Ltd.** by 5 August, 2024. And submit the following documents to the designated third-party drawing review company **OptSafe Management Services Limited (OptSafe)** for security review.:

- 1) Booth Design Plan/Business License of the Contractor/ Electrician's Certificate.
- 2) Form-2 Raw Space Stand Contractor Registration Form (download from your [Exhibitor Account](#))
- 3) Form-3 Raw Space Booth Contractor Liability Insurance (download from your [Exhibitor Account](#))
- 4) Form-4 Safety Commitment of The Erecting Contractor (download from your [Exhibitor Account](#))
- 5) Form-5 Order Utilities (Electrical, Air, Water) (order on your [Exhibitor Account](#))
- 6) A exhibition public liability insurance policy taken out and maintained for the duration of the exhibition with compensation of no less than RMB 5 million, or an equivalent insurance policy.

#### **Raw space stand design plan checking**

These contractors, after having submitted the documents and paid **Shanghai SERVE Exhibition Co.,Ltd.** management fees, construction deposit, and fees for electric box, compressed air and other items, can

claim their construction work permits at the Accreditation Center at the south square of the Expo area on 25-27 August, 2024. (SNIIEC South Badge Issue Center)

**Construction management fees (to the official contractor):** RMB 30/sqm.

**Construction Work Permits:** RMB 50 each

**Deposit for booth construction (bear by the Contractor):**

**RMB 20,000** for a space of less than and equal to 36 Sqm;

**RMB 30,000** for a space of 37 Sqm-143 Sqm;

**RMB 40,000** for a space of more than 144 Sqm.

**Account Name: Shanghai SERVE Exhibition Co.,Ltd.**

**Bank Name: ICBC Shanghai Branch United Building Subbranch**

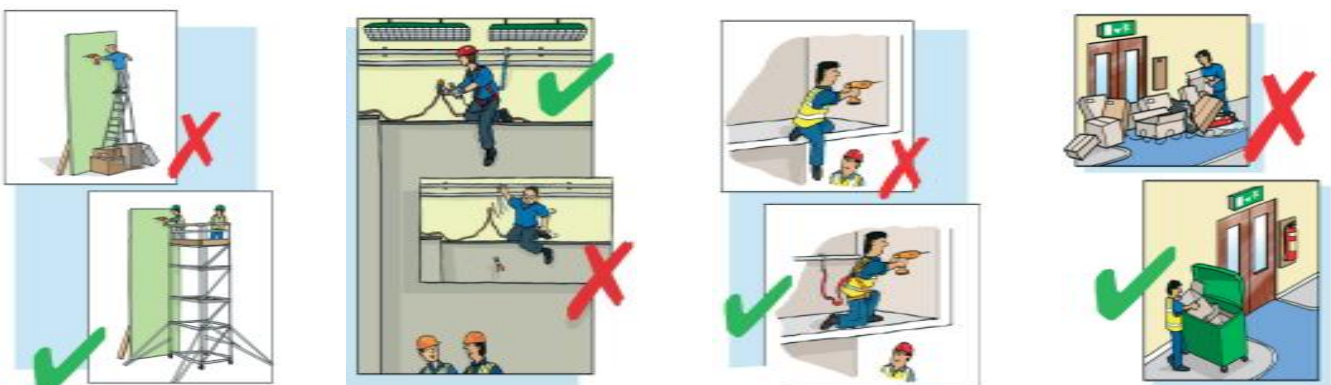
**A/C No.: 1001 2605 0922 4869 948**

There is no injury incident in the process of booth construction; Upon the completion of the exhibition, exhibitors shall dismantle their booths and transport all construction materials and waste away from the exhibition venue, and make sure no damage is made on the facilities of the exhibition hall. The security department of the exhibition hall will verify the situation, and stamp the deposit slips; the Official Contractor will refund the deposit within 30 work days thereafter.

#### **F4. SAFETY AND FIRE REGULATIONS FOR RAW BOOTH CONSTRUCTION**

The staff of the exhibitor or the contractor in the raw booth must fully understand and unconditionally observe the following safety regulations.

- The contractor must ensure of safe and secure booth structures, and be fully responsible for the booth quality and safety during the construction to avoid booth collapse, injury, exhibition facility damage and other conditions caused by design or construction problems.
- In the construction process, a herringbone ladder cannot be used and a solid working platform shall be used for high-altitude operations above 2m. During high-altitude operations, workers shall properly wear safety helmets (helmet harness must be tied to the neck) and the safety rope shall be properly fixed on the working platform.
- All carpets used in the raw booth must be fire-retardant carpets. Booth wooden structures must be fireproof treated (applied with fire retardant coating). Power supply connections must be standardized, and private wire access is not permitted. Light boxes and other heating equipment must be provided with heat exhaust vents.
- In the construction process, do not use any heating equipment and forbid the use of welding equipment or other smoke substances. Do not apply paint or conduct paint operation inside the exhibition hall.
- In the booth construction process, no matter under what circumstances, fire alarms, fire extinguishers, fire hydrants, security doors and other equipment and channel must remain intact and smooth. **Organizer requires that the raw space booth shall be equipped with fire extinguishers in such manner that the larger the exhibition area, the more should equipped.**



## **F5. INSTALLATION REQUIREMENTS FOR ELECTRICAL EQUIPMENT**

1. Certified electricians must complete installation of electrical wire and electrical equipment. It is prohibited illegal operations by undocumented workers. All operations must comply with the relevant National Electrical Code. If any problem occurs, the contractor will bear all the responsibility and consequences.
2. The distribution box used in the booth must be placed within the booth. It is prohibited to place the distribution box in the aisle. Laid electrical wires shall be provided with metal pipes or flame-retardant PVC pipes for protection, and a safe distance (0.5 meters) between the lamp and combustible material shall be ensured.
3. Electrical wires must be equipped with shunt switches, and shall be provided with bridge plates for security protection when passing through the aisle.
4. It is prohibited to place flammable and water dispenser around the distribution box. It is prohibited to move the fixed electrical box facilities in the hall without permit. All electrical wires shall be balanced with the capacity and shall be laid overhead or with effective protection measures, and the load equipment shall be provided with good grounding equipment.
5. The laid wire shall be sheathed and must be connected with dedicated connector. In addition to the cap line, flexible cord shall not be used. It is prohibited to use electrical equipment easy to produce heat and high temperature lamps.
6. The contractor is required to strictly observe the above regulations, and the venue management shall reserve the right to respond appropriately to any violations (such as cutting off the power supply, etc.)



## **F6. DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH**

For the construction safety, the raw booth contractor shall submit a booth design program to the Official Contractor for approval. The booth design program for approval must include:

- Triple-view design sketch (front/top/side view).
- All dimensions, walls and the main exhibit plan shall be clearly marked.
- Facility location drawing in the top view (electrical box/compressed air/water supply and drain/network locations).
- Materials and fire details.
- Copies of electrician certificate.

