

**CPCA 2018
SHOW**

CPCA SHOW 2018

China Int'l PCB & Assembly Show



National Exhibition and Convention Center (shanghai)
20-22 March 2018

Exhibitor Manual

Extra Exhibition: International Water Treatment & Cleanrooms Exhibition

www.cpcashow.com



中国电子电路行业协会
China Printed Circuit Association



Organizer

上海颖展展览服务有限公司
Shanghai Ying Zhan Exhibition Service Co., Ltd.

Tel: +86-21-54900077
QQ: 800055702

Fax: +86-21-54904537
cpcashow@ying-zhan.com

Jan. 17th 2018

Dear Exhibitor,

Welcome to CPCA SHOW 2018.

This year, the 27th China International PCB & Assembly Show will be held on Mar. 20-22, at National Exhibition and Convention Center (Shanghai). This manual will provide you with important information such as service, activities and arrangements of the show and all the application forms.

Please make full use of the manual and make sure to send back the related application forms before the deadline so that your requirements will be fulfilled in time.

Should you have any questions or inquiries, don't hesitate to contact us.

Please visit **www.cpcashow.com** for more information.

Tel: 021 5490 0077

Fax: 021 5490 4537

E-mail: cpcashow@ying-zhan.com

QQ: 800 055 702

Wechat: ying-zhan



Herein, I wish you a great success at the show.

SHANGHAI YINGZHAN EXHIBITION SERVICE CO., LTD.

Kindly Reminder

The exhibiting venue of CPCA SHOW 2018 is National Exhibition and Convention Center (Shanghai) Hall – 7.1H, 8.1H (333 Songze Avenue Rd). Please enter the center via East Entrance No.18, 111 Laigang Rd if you are self-driving.

Booth Construction & Dismantling

Activity	Date	Time	Notes
Booth Construction & Move-in			
Booth Construction	Mar. 18, 2018	09:00-21:00	Overwork application must go to the organizer and reasonable fee will be charged by the venue.
	Mar. 19, 2018	09:00-21:00	
Exhibits Move-in	Mar. 18, 2018	10:00-21:00	
	Mar. 19, 2018	09:00-21:00	
Air & Power (permitted by the venue)	Mar. 19, 2018	From 10:00	
Cleaning & Security Inspection	Mar. 19, 2018	From 21:00	
Exhibiting & Visiting			
Exhibition be on	Mar. 20, 2018	09:00-16:30	
	Mar. 21, 2018	09:00-16:30	
	Mar. 22, 2018	09:00-15:30	15:30 Visitor last entry 16:00 Close the venue
Dismantling & Move-out			
Power, Air & Water off	Mar. 22, 2018	16:00	Reasonable fee for overwork will be charged by the venue.
Containers Move-in	Mar. 22, 2018	From 16:30	
Booth Dismantling	Mar. 22, 2018	17:00-22:00	

This manual includes information and details for your preparation for CPCA SHOW 2018. Kindly fill out and send back the related application forms in time so that your requirements can be fulfilled.

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Section VI Application Forms

1. Forms must be submitted by all Exhibitors

No.	Form Name	Deadline	To	Page
Form 1	Introduction in the Directory	Mar. 06, 2018	Ying Zhan Exhibition	63
Form 2	Exhibits	Mar. 06, 2018	Ying Zhan Exhibition	64
Form 3	Delegation	Mar. 06, 2018	Ying Zhan Exhibition	65

2. Forms should also be submitted by Standard Booth Exhibitors

No.	Form Name	Deadline	To	Page
Form 4	Fascia Board Description	Mar. 06, 2018	SYMA-EXPO	66

3. Forms should also be submitted by Raw Space Exhibitors (4.4m Single-Deck Limitation)

No.	Form Name	Deadline	To	Page
Form 5	Raw Space Contractor	Mar. 06, 2018	SYMA-EXPO	67

4. Forms should also be submitted by Exhibitors building Booth of Two-storey Booth (6.0m Two-storey height limitation)

No.	Form Name	Deadline	To	Page
Form 6	Building Approval for Two-storey Booth Design	Mar. 06, 2018	Han Consulting & Exhibition	68

