



China International
Environmental Protection
Exhibition and Conference

22nd
CIEPEC
2024

中国国际环保展览会

SINCE 1986

参展商手册 Exhibitor Manual

April 10-12

BEIJING • CHINA
INTERNATIONAL EXHIBITION CENTER
(CHAOYANG)

No.6,North Third Ring East Road,Chaoyang Dist.,Beijing



中国环境保护产业协会
China Association of Environmental Protection Industry

22nd
CIEPEC
2024

中国国际环保展览会
SINCE 1986

April 10-12



Dear Exhibitors,

Thank you for participating in the 22nd China International Environmental Protection Exhibition and Conference (CIEPEC2024)!

CIEPEC, hosted by China Association of Environmental Protection Industry (CAEPI), was founded in 1986. Over the past 38 years, with the original intention, CAEPI is insisted to serve the core task of the ecological and environmental protection, and to build the high-end platform for exchanges and exhibitions for the industry. With the long-term support of the Ministry of Ecology and Environment and the active participation of domestic and foreign enterprises and institutions, CIEPEC has become a national brand exhibition that is highly concerned by the industry.

CIEPEC2024 and the 2024 Conference on the Innovative Development of the Environmental Protection Industry will be held in Beijing China International Exhibition Center (Chaoyang) from April 10 to 12, 2024. More than 800 companies from no less 20 countries will participate in the exhibition. Over 30 professional forums and industrial exchange activities will be held concurrently. It is expected that near 100,000 specially invited professional visitors will visit the exhibition.

The exhibition and conference will create an integrated high-end exchange platform for the industry, contribute wisdom and strength to promote the continuous innovation of the industry.

Looking forward to meeting you in Beijing! Wish you a successful participation!

China Association of Environmental Protection Industry

Feb., 2024

Contents

1) General Information.....	3
Contact	3
Show Schedule-Move In, Show Period and Move Out	4
Exhibition Rules & Regulations	5
Hall Lay out of CIEC	6
2) Service Application Form.....	7
From 1: Invitation Letter for VISA Application.....	7
3) Stand Construction.....	8
Stand Booth Specifications.....	10
Form2: Additional Furniture & Equipment Form A.....	11
Form2: Additional Furniture & Equipment Form B.....	12
Form2: Additional Furniture & Equipment Form C.....	13
Sample Pictures.....	14
Audio Equipment Rental.....	17
Form3: Indispensable Procedures for Raw Space Construction.....	18
Form4: Relevant Charge for Raw Space Construction.....	19
Form5: Application of Raw Space Contractor.....	20
Form6: Letter of Commitment for Raw Space Construction.....	21
Form7: Declaration of Safety and Security.....	22
Form8: The Agreement on the Safety Responsibilities in the Construction of the Special Booths.....	23
Form9: Water & Compressed Air and Electrical Application (Price).....	25
Form10: Water & Compressed Air and Electrical Application.....	26
Form11: Telephone Lines & Internet Access Application.....	27
Form12: Worker Badge Application.....	28
Form13: Confirmation Form for Returning the Deposit.....	29
Form14: The Rules of Construction Damage Punishment.....	30
4) Freight Forwarding Information.....	32
5) Hotels.....	52

1) General Information

Contact

Organizer:

China Association of Environmental Protection Industry (CAEPI)

Add: No. 6, Erqi Theatre Road, Xicheng District, Beijing, China

Tel: +86 10 52806519

Fax: +86 10 52806500

Contact Persons: Ms. Zhang Yeling, Ms. Zheng Tiantian

URL: www.ciepec.org

E-mail: intl@caeapi.org.cn

Official Contractor:

Beijing Perfect Creative International Builders Resources Co., Ltd.

Add: Room A501, CIEC Business Center, No. 6, East Beisanhuan Road, Chaoyang District, Beijing

Tel: +8610-84551155

Fax: +8610-64625934

Contact: Wang Fengzhen +8613331171782, +8610-84551155

E-mail: fengzhen.wang@pbr.net.cn

URL: www.pbr.net.cn

Official Forwarder:

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

Add.: ROOM 539,5/F, HALL NO.1 (CIEC), NO.6 EAST BEISANHUAN ROAD, CHAOYANG DIST, BEIJING, 100028, CHINA

Tel: +86-10-84600558

Mobile: + 86-13701291273

Attn: Mr. Zhaiyu

E-mail : zhaiyu@ciec.com.cn

Show Schedule - Move In, Show Period and Move Out

8 th April	08:30-17:00	Move-in for raw space exhibitors and overtime will be charged.
9 th April	08:30-21:00	Move-in for all exhibitors and over time will be charged.
10 th -11 th April	09:00-17:00	Show open.
12 th April	09:00-16:00 16:00-21:00	Show open Move-out for exhibitors and over time will be charged.

Note: Exhibitors are allowed to enter the exhibition halls half an hour before the show opens.

Venue Address:

China International Exhibition Center (Chaoyang)
NO.6 EAST BEISANHUAN ROAD, CHAOYANG DIST, BEIJING, 100028, CHINA

Exhibition Rules & Regulations

Governing Laws

Exhibitors are required to observe and comply with all the laws of P.R. China.

General Regulations

1. The exhibitors' display will be managed in strict compliance with all CIEPEC2024 conditions.

The organizer reserves the right to reject, or prohibit any exhibit in whole or in part.

2. Smoking is prohibited at all time inside the exhibition halls.
3. Firefighting and emergency equipment shall not be blocked or obstructed.
4. No materials are permitted to obstruct the passages in the exhibition hall.
5. On-site retail is not allowed.
6. Exhibitors must observe that the noise levels from a demonstration or sound system is kept to a minimum and does not disturb other exhibitors.

Booths and Exhibits

1. Please address any questions regarding booth construction regulations to Beijing Perfect Creative International Builders Resources Co., Ltd. (PBR)
2. The exhibitor will either repair or compensate the organizer for any facilities damages or injuries caused by improper construction work.
3. No nailing, drilling, painting or foam-based tape can be applied to walls of shell scheme booths.
4. The use of electric saws or spray paint is prohibited inside the exhibition hall.
5. No objects may be hung from the ceiling or pipes. Height limit for booth and exhibits are 5M.
6. Posters or other promotional materials may be posted only with in the exhibitor's booth and are prohibited on walls or pillars of the exhibition hall.
7. All exhibitors and contractors cannot connect their electrical fixtures directly to the electric power main in the hall. Connection to power main could only be done by official contractor appointed by the organizer. The official contractor has the responsibility and authority to inspect the electrical installation of all the booths for non-compliance to security regulations. The organizer reserves the right to reject the participation of exhibitor on violation of security regulations.
8. No display should to be dismantled prior to the move-out schedule.
9. Property release passes is necessary for all items carried into and out of the exhibition hall. Release passes can be obtained from the registration counter at the hall entrance.

Fire and Safety regulations

1. No burning or smoking is allowed in the exhibition hall.
2. Any flammable and explosive material being brought into the exhibition hall should be applied to and approved by the security department beforehand.
3. The organizer may, upon instruction from the security authority, issue additional guidelines.

Penalties for violation of the above:

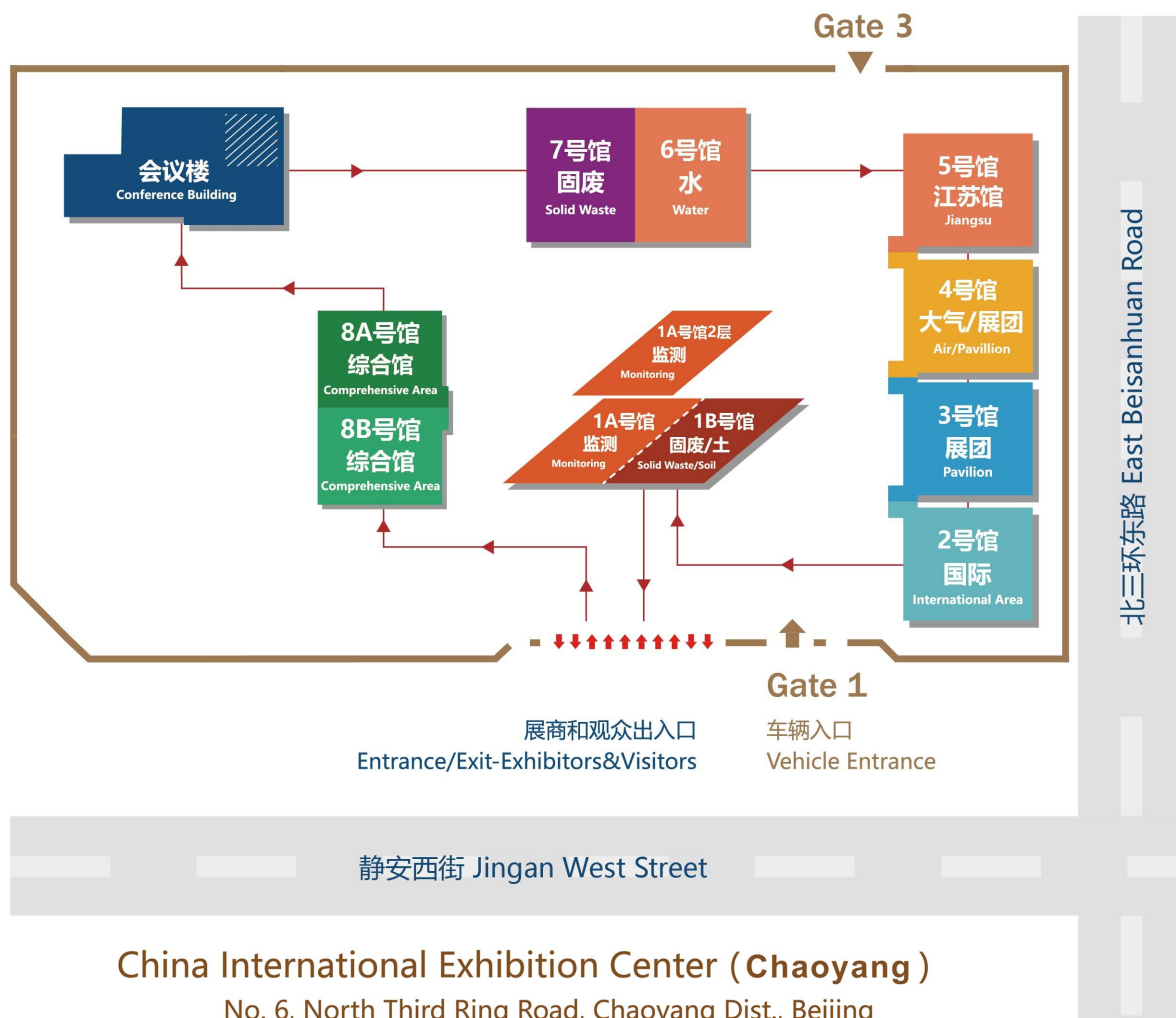
1. Electricity and water will be cut-off at the exhibitor's booth.
2. The exhibitor will not be allowed to participate in the exhibition.