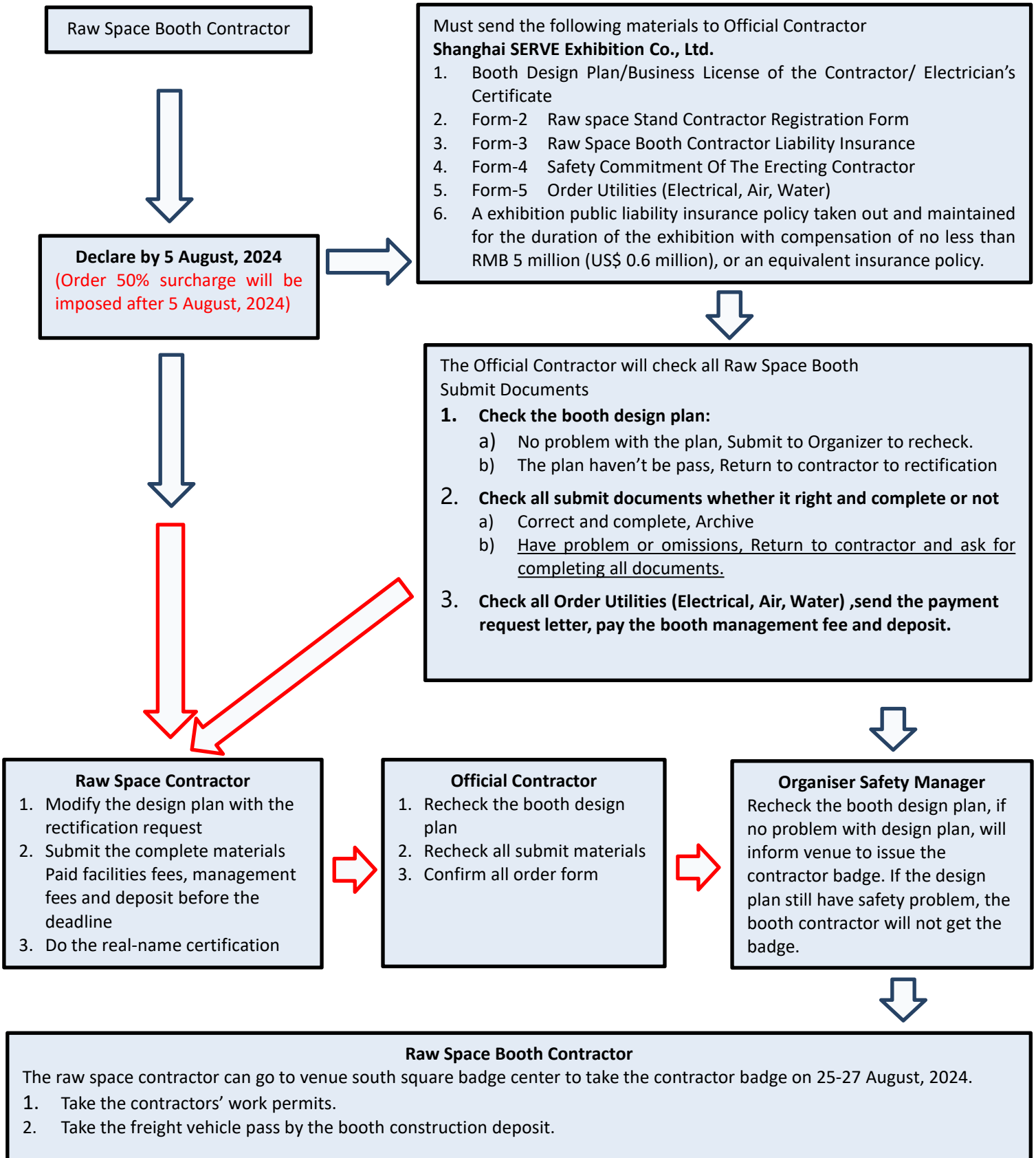
All drawings should be in a recognized scale not less than 1:50. All plans are to be emailed before 5 August, 2024 in JPG or PDF format to Official Contractor **Shanghai SERVE Exhibition Co., Ltd.** And submit the following documents to the designated third-party drawing review company **OptSafe Management Services Limited (OptSafe)** for security review.

**Fees for security review by third-party drawing review companies (bear by the Contractor):**

- **RMB 6 / sqm.**
- A handling fee of **RMB 15** for drawing review Each booth.

**PS. AFTER THE RAW SPACE BOOTH DESIGN PLAN BE APPROVED BY ORGANISER, THE CONTRACTOR BADGE AND CARGO TRUCK PASSPORT WILL BE ISSUED TO BOOTH CONTRACTOR.**

## DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH



## **F7. RENTAL CONFIGURATION REQUIREMENTS FOR MONITORING AND ALARM PLATFORMS**

According to the requirements of relevant departments, **all specially equipped booths need to install a one-key alarm device and a one-key alarm visual intercom device on the booth** to achieve second-level response and multi-level linkage needs, please install relevant equipment before August 27, 2024. (For details, please refer to the "Leasing Instructions" in the Wechat Mini Program "Exhibition Equipment Rental" )

### 1. Configure the Scenario

Temporary Monitoring: a. 1 set of 18 square meters and below is recommended; b. 19-72 square meters recommended to install 2 sets(Diagonally mounted or mounted at both ends of the board wall); c. 73-108 square meters recommended to install 3 sets (three corners of installation); d. It is recommended to install 4 sets of more than 109 square meters (four corners of installation); e. Special booths, such as double-decker booths and booths with complex structures and many occlusions, will be evaluated separately and the booth will be fully covered according to the on-site occlusion.

One-key alarm device: a. The special booth of 1-200 square meters needs to be equipped with a set of one-button alarm device; b. And so on, for every 200 square meters of additional area of the special booth (less than 200 square meters, 200 square meters will be calculated), need to add a set of one-key alarm device.

### 2. Fees

Temporary Monitoring: **RMB 100 /set**, deposit **RMB 200 /set**.

One-key alarm device: **RMB 300 /set**, deposit **RMB 300 /set**.

### 3. Pick Up and Return

About 15-20 days before the construction, select the corresponding booth and booth number through the "Exhibition Equipment Rental" applet to place an online order and pay, and after the payment is completed, bring the QR code in the "Order Details" to collect it at the on-site service point during the construction period.

After the exhibition, the builder will return the equipment to the on-site service point, and the staff will scan the code to unbind it, and refund the deposit after confirming that the equipment is in good condition.



Scan code to submit



## **F8. AIR COMPRESSORS / PRESSURIZED CONTAINERS**

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Stand Contractor, **Shanghai SERVE Exhibition Co.,Ltd.**

## **F9. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period. This manual is subject to change at the discretion of the Organizer. The contractors who work high above the ground are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.



## **F10. OTHER BOOTH SET-UP NOTICE**

1. No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.
2. All booth bared back wall must be covered with white banner cloth to cover. The covered materials must be smooth and beautiful; Any kinds of logo or slogan are not allowed appear on the covered materials. The Organizer will require the contractor to rectify. If refused, the booth deposit will be deducted, still the booth power will be turn off. The Organizer has the final right to interpret it.
3. Exhibitors and their stand contractor shall be responsible for dismantling and remove all building materials. If you fail to strictly enforce the deposit will be confiscated.

## **F11. MOVE-OUT INSTRUCTIONS**

Exhibitor and their booth contractor can't break down any part of their stand before the exhibition end at 14:00 on 30 August, 2024. The official freight forwarder will send the empty package box to your booth before the exhibition end. Exhibitors can use the badge to handle the release form in north/south entrance counter. Without the release form, your cargo will not be allowed to take away.

All exhibitors must comply with and respect this provision, so as not to affect the sales activities of other exhibitors and the safety of the audience before the end of the show.

**Note:** During move-in and move-out period, construction waste such as KT board and low-pressure plastic paper must be taken away from the exhibition hall and cannot be left behind. If there are any violations of the regulations, exhibitors of space only booth will be deducted from its booth deposit; and exhibitors of standard booth will bear the transportation costs of the garbage generated.

## SERVIC GUIDELINES ON FREIGHT FORWARDING ARRANGEMENT

**I. CONSIGNEE**

All cargo must be shipped prepaid and consigned as follows (DIRECT SHIPMENTS TO SHANGHAI):

**For Sea freight**

Consignee: SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH  
4/F, No.85 OuYang Rd, Jinling International Mansion,  
Shanghai, P.R.China. 200081  
Tel:86-189 1878 1192 Fax:86-21-6521 4083  
E-mail: ting.li@sinotrans.com Attn:Ms.Li Ting

Notify Party:SAME AS CONSIGNEE

**For Airfreight**

Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO.,LTD.  
904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT  
Shanghai, P.R.China. 201202  
TEL:86-21-6833 4798 FAX:86-21-68334796

Notify Party: SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH  
TEL:86-189 1878 1192 FAX:86-21-6521 4083 ATTN:Ms.Li Ting

**II. PACKING MATERIAL REQUEST**

- All the wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially
- if it is not wooden case , please provide the ORIGNIAL “ Declaration of No-Wood Packing Material” which is issued by the exhibitor.

**III. CARGO DEADLINES**

Exhibits from abroad to Shanghai

- By Sea freight to Shanghai Port AUG. 12, 2024
- By Airfreight to Shanghai Airport AUG. 12, 2024

(Do not use House AWBs, ship only on direct Master Air Way Bills, otherwise we will surcharge RMB 1200.00/per shipment.)