5. Other Optional Forms

No.	Form Name	Deadline	To	Page
Form 7	Exhibits for Sale	Mar. 06, 2018	Ying Zhan Exhibition	70
Form 8	Advisement & Sponsorship	Mar. 06, 2018	Ying Zhan Exhibition	71
Form 9	Seminar / New product technology conference	Mar. 06, 2018	Ying Zhan Exhibition	72
Form 10	Man Power	Mar. 06, 2018	Ying Zhan Exhibition	73
Form 11	Visa	Mar. 06, 2018	Ying Zhan Exhibition	74
Form 12	Visitor Info Collection (PDA)	Mar. 06, 2018	Ying Zhan Exhibition	75

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Important Notice 76

No.	Hotel Name	Deadline	To	Page
1	国家会展中心上海洲际酒店 InterContinental Shanghai NECC ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	77
2	上海中航泊悦酒店 Shanghai Hongqiao Airport Hotel ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	78
3	虹桥金古源豪生酒店 Howard Johnson Hongqiao Airport Hotel Shanghai ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	79
4	上海国展宝龙丽筠酒店 Radisson Exhibition Center Shanghai ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	80
5	上海悦隆酒店 Shanghai Yuloon Hotel ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	81
6	上海海维德酒店 Hiwade Hotel ★★★	Mar. 06, 2018	Ying Zhan Exhibition	82

1. NAME, DATES & VENUE (Schedule attached)

Name: The 27th China International PCB & Assembly Show (CPCA SHOW 2018)

And: China International Water & Cleanrooms Exhibition 2018

Dates: March 20-22, 2018

Venue: National Exhibition and Convention Center (Shanghai)

(333 Songze Avenue)(Please enter the center via East Entrance No.18, 111 Laigang Rd if you are self-driving.)

2. SHOW MANAGEMENT

Sponsor: China Printed Circuit Association (CPCA)

China Printed Circuit Association (CPCA) is the only national association of PCB industry in China. Founded in June 1990, it is under China Ministry of Information Industry with more than 1100 members at present all over China, including enterprises of PCB manufacturing, equipment, material, and surface packaging manufacturing, equipment, material; research institutes and colleges.

CPCA has established nine divisions and committees. They are Base Laminate division, Special Material division, Special Equipment division, Environment Protection division, SMT division, Electron Label division, Science & Technology Committee, Standardization Committee, Certification and Inspection Committee.

CPCA is also the member of World Electronic Circuits Council (WECC), which consists of world professional organizations such as IPC, EIPC, JPCA, KPCA, IPCA, TPCA and HKPCA.

Please visit CPCA website: www.cPCA.org.cn for more information.

Organizer: Shanghai YingZhan Exhibition Service Co., Ltd.

As a professional service company for business consultation, meetings and exhibitions, we would devote ourselves to providing meticulous service for our customers from electronic manufacturing, water treatment, contamination control and hardware industries. We are the organizer of the annually held international event - CPCA SHOW and the related seminars, which have tremendous influence on the electronic industry. We also hold the International Water Treatment and Cleanrooms Technology and Equipment Exhibition and International Surface Finishing Exhibition (ProSF) at the same time. For any related information of the market, business and technology, you are welcome to contact us at the following:

Shanghai YingZhan Exhibition Service Co., Ltd.

Address: Unit D, 23/F, Hui-jia Building, No. 41, Cao Xi Road (N), Shanghai 200030, China

Tel: +86-21-54900077

Fax: +86-21-54904537

Email: cpcashow@ying-zhan.com

Website: www.cpcashow.com

Wechat: ying-zhan

Supporters

China Ministry of Industry and Information

Co-organizers

World Electronic Circuits Council (WECC)

China Electronic Components Association

China Semiconductor Industry Association

China Surface Engineering Association (CSEA)

China Institute of Electronics, China Contamination Control Society

Shanghai Association on Water Purification Technology

Shanghai Environment Protection Industry Association

3. SERVICE CONTRACTORS

Freight Forwarder

Official Freight Forwarder	
Rogers Worldwide (Hong Kong) Ltd. Units A&D, 16/F, Nathan Commercial Bldg., 430-436 Nathan Road, Kowloon, Hong Kong Ctc: Ms. Connie Yuen Tel: +852-2111 1151 Fax: +852-2111 1150 E-mail: info@rogershk.com	Shanghai Expo Exhibition Services Co., Ltd. Room 1803, Block A, New Century Plaza, No. 48 Xing Yi Road, Shanghai 200336 China Ctc: Mr. Edmond Siu, Tel: +86-21-6270 0003 Fax: +86-21-6270 0005 E-mail: info@rogerssha.com

