



Asia Electronics Exhibition in Shanghai (AEES 2016)

88th China Electronics Fair (88th CEF)

Exhibitors Manual

Nov. 8-10, 2016

Shanghai New International Expo Centre (SNIEC)

Hall W1-W5

Organizers:

China Electronic Appliance Corporation (CEAC)

Hong Kong Trade Development Council (HKTDC)

Japan Electronics and Information Technology Industries Association (JEITA)

Korea Electronics Association of (KEA)

Taiwan Electrical and Electronic Manufacturers' Association (TEEMA)

Directory

Welcome to AEES 2016 & 88 th CEF	2
AEES 2016 & 88 th CEF Exhibition Confirmation.....	3
AEES 2016 & 88 th CEF Exhibition Rules & Regulations	4
Basic Information	6
List of Contacts	6
General Information.....	7
1. Exhibition Information.....	7
2. Exhibition Hall Technical Specifications	7
3. Press Center/ Company latest products and information release	7
4. Other Related Information	7
5. In Hall Operation Schedule.....	8
6. Seminars.....	8
7. Floor Plan of Exhibition Hall.....	9
8. Traffic Map	9
9. Service Facility	10
Traffic Tips.....	11
Rules and Regulations	12
Order Forms.....	21
1. Company Name for Stand Booth Fascias	22
2. Standard Booth Facilities	23
3. Building Approval for Special Stand Design	24
4. 3-Phase Power & Compressed Air Supply.....	26
5. Additional Furniture Rental	27
6. Electrical Appliances & Accessories.....	28
7. Telephone & Internet.....	29
8. Booth Service.....	30
9. On-site Advertising Reservation	31
10. Catalogue Entries	32
11. Advertising In The Official Catalogue	33
12. Exhibitors' Badges	34
13. VISA Application	34
14. Printed/Digital Entrance Tickets	35
15. VIP Invitation.....	36
16. Shipping Guideline	37
Exhibitor Check-in Procedure	38
Instruction on Real-name Authentication	39

Welcome to AEES 2016 & 88th CEF

In order to assist you in your preparation for the coming exhibition, we have designed this manual to simplify your arrangements.

Exhibitors are strongly recommended to read the contents of this manual carefully and process all relevant matters promptly so that your requests can be prepared smoothly. Please remember to make a copy of the order form for your reference before sending us the duly filled-in form.

AEES 2016 & 88th CEF Exhibition Confirmation

_____:

Welcome to AEES 2016 & 88th CEF. We have received the payment from your company.

The booth number for your company is: _____.

Please check-in with this confirmation and follow the procedure.

On-site Exhibitor Registration Office:

1# Entrance Hall (Next to Hall W1) of Shanghai New International Expo Centre (SNIEC)

Date for check-in: Nov. 6, 2016 (Ground Area Exhibitors Only)

Nov. 7, 2016 (Ground Area and Standard Booth Exhibitors)

Time for check-in: 08:30-16:00

ATTENTION:

1. Please check in with the original document.
2. Early registration will be provided to ground area exhibitors, please get your check-in permission at
1# Entrance Hall of SNIEC from 10:00, Nov. 5, 2016.
3. Please read carefully and sign the ***AEES 2016 & 88th CEF Exhibition Rules & Regulations***. The organizing committee will assume that you understand this regulation before your registration.
4. Please provide your business card when check-in.

The Organizing Committee of AEES & CEF

Signature_____

Date_____

AEES 2016 & 88th CEF Exhibition Rules & Regulations

Exhibitor Name _____

Booth Number _____

Products of Your Exhibits (please specify in details):

1. Laws & Regulations

Please abide by the national and Shenzhen city government law. Please obey exhibition rules set by the organizing committee.

2. Exhibitor Badges

Exhibitors should wear badges at all times during the exhibition. To ensure your safety, please wear safety cap to the exhibition floor during construction period.

3. Exhibition booth

Please keep exhibiting products in your booth. It's not allowed to distribute promotion material outside of your booth. The organizer has the right to clean up non-electronic exhibiting products and block out the exhibit space. No sales activities are allowed in the exhibition site.

4. Dangerous Articles Prohibited

It's not allowed to carry flammable explosive, poison products and radioactive sources and materials to the exhibition floor. All construction material must be fire-proofing. Stretch Fabric, Elastic fabric, Spandex Fabric& flannelette are not allowed for the construction.

5. No-smoking, no naked flames on the exhibition floor

6. Intellectual Property

Please abide by the regulations about the Intellectual Property.

7. Exhibition hours

Opening hours of exhibitors: Nov. 8-9, 08:30am-17:00pm (17:30 exhibition hall closed)

Nov. 10, 08:30am-16:00pm

8. Products Take-out List

Exhibiting products and related equipment are not allowed to move outside of the exhibition hall during the show period. Don't move any exhibiting products which are not belong to your booth. For small hand-carry products, "Products Take-out List" is needed for caring out.

9. Tear-down Period

Dismantling starts at 16:00pm Nov. 10, 2016

The organizing committee begins to issue "*Products Take-out List*" since 16:00pm Nov. 10, 2016 at management office booths in each Hall.

10. Security Advice

Exhibitors should take good care of their valuable exhibits and properties. It's better to lock valuable exhibits and take your personal properties out of the exhibition hall after daily exhibiting. The organizing committee will provide on-site security service but we can't ensure the occurrence of theft. It is better not to bring the important properties and documents into the halls. Once theft occurs, exhibitors should report to the on-site police office immediately.

11. When a crisis or emergency occurred, please follow the instruction from the organizing committee.

12. China customs supervises the International Pavilion. Custom's supervised exhibits must take "Products Take-out List" to carry out. The international exhibitors need to contact the shipping company to ship back exhibits.

13. Insurance

The Exhibitors shall be responsible for all risks insurance covered on their exhibits and working staff (including all exhibiting products or equipment provided and rented form the Organizer). The organizing committee only takes responsibilities for all risks insurance at the public area in the exhibition hall during the show period, and it's not responsible for all risks insurance relating to exhibitors and visitors.

Exhibitor Name: _____

The Organizing Committee _____

Representative: _____

Date _____

Basic Information

List of Contacts

Organizers	Official Stand Contractor
China Electronic Appliance Corporation (CEAC) 49 Fuxing Road, Beijing, China, 100036 Tel: +86-10-5166 2329 Fax: +86-10-5321 6103 Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang	Hall W1/W5 Shanghai New Trend Medium Co., Ltd. 141, Xuanchun Road, Sanzaodushi Industrial Park, Shanghai, China 201201 Contact: Mr. Yu Lei Mobile: +86 18616338450 Tel: +86-21-6891 1200 Fax: +86-21-6891 1211 E-mail: 63301995@qq.com
Japan Electronics Show Association (JESA) 12F Ote Center Bldg., 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004, JAPAN Tel: +81-3-6212-5231 Fax: +81-3-6212-5225 Email: k-torikai@jesa.or.jp Contact: Mr. Kohei Torikai	Hall W2/W3 Shanghai Harmony Advertising & Decoration Co., Ltd. 4839, Hongmei South Road, Shanghai, China 201109 Contact: Mr. Liu Yun Mobile: +86 13311855671 Tel: +86-21-6450 7887 E-mail: 1224650541@qq.com
Korea Electronics Association (KEA) Digital Innovation Center, 1599, Sangam-dong, Mapo-gu, Seoul, 121-835 Korea Tel: +82-2-6388 6064 Fax: +82-2-6388 6069 Email: liwoo@gokea.org Contact: Mr. HyubWoo Lee	
Taiwan Electrical and Electronic Manufacturers' Association (TEEMA) Prince Financial Center, 6F, No.109, Sec.6, Min Chuan E. Rd, Taipei, Taiwan Tel: +886-2-8792 6666 Fax: +886-2-8792 6140 Email: ethan@teema.org.tw Contact: Mr. Ethan Lo	Double-deck or Higher Than 4.5m Booth Construction Application Application of construction must be submitted to: HAH Consulting & Exhibition Co., Ltd. Shanghai Tel: 86-21-2890 6633/34/35 Email: hah@hahchina.com Website: www.hahchina.com
Visa Application	Official Freight Forwarder
China Electronic Appliance Corporation (CEAC) 49 Fuxing Road Beijing, China 100036 Tel: +86-10-5166 2329 ext. 27 Fax: +86-10-5321 6103 Email: maqun@ceac.com.cn Contact: Ms. Maureen Ma	BONDEX LOGISTICS CO., LTD. Tel: +86-21-5107 8887 x 837 Fax: +86-21-6876 0433 E-mail: henry_liu@bondex.com.cn Mr. Henry Liu Mobile: +86-15821678016 Tel: +86-21-5107 8887 x 833 Fax: +86-21-6876 0433 E-mail: zoe@bondex.com.cn Ms. Zoe Zhou Mobile: +86-13524675460