**IV. MARKING**

The following marking must be painted on two opposite sides of each case

**EXHIBITOR:**

**STAND NO.**  
**NET WEIGHT \_\_\_\_\_ KG**  
**GROSS WEIGHT \_\_\_\_\_ KG**  
**DIMENSIONS: L x W x H (CMS)**

**V. INSURANCE**

As the official tariff is complied on volume of weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and work is undertaken by us is owner's risk. Therefore exhibitors should arrange a proper round-trip all risk insurance policy for their exhibits. It is advisable to insure the exhibits through a company of which the People's Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage or loss on your behalf.



## RATES FOR HANDLING OF INTERNATIONAL EXHIBITS

### 1. BANK ACCOUNT:

**COMPANY:** SINOTRANS EASTERN COMPANY LTD.  
 BANK OF CHINA SHANGHAI BRANCH  
**ADDRESS:** NO.23 ZHONGSHAN(E.1)RD SHANGHAI CHINA  
**SWIFT CODE:** BKCHCNBJ300  
**ACCOUNT NO (USD) :** 454659237229

### 2. SERVICES AND TARIFF

NO.	ITEM AND DISCRPTION	RATES IN RMB
2.1	DOCUMENTATION SERVICES AND TARIFF	
2.1.1	Documentation Service per Exhibitor or Consignment	500.00
2.1.2	Customs Bonded Permit per Exhibitor or Consignment	1200.00
2.1.3	LOE Modification / Translation per Page	40.00
2.1.4	EDI DATA INPUT FEE per Page	100.00
2.2	BASIC HANDLING SERVICES AND TARIFF	
2.2.1	From arrival vessel Shanghai Port/Airport up to delivered exhibitor stand, unpacking, customs clearance and removal of empty packing material	
	Sea Freight (dry cargo) per CBM	900.00
	LCL Min. For LCL shipment	1800.00
	FCL Min. For 20'GP container (23CBM)	20700.00
	Min. For 40'GP container (46CBM)	41400.00
	Min. For other 20' container (25CBM)	22500.00
	Min. For other 40' container (50CBM)	45000.00
	SeaFreight (chilled&frozen) per CBM	1500.00
	LCL Min. For LCL shipment	3000.00
	FCL Min. For 20'GP container (23CBM)	34500.00
	Min. For 40'GP container (46CBM)	69000.00
	Min. For other 20' container (25CBM)	37500.00
	Min. For other 40' container (50CBM)	75000.00
	Air Freight (dry cargo) per KG	12.00
	Min. 100KG	1200.00
	Air Freight(chilled&frozen) per KG	21.00
	Min. 100KG	2100.00
2.2.2	From arrival exhibition hall up to delivered fair booth, unpacking and removal of empty packing materials	
	per CBM	220.00
	Min. 1CBM / Exhibitor or Consignment	220.00
2.2.3	From repacking and leaving fair booth up to reloading on truck	
	per CBM	220.00
	Min. 1CBM / Exhibitor or Consignment	220.00
2.2.4	From repacking and leaving fair booth up to delivered port / airport of return shipment	
	Sea Freight (dry cargo) per CBM	900.00
	LCL Min. For LCL shipment	1800.00
	FCL Min. For 20'GP container (23CBM)	20700.00
	Min. For 40'GP container (46CBM)	41400.00
	Min. For other 20' container (25CBM)	22500.00
	Min. For other 40' container (50CBM)	45000.00
	SeaFreight (chilled&frozen) per CBM	1500.00
	LCL Min. For LCL shipment	3000.00
	FCL Min. For 20'GP container (23CBM)	34500.00
	Min. For 40'GP container (46CBM)	69000.00
	Min. For other 20' container (25CBM)	37500.00
	Min. For other 40' container (50CBM)	75000.00
	Air Freight (dry cargo) per KG	12.00

		Min. 100KG	1200.00
	Air Freight(chilled&frozen)	per KG	21.00
		Min. 100KG	2100.00
2.2.5	Quarantines		
	LCL / Air Cargo	per Package	45.00
		MIN	350.00
	20' Container	per 20' Container	450.00
	40' Container	per 40' Container	640.00
	Inspections Variety Charge	per Variety	225.00
2.2.6	Hand carried items arriving PVG air port		
		per Exhibitor or Consignment	3000.00
2.3	ADDITIONAL SERVICES AND TARIFF		
2.3.1	Terminal Handling Charge / Re-export Terminal Surcharge		
	LCL	per CBM	400.00
		Min. 2CBM	800.00
	FCL	per TEU	1500.00
	Air Freight	per KG	2.50
		Min. 300KG	750.00
2.3.2	Incorrect Consignee / Consignee other than Sinotrans		
	By Sea	per CBM	200.00
		Min. 3CBM	600.00
	By Air	per KG	2.50
		Min. 300KG	750.00
2.3.3	Storage Charge at Bounded Warehouse		
	LCL	per CBM per WEEK	75.00
		Min.	150.00
	FCL	per TEU per DAY	225.00
		Min.	225.00
	Air Freight	per KG per DAY	2.25
		Min.	225.00
	Move IN/OUT	per CBM	50.00
		Min.	100.00
2.3.4	Air Freight (Chilled & Frozen) additional charge:		
	Additional Storage charge	per KG per Day	0.3
		Min.	30.00
	Daily Delivery	per times	200.00
2.3.5	Shipment after deadline Surcharge:		30% of 2.2.1-6
		Min.	675.00
2.3.6	Container Return / Order New Container		
	20' Container		2000.00
	40' Container		3000.00
2.3.7	Container Demurrage		
	1 -7DAYS FREE	20'	40'
	OVER 8DAYS	200.00/DAY	400.00/DAY
2.3.8	Freight Collect		
	Import cargo dispatched under freight collect basis will be paid on your behalf plus a 10% prepayment fee.		
2.3.9	Dangerous Cargo (Including chilled & frozen cargo) Surcharge:		100% of 2.2.1-6
2.3.10	Customs consumption fee : Per exhibitor/consignment		600.00
2.3.11	Import License for frozen sea food which under HS CODE chapter 03		3000.00
2.4	OPTIONAL SERVICES AND TARIFF		
2.4.1	ATA Carnet		
	Register	per Carnet	900.00
	For ATA with General List over 10 pages, RMB50/Page will be charged from the 11th page.		
2.4.2	Early Arrival Surcharge: For cargo arrival before deadline.		

	LCL	per CBM per WEEK	75.00
		Min.	150.00
	FCL	per TEU per DAY	225.00
	Air Freight	per KG per DAY	2.25
		Min.	225.00
<b>2.4.3</b>	<b>Crane and Forklift Renting for Assembling</b>		
	Forklift 3T	per 4 Hours	1600.00
	Forklift 5T	per 4 Hours	2100.00
	Forklift 8T	per 4 Hours	2600.00
	Crane 8T	per 4 Hours	2100.00
	Crane 25T	per 4 Hours	3200.00
	Crane 50T	per 4 Hours	5200.00
	Weekends, holiday and overtime work will be double charged. Charge for one extra worker is included for each forklift. Charge for two extra workers is included for each crane.		
<b>2.4.4</b>	On-site local labor	per 4 Hours	150.00
<b>2.4.5</b>	<b>Handling for Sold Exhibits or Abandoned Goods</b>		
	Customs Clearance	per Contract or Consignment	2200.00
	CIQ Clearance	per Contract or Consignment	1100.00
<b>2.4.6</b>	Way bill Alteration	per Consignment	300.00
<b>2.4.7</b>	<b>Not-on-site Container Stuffing</b>		
	20' Container		8000.00
	40' Container		16000.00
<b>2.4.8</b>	<b>Over Weight Cargo Surcharges</b>		
	2,000 – 4,000 KGS	per 100KGS	38.00
	4,001 – 6,000 KGS	per 100KGS	55.00
	6,001 – 8,000 KGS	per 100KGS	68.00
	Over 8,000 KGS	Subject to separate quotation	
<b>2.4.9</b>	<b>Over Size Cargo Surcharges for In-land Transportation</b>		
	For any side of Individual case exceeding 6M(L) x 2.4M(W) x 2.6M(H):		
	1 dimension exceeding	per CBM	60.00
	2 dimensions exceeding	per CBM	80.00
	3 dimensions exceeding	per CBM	90.00

