



Exhibitors' Manual

Thanks for participating in the Seafood Expo. We hope the information in the manual will be helpful to your preparation work. To ensure your benefits, please read the manual carefully and fill related tables according to the requirements and fax to us before deadline.

If you have any doubt about the services we offered, please do not hesitate to contact us. We will try your best to offer guide or help to meet your requirements.

Expo Schedule

I. Location and Schedule of the expo

Check-in and Exhibition arrangement:	May 3, 2017	08:30-17:00	Tuesday
	May 4, 2017	08:30-17:00	Wednesday
Exhibition and Trade	May 5, 2017	09:30-16:30	Thursday
	May 6, 2017	09:30-16:30	Friday
	May 7, 2017	09:30-14:00	Saturday
Exhibition closing and withdrawal	May 7, 2017	14:00-16:00	Saturday

Location: Xiamen International Conference & Exhibition Center

II. Exhibitors' Manual

Exhibitors should register at the entrance of the exhibition hall with exhibition check-in certificate when enter into the hall on May 3 to May 4, 2017 and can only enter into the hall after collecting the exhibition card.

III. Booth construction

The organizer takes charge of the overall design and effects of the exhibition hall and exhibitors themselves should take charge of the internal decoration (including exhibition items, pictures, and words descriptions etc.) of each booth.

Exhibitors design and arrange themselves

1. Standard booth: the specification of the standard booth is 3m×3m, including three pieces of white board, company name riggle, one communication table, two chairs and two spotlights , 5A/200V power socket (please note for special electric power use and extra cost will be charged).
2. Open plot and decoration & construction: the open plot does not include above basic facilities in the standard booth. Exhibitors can choose the booth construction company designated by the organizer or choose other construction company to decorate specially (the building height of the special decoration should not be over 6m); exhibitors must obey the related regulations of the organizer and the government.

■ Construction management charges: international 6 dollars/m²/the exhibition period

Domestic 20 Yuan/ m²/the exhibition period and pay to Xiamen International Conference & Exhibition Center when handle the related procedures.



IV. Notices to exhibitors

2.1 Duties of Exhibitors

- 2.1.1 For order and benefits of exhibitors, the exhibitors should exhibit their showpieces during the exhibition period from May 3 to May 4, 2017; no exhibitor can withdraw the exhibition with any reason before May 4, 14:00, 2017.
- 2.1.2 Exhibitors must keep the hall as original; the organizer will charge makeup and repair expenses for damage due to exhibitors' cause.
- 2.1.3 Exhibitors should take charge of clearing the construction materials and waste out the site and take all their belongings out of the hall before 17:00, May 7, 2017; otherwise, the organizer has right to deal with the items left at the site and the expenses should be borne by the exhibitors.
- 2.1.4 Exhibitors should be responsible for the exhibiting safety of showpieces and there must be proper safety protection measures for any display that may cause hurt.
- 2.1.5 Exhibitors must guarantee that the showpieces will not produce harmful ray, air or noises like laser or poison gas during the exhibition.
- 2.1.6 During the exhibition period, though there are safeguards designated by the organizer, exhibitors still should be responsible for security of the showpieces and their own property; there should be personnel for each booth during the exhibition period and any loss and damage should be borne by the exhibitors themselves.
- 2.1.7 The exhibitors should assist the security check of the related security department.
- 2.1.8 During the exhibition arrangement and withdrawal period, if exhibitors need to work overtime, please report to the organizer before 15:00 of the day.

2.3 Transportation of showpieces

- 2.3.1 If exhibitors have vehicles to transport the showpieces, please follow the red routine in the traffic line chart (the best driving line) to the exhibition hall.

Xiamen Bridge Inbound Line (Xiamen Bridge-Jiahe Road-Jichang Road-Huandao Road-The exhibition Hall)

Haicang Bridge Inbound Line (Haicang Bridge-Xianyue Road-Jinshang Road-Lianqian Road-The exhibition hall)

Above lines are in common use for any time; while the there are comparatively less traffic lights for Xiamen Bridge inbound line.