General Information

1. Exhibition Information

Exhibition Name: 2016 Asia Electronics Exhibition in Shanghai (AEES 2016)

88th China Electronics Fair (88th CEF)

Exhibition Venue: Shanghai New International Expo Centre (www.sniec.net)

2345, Longyang Road, Pudong New Area, Shanghai 201204

Exhibition Date: Nov. 8 (Tue.)-10 (Thur.), 2016

Exhibition Hours: Nov. 8-9, 2016 9:00 - 17:00

Nov. 10, 2016 9:00 - 16:00

2. Exhibition Hall Technical Specifications

Floor Loading	3.3 ton/sqm
Booth Construction Limit	4.5m (Please declare if you have special requirements)
Freight Entrance	10 gates for each exhibition hall (5.3m(W) x 4.1m(H))
Fire Protection	Smoking detection system Automatic fire sprinkler Portable fire extinguishers
Security System	24-hour security service Central monitoring Sensor alarm

3. Press Center/ Company latest products and information release

Organizers will invite journalists from various countries and regions to visit this exhibition, collect exhibition information and make special coverage in press center. You can provide materials (for example, product instruction) in order to be reported. Press center is available on-site.

Deadline for submitting information: Oct. 15, 2016

Submitting information: email to: zhangxi@ceac.com.cn

4. Other Related Information

- Insurance: Exhibitors and delegates are advised to be responsible for their own personal accident, property and exhibit insurance from their home country.

5. In Hall Operation Schedule

Item	Date	Details	Time
Ground area contractor	Nov. 5, 2016	Getting permissions for construction	10:00-16:00
Exhibitors check in	Nov. 6-7, 2016	Check-in for ground area exhibitors	08:30-17:00
	Nov. 7, 2016	Check-in for Standard booth exhibitors	08:30-17:00
Build- up period	Nov. 6-7, 2016	Ground area build-up	08:30-20:30
	Nov. 7, 2016	Standard booth build-up	08:30-20:30
	Nov. 7, 2016	Security check	14:00-15:30
Exhibition period	Nov. 8-9, 2016	Exhibitors entering and leaving	08:30-17:30
	Nov. 8, 2016	Opening ceremony	10:00-10:30
	Nov. 8-9, 2016	Opening hours	09:00-17:00
	Nov. 10, 2016		09:00-16:00
Tear-down period	Nov. 10, 2016	Stand booth tear-down	16:00-20:30
		Ground area tear-down	17:00-20:30

Please note:

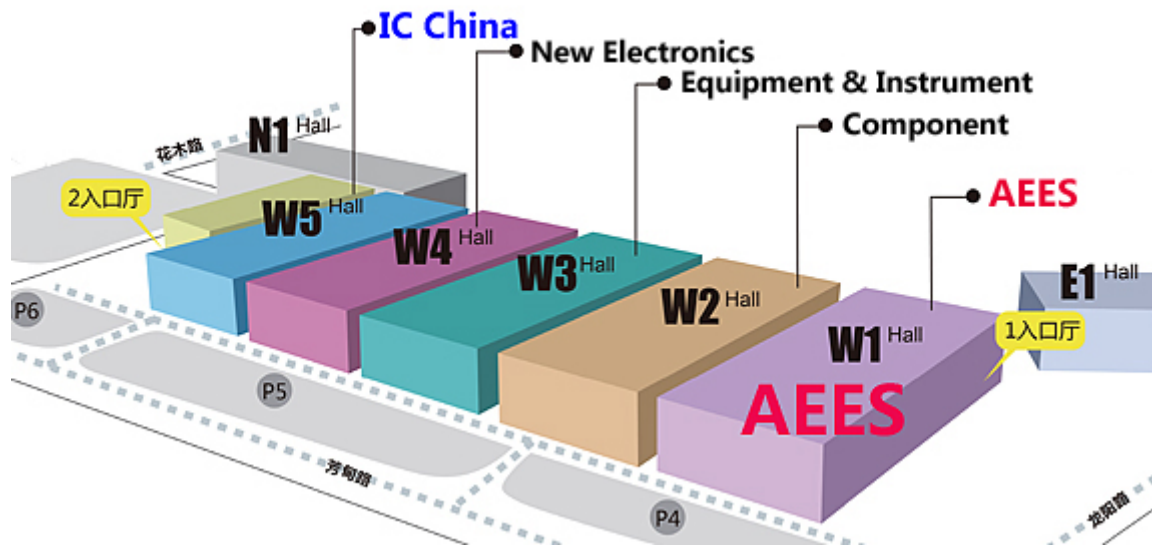
- All the exhibitors should obey organizer's schedule.
- Exhibitors could not pack and remove their exhibits and belongings until the end of the exhibition (16:00, Nov. 10, 2016).
- Visitors under 18 are not permitted to enter during the exhibition period.
- Organizers will inform all the exhibitors if there are any amendments.

6. Seminars

High-level seminars will be organized during the exhibition period.

Please check <http://shanghai.icef.com.cn/en/> for detailed information and welcome to join in.

7. Floor Plan of Exhibition Hall



8. Traffic Map



9. Service Facility

Shanghai New International Expo Centre (SNIEC) is located in 2345 Longyang Road, Pudong New Area Shanghai P.R.C. 20120

Shop	Available on-site
Visitor Route	1. Subway: Take subway line 7, and then get off at Huamu Road Station (next to Hall W5) 2. Bus: Daqiao No. 5, Airport Line 3, Airport Line 6, Bus No. 975, etc. 3. Taxi: Available at taxi stands near 1# Entrance Hall (next to Hall W1).
Visitor Registration	1# Entrance Hall (Outside Hall W1) 2# Entrance Hall (Next to the Huamu Rd. Station of subway line 7)
Business Center	1# Entrance Hall
Press Center	Available on-site
Snack Bar	Available at eastern sides of all the exhibition halls
Restaurants/Cafe	1. On-site: Chinese and Western style fast food and box meal supply 2. Near by: Lots of restaurants in Longhui Road, 5 minutes driving from SNIEC
Police Station	Eastern side of Hall W4

Traffic Tips

(Nov. 8-10, 2016)

The AEES 2016 & China Electronics Fair will be held at the Shanghai New International Expo Centre (SNIEC), 2345 Longyang Road, Pudong New Area Shanghai P.R.C. 201204, located in the Pudong's economic development zone. See the following travel guide to get fast, easy access to the show venue.

From Shanghai Downtown to SNIEC

- **By Taxi**

Taxi is available at taxi stands near 1# Entrance Hall (next to Hall W1).

- **By Metro**

The SNIEC is 200m away from Huamu Road Station, line 7(Orange Line) of Shanghai Metro and take exit no.2.

- **By Bus**

You can take Daqiao No. 5, Bus No. 975, 976 etc. to SNIEC.