#### **NOTES**

- If container is at Yang Shan seaport , will be charged additional transportation: RMB 1,500.00/20'; RMB 2,800.00/40'
- We do not recommend the dispatch of HAWB(air-cargo) to Shanghai Airport. All HAWB shipments will incur additional agency fees;
- Cargo that arrives earlier than specified, all storage dues will be another charged;
- **SINOTRANS CO.** reserves the right to amend the above rates if in case the exhibition is changed its date, city or venue;
- **SINOTRANS CO.** does not take any responsibility for:
  - a) If any exhibits is not allowed by the Organizer or Chinese Customs to be sold or displayed on fair site,
  - b) Any tax/duty for sold exhibits;
- For goods transported by Currier Service such as UPS, DHL or FEDEX, we will charge it according to our airfreight rate if they can't make custom clearance and let us do it. UPS, DHL, FEDEX  
Please note if the receiver address on Currier Air Waybill is exhibition venue, it is not acceptable. Because
  - 1) there are a few exhibitions being held in same exhibition venue in the day. It could make big confusion/delay and take time to the people involved to make it clear that the exhibits is actually for which exhibition.
  - 2) Moreover, according to courier service regulations, the receiver must sign when he receives the cargo from courier.However, it is not obligation for the officer of exhibition venue to do so for you.  
The usual way is that the exhibits is arranged to send to our company, we will take care of exhibits and deliver to you when you arrive at hall. It costs you USD 50.00.
- Any service required from exhibitors not covered by tariff should be notified SINOTRANS CO. in advance, quotation will be given upon request.

# PRECAUTIONS FOR CUSTOMS CLEARANCE OF IMPORTED AQUATIC PRODUCTS

1. Confirm whether the imported aquatic products meet the requirements of assessment and review and the list of foods exported to China from countries or regions with traditional trade.

Enquiry website: <http://43.248.49.223/>


2. Confirm whether the imported aquatic products are in the list of Registration information of overseas manufacturers of imported food.

Enquiry website: <http://jckspj.customs.gov.cn/spj/xxfw39/jkspjwscqyzcmd/4650504/index.html>


(Note: Only if the above two conditions are met at the same time, the goods will be allowed to be exhibited in the form of exhibits.)

3. Documents required for the import of imported aquatic products (All of them are indispensable and need to be transported by air):

- ◆ List of exhibits (Submit by July 25)

		中国外运华东有限公司会展物流分公司 SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH				展览会名称: Exhibition:						
参展货物清单 List of Exhibits		参展者 Exhibitor								总第 页 Page No.		
运输方式-海运/空运 Dispatched by -Sea/Air				原产地国家 Country of Origin : ITALY		馆号 Hall No.		展台号 Stand No				
箱号 CASE No.		毛重(公斤) G/W (kg)	净重(公斤) N/W(kg)	长 Length		宽 Width	高 hi ght	厘米 CM	体积(立方米) Volumn(M3)			
HS 编码 HS code	货物名称规格摘要 (请用中文填写) Description of Contents in Chinese	货物名称规格摘要(请用英文填写) Description of Contents in English	货物的品牌 Brand of each contents	货物的型号/序列号 Model no. / Serial no. of each contents	货物的材质 Material of each contents	数量 Quantity	净重 Net Weight KGS	总价 TTL.CIF USD	展品处理方法 Disposal			
									回运 return	已售 sold	赠送 donated	请去报废 consume

- ◆ Health Certificate (It must be consistent with the information of imported aquatic products.) (Attachment for reference)



**MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT - SOCIALIST REPUBLIC OF VIETNAM**  
NATIONAL AGRO-FORESTRY-FISHERIES QUALITY ASSURANCE DEPARTMENT  
BRANCH 6  
越南社会主义共和国农业与农村发展部 (MARD) 国家农林渔业产品质量保证司 (NAFIQAD)  
6 分局

**HEALTH CERTIFICATE**  
For fish and fishery products intended for export from The Socialist Republic of Vietnam to The People's Republic of China

证书号 Num. Ref: **YK00000/23/CH**

I. 主管当局信息 Information of competent authority	
输出国 Country of export:	The Socialist Republic of Vietnam
生产国 Country of production:	The Socialist Republic of Vietnam
主管当局 Competent authority:	National Agro-Forestry-Fisheries Quality Assurance Department (NAFIQAD)
出证部门 Department of certificate issuance:	National Agro-Forestry-Fisheries Quality Assurance Department - Branch 6
II. 水产品信息 Identification of the fishery products	
商品名称 Commodity name:	1/ FROZEN PANGASIUS FILLET- 16 BAG/ 16 KGS PACKING: IVP, 2PCS/KHAY/PE WITH RIDER NET 90% 2/ FROZEN PANGASIUS CUBE- 6 BAGS/5 KGS PACKING: IVP, 1KG/KHAY/PE WITH RIDER NET 80% 3/ FROZEN PANGASIUS HGT- 2 BAGS/ 1.6 KGS PACKING: IVP, 1KG/PE (WITH RIDER) NET 80% 4/ FROZEN PANGASIUS STEAK WITH TAIL- 2 BAG/ 1.8 KGS PACKING: IVP, 1KG/KHAY/PE (WITH RIDER) NET 90% 5/ FROZEN PANGASIUS BUFFERFLY WITH HEAD- 4 BAG/3.6 KGS PACKING: IVP, 1KG/PE (WITH RIDER) NET 90% 6/ FROZEN PANGASIUS FIN - 2 BAG/ 1.8 KGS PACKING: IVP, 1KG/PE (WITH RIDER) NET 90% 7/ FROZEN PANGASIUS BELLY- 3 BAG/2.8 KGS PACKING: IVP, 1KG/PE (WITH RIDER) NET 90% LOT NO.: 458 CHN SAMPLE ONLY, NO COMMERCIAL VALUE
学名 Scientific name:	PANGASIUS HYPOPHTHALMUS
包装数量 Number of packages:	35 BAGS PACKED IN 4 STYROFOAM BOXES
净重 Net weight:	32.60 KGS
III. 水产品来源 Origin of the fishery products	
产地 Production place:	THANH BINH INDUSTRIAL ZONE, NATIONAL ROAD 30, THANH BINH DISTRICT, DONG THAP PROVINCE, VIETNAM.
加工方式 Processing type <sup>1</sup> :	FROZEN

生产模式 Production Mode:	***
养殖 Aquaculture:	野生捕捞 Wild caught: 是 Yes <input checked="" type="checkbox"/> 否 No <input type="checkbox"/>
养殖区域 Aquaculture area:	捕捞区域 Caught area: ***
TAM NONG, DONG THAP - VIET NAM	捕捞渔船船名及编号 Name & Number of Vessel for the catch: ***
生产加工企业名称及注册号 Production and processing enterprise name and registration number:	HUNGCA CO. DL 126
生产日期 Production date:	08/08/2023 (DD/MM/YYYY)
IV. 运输信息 Information on transportation	
发货人名称及地址 Name and address of Consignor:	HUNGCA COMPANY LIMITED THANH BINH I.Z, NATIONAL ROAD 30, THANH BINH DIST., DONG THAP PROV., VIETNAM.
收货人名称及地址 Name and address of Consignee:	SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO.,LTD. 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC TEL:86-21-68334798 FAX:86-21-68334796
发货地 Place of dispatch production:	TAN SON NHAT AIRPORT, VIETNAM
目的地 Place of destination:	SHANGHAI, CHINA
运输工具信息 Means of transport:	BY AIRPLANE
船只名称 Name of vessel:	***
航班号 Flight number:	***
其他运输工具信息 Other transport means:	***
集装箱号 Container number:	***
封识号 Seal number:	***
V. 健康声明 Attestation	
This is to certify that: 1. 上述产品来自主管当局注册的企业。The above fishery products came from the establishment approved by competent authority. 2. 该产品在卫生条件下生产、包装、储藏盒运输，并置于主管当局监督之下。The products were produced, packed, stored and transported under sanitary condition, which were under the supervision of competent authority. 3. 该产品经主管当局检验检疫，未发现中国规定的有害病菌、有毒有害物质和异物。The products were inspected and quarantined by competent authority and not found any pathogenic bacteria, harmful substances and foreign substances regulated in the P.R. China. 4. 该产品符合兽医卫生要求，适合人类食用。The products meet veterinary sanitary requirements and fit for human consumption.	
签发地点 Place of issue CANTHO CITY	签发日期 Date of issue 10 AUG, 2023
官方印章 Official stamp	官方兽医签字 Official veterinary signature