Security, Liability and Insurance

1. General security service will be provided, but it is important for all the exhibitors to take utmost care of their exhibits and belongings from theft or damage.
2. The organizer and appointed service providers are not liable for any loss or damage items of the exhibitors in transit or in station during the exhibition.
3. It is the responsibility of the exhibitor to ensure his exhibits, display, and stand against theft and damage by fire and water, both during transit as well as for the duration of the exhibition.

第二十二届中国国际环保展览会

The 22nd China International Environmental Protection Exhibition and Conference



2) Service Application Form

Invitation Letter for VISA Application

THE ORGANIZER, CAEPI, WILL PROVIDE THE INVITATION LETTER FOR VISA TO THE EXHIBITORS
PLS FILL IN THE FORM BELOW AND FAX OR E-MAIL TO CAEPI BEFORE March 15th, 2024.

Please print clearly in **BLOCK** letters of typewrite.

In case you need to apply for more than one person, please copy this form. Please keep a copy of this form for your records.

Mr./Mrs./Ms.	Family Name	First Name	
Nationality		Date of Birth	
Job Title/Occupation		Passport No.	
Date of entry to P.R. China		Date of departure from P. R. China	
Company Name			
E-mail			
Get visa from (city)			

Note:

We cannot guarantee provision of invitation letter for application received after March 15th, 2024.

Please **PRINT** in block letter

Authorized By: _____ Booth No.: _____
 Name: _____ Position: _____
 Company: _____
 Address: _____

 Tel: _____ Fax: _____
 Email: _____
 Signature: _____ Date: _____

Please email to:

Email: intl@caepi.org.cn
 Tel: +861052806519
 Contact person:
 Ms. Zhang Yeling
 Ms. Zheng Tiantian

3) Stand Construction

CIEPEC 2024 Official Contractor Service Manual

According to the requirements of CIEC, the official organizer appointed Beijing PBR Creative INT LTD (PBR) as the official contractor of CIEPEC 2024. Please submit the following forms to PBR. Please find the Form 3 for reference.

Beijing PBR Creative INT LTD.

Address: **Room** A501, CIEC Business Center, No. 6, the North 3rd Ring East Road, Beijing

Contact Person : Wang Fengzhen

Tel: +86-10-84551155, 13331171782

Web: www.pbr.net.cn

Account Information (RMB & USD)

COMPANY NAME	Beijing PBR Creative INT LTD.
BANK NAME:	Beijing Bank Bei Yuan Lu Branch
SWIFT CODE: :	BJCNCNBJ
BANK NUMBER:	313100001215
A/C NO:	01091081800120109040136
BANK ADDRESS	G/F Block B, Ou Lu Mansion, No.172 Bei Yuan Rd, Chao Yang District, Beijing, 100101, China

Overtime Service

Cost for Overtime Service		
Time	Unit	Price (RMB)
21:00-24:00	1 hour/booth	2500.00/hour
00:00-08:30	1 hour/booth	5000.00/hour
Note: Onsite application for overtime must be made to the official contractor before 15:00 on the same day. The above price doesn't include the security fee; the exhibitor should pay for the security fee according to the onsite condition.		

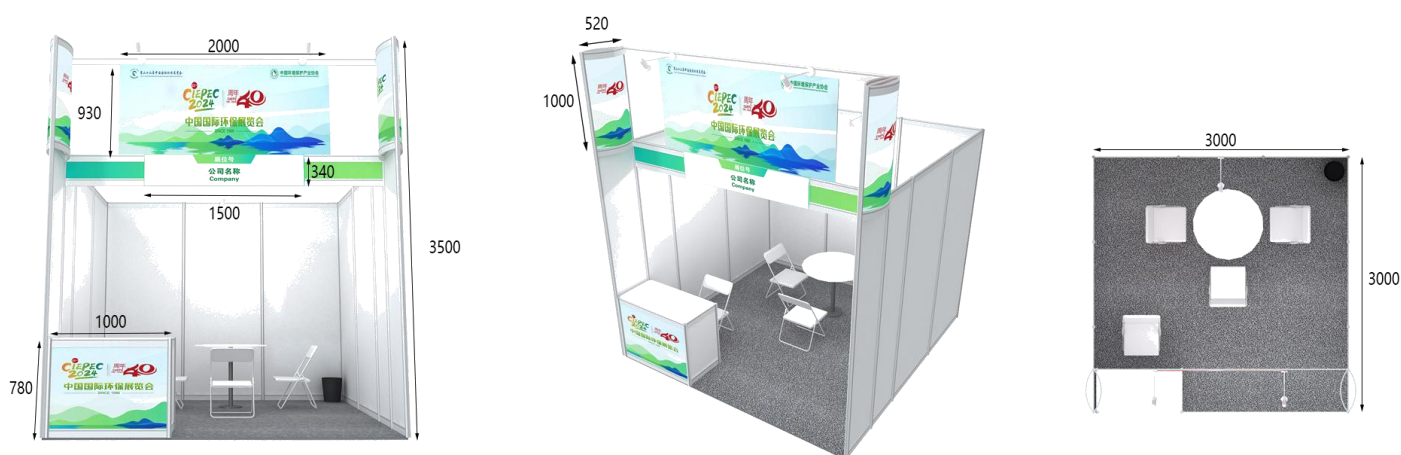
Note:

- 1. According to the booth location, all sides of the booth close to the passageway shall be open at least 50% of the booth structure. It is forbidden to block the adjacent booth. Please pay special attention to the design.**
- 2. All electrical boxes in the exhibition stand shall not be placed in the storage room or enclosed space, and shall be installed in the obvious position on the wall of the exhibition stand. The leakage switch must be used for the main switch of the electric box, and the grounding protection shall be provided, and the load shall match the load.**
- 3. Special platform with a height of more than 10cm (including 10cm) shall be provided with gentle slope and warning tape.**
- 4. New regulations on forbidden building materials in the exhibition hall: latex paint, paint, KT plate and benzene plate are forbidden to be used. If found on the construction site, it shall be handled according to table 14.**
- 5. Lighting power and equipment power must be connected separately. On the first day of the exhibition, the organizer will recheck the power. If the actual use exceeds the declared specifications, it is necessary to make up the power. Please pay attention to it when declaring, so as to avoid unnecessary losses.**

STANDARD BOOTH SPECIFICATIONS

A standard booth of 9 sqm will be built to the following specifications

- Back and side walls with panels framed in white aluminum support at a height of 2,500mm
- Fascia with company name (in English and Chinese) and booth number
- Booth area with carpet
- 1 information counter (1000mm/L x 500mm/W x 760mm/H)
- 4 white folding chairs
- 1 white round table
- 3 long arm spotlights
- 1 power outlet of 5A/220V (500W)
- 1 rubbish can



Standard Booth Furniture & Electrical Entitlement by Booth Size

Item	9-12m ²	15-18m ²	24-27m ²	30-36m ²
Information counter	1	2	3	4
White folding chair	4	8	12	16
White round table	1	2	3	4
Rubbish can	1	2	2	2
Long arm spotlight	3	6	9	12
Power outlet of 5A/220V (500W)	1	2	3	4

Note: All items are on rental basis only for the exhibition period.