Remark: Trunks are prohibited to pass through the central lines of Xianmen City from 07:00 to 19:00.

- 2.3.2 Please contact Shuanglianda Conference & Exhibition Service Company of Xiamen International Conference & Exhibition Center for issues related to transportation of showpieces.

Contact Tel: 0592—5959233, 5959234 Contact person: Pengju Wu 13906036498

2.4 Responsibilities

- 2.4.1 The organizer and sponsor have no responsibilities to loss due to loss, robbery, fire and hurt to people or property of any nature. There are guards on duty for 24 hours but they have no responsibilities to loss.
- 2.4.2 Exhibitors should compensate to the organizer for loss due to cause of exhibitors or due to its participating in.
- 2.4.3 The organizer has no responsibilities to direct or indirect loss, damage and hurt to person or property of exhibitors

and its agent and employees.

2.4.4 The organizer has no responsibilities to loss, damage, delay or cancellation for any force majeure which leads to that the organizer cannot hold the exhibition or cannot hold the exhibition at the original place at noted time. Related expenses that exhibitors have paid to the organizer will not be returned.

2.4.5 If exhibitors announce to withdraw after confirming participating in, all the expenses that they have paid to the organizer will not be returned. Exhibitors must notify the organizer in writing if they mean to withdraw the expo so as that the organizer can rearrange the original booths. Exhibitors has not right to ask for refund or put forward other requirements.

2.4.6 Contents of list of exhibitors should be provided by exhibitors and the organizer and the sponsor have no responsibilities to mistake or missing of the list of exhibitors.

2.4.7 The organizer and its sponsor have no responsibilities to loss, damage and delay during the transportation of showpieces (including transportation, carrying and declaration. Exhibitors should apply sufficient transportation insurance.

2.5 Others

2.5.1 Medical services

Exhibitors should take medicines themselves for a rainy day.

2.5.2 Insurance

Exhibitors have responsibilities to apply for insurance to prevent the organizer, the sponsor and their employees and agent from economic loss, compensation and personnel hurt for exhibitors' cause.

2.5.3 Third party liability insurance

Exhibitors should apply for third party liability insurance and confirm that the organizer is covered.

V. Management and application of booths

1. Please obey the management rules of the exhibition hall, keep the exhibition order and concern facilities inside the exhibition hall to create safe, civilized, comfortable exhibition atmosphere.
2. Please keep your belongings well from opening to closing time of the exhibition hall (including exhibition arrangement, opening and withdrawal period) to avoid loss and damage.
3. The special decoration for the booth should be moved to the exhibition hall after it has been finished; it is prohibited to saw, shave, drill, weld, rivet and paint in the exhibition hall.
4. Please do not use the facilities and items in the exhibition hall without permission and it is prohibited to set up electric circuit or water supply.
5. Please carve, paste or hang showpieces or other weight items at the exhibition board; please do not hang items at the ceiling of the exhibition hall as desired; it is prohibited to nail or paste on wall, ground and pillar in the exhibition hall.
6. Please keep the volume of the sound at the booth below 50 decibel to prevent disturbing others.
7. Please withdraw the showpieces at the required time of the organization committee ; all the hangings and posters by exhibitors should be removed and cleaned by the exhibitors; please contact to lease garbage or handle checking procedures at the service counter of the exhibition hall in advance if their showpieces need to be stored temporarily or consigned.

VI. Transportation of showpieces

I. Domestic transportation agent: Xiamen International Conference & Exhibition Center Co., Ltd.

Add: Xiamen International Conference & Exhibition Center, #198, Huizhan Road, Siming District, Xiamen

Postal code: 361008

Tel: 0592-5959233

Fax: 0592-5959239

Contact person: Pengju Wu

1. **Receiver: Xiamen International Conference & Exhibition Center Co., Ltd.**

Contact person: Pengju Wu 13906036498

Contact Tel: 0592-5959233

Transportation requirements:

Packing mark” the 12th China International (Xiamen) Seafood Expo

A. Mark: “name of exhibitors”, “exhibition hall and booth Number.

2. Service items and expenses(Contact person: Pengju Wu 13906036498 Contact Tel: 0592-5959233)

Price List of Site Service at the exhibition hall

I. Leasing services

1. Stand part: (Unit: Yuan/term)

Name	Specification	Unit	Rent	Deposit	Remark
B-type double-groove flat aluminum	50(W)*950(L)mm	piece	30	50	
D type double-groove flat aluminum	50(W)*2435(L)mm	piece	30	50	
E type double groove flat aluminum	50(W)*2930(L)mm	piece	30	50	
F type double groove flat aluminum	50(W)*3920(L)mm	piece	30	50	
Small hole profile	2480(L)mm	piece	50	50	
A type exhibition board	2400(H)*475(W)*3mm	Piece	30	100	
B type exhibition board	2400(H)*970(W)*3mm	Piece	50	100	

2. Exhibition facilities part: (Unit: Yuan/term)

Name	Specification	Unit	Rent	Deposit	Remark
Communication table	650(L)*650(W)*680(H)mm	Piece	80	Black cover	
Information counter	974(L)*474(W)*760(H)mm	Piece	80	Black cover	
Collapsible table	600(L)*600(W)*700(H)mm	Piece	40	Black cover	Drawer 30 Yuan each
Chair		One	30		
980# side chair		one	25		
Face plate and supporting frame	990(L)*300(W)*12mm	set	30	50	
Glass cabinet(high)	1000(L)*500(W)*2500(H)mm	piece	200	200	
Glass cabinet (medium)	500(L)*500(W)*2000(H)mm	piece	200	200	
Glass cabinet (low)	1500(L)*500(W)*1000(H)mm	piece	200	200	
Shelves	100(L)*30(W)* 190(H)mm	piece	150	400	
Stepped stand	Zinc plated material(three layers) 900(bottom wide) *900 (high)mm	set	100	200	
Glass round table		Set	200	200	With four chairs
Telescopic fence		Piece	50	200	
Stand cover sheet		piece	15	50	
Material shelves	300(W)*1480(H)mm , eight partitions	piece	30		
Water dispenser	Including one mineral water bottle and 50 paper cups	Set	300	200	

3. Electric appliances: (Unit: Yuan/day)

Name	Specification	Unit	Leasing price(including power rate)	Deposit
Freezer (horizontal type)	220L	Set	100	1000
Freezer (vertical type)	326L	Set	100	1000

4. Project service items:

Service items	Specification	Unit	Rent (Yuan/term)	Power rate(Yuan/day) or remark
Low power lighting or power	5A/220V Single phase	Piece/time	100	15
	5A/220V Single phase		100	25
	10A/220V Single phase		150	40
	16A/220V Single phase		100	35
	5A/380V Three phase		100	80
	10A/380V Three phase		300	125
	16A/380V Three phase		400	250
High power lighting and power	32A/380V Three phase	Piece/time	600	500
	63A/380V Three phase		800	600
	80A/380V Three phase		1000	800
	100A/380V Three phase		1200	950
	120A/380V Three phase		1600	1250
Spot light 100W	350mm Leg length 350mm	One/term	50 (deposit50)	
Standard gas power	0.09m ³ /min,6kgf/cm ²	Set/term	700	Including installation expenses
Standard water supply	15mm	Set/term	1000	Including installation and water supply cost

Hydraulic lift		Set/hour	200	Including service cost and it will not be leased for time less than half an hour.
Remarks: 1 supply power as 8 hours per day; please note in advance if there is 24 hours' power demand and the extra power cost will be charged. 2. Please put forward 15 days earlier for non-standard power, water and gas supply.				

5. Communications and network services

Name	Unit	Unit price(Yuan/exhibition term)	Deposit (Yuan/exhibition term)
Local call	Set	200(telephone installation fee+ local call expenses)	200 (deposit)
Domestic call		200(telephone installation fee+ local call cost)+ domestic long-distance call cost	300 (telephone set, long-distance call cost deposit)
International long-distance call		200 (telephone installation fee+ local call cost)+ international long-distance call cost	1000(telephone, long-distance call cost deposit)
IP	piece	250(IP installation fee + charges for access to internet)	

II. Transportation and unloading: unloading for container goods (unit: RMB Yuan)

charges type	item		
	normal goods	Normal machinery equipment	Machinery equipment
20'	300	400	750
40'	650	800	1500

1. Other items

Item	Price	
fork trunk loading and unloading fee(from unloading platform to booth)	80 Yuan per ton(or m ³ , or as bulky)	
crane unloading fee	120 Yuan/time each ton(m ³ , or as bulky), count as 2 tons or 2m ³ , or piece is not up to 2 tons or 2 m ³ .	
Bulk cargo carrying(from unloading platform to booth)	Below 50 kg	10 Yuan/piece
	50-100kg	25 Yuan/piece
	100-500kg	50 Yuan/piece
	500kg-1000tons	80 Yuan/piece
	Over 1000tons	80 Yuan/tons
Storage expenses	20 Yuan/m ³ /day(count as 1 m ³ for the one is not up to 1m ³)	
Rent for hydraulic car	60 Yuan/hour(lease at least half an hour and 30 Yuan/half an hour)	
Rent for trolley	40 Yuan/hour(lease at least half an hour and 20 Yuan/half an hour)	
Rent for large trolley	60 Yuan/hour(lease at least half an hour and 30 Yuan/half an hour)	
Rent for hammer	5 Yuan/one/half day	
Rent for unpacking hook	10 Yuan/one/half day	

III. Site services

Item	Price
Booth reconstruction	10 Yuan/booth(not including exhibition facilities leasing and materials fees)

Booth putting up	40 Yuan/booth(not including exhibition facilities leasing and materials fee)
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- Note: 1. please refer to site announcement for price change without further notice.
 2. Please book in advance since the quantity of part of exhibition facilities is limited.
 3. Please refer to www.xicec.com for figures of physical objects.

VII. Leasing services

Exhibitors can lease furniture/electrical appliances/goods/flowers/carvings and business services from **Xiamen International Conference & Exhibition Center Co., Ltd.** according to requirements of showpieces and business, please contact: **Xiamen International Conference & Exhibition Center Co., Ltd.** for details.

VIII. Introduction to facilities in the exhibition hall

1. Business center: offer high-quality convenient services, such as computer words treatment, telephone, fax, copy, letter carving and international internet services.
2. VIP Room/Meeting Room: hold various types of professional discussions and new products introduction meetings.
3. Dining facilities: nearby snack bars and bar counters can provide fast food, dessert, bento and drink.

IX. Invitation to professional audiences

The organizer will send over 120000 visit tickets to targeted visitors by posting or gifting or presenting in magazines. If exhibitors mean to invite their own customers to the expo, please fill the attached list and send to the organizer so that the organizer can send visit tickets in time.

X. Reception hotel

Please find more information in WWW.FISHEXPO.CN

XI. Important suggestions

Exhibitors must pay off all the exhibition expenses before April 10, 2017; it will be regarded as automatic abandonment and related exhibition services will not be offered.

Account Name: Xiamen Sino-show Century Business Exhibition Co., Ltd.

Opening Bank : Agriculture Bank of China Xiamen Hongye Branch

Account No.: 40350 001 040 008 322

XII. Handle booth special decoration & construction procedures

- I. The arrangement rule of each professional hall (exhibition area) should follow overall arrangement planning and requirements of the exhibition hall and overall arrangement will be planned and implemented by the conference & exhibition center.
- III. Arrangement notices:
 1. All the arrangements must be in accordance with the requirements of Exhibition Hall Fire Protection Regulations.
 2. Without confirmation of conference & exhibition center, exhibition facilities are not allowed to move in key exhibition area and normal special decoration unit and exhibition facilities are not allowed to bring out the exhibition hall when the exhibition is withdrawn.
 3. Booths and matched exhibition facilities constructed by the organizer should not be disassembled without permission and it is prohibited to saw the aluminum materials and board or paint, nail and mount the board in large area.
 4. Exhibitors arrange exhibition at the belonged booths and the layout of showpieces should be orderly and give prominence to the key points.

IV. Making and Modification of riggle

1. The original materials for words on the riggle in each booth are from backup sheet of exhibitors. The words will be made by unitedly after reviewed and summarized by the organization committee and exhibitors should not change the contents without permission. Please follow following procedures to modify or remake if there is making mistake or special decoration requirement:
2. Apply to the organization committee, and the organization committee will review and open statements and certificate not opened by the organization committee is invalid. If the original materials of riggle are correct but there are mistakes during the making process and no extra cost will be charged; modification not for cause of making, extra words making expenses will be charged.

XIII. Security and fire protection regulations for the exhibition hall

1. Exhibitors must wear certificates for each stage issued by the organization committee unitedly and enter into the hall with the certificate and they will not be allowed to enter into the exhibition without the certificate.
2. The principal of exhibitors must be fire fight protection person responsible of each booth and follow the fire fight protection duties under Fire Control Law of the PRC and take charge of fire safety for each booth.
3. The arrangement plan, and materials for decoration must be approved by the organization committee and the construction must conform with the requirements strictly.
4. Personnel of exhibitors should be aware of the location of escape route, internal fire hydrant, extinguisher and manual alarm.
5. The exhibition arrangement must ensure the smoothness of the escape route and safety exit; the escape guidepost and internal fire hydrant and automatic alarm should not be blocked and it is prohibited to pile up items at the fire roller shutter door.
6. It is prohibited to smoke in the exhibition hall; open fire and electrical appliances are not allowed to use; it is prohibited to bring hazardous articles to the exhibition hall. Report the fire work to the exhibition hall for approval and start the fire work after being approved.
7. It is prohibited to use open fire, gas, alcohol and thinner these highly volatile solution to conduct cleaning work.
8. Exhibitors should try to choose non-combustible or fire retardant materials and please paint fire retardant materials for twice in advance outside the exhibition hall if timber is applied. Keep a safety separation from lighting devices and electrical elements and combustible materials.
9. Please clear the waste at each booth in time and it is prohibited to set up garbage or storage room.
10. The vehicles for transporting showpieces must be parked at the designated location and follow the guide and management of related personnel.
11. The materials sent out during the exhibition period should be without anti-Chinese contents and the distribution of souvenir and materials should be in order, which should not affect the visit of visitors and normal order of surrounding booth and exhibition hall.
12. One can only take items out with the united item carrying certificate and take out after being checked by guards.
13. Exhibitors can put fire protection safety inspection into effect, find out and clear fire threat in time.
14. Organize to put out as soon as being aware of the fire and start the manual alarm and dial “119” for fire police.
15. Exhibitors should enter into the exhibition area in time and there must be personnel when the exhibition is opened and leave the exhibition hall after the site clearing personnel arrive at the exhibition area when the exhibition hall is closed or it will be at their own risks.
16. Exhibitors must follow laws of People’s Republic of China and maintain the safety order of the exhibition hall. To ensure the success of expo, personnel at each booth please follow the regulations carefully.

Receipt of Exhibition Issues

No.	Contents	Whether require fax reply	Deadline	Check	Page
01	Free words introduction in the journal	Must reply	April 15, 2017	<input type="checkbox"/>	10
02	Standard contents of booth riggle	Must reply	April 15, 2017	<input type="checkbox"/>	11
03	Journal advertisement collection	Reply as needed	April 15, 2017	<input type="checkbox"/>	12
04	Exhibition hall advertisement collection	Reply as needed	April 15, 2017	<input type="checkbox"/>	13
05	Product briefing/technology communication conference collection	Reply as needed	April 15, 2017	<input type="checkbox"/>	14
06	Professional invitation letter	Reply as needed	April 15, 2017	<input type="checkbox"/>	15

Note: please reply the receipt to the organizer by deadline to prevent effect to normal work. Thanks for your cooperation.

Receipt 1

★ Free words introduction in the Journal

Exhibitors have a phase of words introduction free of charge in the journal of the expo. Please send to the organizer by e-mail after confirming (E-mail: amoyzzce@163.com). Deadline: April 10, 2017

Name (Chinese): _____

Name (English): _____

Add: _____ Postal code: _____

Contact person: _____ Tel: _____ Fax: _____

Website: _____ E-mail : _____

Company profile or product materials

English (not over 300 words):

Chinese (not over 300 words)

Note: please contact office of the organizer for unmentioned issue.

Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592-3984166 E-mail: sinoshow@vip.163.com

Receipt 2

★ Standard contents of booth riggle

The organizer will print the Chinese name and English name of exhibitors who choose standard booth at the riggle of the booth free of charge for visitors' inquiry. Please fill the following table completely and clearly and send to the organizer by fax or e-mail before the deadline.

Deadline: April 15, 2017

Please fill the contents of riggle at following tables:

Chinese words on the riggle

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

English words on the riggle

1. The contents should not over 20 characters;
2. Please attach the requirement and fax if there is special requirement for making of the riggle.
3. Please fill the requirement at following blank if you have any special requirements for booth layout and the organization committee will strive to meet your requirements.
4. Please notify the organizer in advance if exhibitors do not need the riggle words or surrounding exhibition boards and site removing or construction will be charged.

Special requirements for booth layout: _____

Exhibitors: _____

Tel: _____ Fax: _____ Contact person: _____

Note: please contact office of the organizer for unmentioned issue.
Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592-3984166 E-mail: amoyzzce@163.com

Receipt 3

★ Advertisement collection for the journal

The journal advertisement will assist to seek your customers after expo; besides sending in large quantity during the expo, the journal will also be sent to professional personnel who do not participate the conference by various channels and they can make use of the journal to inquire contact information and service contents; the price for advertisement:

<input type="checkbox"/> Cover 2	210 mm ×285 mm	¥10000 Yuan
<input type="checkbox"/> Cover 3	210 mm ×285 mm	¥8000 Yuan
<input type="checkbox"/> Titlelist	210 mm ×285 mm	¥9000 Yuan
<input type="checkbox"/> Back cover	210 mm ×285 mm	¥12000 Yuan
<input type="checkbox"/> Color inside page	210 mm ×285 mm	¥ 5000 Yuan
<input type="checkbox"/> White and black inside page	210 mm ×285 mm	¥ 3000 Yuan
<input type="checkbox"/> White and black characters	210 mm ×285 mm	¥ 1000 Yuan

Note: 1. please provide separation films for color advertisement that are color separation figures and color typing sample;

2. Pay 300 Yuan as cost if design is finished by the organizer;

3. The organizer will print the advertisement to the journal only after the exhibitors pay off the advertisement expenses before the deadline.

Journal advertisement receipt (deadline: April 15, 2017)

Exhibitors: _____

Tel: _____ Fax: _____ Contact person: _____

Advertisement choosing: _____

Advertisement expenses: _____ Paying date: _____

Seal of unit

DD MM YY

Note: please contact office of the organizer for unmentioned issue.

Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592—3984166 E-mail: amoyzzce@163.com

Reception 4

★ Advertisement collection for exhibition plaza

Xiamen International Conference & Exhibition Center Plaza is the best place for publishing outdoor advertisement and optimum choice for strengthening enterprise and brand image propaganda. The specific contents and collecting methods are as follows:

No.	Item code	Item	Specification/location	Unit	price/exhibition period(Yuan)	Remarks
1	E101	balloon	The diameter is 3m, the scroll is 15m long × 1m wide Outdoor open space	pcs	5,000	limit to 16ones
2	E102	Lantern ball	The diameter is 5m, the scroll is 15m long × 1m wide Outdoor open space	pcs	25,000	Limit to 4
3	E103	Tetra-pyramid	The sloping side is 10.5m, the bottom side is 8m, the rectangle is 9.8m, outdoor plaza	pcs	50,000	Limit to 3
4	E104	Roman order	The span is 20m×10m high exhibition door	pcs	35,000	Limit to 2
5	E105	Road flag	1.5m high×0.45m walking route inside the plaza	pcs	300	Limit to 200
6	E106	String flat	20 flags each row and each one is 1m×1.5m and outdoor plaza sky	row	10,000	Limit to 10 rows
7	E117	Advertisement boards	4m long × 3m high, at the entrance for visitors	pcs	5,000	Total 3 pcs
8	E130	Overhead dancing star	5m high besides the green land of outdoor plaza	pcs	8,000	Limit to 2
9	E131	Cartoon inflatable articles	8m high, outdoor plaza	pcs	20,000	limit to 1
9	E132	Rainbow archway	Outdoor plaza	pcs	6,000	limit to 5

Note: 1.To guarantee the publish and making quality of the advertisement, please provide advertisement sample and sign contract before the advertisement is published; the cost should be paid off in two days upon signing of the contract.

2. To guarantee the making effect and safety, self-contained carrier and advertisement items will not be accepted and the making will adopt stencil film print and the color is in three colors at most and there is no shaded color and figures. Extra cost will be charged for spraying.

3. Balloon and Roman order these advertisement items will be stopped if there is high wind(over 4 classes) these force majeure; if the stopping is over two days(not including two days), the expenses will be refunded as loss day × average daily advertisement fee × 40% and if it is within two days, the advertisement cost will not be refunded.

4. The charging standard including following expenses: (1) site occupation fee (2) publish and installation fee (3) advertisement making fee

Receipt of plaza advertisement (deadline: April 15, 2017)

Exhibitor: _____

Tel: _____ Fax: _____ Contact person: _____

Advertisement type: _____

Advertisement cost: _____ Date of paying: _____

Seal
DD MM YY

Note: please contact office of the organizer for unmentioned issue.

Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592—3984166 E-mail: sinoshow@vip.163.com

Receipt 5

★ Product briefing and technology communication meeting

To improve enterprise brand, exhibitors can apply to hold new products briefing and technology communication meetings at the same period, please choose your required time at following table.

Receipt of Product briefing/technology communication meeting (deadline: May 10, 2017)

	May 22	May 23	May24
09:30-10:30			
11:00-12:00			
14:00-15:00			out of choice
15:30-16:30			out of choice

1. Topic of product briefing/technology communication meeting: _____

2. Company name: _____

3. Briefing/communication meeting (language): _____ lecturer: _____

4. Expected audience number: _____ Target audience : _____

Expenses including (9800 Yuan/scene)

1. The meeting has a capacity of 50 to 80 persons.
2. Be able to offer microphones/projector these related facilities.
3. Publish the schedule and topic of the product briefing on the journal, expo website and other related materials.
4. Place advertisement board of technology communication/product briefing at the exhibition hall and holding location.

Remarks:

1. The expenditure should be paid before April 15.
2. The full contents of the communication meeting/briefing should be handed to the organizer before May 10; otherwise the organizer will not keep the reservation.
3. The organizer has right to refuse to activity application which conflicts with other meetings or the contents are irrelevant to the expo.

Company name: _____ Booth No.: _____

Contact person: _____ Tel: _____ Fax: _____

Seal (signature): _____ Date: _____

Note: please contact office of the organizer for unmentioned issue.

Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592—3984166 E-mail: sinoshow@vip.163.com

Receipt 6

★ Application to invitation letter for professional visitors

The organizer will implement overall and active propaganda plans to ensure that the showpieces and services of exhibitors can absorb more customers; we simultaneously encourage exhibitors prompt themselves and send the invitation letter to professional visitors to absorb present and potential customers. It is the successful experience of exhibition industry.

Each booth enjoy 100 free invitation letters for professional visitors and please choose “√” if exhibitors need to increase the number of the invitation letter.

- We need 100 invitation letters for professional visitors
- We need _____ pieces invitation letters for professional visitors

Please send invitation letters to us as following address:

Unit Name: _____

Full address: _____

_____ Postal code: _____

Contact person: _____ Tel: _____ Fax: _____

Remarks: _____

Note: please contact office of the organizer for unmentioned issue.

Tel : (+86) 0592-5078295 5078149 Fax: (+86) 0592—3984166 E-mail: amoyzce@163.com