注册 Note:  
1. 冷藏、冷冻、干制、熏制、罐装等。/Refrigerated, Frozen, Dried, Smoked, Canned.  
2. 此证书内容不适用部分以\*\*\*填充。/If any of the information required is not applicable, then the blank area must be filled with \*\*\*

- ◆ Certificate of Original (It must be consistent with the net weight of imported aquatic products.) (Attachment for reference)

ORIGINAL					
1. Products consigned from (Exporter's business name, address, country) HUNGCA COMPANY LIMITED THANH BINH I.Z., NATIONAL ROAD 30, THANH BINH DIST., DONG THAP PROV., VIETNAM.		Reference No. VN-CN 23/02/....		<b>ASEAN-CHINA FREE TRADE AREA PREFERENTIAL TARIFF CERTIFICATE OF ORIGIN (Combined Declaration and Certificate)</b>  <b>FORM E</b> Issued in <u>VIETNAM</u> (Country) See Overleaf Notes	
2. Products consigned to (Consignee's name, address, country) SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO., LTD. 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC TEL:86-21-68334798 FAX:86-21-68334796		4. For Official Use <input type="checkbox"/> Preferential Treatment Given  <input type="checkbox"/> Preferential Treatment Not Given (Please state reason/s)  Signature of Authorised Signatory of the Importing Party			
3. Means of transport and route (as far as known) BY AIRPLANE  Departure date 12 AUG, 2023  FROM : TAN SON NHAT AIRPORT, VIETNAM Vessel's name/Aircraft etc. VMS22 BIL NO: 738-55647211  Port of Discharge SHANGHAI, CHINA		5. Item number		10. Number, date of Invoices	
6. Marks and numbers on packages		7. Number and type of packages, description of products (including quantity where appropriate and HS number in six digit code)		9. Gross weight or net weight or other quantity, and value (FOB) only when RVC criterion is applied	
8. Origin criteria (see Overleaf Notes)		11. Declaration by the exporter The undersigned hereby declares that the above details and statement are correct, that all the products were produced in <b>VIET NAM</b> (Country) and that they comply with the origin requirements specified for these products in the Rules of Origin for the ACFTA for the products exported to <b>CHINA</b> (Importing Country) HO CHI MINH CITY, 10 AUG, 2023 Place and date, signature of authorised signatory		12. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.          <b>HO CHI MINH CITY, 10 AUG, 2023</b> Place and date, signature and stamp of certifying authority	
13. <input type="checkbox"/> Issued Retroactively <input type="checkbox"/> Movement Certificate		<input type="checkbox"/> Exhibition <input type="checkbox"/> Third Party Invoicing			



- ◆ Image reference (The condition of the outer packaging needs to be informed, to facilitate declaration)



The consumption of all imported aquatic products needs to be submitted to the customs in advance, and after approval, they can be consumed within a reasonable range, otherwise they must be destroyed.

### **Emergency Number**

Please call: +86 137 6489 5036

The Organizer will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

### **Emergency Exits**

All emergency exits are marked with green exit signage.

### **Medical**

In the case of an accident/injury, please take following measures:

1. Call the Emergency Number immediately, giving the Organizer the exact location and details of the accident/injury.
2. If possible, help treat/comfort the injured party until qualified help arrives.

### **Fires**

The venue is equipped with fire sprinkler and alarm system.

Portable hand-held fire extinguishers are also located at each gate inside the halls.

### **If you detect fire or smoke:**

1. Activate the nearest fire alarm if possible and safe to do so.
2. Call the Emergency Number immediately, giving the exact location and details of the fire.
3. Leave the exhibition hall immediately by the nearest exit.
4. Close doors behind you.

### **If you hear a fire alarm:**

Remain calm and alert; prepare at once to leave SNIEC.

### **Evacuation**

If you hear a fire alarm evacuation announcement or instruction:

- 1) Leave the SNIEC by the nearest safe exit.
- 2) Follow announcements over the public address system or instructions by SNIEC staff and/or fire/police officials.
- 3) Once outside the SNIEC, stay clear of the venue; do not return until it is declared safe to do so by SNIEC management, or fire/police officials.



## All Order Forms

I

Form No	Page	Item	Deadline	Form	Submit ✓
Form-1	P-31	Event Guide Company Listing (Company Profile Details)	9 August, 2024	Submit online	
Form-2	P-32	<b>Raw Space Stand Contractor Registration Form</b>	5 August, 2024	SERVE	
Form-3	P-33	<b>Raw Space Stand Contractor Liability Insurance</b>			
Form-4	P-35	<b>Safety Commitment of The Erecting Contractor</b>			
Form-5	P-37	<b>Order Utilities (Electrical, Air, Water)</b>		Submit online	
Form-6	P-39	Rigging Points Application Form			
Form-7	P-40	Order Stand Furnishings (Furniture, Floral)		5 August, 2024	
/	P-18	Raw space booth third-party review of drawings	5 August, 2024	Optsafe	
/	P-20	Monitoring and alarm platform (Wechat Mini Program "Exhibition Equipment Rental")	5 August, 2024	Submit in the Applet	
Form-8	P-42	Refrigerator Rental Form	15 August, 2024	Chenhai Expo	
Form-9	P-43	Transportation Service for Machinery and Equipment	12 August, 2024	SINOTRANS	
Form-10	P-44	List Of Exhibits	25 July, 2024	SINOTRANS	

Enter the exhibitor system and download the form: <https://www.worldseafoodshanghai.com>

## Form-1 Event Guide Company Listing (Company Profile Details)

Deadline: 9 August, 2024

Please log in [exhibitor account](#) to fill the information out for your complimentary event guide listing. The brief description on your company in English and Chinese should be no longer than 300 words for each language. Also, it is very important that you send the correct contact information that will be listed in the event guide above your company description.

### Exhibitor Information

Account:

Booth No:

Company Name(Chinese):  [printing same name on Fascia and Show Directory]

Company Name(English):\*  [printing same name on Fascia and Show Directory]

Booth Type: \*  Shell Scheme Stand  Raw Space

Area:  sqm

Contact Person\*  Mr.

Mobile:\*

Job title:

History:  2019  2018  2017  2016  2015  2014  2013

### Directory Information

Booth No:

Tel.\*  -  -

Fax:  -  -

E-mail\*

Country: \*

Address:\*

Web:

Leading Products(Chinese):

Leading Products(English):\*

### Publicity Information (only WeChat)

Company Profile(Chinese):

Company Profile(English):

Company Slogan:

Company LOGO:

(the files can't over 300KB /picture)

Product Pictures:

(Please attach 6 images in jpg format, the files can't over 300KB /picture))

I have confirmed that the above information is correct and valid (please check)

MUST BE SUBMITTED BY ALL

- ❖ Please complete the submission before the deadline, after the deadline, the page in the system will not be able to change and submit!
- ❖ The company name in the exhibitor information will also be used in Chinese and English to produce the exhibitor directory, exhibitor badge and booth fascia. Please carefully check whether the information you submit is accurate, if the information submitted by the exhibitor is incorrect, the lintel will be changed on site, and a fee of 100 yuan will be charged for each fascia.
- ❖ Exhibitor cards will be issued according to real-name registration, exhibitors must submit exhibitor information before the deadline, and we will make the certificate for you in advance and issue it to you on site.

**Form-2 Raw Space Stand Contractor Registration Form**

**Deadline: 5 August, 2024**

All raw space booth contractors must submit the following documents to the event official contractor **Shanghai SERVE Exhibition Co.,Ltd. to do the safety checking before 5 August, 2024.**

**Document List:**

- 1) Booth Design Plan/Business License of the Contractor/ Electrician’s Certificate.
- 2) Form-3 Raw space Stand Contractor Registration Form
- 3) Form-4 Safety Commitment of The Erecting Contractor
- 4) Form-5 Safety Commitment Of The Erecting Contractor
- 5) Form-6 Order Utilities (Electrical, Air, Water)
- 6) A public liability insurance policy taken out and maintained for the duration of the exhibition with compensation of no less than RMB 5 million, or an equivalent insurance policy.