Form 2: Additional Furniture & Equipment

(Deadline: March 15, 2024)

Please fill in this form and submit to official contractor (Form A)

No.	Item and Size (mm)		Unit Price(RMB)	Qty	Total
1	Folding chair	W510*L470*H720	40		
2	Blue chair	W470*L470*H720	60		
3	Black Leather Chair	W570 *L440*H760	90		
4	Bar Stool (White)	Dia.435 *H580-790	150		
5	Single sofa	L810 *W850*H750	600		
6	Double sofa	L1800 *W850*H750	900		
7	Bar Table	Dia.600* H750	150		
8	Glass round table	Dia.800 *H750	150		
9	Coffee table	L1800 *W450*H750	300		
10	Free standing coat hanger	L530 *H1700	160		
11	Wheeled coat hanger	L530 *H1700	180		
12	Literature Rack	L420*W300*H1400	150		
13	Belt barricade	L1000	150		
14	Waste paper basket	L250*W180*H270	20		
15	Potted plant		100		
16	Information Counter	W500 *L1000*H760	150		
17	Lockable Counter	W500*L1000*H760	200		
18	High Showcase	L500*W500*H760	180		
			Subtotal		

Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Importance:

1. Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
2. Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name		Booth No.:
Tel;		Fax:
Signature(stamp):		Date:

Form 2: Additional Furniture & Equipment

(Deadline: March 15, 2024)

Please fill in this form and submit to official contractor (Form B)

No.	Item and Size (mm)	Unit Price(RMB)	Qty	Total
19	Low Showcase	L500*W500*H500	120	
20	Low Glass showcase	W500*L1000*H1000	460	
21	High Glass Showcase	W500*L1000*H2500	800	
22	Wall panel	L1000*H250	100	
		L500*H250	60	
23	Shelf (flat)	W300*L1000	60	
24	Shelf (slope)	W300*L1000	60	
25	Shelf rack	L1000*W500*H2000	300	
26	Folding door	L950*H2000	100	
27	Aluminum lockable door	L950*H1910	150	
28	One-door Refrigerator (90litre)	L550*W550*H860	500	
29	One-door Refrigerator (45litre)	L500*W500*H500	400	
30	Water Dispenser	L300*W300*H960	300	
31	Fluorescent tube	40w	50	
32	Spotlight	100w	50	
Subtotal				

Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Importance:

1. Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
2. Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Form 2: Additional Furniture & Equipment

(Deadline: March 15, 2024)

Please fill in this form and submit to official contractor (Form C)

No.	Item and Size (mm)		Unit Price(RMB)	Qty	Total
33	Spotlight (long arm)	50w	55		
34	Flood light	150w	150		
35	Extension socket		50		
36	Socket	500W	40		
Subtotal					

Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Importance:

- Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
- Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Account Information (RMB & USD)

COMPANY NAME	Beijing PBR Creative INT LTD.
BANK NAME:	Beijing Bank Bei Yuan Lu Branch
SWIFT CODE: :	BJCNCNBJ
BANK NUMBER:	313100001215
A/C NO:	01091081800120109040136
BANK ADDRESS	G/F Block B, Ou Lu Mansion, No.172 Bei Yuan Rd, Chao Yang District, Beijing, 100101, China

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Sample Pictures



Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Sample Pictures



Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Sample Pictures



Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Audio Equipment Rental

(Deadline: March 15, 2024)

Please fill in this form and submit to official contractor (Form C)

No.	Item and Size (mm)	Unit Price(RMB)	Qty	Total
1	32"LCD	1500		
2	42"PLASMA	1500		
3	50"PLASMA	2000		
4	60"PLASMA	3500		
Subtotal				

- All the Audio Equipment can use USB, DVD player and laptop. Please inform the official contractor the input way you need.

This image is suitable for all sizes of TV



Note:

- All the rented Audio/Video Equipment will be supplied after 12:00 am on April 9, 2024.
- All the Audio/Video Equipment will be collected after 16:00 pm on April 12, 2024.
- Exhibitor has to safely keep the furniture and equipment rented from Official Contractor and could take full responsibility for any damages.

Importance:

1. Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
2. Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Form 3: Indispensable Procedures for Raw Space Construction

Documentations required as below (★ stamp with official seal):

No.	Name of Documentation	Note
1	The copy of construction business qualification certificate (Registered capital more than 500,000)	With contractor official seal★
2	Application of raw space construction	Form 4、 5
3	Letter of commitment for raw space construction (For exhibitor)	Form 6 (Original copy only) ★
4	Exhibitor Declaration on Safety and Security	Form 7 ★
5	Contractor Declaration on Safety and Security	Form 8 ★
6	Water & Compressed Air and Electrical Application	Form 9、 10
7	Telephone lines & internet access application	Form 11
8	Blue print	2 copies of color and 1 copy by disc
	Electrical print	Please indicate number of lightings, location of the lightings and power
	Front view, side view	Detail dimension required
	Full-colored perspective view	Detail dimension and colored design sketch required
9	Worker badge application	Form 12
10	Confirmation form for returning the deposit	Form 13
11	The rules of construction damage punishment (for contractor)	Form 14

Note:

A set of electronic edition & a print-out one should be submitted of the files mentioned above to the official contractor: Beijing Perfect Creative International Builders Resources Co., Ltd.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Form 4: Relevant charge for raw space contractor
(Deadline: March 15, 2024)

Item and Description	Unit	Unit Price (RMB)	Quantity	Total
Hall Management Fee	Sqm	35/sqm		
Worker Badge	Person	40/pcs		
Deposit of worker badge	Person	40/pcs		
Move-in Car Pass	Per car / 2 hr	70/pcs		
Rubbish Disposal Fee	Sqm	3/sqm		
Deposit	Per 100m ²	20000/100m ² ,		

Importance:

1. Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
2. Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Account Information (RMB & USD)

COMPANY NAME	Beijing PBR Creative INT LTD.
BANK NAME:	Beijing Bank Bei Yuan Lu Branch
SWIFT CODE: :	BJCNCNBJ
BANK NUMBER:	313100001215
A/C NO:	01091081800120109040136
BANK ADDRESS	G/F Block B, Ou Lu Mansion, No.172 Bei Yuan Rd, Chao Yang District, Beijing, 100101, China

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Form 5: Application of raw space construction (for raw space contractor)
(Deadline: March 15, 2024)

Booth No.				
Exhibition name		CIEPEC 2024		
* Exhibitor		Tel		
* Contractor		Tel		
Venue	Hall No.	Booth No.		
Move-in date	8:30-17:00 April 8-9 , 2024			
Move-out date	16:00-21:00 April 12, 2024			
Workers	Electrician: Woodworker: other skilled:			
	Total:			
* Construction Area		* Size	L:	W:
Onsite Safety Manager	Name:	Mobile:		
Structure Designer	Name:	Mobile:		
* Quantity of Hanging point	(maximum 50KG/point)			
Materials				
* Electrical (KW)				
Applicant		Tel		
Remark from the Official Contractor				
Note				
1.The items marked * must fill in truthfully, and contractor must to be held accountable for its inaccurate information. 2. Please attach the copies of Worker's ID card, certification of Electrician and other technician behind this form. 3. please attach the Legal Person Trust Deeds of contractor behind this form. (Stamp with official seal) 4.Please attach the copy of Business license behind this form. (Stamp with official seal)				

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782
Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name		Booth No.:
Tel;		Fax:
Signature(stamp):		Date:

Form 6: Letter of Commitment for Raw Space Construction

(Raw space exhibitors have to submit the original copy, Deadline: March 15, 2024)

Exhibitor: _____ Booth No.: _____

We are exhibitor of the CIEPEC 2024. We hereby would like to inform that (contractor name) as my company appointed contractor. Our booth is of size (sqm), i.e. __m long by __m wide. We would like to certify the followings:

- i. The contractor is examined to be the ONLY builder of our booth. The one we appointed is a qualified booth builder.
- ii. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built safety.
- iii. My company has read and fully understands the rules and regulations set by the organizer and the exhibition center. We have notified our contractor to ensure a secure building during the setup period.
- iv. We should be under the supervision of the official service department appointed by the organizer. In case of violation of the exhibition center's construction safety management regulation; the organizer shall take measure of punishment.
- v. We should supervise the contractor. In case of the contractor's violation of the exhibition center's construction safety management regulation, the organizer reserves the right to seek full compensation from our company and our appointed contractor if such damage and/or injury happens.

Company Name (stamp):

Signature:

Date: (MM/DD/YY)

Form 7: Exhibitor Declaration of Safety & Security

(Deadline: March 15, 2024)

1. Our company has read fully understand the agreement on the safety responsibilities and ensure that we should observe strictly the rules and regulations from the organizer, the official service department and the CIEC.
2. We promise to choose a qualified contractor and strictly observe the management.
3. We will submit to Official Contractor the blueprint (including detailed dimension of width and height, booth NO. and the exhibitor's company name) before March 15, 2024 and submit the effect drawing of the booth for TSP as a record, If the design is not up to the requirement, the Official Contractor reserves the right to claim a change of the design.
4. We will submit to Official Contractor the blueprint ,including effect drawing ,plan view drawing ,elevation drawing ,circuit diagram , distribution box position drawing , execution detailed structure drawing (all the drawings with size of length and width, dimension of the structure materials , booth NO, and exhibitor's name) before March 15, 2024. Multi-storey booth and outdoor booth need detailed structure drawing (with s stamp of national Grade one registered structure engineer and a stamp from accordant construction design institute) and structure examine report, copy of builder's cooperate commitment (with common seal). Return receipt of the agreement on the safety responsibilities (with exhibitor's signature) and copy of the special operation.
5. The builder takes responsibilities for all the safety accidents due to violation of the construction management regulation, as well as economic losses for the organizer, official service department and the exhibition center.