From Pudong International Airport to SNIEC

It is about 35 kilometers from the Pudong International airport to SNIEC. You can take either of the following vehicles to reach the venue:

- **By Taxi**

It will take 50 minutes from the Pudong International airport to the venue by taxi. Taxi fare will be around RMB120.

- **By Maglev train**

You can take Shanghai Maglev at the airport to Longyang Road Station, which will take 8 minutes. The one-way ticket fare is RMB40 if you have the intraday air ticket. You can then take a walk to the venue, which is within 20 minutes' distance.

- **By Airport Bus Lines**

You can also take Airport Bus Line 3 or Line 6 and drop at Longyang Road stop. The one-way ticket fare is RMB12. You can then take a walk to the venue, which is within 15 minutes' distance.

From Hongqiao Airport to SNIEC

- It is about 32 kilometers from the Hongqiao Airport to SNIEC. You can take the taxi to the venue, which takes 40 minutes. The fare cost is around RMB 100.

Rules and Regulations

Party A mentioned is Shanghai new international expo center; party B is exhibitor and sponsor.

1. Fire-control and Safety Regulations

1.1 Setting up and Site Planning

1.1.1 Material used for stand or other construction should be flammables or burning spreading rate lower than 2 grade ruled by People's Republic of China and Shanghai local regulations and rules of fire safety.

1.1.2 Do not permit any behavior to hinder security against fire such as the alarm bell contact, hydrant, fire extinguisher, and emergency exit or to control the normal running of facilities.

1.1.3 Guarantee fire pass way, evacuate pass way, and entrances and exits unblocked.

1.1.4 Any temporary building must keep the wide pass way of 1.2 meters (4 feet) to lead to the hydrant, plant room door and alarm bell contact.

1.1.5 Must leave access path of 1.0 meter between temporary building and wall.

1.1.6 Each stand not allowable to be over 32 meters. All pass ways are 3 meters wide at least, and arrange exhibits must according to the standard plan of center strictly. In W1, W2, W3, W4, E1, E2 hall, the height of signal-deck booth can not be over 6 meters and double-deck booth can not be over 8.5meters. In W5, if the height of booth is over 8.5meters, its design plan must be approved by Party A in advance.

1.1.7 Do not allow adhering to or hanging any article in spraying equipment or lighting device in the ceiling. Peak temperature of the spray equipment is 68 °C (154.4 degrees Fahrenheit), must guarantee not aim spotlight or other heat device at or close to the spray equipment of fire control

1.1.8 Party A assists Party B to manage of transportation and construction, Party B should notify all the transportation and construction to hand in their personnel list, copy of ID card one week before building up to make exhibition cards in unison by Party A, the person without license can't carry on the construction on-site related to expo.

1.1.9 Construction company must build according to floor plane approved by fire agent, without permission, must not revise arbitrarily.

1.1.10 Party A has the right to dismantle and remove any building or structure without approval or violating the regulation mentioned above, risk and expenses are undertaken by Party B.

1.1.11 Special homework in center, workers must hold " Shanghai special homework personnel operate card "such as electrician, weld and cut worker, shovel Car driver operate card, special work persons without license can not operate on-site. Operating must according to all rule strictly, eradicating all operation against rules and command.

1.2 Regulation of examine design paper

Strengthening management of on-site stand by Party A to guarantee the construction safety, Party B and relevant units must observe the following regulations.

1.2.1 Over 2.5 meters of height, stands more than one deck, booths of suspend structure and outdoors stands, the design paper must be examined.

1.2.2 Design paper of booth can be checked, stamped to confirm by register structural engineer employed by construction company, also can be trusted the professional designing unit to verify by Party A.

1.2.3 If entrust Party A to examine design paper, each construction company should hand in the paper to

client service department of Party A 20 days before building up to register. Design paper includes floor plan, structural drawing, and effective picture.

1.2.4 Design paper trusted Party A to examine, expense unit price is RMB10 / square meter, the area of single-deck booth is calculated in putting up, the area of double-deck booth or more than double-deck booth is calculated in building area. Fail to refer the design paper 20 days before construction, but need to check on-the-spot, the examining expenses will charge double.

1.2.5 No checking design paper of booth by register structural engineer, Party A has the right to forbid the construction company participating in the exhibition to construct within the range of center.

1.3 Hanging ceiling on the top of hall

Not permit hanging any article in the exhibition hall without authorization. Through permitting each pendant point bearing not to be greater than 200 kilograms, the job of hanging to be implemented from the full-time staff of Party A.

1.4 Work high above the ground

1.4.1. Steeplejack (2M above) need put on the safety helmet or safety belt, and other essential safety measure in case high altitude articles fall and hurt others.

1.4.2. Must adopt the qualified tools in concordance with safe requirement; forbid using the unqualified tools. Forbid transmitting tools or other articles in the way of throwing; adopt the way of bag or rope.

1.4.3 All persons without qualification of working in the height forbid working and working after drinking.

1.4.4 Checking testing and preparing the serious previous work before pouring the chain (chain block), it is qualified to continue working. Pour chain can't exceed specified weight in the use. Forbid lifting articles without clear details to guarantee the security.

1.5 Electric installation

1.5.1. Party A offers the service to illumination and install power to standard booth. Apply to Party A in advance to take electric apparatus that supply power 24 hour or delay time of cutting off power, water, gas and call.

1.5.2. Must do a good job of safety inspection before energizing or transmitting gas. Party A will carry on the safety inspection together with Party B and exhibitors after receiving energizing or transmitting gas of Party B, the qualified ones, Party A will energize or supply gas for Party B and exhibitors within 2 hours.

1.5.3. Must consider the large capacity + ample capacity while applying for the power consumption to guarantee electric circuit, electric equipment not to overload, and overtop in order to keep the safe operation.

1.5.4. Erection crew; of electric circuit and electric equipment should hold effective electrician operation card.

1.5.5. Electric materials using must be up to the standards by the related departments. The material uses the copper core line of double-deck sheath, cable thread, necessary $\geq 1.5\text{mm}$ of section of wire. Electric material must allocate sufficient security flow. Forbid using sheath one-way, paired line, aluminum core line. Wire harness should be adopted: three-phase Line five way (L 1, L 2, L 3, N, P, E). Phase voltage adopts the way of single-phase the strategic hinterland of China (L, N, P, E).

1.5.6. All metal frameworks and metal outer cover must be reliable ground. Leading wire must be fixed. It can't lay on the road, ground and pass way at will, adopt the way of pipe or other way to lay fixed, electric circuit must be protected with bridge board to pass through walk, Wire branch road can't adopt insulating

fabric to wrap up, must adopt insulating porcelain to connect directly.

1.5.7. Using the movable electric tools must be up to the standards and fit "low rule's " requirement. Temporary cable for constructing must adopt sheath copper core patchcord, without connection. Forbid inserting the wire in the socket directly, must adopt the plug to join.

1.5.8. The distribution case used in standard booth must be put into cable trench of exhibition hall; the distribution case used in special booth should be put into cable trench of exhibition hall or in its stand; The distribution case forbids putting in the corridor, fire control pass way and obvious position of stand.

1.5.9. High-temperature lamps and lanterns such as the iodine-tungsten lamp and neon lamp can't be installed without authorization. They can be used after checking of the related departments. The installation of the neon lamp should be high at least 2.5 meters

1.5.10 Outdoor lighting electric apparatus should adopt the damp proof type and implement safety measures such as damp proof, rain-proof, wind-proof, etc.

1.6 Dangerous Goods

1.6.1 Only if another allow in writing by Party A or relevant government department

1.6.2 (a) Do not use flame or flammable gas in the center

(b) The explosive, petroleum and flammable, poisonous, corrosive material is not allowed to use in the exhibition hall. The radioactive material is not allowed to bring into the center

(c) In any time, solid or stock of liquid of consumption cannot be put on rent area or stand more than one day. The remainder should be put in the appropriate container and sealed up for safekeeping in the place where government department, Party A and Party B agree.