**For the raw space booth, the permitted maximum height of booth decoration is 4.4m. Double deck stands, arched doors, roofs or Neon lights are NOT allowed at this event.**

All Raw Space stands are “Space only”. No stand fittings, carpeting, electricity or furniture are included. All electricity orders must be ordered through the Official Contractor, **Shanghai SERVE Exhibition Co.,Ltd.** Any order received by **Shanghai SERVE Exhibition Co.,Ltd. after 5 August, 2024** will subject to a 50% late surcharge. Please refer to Form-5 Order Utilities (Electrical, Air, Water) for more information.

Please tick where appropriate:

- We will appoint an outside contractor to build our **Raw Space** stand, as detailed below.
- Our company will act as an out side contractor to modify our own **Shell Stand** during the move in / out period, as completed below.

**Form-2 should be signed by the exhibitor firstly. Then must be sent back to the official contractor by the contractor.**

We appoint (Contractor Name Here): as our booth set-up service contractor.

Contractor main contact person: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor sign and stamp: \_\_\_\_\_

<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: ..... Email: .....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return to the following :</b></p> <p><b>Shanghai SERVE Exhibition Co.,Ltd.</b></p> <p><b>Hall W4</b> Contact Person: Ms. Polaris Peng Tel: +86 137 6192 0361 Email: polarispeng@serve-expo.com</p> <p><b>Hall W5</b> Contact Person: Ms. Cheon Ma Tel: +86 182 0174 9002 Email: cheonma@serve-expo.com</p>
---	---

**MUST BE RETURNED BY ALL RAW SPACE BOOTH EXHIBITOR**

## **The application form of Shanghai Convention & Exhibition Industries Association's exhibition liability insurance**

To All Relevant Exhibition Construction and Installation Enterprises:

Exhibitors are responsible for taking out exhibition liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than RMB 5 million (US\$ 0.6 million) against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizer will not be held responsible for any loss of or damage to exhibits and personal items.

In order to protect the interests of construction and staff at the exhibition site and reduce economic burden on enterprises caused by unexpected incidents, the organizer has jointly designated an insurance company with the conference to assist exhibitors in processing exhibition insurance. Special exhibition booth builders must separately insure each booth they are responsible for, otherwise the special exhibition booth drawing review cannot be passed. All special exhibition booth builders must be insured by the designated Changan Liability insurance company of the conference for the booths they build (contact information is provided below).

### **Exhibition Construction Liability Insurance**

Insurance Scheme:

Cumulative liability limit for exhibition liability insurance: RMB 8 million, individual liability limit per accident: RMB 1 million. Including:

- I. The liability insurance for exhibitions under this policy includes the staff hired by the venue booth during the insured period, and the indemnity for personal injury to the hired staff, including condolence money, medical expenses, and other related expenses: cumulative liability limit: RMB 3 million; individual liability limit per accident: RMB 1 million;
- II. The pension, medical expenses and other related expenses caused by the personal injury of a third party: the cumulative compensation limit: RMB 4 million; The limit of compensation per person per accident: RMB 1 million yuan;
- III. Loss of buildings, various fixed equipment, and ground and foundation of the exhibition venue under this policy: cumulative liability limit RMB 1 million;
- IV. Co-insured parties: exhibitors, builders.

Insurance Service Provider: Changan Liability Insurance Co., Ltd.

Contact 1: Xue Sanyuan

Phone: 13387196021 (same for WeChat)      Email: 13387196021@163.com

Contact 2: Guo Feng

Phone: 13308611521 (same for WeChat)      Email: 13387196021@163.com

## Insurance Amount and Premium Standard

Area (m <sup>2</sup> )	Insurance Liability	Insurance Amount (Individual Limit /	Premium (RMB)
<b>0-100 (inclusive)</b>	<b>As per policy terms</b>	<b>1million/8million</b>	<b>150</b>
<b>101-200 (inclusive)</b>	<b>As per policy terms</b>	<b>1million/8million</b>	<b>180</b>
<b>Above 201</b>	<b>As per policy terms</b>	<b>1million/8million</b>	<b>2 yuan/square meter premium: 500 yuan or more will be charged as 500 yuan</b>

### Offline Insurance Application Process:



Contact the insurance company's underwriting specialist (or scan the QR code to add WeChat) for assistance in completing the exhibition booth insurance application.

### Insurance Application Required Documents

1. Business license scan (for the stand construction company or exhibiting company)
2. Exhibitor name, booth number, and booth area

### Claims Handling Service

If an insurance incident occurs, immediately take photos of the accident scene as evidence and call the 24-hour service hotline phone number: 95592, or Guo Feng's phone number: 13308611521.

<p><b>Authorised by:</b>                  Exhibiting Company: ..... Stand No: .....                  Contact: ..... Position: .....                  Tel: ..... Fax: ..... Email: .....                  Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return to the following :</b>  <b>Shanghai SERVE Exhibition Co.,Ltd.</b>  <b>Hall W4</b> Contact Person: Ms. Polaris Peng                  Tel: +86 137 6192 0361                  Email: polarispeng@serve-expo.com  <b>Hall W5</b> Contact Person: Ms. Cheon Ma                  Tel: +86 182 0174 9002                  Email: cheonma@serve-expo.com</p>
---	---

### Safety Commitment of the Erecting Contractor

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Center Co., Ltd. (hereinafter referred to as the “SNIEC”), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
- 2.
3. The Contractor shall take charge to educate its on site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on site day-to-day safety supervision.
- 4.
5. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC's staff on the improvement work.
- 6.
7. During work execution, the Contractor shall strictly follow the SNIEC's rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.
- 8.
9. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
- 10.
11. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be made according to the SNIEC's “Damage Price List of Constructions and Structures” and “Damage Price List of Facilities, Equipment, and Fittings”.
- 12.
13. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and flammables(such as paint, banana oil, dimethylbenzene, etc.) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
- 14.
15. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
- 16.
17. During work execution, no action shall be carried out that may affect the structures and safety of the building.
- 18.
19. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.
20. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and



relevant certifications.

21.

22. The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor's failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

If there is any violation of these provisions, the booth contractor will accept treatment and take full responsibility.

Booth NO.:

Contractor Stamp:

Contractor Responsible persons:

Mobile/Tel.:

on site Safety Manager:

Mobile/Tel.:

\*The Organizer has the right to refuse the raw space contractor access into the expo hall who haven't sent the Safety Commitment.

\*The Organizer reserves the final interpretation.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please make a copy for your own file &amp; return to the following :</b> <b>Shanghai SERVE Exhibition Co.,Ltd.</b> <b>Hall W4</b> Contact Person: Ms. Polaris Peng Tel: +86 137 6192 0361 Email: polarispeng@serve-expo.com <b>Hall W5</b> Contact Person: Ms. Cheon Ma Tel: +86 182 0174 9002 Email: cheonma@serve-expo.com
--	--

**Form-5 Order Utilities (Electrical, Air, Water)****Deadline: 5 August, 2024****Order Utilities (Electrical, Air, Water)**([Please order online](#))

In response to the fire department's safety control requirements for the exhibition site, Further strengthen the implementation of various exhibition site safety work to effectively prevent the occurrence of electrical fire accidents, starting from March 1, 2021, the use of electrical fire monitoring boxes will be fully implemented. The details are as follows:

1. first-class electrical box, As usual, the main site will build statistical needs and declare to the exhibition hall; The secondary electrical box (lighting part) is uniformly replaced by the electrical fire monitoring box. Exhibitors or contractors no longer need to carry secondary electrical boxes (shunt boxes) by themselves. The application method is the same as the first-class electrical box, and the main site is set up to centrally count the number of electrical fire monitoring boxes of the exhibition, and declare to the exhibition hall in a unified manner;
2. The exhibition hall provides the connection of the primary electrical box and the electrical fire monitoring box; The outlet wall of the electrical fire monitoring box is connected by the exhibitor or builder.