Booth Contractor

Official Booth Constructor
Shanghai SYMA-EXPO Ltd. 3/F New Long March Business Building, 1263 Zhenbei Road, Putuo District, Shanghai 200333, P.R.C Ctc: Mr. Tim Gong and Mr. Roy Chau Tel: +86-21-6238 8811 - 151, 62388811-119 Fax: +86-21-6209 5166 Email: tim.gong@syma.com.cn; roy.chau@syma.com.cn Website: www.symaasia.com / www.syma.com.cn

Reviewer of Two-storey Booth

Han Consulting & Exhibition Co., Ltd. Shanghai
Address: Room 726, Building B, National Convention Center, No.168 Yinggang East Road, Shanghai Tel: + 86-21-39883620 Fax: + 86-21-39883623 E-mail: necc@hahchina.com

Please note:

All special booths are managed by **Shanghai SYMA-EXPO Ltd.**

1. All booth building should limit within 4.4 meters (one-storey) and 6 meters (two-storey) in 2018.
2. All special booth 4.4 meters below should be reviewed by the contractor **Shanghai SYMA-EXPO Ltd.**
3. All designs of two-storey booth shall be submitted to and approved by **Han Consulting & Exhibition Co., Ltd. Shanghai** designated by **National Exhibition and Convention Center (Shanghai)**. After passing the audit, constructions can be proceeded inside the center by informing **Shanghai SYMA-EXPO Ltd.**

Exhibition Venue

National Exhibition and Convention Center (Shanghai)
Address: 333 Songze Road, Shanghai Postcode: 201802 Tel: + 86-21-67008635 Fax: + 86-21-67008642 Website: www.cecsh.com

2018 中国国际电子电路展览会

China International PCB & Assembly Show

March 20-22, 2018 国家会展中心（上海）
National Exhibition and Convention Center (Shanghai)

General Information

4. VENUE LOCATION

Traffic Map, Metro Map
NECC (Shanghai)

South Entrance: 168 East Yinggang Rd.

North Entrance: 333 Songze Ave.

East Entrance: 111 Laigang Rd.

West Entrance: 1888 Zhuguang Rd.



Metro Line 2 connects NECC,
Hongqiao Hub (Airport & Railway Station), Pudong Airport.



5. TRAFFIC TIPS

National Exhibition and Convention Center (Shanghai) (NECC) is located in the heart of Shanghai Hongqiao Business District. It is only 1.5km away from the Hongqiao transportation hub. Shanghai Metro connects NECC with Hongqiao Airport and Hongqiao Railway Station. The surrounding highway network extending in all directions, two hours to reach the Yangtze River Delta of the major cities, transportation is very convenient.

Here are some suggested ways to National Exhibition and Convention Center (Shanghai) (NECC):



NECC is only 1.5 kilometers away from Hongqiao Airport terminal and about 60 kilometers from Pudong Airport. NECC can be directly accessed by Metro Line 2 from both airports.



NECC is only 1.5 km from Shanghai Hongqiao Railway Station and it is connected by Metro Line 2.

NECC is 25 km from the Shanghai Railway Station, and 23 km from Shanghai South Railway Station. If you travel from these locations, please take Metro line 1 to the People's Square Station, then transfer Metro Line 2 to access the NECC directly.



Self-driving

The venue is situated at 333 Songze Avenue (Please enter the center via East Entrance 111 Laigang Rd if you are self-driving.)

Parking spaces: 5050 in total

Parking fee: 6 Yuan/hour, 48 Yuan maximum/day. This rate applies to cars or other light vehicles.

Bus

Route 865 connects Shanghai Zoo Metro Station, Caohejing Development Zone, and Jinjiang Park Station;

Route 706 connects Jiuting Metro Station;

Route 776 connects Ziteng Road and Zhongshan Park Metro Station.