(d) The poisonous wastes must be sealed and packed into the appropriate container, indicate marks correspondingly, and manage according to government's relevant offal treatment methods

(e) Forbid smoking in the rent area and center of "no smoking" sign

1.6.2. Without written authorization of Party A, the following articles forbid showing or entering the center: weapons, guns, cutleries, ammunition, explosive, flammables, radioactive material, other dangerous articles, forbidding imported articles, patent infringement articles, articles hinder Party A deal in smoothly and forbidding articles by department of government.

1.7 Pressure vessel

1.7.1 Party B should responsible for transportation and deposition helium, compressed air, argon, carbon dioxide and other pressure container reasonably.

1.7.2 Once receive notice of Party A, Party B should move the compression container without well arranged place to the position appointed by Party A immediately.

1.7.3 Pressure containers and apparatus brought into the center should be in accordance with relevant safety standards and rules. Using compressed air apparatus, the tube of apparatus is able to bear keeping $\geq 15\text{Kg/cm}^2$, the caliber should adopt the throat hoop to fasten instead of iron wire or other articles.

1.8 Demonstrate, operate exhibits

1.8.1. All operating machine should install the safety device and demonstrated remarks, only when the machine is cut off power, while guaranteeing that is not potential safety hazard, these safety devices could be removed.

1.8.2 The machine operated must keep the relatively safe distance with the visitor. Propose using the safe protective device.

1.8.3 The machine, apparatus only demonstrated in stand of rental area, must operate by the qualified person, and supervised by them too while operating. If Party B has not taken the abundant fire prevention measures, they can't use the engine or power to drive the machine.

1.9 Custody of exhibits and personal effects

IF the articles not entrusted to Party A for safekeeping are stolen, Party A does not bear any responsibility.

1.10. Painting

1.10.1 Do not allow to carry on paint work of the large area in the center; only carry on for exhibits or building to mend simply during the exhibition period, then must take the essential security procedures.

These measures include

- (a) Do paint work on ventilated place
- (b) Use the nonpoisonous paint
- (c) Cover cement ground with dry paper or plastic film
- (d) Do not do paint work in vertical structural place of center(I.e. the wall)
- (e) Do not wash paint things in the center or around the center

1.10.2 Party B is responsible for any damage of paint work to Party A and undertake the repair expenses of damaged section.

1.11. Emergency evacuation measure

1.11.1 What Party B and personnel should observe and make evacuates the scheme promptly

1.11.2 While emergency evacuating, Party B should be dictated to Party A

1.11.3 Party B must limit the attendance organized strictly, generally one square meter one person every day of rent area of exhibition hall

1.11.4 The visiting time should try to avoid time of opening ceremony and the closing time of the exhibition

1.11.5 Party B should make fire emergency plan of exhibition period, then submit to Party A and public security departments or related to check and put on record.

1.11.6 Party B should guarantee that building workers have been trained, and can use the first aid / fire control facility that Party A offers correctly.

1.12 Safety insurance

Party A offers 24-hour security personnel service, Party B should observe all security regulations that made by security office of Party A and cooperate to carry out.

1.13 Apparatus service of public utilities

For safe reason, all public utilities apparatus include cable, supplying water, draining off water, and the compressed air should be offered by Party A and responsible for installing. The details please contact Party A.

2. Facilities protection regulation

2.1 Setting up and removing of the stand

2.1.1 If Party B puts up the partition wall, they must set up the splint or paper for building under the wall to

protect the floor. Party B bears all repair expenses that damage of floor caused by putting up and removing

2.1.2 Have not got the permission of Party A in advance, Party B can't use nail, glue, drawing pin or similar material or get into the cave on any part of the building; by agreement Party B should be responsible for all this losses of producing too. Without permission, Party B can't construct in the entrance hall.

2.1.3 The carpet must use environmental protection carpet and cloth to make two-sided glue to lay. Forbid using inferior carpet, two-sided sponge glue and other materials difficult to remove containing calcium carbonic acid.

2.1.4 Party B should be responsible for removing all sticky tapes and remaining marks in rental area. Using sticky tape without approval, which causes damage of any building, the remedy work goes on by Party A and its expenses are born by Party B.

2.1.5 Do not allow the pattern that can be pasted directly or propaganda pastes any position in affiliated building of Party A. Expense of removing article and repairing this kind of damage should bear by Party B.

2.1.6 Allow to use chalk or sticky tape to identify stand position in exhibition hall, which use as approved that can scrub. Other ground scribe method can't be used. The expenses of removing the scribed lines on ground without approval are born by Party B.

2.2 Floor loading

Loading of floor in the exhibition hall is 3.3 tons / square meter. If the exhibits have shaking parts vertically while operating, the floor loading described above should deduct 50% at least. Putting up the stand or piling up the heavy objects on two main cable trenches of the exhibition hall is forbidden. Transportation and demonstration of exhibits should consider the above floor loading. If there is doubt, please inquire of Party A before moving and entering articles.

2.3 Dispose of rubbish

2.3.1 Party B is responsible for removing rubbish and wastes in rental area, service area, loading and unloading goods platform and transportation pass way.

2.3.2 Party A offers general garbage disposal service to Party B, the necessary expenses are paid according to the quotation of Party A by Party B. As to excessive or too big garbage disposal, Party A reserves the right to charge the expenses to Party B.

2.3.3 Forbidden to pour out any waste water, food and rubbish in washing basin and pond of the bathroom in the center. Party B bears the expense of dredging lower water pipe mediation and other related expense of work.

2.3.4 Party B should use public utilities service in the exhibition hall correctly while putting up and removing the stands, must guarantee not to enter waste water in these ditches, but pump to discharging area appointed correctly.

2.4 Sandstone earth and similar material

If Exhibition or show need use sandstone, earth, bog muck sedge or other similar material, Party B must lay protection shield on the floor to guarantee to take all precautionary measures in case that materials described above contaminate any position of the center. Party B still needs to guarantee not to enable seepage of water. As to damage, Party B undertakes all responsibility to Party A because of violating regulation described above.

3. Transportation of Exhibitors and constructions

3.1 Commodity transportation

3.1.1 When the tracks of Party B arrive at the center, they should according to the requirement of Party A load their commodity at the designated place through the designated access. At the same time parking their trucks at the position where has been designated. (The trucks, which carrying capacity less than 3.3 ton, would come through the exhibition center load commodity without limited.

3.1.2 In the public area, audience access, entrance hall and entrance square, carrying commodity is not allowed.

3.1.3 The height of the trucks which allowed come into the exhibition hall is less than 4 meters, speed is under 5km per an hour.

3.2 Delivery of goods

Before come into the exhibition hall, all the commodities that have been brought to the hall should be arranged by the home transportation dealers which designated by Party B. Party A won't accept any kinds of commodities which delivered pre-time.

3.3 Packing box storage

Those transportation dealers who were designated by the Party B should deal with all the packing box issues in the scope of position where designated by Party A.

3.4 Transportation vehicles

3.4.1 Vehicles should get the permitting card in property agency before come into the loading area. Security workers have the right to stop the vehicles coming into the loading area, which violate the rules of exhibition management.

3.4.2 Procedure fee 30 yuan per a car and paying 300 yuan for deposit. When leaving the hall after loading all the commodities, you can get the money back by transportation permitting card and receipt. If the card lost or deformed, we won't return the deposit.

3.4.3 There is 1.5 hours allowed to load, every half an hour will take 100 yuan pay for the management fee per a car .if the time less than half an hour will be calculated by half an hour.

3.4.4 During the time of loading drivers are not allowed getting out of the vehicles and must under the commander of the security workers. When all the commodities have been completed, vehicles are not allowed stay in the hall or will be punished especially to those who caused big traffic jam.

3.4.5 Transportation vehicle need to make an application before come into exhibition hall and must install related protecting equipment to protect the facility of hall. Drivers should park their cars under the guide of security workers. During the period of show transportation cars are not allowed to come into the loading area.