Project name	Description	Unit (RMB) (tax included)
Electrical fire monitoring box	15A 380V	350.00
	30A 380V	400.00
	40A 380V	420.00
	60A 380V	450.00
	100 A 380 V	550.00

**Electrical Items**

No.	Description	Unit (RMB)
1	15A/380V Three Phase Power Point (ONLY FOR LIGHT)	1700.00
2	30A/380V Three Phase Power Point (ONLY FOR LIGHT)	2400.00
3	60A/380V Three Phase Power Point (ONLY FOR LIGHT)	3600.00
4	100A/380V Three Phase Power Point (ONLY FOR LIGHT)	5000.00
5	13 A / 220 V single phase socket ( max. 1000 W, only for shell scheme )	800.00
6	15A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	1700.00
7	30A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	2400.00
8	60A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	3600.00
9	100A/380V Three Phase Power Point (Only For Machinery, Refrigerators and Cooking Equipment)	5000.00
10	24Hours Power for Refrigeration Equipment. (Each Refrigeration Equipment should order one)	300.00

- ✧ The shell scheme power socket rated is 500W and not 24hours power. If exhibitor will bring the refrigeration equipment by themselves (not official) Should order 24hours power by themselves.
- ✧ If the exhibitors use the high-power cooking or heating equipment(power more than 1000W) in your booth, exhibitors should apply one separated distribution box by themselves.

**Compressed Air**

No.	Description	Unit (RMB)
1	0.5HP-5HP ( ≤0.4m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> )	3900.00
2	6HP-10HP ( ≤0.9m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> )	4550.00
3	10HP (10 Bar 1m <sup>3</sup> /Min)	5200.00

**MUST BE RETURNED BY ALL RAW SPACE BOOTH**

## Water Supply

No.	Description	Unit (RMB)
1	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm2	3000.00
2	Water supply to machine with 10m pipe up & down. Ø 20mm, P. 4kg/cm2	4200.00

### Notes:

- 220V socket supplied is NOT to be used for lighting connection purpose.
- Exhibitors who are taking space only should order a three phase outlet for lighting purpose.  
A separate power outlet should be ordered, if there is a machine to be demonstrated.
- Regarding three phase power point, please email the location of the power point to **SERVE** before 5 August, 2024. Otherwise, 100% surcharge will be required if you move the position of your power point on site.  
Additional order received after the deadline 5 August, 2024 subjected to 50% surcharge for any late orders about electrical, water outlet, compress air.
- All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
- All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.

**Account Name:** Shanghai SERVE Exhibition Co.,Ltd.

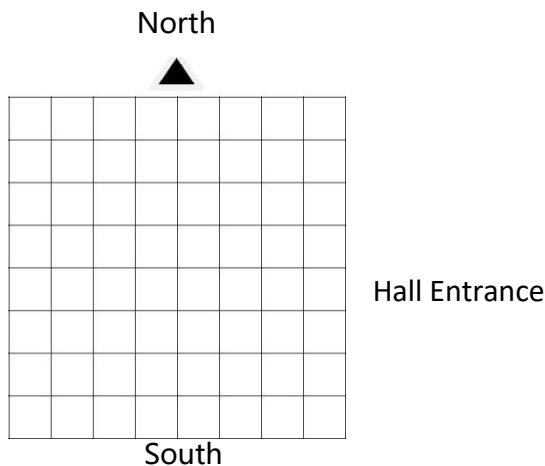
**Bank Name:** ICBC Shanghai Branch United Building Subbranch

**A/C No.:** 1001 2605 0922 4869 948

- Mark Power and Air Interface Position using below icon

Please mark in the picture

- Have to mark tunnel and booth
- Have to mark power supply
- Have to mark booth NO and Name: each small cell represents one square meter



### Sample

-  Power Supply
-  Compressed air
-  Water Supply
-  Telephone

#### Authorised by:

Exhibiting Company: ..... Stand No: .....

Contact: ..... Position: .....

Tel: ..... Fax: ..... Email: .....

Signature: ..... Date: .....

**Please make a copy for your own file & return to the following :**

**Shanghai SERVE Exhibition Co.,Ltd.**

**Hall W4** Contact Person: Ms. Polaris Peng

Tel: +86 137 6192 0361

Email: polarispeng@serve-expo.com

**Hall W5** Contact Person: Ms. Cheon Ma

Tel: +86 182 0174 9002

Email: cheonma@serve-expo.com

**Rigging Points Application Form**([Please order online](#))

No	ITEM	Unit (RMB)
1	Hanging point (loading capacity 200kg/point, unit weight less than 1T, only steel structure can be hung)	3000.00/point

**Notes for Rental:**

1. **Only booth which is more than 54sqm can apply the hanging point.**
2. Affected by the venue fairground structure, for the quantity and location of the available Rigging Points, please check with the official contractor Shanghai SERVE Exhibition Co.,Ltd.
3. All design with hanging structure must be submitted to the official contractor Shanghai SERVE Exhibition Co.,Ltd. together with the booth design, before **5 August, 2024**. After finishing payment, approved design can be realized on site. The design with hanging structure will not be realized, which is not approved in time or not paid in time. Hanging point application is not accepted on site.
4. Once the design with hanging structure is approved, the exhibitor or the booth contractor must finish fully payment according to the quantity estimated by the Official Operation Team. Actual quantity will be confirmed by the venue engineer of the fairground during move in period. If the estimated quantity is less than the actual, the exhibitor or the booth contractor must make up the balance by cash on site before the installation. If the estimated quantity is more than the actual, the balance will be returned to the payer's account within 1 week after the show.

**Notes:**

1. Cancellation Clause: 50% cost will be charged for any cancellation of order.
2. Payment must be made upon presentation of order confirmation/invoice from **Shanghai SERVE Exhibition Co.,Ltd.**
3. Additional order received after the deadline 5 August 2024 subjected to 50% surcharge.
4. All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
5. All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.
6. The number of hanging points of the suspension structure needs to be confirmed by the staff of the exhibition hall on site. Online orders are for pre-order requests only. Please be sure to send the drawings of the suspension structure to the main site for review, otherwise the exhibitor or builder will be responsible for any problems on site.

**Account Name:** Shanghai SERVE Exhibition Co.,Ltd.

**Bank Name:** ICBC Shanghai Branch United Building Subbranch

**A/C No.:** 1001 2605 0922 4869 948

**Please make a copy for your own file & return to the following :**

**Shanghai SERVE Exhibition Co.,Ltd.**

**Hall W4** Contact Person: Ms. Polaris Peng

Tel: +86 137 6192 0361

Email: polarispeng@serve-expo.com

**Hall W5** Contact Person: Ms. Cheon Ma

Tel: +86 182 0174 9002

Email: cheonma@serve-expo.com

Order Stand Furnishings ([Please order online](#))

[FURNITURE]



01 询问台  
Information counter  
1000L x 500W x 750H mm



02 锁柜  
Lockable cupboard  
1000L x 500W x 750H mm



03 圆桌  
Round table  
750Φ x 750H mm



05 会议椅  
Meeting chairs



06 折椅  
Folding chair



07 吧椅  
Bar stool



08 低玻璃柜  
Low glass showcase  
1030L x 535W x 1000H mm



09 高玻璃柜  
Tall glass showcase  
1030L x 535W x 2000H mm



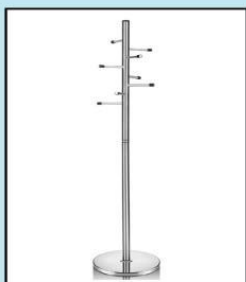
11 低展台  
Display cube  
535L x 535W x 500H mm



12 高展台  
Display cube  
535L x 535W x 800H mm



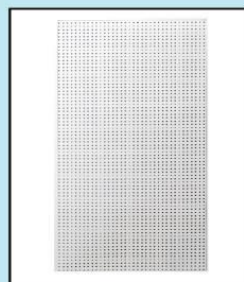
13 平层板 Flat shelf  
斜层板 Slope shelf  
1000L x 300W mm



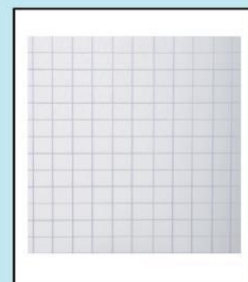
14 衣架  
IFreestanding coat hanger



15 带锁折门  
Folding door  
950W x 2000H mm



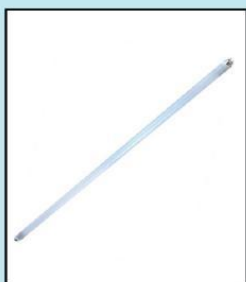
16 匙孔板  
Pegboard  
963W x 2353H mm



17 网片  
Wire mesh  
1000H mm



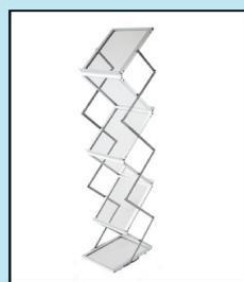
18 长臂射灯  
Long arm spotlight



20 日光灯 40W  
Fluorescent tube  
40W



22 插座  
Socket



25 资料架  
Free standing literature rack



26 饮水机  
Cold and warm water dispenser

Notes:

- 1) Please accompany location plan for on site installation.