Company Name (stamp):

Signature:

Date: (MM/DD/YY)

Form 8: Contractor Declaration on Safety and Security

(Deadline: March 15, 2024)

- i. Builders shall strictly abide by the “ Safety regulations on Large-scale Social Activities in Beijing”, “Fire Safety regulations on Exhibition”, “Regulations in the Construction of Exhibition Facilities in China International Exhibition Center”, “ The Detailed Implementation Rules in the Construction of Exhibition Facilities in China International Exhibition Center “,The penalty Rules in the Construction of Exhibition Center’ , The Environmental Requirements in the Construction of Exhibition Facilities in China International exhibition center “ and other relevant rules and regulations, also put all their activities under the construction management and supervision ,inspection of relevant department of China International Exhibition Center Group Corporation (hereinafter referred to as CIEC)to ensure the safety to the booths and personnel.
- ii. Before construction the builders shall undergo the procedures of registration of their construction qualifications, construction blueprints for approval, etc. in accordance with the relevant rules and regulations of CIEC, and pay the related fees.
- iii. The builders are responsible for the safety and fire prevention during construction period where they should appoint a person in charge of safety and prevention onsite.
- iv. The booth structure should be firm and safe. Fire-retardant or fire-proof materials should be used in booth construction, and the use the elastic cloth and textile cotton fabrics for decoration is prohibited.
- v. Hanging or binding of the booth structure on the exhibition hall, pillars, and railings of second floor and on the various special pipelines is prohibited. All the substances should be connected to the main structure of its own booth .Using the grid on the top of the exhibition hall as a tool for hoisting booth structures is strictly prohibited.
- vi. Before the building of two-storey booths or a booth with complex structures and the open-air booths, the construction units are required to provide a detailed plan of the structure of the booth bearing the stamp of approval by certain design institute with relevant qualifications and the stamp of a registered construction engineer at National level 1 and an audit report. From design to construction, builders should take full account of booth security, ensuring that all connections of the booth structures and the overall booth construction are firm.
- vii. Two-story booths must prepare fire extinguishers passed the annual inspection.
- viii. Booth structures in the exhibition hall shall not be allowed to block the fire facilities, electrical equipment, emergency exits and visitors’ pathways. Floor structures must be within the scope of the booth where the structure edge should have a gentle slope leading to the public pathway to prevent the gap with the ground causing body harm. Construction of booth structures, booths, the whole floor structures and stacking of a variety of goods under the fire shutter doors are prohibited. Any form of packing or shielding of the exhibition hall column near the fire shutter doors is prohibited to ensure the smooth movement of the fire shutter doors.
- ix. The heights of the booths with special equipment should not exceed the limits. The height limit in the hall is 5m.
- x. Wind prevention measures must be taken for the outdoor booths to ensure the toughness, stiffness, firmness and local stability of the booth structures.
- xi. Use tempered glass for decoration and ensure its toughness and thickness (for glass walls, the minimum glass thickness is 8mm). The installation of glass shall be suitable and reliable. When installing glass, put glass pieces into metal frames or fix them with special metal pieces, with elastic materials as cushions between metal and glass for safety. Put obvious warnings on big pieces of glass. Don’t fix pillars and walls on glass-made floors, fix them

on the solid floors under them instead.

- xii. Materials used for building booths shall be in conformity with the standards of materials used for temporary buildings set by the relevant government branch and with the standards of environmental protection. In addition, the materials chosen shall reflect the characteristics of the exhibition.
- xiii. No smoking in the exhibition hall. No flammable, exposable materials and no fire during the construction.
- xiv. Booths must be roofed by less than 100% (including 100%) so as not to influence or/and block the fire alarm system.
- xv. Construction workers must show correspondent entrance permission cards and professionals must show correspondent certificates when entering the center for construction.
- xvi. Neon lights must be used for decoration. Electrical equipments and materials (such as lightings) must have CCC on them and shall be installed and used according to the standards and procedures concerning the use of electrical set by Beijing municipal government. Electrical equipments shall be connected by double insulated cables and the terminals must be kept in insulated boxes without been exposed.
- xvii. Power is supplied for 24 hours by CIEC, but it is not for unremitting use.
- xviii. Builders shall not use the fixed facilities (such as power distribution boxes, water supplies, gas supplies, etc.) in the exhibition hall. Lightings, sockets, distribution box and the like for outdoor use must be water-proof, and electrical equipments for outdoor use must be placed with water-proof measures.
- xix. After the opening of the exhibition, builders shall appoint a staff, staying in the hall and maintaining safety thereof.
- xx. After the exhibition, builders shall move all building materials away from the hall and do cleaning necessary with no materials left in the exhibition hall.
- xxi. The Dept. supervising the booth building reserves the right to impose restrictions in special occasions. And the Dept. officials have the right to enter booths for inspection. All special contractors have to finish clearing the stand before the dismantling period, without leaving them around the exhibition hall. Otherwise, the official service department has the right to strike off all the construction deposit.

I have read this agreement carefully and promise to strictly observe the above stipulations.

Company Name (stamp):

Signature: Mobile:

Date: (MM/DD/YY)

Form 9: Water & Compressed Air and Telephone Lines & Internet Access Application

(Deadline: March 15, 2024)

Item	Description	Unit Price (RMB)	Quantity	Sub-total
Power for the lighting Only	15A/220V	1175.00		
	20A/220V	1850.00		
	30A/220V	2400.00		
	40A/220V	3790.00		
	50A/220V	4090.00		
	60A/220V	5050.00		
	80A/220V	6990.00		
	100A/220V	9100.00		
Power for Equipment Only	120A/220V	10950.00		
	15A/220V	1480.00		
	30A/380V	2950.00		
	60A/380V	5400.00		
	100A/380V	9000.00		
	150A/380V	13100.00		
Temp Power Supply	200A/380V	19500.00		
	15A/220V	385.00		
24 hours power	30A/380V	1420.00		
	15A/220V	2700.00		
Water	30A/380V	7500.00		
	Living Water (excluding installation and material cost)	3350.00		
			Total:	

Importance:

1. Total Amount due must be made payable to Official Contractor via bank transfer (Exhibitor needs to bear any bank handling charge). Order will only be delivered upon receipt of full payment.
2. Orders received over deadline will be subject to a late surcharge of 30%. Any orders placed on site will be subject to 50% surcharge.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Form 10: Water & Compressed Air and Telephone Lines & Internet Access Application

(Deadline: March 15, 2024)

Exhibition's Name	CIEPEC 2024		
Contractor's Name			
Exhibitor's Name			
Type of Exhibitor	<input type="checkbox"/> Local		<input type="checkbox"/> International
Location	Hall No.		
	Booth No.		
Contact	On-site Manager		
	Mobile		
Power for Lighting		Power for equipment	
Item	Quantity	Item	Quantity
15A/220V		15A/220V (Single)	
20A/220V		30A/380V (3-phase)	
30A/220V		60A/380V (3-phase)	
40A/220V		100A/380V (3-phase)	
50A/220V		150A/380V (3-phase)	
60A/220V		200A/380V (3-phase)	
80A/220V			
100A/220V		Compressed air	
120A/220V		300L/Min	
Temporary Power Supply 15A/220V (Single)		600L/Min	
Temporary Power Supply 30A/380V (3-phase)		1000L/Min	
15A/220V/24hr (Single-phase)		Living Water	
30A/380V/24hr (3-phase)			
Applicant		Mobile	

- 24-hour power supply shall not be used as UPS. Power for lighting and exhibits must be separately supplied. Misused is prohibited.
- Declare and apply beforehand, otherwise surcharge shall apply.
- Bring the Electrical Distribution Plan and certification of electricians onsite for checking as necessary.
- The compressed air which the exhibition hall offered is the general compressed air with the export pressure of 6-8 kg. All dryers, circulation device and connections to the machine is to be done by the exhibitor at their cost.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name	Booth No.:	
Tel;	Fax:	
Signature(stamp):	Date:	

Form 11: Telephone lines & internet access application
(Deadline: March 15, 2024)

No.	Item	Unit price (RMB)	Deposit (RMB/point)	Qty	Total
1	256K (4IP)	4800			
2	512K (4IP)	8800			
3	1M (8IP)	13600			
4	2M (16IP)	20000			
5	10M (32IP)	48000			
6	20M (32IP)	72000			
7	50M (64IP)	128000			
8	100M (64IP)	192000			
9	ADSL (Dynamic IP) 1M	8400	500		
10	ADSL (Dynamic IP) 2M	11200	500		

Note:

1. Please fill-in the form as per your demand and facsimile before deadline.
2. Payment shall be made beforehand. We only accept RMB for additional orders on-site.
3. Telephone charge for DDD and IDD services would be deducted from service deposit.
4. If damage or loss of equipment occurs after the exhibition, exhibitor should pay compensate according to original price.
5. If floor board is used in booth construction, telecommunication service application must be submitted before move-in period starts.
6. For technical support during the exhibition, please dial: 010-80468000.

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782

Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name		Booth No.:
Tel;		Fax:
Signature(stamp):		Date:

Form 12 Worker badge Application

(Deadline: March 15, 2024)

Exhibition's Name: CIEPEC 2024						
Contractor's Name:						
Exhibitor's Name:						
Booth No.:						
No.	Name	Age	Gender	Skill	Certification No.	ID No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Please contact: Fengzhen Wang Tel: +86-10-84551155 Mobile: +86-13331171782
 Email: fengzhen.wang@pbr.net.cn

Name:	Position:	E-mail:
Company name		Booth No.:
Tel;		Fax:
Signature(stamp):		Date:

Form 13: Confirmation form for returning the deposit
(For raw space contractor to keep)

Exhibitor's name		
Booth No.		
Booth size		
Contractor's name		
Contact person		
Mobile		
Tel		
Details	Clean up	
	Not clean up	
	Return	
	Deduct expense	
Official Contractor Onsite Manager Signature		
Description	<ol style="list-style-type: none"> 1. For deposit refund, exhibitors and contractors have to provide this invoice. 2. After cleaning up the booths materials and garbage, the booth area has to be checked and this form has to be signed by Official Contractor. 3. If there is any safety incident, damaged pavilion facilities, litter happens during the whole exhibition, an appropriate penalty amount will be deducted from the deposit. 4. The deposit will be refund from May 17, 2024. 5. Please mail this form to the official contractor fengzhen.wang@pbr.net.cn. 	

Form 14: The rules of construction damage punishment (for contractor)

(Deadline: March 15, 2024)

Exhibitor (company name):			
Booth No.:	Contact person:	Tel:	Fax:
Contractor (company name):			
Contact person:	Mobile No.:	Tel:	Fax:

Once the contractor whose contravene the exhibition management rules shall be liable for the all the damage caused by booth structure topple down, casualties, fire and etc. during the move in, move out, transit and open days. The Official Contractor will give the contractor a warning, recoup their deposit and give them a publicity in industry, depending on the seriousness of the case.

In order to guarantee the safety of workers' life and the property of people onsite during the construction, please consciously abide by the rules and regulations of the exhibition, and sign related Contractor Declaration on Safety and Security Forms

Once the contractor contravene the relevant rules, please accept the punishment as following:

No.	Items	Forfeit (RMB)
1	Unauthorized power connection without written permission, the contractor needs to pay for the cost of power and pay the for forfeit	5000
2	The use of fire operations in the exhibition hall without written permission, their equipment would be confiscated, and pay for the forfeit	More than 2000
3	Failing to wear safety helmets during the construction, the construction imposed a fine of RMB200 per person	200/person
4	The contractor or the exhibition connect the water equipment caused to the leak or the power short circuit and etc. the contractor or the exhibition need to pay for the damage to the exhibition hall and to pay for the forfeit	2000~5000
5	If the booth has potential safety hazard, the contractor must set the isolation area immediately and fix it, and pay for the forfeit	2000~10000
6	Any structures which block the fire exits, fire shutter doors, emergency exits, consumer facilities, public access, power distribution equipment and camera must be removed. The contractor needs to pay for the forfeit.	2000~5000
7	Any electrical connection to violate the electrical installation and construction specifications, without valid credentials, should be stopped immediately, and pay for the forfeit	2000~5000
8	Using all kinds of combustible textile articles, wooden structure without fire retardant paint, carpet is not inflaming retarding or fire resistant (Level B1), it should change all the unqualified materials, and pay for the forfeit.	2000~5000
9	Glass is not tempered glass, and not a professional hardware fixed, should be changed and pay for the forfeit.	2000~5000
10	The contractor to violate the electrical connection regulations, to use prohibited electrical materials (neon, high-temperature tungsten, high-temperature quartz lamp, twist wire, etc.), should stop and pay for the forfeit.	2000~5000
11	Painting and the others to violation rules of fire safety management in the exhibition hall, should be stopped Immediately and pay for the forfeit	2000~5000
12	Booth construction with flammable and explosive materials (thinner, alcohol, etc.), should be stopped and pay for the forfeit.	2000~5000
13	Using the electric saws, electric planers, electric cutting and etc. to violations of the rules of the exhibition Hall, should be stopped and pay for the forfeit.	2000~5000
14	Dumping any wastes in the exhibition hall	2000~5000
15	No covering the back face of the wall between the two neighboring stands which is higher than the other side.	2000~5000

16	The height of the booth exceeds the height limited of the exhibition hall, the contractor should rectify the height of the booth, and pay for the forfeit.	2000~5000
17	Using the any roof structures, walls, pillar, doors, windows and all kinds of special pipes to hanging, tied up, paste, and etc, during the booth construction. The contractor should remove them, and pay for the forfeit.	More than 2000
18	During move in and move out, if the goods or the stand structure block the aisle, and the contractor doesn't carry out the notice, should pay for the forfeit.	2000~5000
19	During the show time, put the construction equipment (ladders, scaf folding, etc.) in the gallery (except in their own booth), in addition to compensation for the resulting losses caused to the hall, and pay for the forfeit.	More than 2000
20	During move out, the brutal dismantling, pushing and carrying have making the damage to the floor of the exhibition, should pay for the forfeit.	More than 2000
21	During the move out, the contractor sold the stand structure to the individual and company to back-out, should pay for the forfeit.	2000~5000
22	During move out, the contractor doesn't clean up the space or not acceptance of the Official Contractor, should pay the forfeit	2000~5000
23	If the contractor doesn't coordinate with the management department of the exhibition and the Official Contractor, should pay for the forfeit in serious cases.	More than 2000

Note:

- 1.The above forfeit will be deducted from the deposit.
- 2.The Official Contractor have the right to take measure to stop the contractor which to violate the rules, refuse to implement the rules after received the warning. The forfeit will be deducted from their deposit.

Company Name(stamp):

Signature:

Mobile:

4) Freight Forwarding Information

<p>The 22nd China International Environmental Protection Exhibition and Conference</p>
--

April 10-12, 2024

China International Exhibition Center (Chaoyang Venue)

1 GUIDELINES

- 1.1 PRIMARY INFORMATION**
- 1.2 SHIPPING DOCUMENTS**
- 1.3 ADVICES FOR SHIPPING AND PACKING**
- 1.4 CUSTOMS REGULATIONS**
- 1.5 QUARANTINE REGULATIONS**
- 1.6 ON-SITE HANDLING**
- 1.7 AFTER THE EXHIBITION CLOSES**
- 1.8 INSURANCE AND EXEMPTION**
- 1.9 PAYMENT**

2 SERVICES AND TARIFF

3 CONTACT INFORMATION OF FOREIGN AGENTS

All business transacted is based on the conditions of trading and carriage of our company.

Part I GUIDELINES

1.1 PRIMARY INFORMATION

1.1.1 Exhibitors and /or its Freight Forwarding, Lifting & Handling Contractor, please contact:

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

Add.: ROOM 539,5/F, HALL NO.1 (CIEC)

NO.6 EAST BEISANHUAN ROAD

CHAOYANG DIST, BEIJING 100028 CHINA

TEL: +86-10-84600558

Mobile: + 86-13701291273

ATTN: Mr. Zhaiyu

E-mail : zhaiyu@ciec.com.cn

Please do not send cargo to the above address directly. Should there be any local exhibits need to be sent to us, a detailed warehouse address will be provided upon request.

1.1.2 Deadlines of Shipments and Shipping Documents

Please be noted that the following deadlines must be strictly observed and our company will not be responsible for any consequences due to the late arrival of documents or exhibits.

The exact date of move-in/move-out is subject to organizer's final arrangement.

Documents deadlines for reaching CIETC	
List of Exhibits (Form 2)	5 days before shipment's arrival
ORIGINAL or SURRENDERED B/L for sea shipment	Before vessel's arrival
Copy of the Air Way Bill	Before airline's arrival
Shipments should arrive in Tianjin Xingang or Beijing Capital Airport within the period of	
Sea shipment by LCL	Mar 10, 2024
Sea shipment by FCL	Mar 16, 2024
Air shipment	Mar 24, 2024

1.2 SHIPPING DOCUMENTS

1.2.1 Master Way Bill Consignment

Overseas cargo must be directly consigned "Freight Prepaid" to the following consignee:

Sea Freight:



CONSIGNEE:

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

USCI + 91110105100008499W

Add.: ROOM 539,5/F, HALL NO.1 (CIEC)

NO.6 EAST BEISANHUAN ROAD

CHAOYANG DIST, BEIJING 100028 CHINA

TEL: +86-10-84600558
Mobile: + 86-13701291273
ATTN: Mr. Zhaiyu

NOTIFY PARTY:

SAME AS CONSIGNEE

EXHIBITION NAME: China International Environmental Protection Exhibition and Conference 2024

Airfreight:



CONSIGNEE FOR MASTER AIR WAYBILL:

Please contact CIETC on the above.

C/O: China International Exhibition Transportation Co., Ltd

CONSIGNEE FOR HOUSE AIR WAYBILL:

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

USCI+ 91110105100008499W

Add.: ROOM 539,5/F, HALL NO.1 (CIEC)
NO.6 EAST BEISANHUAN ROAD
CHAOYANG DIST, BEIJING 100028 CHINA

TEL: +86-10-84600558

Mobile: + 86-13701291273

ATTN: Mr. Zhaiyu

Exhibition name: China International Environmental Protection Exhibition and Conference 2024

NOTIFY PARTY FOR HOUSE AIR WAYBILL:

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

USCI+ 91110105100008499W

Add.: ROOM 539,5/F, HALL NO.1 (CIEC)NO.6 EAST BEISANHUAN ROAD
CHAOYANG DIST, BEIJING 100028 CHINA

TEL: +86-10-84600558

Mobile: + 86-13701291273

ATTN: Mr. Zhaiyu

Port of Discharge **for sea shipment** – TIANJIN XINGANG FREIGHT PREPAID

Airport of Destination **for air shipment** –BEIJING CAPITAL AIRPORT FREIGHT PREPAID

1.2.1 Pre-Advice

Please inform us of your pre-advice (FORM 1) of shipping details three working days prior to the cargo arrival in TIANJIN XINGANG or BEIJING. The pre-advice should include:

- A. Flight No. for airfreight / Vessel Name and Voyage No. for sea freight
- B. Date of Departure and Date of Arrival
- C. Air /sea Way Bill Number / Bill of Lading Number
- D. Case Number / Container Number
- E. Total Pieces, Weight and Measurement
- F. Special Handling or Storage Instruction

1.2.2 LOE - List of Exhibits (FORM 2)

The LOE - List of Exhibits is the most important document for customs clearance and quarantine. Please fill the LOE by typewriting and send to us together with pre-advice, and for air shipment, please attach your LOE (one set only) to the air way bill.

The detailed description of exhibits, including major components, specification, style, model, etc., must be accurately declared on the LOE.

For mechanic/electronic products, please especially specify the H.S. Code, Brand Name, Model Number/Serial Number.

For LCD/CRT/plasma TV set and Monitor, please specify the size in inches.

1.2.3 ATA Carnet

China Customs accept ATA Carnet only for the intention of exhibition / show / display. Please entrust our company to register your ATA Carnet at CCPIT by issuing an entrusting letter of POWER OF ATTORNEY (Form 4) .

Please send the full set of original ATA Carnet and the LOE, as well as the entrusting letter to Our company before the cargo arrives. Please attach the entrusting letter to your Carnet.

1.3 ADVICES FOR SHIPPING AND PACKING

1.3.1 Terms of Transportation

- * **For full container-load sea shipment, it is essential to specify CY/CY as the B/L services code of destination, and to indicate S.O.C. on B/L if shipper's own container is used.**
- * **Volume/Weight Conversion for airfreight: 6 CBM is equal to 1,000 KGS.**

1.3.2 Dangerous Cargo / Hazardous Goods

For dangerous goods / hazardous goods, an IMCO certificate / declaration form must be attached with the airway bill or Bill of Lading. And the copy of the above documents must be submitted to CIETC before the freight arrives.

1.3.3 Packing Instructions

A General Packing Instructions

It is recommended that whenever possible, exhibit be packed in cases and/or crates suitable for return shipments. It is also recommended that contents be securely choked, blocked and braced to be protected against multiple handling during transit.

B Protection against Damage and Rain

Carton package is not recommended, as it is not suitable for repeated handling and repacking. Any damage and claims will not be accepted to the unsuitable carton packages.

C Special Attention to Oversize and Overweight Exhibits

Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. Please mark the front side of the case clearly to ensure correct positioning. Please ensure that you have adequate and appropriate packing materials for repacking.

1.3.4 Marking Instructions

-
- A** Please mark all the packages with the following information on a shipping label.
--refer to FORM 5 attached.
- B** Please attach at least two shipping labels to the different sides of one package.
- C** In addition to the above mentioned, the following markings should be shown on the sides of the cases where applicable:
- * Label fragile items on all sides.
 - * Items that must be kept in upright position, on 2 sides label This Side Up.
 - * Items which cannot be stored outdoors must be marked on 2 sides with the umbrella symbol.
 - * Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label SLING in the proper location.
 - * Cases containing spare parts must be marked SPARE PARTS and contain only spare parts.
 - * CENTER OF GRAVITY, FRONT and RACK signs must be clearly marked externally for uneven loads and bulky items.
 - * Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

1.3.5 Hand Carried Exhibits and international couriers are all not accepted.

1.4 CUSTOMS REGULATIONS

1.4.1 General Regulation

Please declare the value of your exhibits on LOE in accordance with the actual value.

1.4.2 Approval for Restricted Goods

Following items:

LITERATURE (including brochures, leaflets)

CD / DVD DISK (Forbidden to import without import license)

ADVERTISING GIFTS

before being displayed and distributed, two samples each must be submitted to China Customs for approval.

1.4.3 Exhibits to be Retained in China for Sale

Sold exhibits will be kept in the bonded warehouse before customs cleared. All procedures will be finished within six months.

1.5 QUARANTINE REGULATIONS

The exhibitor shall obey the regulations of CHINA CUSTOMS QUARANTINE DEPT, and is responsible for all QS (quality safety) for customs bonded exhibits and accept the supervision by CHINA CUSTOMS, and assure all exhibit information and related documents are true and valid. All exhibits shall meet the mandatory requirements for technical specifications.

1.5.1 Restricted/Forbidden Foodstuff

Sometimes exhibitors will bring foodstuff products for personal use on stand, since a lot of epidemic disease bursts in overseas countries/areas, CHINA CUSTOMS has a very severe control on importation for foodstuffs. Therefore, we strongly recommend exhibitors to purchase foodstuff in local market or from their domestic supplier. Otherwise, these foodstuff should be detained.

FOR ALL ALCOHOLIC PRODUCTS, please provide the following information for Customs purpose:

- Total quantity of bottles or cans per box;
- Volume of each bottle or can;
- Alcoholic content per bottle;
- Age certificate for whisky or cognac;

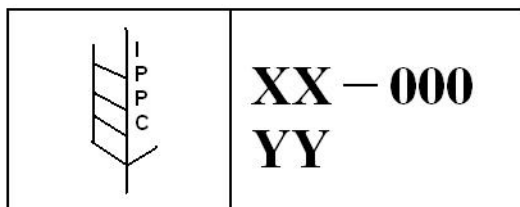
Brand name; etc.

1.5.2 CCC-free Certificate for Electronic products and Souvenirs

Electronic products must have the CCC-free (China Compulsory Certification) certificate. CHINA CUSTOMS may not allow exhibitor to distribute electronic souvenirs without the CCC-free certificate. Therefore, it is not recommended to ship the electronic souvenirs to the exhibition.

1.5.3 Regulations on WOOD / NON-WOOD Packing

- * **Observe District:**
All countries / Cities (Included Hong Kong SAR, Macau SAR and Taiwan)
- * **Observe Scope:**
All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.
- * **Exempted Scope:**
Those wood composite products after being heated and pressed treatment, such as plywood, particleboard, and fiberboard. The thickness of veneer, core, saw dust, wood fiber, particle and other wood materials should be equal to or less than 6mm.
- * **Observe Requirement:**
China Entry - Exit Inspection & Quarantine Association requires that all wood packaging goods to be imported should undergo a Heat Treatment/Fumigation Handling in country of origin prior to ship to China (Included Hong Kong SAR, Macau SAR and Taiwan).
- * **All imported wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packaging material.**



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

- * **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, MB).**
- * **If the wooden packaging material without approved mark or with approved mark but intercepts the live harmful pest, the cargo will be disposed or be returned to the origin.**

1.6 ON-SITE HANDLING

1.6.1 Storage of Freight During the Exhibition

We do not recommend the exhibitor to store the freight on-site. There is no indoor storage place in the exhibition hall. Therefore, if any of your freight needs to be stored on-site during the exhibition, our company will not take any responsibility or claims for the loss and/or damage of the freight.

1.6.2 Storage of Empty Cases

Empty case will all be removed from your booth for storage before the exhibition opens, and will be returned to your booth at the closing of the exhibition.

1.6.3 Oversize/Overweight Cargo

Exhibitors with oversize/overweight cargo must be on site to supervise the operation of unpacking and positioning. In case you may have any request for assembling operation, please let us have your crane/forklift renting order together with your detailed layout(FORM3) of move-in/out operation 2 working days earlier.

1.6.4 Return Container and Demurrage of Container

Exhibitors should pay for the container demurrage charges as from day of vessel's arrival till the show opening day under the circumstance that exhibitor does not require keeping the container for return. If exhibitor requires keeping the container for return shipment, container demurrage charges will be debited to exhibitor till the date of vessel's departure.

1.6.5 Non-on-site Container Stuffing

Container stuffing usually should be managed on the show site during the closing day of the exhibition. Otherwise, there would be additional charges.

1.6.6 Unpacking and Re-packing Exhibits

We will assist exhibitor in physical unpacking and installing exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the exhibitor must be available on-site during the move-in period since this service will be performed at exhibitor's own risk. In some circumstances, however, the customs at the ports or fair site may inspect the case without exhibitor's presence. please fill in FORM3 and submit it to CIETC as early as possible before the move-in day to ensure a smooth on-site handling of your exhibits accordingly.

Similarly, during exhibition closing, exhibitor must also supervise the dismantling and re-packing of exhibits, especially for delicate or heavy equipment. When second-hand packing material is used to repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original packaging. Exhibitor shall therefore bear the responsibility for the consequences arising therefrom.

1.7 AFTER THE EXHIBITION CLOSES

1.7.1 Customs Clearance

The exhibition center is regarded as a Customs Bonded Area. As the official freight forwarder for the exhibition, we are responsible to the Customs for clearance of all the materials coming in and going out of the exhibition center. Exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with Customs through us. Other related regulations can be referred to clauses 1.4.1-1.4.3 under this document.

1.7.2 Closing Documents and Hand Over

In order to pass the Customs inspections during export, clients need to hand in packing lists for returning exhibits to our company after finishing re-packing. If any problems and detentions arise during the Customs inspections caused by the errors in packing lists or the failure of handing in packing lists, corresponding responsibilities and the extra costs shall be borne by the clients.

Our company will make shipping labels according to your disposal instructions. After your exhibits have been duly packed, please put labels on your exhibits. Our company will collect your exhibits and give back a hand-over cargo receipt, so please do not leave your exhibits before the procedure of hand over is finished.

1.7.3 Re-export the Exhibits

Exhibits are temporary imported and must be re-export after closing of the exhibition if not sold, transferred to bonded warehouse, consumed, or abandoned to the Customs. Customs formalities for re-exported exhibits usually take at least 3-5 working days, excludes the booking procedure. The shipments will only be arranged with all payments settled.

1.7.4 Sold Exhibits in China

If Exhibits are sold to local Chinese buyer, it is the buyer's responsibility to finish the procedure of Customs clearance before picking up the exhibits. Under this circumstance, the buyer needs to be a trade agent / company or if not, to entrust a trade agent / company to clear the Customs.

The Contract, Invoice, Packing List and, for some certain goods, the Import License must be offered by the buyer to the Customs for clearance. Meanwhile, based on these documents, our company will provide the Import Declaration Form to the buyer other than general cargo importation forms; the buyer can undertake the importation procedures under the name of the exhibition.

1.7.5 Bonded Warehouse

Exhibits will be stored at the registered bonded warehouse before being re-exported or Customs clearance.

1.8 INSURANCE AND EXEMPTION

Please note that all work is undertaken by our company at owner's risk and we provide no direct insurance for exhibits. Please make sure that all your shipments are covered by a full comprehensive policy from the time of dispatching works to the exhibition till returning (including exhibition period), and please pay close attention to the efficient date of insurance.

1.9 PAYMENT

Exhibitors using our company' nominated agents as forwarders will be invoiced by them for all services. Exhibitors shipping other than by our office or agents are advised that full payment for on-site services must be received by us before the closing of the exhibition in China.

To enable our company to expedite the exhibition services, please settle the payment within one week upon the receipt of payment advice. Details of our bank account:

ACCOUNT	China International Exhibition Transportation Co., Ltd.
BANK	China Merchants Bank H.O. Shenzhen
SWIFT CODE	CMBCCNBS
A/C of USD	110910347610401

Part II SERVICES AND TARIFF

1. Transport handling charge for sea shipment

1) Inbound Charge: From free arrival of Xingang Port to exhibition booth, including transport, customs clearance, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembly excluded) and on-site supervision.	CNY 720.00/m ³ (Minimum charge 5m ³ per consignment per exhibitor)
2) Outbound Charge: From exhibition booth to Xingang Port, including transport, customs clearance, remove empty case back to the booth, repacking and on-site supervision.	CNY 720.00/m ³ (Minimum charge 5m ³ per consignment per exhibitor)

2. Transport handling charge for air shipment

1) Inbound Charge: From free arrival Beijing Capital International Airport to exhibition booth, including transport, customs clearance, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembly excluded) and on-site supervision.	CNY 7.20/kg (Minimum charge 100kgs per AWB per exhibitor)
2) Outbound Charge: From exhibition booth to Beijing Capital International Airport, including transport, customs clearance, remove empty case back to the booth, repacking and on-site supervision.	CNY 7.20/kg (Minimum charge 100kgs per AWB per exhibitor)

3. On-site handling charge (Move-in & Move-out)

1) Charge for move-in: From free arrival exhibition site to exhibition booth, including unloading and delivering exhibits to booth, unpacking, positioning of exhibits in booth (assembling excluded).	CNY 450.00/m ³ (Minimum charge 1m ³ per consignment per exhibitor)
2) Charge for move-out: From exhibition booth to exhibition site, including delivering packing materials to booth, repacking, moving exhibits out of booth and loading.	CNY 450.00/m ³ (Minimum charge 1m ³ per consignment per exhibitor)
3) Storage charge for empty cases or packing materials:	CNY 10.00/m ³ /day (Minimum charge 1m ³ per consignment per exhibitor)
Overseas exhibits up to delivered domestic booth or domestic exhibits up to delivered international booth will be charged according to above rate.	

4. Heavy lift surcharge

For individual package				Rate of surcharge			
G-Weight	Length	Width	Height	Attaining or Exceeding			
				1	2	3	4
6ton	6m	2.2m	2.4m	10%	20%	30%	40%
Individual exhibit with dimension exceeding 6m(L), or 2.2m(W), or 2.4m(H) and weight exceeding 6 tons is decided to be as over-sized & over-weight one, heavy lift surcharge shall be collected. The surcharge percentage is based on the charged amount of item12, or item 2, or item34.							

5. Container Demurrage (only for reference)

Dry Cargo	1-10 Day	11-20 Day	21-40 Day	Over40 Day
20'container	Free	CNY 40.00/day	CNY 80.00/day	CNY 160.00/day
40'container	Free	CNY 80.00/day	CNY 160.00/day	CNY 320.00/day

Open Top/Flat Rack	1-7 Day	8-15 Day	16-40 Day	Over 40 Day
20'container	Free	CNY 64.00/day	CNY 120.00/day	CNY 240.00/day
40'container	Free	CNY 128.00/day	CNY 240.00/day	CNY 480.00/day
High Cube	1-7 Day	8-15 Day	16-40 Day	Over 40 Day
40'container	Free	CNY 112.00/day	CNY 200.00/day	CNY 400.00/day

6. Additional charge for sea shipment being shipped and/or dispatched to/from Taipingyang port

LCL	CNY 80.00/cbm (min. CNY 800.00/shipment)
20'Container	CNY 800.00
40'Container	CNY 1600.00

7. Charge for return / pick up empty container to/from Xingang Port

20'Container	CNY 2,500.00
40'Container	CNY 3,500.00

8. Labor, forklift, crane fee for assembly, dismantling and working overtime

Type	Basic charge for assembly & dismantling	Surcharge for overtime
Labor	CNY 60.00/labor/hour	CNY 90.00/labor/hour
3ton Forklift	CNY 126.00/set/hour	CNY 162.00/set/hour
5-7ton Forklift	CNY 200.00/set/hour	CNY 260.00/set/hour
10ton Forklift	CNY 270.00/set/hour	CNY 350.00/set/hour
15ton Forklift	CNY 600.00/set/hour	CNY 780.00/set/hour
25ton Crane	CNY 650.00/set/hour	CNY 845.00/set/hour
50ton Crane	CNY 800.00/set/hour	CNY 1000.00/set/hour
50ton Crane and over	To be advised	To be advised

Remarks:

1. Labor, Forklift, Crane Minimum charge is 8 hours per shift.

2.overtime surcharge is subject to the official work hour appointed by the organizer.

9. Charge for

- a) Exhibits transferred from/to other exhibitions
- b) Exhibits sold
- c) Exhibits abandoned
- d) Exhibits consumed or given-away

1) Temporary customs declaration list applying service fee	CNY 1000.00/consignment (for inbound or outbound)
2) Move-in/move-out plus transferring from/to the bonded warehouse	
<ul style="list-style-type: none"> ✓ For exhibits arrival by sea or by land ✓ For exhibits arrival by air 	CNY 450.00/m³ (min.5m ³) CNY 7.20/KG (min.100kgs)
3-1)Permanent customs clearance fee for import (optional)	CNY 1850.00/consignment
3-2)Quarantine handling (optional)	CNY 1500.00/consignment

10. Charge for bonded warehouse

1) Storage fee at terminal	
<ul style="list-style-type: none"> ✓ FCL ✓ LCL ✓ Air cargo 	CNY175.00/20'/day; CNY 350.00/40'/day CNY 10.00/m³/day (min.1m³) CNY 0.17/freight kilos/day (min 100kgs)
2) Storage fee for exhibits and empty cases at bonded warehouse (exhibition site)	
<ul style="list-style-type: none"> ✓ FCL ✓ LCL ✓ Air cargo 	CNY240.00/20'/day; CNY 480.00/40'/day CNY 10.00/m³/day (min.1m³) CNY 0.17/freight kilos/day (min 100kgs)
3) Warehouse handling fee at bonded warehouse (exhibition site)	
<ul style="list-style-type: none"> ✓ FCL ✓ LCL ✓ Air cargo 	CNY2100.00/20'; CNY 4200.00/40' (One time loading & unloading) CNY 35.00/m³ (One time loading & unloading; min.1m³) CNY 0.31/freight kilo (One time loading & unloading; min.100kgs)

Remarks: No free charge period for storage.

11. Other charges

1) Basic Service Charge	CNY 486.00per exhibitor per consignment
2) Translation Fee for "List of Exhibits"/page Filling Fee for "HS Code"/page	CNY 40.00/page (Min. CNY228.00/exhibitor/consignment) CNY 40.00/page (Min. CNY228.00/exhibitor/consignment)
3) China customs computer data entry fee/page Customs clearance service fee ✓ Sea-shipment ✓ Air-shipment	CNY 48.00/page CNY 48.00/m³ (Min CNY 480.00/shipment/exhibitor) CNY 480.00/HAWB
4) Quarantine approval applying computer data entry fee/page Quarantine applying service fee ✓ Sea-shipment ✓ Air-shipment	CNY 48.00/page CNY 48.00/m³ (Min CNY 480.00/shipment/exhibitor) CNY 480.00/HAWB
5) Quarantine and Inspection Fee/per package 20'Container 40'Container	CNY 75.00/package CNY 186.00/20'container CNY 350.00/40'container
6) Fumigation fee if needed ✓ LCL/Air cargo ✓ 20'container ✓ 40'container	CNY 300.00/m³ (Min. 4m³) CNY 1,220.00/20'container CNY 1,370.00/40'container
7) Exhibition hall management fee	CNY 30.00/CBM for air /sea / domestic cargos
8) Late arrival surcharge	30% surcharge of basic handling charge
9) Shipment under ATA carnet	CNY 900.00/carnet
10)Incorrect Consignee Surcharge	CNY 1980.00/exhibitor/consignment
11) Seaport and Airport fee a) FCL b) LCL c) HAWB	CNY 2390.00/20'ctn; CNY 3200.00/40'ctn CNY 390.00/m³(min CNY 1900.00/shipment) CNY 4.29/freight kilo (min CNY 1855.00/BL)

12)CCC-free Certificate Applying Fee: CNY 500/certificate of ccc-free

- * Remarks:
- a) D/O fees and other extra charges at the port/airport will be collected according to actual outlay.
 - b) For overweighted and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.

12. Remarks:

❖ Minimum chargeable volume:

- | | |
|---|------------------|
| • 20'dry container | 23m ³ |
| • 40'dry container | 46m ³ |
| • 20'flatrack, open top container | 25m ³ |
| • 40'flat rack, open top or high cube container | 50m ³ |

- ❖ Volume/Weight conversion for air-shipment is: 1m³=167kgs. For the gross weight and chargeable weight of the air-shipment, charges will be calculated as whichever is the greater.

- ❖ The rate for specialized cargoes, e.g., dangerous, reefer and high valued cargo, shall be advised.

- ❖ All inbound freight charges must be settled before the exhibition's opening day, and outbound freight charges must be settled before shipment delivery to the designated port/airport, otherwise a 5% commission fee due to the delay will be collected by us.

- ❖ If a pre-payment is made by us for sea-freight, air-freight and any other freight, a 2.5% commission fee based on the payment will be collected.

- ❖ Upon requirement, exhibits' bandage, fixing, and pad cushion need to be in container (including dry container, flat rack and open top), for which the charges will be as per outlay.

VAT with an official rate of 6% based upon the total amount of our invoice issued against exhibitors shall be collected by us.