3.4.6 Card-making time started at 8:30 and finishing time due to the working time of part B .if the transportation company has special needs to prolong the working time, it needs apply one hour before and get the procedures at the designated service agent.

3.4.7 Any vehicles won't allowed get into the exhibition hall without get permitted.

3.4.8 Forklift truck operators should do their works under the regulations, and the man who drives the truck must eligible for driving. The speed of the truck must under 5km per an hour.

4. Other service management regulation

4.1 public area and access

We will take all the free zones as public areas except rental area. Using the public area for exhibition or un-exhibition activity must get permitted by Party A.

4.1.1 Commodity access – exhibition things and big commodity want to get into the hall must by designated access.

4.1.2 Exhibitors and audience access – exhibitors can get into the hall by designated exhibition access but audience has to go by another way designated by the sponsor.

4.1.3 Fire passage – all the fire passage must keep in good condition and no booth and commodities are allowed put on.

4.2 Referring ichnography plan

Final booth floor plan and all the construction and structural plans must hand over to part A and be confirmed (structural plans must confirmed and sealed by national registered structural engineer) all the plans have been confirmed by Party A must be sent to the fire department getting examined and approved by Party B. floor plan and booth exhibition plans should obey the related rules and regulations made by the Party A.

4.2.1 Three floor plans, the proportion no less than 1:50 and remark the position of each booth on the floor plan.

4.2.2 Three detailed floor plans, the proportion no less than 1:50, remark all the cross and height which is asked must under 2.5 meters if Party B need to get the permission from some related department of government. And hand over the permission with the plans to the Party A. If Party A need to change any part of the details of the plan, they should give back one plan of three to the Party B and point out the place where need to be modified Party B should complete the work in ten days and return the plans to the Party A get permitted. Party B need to make a application to public security organ 15 days before rental period started at the same time filling in the document of holding a big movement which several conditions need to be satisfied:

- Reports related file and sanctions of upper department of Party B.

- General floor plans, special decorated plans (including shop drawing)

- Plans of activity

- Scheme of meeting emergence especially when meet fire accident

- Some relative documents need to be handled to public security bureau

- All certificates and copy of examples

4.2.3 One month before get into the exhibition hall, part B should ask decoration company hand over all the exhibition stand plans and floor plans to Party A and get permitted, then they can do the construction. One week before, Party B need to urge construction company to transact working card for workers from Party A. two weeks before, Party B need to urge construction company hand over all orders with water plans gas plans telephone plans and sustained center plans to Party A.

4.3 Propaganda materials transmitting

Propaganda handbook and advertising sheet are seriously constrained in the area that have been rent .no relative materials are allowed been promoted unless been permitted by Party A.

4.4 Noise control and audio and vision system

Exhibition hall regulated that the noise in hall no more than 80 Db. and all exhibitors must assure that the noise they make won't disturb others. If strong noise and some other bad effect will be made, exhibitors need to notify the sponsor and offer the details of performance plan, when get permitted, performing their show in the period made by sponsor. If any problem occurred under the condition that they perform don't on the regulation, sponsor has the right to ask exhibitors low down their volume or shut off their equipment. Party A offer visual and audio equipment and relative technology support Party B need to get sanction from Party A before hiring other contractors to install equipment .all cabled yarn paving and setting must satisfy the regulation of Party A.

4.5 Air-condition

Party B have the right to use fresh air and air-condition in rental time, but they must apply for it one day before and pay the money for quoted price to Party A.

4.6 Animals

Reptiles fishes and birds and other animals are not allowed getting into exhibition center unless those commodities which are permitted. At the same time, Party B have to provide evidence that they have made preventive measures taking care those animals and get permitted by Party A. all animals entry into the hall must get examined by epidemic prevention department.

4.7 Balloon

Bringing balloons into the hall are not allowed unless get permitted by Party A . Party B need to afford all the cleaning fees themselves. Balloons fill with hydrogen are prohibited.

4.8 Establishment and service for disabled people

Exhibition center have lights bathroom telephone which are designed for disabled people. Permitted by Party A, disabled people can take their guiding dogs to center, but they must responsible for themselves.

4.9 keys

Party B need to pay deposit to part A for renting offices, and give back the keys of offices to Party A when expired. Under any situation, Party A can not making keys themselves. Installing or removing eternal locks is not allowed also.

4.10 Lost and found

Articles lost and found should inquire of security personnel's office. All Articles lost and found will be classified and kept for 30 days. Expire in 30 days, Party A determines the treatment way of articles by oneself, other people have no right to further demand these articles. Party A is not responsible for article not found within prescribed time-limit.

4.11 management expenses

Before entering the hall Party B should notify constructing company and transportation company to pay the management expense to Party A. Party A keeps the right to impose the management expense from constructing company and transportation company while building within the range of center. Party B apply on-the-spot service items in center, they need, prepay on-the-spot service charge and construct deposit. The types of payment are credit card, cheque or cash, etc.

4.12 Public parking area

Self-drive clients or visitors, should park according to command of security guards of Party A and pay and parking expenses.

4.13 Sign-desk

Party A offers the sign-desk to designated exhibition exhibitors and audience. Putting up the temporary sign-desk in the other positions of the public area in the center or around, Party B should be agreed in writing by Party A in advance.

4.14 Installation of the satellite receiver

If need install satellite receiver, Party B should put forward to relevant government departments and Party A to use and install satellite application of receiver six month before renting exhibition hall.

4.15 Dining and plants

4.15.1 There are designated catering and plants supplier in venue, without Party A's consent, any other suppliers can't manage this kind of business.

4.15.2 If customers require to buy the boxed meal outside, please fill in boxed meal application form then hand in Party A and meanwhile offer food hygiene licenses and boxed meal business license copies in advance.

4.15.3 The boxed meal can only be sent to the appointed place, got by oneself by the customer, the supplier can't enter the exhibition hall

4.16 Employee bus

Party A appoints the supplier to be responsible for the shuttle bus service of the center. Please fill in the application form if have need use exhibition regular bus described above and hand in Party A in 15 days before the exhibition opens.

4.17 Safety management of construction

Party B is responsible for construction safety management of exhibition or other activities. Party B must arrange for full-time security administrator responsible for safety management of transportation, construction and dismantling of exhibition or other activities. Construction company, exhibitors, transportation company must allocate one's own full-time safe administrative staff.

Order Forms

No.	Forms	Remark	Deadline	Page
1	Company Name for Stand Booth Fascia	★	Sept. 30, 2016	22
2	Standard Booth Facilities		Sept. 30, 2016	23
3	Building Approval for Special Stand Design	☆	Oct. 15, 2016	24
	Construction management fee & deposit	☆	Before Oct. 26, 2016	24
4	3-Phase Power & Compressed Air Supply	☆	Oct. 15, 2016	26
5	Additional Furniture Rental		Sept. 30, 2016	27
6	Electrical Appliances & Accessories		Sept. 30, 2016	28
7	Telephone & Internet		Oct. 15, 2016	29
8	Booth Service		Sept. 30, 2016	30
9	On-site Advertising Reservation		Sept. 30, 2016	31
10	Catalogue Entries	★ ☆	Sept. 30, 2016	32
11	Advertising in The Official Catalogue		Sept. 30, 2016	33
12	Exhibitors' Badges		Sept. 30, 2016	34
13	VISA Application		Sept. 1, 2016	34
14	Printed/Digital Entrance Tickets		Sept. 30, 2016	35
15	VIP Invitation		Sept. 30, 2016	36
16	Shipping Guideline			37

Item with remark “★ ☆” means all the exhibitors must fill in

Item with remark “★” means all the standard booth exhibitors must fill in

Item with remark “☆” means all the ground area booth exhibitors must fill in

Please return the forms to the designated organization after filling the form

1. Company Name for Stand Booth Fascias

Deadline: Sept. 30, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 76 Fax : +86-10-5321 6103

Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

Or submit it to your agent, who will present it to organizer.