- 
- 2) Payment must be made upon presentation of order confirmation/invoice from **Shanghai SERVE Exhibition Co.,Ltd.**
  - 3) Cancellation Clause: 50% cost will be charged for any cancellation of order.
  - 4) Additional order received after the deadline 5 August, 2024 subjected to 50% surcharge.
  - 5) All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
  - 6) All bank charge are to be borne by Exhibitors. Exhibitors can exchange for the formal invoice based on receipt or the original order on site.
  - 7) Additional exhibits/AV equipment/communication and network rental are limited to standard booth exhibitors, all facilities in the raw space booth are provided by your builder, and the main venue will not accept the application of raw space booths.

**Account Name:** Shanghai SERVE Exhibition Co.,Ltd.

**Bank Name:** ICBC Shanghai Branch United Building Subbranch

**A/C No.:** 1001 2605 0922 4869 948

**Please contact the Official Contractor if you have any questions on ordering furniture:**

**Shanghai SERVE Exhibition Co.,Ltd.**

**Hall W4** Contact Person: Ms. Polaris Peng

Tel: +86 137 6192 0361

Email: polarispeng@serve-expo.com

**Hall W5** Contact Person: Ms. Cheon Ma

Tel: +86 182 0174 9002







Email: cheonma@serve-expo.com



## Form-8 Refrigerator Rental Form

**Deadline: 15 August, 2024** (order on your exhibitor account)

<b>Freezer rental service provider:</b> <b>Shanghai Chenhai Convention and Exhibition Service Center</b> Contact: Ye Nailing Tel: 182 0211 6676 (same as WeChat) E-mail: chenhaiexpo@163.com	<b>Bank wire transfer information is as follows:</b> Shanghai Chenhai Convention and Exhibition Service Center Name of bank: Shanghai Nanhui Sub-branch of Agricultural Bank of China Co., Ltd Account number: 0389 5820 0400 24921
--	---

serial number	B-1500	B-1500 Curved cooked food cabinet(Fresh-keeping)	serial number	D-1500	D-1500 Curved Island cabinet
Device specifications (dimensions mm)	1500*1050*1180		Device specifications (dimensions mm)	1500*760*840 378L	
Refrigeration temperature	0-10°		Refrigeration temperature	0-10° or ≤-18°	
Rental price (USD)	400/set/exhibition		Rental price (USD)	450/set/exhibition	
serial number	B-1800	B-1800 Curved cooked food cabinet(Fresh-keeping)	serial number	D-1800	D-1800 Curved Island cabinet
Device specifications (dimensions mm)	1800*1050*1180		Device specifications (dimensions mm)	1800*760*840 548L	
Refrigeration temperature	0-10°		Refrigeration temperature	0-10° or ≤-18°	
Rental price (USD)	450/set/exhibition		Rental price (USD)	500/set/exhibition	
serial number	E-1200	E-1200 Cake cabinet (Fresh-keeping)	serial number	E-1500	E-1500 Cake cabinet (Fresh-keeping)
Device specifications (dimensions mm)	1200*660*1250 350L		Device specifications (dimensions mm)	1500*660*1250 380 L	
Refrigeration temperature	2-8°		Refrigeration temperature	2-8°	
Rental price (USD)	400/set/exhibition		Rental price (USD)	450/set/exhibition	

**Remark:**

1. Submit on demand, please order on your exhibitor account;
2. **The rental freezer in this form includes 24-hour power supply during the exhibition (standard booth), and free handling service is provided;**
3. **Expired and on-site orders will be subject to surcharge: Orders received after 15 August, 2024 will result in a 50% rush fee;**
4. Bring your own freezer need to pay an additional management fee (300 yuan / set ), Please report to the Official Contractor by 15 August, 2024. After the daily exhibition closes, the exhibition hall will cut off the electricity consumption in all booths, and all consequences caused by the failure to apply for the service shall be borne by the exhibitors.
5. All applications for rental of facilities are subject to full payment for confirmation. All bank charges must be paid by the applicant unit.

**Form- 9 Transportation Service for Machinery and Equipment**

**Deadline: 12 August, 2024**

(\*Please send this form to official freight forwarder and copy exhibition organizer:  
[Fay.lam@ite-gehua.com](mailto:Fay.lam@ite-gehua.com) in email)

Please email or fax back this form to: <b>Sinotrans Eastern Company Ltd. Exposition Logistics Branch</b> Contact Person: Ms. Li Mobile: +86 189 1878 1192 Fax: +86 21 6521 4083 E-mail: <a href="mailto:ting.li@sinotrans.com">ting.li@sinotrans.com</a>	<b>Exhibitor Information</b>	
	Company:	
	Booth No.:	Booth Space:
	Contact Person:	Tel:
	E-mail:	

**We will transport attached cargos to the exhibition, on site need loading & unloading service.**

CTN. No.	Packing style	Exhibitors	L x W x H (cm)	Size (m3)	Weight (kg)	Special considerations
<b>Total:</b>	<b>Unit,</b>	<b>Cubic meter,</b>	<b>Kg.</b>			

**The goods will be transported to Shanghai in the following way. Please choice the way you transport the cargo with “√”**

- A. By(railway / air / land truck) shipped to Shanghai delivery, shipping documents:\_\_\_\_\_ ( documents please together fax ) Shanghai arrival date: \_\_\_\_\_, please kindly arrange delivery, stored and transported to our booth;
- B. Directly to your warehouse, shipping documents: \_\_\_\_\_(please fax documents) Shanghai arrival date: \_\_\_\_\_, please arrange your company save and shipped to our booth;
- C. Will transport the cargo to venue by ourselves.

**Our company agrees the payment of fees of this exhibition to be paid to your company using the following methods (please check the box before the following payment methods):**

- All the fees will be paid in full to your company before the exhibition using wire transfer.
- All the fees will be paid in full during the exhibition; it will be paid in cash to your company’s staff.

**Company/Business seal (please keep the copy of this chart attachment.)**



中国外运华东有限公司会展物流分分公司  
**SINOTRANS EASTERN COMPANY LTD.**  
**EXPOSITION LOGISTICS BRANCH**

展览会名称:  
**Exhibition:**

参展货物清单 List of Exhibits	参展者 Exhibitor	总第 <b>Page No.</b>	页
----------------------------	------------------	-----------------------	---

运输方式- /海运/空运 Dispatched by -Sea/Air	原产地国家 Country of Origin :	馆号 Hall No.	展台号 Stand No.
--	------------------------------	----------------	------------------

箱号 CASE No.	毛重(公斤) G/W (kg)	净重(公斤) N/W (kg)	长 Length	宽 Width	高 height	厘米 CM	体积(立方米) Volumn(M3)
----------------	--------------------	--------------------	-------------	------------	-------------	----------	-----------------------

HS 编码 HS code	货物名称规格摘要(请用中文填写) Description of Contents in Chinese	货物名称规格摘要(请用英文填写) Description of Contents in English	货物的品牌 Brand of each contents	货物的型号/序列号 Model no. / Serial no.of each contents	货物的材质 Material of each contents	数量 Quantity	重量 Net Weight KGS	总价 TTL.CIF USD	展品处理方法 Disposal			
									回运 return	已售 sold	赠送 donated	遗弃和消耗 consume
总值 Total USD								0.00				