Part III Contact information of foreign agents

APPENDIX 1

APPOINTED AGENTS

HONGKONG、MACAU、SOUTH-EASTERN ASIA

BEX LOGISTICS CO.,LTD
Room 2106, 21/FL, Win Plaza, No.9, Sheung
Hei Street, Sanpokong, Kowloon, HongKong
ATTN.: MR. LONGSEN YUAN
TEL: 852 28365282
FAX: 852 28365383
E-MAIL: longsen@bexlog.com.hk

KOREA

EXPO LOGIS INC.
RM.1602, Seoulforest IT valley, 77, Seongsuil-
ro,
Seongdong-gu, Seoul, 133-822, Korea.
ATTN.: Mr. PETER
TEL: 82-2-6965-7700, (Dir)82-2-6965-7717
FAX: 82-2-6965-7730
E-MAIL: peter@expologis.com

ITALY

OTIM S.P.A.
20159 MILANO,
VIA PORRO LAMBERTENGHI, 9, ITALY
ATTN.: MR. ENZO RAGAZZI
TEL: 3902 69912207
FAX: 3902 69912231
E-MAIL: otimbj@163bj.com; otimfairstin.it

GERMANY

BTG Messe-Spedition GmbH
Parkstr. 35,86462 Langweid/Foret
<http://www.btg.de>
ATTN.: Christoph Rauch
Managing Director
TEL : +49 821 4986 145
FAX : +49 821 4986 194
E-MAIL: Christoph.Rauch@btg.de

FRANCE

Clamageran-Fairexpo

Lucien Lawson (Director)
Overseas Exhibitions/Intern. Trade Shows.
Parc des Expositions
Porte de Versailles
75015 Paris , France
Tél: +33 1 57 25 18 09
Fax: +33 1 45 30 28 81
Cell: +33 6 20 83 78 00
Email : l.lawson@clamageran.fr

TAIWAN

GLORY TRANSWELL CORP.
4F-1, No.101, Song Jiang Rd., Taipei 104,
Taiwan
ATTN: Mr. Don Pan (Manager of Exhibition
Dept.)
Tel : +886-2-25090366 ext. 12
Fax: +886-2-25090356
E-Mail: Don@glorytc.com.tw

JAPAN

NISSIN CORPORATION
PLANT 1st SECTION INTERNATIONAL
SALES DEPT NO.1
ATTN: Mr.Y.SAKAMAKI
TEL:+81-3-3238-6502
FAX:+81-3-3238-6508
E-MAIL: Y_SAKAMAKI@nissin-tw.co.jp
<http://www.nissin-tw.co.jp>

SWITZERLAND

BTG Suisse Ltd.
Salinenstrasse 61, CH-4133 Pratteln /
Switzerland
<http://www.btg-suisse.ch>
ATTN: Mr. Dominique Geiser
Project Manager:
TEL: +41 61 337 25 71
FAX: +41 61 337 25 79
E-Mail: dominique.geiser@btg-suisse.ch

U.K.

AGILITY FAIRS AND EVENTS LOGISTICS
LTD.
81 TWEEDY ROAD,
BROMLEY, KENT BR1 1TW, U.K.
ATTN.: MR. KEVIN WATKINS
Operations Manager
TEL: 44 208 461 8872; 461 8863
FAX: 44 208 461 8866; 228 1172
E-MAIL: kwatkins@agilitylogistics.com

U.S.A.

WINN EXPO SOLUTIONS, INC.
Winn Expo Solutions, Inc.
P.O. Box 16365 Irvine, CA 92623
ATTN. : VERNA RISBY (Vice President)
TEL: +1 714 289 9466
Cell: +1 714 883 7470
FAX: +1 714 289 9467
E-MAIL: Verna@winnexpo.com

SHOULD YOU NEED THE OTHER NETWORK OF OUR AGENTS, WHICH WAS NOT LISTED IN
THE ABOVE, PLEASE FEEL FREE TO CONTACT US.

TRANSPORT ORDER FORM / SHIPMENT PRE-ADVISE

(Form 1)

A) We acknowledge receipt of:

1) CIETC's Transport Guideline/Tariff for "China International Environmental Protection

Exhibition and Conference 2024".

2) We should ship our cargoes to “ ”.

B) :

Marks/No.	Description	PKG	KGS	CBM
	Total:			

Mode of Transport : ☐ By Surface(Sea or Rail) ☐ By Air ☐ By Truck(on-Site)

C) Transport Insurance for the whole in/return journey, including exhibition period will be covered by exhibitors.

D) We hereby authorize CIETC to arrange transport of our cargoes from
☐ Xingang Port or Beijing Airport ☐ Exhibition Ground

to the fair, all freight and handling charges are on our account.

Exhibitor: _____

Booth No.: _____

Address : _____

Authorized Signature with Co. Stamps

Tel / Fax: _____ / _____

Date : _____ Name in full: _____

*** ☐ Tick whichever is applicable

暂准进口装箱单及发票

FORM 2

展览会名称
Exhibition

参展商 EXHIBITOR'S NAME								运单号 BL / AWB NO.				备注 Disposal Remarks: A. 回运 Returned B. 售出 Sold C. 消耗 Consumed		总件数 Total pcs			
								集装箱号 CNTR NO.									
运输方式 - 海运/空运/转关 By Sea/Air/Bonded transfer						起运国 Country of Departure				馆号/展位号 Hall NO. / Stand NO.				1			
箱号 C/N O	尺码 Dimension (CM)			体积 VOL (M3)	重量 WEIGHT (KG)		商品代码 HS CODE	展览品内容规格型号 DESCRIPTION OF CONTENTS WITH MODEL NO. / SERIAL NO		数量 QTY	单位 UNIT	单价 Unit Value CIF	总价 Total Value FOB	原产国 Country of origin	展品处置 DISPOSALS		
	长 L	宽 W	高 H		毛重 G. W.	净重 N. W.		英文品名 IN ENGLISH	中文品名 IN CHINESE						A	B	C
															√		
															√		
总计 TOTAL																	

This form must be completed accurately by typewriting		Signature of Responsible Person:				JOB NUMBER	

STAND LAYOUT PLAN

(Form 3)

Exhibitor: _____ **Stand No. :** _____

A) Please list below the exhibit(s) exceeding 1,000kgs in weight, or 3.0m in Length, or 2.0m in Width or 2.5m in Height per single piece:

Case No	Description	Gross Weight (in KGS)	Net Weight (in KGS)	L x W x H (in Meter)

B) Please point out the right position of the above mentioned exhibits inside your stand:

BACK SIDE WALL PANEL

Note:

- Please pre-book if any special equipment (like crane) is necessary for handling the exhibits.
- Please come to the exhibition ground on the first day of move-in period for moving the above mentioned exhibits or booking in advance with CIETC for the moving date. Your delegate(s) Mr./Ms. _____ will come to the site on (date) _____ for supervising the on-site handling.
- If there has any special instruction for handling the above-mentioned exhibits, please specify in below:

Power Of Attorney (FORM 4)

委托书

To whom it may concern,
致相关人士

Dear Sirs/Madams,
尊敬的先生/女士，

RE: A.T.A. CARNET / CARNET A.T.A.
No.: -----

关于ATA单证册/单证册号码：

We, -----, being as the holder of A.T.A. CARNET No. -----
-would like to entrust "-----" to act as the
freight handling agent to arrange freight transportation and Customs clearance in China.

我公司，-----，作为ATA单证册（号码：-----）的持证人，现委托-----
-----作为货运代理来安排此货物在中国的运输和通关。

Thank you for your kind attention & co-operation.
感谢您的帮助与支持。

Yours truly,
敬启
For and on behalf of

Chop and Signature 签章

Date:
日期：

SHIPPING LABEL

(FORM 5)

EXHIBITION:

展览会名称:

EXHIBITOR:

参展商名称:

HALL/BOOTH NUMBER:

展馆/展台号:

PIECE NUMBER:

of TOTAL PIECES

箱号:

总件数

GROSS WEIGHT:

KGS

毛重:

公斤

DIMENSION(CM):

L×

W×

H

尺寸 (米) :

长×

宽 ×

高

5) Hotel Reservation

1. GRAND SKYLIGHT HOTEL ★★★★★

Add : 6A North Third Ring East Road, Chaoyang District, Beijing, 100020 (Next to CIEC, within 2mins walking distance)

Tel : 86-10-59223132

Web : www.gshmhotels.com

2. Beijing Chongqing Hotel ★★★

Add : No. 15, Beili Guangximen, Xibahe, Chaoyang District, Beijing, 100028 (0.8km from CIEC, 15mins walking distance)

Tel : 86-10-64228888

3. COTO Modern Hotel (Beijing Guozhan) ★★★

Add : No. 1, 13 Area Heping Street, Chaoyang District, Beijing, 100028 (1km from CIEC, 15mins walking distance)

Tel : 86-10-64292299

4. The Grand Metropark Hotel Beijing ★★★★★

Add : No. 2 North Third Ring East Road, Chaoyang District, Beijing, 100013 (1km from CIEC, 15mins walking distance)

Tel : 86-10-64622288

Web : www.hkctshotels.com

5. Crowne Plaza Beijing Sun Palace ★★★★★

Add : No.12, Qisheng Zhongjie, North Third Ring Road, Chaoyang District, Beijing, 100028 (1.5km from CIEC, 20 mins walking distance, 10 mins by taxi)

Telephone : 86-10-64298888

Website : www.ihg.com/content/cn/zh/reservations

6. Hilton Beijing ★★★★★

Add : No. 1 Dongfang Road, East Third Ring Road North, Chaoyang District, Beijing, 100028 (2km from CIEC, 30 mins walking distance, 15 mins by taxi)

Tel : 86-10-58655000

Web : www.hilton.com

7. Grand Concordia Hotel ★★★★★

Add : No. 26 Xiaoyun Road, Chaoyang District, Beijing, 100125 (2km from CIEC, 30 mins walking distance, 15 mins by taxi)

Tel : 86-10-51086688

8. The Westin Beijing Chaoyang ★★★★★

Add : No. 7 East Third Ring Road North, Chaoyang District, Beijing, 100020 (2km from CIEC, 30 mins walking distance, 15 mins by taxi)

Tel : 86-10-59228888

Web : www.westin.com/chaoyang

www.marriott.com.cn/spg/?program=spg

9. Guizhou Mansion ★★★★★

Add : No.18 Yinghua West Street, Heping Xiqiao, Chaoyang District, Beijing, 100029 (2.5km from CIEC, 30 mins walking distance, 15 mins by taxi)

Tel : 86-10-58109988