2018 中国国际电子电路展览会

China International PCB & Assembly Show

March 20-22, 2018 国家会展中心 (上海)
National Exhibition and Convention Center (Shanghai)

General Information

6. EXHIBITING HALLS



7. ACTIVITIES & MEETINGS

Exhibitor Registration

Time	Shell Scheme Exhibitors	Raw Space Exhibitors
	12:00 – 17:00 March 18, 2018 09:00 – 17:00 March 19, 2018	10:00 – 17:00 March 18, 2018 09:00 – 17:00 March 19, 2018
Venue	National Exhibition and Convention Center (Shanghai) South Hall Entrance * Enter from South Plaza	

Welcome to the show. Please be notified of the time and venue for registration and have your company registered in time. Please show

☒ The Copy of the Booth Confirmation ☒ Your Name Card (of the company)

Remark: If the exhibitor would like to entrust other company or person with the registration, please provide a trust deed with your signature and seal upon his or her arrival. Your cooperation will be appreciated.

■ Visitor Registration

Visiting Time 09:00 – 16:30, March 20, 2018
09:00 – 16:30, March 21, 2018
09:00 – 15:30, March 22, 2018

Venue

National Exhibition and Convention Center (Shanghai)

Visitor Registration: South entrance hall (self-driving visitors)
West entrance hall (subway visitors)

People of this industry are welcome to visit the show. Just come with your name card or invitation card to NECC, fill in the form for Visitor's Badge and you will visit the show free. You are also recommended to login our website: www.cpcashow.com for on-line registration.

Please be notified that the potential customers you invited will get Visitor's Badges. Don't mix them into your Delegation. Please visit www.cpcashow.com for clients' invitation.

■ Opening Ceremony

Time: 09:30 – 10:00, March 20, 2018

Venue: National Exhibition and Convention Center (Shanghai) South entrance hall

The 27th China International PCB & Assembly Show (CPCA SHOW 2018) will be on the stage on March 20, 2018. Honored guests, VIPs and organizations of electronics and PCB industry home and abroad will be present to cut the ribbon and visit the show.

■ Seminar / New product technology conference

Time: 13:00 – 17:00, March 20, 2018
10:00 – 17:00, March 21, 2018

Venue: National Exhibition and Convention Center (Shanghai) (M8-02 Meeting Rooms)

The Seminars on PCB technology and development, and New product technology conference will be held together with CPCA SHOW 2018. You are welcome to them. For more details, please also see section 11 of this Manual or contact the organizer, **Shanghai YingZhan Exhibition Service Co., Ltd.** Welcome to visit our website: www.cpcashow.com and Wechat: ying-zhan for more information.

8. SCHEDULE

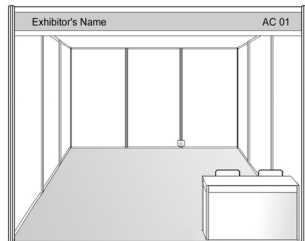
Date	Time	Details	Venue
March 18 (Sunday)	10:00-17:00	Raw Space Exhibitor Registration	NECC - South Entrance Hall
	12:00-17:00	Shell Scheme Exhibitor Registration	NECC - South Entrance Hall
	10:00-21:00	Booth Construction & Exhibit Move-in	NECC – 7.1H / 8.1H Hall
March 19 (Monday)	09:00-17:00	Exhibitor Registration	NECC - South Entrance Hall
	09:00-21:00	Booth Construction & Exhibit Move-in	NECC – 7.1H / 8.1H Hall
	From 21:00	Venue Cleaning & Security Inspection	NECC – 7.1H / 8.1H Hall
March 20 (Tuesday)	09:30-10:00	Opening Ceremony	NECC - South Entrance Hall
	09:00-16:30	Exhibiting & Visiting	NECC – South / West Entrance Hall
	13:00-17:00	Seminars New product technology conference	NECC – M8-02 Meeting Room
	13:00-17:30	International PCB Technology and Information Spring Forum 2018	NECC – C0-02 Conference Room
March 21 (Wednesday)	09:00-16:30	Exhibiting & Visiting	NECC – South / West Entrance Hall
	10:00-17:00	Seminars New product technology conference	NECC – M8-02 Meeting Room
	09:30-16:30	International PCB Technology and Information Spring Forum 2018	NECC – M7-03 Meeting Room NECC – M7-04 Meeting Room NECC – M8-03 Meeting Room NECC – M8-04 Meeting Room
March 22 (Thursday)	09:00-16:00	Exhibiting & Visiting	NECC – South / West Entrance Hall
	10:00-12:00	Seminars New product technology conference	NECC – M8-02 Meeting Room
	16:00-22:00	Dismantling	NECC – 7.1H / 8.1H Hall

9. EXHIBIT PROFILE

Printed Circuit Board	Electronic Assembly	Extra Exhibiting	Others
<ul style="list-style-type: none"> ● PCB Manufacturing ● PCB Equipment ● PCB Raw Materials And Chemicals 	<ul style="list-style-type: none"> ● Electronic Assembly Equipment ● Electronic Assembly Materials ● E-Manufacturing Services / Contract Manufacturing 	<ul style="list-style-type: none"> ● Intelligent manufacturing technology and equipment ● Environmental protection technology and equipment ● Water Treatment Technology / Equipment ● Cleanrooms Technology / Equipment 	<ul style="list-style-type: none"> ● Various Electronic components and Applications ● Instruments, optical instruments and tools ● Research Institutes, Associations, Media & Information Consultation

10. STANDARD BOOTH & RAW SPACE


Standard Booth Specifications

(3m×3m) or (3m×4m) H:2.5m	
<p>A standard booth will be provided with the scheme as follows:</p> <ul style="list-style-type: none"> * space * fascia board * 2 folding chairs * 1 electric socket (220V) * carpet * 1 information counter * 1 waste basket * 2 spot lights <p>(Note: The above furniture and electrical equipment can not be replaced)</p>	

Shanghai SYMA-EXPO Ltd. has been appointed as the Official Constructor for shell scheme. The internal decoration of the booth should be arranged by exhibitors yourselves. For additional electricity, water, air or more furniture, please see Rental Order Forms and settle the related fares with SYMA directly.

Exhibitors may transport and move your exhibits by yourselves. You may also entrust the official freight forwarder, **Rogers Worldwide (Hong Kong) Ltd.** with the task.

Raw Space

for space no less than 36 m ²	
<ul style="list-style-type: none"> · Power, panel, carpet and furniture are excluded. Exhibitor needs to build the stand yourself. · Booth management fee charged by the venue provider is not included in the fare for the space. · 30% surcharge will be added for double-decker booth(s). The space of the upper floor should not be larger than the 50% of the base. · Construction on raw space should be no higher than 4.4m for one-storey and 6m for two-storey building. . 	

■ Remarks

Exhibition Hall Technical Parameters

Exhibitors should be notified that the admissible floor load is 3,500 kgs/sqm and every freight gate is 8W x 6.5H. Arrange your exhibits move-in properly according to these specifications. Whole Freight trucks are limited to 4.5m(H) and 17.5m(L)

Exhibitors are requested to pay attention to the above provisions of the weight and length restrictions, and as a basis for exhibits transportation.

All special booths are managed by the contractor - **Shanghai SYMA-EXPO Ltd.** (Single-deck booth height is limited to 4.4m)

All designs of two-storey booth are limited to 6m, and they shall be submitted to and approved by **Han Consulting & Exhibition Co., Ltd. Shanghai** designated by **National Exhibition and Convention Center (Shanghai)**. After passing the audit, constructions can be proceeded inside the center by informing Shanghai SYMA-EXPO Ltd. **Han Consulting & Exhibition Co., Ltd. Shanghai** charges the inspection fee for two-storey booths, 50 yuan/sqm (re-inspection fee, 25 yuan/sqm)

Additional requirements for electricity, water and air or others, please see the related application Forms in the Exhibitor Manual.

11. SEMINAR / NEW PRODUCT TECHNOLOGY CONFERENCE

Time: 13:00 – 17:00, March 20, 2018
10:00 – 17:00, March 21, 2018

Venue: NECC - M8-02 Meeting Room

Cost: RMB 6,600 / seminar

Other information

Duration	45 minutes / seminar
Audience	64 people at most
Accessories	● white board ● microphone ● digital projector ● registration book ● indicator ● paper and pen ● drinking water

* Find the Application Form for seminars on p72. (Form 9)

Please fill out Form 9 and send back before Feb. 10, 2018, by email or by fax to:

Shanghai YingZhan Exhibition Service Co., Ltd.

Address: Unit D, 23/F, Hui-jia Building, No. 41, Cao Xi Road (N), Shanghai 200030, China

Tel: +86-21-54900077

Fax: +86-21-54904537

Email: cpcashow@ying-zhan.com

Website: www.cpcashow.com

Wechat: ying-zhan

Please apply with the abstract in time. You will be informed with the Notice of Acceptance. Then please submit the outline and the thesis in word document (*.doc) and send to us in the attachment by email before Mar. 06, 2018.

12. ADVERTISEMENT & SPONSORSHIP

Thank you for your support for CPCA SHOW 2018! Your participation will put you in front of the largest customer group in the world. We will help you to make your products and service to be the focus of world attention.

An estimated 70% of the visitors and attendees will buy the recommended products and service. Now the problem is how to grab the attention of the large buying community. Your challenge is to drive more traffic to your booth --- to capture more attention of the people of the profession.

You are welcome to select the advertisement and sponsorship for CPCA SHOW 2018. With a tiny expense, you will stand out in the competition. Order your sponsorship now!

CPCA SHOW 2018 Directory – BUYERS GUIDE

- √ Every exhibitor is entitled to be listed in the book with a brief introduction in English and Chinese free of charge.
- √ The Directory will be distributed to tens of thousands of visitors, buyers and organizations home and abroad.
- √ It will be distributed to official and non-official trade and service organizations.
- √ It will also be distributed at KPCA Show, JPCA Show, EIPC Show, TPCA Show, India IPCA and IPC Show in this year.
- √ Advertiser will get 5 more copies of Buyers Guide.

Location	1 page (RMB)	2 pages (RMB)	3 pages (RMB)	4 or more pages (RMB)
Back Cover (4C)	25,000 /page	/	/	/
Inside Cover (4C)	15,000 /page	14,700 /page	/	/
Inside Back Cover (4C)	14,500 /page	14,000 /page	/	/
Inside Page (4C)	5,500 /page	4,500 / page	4,000 / page	3,000 / page
Company Logo (company introduction page)			700/company	
Size: 210mm × 285mm for one page; 210mm × 142mm for 1/2 page.				

More Conspicuous Ads

Item	Location	Size (W×H/L)	Rate (RMB)
Visitor Badge	LOGO/picture, front	45mm×98mm	25,000 / 30,000 pieces
Visitor Badge	LOGO/picture, back	92mm×98mm	15,000 / 30,000 pieces
Badge	LOGO only, front	20mm×15mm	10,000 / 30,000 pieces
Lanyard	LOGO & the website	15mm×800mm	15,000 / 5,000 pieces
Show Bags	single-sided	450mm×550mm	42,000 / 10,000 pieces
Exhibition canvas bag	Single-sided LOGO	50mm×50mm	20,000 / 1,000 pieces
Web Banner	www.cpcashow.com	27×111 pixels	3,000 / 90 days
Visitor Guide insert ad	A one-time Ad.	175mm×140mm	9,000 / 50,000 pieces

The above combinations apply to this year exhibitors only.

More plans can be applied to other occasions and activities, such as, **seminars, the opening reception, related conferences, visitor tickets, flags and maps, visitor's guide** etc. Exhibitors may consult and discuss with the organizer.

For more information or other service, just feel free to contact the organizer:

Shanghai YingZhan Exhibition Service Co., Ltd.

Address: Unit D, 23/F, Hui-jia Building, No. 41, Cao Xi Road (N), Shanghai 200030, China

Tel: +86-21-54900077

Fax: +86-21-54904537

Email: cpcashow@ying-zhan.com

Website: www.cpcashow.com / www.ying-zhan.com

Wechat: ying-zhan

13. VISA

This is a **Business Invitation** sent by the organizer.

The organizer can send to the exhibitor an invitation for your visa application free of charge.

14. HOTEL RESERVATION

During the exhibition, hotels nearby the exhibiting venue will provide favorable price for your accommodation. **Make sure you confirm the room(s) before Feb. 17, 2018. Due to a large requirement, you are suggested to reserve the hotel room(s) in an early time.** The reservation will be subject to the real situation. For more information, please see Hotel Quotations and Reservation in the Manual.

■ Procedure

1. Select a Hotel → 2. Fill out the related Form → 3. Fax or email to the organizer →
4. Get confirmation → 5. Reservation completed

15. RELATED WEBSITES

CPCA Show: <http://www.cpcashow.com>

CPCA: <http://www.cPCA.org.cn>

Shanghai Municipal Government: <http://www.shanghai.gov.cn>

Shanghai Metro: <http://www.shmetro.com>

Shanghai Airport: <http://www.shanghaiairport.com>

Shanghai Transportation: <http://www.jt.sh.cn>

National Exhibition and Convention Center (Shanghai): <http://www.cccsh.com>

Shanghai Traveling: <http://lyw.sh.gov.cn>

Shanghai Railway: <http://www.shrail.com>

Shanghai Museum: <http://www.shanghaimuseum.net>

Service & Inquiries Hotlines

Pudong-airport: 021-62688918

Hongqiao-airport: 021-38484500

Shanghai railway station: inquiry12306, ticket 95105105

Public buses: 021-63848484

Maglev train: 021-28907777

16. OTHER INFORMATION

Airport: There are two international airports in Shanghai. The venue is 60 km to Pudong Airport and 1.5 km to Hongqiao Airport.

Climate: The average temperature in March is about 12 degree centigrade.

Money: Currency exchange is available both in the hotel and at the airport. The official exchange rate is approximately USD 1 to RMB 6.54 by Jan. 2018.

Cash: It is advisable to bring enough cash or traveler's checks for payment on site.

Insurance: Exhibitors and delegates are advised to effect their personal accident, property and exhibit insurance by yourselves.

Electric Power: The power used in China is 220 / 380 V. 50 Hz. The sockets and plugs used in China might be a little different from those in your home country. So we suggest you to bring a screwdriver to make modification.

17. EXHIBITOR'S MEMO

- Is your passport valid?
- Have you applied your visa?
- Have you applied the Badge for your personnel from the organizer?
- Have you printed your name card?
- Have you printed the propaganda material for your company/product?
- Have you sent the invitation cards to your customers?
- Have you checked all the documents and rules and regulations?
- Have you arranged for your exhibits shipped to the venue?
- Have you examined all the facilities in your booth?
- Do you need man power such as a translator or other personnel?
- Have you returned the form with some introduction to your company to the organizer?
- Why don't you consider the Ad.? And sponsorship plan at the show?
- Do you want to try conducting propaganda for your company around the Hall?
- Have you considered holding a seminar / new product technology conference at the show?
- Are you looking for an agent for your products?

18. WECC EVENTS IN 2018



Date	Events	Venue
Feb. 27- Mar. 01	IPC APEX Expo	San Diego, United States
Mar. 20-22	CPCA SHOW	Shanghai, China
Apr. 24-26	KPCA SHOW	Goyang, South Korea
Jun. 05-07	SMT hybrid packaging	Nuremberg, Germany
Jun. 06-08	JPCA SHOW	Tokyo, Japan
Aug. 02-04	IPCA SHOW	New Delhi, India
Oct. 24-26	TPCA SHOW	Taiwan, China
Dec. 05-07	HKPCA & IPC SHOW	Shen Zhen, China

For more information or other service, just feel free to contact the organizer:

◆ Shanghai YingZhan Exhibition Service Co., Ltd.

Address: Unit D, 23/F, Hui-jia Building, No. 41, Cao Xi Road (N), Shanghai 200030, China

Tel: +86-21-54900077

Fax: +86-21-54904537

Email: cpcashow@ying-zhan.com

Website: www.cpcashow.com

Wechat: ying-zhan

1. EXHIBITING ZONE & BOOTH ALLOCATION

■ Exhibiting Zone

For a better effect of the exhibition, the show will be divided into several zones:

Printed Circuit Board	Electronic Assembly	Extra Exhibiting	Others
<ul style="list-style-type: none"> ● PCB Manufacturing ● PCB Equipment ● PCB Raw Materials And Chemicals 	<ul style="list-style-type: none"> ● