



## FOREWORD

Dear exhibitors,

Thanks for attending the 45<sup>th</sup> China International Furniture Fair (Guangzhou) (CIFF), which will be held at the China Import & Export Fair Complex. The CIFF will be held in the exhibition hall of the Canton fair on July 27, 2020. There will be domestic furniture exhibition and office environment exhibition in this expo, and the 2020 Guangzhou international furniture production equipment and ingredients exhibition will be held at the same time

In order to serve all exhibitors perfectly and betimes and ensure this fair to reach consummation in good order, the organizer specially publishes this Service Manual for exhibitors.

Please read through this Service Manual carefully, so that you can be familiar with the preparations for this Fair. China Foreign Trade Guangzhou Exhibition General Corporation reserves the final explanation rights of this Service Manual.

If you want more assistance and detail information, please contact the organizer or the appointed agency. You can also contact the on-site service office during exhibition period.

Wish your company great success!

The 45<sup>th</sup> China International Furniture Fair (Guangzhou)

2020.04

### Flow Chart of Participation for Exhibitors

Procedure	Remark
Apply for a booth.	Visit our official website: <a href="http://ciff.fairwindow.com">ciff.fairwindow.com</a> to download the application forms and fax or email the completed application forms together with your business licenses to our relevant contact persons.
Confirm the booth after paying the deposit.	
Receive the relevant information for participation.	The host will send Vehicle Badges, Invitations and Booth Confirmation by courier.
Transport the exhibits.	Refer to the Exhibitor Manual.
Construct the booth. (Raw Space, Standard Booth)	Submit the drawing verification information and Application for Use of Electricity to the official contractors according to the requirements of the Exhibitor Manual.
Pay the balance for booth.	
Receive the badges for admission (Exhibition Preparation Badge, Exhibitor Badge).	Submit the information such as the Receipt for Raw Space Construction Management Fees and apply for the Exhibition Preparation Badge according to the requirements of the Exhibitor Manual.
Arrange booth and put exhibits in place.	
Attend the exhibition.	On-site Talks
Move Out.	Refer to the Exhibitor Manual for the specific move-out schedule.
Receive the Exhibit/Sample Release Slip.	
Move out the exhibits, samples and display racks.	

No.	Description	Received by	Deadline	Page
A1	Application for Temporary Service Personnel(To be returned if necessary)	Host	Subject to the dates specified by the service providers	66
A2	On-site Activity Collection Form(To be returned if necessary)	Host	June 22, 2020	67
A3	Hotel Reservation Form(To be returned if necessary)	Hotels	Subject to the dates specified by the hotels	68
B1	Booth Fascia Board Form(To be returned if necessary)	Official Contractors	June 28, 2020	31
B2	Booth Facilities Location Form(Required to be returned)	Official Contractors	July 5, 2020	32
B3	Application for Rental of Exhibition Appliance(To be returned if necessary)	Official Contractors	July 5, 2020	33
B4	Raw Space Fitting-out Form(Required to be returned)	Official Contractors	June 28, 2020	37
B5	Application for Use of Electricity(Required to be returned)	Official Contractors	June 28, 2020	42
B6	Application for Telephone(To be returned if necessary)	Official Contractors	June 28, 2020	43
B7	Safety Responsibility Agreement(Required to be returned)	Official Contractors	June 17, 2020	44
	Construction Registration Form(Required to be returned)	Official Contractors	Before construction at site	27
	Authorization Letter for Consignment(To be returned if necessary)	Official Contractors	According to forwarders' requirements	51
	Receipt for Customs Declaration of Exhibits(To be returned if necessary)	Official Contractors	According to forwarders' requirements	52
	Receipt for Quarantine of Wood Packing(To be returned if necessary)	Official Contractors	According to forwarders' requirements	53
	Exhibit List(Required to be returned)	Official Contractors	June 24, 2020	54

## Special Tips

The fascia writing will be produced according to the Chinese and English names in the Exhibition Confirmation Form. In case of any changes, exhibitors shall contact the official contractor by themselves.

All the constructors that undertake the raw space construction are required to apply for the raw space constructor qualification certification of China Foreign Trade Guangzhou Exhibition General Corporation. Please visit [www.fairwindow.com](http://www.fairwindow.com) or [www.ciff-gz.com](http://www.ciff-gz.com) for detailed information.

All builders must buy the Exhibition Liability Insurance or similar insurance.

Please keep an eye on time changes and move in and move out on schedule. Refer to the General Information for the specific move-in/move-out time and the Notices.

All raw space builders shall pay the management fees for raw space booth construction based on the charge rate of the China Import & Export Fair Complex (RMB20/m<sup>2</sup>), the Nan Feng International Convention & Exhibition Center(RMB15/m<sup>2</sup>), which shall be collected by the official contractor and then handed over to the Complex.

Exhibitor's Chinese and English company name in the Invoice will be written on the fascia board. Please contact with the official contractor if the name changes.

Please pay attention to the schedule change for timely move-in and move-out. Refer to the General Information and Notices for move-in and move-out time in details.

It is required to strictly implement the Rules on Security Management for Exhibition and the Requirements for Booth Construction. The Organizer shall deduct the construction deposit for the violator.

Related badges shall be applied for in the designated place on July 23-26, 2020.

No show is allowed in any form in or around the booth during the exhibition. The volume of the audio promotion and performance is not allowed to exceed 60 decibels.

Adjustment is made for the 45<sup>th</sup> CIFF Vehicle Badges, which are divided into Exhibit Vehicle Badges and Construction Vehicle Badges, one vehicle one badge. Refer to the instructions on the Vehicle Badges for details.

On-site Security Considerations:

1. Thefts may often occur in the exhibition due to many visitors. All exhibitors shall take care of their personal belongings and exhibits. All halls may provide free computer lock services. The exhibitors with computers can contact our Security Office.

2. All booth security personnel employed by exhibitors shall obey the Organizer's management and are not allowed to hinder the on-site safety and fire control personnel entering the booths for inspection.

Exhibitors should note that there's no truck lanes on the 2F, 3F and 4F in Area C. All goods should be transported by elevators (2.3m(wide)x3. 8m (deep) x2. 4m(high)).

The maximum point of the booth construction material is prohibited to exceed the specified ceiling height. (Ceiling height for booth construction in Area C is 4.5m. No double-decker booth is allowed in Area C).

With the printed confirmation letter or electronic QR code after pre-registering on the website or wechat, visitors can have direct access into the venue.



## **The Initiative on “Green Exhibition”**

### **-----Create a Green Exhibition, Implement Green Development**

All Exhibitors and Builders:

In order to thoroughly implement the spirit of the 18th and 19th CPC National Congress, further promote the comprehensive resource conservation and recycling, reduce the energy and material consumption, improve the utilization and regeneration of resources and create the green CIFF, the 45<sup>th</sup> CIFF strongly advocates the concept of “green exhibition”. All exhibitors and builders shall strengthen the construction of green CIFF from the aspects of green move-in, green participation and green move-out and finally achieve the goal of “green exhibition”.

#### **(I) Green Move-in**

Exhibitors shall use the non-toxic, harmless, recyclable and eco-friendly materials. The main frames shall be of profiles (steel structures, aluminum profiles). No special board waste shall be generated. No paint or lime wash shall be used. The eco-friendly and energy-efficient lamps shall be used for booth lighting.

#### **(II) Green Participation**

1. Exhibitors are encouraged to use green exhibition appliance and equipment that meet national environmental standards to achieve green participation.
2. Exhibitors are encouraged to use the recyclable or degradable packaging materials to reduce the impact on the environment.
3. Exhibition personnel are encouraged to attend the exhibition by public transport as much as possible to achieve green commuting.
4. Control the light and noise pollution during the exhibition to create a comfortable environment for negotiation.
5. Implement waste sorting and recycling to reduce the amount of waste.

#### **(III) Green Move-out**

1. Comply with the state safety production laws and regulations, strictly enforce the operating procedures and operate according to rules and regulations; ensure construction safety, protect the personal safety of construction personnel and prohibit the rash and rough construction.
2. Priority shall be given to the recycling and utilization of the degradable, recyclable and decomposable materials to reduce the generation of waste boards and garbage.

## Rules on Security Management for Exhibition

To strengthen the construction management for exhibition and guarantee the successful exhibition, the Rules are formulated. It is applicable to the related matters of exhibitors and their authorized construction companies in the course of move-in, move-out and booth management. Exhibitors shall take effective measures to ensure that their authorized construction companies abide by the Rules, make clear the management rights of the Organizer for the construction companies and their staff (hereinafter referred to as guarantee that the construction companies shall assume responsibilities for the Organizer in the course of move-in, move-out and booth management. The Official Contractor shall interpret the uncovered matters hereto.

### I. Rules on Safety Construction

1. All construction companies (including the exhibitors for their own move-in and move-out, the same below) are not allowed to enter the construction site unless the Safety Responsibility Agreement with official seals of exhibitor and construction company (if yes) (See the Form B7 in detail) are submitted to the Official Contractor for record.
2. All the application forms for raw space decoration, design drawings and the **Safety Responsibility Agreement must be submitted to the Official Contractor for preliminary review before Jun 28, 2020.** The construction companies that fail to pass the drawing review are not allowed to enter the construction site.
3. The construction personnel must properly wear the qualified safety helmets and badges to enter the construction site during the move-in and move-out. The labor safety products for the construction personnel shall comply with the labor protection requirements.
4. The ladders and scaffolds on the construction site shall be firm and the connections require rigid staking. Do not use the scaffolds with truckles. Things placed or persons standing on the top are prohibited if the climbing tools are moved. No wooden ladders shall be used on the site.
5. The construction personnel are prohibited to fight, come to blows, gamble or have any behavior that violates the Security Management Punishment Law and the Criminal Law. Once it is found, the Organizer is entitled to drive out the actors from the exhibition hall, confiscate their construction badges and refuse to let them enter the construction site.
6. All specialized construction personnel shall engage in their own specialized construction only. Interdisciplinary construction is prohibited. The electrical construction personnel shall hold specialized operation certificates issued by the state department concerned and wear badges in the course of electrical construction. The change in electrical construction personnel by the construction companies shall be applied for beforehand and construction is not allowed unless the relevant construction badge is obtained.
7. The construction companies shall not carry electric saws, cutters, welders or compressors to the hall for operation without permission.
8. The overhead work requires use of the qualified and safe lifting tools and operating platforms. The construction personnel working high above the ground shall tie the safety belts and wear and use the related labor safety tools. The construction party shall set up the safety zone around the overhead work area and offer clear warning signs as well as send special persons to direct and take care of the related work.
9. The construction companies are prohibited to use the fairground structure for hanging or binding, etc without authorization
10. The booth with decoration and backboard higher than the adjacent booth shall be treated to keep the exhibition hall beautiful as a whole.
11. The construction companies shall neither block the fire facilities in the course of move-in and move-out nor occupy the fire exits, emergency exits and emergency accesses.
12. The construction companies are prohibited to use the inflammable, explosive and contraband goods in the course of construction and prohibited to engage in large-area spray paint or paint in the exhibition hall. If the booth requires water and electricity installation, prior application shall be made and construction shall be done according to the approved design plan. **Connection without permission or overload connection with the electrical equipment is prohibited.**
13. The materials for booths shall be flame retardant or flame resistant in compliance with the national standard for use of temporary building materials and be fire-retardant treated. The high-temperature light boxes and strong lighting in the booths shall be provided with protective devices and allow for heat dissipation.

14. No open flame operation such as electric welding and gas welding in the hall is allowed.
15. The construction badges for the construction personnel shall never be altered, duplicated or lent. The construction personnel shall obey the inspection by the Organizer's related personnel when coming in and out of the construction site.
16. Uncivilized construction, illegal booth construction or dismantling or premature move-out against the sponsor's Rules is prohibited.
17. Damage to the hall facilities, equipment or change in their use nature and positions is prohibited. Once it is found, punishment shall be given according to the seriousness of the case.
18. During the construction and exhibition, in case of on-site fire, work collapse or other major property loss and casualties due to the construction company, the Organizer is entitled to confiscate all its deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute in respect of criminal responsibility if the case is serious.
19. In case of booth breakage, slant or collapse, or other major property loss and casualties during the exhibition, the Organizer is entitled to confiscate all deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute it in respect of criminal responsibility if the case is serious.
20. It is strongly recommended that all exhibitors or construction companies should buy related insurance for their staff, construction personnel, exhibits or other valuables as guarantee for safety, loss, theft, damage and fire.

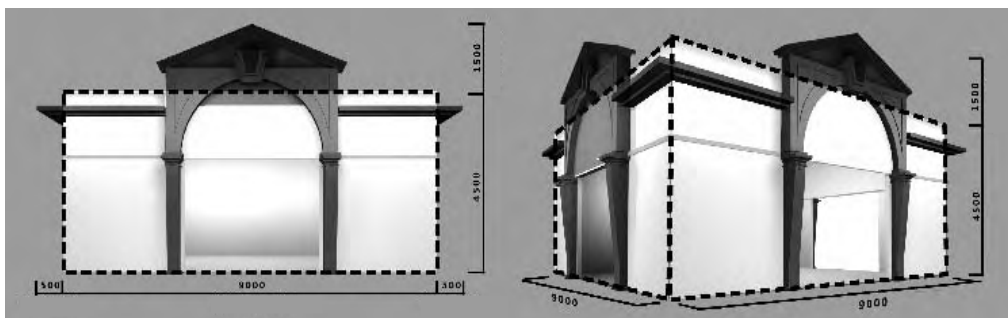
## II. Rules on Booth Cleaning:

1. The construction companies are required to clean up the decoration waste of the booths in move-out and directly put the board waste in the refuse dump designated by the Organizer: **Area A, South Square Blockhouse Bottom, North Square Hall 7.1 Outside; Area B, South Square Blockhouse Bottom.**
2. The construction companies are required to dismantle booths and remove the decoration waste in the specified time. Deposits shall be deducted for delay.

## III. Rules on Maintaining On-site Order of the Fair:

1. The audio promotion and performance volume of the exhibitors in the booths during the exhibition shall not exceed 60db. The Official Contractor is entitled to take measures for temporary power cut and order the violators to rectify if they fail to correct after warning.
2. The booths require the licensed electricians on duty during the exhibition. In the event of any accidents such as power cut or sparks due to electricity overload and improper use of electricity, the Official Contractor is entitled to cut power for the booths of the violators, order them to rectify and ask them to compensate the damaged fairground facilities and equipment arising therefrom.
3. Special persons are required to take charge of the booths installed with water equipment in the booths. In the event of the carpet on the exhibition passage soaked with water or damaged hall facilities and equipment caused by water leakage, splash and spill due to improper operation or neglect, the Organizer is entitled to order them to compensate.
4. No exhibits, tools and packing materials in the booths shall be placed on the ceiling, back wall and outside the booths. Influence on the exhibition image or blockage in fire access and fairground renovation passage is prohibited.
5. The projection area of the booth construction material is prohibited to exceed the rent area.
6. The maximum point of the booth construction material is prohibited to exceed the specified ceiling height. (Ceiling height for booth construction: 4.5m for single-decker booth; less than 6m for double-decker booth).

Key: Booth area 9,000mmX9,000mm, ceiling height for single-decker construction 4,500mm.  
(Ceiling height for double-decker construction 6,000mm, by the same rule) The correct construction scope is in the dotted line shown in the Figure. Outside the dotted line is the ultrawide and ultrahigh area.



#### IV. Rules on Application for Intellectual Property Rights

To protect the intellectual property rights (IPRs) and the legal rights and interests of exhibitors and IPR owners, encourage design innovation and maintain the normal transaction order, the CIFF will establish the IPR record and notice system in accordance with the state related laws. All exhibitors shall provide the photocopies of the related certificates (including: Certificate of Rights, Identity Certificate of Right Owner or Business Registration Certificate, Certificate of Legal Status of Rights and Intellectual Property Right Enforcement Licensing Contract) for the exhibition items related to IPRs and complete the Application Form for Intellectual Property Rights 30 days before the start of the CIFF. Please visit the official website [ciff.fairwindow.com](http://ciff.fairwindow.com) for specific rules and application methods.

#### V. Rules on Quality Requirements for Safety Helmets and Correct Use by Construction Personnel

##### (I) About Quality Requirements for Safety Helmets:

The safety helmets shall pass the ISO9001:2000 Quality System Certification. Try to avoid high mass impact or puncture. The helmets are required to be replaced after suffering impact or puncture damage. Do not change their structures; or you have to bear all the consequences arising therefrom. No contact with paint, solvent, gasoline or similar substances. Use the neutral detergent or lukewarm water for washing.

##### (II) Rules on Correct Use of Safety Helmets by Construction Personnel

(1) **Adjust the adjustable bands behind the helmet to the proper position according to your head shape** before wearing it. Fasten the elastic straps in the helmet. The degree of tightness of the inner cushion is adjusted by the straps. The vertical distance from your head to the top of the helmet shall be between 25-50mm and not less than 32mm so that the helmet can have enough space to cushion in case of impact and help ventilation between your head and the helmet.

(2) **Do not have your helmet on crooked. Do not put the brim behind on the back of your head, or its** protection against impact will be reduced.

(3) **The lower strap of the helmet must be fastened securely under your jaw. The degree of tightness shall** be proper to prevent the helmet from being blown away by the wind or from being knocked by other impediment or from coming off due to your head turning up and down.

(4) **The top of the helmet is provided with harness inside. Some have a small vent for ventilation. Do not** make an opening in use for ventilation, which will reduce the strength of the helmet.

(5) **The helmets will gradually be damaged in the process of use. Check regularly whether there are** chaps, depression, cracks or wear & tear. Replace them if any abnormal phenomenon is found. Do not use them any more. The helmets that suffer any impact or cracks shall be discarded regardless of damage or not.

(6) **Do not use the helmets with only chin strap connected with shell, namely the helmets without inner** cushion.

(7) **The construction personnel in the on-site operation are not allowed to take off their helmets, lay** aside or use them as cushion.

(8) **Most helmets are made of high-density low-pressure polyethylene plastic and have the properties of** hardening and deterioration. Do not expose them to the sun for a long time.

(9) **For the new helmets, first check whether they have the certificates for production permitted by the** Labor Department and the certificates of quality, and then check any damage or uneven thickness or inner cushion, adjustable bands and elastic straps are complete and effective. Replace them immediately if they fall short of the requirements.

(10) **It is also required to wear the helmets for indoor operation on site. Wear them carefully especially** for indoor live-wire operation because the helmets can prevent collision and provide insulation protection.

(11) **Keep the helmets clean in use. No contact with the source of fire. Do not paint them randomly. Do** not use them as stool to prevent loss. In case of loss or damage, reissue or replace them immediately. Persons without helmets are not allowed to enter the construction site.

## GUIDE

Please Note >>>>>

- Move-in & Move-out Time ----Refer to Page 12 for details.
- New Method for Visitor Check-in and Invitation Distribution ----Refer to Page 13 for details.
- Contact List of Expo' s Venue Contractors and Freight Forwarders ----Refer to Page 17-18 for details.
- Move-in & Move-out Notice and Attention to Move-out ----Refer to Page 20 for details.
- Construction Registration Form ----Refer to Page 27 for details.
- Fire Control Requirements ----Refer to Page 23 for details.
- Interim Provisions for Protection of Intellectual Property Rights ----Refer to Page 23 for details.
- Hygiene Guarantee Work ----Refer to Page 25 for details.

The raw space booth exhibitors should note >>>>>

Regulations for Raw Space Ceiling Height and Construction Requirements ----Refer to Page 34 for details.

- 4.5m for single-decker booth, less than 6m for double-decker booth.
- Construction of 2 decks is only allowed for the booth area over 100 square meters.
- The exhibition area of the second deck shall not be more than 50% of the first deck or less than 50 square meters.
- In case of breach of the said provisions, CIFF shall deduct 50% or above of the construction deposit according to the seriousness of the case. CIFF shall reject the application for participation of the enterprises with continuous violation.
- All closed raw spaces should have at least two gateways.
- All fitting-out and decoration materials are made from noncombustible or flame-retardant materials.
- Do not block the fire hydrants. Do not occupy the fire exits.
- Do not install power supply or connect wires without authorization.
- Electricians shall go on duty with certificates.

Construction Requirements for Double-deck Raw Space ----Refer to Page 35 for details.

Booth Construction Requirements for Floating Sills in Area A/b ----Refer to Page 36 for details.

Application for Raw Space Fitting-out ----Refer to Page 37 for details.

Application for Rental of Electric Power for Raw Space ----Refer to Page 42 for details.

The shell scheme booth exhibitors should note >>>>>

Shell Scheme Booth Specification ----Refer to Page 30 for details.

Fascia Board ----Refer to Page 31 for details.

Furniture Rental and other service ----Refer to Page 33-35 for details.

# CONTENTS

Chapter 1 General Information .....	11
Chapter 2 Notices .....	19
Move-in & Move-out Notice .....	20
Intellectual Property Rights Protection & Rules for Fire Prevention .....	23
Information Kit .....	26
APPENDIX I Booth Construction Registration Form (For Raw Space Only) .....	27
Chapter 3 General Guide to Booth Construction .....	28
Shell Scheme Booth Specification .....	30
Form B1: Fascia Board .....	31
Form B2: Service Location Plan .....	32
Form B3: Furniture Rental .....	33
Raw Space Construction Regulations .....	34
Specifications of Double-Decker Booth Construction .....	35
Construction Requirements for Floating Sill Booths in Area A /Area B .....	36
Form B4: Raw Space Construction Application .....	37
Blueprint Design Sample of Booth Fitment .....	38
Form B5: Power Rental .....	42
Form B6: Application for Telephone .....	43
Form B7: Safety Responsibility Agreement .....	44
Chapter 4 Overseas Transportation Guideline .....	45
APPENDIX II Instruction Order to Official Forwarders .....	51
APPENDIX III Acknowledgement of Customs Clearance Formalities .....	52
APPENDIX IV Acknowledgement of Quarantine Inspection and Fumigation Formalities .....	53
APPENDIX V Declaration Form For Temporary Import Exhibits .....	54
Chapter 5 Advertisement .....	55
Notice of the On-site Advertisements .....	58
Advertisements in Exhibition Catalogue and Buyer's Guide .....	59
Advertising and Contents for “Buyers Guide” .....	61
Logo Advertisements .....	62
Chapter 6 Exhibition Forms .....	64
Form A1: Application Form for Temporary Personnel .....	66
Form A2: On-site Activity Collection Form .....	67
Form A3: Accommodation Reservation Form .....	68
Appended Maps:	
Map of on-site Advertisement .....	70



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

# Chapter 1 General Information



# 1. FAIR TITLE

The 45<sup>th</sup> China International Furniture Fair(Guangzhou)-Phase 2

# 2. VENUE

China Import & Export Fair Complex

Add: No. 382, Yuejiang Zhong Road, Haizhu District, Guangzhou, China

# 3. HALL ARRANGEMENT

Home Furniture: Hall 1.2-4.2,Hall12.2-13.2

Office show: Hall 1.1-5.1,Hall5.2,Hall9.2-12.2

CIFM/interzum guangzhou: Hall 9.1-13.1,Hall14.1-15.1,Hall14.2-16.2,Hall14.3-16.3

# 4. OPENING DATES & HOURS

Opening Dates: July 27-30, 2020

Opening Hours:	Exhibitor:	08:30-18:00 July 27, 2020
		09:00-18:00 July 28-29, 2020
		09:00-17:00 July 30, 2020
	Professional Visitor:	09:30-18:00 July 27-29, 2020
		09:30-17:00 July 30, 2020

# 5. MOVE-IN & MOVE-OUT SCHEDULE

a) Badges Application, Move-in and Booth Arrangement (for raw space booth exhibitors)

09:00-17:00 July 23, 2020

09:30-17:00 July 24, 2020

09:30-20:30 July 25,2020

09:30-24:00 July 26, 2020

b) Move-in and booth decoration(for shell scheme booth exhibitors only)

09:30-20:30 July 25, 2020

09:30-24:00 July 26, 2020

c) Move-out

17:00-24:00 July 30,2020

09:00-19:00 July 31,2020

e) Over Time (Charged)

\* If over time is required by the exhibitor for booth construction, exhibitors must contact the Official Contractor in one hour before closing. Without this procedure, we can't arrange staff to work over time.

Charge Rate: Within the specified time: RMB14/m<sup>2</sup>/3 hours

Overtime application: RMB18/m<sup>2</sup>/3 hours

The exhibitors must withdraw the exhibition within the time stipulated by the exhibition on July 31, 2020.

Any application for move-out delay will not be accepted. If exhibitors cannot move out their exhibits and fittings on time, staff employed by the host will enforce clearance. Exhibitors must pay the clearance fee.

# 6. HOW TO GET TO THE VENUE

China Import & Export Fair Complex is situated at No. 382, Yuejiang Zhong Rd., Haizhu District, Guangzhou.

Exhibitors can get to the venue by the following routes:

A) You may take Line 8 to Xingangdong Station Exit A or Pazhou Station Exit A or B (If you take Line 1 first, transfer to Line 2 at Gongyuanqian Station and then transfer to Line 8 at Changgang Station; if you take Line 3 first, transfer to Line 8 at Kecun Station)

b) If you drive to the venue, you can get to Xingang Dong Rd. via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave. or Huanan Thruway. (Huanan Thruway is charged highway).



## 7. OFFICIAL BADGES (All badges can be obtained free of charge.)

### a. Type of official badges & instructions:

\*Exhibitor badges: 3 badges will be assigned to every 9sqm, one more badge every 30sqm if the booth is over 60sqm.

\*Contractor badges: (same as above) for raw space exhibitors only.

\*VIP badges: For distinguished guests specially invited by the organizer.

\*Staff badges: For staff of the organizer.

\*Overseas buyer badges: For overseas visitors only.

\*Domestic buyer badges: For domestic visitors only.

\*Press badges: For the press specially invited by the organizer or CIFF Express.

\*Vehicle badges: For vehicles forwarding exhibits when arranging and removing exhibition.

### b. Official badge management & regulations:

\*Exhibitors with original "Booth Confirmation" letter or a duplicate copy with an official seal and Business card should pick up their badges at the "Exhibitor Registration" counter.

\*During the exhibition period, everyone is required to wear the relevant badge, no one can enter into the exhibition hall without badges. Please cooperate with the security guard to check the badge. Transferring, altering & selling official badges is strictly prohibited.

\*Vehicle badges will be couriered to exhibitors together with Service Manual. Please keep them carefully for your convenience in arranging and removing exhibits.

### c. For a well-ordered exhibition locale, this contractor badges will implement the new measure of putting the construction companies on records and take provisions on the Real Name of the contractor.

\*The contractor badges shall be issued based on the Construction Registration Form(seepage 27), Safety Responsibility Agreement(Form B7 in Page 44), the ID copy of the construction personnel and the Photocopy of the Electrician License. **The form must be listed all the builders.**

\*The certificate is special for the owner, any subtenancy is forbidden. Any corresponding loss result from the subtenancy, the owner have to take responsibilities.

\*Every contractor is required to wear the badge during the exhibition period.

**Please bring the buyer's badge or invitation to the fair if the buyer can't receive them.**

Visitors are admitted to the fair and apply for badges with invitation or the registered confirmation document. You may pay for the entry passes in case you can't present invitation of registered confirmation document. Buyers with badges of VIP cards can get the access to the hall need not apply for new on site.

## 8. INVITATION FOR EXHIBITORS

A certain number of invitations, for exhibitors to invite their customers, provided free of charge, will be couriered to every exhibitor.

Standard for invitations provided:

100 invitations for more than 61 m (inclusive) but less than 150 m

200 invitations for more than 151 m but less than 400 m(inclusive)

300 invitations for more than 401m

**The Invitations shall not serve as certificate to apply for badges free of charge.**

Buyers can apply for badges by business cards and ID cards free of charge.

② With the printed confirmation letter or electronic QR code after pre-registering on the website(ciff.fairwindow.com) or wechat, visitors can have direct access onto the venue.

Those who have pre-registered can participate in the lottery and get the chance of obtaining a free hotel accommodation during CIFF.

By showing on-site the confirmation letter after pre-registering on the website or wechat, Visitors can obtain a free electronic show catalogue and enjoy free tea-break service of the VIP room.

## 9. OFFICIAL HOTELS

The Organizer has secured favorable rates from selected hotels near the fairground. Please order with **Form A4**, and fax it to the official hotel to get confirmation.

## 10. FREIGHT / EXHIBITS TRANSPORTATION

- a) Except with special approval from the Host, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the Fair ends.
- b) Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair. Exhibitors are requested to obtain Move-out passes with their business cards at the Official Contractor Office after 16:00 on July 30, 2020.
- c) Exhibitors can use the underground freight elevator to send their goods to the exhibition hall, also can use the trolley to transport the light goods to the booth.

## 11. SECURITY

- a) The Host is responsible for the general security of the entire venue. Every effort will be made to ensure the safe custody of exhibits during the exhibition, but the Host is not responsible for any loss or damage which occurs.
- b) Exhibitors are obliged to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard if necessary.
- c) If suspects are found, please contact the host or the security guard in the exhibition hall immediately.
- d) **No exhibits of high value should be unattended** and make sure all showcases to be locked properly. Exhibitors are self-responsible for their exhibits.

## 12. ELECTRICAL SUPPLIES, INSTALLATION & REQUIREMENTS:

- a. Basic hall lighting will be provided, standard electricity supplies are:  
220 volt 50 Hz for single phase
- b. **Electricity supply will be switched off after the exhibition closes each day.** 24-hour supply will be provided by the Official Contractor by prior arrangement with **extra charge**.
- c. To ensure the maximum safety and sufficient supply of electricity, all the electricity installation and The capacity of **electricity used** must be reported to the Official Contractor in advance and under Supervision.
- d. **All the electrical facilities and materials must be up to the requirements of the Quality Standard** and Fire Safety Standard of the nation. All the electrical facilities installation or dismantling must be carried out and tested by the **licensed engineers**. The exhibitors are under an obligation to maintain the distribution equipment of the hall in the course of normal power supply.
- e. To avoid short circuits overload, please use only one socket for one displaying equipment (Maximum power is 500W), Multi-function sockets are not allowed to use.
- f. Electrical wire must be ZR-BW and jacketed. Wire with aluminous core is not allowed.
- g. Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.
- h. 30 mA creepage prevention switchcase must be set at visible and safe position of exhibition, for the convenience of operation and examination.
- i. The metal protector tubes and metal components must have electric jumper and protection earthing.
- j. All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leak metal component.
- k. The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l. There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).
- m. The exhibitors and constructing company should use the electric installations in the fair with care. The electrical box could not be arranged by selves, and a power cut punishment will make if anybody is found to break the rules. In addition, the exhibitor concerned should compensate the organizer for the lost.
- n. The organizer will check up the power supply distribution in the booth, please necessary. Cooperate with the electrician and support our work if any hidden trouble is found.
- o. **Daylight lamp rectifier shall be fixed away from the daylight lamp, fixing together is not allowed.**
- p. The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like electricity room if such room locking is really necessary.
- q. One socket is only used for one display equipment with power less than 500W. The use of multipurpose sockets is prohibited to prevent overload from causing short circuit.

### 13. VENUE SPECIFICATION & EQUIPMENT:

Subject	Details
Floor Loading	Ground floor: 5000kg/sqm. First floor: 1500kg/sqm.
Floor Structure	Concrete floor by hardener
Entrance for Move-in Exhibits	Two main entrances in each exhibition hall (south and north.) Ground floor: Either entrance is open for exhibitors and move-in of exhibits. First floor: South entrance is open for move-in of exhibits only; <b>North entrance is open for exhibitors only.</b> Entrance Specifications: <b>Ground floor: 10M (wide) x 5.5M (high)</b> <b>First floor: 10M (wide) x 4.8M (high)</b>
Electricity Supplying	Booth electricity is supplied by underground power source case, mass capacity electricity is supplied by power source case in the western part of each exhibition hall. Remarks:10 circuits 16A single-phase 3 wire socket <b>1 circuit 16A three-phase 5 wire socket</b> <b>1 circuit 32A three-phase 5 wire socket</b> <b>for each power case</b>
Elevator (for public use)	Passage Elevator: 29 sets, escalator: 46 sets.
Ventilation (for public use)	Central air-conditioner (8 sets for 2000t & 2 sets for 1000t refrigeration) <b>Hall ventilated by nature wind</b>
Fire Protection (for public use)	Siemens fire protection system, including temperature inductive, smoke inductive & manual alarm annunciator and fire hydrant.
Security System (for public use)	Closed-circuit television system, IC card lock, integration guard against theft and alarm system, electrical patrol system.
Emergency Lighting (for public use)	Emergency lighting for accidents, generate electricity set, EPS multi-function power supply.

### 14. INSURANCE & LIABILITY

- a) The public liability insurance has been carried out. All exhibitors shall insure, indemnity and hold the host, and the venue owner harmless **in respect of all costs, claims demands and expenses of the exhibitor** upon any person or things at the exhibition venue during the move-in, exhibition and move-out periods.
- B) The Organizer strongly suggests that exhibitors or construction companies buy the related insurance for their staff, construction personnel, exhibits or other valuables for safety, theft, loss, damage and fire guarantee.
- c) **The host shall not in any event be responsible** for any restrictions or conditions which prevent the construction, erection, completion, alteration and dismantling of stand, or for any of the services or amenities provided at the exhibition centre or amend and alterations to all or any of the Rules and Regulations caused by the circumstances beyond the host's control.
- d) The host keeps the rights for the cancellation, partial opening or postpone of the exhibition.

## 15. STAND CLEANING

The Host will arrange for the general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter. Exhibitors, forwarders and agents are responsible for removing packing materials, empty cartons, wooden crates, etc. before the exhibition opens daily.

**Extra removal charges will be incurred** if the above items are discarded in any part of the exhibition hall.

## 16. SALES OF EXHIBITS & STORAGE

a) Retail of exhibits at the fair is not allowed.

b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue.

Exhibitors should make prior arrangement with their forwarders or agents for storage of their properties and packing cases.

## 17. GENERAL REGULATIONS

a) Exhibitors must **abide national laws and regulations** such as intellectual property rights.

Otherwise, they must undertake full responsibilities.

b) No business or promotional activity shall be conducted by any exhibitor and/or his staff outside the allocated booth area. Distribution of product catalogues and brochures can **only be conducted within the exhibitor's own stand**. No activity which, in the opinion of the Organizer amounts to a nuisance or annoyance to the visitors or other exhibitors, shall be conducted by the exhibitors within the vicinity of the fair.

c) No-exhibitors are strictly forbidden to effect sales or any kind of promotional activity in the fairground which will be prejudicial to the interests of the exhibitors of the fair. Exhibitors are requested to report such activities to the fair management.

d) Unauthorized photo/video shooting and sound recording in the venue is **NOT ALLOWED**.

Exhibitors should place a notice on their stand if necessary.

e) If demonstration & introduction of machines/exhibits or products on site is needed, exhibitors must abide the Rules For Fire Prevention and the acoustics should not disturb the conversation of the other exhibitors.

f) **Smoking is strictly forbidden** in the fairground. Exhibitors should protect the public facilities and fire protection equipments in venue and coordinate with the host in preventing fires. No activity, which move fire protection and destroy the fire accident signs on the ground, is allowed. The violators will be fined, compensated for damage or assumed relevant responsibility.

g) **Do not post up notice with discrimination in the booth**. Organizer has the right to require the exhibitor to remove this kind of notice. Exhibitor may deal with buyers by "For Reservation Visitors Only" instead of posting up notice such as "For Export Only" or "For Buyers Only". Please treat all the visitors fairly and in a polite way.

h) No explanation from the exhibitors who have not registered 24 hours before the opening ceremony. The host is authorized to re-arrange the booths, **No withdraw of the paid booth cost** is permitted.



## 18. Contact List of Expo's Venue Contractors and Freight Forwarders

### a) OFFICIAL CONTRACTORS

#### **OFFICIAL CONTRACTOR IN AREA A: Guangzhou Minchuang Exhibition Planning Co., Ltd.**

Add: Room 206, Pazhou Hotel, No. 37, Xingang East Road, Haizhu District, Guangzhou City, Guangdong Province

Tel: (86)20-89447662 / (86)20-89441852

Fax (86)20-34415778

E-mail: gzminchuang88@163.com

Contact Person: Mr Li (86)13392649415 / Miss Ke (86)13556087313/

Miss Liu (86)18620051365 / Mr Li (86)13826218843

Account Name: Guangzhou Minchuang Exhibition Planning Co., Ltd.

Bank: ICBC, Guangzhou Yulei Street Branch

Account No: 3602 8798 0910 0070 395

#### **OFFICIAL CONTRACTOR IN AREA B: Guangzhou YinNuo Exhibition Service co., Ltd.**

Add: Room 201, Second Floor, unit 37, XingangDong Road, Haizhu District, Guangzhou City

Tel: (86)20-29831805 / (86)20-29043959

Fax: (86)20-84131739

E-mail: 2850338823@qq.com / 2850338826@qq.com / 2850338827@qq.com

Contact Person: Mrs.Shi (86)13160896919 (Hall 9.1-13.1) /

Mrs.Li (86)17728115896 (Hall 9.2-13.2) / Mr.Zhu (86)15999990029 (Hall 9.3-11.3)

Account Name: Guangzhou YinNuo Exhibition Service co., Ltd.

Bank: China Construction Bank Guangdong Branch

Account No: 3602 0011 0920 1026 564

#### **OFFICIAL CONTRACTOR IN AREA C: Constran (Hongkong) International Exhibition Group Limited**

Add: Room A1, Floor 8, Loyong Court Commercial Building, 212 220 Lockhart Road ,Wan Chai. Hong Kong

Tel: (86)20-87556680 / (86)20-87556760 / (86)20-87556532

Fax: (86)20-85573690

E-mail: gycz@gy-cz.com

Contact Person: Ekko.Mei (86)18011954753 / QinSen Ma (86)18024069235

Account Name: Constran (Hongkong) International Exhibition Group Limited

Bank Name: Standard Chartered Bank(HK)Ltd

Swift code: SCBLHKHHXXX

Account Number: 5741 1467 880 (HK account) / 5741 1467 929 (USD account) /

5741 1467 961(RMB account)

- b) OFFICIAL FORWARDERS** (The exhibitors shall decide whether to select the Organizer's official forwarding agent for their exhibit transportation. Any arrangement between an exhibitor and the forwarder shall be the problems between the two parties. In case of any accidents or disputes in the course of transportation, the Organizer shall assume no responsibility except assistance in helping them solve problems.)

#### **OFFICIAL FORWARDER IN AREA A/D/E: BEX Logistics Co., Ltd.**

##### **Domestic:**

**Address:**Rm 1101 North Tower, Heping Business Center, No. 880 Guangzhou Da Dao Nan, Guangzhou, China

Contact person: Mr. James Liang

Tel: 86)020-34393631 / (86) 13719339035

Fax:(86)020-34393829

Email:james@bexlog.com.hk



**Overseas:**

**Add:**

Attn: Ms. Mai Cai

Tel: (86)020-34393597 / (86) 18998403850

Fax: (86)020-34393829

E-mail: may@bexlog.com.hk

Account No.:

Swift Code:

**OFFICIAL FORWARDER IN AREA B/C: Guangzhou zhuoyi logistics agency co. LTD**

**Domestic:**

Add Room 310a-c, fengling commercial building, no. 715 gangqian road, huangpu district, guangzhou

Contact person Chan cheuk-tim (Tim)/lee siu-ching (Janice)

Tel: 13719239600 / 13106638798

Fax (86 20-82286935

Email jazz\_zz\_li@zhuoyiwuliu.com; exhomexhibition@zhuoyiwuliu.com

**Overseas: Zhuo yi logistics co. LTD**

Address Room 503, tesco centre, 6 chiu Ming street, kwun tong, Hong Kong

Contact Person Mr. Ren

Tel +852-29500353

Fax +852-29500525

E-mail leo@globalnet.com.hk; exhibition@zhuoyiwuliu.com

**c) The Official Catalogue Service Provider : Guangzhou huazhan exhibition service co. LTD**

Tel: 15018751067

Fax: 020-39096607

E-mail: info@hkpgz.com

Contact: Mr Zhang

Address Room 110, building 3, binhai yucheng, 140 haixiang street, nansha district, guangzhou



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 2 Notices

## Move-in & Move-out Notice

### ● Move-in (July 23-26)

1. The exhibitors who have paid up relevant cost shall pick up their badges by original Booth Confirmation or a duplicate copy with an official seal and business card at the Exhibitor Registration Desk. The contractor badges shall be issued based on the Construction Deposit Receipt, Safety Responsibility Agreement (Form B7), completed Construction Registration Form, Receipt for Raw Space Construction Management Fees, the ID copy of the construction personnel and the Photocopy of the Electrician License.
2. Exhibitors should abide the Rules For Fire Prevention.
3. Exhibitors should protect the public facilities and fire protection equipments in halls. Do not move fire protection and destroy fire accident signs on the ground, otherwise, the exhibitor will be fined.
4. All booths must be installed in certain assembled parts. Any cutting or sawing work in the halls is not recommended.
5. The location of the Exhibitor Registration Counter.
  - a. Exhibitor Registration Counter in Pearl Promenade of **Area A**: Hall 1.1 ,5.1
  - b. Exhibitor Registration Counter in Pearl Promenade of **Area B**: Hall 11.2
6. Move-in Schedule
  - 09:00-17:00 July 23, 2020
  - 09:30-17:00 July 24, 2020
  - 09:30-24:00 July 25, 2020
  - 09:30-24:00 July 26, 2020
7. Service Provider's On-site Office:  
Official Contractor's On-site Offices: Counter 2-1 & 2-2 at Pearl Promenade, Area A;  
Counter 12-2 at Pearl Promenade, Area B; Central Platform between Hall 15.3 and Hall 16.3, Area C.  
Official Forwarder's On-site Office: Counter 2-5 at Pearl Promenade, Area A; Counter 12-1 at Pearl Promenade, Area B; Central Platform between Hall 15.3 and Hall 16.3, Area C.
8. Storage service is available in the complex, Exhibitors should pay the storage fee if this service needed.(Please contact the official forward for details.)
9. Vehicles must operate in accordance with the guidelines printed on the reverse of their passes, any changes please abide the notice declared by the host in the venue.

### ● Move-out (July 30-31)

1. All packing materials may be forwarded to the venue by handcart starting from 17:00 on July 30. Those with packing materials stored at the storage house may ask for assistance from exhibition contractors. Meanwhile, the move-out passes, which are obtained at the exhibition contractors' office, must be presented to security-man for final check.
2. The first group of vehicles (must be empty) which get the priority passes could enter the venue for loading from 17:00 on July 30. The vehicles with packing materials will not be allowed to enter the venue.
3. Move-out starts from 15:00 on August 1. The move-out schedule:
  - 17:00-24:00 July 30,2020
  - 09:00-19:00 July 31,2020
4. Exhibitors will bear the responsibility for any sales of their exhibits. Any buyer must leave the exhibition hall with receipts for their purchases after 17:00 on July 31.
5. Vehicles must operate in accordance with the guidelines printed on the reverse of their passes, any changes please abide the notice decided by the host in venue.

The "Vehicles route during the move-in & move-out days" is printed on the back of Vehicle Certificate



## Move-out Notice

I. All vehicles must enter the venue by passes during the move-out period and are not allowed to enter the Complex 30 minutes before the end of the specified move-out time. Vehicles shall go, queue up and wait for further instructions according to the guidelines printed on the reverse side of the Manual and are not allowed to be parked in any other places. For the vehicles that arrive early and fail to wait in the staging area according to regulation or are parked outside the staging area, our staff is entitled to instruct the drivers to drive back to the staging area and re-queue up. Those who fail to follow the instructions shall be treated by traffic police. Exhibitors should note that the vehicles to enter the truck lanes on the 2F and 3F shall not exceed 10 meters (inclusive) in length according to regulations of the Complex.

II. Exhibitors shall increase and provide sufficient manpower during the move-out period. Move-out must be completed in the time arranged by the Organizer. Overtime application is not allowed. To reserve space for vehicle dispatch, no exhibits or decoration materials are allowed to be piled around the entrances/exits on the south and north sides of the Complex.

III. Exhibitors may move the packing materials to the booths by handcart from 17:00 on the closing day (July 31). Those with packing materials stored at the store house can ask the official contractor to assist in transportation, but packing materials cannot be transported to the venue using vehicles. The Exhibit Release Slips can be obtained from the Organizer's official contractors at the information desk in Zhujiang Walkway from 16:00. All exhibits shall be released by Exhibit Release Slips subject to the final check of the security man.

IV. The Organizer will give priority to some booths beside the main passages at the entrances/exits close to the south (north) sides on the 2F and 3F for move-out so as to make room for other vehicles. It is arranged as follows:

1. The vehicles with "Priority Passes" shall enter the Priority Staging Area by 14:00 to 17:00 on the move-out day and wait for the instructions of the traffic regulator to go to the 2F and 3F (Required to queue up and enter the staging area with the other vehicles if coming late). The non-priority vehicles shall wait in the designated staging area.
2. The traffic commander shall arrange the priority vehicles to go to the 2F and 3F from 17:00, which can be parked outside the relevant halls for loading and unloading.
3. The other vehicles shall go and queue up according to the "Vehicle Routes and Parking Map" printed on the reverse side of their passes and shall enter the handling areas on the 2F and 3F from 21:00 (depending on the move-out condition of the first group).
4. During this period, the exhibitors in non-priority move-out areas may arrange assembly, disassembly and packing in the booths. It is recommended that the exhibitors in such areas arrange vehicles to enter the venue after 20:00 to avoid long waiting time.

V. Waste clean-up and dismantling standard booths & all electrical equipment will start from 17:00 on July 30. Exhibitors must complete clearance in the specified time on July 31.

VI. The trucks with a carrying capacity less than one ton (exclusive) are not allowed to enter the 2F and 3F for handling. The non-trucks or the trucks less than one ton (exclusive) may enter from the P1 underground parking garage to transport goods. When using the elevators to transport and handle goods, the drivers shall not leave their cabs so as to leave on schedule and follow the temporary parking space allocation.

VII. During the move-out period, exhibitors shall designate special personnel in charge of looking after valuables, exhibits or decoration materials and of commanding the dismantling work. Split disassembly shall be used if the display racks with larger areas or higher walls are dismantled. The tall and big display racks may be dismantled in batches. The dismantling area shall not exceed the booth area. Do not push the walls to the adjacent booths to cause safety accidents. Exhibits, decoration materials and tools are not allowed to be piled on the passage to cause blockage and affect move-out.

VIII. Exhibitors must dismantle, clean up and carry away the display racks, exhibits and decoration materials. If an exhibitor fails to clean up on schedule or piles the decoration materials on the passage or the road, the Organizer will clean up, and the exhibitor shall pay the clean-up fees and be penalized according to the degree that affects the move-out. The penalty and clearance fees shall be deducted from the clearance deposit. The exhibitor shall pay the shortage separately.

IX. Since the cargo transport passages on the 2F and 3F are too narrow to park more vehicles, please follow the direction of our staff. The handling time of vehicles on the 2F shall not exceed 1.5 hours. The violators shall be forced to leave. During the move-out period, all vehicle passes are required to be put in the obvious places of cabs for inspection. Vehicles without passes are not allowed to enter the handling areas. Please be noted that the exhibitor related personnel shall take care of the passes and no vehicles are allowed through without passes. Passes may be obtained at the place designated by the Organizer in case of loss or missing. (Deposit is required.)

X. Exhibitors and their authorized builders shall strictly comply with the relevant regulations of the Organizer. All vehicles must go and queue up according to the “Vehicle Routes and Parking Map” on the reverse side of their passes as well as follow the direction of the traffic police and traffic commander; otherwise the exhibitors shall accept the consequences of time delay. Exhibitors can visit our official website: [ciff.fairwindow.com](http://ciff.fairwindow.com) to check the “Vehicle Routes and Parking Map” and the relevant regulations of the Organizer.

## Intellectual Property Rights Protection

To protect intellectual property rights, and encourage design and innovation, the organizer has set the following regulations for the exhibition:

1. Intellectual property rights counseling reception is the only organization which handle intellectual property rights case. The organizer will invite local government to handle correlative cases.

2. Intellectual property rights counseling reception only deals with the tortious cases happened in the current exhibition.

3. Exhibitors must abide by Chinese laws regarding patent rights and related regulations of the exhibition concerning the management of patent rights and exhibits, including publicity shots of products, materials and displays and products in sealed boxes.

4. Exhibitors are forbidden to display any products that infringe other companies' patents and are liable for all such behaviour in their display areas. Exhibitors are not allowed to participate in the exhibitions with other companies' patented products without the owners' permission.

5. The accuser who complain for the suspected tortious event in venue, have to submit some information as follows:

(1) Patent Certification, Patent Legal State Certification, Patent Authorization Proclaim Text;

(2) The ID certification of the patentee;

(3) Authorized vicegerent has to offer the Authorize Trust Deed and the Vicegerent ID Certification in addition;

(4) The name and booth number of the exhibitor charged.

6. The accuser must agree to the host that if the mala fide complaint gives the damage to the host or the accused company, the accuser must undertake full responsibilities.

7. If a patent infringement case is accepted by a related patent administration, the exhibition organizers will provide assistance to the patent administration or the notary office in collecting evidence, including taking photographs and video recordings, examining and testifying. The organizer will issue a notice of suspected patent infringement to the accused and will temporarily confiscate products after the infringement is confirmed by the patent administration.

8. The accused company and its staff must work with the patent administration and exhibition organizers with regards to the examination of patent rights to ensure the smooth operation of the exhibition. The patent administration and organizers, while doing their duties, have the right to request co-operation and assistance from the public security department and the fair's security department.

9. Without permission from the organizer and the accompaniment of related notary staff, photographing and evidence collection by the appealing company are considered to violate the exhibition's regulations and are thus prohibited.

10. The counseling reception is on the Pearl River esplanade. The accuser who complain for the suspected tortious event happened during CIFF opening days, must through counseling reception. The organizer remain rights to forbid the one enter venue, who cause dissension and disturb trade order by making bold to solve the tortious problem privately.

## Rules For Fire Prevention

1. Smoking is strictly prohibited. Anyone breaking this rule will be punished according to the seriousness of the case.

2. The main entrances should not be blocked and must be at least three-metres wide. Emergency exits must be kept unlocked and must not be obstructed. Displays are forbidden to be placed on the entrances or in front of the lifts and stairs.

3. The installation of any electric equipment or wiring is strictly forbidden without the permission of the organizing committee.

4. Exhibitors must apply to the exhibition corporation and security department for permission before decorating and setting up booths and advertising displays. Fireproof boards and materials must be used for decoration.

5. Do not damage or obstruct any fire-fighting facilities. Maintain a distance of at least 80 centimetres from the ceiling. Do not cover the booth or the tops of the stands as this may prevent smoke sensors and water sprinklers from working.

6. High-voltage electrical facilities are forbidden. Neon lights are forbidden on the first floor and above.

7. Dangerous articles are strictly forbidden.

8. Containers and exhibition samples must be disposed of properly before leaving.

9. (1) Clear the booth and make sure your area is safe before leaving.

(2) Turn off power supplies before leaving.

(3) Shut the windows and close the doors.

10. Application to security must be done before sparkling performance. Construction and performance can be allowed with the permission of electric welding badge and perfect precautions. The violators will be charged for responsibility.

## Responsibilities for Management of Electricity Use

### I. Exhibitor's Responsibilities

1. To be responsible for the electrical safety in their booths during the move-in construction and exhibition.
2. To urge their authorized booth contractors to comply with these regulations and implement the electrical safety work.
3. To urge their authorized booth contractors to implement the correction requests by the Complex and eliminate the potential safety hazards.

### II. Contractor's Responsibilities

#### (I) Official Contractor's Responsibilities

1. The official contractors, authorized by the host (organizer) to manage the electricity use for the exhibition, shall be responsible for the safety of all electrical facilities and lines installed in the venue. The main person in charge shall assume direct responsibility for on-site electrical safety. The official contractors are entitled to exercise the compulsory management means for unsafe behaviors in the area under their jurisdiction.
2. To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
3. To assist the host/organizer in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
4. To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
5. To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex.

#### (II) Booth Contractor's Responsibilities

1. The booth contractors, as the electrical installation organizations for booths authorized by exhibitors, shall be responsible for electrical safety for booth construction during the move-in construction and exhibition.
2. To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
3. To assist the host (organizer) in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
4. To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
5. To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex.

## Health Security Work

I. The Organizer designates the exhibitor's leaders as the persons in charge of health, who shall be responsible for health security work of their own enterprises and keep informed on the health status of their staff. All participants shall consciously obey management of the persons in charge of health, cooperate with them and provide personal information about sanitation and epidemic prevention.

II. Participants shall maintain good working and living environment and personal hygiene, take preventive measures if in public places, pay attention to dietetic hygiene, natural ventilation indoors, climate changes, cold prevention and warmth retention, strike a proper balance between work and rest, take care of themselves and shall not dine out casually or go on working in spite of illness.

III. In case of fever, cough, headache, vomit, diarrhea or other discomfort in the hotel, report to the persons in charge of health immediately and go to the nearby hospital for check and treatment immediately. Do not go on working in spite of illness and do not enter the Complex. If the said symptoms occur in the Complex, report to the Organizers' health security duty room immediately to arrange check and treatment in the designated hospital.

IV. To ensure the hygienic safety of the Complex, exhibitors shall cooperate with the security staff in prohibiting takeaway in the Complex. Participants shall dine at the canteen provided by the Organizer as far as possible. Do not bring the food such as box lunch to the Complex if eating out.

V. Participants shall strictly comply with the rules and regulations of the Organizer concerning health security, strengthen organization discipline, safeguard the normal order consciously and shall not discuss, inquire or disseminate relevant information casually.

VI. The Organizer shall publicize the knowledge about personal hygiene and disease prevention and publish the relevant health security information through the relevant media. Participants shall keep abreast of the health trends and disease prevention knowledge and enhance awareness of disease prevention.

VII. The Organizer sets up a clinic on the Zhujiang Walkway.

VII. The Organizer prohibits participants from bringing food to the halls. Exhibitors may provide their clients with food such as cakes subject to the approval of the authority concerned such as Health Supervision Department.

## Information Kit

### About Guangzhou (Canton)

Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macao. Traditionally known as the gateway of China to the outside world, Guangzhou is the center of economy, culture and finance of Southern China. As a frontier of China's reform and opening policy, Guangzhou experienced a tremendous improvement in the aspects of economy, transport, catering and other infrastructure in the past decade.

### Transport

\*Guangzhou Baiyun International Airport is located 45 minutes taxi journey from the official hotels and the fairground. It offers regular flights to and from the major Southeast Asian cities, including HK. Visitors are also advised to fly to Guangzhou via HK.

\*Eastern Guangzhou Railway Station is only 20 minutes taxi journey from the official hotels and the fairground. There are express trains travelling every 2 hours between the station and Hong Kong Hung Hom Station. The trip takes nearly 90 minutes.

\*Shuttle buses between Guangzhou and HK are very frequent. Visitors can take such buses at China Hotel and Dong Fang Hotel.

### Language

Chinese is the official language, but it has many dialects. Cantonese is a dialect spoken in Guangzhou & HK. English is an international business language but it is not widely spoken. Interpretation is still needed in most business transactions in China.

### Interpreter & receptionist

For interpreter receptionist and hiring, please complete form A2 in page 69, and send them to the host by fax before **Jun 17, 2020**. The host will be able to arrange interpreters upon requests.

### Currency

The currency used in China Mainland is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to take some cash and to exchange money while possible. The exchange rate is approximately USD 1≈6.7 RMB.

### Visa

Visas are required for all visitors to China Mainland. For application, please approach the nearest Chinese Embassy two weeks before your departure. Please contact the host for official invitations, which are sometimes needed for visa issuing.

### Time

China is eight hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.



## APPENDIX I

The contractor badges shall be issued based on the **Safety Responsibility Agreement, Construction Registration Form, Receipt for Raw Space Construction Management Fees, ID copy of the construction personnel and the Photocopy of the Electrician License.** Please complete the Construction Registration Form and prepare the ID copy before proceeding to the Exhibitor Registration Desk to get the contractor badges. The contents in the Construction Registration Form must be true and complete and list the information of construction principal and all personnel in detail.

## CONSTRUCTION REGISTRATION FORM

Booth No.: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

Construction Company: \_\_\_\_\_ Construction Team Leader: \_\_\_\_\_

ID No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

ContractorsList:

Name	Sex	Age	Name	Sex	Age	Name	Sex	Age
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	

Construction Company must abide the General Regulations such as the rules for Pre prevention, Electricity and so on and coordinate with the host to put the Move-in rules **into effect**. The construction company shall assume all responsibilities for any problems during the move-in, exhibition and move-out.

Signature: \_\_\_\_\_

Construction Company: (Official Seal): \_\_\_\_\_

Date: \_\_\_\_\_



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## **Chapter 3 General Guide to Booth Construction**



## General Guide to Booth Construction

This Decoration Guide is to assist exhibitors in decorating their booths. Please complete and return all the forms to the Official Contractor Directly before the DEADLINE, and follow his payment instructions .

	Shell Scheme Booth Form	Deadline
B1	Fascia Board (Optional)	Jun 28, 2020
B2	Service Location Plan (Must be returned)	July 5, 2020
B3	Furniture Rental (Optional)	July 5, 2020

	Raw Space Form	Deadline
B4	Raw Space Construction Application(Must be returned)	Jun 28, 2020
B5	Power for Lighting Rental (Must be returned)	Jun 28 2020
B6	Telephone Rental (Optional)	Jun 28, 2020

All the application forms should be completed and returned in good time to ensure prompt attention and save the exhibitor's additional expenses. Any consequences resulting from the late delivery should be at exhibitor's responsibility.

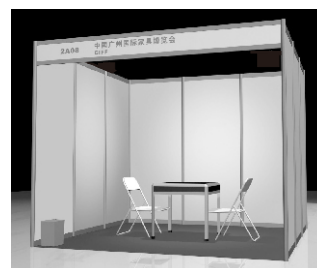
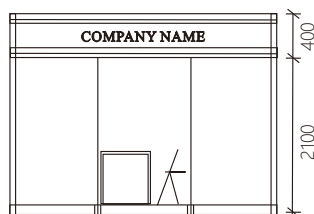
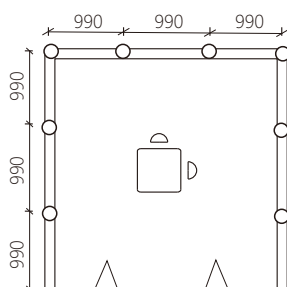
Please complete and return forms (if applicable) by fax to the Official Contractor.

## Shell Scheme Booth Specification

The basic design for each shell scheme booth (3m x 3m ) consists of :

- Fascia Board: Standard fascia board with booth number and exhibitor's name **in both Chinese and English**
- Wall Paneling : A fascia board、 three-side walls (white laminated panels) held **by aluminium modular system.**
- Furniture: One Square Table (aluminum), two folding chairs, one waste basket **and booth carpet.**
- Electrical Items : Two 100W spotlights.

- A) Booths which are less than 18sqm will have the standard furniture provided for 9sqm. Only booths diploid in size of 9sqm will receive the diploid amount of furniture.
- B) Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining standardbooths will choose to delete the partitioning panels in between.
- C) No additional booth-ptting or display may be attached to the shell booth structure.
- D) The exhibitors should not change the electronic equipments and lights on the fair ground. The electronic box should not be used for the booths illuminating lamp and should be used within allowed maximal 500W. The own brought electronic box is prohibited.
- E) The exhibitors should not change the electronic equipments that are pixed in the booth, taking these equipments away from the fair ground is especially forbidden.
- F) The exhibitors should apply for the permission if non-illuminated wiring is necessary. Use any other wirings in the booth without permit is not allowed.
- G) If the exhibitor would like to hire the items that were not published in the list, please make a direct inquiry with the organizer.
- H) No hammering of nails, drilling or making holes on wall partitions is permitted. All items on rental basis must be returned in good conditions.





Please return by Jun 28, 2020

Fascia Board

**B1**

Booth No : \_\_\_\_\_

Please indicate below the exact words of your Chinese (no more than 20 characters) and English (no more than 40 letters) company name to be written on the standard fascia board (please use BLOCK letter)

Exhibitors participating at domestic prices are not allowed to include the words of foreign countries in their company names on the fascia board.

Chinese


English


**Remark:** A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

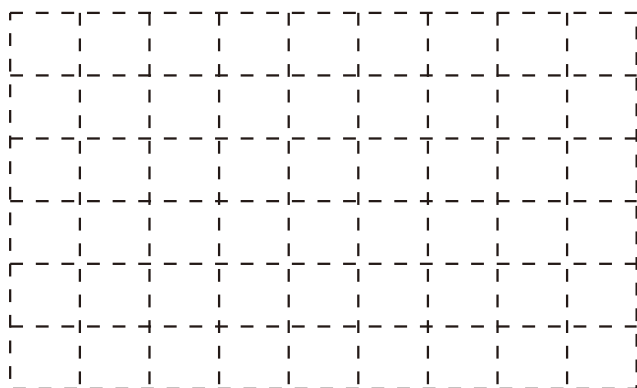
Please return by July 5, 2020





### Service Location Plan

# B2

Booth No : \_\_\_\_\_

Please indicate the position of water points, spotlights, sockets, electrical orders, telephone and shelves (with height) etc. on the plan below including both the standard provision and any extra items you have ordered. If you have booked a corner booth, please indicate on the diagram below if side wall(s) are required.



-  100W Longarm Spotlight
-  40W Fluorescent Tube
-  Shelf (with height)
-  220V Socket
-  Telephone

### PLAN OF BOOTH (Scale: 1 box=1sqm)

- Notice:
1. If the location plan of any service is not submitted, services will be placed at the discretion of the Official Contractor and any relocation on site will be at the exhibitors' expense.
  2. All electricity power points installed are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own spotlight / fluorescent tubes for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor.
  3. Any extra items indicated on the above plan will be accepted only when the related forms are sent back to the Official Contractor before deadline.
  4. Exhibitors should submit the equipment and remit beforehand. All the expense should be remit at least 3 days before the exhibitors' registration. The official contractor will only arrange for the expense-confirmed equipment.

**Remark:** A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

---

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Please return by July 5, 2020Furniture Rental **B3** Booth No : \_\_\_\_\_

DESCRIPTION	RENTAL / UNIT	QTY	AMOUNT(USD)
FURNITURE RENTAL	RMB		
Lamps and lanterns rental	90	_____	_____
3A/220V Socket(not for lighting use)	100	_____	_____
Showboard 100(W) x 250(H)cm	30	_____	_____
Shelf100(L) x 30(W)cm	30	_____	_____
Square Table(aluminum)68(L) x 68(W) x 78(H)cm	100	_____	_____
Metal Round Tale(aluminum)95(L) x 45(W) x 76(H)cm	100	_____	_____
Steel Folding Chair	25	_____	_____
Carper 450g	16	_____	_____
Folding Door 100(W) x 250(H)cm	100	_____	_____
Showcase 100(L) x 50(W) x 250(H)cm	215	_____	_____
		Total:	

Remarks:

1. All applications with the payments shall be valid before **July 5**. A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.
2. Please mark all applied items on the Location Plan and conPrm the implementation with the OfPcial Contractor before move-in.
3. All standard booth supporting facilities (including furniture and electric appliance) are not replaced. Surcharge shall be imposed for on-site replacement.
4. Submit the payable cash to the OfPcial Contractor.
  - a. In case of payment in cheque or remittance, send the remittance slip and this application form to the OfPcial Contractor before **July 5**. Payment in cheque or remittance shall be rejected after **July 5**.
  - b. In case of payment in cash, please go to the Official Contractor on site.
5. The OfPcial Contractor must reply the applicants in 3 working days after conPrming receipt of their application forms; otherwise the contractor shall bear all costs arising therefrom.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

## Raw Space Construction Regulations

If exhibitor constructs the booth by himself or his own contractor, he is requested to abide the following regulations & return **Form B4 to B5** to the Official Contractor in due time.

- a) Anything mentioned in 《Regulations for Stand Construction & Decoration》 is to be abided.
- b) The construction must be constructed to comply with the dimensions of the space allocated. It's vertical projection cannot be over the lineate area.
- c) In order to maintain the holistic esthetics of the hall, the backboard of booth must be beautified. All the closed specially-decorated booths have to set up at least two exits.
- d) All material (including electricity facilities) used in constructions must be properly fire-proofed in accordance with local regulations.
- e) It's not allowed to block the fire exit and fire hydrant .
- f) Use of open fire is prohibited. When the exhibitor or his own constructor desire to use electrical welding or gas welding, he is requested to apply for permission from the Guangzhou Fire Safety Bureau through the official constructor.
- g) All electrical works must be approved by and carried out under the supervision of the Official Contractor.
- h) Constructions plan includes construction draw (plan view, front view, isometric view), construction material, electric circuit and detail illustration.
- i) **The total height for the walls of the booth with single floor is 4.5 metres. The total Height of the double-decker booth should not be over 6 metres.**
- j) Exhibitor using power source cases on his own should take precautions against leakage of electricity with leakage-proof sockets.
- k) The construction plan should be submitted to the Official Contractor before **Jun 28, 2020**
- l) The Official Contractor reserve the right to reject the construction plan or require the exhibitor or his own constructor to make modifications.
- m) All construction materials and exhibits must be moved out of the fairground and treated properly on scheduled time on August 1, 2020
- n) If not permitted, no construction, assembling or fixing is to be carried out in main lobby. The floor, walls, doors & windows, or any other part of the hall, is not to be altered in any way. Nails, screws or hotels shall not be put into any part of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
- o) Please do not employ the main structure and apparatus in the hall to help assemble booths. No articles should be hung upon firefighting & spraying equipment or lightings. Only banners are permitted to be overhung in superjacent air space of the hall, and the operation should be done only by hall staff and needs application beforehand to the exhibition. Contractors shall not hang or tow heavy articles in net rack, the violation of which result in immediate dismantling and penalty fine.
- p) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. The pictures or other promotional materials with paste in back (adhesive) shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees with violation of this stipulation.
- q) Please do not carry display articles, aluminum articles similar to those in the hall for construction. If necessary for setting up, the above similar articles should be inspected and proper filed by property staff of the hall before entrance, otherwise the hall retain the right to keep the above materials in dismantling period.
- r) The construction locale supervise shall be strengthened. In-service construction workers with slippers or baring body are not allowed.
- s) The raw space booth structure shall not block or cover the electric well, lighting, power distributing cabinet and telephone distribution box on the ground of the Complex. Do not block hydrants or occupy fire exits.
- t) The personnel entering the construction site must wear safety helmets according to provisions. The scaffold materials and construction must conform to the construction standard and be firm and reliable. The use of wooden scaffolds above 2m and scaffolds with truckles or with potential safety hazard is prohibited. The construction ladders must be firm and reliable. It is required to wear safety helmet when working on a ladder.

## Specifications of Double-Decker Booth Construction

With regard to safety and fire protection, double-decker booth construction is not permitted in principle. If double-decker booth is requested, please submit a special application in written form. All double-decker booth designs should abide by the following rules.

- 1) Booths with above 100m<sup>2</sup> are eligible for application for double-decker booth construction. The total **height of the double-decker booth should not be over 6 metres.**
- 2) Only companies professionally qualified would be approved for designs and constructions of the booth.
- 3) Overall assessment of the application includes the booth locations in the pavilion and its covering area. Several factors should be considered in planning of double-decker booth construction, including the overall effect of the pavilion, the influence on the visibility of the signs and posts, and its visual influence on neighbouring booths.
- 4) The space of the second level shall not be larger than one-third of that of the first level.
- 5) Bearing structure of double-decker booth must be made of steel and be grounded creepage prevention. Decorative materials must be non-burnt or hardly-burnt. Wiring construction must follow direction strictly.
- 6) To ensure safety, the first decker must be collocated one 6-kilo dry powder fire extinguisher every 20sqm, and two every 20-30sqm, and so on.
- 7) The second decker is for business negotiation. Items on display and any electrical heaters prohibited. Any unsafe activities and shows are also forbidden.
- 8) The double-decker booth should be designed as easy as possible for instalment and dismantling in the given period. The second level of the booth shall not cross over the isle of the pavilion.
- 9) All materials used for booth constructions shall meet the standards and the relevant national regulations on floor, panels, and ceilings, etc.
- 10) The stairs, open space and guest area should keep a minimum distance of 3m from the isle.
- 11) There should be a minimum distance of 3m between two neighbouring booths. Otherwise, a screen of minimum height of 2m should be set up to separate the booths. Apart from that, the screen facing the neighbouring booth should be white and clean. The neighbouring booth may utilize this screen for advertising purpose.
- 12) **Fences on the second level should be of a minimum height of 0.9m.**
- 13) The application shall indicate the use of the second level. If the second level is for visitors, meetings, product display or storage, the minimum load-bearing capacity should be 5 kilonewton per square meters (KN/m<sup>2</sup>); and if for office, sales (less than 50m<sup>2</sup>), lounge, minimum load-bearing capacity of 2KN/m<sup>2</sup>.
- 14) Constructions of all the stairs should be in accordance of Standard DIN18065, with minimum load-bearing capacity of 5 KN/m<sup>2</sup>.
- 15) It is ensured that the fences and pillars can bear a horizontal <sup>2</sup>force of 1 K N/m.
- 16) The distance between the farthest point of the second level and the isle should be within 25m.
- 17) For second level no more than 100 m, a ladder extended outside the booth is required; for second level more than 100 m<sup>2</sup>, two ladders are required. The organizer reserves the right to request addition of extra safety and fire equipment, until the fire prevention requirements are met.
- 18) The drawings of the double-decker booth constructions should be submitted to professionally qualified companies for examination and approval, and the resulting costs should be borne by the exhibitors.
- 19) The booth construction companies must hold experience in handling large exhibition construction. If any accident occurs, the exhibitor should bear the economic and legitimate responsibilities. In construction and utilization of the booth, any party should be under the supervision of the Fair organizer.
- 20) Exhibitors are requested to lodge their applications to the contractor for double-decker booth **construction before Jun 28,2020.** The documents for applications are as follows
  - I **Two copies of the *Raw Space Construction Application* Form B4** in this manual.
  - I Four copies of the floor plan of the first level.
  - I Four copies of the floor plan of the second level.
  - I Four copies of the plan view and front view of construction drawing.
  - I Four copies of the perspective view of construction drawing.
  - I Two copies of test reports of the gross load-bearing capacity at rest
  - I Two copies of the booth planning instruction and construction material technical data list.
  - I **Two copies of Registered structured Engineer Certificate.**
  - I **Two copies of Sutured Engineering Blueprint.**

## Construction Requirements for Floating Sill Booths in Area A/Area B

Based on fire and security reasons, the exhibitors for floating sill booths in Area A/Area B shall abide by the following requirements during the booth construction and management:

- I. The height of north floating sill booth in Area A/Area B shall be less than 3m. Enough passage shall be provided during move-out.
- II. The north floating sill booths in Area A require strict control of electricity use. The maximum shall be less than 54A and 380V (namely 85% of 63A/380V). The floating sill booths in Area B have no power supply. Installation cost shall be paid separately in case of use (63A power supply).
- III. No water supply and drainage facilities will be provided for the floating sill booths in Area A/Area B.
- IV. In case of any activities arrangement during the CIFF, it is necessary to submit the related activities plan and go on subject to the approval of the sponsor.
- V. No show in any form shall be arranged in or around the booths during the CIFF. The audio promotion and performance volume in the booth shall be less than 60db.
- VI. It is required to arrange security guards to take care of the booths in the evening. No valuables shall be stored. In the event of lost goods in the booth, the exhibitors shall be held responsible for all the consequences.





Please return by Jun 28, 2020

Raw Space Construction Application

**B4**

Booth No : \_\_\_\_\_

Booth Location:		Net Area:	
Name of Exhibitor:			
Contact Person:	Mobile:	Tel:	
Name of Contractor:			
Mobile:		Fax:	
Tel:		Email:	
Contact Person:		Position:	
Equipment being used:			
Construction Plan ( Plan & isometric view, electric illustration.)		Must Enclose	

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

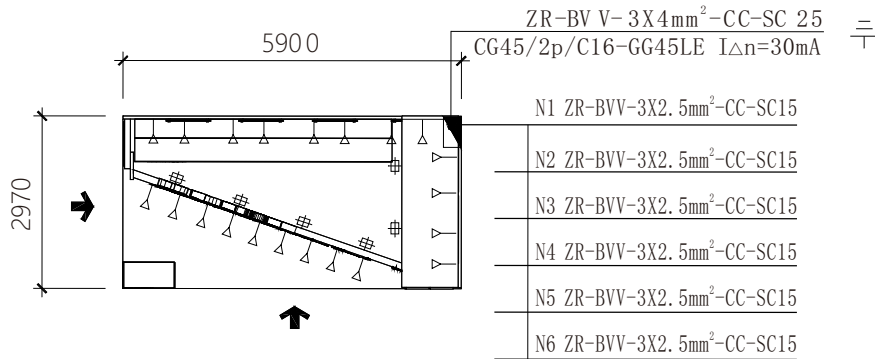
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

220V

Sample of plane and 3D blueprint  
(only for reference)



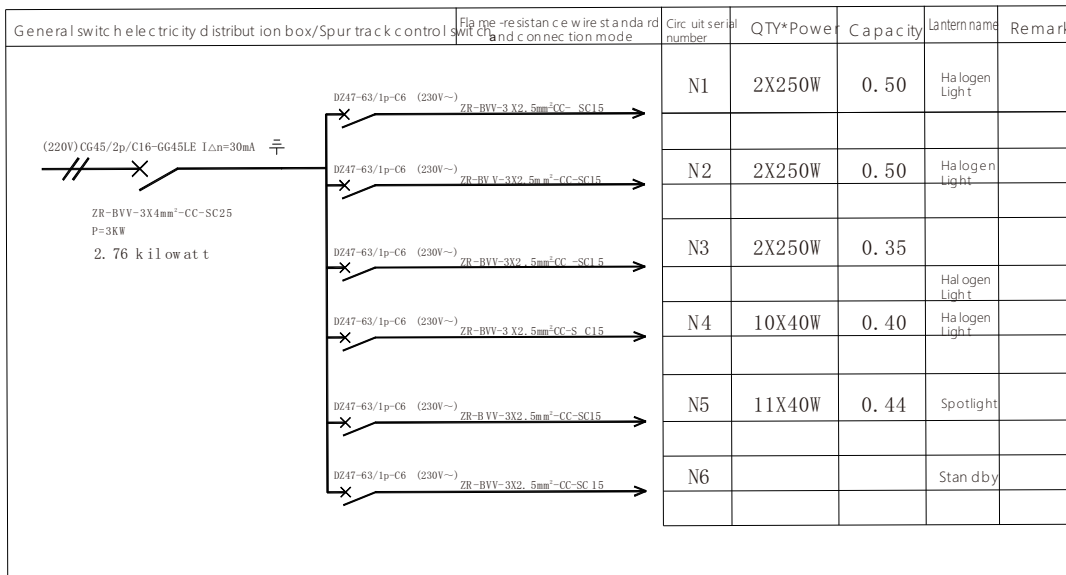


Floor plan of electric  
(only for reference) 1:100

Switch electricity  
distribution box: (220V)  
POWER (KW) : 3  
Electricity (A) : 16

Symbol	Name	Power	QTY
	Halogen Light	250W	6
	Spotlight	60W	21
	Switch electricity distribution box	220V 16A	1
	Actual volume of electricity	2.76KW	

Project name	*	Date	*	Auditing	
Project Number		Blue print Number	3-1	Examine and Approve	
Blueprint name		Design			



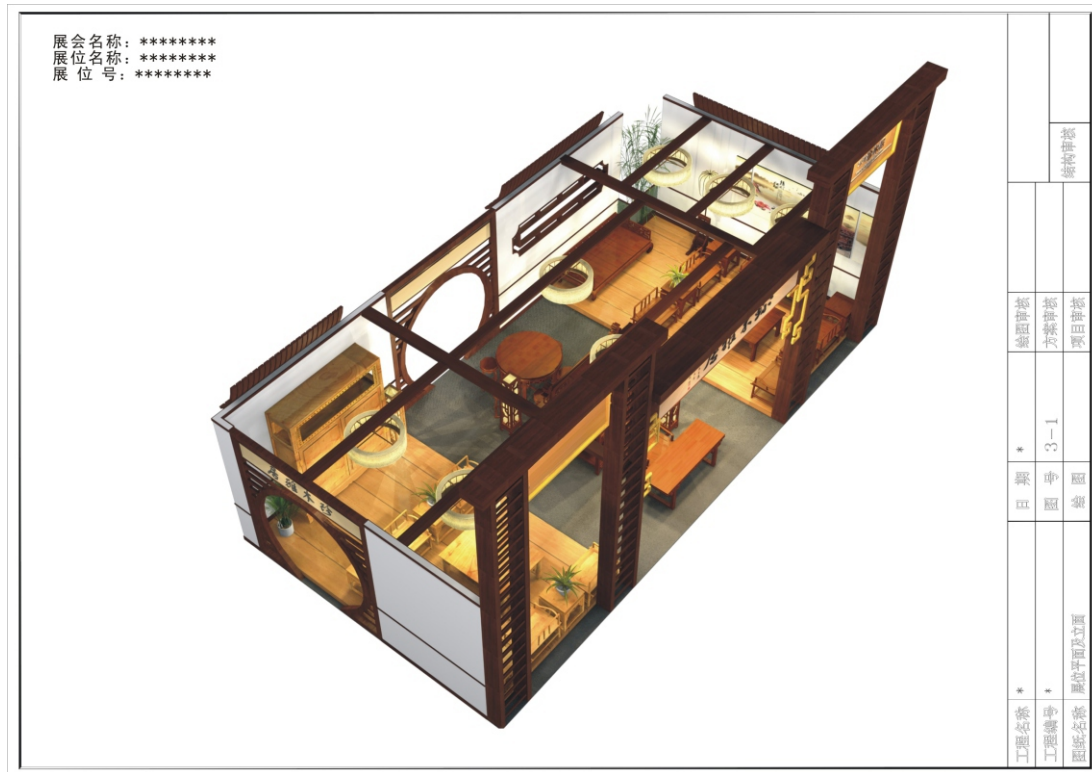
Blueprint of special designing  
switch system (only for reference)

Project name	*	Date	*	Auditing	
Project Number		Blue print Number	3-2	Examine and Approve	
Blueprint name		Design			

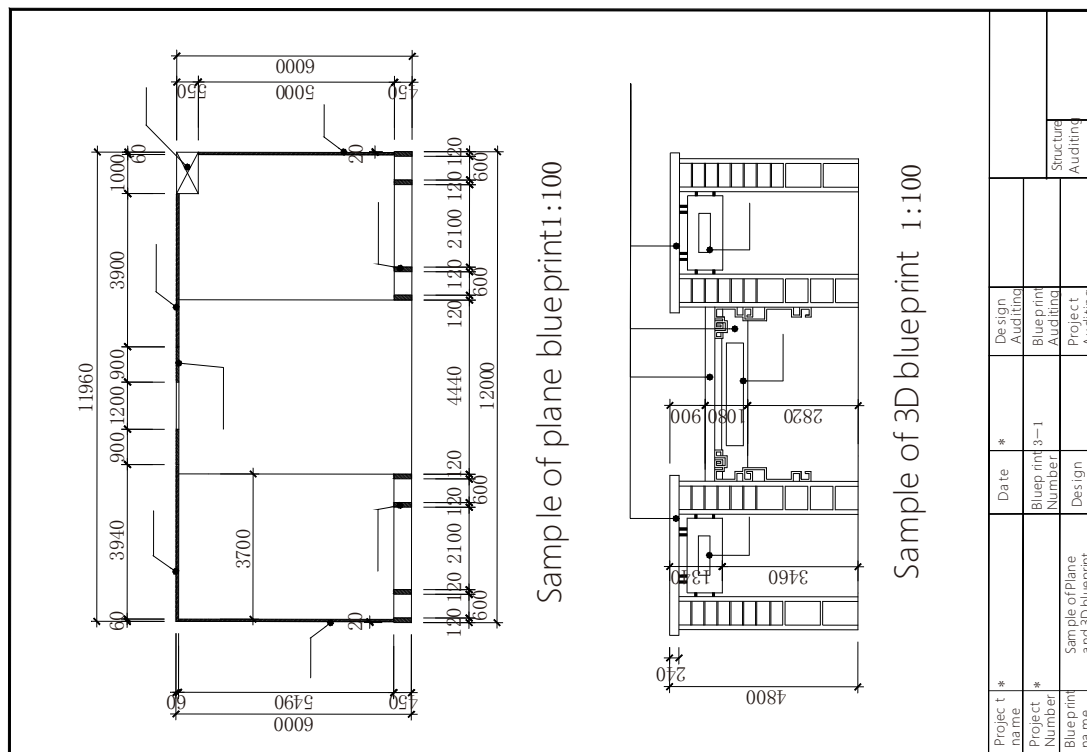
# Blueprint design plan Sample of special desing booth

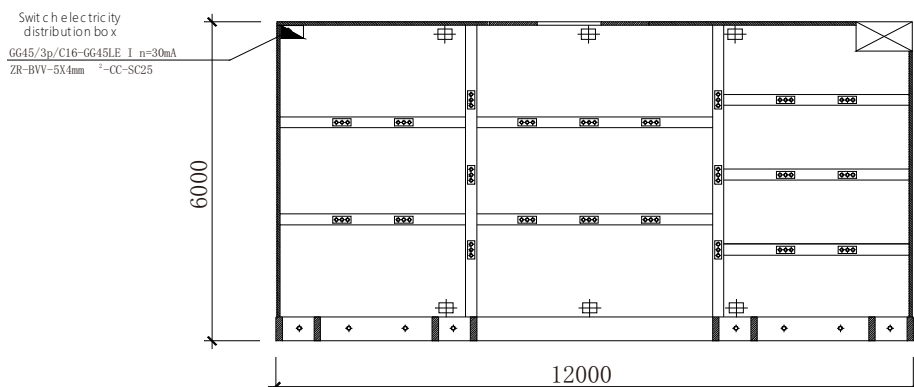
380V

Sample of plane and 3D blueprint  
(only for reference)






Sample of 3D image blueprint(only for reference)

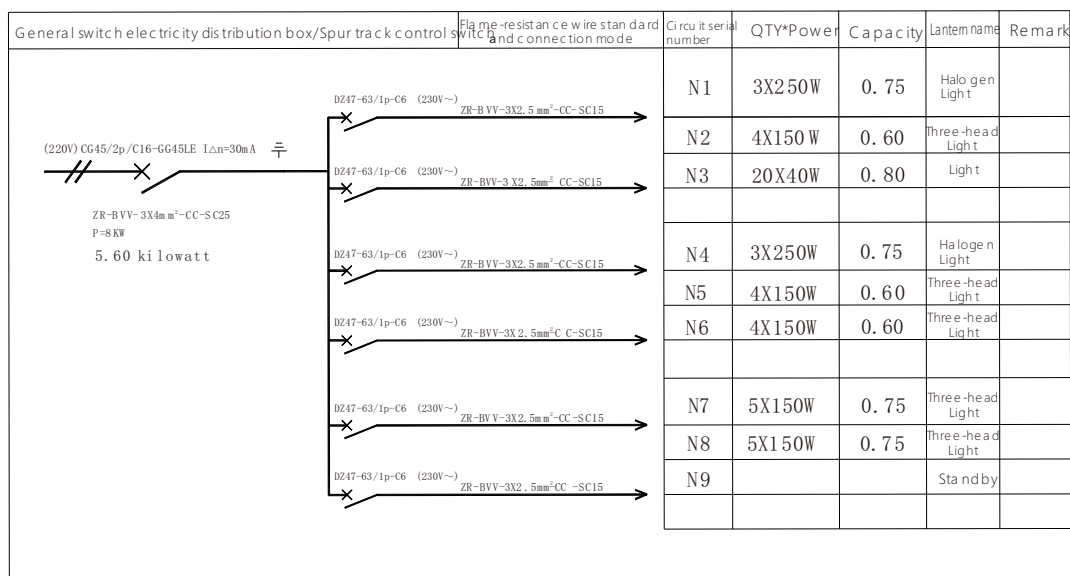




Floor plan of electric  
(only for reference) 1:100

Symbol	Name	Power	QTY
	Halogen Light	250W	6
	Three-head light	60W	20
	Switch electric distribution box	380V 16A	1
	Actual volume of electric	5.60KW	

Project name	*	Date	*	Auditing	
Project Number		Blueprint Number	3—1	Examined and Approved	
Blueprint name	Blueprint of electric	Design			



Blueprint of special designing  
switch system(only for reference)

Project name	*	Date	*	Auditing	
Project Number	Blueprint of special designing switch system	Blueprint Number	3--2	Examine and	
Blueprint		Design		Approval	

Please return by Jun 28, 2020

Power Rental

**B5**

Booth No : \_\_\_\_\_

DESCRIPTION	UNIT(RMB)	QTY	AMOUNT
6A/220V ( <1.3 KW )	350	_____	_____
10 A/220V ( <2.2 KW )	450	_____	_____
16A/220V ( <3.5 KW )	610	_____	_____
6A/380V ( <3 KW )	620	_____	_____
10A/380V ( <5 KW )	850	_____	_____
16A/380V ( <8 KW )	1,050	_____	_____
20A/380V ( <10 KW )	1,250	_____	_____
25A/380V ( <13 KW )	1,560	_____	_____
32A/380V ( <16 KW )	1,800	_____	_____
40A/380V ( <20 KW )	2,270	_____	_____
50A/380V ( <25 KW )	2,820	_____	_____
63A/380V ( <30 KW )	3,400	_____	_____
100A/380V ( <50 KW )	5,450	_____	_____
150A/380V ( <75 KW )	7,950	_____	_____
200A/380V ( <100 KW )	10,900	_____	_____
250A/380V ( <125 KW )	13,650	_____	_____
Deposit for power source case	800	_____	_____
Movement of Booth Distribution Box	150	<b>Total:</b>	_____

Remark:

- 20% surcharge will be imposed for late order, 50% surcharge for on-site order.
- Exhibitors are required to rent the electrical cabinets of the Complex. The connection from the electrical cabinets to the fixed facilities of the Complex shall be done by the Complex electricians. The positions of the electrical cabinets shall be distributed by the Official Contractor according to the fairground well conditions. Exhibitors shall be responsible for the electrical connection for lower piles for electrical cabinet switches. The contractors shall provide electrical cabinets to connect those provided by the Complex. Direct connection with the electrical cabinets provided by the Complex is prohibited.
- The above rate includes one electrical cabinet and 10m cable (from power supply point in the hall to the electrical cabinet). The cable more than 10m shall be charged based on the following standard: 32A and below: RMB20/m; 63-100A: RMB25/m; 150A: RMB40/m; 200A: RMB50/m; 250A: RMB70/m; 300A and more: RMB90/m.
- If 24-hour UPS is required, charge according to the triple of the above rate.
- All applications are valid subject to full pay.
- All technical specifications for the lower electric boxes shall not be more than 80% of those for the upper electric boxes to ensure the safe operation of the power supply system in the halls.
- All applied electrical cabinets are not replaced. 50% surcharge shall be imposed for on-site replacement.
- Submit the payable cash to the Official Contractor.
  - In case of payment in cheque or remittance, send the remittance slip and this application form to the Official Contractor before July 5. Payment in cheque or remittance shall be rejected after July 5.
  - In case of payment in cash, please go to the Official Contractor on site.
- The Official Contractor must reply the applicants in 3 working days after confirming receipt of their application forms; otherwise the contractor shall bear all costs arising therefrom.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Please return by Jun 28, 2020

Application for Telephone

**B6**

Booth No : \_\_\_\_\_

DESCRIPTION	RENTAL / UNIT (RMB)	QTY	AMOUNT(USD)
Local Phone(direct)	650		
Deposit for IDD	2,000		
Deposit for telephone	500		
ADSL	750		
Wi-Fi	550		
Deposit for ADSL	1,000		
Total:			

Please indicate the position of telephone on the below plan:



- Deposit will be refund upon returning of the telephone.
- No cancellation on telephone application.
- Exhibitors should submit the equipment and remit beforehand. All the expense should be remit at least 3 days before the exhibitors' registration. The official contractor will only arrange for the expense-confirmed equipment.

① Telephone

Remark: 20% surcharge will be imposed for late order, 50% surcharge for on-site order.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Please return by Jun 28, 2020

Safety Responsibility Agreement

**B7**

Booth No : \_\_\_\_\_

## Exhibitor's Promise

We promise to have understood the *Service Manual* in detail, conscientiously manage and supervise the construction company to design and do construction in accordance with the state related compulsory technical specifications & standards for construction engineering and the requirements of the *Service Manual*, obey the management of the CIFF departments concerned on the construction site, provide fire extinguishing appliance according to rules and wear safety helmets to access the site. We shall be held responsible for any violation. In the event of self-construction, we shall sign and assume responsibility for safety of the construction company.

Principal's Signature:

(Company Seal)

## Construction Company's Promise

We promise to have understood the *Service Manual* in detail. Upon signature of the Agreement, we shall automatically become a person-in-charge for safety of booth construction, water & electricity use, fire and public security and manage the booth production & construction safety, fire safety and exhibition safety & move-out safety during the CIFF. We manage and do construction in the light of the safe, civilized, economic and effective principle, avoid casualties and property damage accidents in the course of construction and promise as follows:

- ① Be held responsible for safety of our own property and staff, conduct safety production education for the staff beforehand, provide necessary safety measures and buy insurance for them and bear the cost arising therefrom.
- ② Ensure the compliance with all safety rules and assume all responsibilities for booth related safety & fire accidents and accidents and for all consequences arising from booth construction quality problems during the exhibition.
- ③ In the event of any booth related casualties and accidents, we shall assume all related loss arising therefrom.
- ④ We promise to accept the supervision and management of the Official Contractor and Convention & Exhibition Center, implement the safety guarantee & rectification measures, eliminate potential hazards any time and guarantee the Complex safety. In the event of any potential safety hazard, we shall conscientiously obey the compulsory management means of the Official Contractor.
- ⑤ In the event of accidents, we shall spare no effort to cooperate with the Organizer in emergency measures and all the aftermaths such as medical and compensation work.

Principal's Signature:

(Company Seal)

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_





中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## **Chapter 4 Overseas Transportation Guideline**



## Notice on the Entry/Exit Declaration Requirements for Overseas Exhibits

All Exhibitors:

In order to ensure that your overseas exhibits can be transported to the booths smoothly, and to avoid the entry and exit of overseas exhibits in violation of related laws and regulations, resulting in unnecessary losses, in accordance with the provisions of Articles 34 and 35 of the Annex of the **Announcement No.18 (2019)** of the **General Administration of Customs of the People's Republic of China**, the Standardized Declaration Catalog and Interpretations of the **Customs of the People's Republic of China** for Import and Export of Goods and the Circular of the State Council on Printing and Issuing the Work Program for Optimizing Port Business Environment to Promote Cross-border Trade Facilitation (GF [2018] No. 37), the matters requiring special attention for customs declaration of import and export of overseas exhibits are notified as follows:

I. It is required to truthfully fill out the contents in the list and unify the format of exhibit list.

- (1) Box No. ---- The number on the outer package.
- (2) Packaging Material----The actual material of the outer package, such as the wooden outer package must have the IPPC logo.
- (3) Size of Outer Package----To be filled out truthfully.
- (4) Volume----To be filled out truthfully.
- (5) Gross Weight----To be filled out truthfully. Accurate gross weight shall be provided, especially for maritime goods. Each forwarder shall ensure and provide accurate Verified Gross Mass (VGM) data.
- (6) Net Weight----To be filled out truthfully (In case of multiple items, each item must be filled out)
- (7) Name of Goods in English----To be filled out truthfully. (8) Name of Goods in Chinese----Please translate carefully. If it is difficult to translate, relevant photos and parameter references shall be provided.
- (9) Materials in Chinese and English----For a single material, provide the name of the material. For multiple materials, specify the name of each material and confirm the location of each material (for example: table: glass tabletop, pine wood table frame. If the material is particle board, plywood or MDF, etc., please indicate whether there is a veneer, and state if yes)**
- (10) Country of Origin ---- To be filled out according to the actual origin of the goods.
- (11) Brand----To be filled out according to the actual brand of the goods. In case of no brand, fill out "No". For a machine, please provide a nameplate photo.
- (12) Model----To be filled out according to the actual model of the goods. In case of no model, fill out "No". For a machine, please provide a nameplate photo.
- (13) Exhibit Specifications----Refers to the specifications of the exhibits after assembly. (For example: A table is unpacked to facilitate transportation, but will be reassembled during the actual display. The assembled size is not the outer package size)
- (14) Materials in Latin----If the goods contain solid wood, please provide the Latin name of the solid wood tree species (For the endangered tree species, the certificate of endangered species shall be provided; otherwise import is forbidden).
- (15) Commodity Code---Provide the initial product code truthfully for reference by the customs broker.
- (16) Quantity & Unit----To be filled out truthfully. "1 Box" shall not be displayed. Clear quantity and unit shall be provided (for example: Catalogs: 1 box. It is wrong, and shall be filled out as: Catalogs: 100 copies)
- (17) Unit/Total Prices ----To be filled out according to the actual price of the goods. The price of the goods shall not be deliberately lowered because of the need to pay more taxes or deposits. In case of lower prices, the customs will review the prices and impose penalties, affecting the customs clearance speed. The final prices are based on the prices of the customs database.
- (18) Processing Methods----The processing methods will be simplified into 3 categories: a. Sold, b. Return, c. Consumed. Fill it out truthfully. **For wood products, boards and furniture, application for "Consumed" is not allowed. In principle, application for "Consumed" for tax exemption is for the promotional products only.**
- (19) Provide the photos of the goods as far as possible, attach them to the rightmost side corresponding to the name of the goods in the list. 10 to 15 Items are the best per page. In case of any increase, fill out on the next page. The list header shall be filled out truthfully, including name of exhibitor, country of exhibitor, hall number, booth number and name of the exhibition. For goods of CIFF, please specify whether the goods will be displayed in the Phase 1 or Phase 2.
- (20) The declaration norm of each exhibit is different. After receiving the list submitted by an exhibitor according to the said requirements, the customs broker will check the name of the goods again, state the norm that requires other standardized declaration and ask the exhibitor to supplement the relevant materials through the forwarder.

### II. The Customs' Requirements for Customs Clearance Time

- (1) Air Import----It is required to confirm that the list fully meets the declaration requirements before the overseas exhibitors deliver the goods. If an exhibitor delivers the goods in advance without permission and the list fails to meet the declaration requirements, the customs clearance time will be affected and the customs shall not accept the list. The overseas exhibitor and forwarder shall handle the formalities for the goods to be returned or converted to the general trade list.
- (2) Road Import----It is required to confirm that the list meets the declaration requirements before declaration for import. For fast customs clearance, the forwarder shall weigh the goods in advance in Hong Kong to provide accurate gross weight of the goods.
- (3) Sea Import----Please contact the forwarder to choose the transport method of exhibits:  
If transshipment in Hong Kong is chosen, the list and related declaration norm shall be confirmed by the customs broker before the exhibits are arranged to be shipped to Huangpu.  
If stand-on vessel is chosen to ship the exhibits, the list and declaration norm shall be confirmed by the customs broker before the exhibits are shipped from the port of departure; otherwise the exhibitor and forwarder shall handle change in the manifests and return by themselves.

**All goods shall be declared truthfully, and shall not be concealed or omitted. If the prohibited goods for import are involved, exhibitors shall actively cooperate and shall not import rigidly. If you have any questions, please contact the official forwarder in time (Please refer to Page XX for detailed contact information).**

It is hereby notified.



The organizer has appointed Guangdong ShunXin Logistics Co., Ltd (Area A)/Agility Fairs & Events Logistics Limited (Area B/C) as the Overseas OfPcial Freight Forwarder and On-site Contractor for the captioned fair. All inquiries please address to the overseas forwarders.

#### I)ROUTING

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

#### II) DEADLINE FOR EXHIBITS AND CUSTOMS DECLARATION DOCUMENTS:

1. The exhibits must arrive at the said port/airport by the following dates and the documents must be sent to ofPcial forwarders by the following dates. (All exhibits shall be consolidated in Hong Kong from where they will be transported overland to the exhibition venue in Guangzhou.)

##### Time Schedule

- |  |                  |
|--|------------------|
| (1) Document Deadline: Appendix 3 to 6   | June 24, 2020    |
| (2) Original Bill of Lading and Master Air Waybill                             | June 24, 2020    |
| (3) Promotion Materials, Gifts and Consumables for<br>China Customs Censorship | June 24, 2020    |
| (4) Exhibits reach Hong Kong Port/Warehouse (by Air and Ocean)                 | June 27-29, 2020 |
| (5) Inbound Freight Payment to ofPcial forwarders                              | July 6, 2020     |

#### Remarks:

\*All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).

\*Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)

\*Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

#### III) DOCUMENTARY REQUIREMENTS

##### (1) Shipping Documents:

All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

Area A:

Consignee	Notify Party
Attn: Tel: _____ Fax: ( _____ E-mail: _____	The 45 <sup>th</sup> CIFF (Home Furniture)  Exhibitor: _____ _____  Hall & Booth No: _____

Area B/C:

Consignee	Notify Party
Unit 2105-2107, 21/F., CITIC Telecom Tower,  Attn: Tel: Fax: E-mail:	The 45 <sup>th</sup> CIFF (Home Furniture)  Exhibitor: _____ _____  Hall & Booth No: _____

Otherwise, we can not be responsible for any delay or complication. Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS " as the description and insert the clause " FINAL DESTINATION " -(CITY & COUNTRY OF THE FAIR), transshipment for (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.

## (IV) CUSTOMS &amp; EXHIBITION DOCUMENTS REQUIREMENT :

- 1 set of “Declaration Form for Temporary Import Exhibits” (Refer to Appendix 5)
- 1 copy of “TRANSPORT ORDER TO OFFICIAL FORWARDERS” (Enclosed Appendix 2)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix 4)
- Acknowledgement of Quarantine Inspection & Fumigation Formalities-for details.
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)- Souvenir/Catalogue/Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each and send to official forwarders before shipment arrival. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

**\*Remarks:** The full set shipping manual will be provided to each exhibitor upon confirmation to participation.

Should you have any query, please feel to contact us by phone number:

Area A Fax: (86)020-89578222 or e-mail to: yaosj@sx-cn.com yaoshaojuan2015@126.com  
852 2730 1878 or e-mail to: zhangcy@sx-cn.com shunxin8033@126.com  
chenpy@sx-cn.com sx\_exhibition@126.com

Area B/C Fax: (852) 28662421 / 86 20 28298356

or e-mail to: BChiu@agility.com / Jozhou@agility.com

## (V) SERVICES AND RATES FOR HANDLING EXHIBITS

1.	<b>INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH</b> <hr/> Receiving exhibits at forwarders warehouse, free storage in our warehouse in Hong Kong during receiving period, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair site sorting and delivery to Fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling excluded), customs clearance on a temporary basis, removing empty cases and packing materials to on site storage place (outdoor). By surface Under 3 cbm 3-6 cbm over 6 cbm	US\$59/CBM/OR 1000 KGS US\$59/CBM/OR 1000 KGS US\$58/CBM/OR 1000 KGS
2.	<b>CLOSING SERVICES FOR SOLD EXHIBITS</b> <hr/> Storage charges for empty cases, returning empty cases and packing materials to booth after closing of exhibition, assisting in repacking, moving exhibits to the storage place in exhibition site for sold exhibits and customs formalities. Handling Rate Under 3 cbm 3-6 cbm over 6 cbm	US\$17/CBM/OR 1000 KGS US\$17/CBM/OR 1000 KGS US\$15/CBM/OR 1000 KGS
3.	<b>RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG</b>	Services and rates as Inbound Movement Point (1)
4.	<b>BASIC SERVICE CHARGE</b> <hr/> -Applicable to both inbound and /or return movement	US\$35/EXHIBITOR/CONSIGNMENT
5.	EDI Customs Declaration Fees	Full Container: USD5.00/m3/exhibitor/lot  Bulk: USD45.00/exhibitor/consignment
6.	<i>Customs Data Entry Service Fee</i>	<i>USD5.00/page</i>

7.

Overweight & Overlimit Surcharge					
Single Commodity Parameters				Surcharge Rates	
Length (Meter)	Width (Meter)	Height (Meter)	Weight (Ton)	Up to or over any item	Up to or over any 3 items
≥5 M	≥2.1 M	≥2.1 M	≥3 T	20%	30%
≥7M	≥2.3 M	≥2.5 M	≥5 T	30%	50%
≥10 M	≥2.4 M	≥2.8 M	≥10 T	Negotiable Separately	
Remarks: - Applicable to the said rates (Items 1-3). - Negotiable separately if the weight of single commodity exceeds 10 tons.					

## VI) OPTIONAL SERVICES

1	Local transportation from and / or to between Cargo Terminal / clients warehouse (G/F) and warehouse at Tuen Mun, New Territories.	
	Plus additional heavy-lift surcharges for individual package	USD 10.00/CBM (MIN.US\$100.00/TIME)
2	Translation of “Declaration Form For Temporary Import Exhibits”	US\$5.00/CASE/PAGE (MAX.US\$30.00/CONSIGNMENT)
3	Storage in Hong Kong: i) Inbound movement before receiving period, or ii) Return movement after free storage period.	US\$10.00/CBM/WEEK OF PART THEREOF US\$10.00/CBM/WEEK OF PART THEREOF

### Remarks:

i) Quarantine Inspection and Fumigation: Details please refer to Notice-Page 53.

ii) All Food & Beverage/Plant products:

In accordance to the law of People's Republic of China, all plant / food products are submitted to quarantine authorization before shipment to China and on-site sanitary inspection. (At least one month before import to China)

**Important:** In order to obtain sanitary import authorization, the "Declaration Form for Temporary Import Exhibits" must be completed in detail and sent to ofPcial forwarder in advance. Without or return conPrmation plant / food products will not be imported in China. China sanitary laws are particularly strict and we recommend you to detail the exact content of each plant / food product. Handling & service charges will be quoted separately.

## VII) REMARKS

1. a. Above rates exclude, air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, airport terminal / freight forwarder warehouse, port management fee pay to China Government, import or re-export declaration fee payable to Hong Kong Government, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Chinese / HongKong Government.

b. Customs or duty:

All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing , any exhibit is sold or given to domestic company etc., according to the Chinese Custom regulation, tax / duty will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity & value.

## NOTICE

### INSPECTION AND QUARANTINE IN CHINA

Effective Date:

January 01, 2006 (Date of Shipments Arrival China)

Applied Countries, Cities, and Districts:

All countries/Cities (Including Hong Kong SAR, and Taiwan)

Applied Scope:

All non-processed wooden packing material used to carry, pack, pad and support, and reinforce the goods, such as, but not limit to, wooden case, crate, pallet, frame, beam, skid, wedge, sleeper and pad.

Exempted Scope:

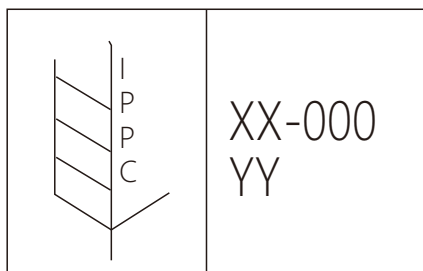
1. Being heated and pressed wooden packing materials, such as: plywood, particleboard, fiberboard, etc.
2. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

Treatment/Fumigation Standard:

Wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the export countries, cities, or districts, and marked with "IPPC" (sample shown as below) on two opposite sides.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/ treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, or MB)

If the wooden packaging material without the official mark of "IPPC" or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.