This Form must be completed and returned by every exhibitor who applied for the Standard Shell Scheme Package. All Exhibitors who booked the standard shell scheme through the contract should fill – in the company name on the space below how it shall appear on the fasciae.

[1] English: Please Use Block Letters

[2] Chinese: Please Write Clearly

- ◆ If your fascia name details are not received by the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. “Limited=Ltd.”.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

2. Standard Booth Facilities

Deadline: Sept. 30, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Mr. Liu Yun Mobile: +86 13311855671 E-mail: 1224650541@qq.com

A. Stretched-out view of stand wall board

--	--	--

Left

Middle

Right

B. Stand surface map

Visitors Aisle

Please mark the position you want to arrange the additional facilities in the pictures

Facilities	Daylight Lamp	Spotlight	Power (Capacity)	Telephone	Water Source	Compressed Air
Symbols	A	B	C ____ AMP	E	F	G

Notice:

1. Please apply the additional facilities to the Official Stand Constructor of the hall that your booths in.

2. Facilities for standard booth:

One Information Desk

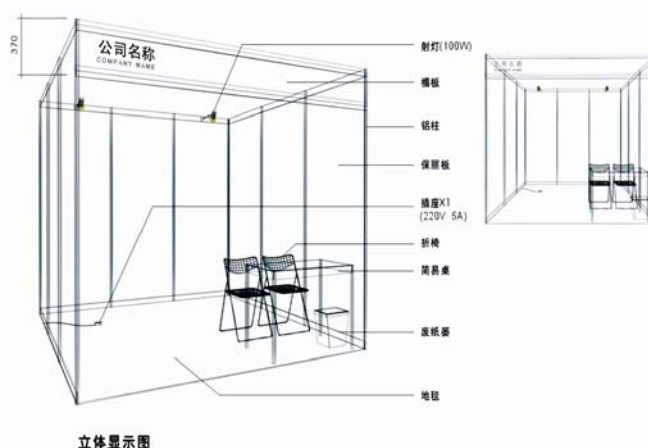
Two Chairs

Two Illuminating Lamps

One 220V/5A Electric Socket

Wall-to-wall Carpet inside Booth

One Waste Basket



Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

3. Building Approval for Special Stand Design

Deadline: Oct. 15, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Mr. Liu Yun Mobile: +86 13311855671 E-mail: 1224650541@qq.com

Exhibitor:			
Address:			
Contact:	Tel:	Fax:	
Email:		Signature:	Date:
Contractor:			
Address:			
Contact:	Tel:	Fax:	
Email:		Signature:	Date:
Apply power (A/3P)		Internet	

1. All the special stand exhibitors should fill in this form and mail or fax it to the official stand contractor.
2. Special stand exhibitors could choose other contractors, but should get the permission before moving in to the hall, and the design drawings should be approved.
3. Application of double-deck booth and the booth higher than 4.5m construction must be submitted one month before the opening of the exhibition (Oct. 8, 2016) to:
 HAH Consulting & Exhibition Co., Ltd. Shanghai
 Tel: 86-21-2890 6633/34/35 Email: hah@hahchina.com
 You can contact HAH directly for the application forms (www.hahchina.com).
4. Please pay the construction management fee and deposit to SNIEC before moving in (Please see the detailed information in the next page).

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

Construction management fee & deposit

1. Construction management fee is 25 RMB/m²/show period
Please pay it to the Official Stand Contractor before move-in.
2. Deposit:
Booth area ≤ 36 m²: 3000 RMB/show period
36 m² < Booth area ≤ 100 m²: 5000 RMB/show period
Booth area > 100 m²: 8000 RMB/show period
The deposit will return to contractor after tearing down the booth.
3. After paying construction management fee and deposit, you can buy the building-up badge at the price of 30 RMB for each.
4. All the booth design drawings should being approved by the official stand contractor on or before Nov. 15, 2016.
5. Please reserve the power supply to the official stand contractor.
6. The wiring layout should be checked by the official stand contractor before power connection.

4. 3-Phase Power & Compressed Air Supply

Deadline: Oct. 15, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Ms. Xiu Qing Mobile: +86 13817342560 E-mail: 2488660764@qq.com

Please fill in this form and mail/fax to related official stand contractor if you need the items, if not, skip it.
 All Ordered Items Must Be Marked on the Location Plan.

3-Phase Power			
Power	Unit Price (RMB)	Qty.	Price (RMB)
15A/380V	1500		
30A/380V	1800		
40A/380V	2100		
60A/380V	2700		
100A/380V	4100		
Total:			
Compressed Air			
	Air Supply	Unit Price (RMB)	Price (RMB)
(Contains 10m tube)	≤0.4M ³ /min.	4000	
Total:			

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 100% on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- Exhibitors can rent the Air Compressor through the Official Contractor only.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

5. Additional Furniture Rental

Deadline: Sept. 30, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Ms. Xiu Qing Mobile: +86 13817342560 E-mail: 2488660764@qq.com

Please fill in this form and mail/fax to related official stand contractor if you need the items, if not, skip it.
 All Ordered Items Must Be Marked on the Location Plan.

Additional Furniture & Fittings

No.	Item	Unit Price (RMB/show period)	Qty.	Price (RMB)
A01	Folding Chair	40		
A02	Meeting Chair	100		
A03	Black Leather Chair	100		
A04	Information Counter (100L×50W×75Hcm)	100		
A05	Square Table(70L×70W×80Hcm)	100		
A06	Round Table(70L Ø×80Hcm)	100		
A07	Rectangular Table(140L×60W×75Hcm)	150		
A08	Shelf (100L×30Wcm)	50		
A09	Wire Net (110L×90 Wcm)	50		
A10	Catalogue Holder (100L×50W×200Hcm)	300		
A11	Lockable Cupboard/Sideboard(70L×50W×75Hcm)	200		
A12	Short Showcase(100L×50W×100Hcm)	350		
A13	Tall Showcase(100L×50W×200Hcm)	500		
A14	Water Dispenser (Including 2 Buckets of Water)	200		

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 100% on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- The size of the items the forms may have a bit difference from the actual ones.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

6. Electrical Appliances & Accessories

Deadline: Sept. 30, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Ms. Xiu Qing Mobile: +86 13817342560 E-mail: 2488660764@qq.com

Please fill in this form and mail/fax to related official stand contractor if you need the items, if not, skip it.
 All Ordered Items Must Be Marked on the Location Plan.

Electrical Appliances & Installing

No.	Item	Unit Price (RMB)	Qty.	Price (RMB)
B01	Plasm Screen Television 42'	1300		
B02	Spotlight (100W)	100		
B03	Longarm Spotlight	100		
B04	shortarm Halogen Spotlight (50W)	100		
B05	Longarm Halogen Spotlight (50W)	100		
B06	Bull Eye Lamp (50W)	100		
B07	Down Lamp (100W)	100		
B08	Halogen (50W)	100		
B09	40W Daylight Lamp (1.2 m)	100		

- Ground area exhibitors must order the power for illuminating.
- The sockets are for standard booth exhibits only, not for illuminating.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 100% on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

7. Telephone & Internet

Deadline: Oct. 15, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Ms. Xiu Qing Mobile: +86 13817342560 E-mail: 2488660764@qq.com

Please fill in this form and mail/fax to related official stand contractor if you need the items, if not, skip it.

LDD	1200 RMB/Line/Period
DDD	1200 RMB/ Line/Period (1000 RMB for Deposit)
IDD	3000 RMB/ Line/Period (4000 RMB for Deposit)
1M Fiber-based Broadband	4500 RMB/ Line/Period

- Deposit will be returned after the show if the facilities are as before.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 100% on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- Telephone rates will be charged after the exhibition.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

8. Booth Service

Deadline: Sept. 30, 2016

Please return the form to:

Hall W1/W5: Shanghai New Trend Medium Co., Ltd.

Contact: Mr. Yu Lei Mobile: +86 18616338450 E-mail: 63301995@126.com

Hall W2/W3: Shanghai Harmony Advertising & Decoration Co., Ltd.

Contact: Ms. Xiu Qing Mobile: +86 13817342560 E-mail: 2488660764@qq.com

Please fill in this form and mail/fax to related official stand contractor if you need the items, if not, skip it.
 All Ordered Items Must Be Marked on the Location Plan.

Price for Booth Service

Item	Unit Price (RMB)	Qty.	Price (RMB)
Make Company Logo on Fascias, 200mm High, Self-adhesive Labels	300		
Make Company Logo on Fascias, 200mm High, Digital Ink Jet Print	500		
Ordinary Worker/Hour	200		
Booth Carpet Worker/Hour	200		
Booth Art Worker/Hour	200		

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 100% on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

9. On-site Advertising Reservation

Deadline: Sept. 30, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 76 Fax : +86-10-5321 6103

Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

Item	Price (RMB)/ Show Period	Remark	Qty.
Hanging Ad in Exhibition Halls (Ad ≤ 5sqm)	3,000/side+4,000 Hanging Point Fee	Qty. is limited	
Hanging Ad in Exhibition Halls (Ad > 5sqm)	600/sqm/side+4,000 Hanging Point Fee	Qty. is limited	
Movable Ad Outdoor Board (5m×8m)	18,000/pcs	Up to 9 pcs	
Movable Ad Outdoor Board (5m×4m)	10,000/pcs	Up to 18 pcs	

Notice:

- The quantity of the ads are limited.
- Please send or EMS the designed Advertisement CD to CEAC before the deadline.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied, the time and position of the ad are unwarrantable.
- Please make sure that all the charge is paid one week before the exhibition opening to:
 China Electronic Exhibition and Information Communication Co. Ltd
 China Merchants Bank, Beijing Branch. Wanshoulu Sub-Branch
 Account No.: 861382076910001
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

10. Catalogue Entries

Please email the below form to: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

Deadline: Sept. 30, 2016

Booth No.:

Company Name	(Chinese) (English)		
Address		Zip Code	
Contact		Cell Phone	
Tel		Fax	
E-mail		Website	
Company Introduction	(Chinese) (English)		
Main Products	(Chinese) (English)		
Product Classification (Multiple Choice, up to 3 optional)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> 02 Electronic Components <input type="checkbox"/> 0201 Resistors & Capacitors <input type="checkbox"/> 0204 Connectors/Switch <input type="checkbox"/> 0207 Diode/Triode/ Thyristor <input type="checkbox"/> 0210 Power Supplies/Battery <input type="checkbox"/> 0213 Resonators/ Oscillators/ Filters <input type="checkbox"/> 01 Electronic Materials <input type="checkbox"/> 05 Test & Measurement Instruments <input type="checkbox"/> 08 Lithium Batteries <input type="checkbox"/> 11 A/V & Digital Home Appliances </div> <div style="width: 33%;"> <input type="checkbox"/> 0202 Inductance/Transformers <input type="checkbox"/> 0205 Relay <input type="checkbox"/> 0208 Sensing Element/Sensors <input type="checkbox"/> 0211 Microwave Device <input type="checkbox"/> 0214 Power Device <input type="checkbox"/> 03 IC <input type="checkbox"/> 06 LED <input type="checkbox"/> 09 Portable Smart Terminal <input type="checkbox"/> 12 Others <u>(Please Specify)</u> </div> <div style="width: 33%;"> <input type="checkbox"/> 0203 Electro-acoustic Devices <input type="checkbox"/> 0206 Wire & Cable <input type="checkbox"/> 0209 PCB <input type="checkbox"/> 0212 EMC Device & System <input type="checkbox"/> 04 Electronics Manufacturing Equipment <input type="checkbox"/> 07 Panel Display <input type="checkbox"/> 10 Digital Product </div> </div>		
Products' Application Fields (Multiple Choice)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> 01 Electronic Product Manufacturing <input type="checkbox"/> 04 Computer and Peripherals <input type="checkbox"/> 07 Automotive Electronics <input type="checkbox"/> 10 Mechanical Engineering <input type="checkbox"/> 13 Aeronautics & Astronautics/ Defense Electronic </div> <div style="width: 33%;"> <input type="checkbox"/> 02 Industrial Control & Automation <input type="checkbox"/> 05 Consumer Electronics <input type="checkbox"/> 08 New Energy (Lithium /Wind/Solar) <input type="checkbox"/> 11 Security Electronics <input type="checkbox"/> 14 Medical Electronics </div> <div style="width: 33%;"> <input type="checkbox"/> 03 Communication/ Broadcasting Equipment <input type="checkbox"/> 06 Lighting & Display <input type="checkbox"/> 09 Railway Transportation <input type="checkbox"/> 12 Electricity <input type="checkbox"/> 15 Others _____ </div> </div>		
Company Type (Single Choice)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> 01 Manufacturer <input type="checkbox"/> 04 Research/Education/ Consultant <input type="checkbox"/> 07 Others _____ </div> <div style="width: 33%;"> <input type="checkbox"/> 02 Distributor <input type="checkbox"/> 05 Government/Association/Military </div> <div style="width: 33%;"> <input type="checkbox"/> 03 Design Company <input type="checkbox"/> 06 Media </div> </div>		

11. Advertising In The Official Catalogue

Deadline: Sept. 30, 2016

Company			
Contact		Tel	
Fax		Email	

Price for Advertisement

Please tick if appropriate	Position	Size	Price (RMB)
<input type="checkbox"/>	Outside Back Cover	210mm×285mm (Bleed size of full page (W×H))	15,000
<input type="checkbox"/>	Inside Front Cover		10,000
<input type="checkbox"/>	Inside Back Cover		8,000
<input type="checkbox"/>	Inside Pages		10,000-5,800

All the exhibitors are encouraged to insert their full-page advertisements in 4-colour in the Catalogue. Advertisements will be inserted in the catalogue as close as possible to your company's listing.

The payment will be made by a Bank Draft payable or by T/T to:
 China Electronic Exhibition and Information Communication Co. Ltd
 China Merchants Bank, Beijing Branch. Wanshoulu Sub-Branch
Account No.:861382076910001

Delayed payment may cause the entry unavailable.

Please save the advertisement as .jpg or .tif format, more than 300 dpi.

Email the document to: zhangxi@ceac.com.cn

And delivery the film to: Room 708, 49 Fuxing Road, Beijing, China, 100036

Authorized signature _____ AEES signature _____

Date _____ Date _____

12. Exhibitors' Badges

Deadline: Sept. 30, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 76 Fax: +86-10-5321 6103

Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

All the exhibitors should fill in this form, or you may get badges without any information of your company.

1. Please fill in the form below and email it to:

zhangxi@ceac.com.cn on or before Sept. 30, 2016

2. Getting the badges

If all the charges are paid, the exhibitors can get the badges when registration before the opening of the exhibition.

Name	Title	Company Name	Country or Region

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

13. VISA Application

Deadline: Sept. 1, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 27 Fax: +86-10-5321 6103

Email: maqun@ceac.com.cn Contact: Ms. Maureen Ma

14. Printed/Digital Entrance Tickets

Deadline: Sept. 30, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 76 Fax: +86-10-5321 6103

Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

1. You can send the entrance tickets to your customers thus they can visit your booth with it.
2. AEES & CEF are opened to professional visitors only, visitors under 18 are not permitted to enter during the exhibition period.
3. The Organizing Committee will provide entrance tickets for exhibitors as request.