Where:

IPPC -Abbreviation of "International Plant Protection Convention", XX-International Standardization Organization (ISO) two letter country code;

000-Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;

YY-The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment -HT



2. Minimum 1 CBM /1 METRIC TON Per exhibitor for every surface consignment, whichever is greater, and minimum for 20' container is 23 cbm / freight tons, 40' container is 46 cbm / freight tons for FCL surface shipment.
3. Volume and weight conversion in air freight rate is 6 cbm = 1000 kilo.
4. Cargo arrived beyond deadline, **an additional handling surcharge 30%** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrival the site before the opening of exhibition.
5. All freight charge must be settled in accordance with our schedule mentioned on attachment (TIME SCHEDULE). A2.5% outlay commission will be added for unpaid invoice beyond Fair open date.
6. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of Boating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.
7. Unpacked cargo without container are accepted.
8. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
9. All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis, otherwise we will levy **3-5% commission** on the freight which we pay on your behalf to the local carriers.
10. Above rates are quoted for all exhibition hall at ground floor, a 20% surcharges for upstairs will be added.
11. **Official forwarder** reserve the rights to amend the above rates if in case the exhibition is changed its date, city or venue.
12. Surcharges for handling of dangerous cargo will be given upon request.
13. All related shipping documents must be sent to BALtrans Exhibition & Removal Ltd. before the deadline of the "Time Schedule in Shipping Instruction"; otherwise, we will not take any responsibility for the delay transit to exhibition site.
14. **Official forwarder** reserve the rights to issue separate quotation for individual package with dimensions attaining or exceeding-  
**LENGTH:5M                      WIDTH:2.1M                      HEIGHT:2.1M**
15. **Official forwarder** does not take any responsibility for:  
a. If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.  
b. Any tax /duty for sold exhibits.
16. Any service required from exhibitors not covered by tariff should be notified **official forwarder** in advance, quotation will be given upon request.
17. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
18. All transactions are subject to the company's standard trading conditions (copies available on request from the company) and which in certain cases, exclude or limit the company's liability.





## APPENDIX 2

## TRANSPORT ORDER TO OFFICIAL FORWARDERS

Exhibitor: \_\_\_\_\_

Stand No.: \_\_\_\_\_

We have participated the mentioned exhibition and we hereby authorize **Guangdong Shunxin Logistics Co., Ltd (Area A)/Agility Fairs & Events Logistics Limited (Area B/C)** to handle our exhibits as per the attached Declaration Form for Temporary Import Exhibits to the above exhibition. We hereby certify that our Declaration Form for Temporary Import Exhibits attached is true and correct. We will be fully liable if the customs finds any discrepancy or mistake, any additional costs incurred will be on our account. Meantime, we accept the Standard Trading Conditions and understand that the exhibits will not be released to us until full payment is settled. Also, we understand that the charges are compiled on volume or weight basis and insurance coverage is not included. All work undertaken by **ShunXin Logistics / Agility Fairs & Events Logistics** at our risks.

☐ We will arrange the insurance coverage for the exhibits by ourselves.

For your information, please transport our exhibits to the exhibition site as follows:

☐ From Hongkong to GUANGZHOU by surface.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From GUANGZHOU Seaport.(FOR FCL ONLY)

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From GUANGZHOU Airport.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From the entrance of the exhibition site.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

On-site Contact Person(s)

Our representative(s), details as below, shall arrive at the fair site before the Exhibition opens and contact ShunXin Logistics/ Agility Fairs & Events Logistics for unpacking, repacking, and customs clearance.

Mr./Ms./Mrs. \_\_\_\_\_ (Mobile No. \_\_\_\_\_)

Mr./Ms./Mrs. \_\_\_\_\_ (Mobile No. \_\_\_\_\_)

Date and Time of their arrival: \_\_\_\_\_ AM / PM

Signature & Company Chop: \_\_\_\_\_

Name and Title in Block Letter: \_\_\_\_\_

Date: \_\_\_\_\_





## Acknowledgement of Customs Clearance Formalities

Dear Exhibitor,

We are very glad to be appointed the official freight forwarder in the captioned show. This is our honor to provide our quality forwarding services to you. For your information, all overseas exhibits are only allowed to PR China under temporary customs bond, and all of them will be kept under surveillance by the Chinese Authorities. Therefore, strictly abiding by the below formalities will keep you free from facing serious consequences on violating related rules and regulations.

A) Return of Exhibits

Please provide disposal instructions for all of your exhibits, regardless of disposal nature, to \_\_\_\_\_ / \_\_\_\_\_ before the closing of exhibition. For any emergency needs in return shipments, your instructions MUST reach our company BEFORE the opening of exhibition.

B) Sold

Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures, packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.

C) Consumed Exhibits

Promotional Materials: Publicities, Souvenirs, Samples, Visual Aids, or etc.

If an exhibitor has an intent of using visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids CD, VCD, DVD, Plm, photograph, map, etc. and two samples of publicities catalogue, leaflet, etc. and souvenirs, etc. To \_\_\_\_\_ / \_\_\_\_\_ (address listed below) on or before the date stipulated in the Time

Schedule. ShunXin Logistics/ Agility Fairs & Events Logistics **will onforward them to the Chinese Authorities** for censorship. The grant of this intent is subject to the Authorities' approval and levies. The censorship usually takes 3-4 working days; and criteria for approval and assessment of tax and duties are the nature of commodity, value, and quantity. Late approval is the result of late submission. Please pay attention All exhibitors shall apply to the domestic forwarding agents as soon as possible.

D) Give-away to Domestic Company

Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in PR China with its exhibits free for the purpose of business development. The clearance procedures are same as **Sold** exhibits, packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, receiver or official importer.

E) Abandoned Exhibits

Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via \_\_\_\_\_ / \_\_\_\_\_. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. You are suggested to submit your declaration to \_\_\_\_\_ / \_\_\_\_\_ before the opening of the fair. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and **penalties**. After the submission of declaration, no change is accepted by the Authorities.

For further information and queries, please do not hesitate to contact us.  
Wish you have every success in the exhibition!

-----  
Acknowledged by

Company name: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Signature of representative and company chop: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 4

**Acknowledgement of Quarantine Inspection and Fumigation Formalities****Wooden Materials**

Effective from 01 January 2006, it is mandatory to have all exhibits, containing wooden materials internal or external packing or for stuffing purpose; and as minor as wooden chip, beam, etc., fumigated before importing to China by the Chinese Authorities. All treated wooden materials must bear the officially recognized mark the attached fumigation certificate (wood/heat treatment certificate) as an important proof of this undertaking to the Chinese Authorities. **No countries and cities (including Hong Kong SAR, Macau SAR, and Taiwan) are immune from these rules and regulations.**

The acceptance of wood treatment up to the standard is subject to the Chinese Authorities' final decision. Should they feel necessary to enforce the treatment again on the Mainland, all costs of inspection, fumigation handling or's account. Any re-treatment, no doubt will affect the timely delivery of exhibits to the exhibitor, for which BALtrans could not be held responsibility and liability. **The Authorities are undergoing rigorous inspection on all exhibits. Negative impact on the exhibitor is consequent on lax with fumigation.**

**Used Stuffing and Packing Materials**

Under no circumstances could all used stuffing and/or packing materials newspapers, wrapping paper, paper chips, bubble sheets, etc. - be left in China irrespective of disposal nature. Violators will be penalized by the Authorities.

If an exhibitor is having a package of exhibit sold or returned or abandoned, etc., any stuffing and packing materials used to fix and/or wrap the exhibits in the inbound movement are mandatory to be taken away from China by any means, i.e. by shipment or handcarry, at the exhibitor's expenses. For example, an exhibitor has a box of exhibit sold, the exhibits are of course left in China; but the used stuffing or wrapping materials must be taken away of China by any means. **Pay-to-dump in China is prohibited by the Authorities.**

Acceptance of the re-use of original materials may be granted, which is subject to the Authorities' approval. Exhibitor is, therefore, suggested to prepare additional NEW STUFFING AND PACKING MATERIALS in its inbound shipment for repacking its sold and giveaway exhibits, in case the re-use of those materials is not granted.

**Meat, Dairy Products, Produce, Plants**

None of above categories is permitted to the Mainland.

**ShunXin International Logistics (HK) Co., Ltd. /Agility Fairs & Events Logistics Limited**

-----

**Acknowledged by:** \_\_\_\_\_  
Company name: \_\_\_\_\_  
Name of representative: \_\_\_\_\_  
Signature of representative and company chop: \_\_\_\_\_  
Date: \_\_\_\_\_





中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 5 Advertisement



**Ciff**

新品首发  
商贸首选  
Better Life  
Better Work

**Efficient Brand  
Promotion to more than**

**297,950 Professional Buyers**

**Easier Access to  
Business Success  
– Onsite Advertisement**





Ciff

新品首发  
商贸首选  
Better Life  
Better Work



More inquiry, please visit  
**[www.ciff-gz.com](http://www.ciff-gz.com)**  
or contact us directly.



### Advertisements in Exhibition Catalogue and Buyer' s Guide

Advertisers must use the related forms provided, All publishing information should be included in the forms. The forms should be company stamped and verified through fax. Advertisers should supply the positive Plms. The Publishers will not be responsible for any unpunctual delivery of such materials, or any damaged or imperfection of such materials. The rated items are as followed:

Location	Form	Rate
Back Cover	Single Page	USD3,000
Inside Front Page	Single Page	USD2,000
	Gatefold Page	USD4,700
Inside Back Cover	Single Page	USD1,700
	Gatefold Page	USD4,000
Book Marker	Max Size:143mm(W)*208mm(H)	USD1,700
Home Furniture Page	Single Page	USD1,000
	Gatefold Page	USD2,500
Outdoor&Leisure Page	Single Page	USD700
	Gatefold Page	USD1,700
Homedecor Page	Single Page	USD700
	Gatefold Page	USD1,700
Hometextile Page	Single Page	USD700
	Gatefold Page	USD1,700

**Deadline: Jun 28, 2020**

The payment shall be made to China Foreign Trade Guangzhou Exhibition General Corporation and Order No. shall be indicated. The account information is as follows:

**Name:** HuaKan Publishing (Guangzhou) Fair Service Co., Ltd.

**RMB Deposit Bank:** Bank of China Guangzhou Junjing Sub-Branch

**A/C No.:** 6600 6100 5698



## Notice of The On-site Advertisements

Advertising Time:  
July 27-30, 2020

Recommendations for Advertising:

See the On-site Advertising Space Floor Plan for the specific location.

\* The said rates include the production fees for airbrush illustration.

\* The advertising manuscripts shall be provided by exhibitors (in the form of tiff files or files edited by Photoshop or CorelDraw).

China Foreign Trade Guangzhou Exhibition General Corporation Huajia, A/F, Area C, China Import & Export Fair Complex,  
No.980 Xingang Road East, Haizhu District, Guangzhou, China

**Deadline: June 28, 2020**

The fees must be remitted to China Foreign Trade Guangzhou Exhibition General Corporation and order number shall be indicated for payment. The bank account information is given below:

A/C Name: China Foreign Trade Guangzhou Exhibition General Corporation

Deposit Bank: Bank of China, Guangzhou Canton Fair Sub-Branch

A/C No.: 631457755129

For details and advertising application, please contact:

China Foreign Trade Guangzhou Exhibition General Corporation

Contacts: MS Pei/ Mr Lin

TEL: 86 20 8912 8036/8912 8039

FAX 86 20 8912 8222-8113

E-mail: peij@fairwindow.com.cn/ linjl@fairwindow.com.cn

Company Name				
Contact Person		E-mail		
Tel		Fax		
Interested	Advertisements	Advertising Duration	Location	Quantity
ComPrm				(SIGN)





The Official Catalogue Service Provider :  
HuaKan Publishing (Guangzhou) Fair Service  
Co., Ltd  
Contact: Mr. David Zhang, Ms. Jenny Ren  
Tel: +86-20-8560 3260 /86-20-8560 3261  
Fax: +86-20-8560 3262 /86-20-8560 3263  
E-mail: info@hkpgz.com

Remarks:

- 1、 The above rates are for one advertisement in one catalogue.
- 2、 Rates don't include design & developing.
- 3、 4-C & color draft and ready-to-print positive films must be offered.
- 4、 Full page trimmed size should be: 160mm(W)\*205mm (L)
- 5、 The exhibitor must submit ads manuscripts.(tiff /jpg /ai format, CMYK 4-color, precision must be 300 dpi at least ).
- 6、 The above rates are for exhibition catalogue advertisements. Advertising Plms shall be provided by exhibitors. If the films are provided by \_\_\_\_\_, an extra RMB200/page shall be charged for them.
- 7、 Please send the Plms to \_\_\_\_\_ before Jun 28, 2020.

## Advertising and Contents for 'Buyers Guide'

*'Buyers Guide' is a handbook for the attendees to quickly acquire first-hand information of the exhibition which includes the Schedule, Activities, Attendees, Location, Maps, Transportations and as well as Guangzhou Guidance.*

'Buyers Guide' will be dispensed to each buyer on site. Advertising on the guide will greatly improve the opportunities to attracting potential buyers for business purpose and of course will greatly promote your selling.

'Buyers Guide' Advertisement price list:

Location	Form	Rate
Back Cover	Single Page	USD3, 800
Inside Front Page	Single Page	USD2, 800
	Gatefold Page	USD6, 700
Inside Back Cover	Single Page	USD1, 700
	Gatefold Page	USD4, 000
Inside Full Page	Single Page	USD1, 400
	Gatefold Page	USD3, 000
Book Marker	Max Size:143mm(W) × 208mm(H)	USD3, 500

Notice:

- 1) Trim size for the *Buyers Guide*: 143mm(W)X208mm (H), 3mm bleeding
- 2) Advertising Standard: The exhibitor shall provide the electronic versions (jpg or tiff or ai *format, CMYK 4- color, precision 300 dpi or above*) or the advertising films.
- 3) Please send the Plms to HuaKan Publishing (Guangzhou )Fair Service Co.,Ltd. **Before Jun 17, 2020.**

The Official Catalogue Service Provider :  
HuaKan Publishing (Guangzhou )Fair  
Service Co.,Ltd  
Contact:Mr.David Zhang, Ms.Jenny Ren  
Tel: +86-20-8560 3260 /86-20-8560 3261  
Fax: +86-20-8560 3262 /86-20-8560 3263  
E-mail: info@hkpgz.com

Logo Advertising in Catalogue, Buyer's Guide, Visitor's Guide and Booth Floor Plan

Along with continuous economic development, the demands of customers for brand consumption are increasing and buyers also hope to establish long-term partnerships with influential brands. Logo, as a symbol of an enterprise or brand, is an important link to promote brand image. During the exhibition, the Catalogue, Buyer's Guide and Visitor's Guide will be distributed on site and the booth floor plans are available in the halls so that buyers and audience can find the enterprises they are concerned with. Exhibitors can promote their corporate image by advertising corporate or brand logos and allow buyers and audience to search their booths fast.

## I. Logo Locations and Prices:

Advertising Items	Locations	Prices
Catalogue	Logos in Exhibitors Directory (Black & White)	US\$100
	Logos in Brands Directory (Color)	US\$200
	Logos in Booth Floor Plan (Color)	US\$140
Buyer's Guide	Logos in Booth Floor Plan (Color)	US\$140
Visitor's Guide	Logos in Booth Floor Plan (Color)	US\$140
On-site Booth Floor Plan	Logos in On-site Booth Floor Plan (Color)	US\$300
Package		US\$700

## II. Logo Locations and Forms

## A. Logos in Exhibitors Directory of Catalogue (Black &amp; White)

Location: Exhibitors Directory in catalogue (Arranged in numerical order of booth number)

Expressive Form: Black & white logo and writing

Promotion Form: Black & white corporate or brand logo

Note: The Exhibitors Directory in the catalogue arranges the information about all exhibitors in numerical order of booth number. Logo advertising in the catalogue can promote brand and attract the attention of buyers to your company information.

展位号/Booth No.: 3.2C01

江门健威家具装饰有限公司

KINWAI INTERNATIONAL FURNITURE CO., LTD.

Add: No.399 Jinou Road, Jiangmen, Guangdong, P.R. China

Postal Code: 529040

Tel: +86-750-3870 565

Fax: +86-750-3866 870

Contact Person: Bagio Ouyang

Title: Director

E-Mail: kinwaiservice@kinwai.com.cn

Website: www.kinwai.com.cn

Brand: Kinwai

Business Nature: Manufacturer

Products Categories: Others

Major Market: China Mainland, U.S.A., Middle East, Europe, Southeast Asia

Products: Modern Furniture

**Kinwai**  
健威人性家具

地址: 中国广东省江门金瓯路399号健威工业城

邮编: 529040

电话: +86-750-3866 884

传真: +86-750-3866 800 \*6068 /3866 884

联系人: 李新军

电邮: lixinjun@kinwai.com.cn

网址: www.kinwai.com.cn

品牌: 健威

业务性质: 制造商

产品类型: 其它

主要市场: 中国大陆, 中国港澳台, 日本/韩国, 美国/加

拿大, 中东, 欧洲, 东南亚

主要产品: 现代家具

### B. Logos in Brands Directory of Catalogue (Color)

Location: Brands Directory in catalogue (Placed in front of the Table of Contents of the catalogue).

Expressive Form: Color logo and writing

Promotion Form: Color corporate or brand logo, brand names in Chinese and English, business names in Chinese and English, Booth No. and in which page of the Exhibitors' Directory.

Note: As customers increase brand commodity consumption, buyers prefer to cooperate with influential brands. The Brand Directory is offered between the color-paged advertisement and the Table of Contents in the catalogue to highlight space and facilitate buyer's search. Each page of this area provides the information about five brands so that buyers can search the relevant company information while the brands are promoted.

Ciff 品牌专区 (按品牌英文名称排序) Brand Area (Alphabetical List of Brand Name)	
品牌名称 Brand Name	展位号 / 公司名称 Booth No./Company Name
 FREEZONE 伊藤百兰-非巢	展位号 (Booth No.): 18.2A06 佛山市南海家具实业有限公司 FOSHAN HI-EASE FURNITURE INDUSTRIAL CO., LTD. 展南名漆区页码 (Page): 307
 福立达 SANLIN MUYE 福立达	展位号 (Booth No.): 5.1D16 吉林省三林木业有限公司 JUN PROVINCE SANLIN WOOD INDUSTRY CO., LTD. 展南名漆区页码 (Page): 192
 GIO-LUZINI 东莞戴亚	展位号 (Booth No.): 5.1Y01 东莞戴亚五金家具有限公司 GIO-LUZINI SON BHD 展南名漆区页码 (Page): 194
 HONLAND 鸿联	展位号 (Booth No.): 2.1A07 江苏新鸿联集团有限公司 JIANGSU HONLAND GROUP CO., LTD. 展南名漆区页码 (Page): 114
 金喜轩 JIN XI XUAN 金喜轩	展位号 (Booth No.): 5.1P08 佛山市顺德区金喜轩家具实业有限公司 JIN XI XUAN FURNITURE INDUSTRY CO., LTD. 展南名漆区页码 (Page): 154

Ciff 品牌专区 (按品牌英文名称排序) Brand Area (Alphabetical List of Brand Name)	
展位号 / 公司名称 Booth No./Company Name	品牌名称 Brand Name
展位号 (Booth No.): 4.2D08 佛山市凯的家具有限公 FOSHAN KEAD CO.,LTD	 kead 可的
展位号 (Booth No.): 12.1B01 江门市健威利实业有限公司 KINWAI INTERNATIONAL FURNITURE CO., LTD.	 Kinwai 健威沙发
展位号 (Booth No.): 3.2C01 江门市健威家具有限公司 KINWAI INTERNATIONAL FURNITURE CO., LTD.	 Kinwai 健威人性家具
展位号 (Booth No.): 9.2B03 浙江艾美家居有限公司 ZHEJIANG LE MERIDIEN HOME CO., LTD.	 艾美家居 LE MERIDIEN
展位号 (Booth No.): 13.2C08 宁波梦神床垫机械有限公司 (NINGBO)	 MENGSHEN 梦神床垫

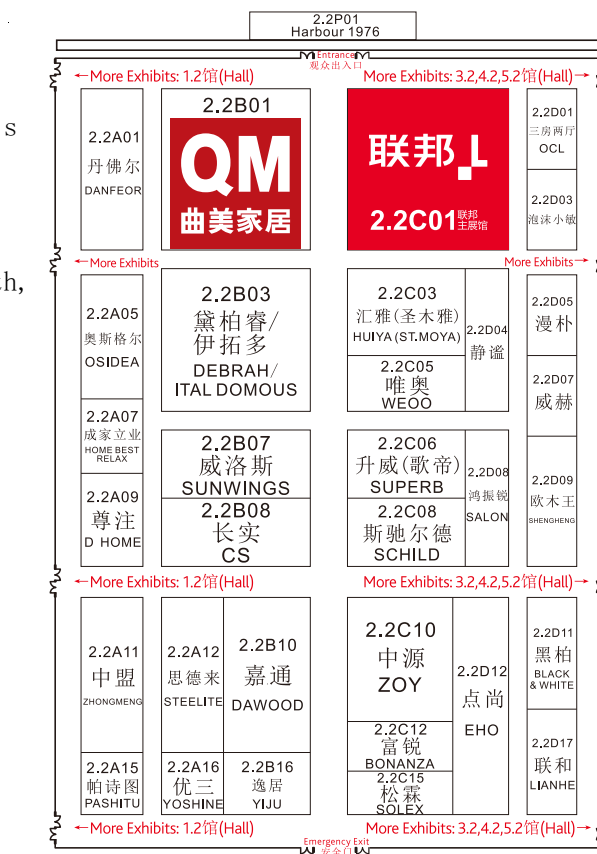
### C. Logo Advertising in Catalogue, Buyer's Guide, Visitor's Guide and On-site Booth Floor Plan (Color)

Location: Catalogue, Buyer's Guide, Visitor's Guide and On-site Booth Floor Plan

Expressive Form: Color logo and writing

Promotion Form: Color logo in booth. Logo size depends on booth size.

Note: It is vital to search exhibitor's booth, booth layout and floor plan on site. Logo advertising can promote brand, amplify and attract buyers' attention and allow more buyers to visit your booths.





中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 6 Exhibition Forms

## Exhibition Form Checklist

No.	Exhibition Form	Deadline
A1	Application for Temporary Service Personnel	July 8, 2020
A2	On-site Activity Collection Form	Jun 22, 2020

All the application forms should be completed and returned in good time to ensure prompt attention and save the exhibitor's additional expenses. Any consequence resulting from late delivery should be at exhibitor's responsibility.

Please complete and return the forms with required payment to the organizer:

China Foreign Trade Guangzhou Exhibition General Corporation

A/F, Hall 16, Area C, Canton Fair Complex, No. 980 Xingang Road East, Haizhu District,  
Guangzhou 510335, China

Fax: +86-20-8912 8222-8103

E-mail: zhangsy@fairwindow.com.cn

**Please return by July 8, 2020**Application Form For  
Temporary Personnel**A1**

Booth No : \_\_\_\_\_

The Organizer will be able to arrange temporary personnel for exhibitors. Services available are as follow:

Classification of Personnel	Rate/Day
Interpreter ( Chinese / English )	USD65
Interpreter ( Chinese / Other languages )	USD180

Please complete the following for services required

Classification of Personnel	Sex	Language Required	Date (From _ to _ )	Cost

Total Cost:

Notice :

- ☐ Minimum hiring time is one day (8 hours). All overtime will be charged at RMB55 per hour.
- ☐ Order must be placed before the deadline. Late or on-site orders are subject to availability.

Contact: Miss Zhang Suyu  
Tel: 86-20-89128070  
Fax: 86-20-89128222-8103

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_



Please return by Jun 22, 2020

On-site Activity Collection Form

**A2**

Booth No : \_\_\_\_\_

Thank you for choosing the 43th CIFF!

CIFF, known as "Asia's furniture sourcing center", is a great event in the furniture industry, committed to providing a good platform for trading, exhibition and exchange to domestic and overseas furniture manufacturers, dealers, industry associations, chambers of commerce and designers over a decade.

To meet the demands of industry insiders for display and exchange, the Organizer is collecting the on-site event plans from professional authorities, industry experts and entities, associations and exhibitors. If your plans are selected for the recommended events in the 37th CIFF, the value-added services will be offered:

Venue Support: To help reserve multimedia conference room in China Import & Export Complex that can accommodate 20-300 persons

Magazine and Newspaper Promotion: To have the opportunities to be reported in public media including Guangzhou Daily, Southern Metropolis Daily and Yangcheng Evening News as well as specialized furniture media including Furniture, Furniture & Interior Decoration, Furniture Today and The Home Living.

E-leaßets: CIFF will use the buyer and exhibitor database and issue the E-leaßets to publish the recommended events.

To provide assistance in inviting audience such as CIFF invitations.

Basic Eligibility for Recommended Events:

To discuss the issues concerning the development of furniture industry, share and exchange experience in policy, technology and trends.

Periodical member events and conferences of the industry associations and chambers of commerce.

To present the achievements in research of industry experts and authorities.

Enterprises or individuals interested in participation, please complete the application form and email to: zhangsy@fairwindow.com.cn or fax to (86) 20 89128222-8103 (Contact: Zhang Suyu). The recommended events are limited to ten only. The events that fail to be selected may appear in the global press releases of CIFF according to the themes. Do not miss it!

We are providing the plan and applying for joining the recommended events of CIFF. The event is planned as follows:

Business Name		Booth No.	
Date and Time			
Venue and Equipment Requirements			
Event Scale	Estimated Number of Audience	Name of Moderator/ Keynote Speaker	
Moderator/Keynote Speaker Profile (Background)			
Forms	Industry Seminar   Product Launch Conference   Buyer Presentation Other: _____		
Event Schedule			

Completed by:

Date:



Accommodation  
Reservation Form**A3**

Booth No : \_\_\_\_\_

Your room reservation is binding for the days booked. If a booked room is not used, the hotel has the right to claim payment from the client. China Foreign Trade Guangzhou Exhibition Corporation accepts no liability. (Detailed information refers to [ciff.fairwindow.com](http://ciff.fairwindow.com))

Please complete the following form:

Name of Hotel	Type of the Room	Date of Arrival	Date of Departure	Guests Name	Remarks

## Payment/Reservation Guarantee

Type of Card	<input type="checkbox"/> AMEX <input type="checkbox"/> JCB <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> Other	The credit/charge will be used for my room reservation guarantee.
Cardholder's Name		Cardholder's Signature:    (signature to correspond with Card Account Specimen Signature) Date:
Card Number		
Expiry Date		
ID Card Number		

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

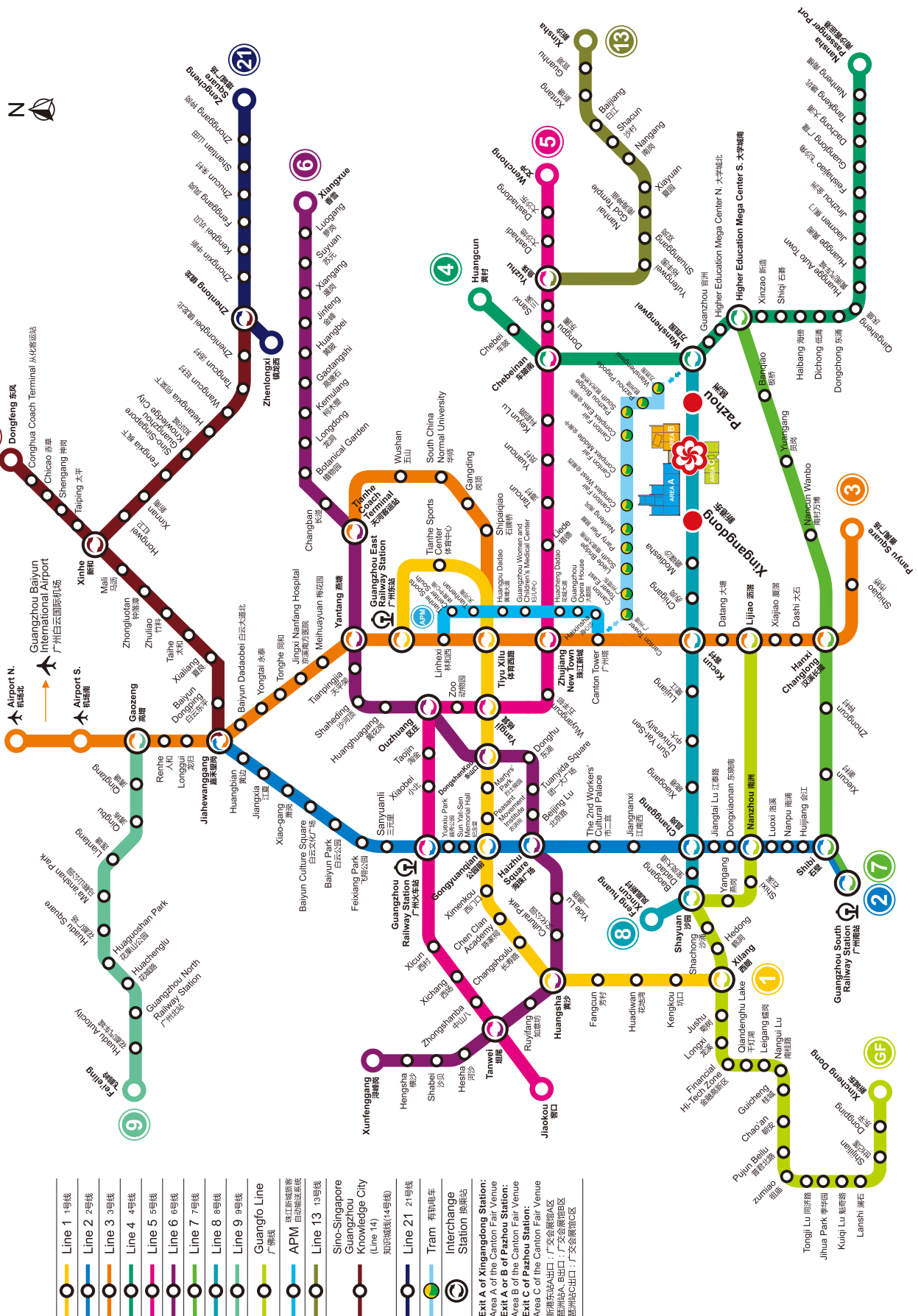
Contact Person: \_\_\_\_\_ Date : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

# GUANGZHOU METRO SYSTEM MAP

广州地铁线路指南



## 配套服务位置平面图

### Layout of Fairground Service Points


**展商  
报到**
**参展商报到处**  
Exhibitor Registration

**观众办证处**  
Visitor Registration

**机场巴士下客点**  
Airport Shuttle Bus

**柜台编号**  
Counter number

**主场  
承建**
**大会主场承建**  
Official Contractor

**VIP休息室**  
VIP Lounge

**地铁站**  
Metro Station

**主场  
承运**
**大会主场承运**  
Official Forwarder

**新闻中心**  
Press Center

**银行**  
Bank

**客服  
中心**
**现场客户服务中心**  
Customer care Center

**行李免费寄存处**  
Free luggage office

**邮局**  
Post

**会刊  
发放**
**会刊发放处**  
Show Catalogue

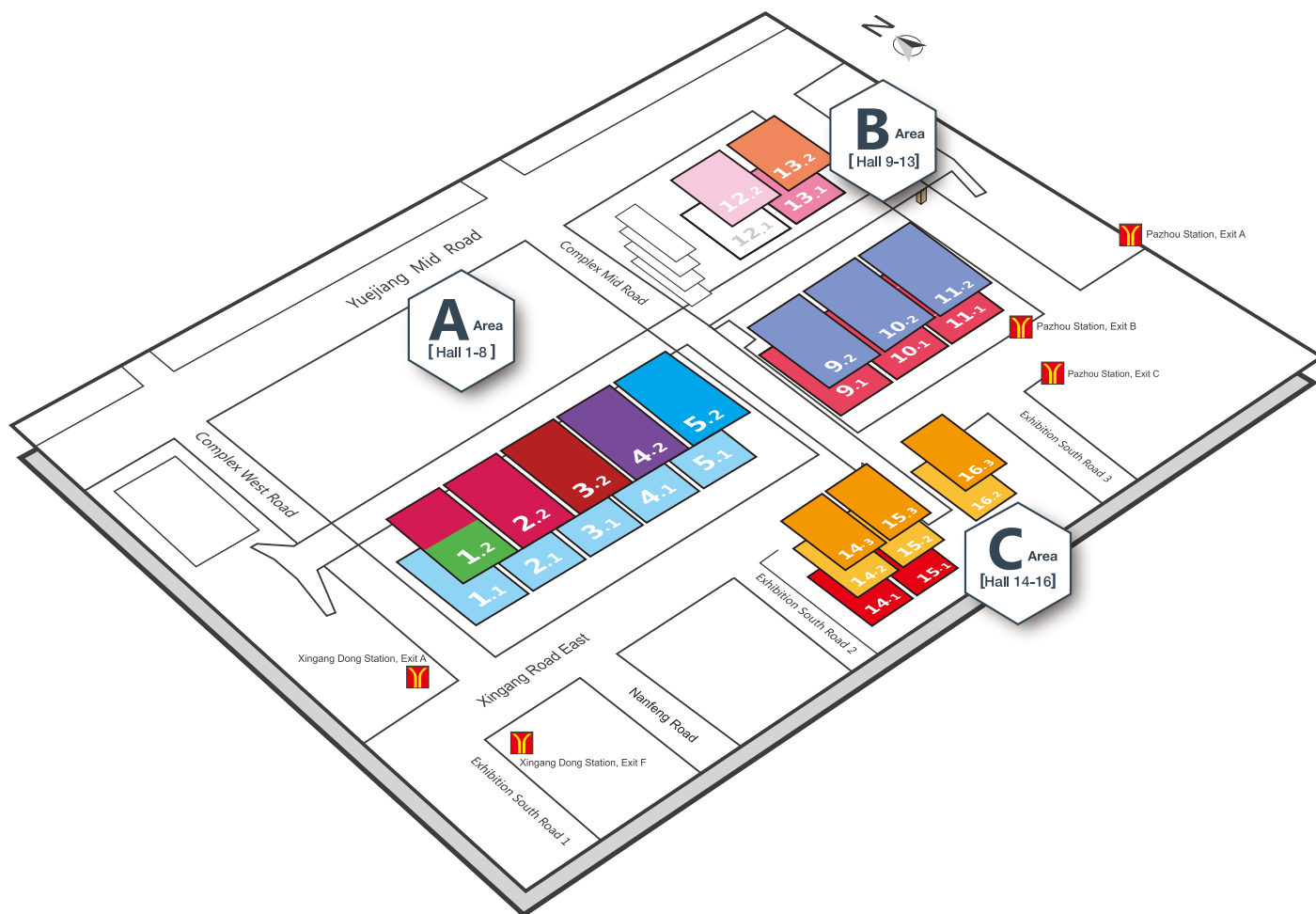
**咨询处**  
Information

**医疗室**  
Clinic

**Home Furniture** **Office Show** **CIFM/interzum guangzhou**

July 27-30, 2020

Canton Fair Complex



## Home Furniture

- Custom Design 1.2
- Outdoor Space 1.2
- Integrated Design 2.2
- Design Spring, Contemporary Chinese Furniture Design Fair 3.2
- Home Décor 4.2
- Upholstered Furniture (Sofa&Mattress&Bed) 12.2
- Dining & Living 13.2
- International Hall 14.1

## CIFM/interzum guangzhou

- Woodworking Machinery 9.1-11.1
- Mattress & Sewing Machinery 13.1
- International Hardware | Materials & Textiles | Fittings & Components 15.1
- Furniture Raw Materials 14.2-16.2
- Hardware 14.3-16.3

## Office Show

- Office Space 1.1-5.1
- Public Commercial Space 1.1
- Medical & Healthcare Furniture 5.1
- Trendy Design/ Smart Office 5.2
- Office Seating 9.2-11.2