Name of Exhibitor				Booth No.	
Contact		Title		Tel	
Mobile		Fax		Email	
Mailing Address					
Printed Ticket		We'd like _____ Tickets in Chinese _____ Tickets in English			
Personalized Digital tickets		Please provide the logo of your company, jpg or gif format			

Company: _____ Booth No.: _____

Contact: _____ Tel: _____ Fax: _____

15. VIP Invitation

Deadline: Sept. 30, 2016

Please return the form by Email to:

China Electronic Appliance Corporation (CEAC)

49 Fuxing Road, Beijing, China 100036

Tel: +86-10-5166 2329 ext. 76 Fax: +86-10-5321 6103

Email: zhangxi@ceac.com.cn Contact: Ms. Seekee Zhang

The organizing committee of AEES 2016 & 88th CEF will send invitations to leading buyers in the name of both the Organizing Committee and exhibitors.

Your nominee will receive VIP Invitation before the opening of the exhibition. They will enjoy:

1. One forum tickets (at the value of 500-1000 RMB), with which they can chose one forum to attend.
2. Early registration.
3. Use VIP rest areas freely, enjoy the drink and internet service.
4. One free show catalogue (at the value of 100 RMB).
5. 2-nights free hotel accommodation for exhibitors with 72m² booth (Must be approved by the Organizing Committee).

We ensure the information you provided will be strictly confidential.

Please fill in this from in order to invite your buyers. And email it to: zhangxi@ceac.com.cn

Name		Position	
Company Name			
Address			
Main Products			
PC		Tel	
City/Country		Fax	
Email			

16. Shipping Guideline

AEES / CEF 2016

SNIEC, Shanghai, China
Nov 8-10, OCT 2016

Dear Exhibitors,

We are pleased to announce that **BONDEX LOGISTICS CO., LTD.** has been appointed by the show organizer as the Official Freight Forwarder of this exhibition to be responsible for the freight service, on-site exhibits handling and customs clearance.

If you have any questions regarding freight forwarding matters, please feel free to contact,

BONDEX LOGISTICS CO., LTD.

Room 2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai 200080, China

Contacts

Mr. Henry Liu

Mobile : (+86) 15821678016

Tel : (+86 21) 5107 8887 x837

Fax : (+86 21) 6876 0433

E-mail: henry_liu@bondex.com.cn

Ms.Zoe Zhou

Mobile : (+86) 13524675460

Tel : (+86 21) 5107 8887 x833

Fax : (+86 21) 6876 0433

E-mail : zoe@bondex.com.cn

We wish you every success in the exhibition and look forward to seeing you in Shanghai.

Yours faithfully,

BONDEX LOGISTICS

Exhibitor Check-in Procedure

For Standard Booth Exhibitors

Please check-in with your booth confirmation on AEES & CEF registration counters at No.1 Entrance Hall (next to Hall W1 please refer the map on page 9).

For Ground Area Exhibitors

1. Please pay the construction deposit, floor management fee and electrical fee on Official Stand Contractor Counter at No.1 Entrance Hall

Hall W1/W5 Official Stand Contractor: Shanghai New Trend Medium Co., Ltd.

Hall W2/W3 Official Stand Contractor: Shanghai Harmony Advertising & Decoration Co., Ltd.

Construction Deposit:

Less than or Equal to 36 sqm: RMB 3000/show period/stand,

Above 36 sqm and Less than (or equal to) 100 sqm: RMB 5000/period/stand,

Above 100 sqm: RMB 8000/period/stand

Construction management fee: RMB 25 /m²

2. Please take the receipt of your deposit to buy the constructor badges (RMB 50/badge).

3. Unloading Vehicles

1) Getting the Entering Permission from the Official Stand Contractor

2) Getting the Unloading Permission at the South Square Badge Center or East Square Badge Center (P7 Parking lot, next to N5 Hall) with the Entering Permission and receipt of Floor management fee.

- Unloading Vehicle Permission: RMB 100/vehicle, RMB 300 for the deposit. Limited to 90 minutes, Overtime charge will be deducted from the deposit.

The Organizing Committee of AEES & CEF

Instruction on Real-name Authentication

For Ground Area Contractor and Transport Contractor

All the Ground Area contractors should follow the procedure of Real-name Authentication for Ground Area Contractor and Transport Contractor.

Please prepare the document below and go to Shanghai New International Expo Center (SNIEC) on or before Oct. 15, 2016.

If the person in charge of construction can not go to the SNIEC for the procedure, please entrust others to handle it and sign the Letter of Authorization (Appendix 3). All the forms should be original copy and with signature and common seal.

1. Original copy of the ID card (Second Version) of the person who is in charge of construction
2. Two copies of Item 1 (both front side and reverse side)
3. Two copies of Company's Business License (with common seal)
4. Real-name Authentication Form for Erection Contractor and Transport Contractor (Appendix 1)
5. Safety Commitment of the Erection Contractor (Appendix 2)
6. Letter of Authorization (Appendix 3).

Appendix 1

Real-name Authentication Form for Erection Contractor and Transport Contractor

(Please fill in the form in block letters)

Company Name:			
Company Address:			
Zip Code:		Tel(Including Area Code):	
Person in Charge of the Work:		His\Her Mobile Number (Their Unique Number)	
His/Her Identity Card No. (Second-generation Card, 18-digits)			
Email Address (The Unique Address)			
Person in Charge of the Site		His/her Mobile Number	
Person in Charge of Safety		His/her Mobile Number	
<p>Please transcribe in block letters the following text :</p> <p>I have fully understood the contents of the Safety Commitment. I am committed to strictly obeying the rules set out in the Safety Commitment. Should there be any quality, fire, or safety problems due to workers on behalf of whom I have applied for relevant permits and passes, I and my company shall bear all resulting economic and legal liabilities.</p> <p>_____</p> <p>_____</p> <p>_____</p>			
Company Seal:		Signature of Person in Charge of the Work:	
<p>Date: ____ / ____ / ____ (DD/MM/YY)</p>			

Return Receipt

Company Name:

Person in Charge of the Work:

Mobile:

(The following is to be filled in by SNIEC)

SNIEC Seal:

SNIEC Executive:

Date: ____ / ____ / ____ (DD/MM/YY)

Appendix 2

Safety Commitment of the Erection 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 Centre 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. 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.
3. 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.
4. 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.
5. 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.
6. 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”.

7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
9. During work execution, no action shall be carried out that may affect the structures and safety of the building.
10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.
11. 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.
12. 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 SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor:

Signature of the Person in Charge:

Date: ____/____/____(DD/MM/YY)

Appendix 3

Letter of Authorization

Company Name of Entrusting Party:

Address:

Designated Person of Entrusting Party:

Title:

ID Card (Passport) Number:

Name of Entrusted Party:

Sex:

ID Card Number:

Address:

Tel:

Mr./Ms _____ is entrusted by our company to handle real-name authentication at the Shanghai New International Expo Centre with delegated responsibilities and authority as follows:

1. To sign for and submit real-name authentication forms and on-site constructor passes obtaining required documents, forms and other materials, including but not limited to "Real-name Authentication Form", "Constructor Passes Application Form", "Safety Commitment of Erection Contractor", and "Safety Commitment of Transport Contractor".
2. To obtain the passes for constructors, report any loss of passes, and file for card replacement and other relevant matters.
3. To conduct other procedures that are related to real-name authentication and obtaining constructor passes.
4. The authorization effective duration of the authorization is from the date of signing of this document until the end date of the dismantling work of the exhibition.

The Entrusting Party recognizes that the activities, commitments, and actions of the Entrusted Party, and documents signed by the Entrusted Party within the above scope of authorization are effective, and will bear any possible legal consequences.

Client Signature of Entrusting Party:

Company Seal of Entrusting Party:

Signature of Entrusted Party:

Date: ____/____/____(DD/MM/YY)

Please also provide the ID card photo copies (front and back side, 2 copies) or passport photo copies (2 copies) of the Entrusting Party and ID card's original and photo copies (front and back sides, 2 copies) of the Entrusted Party.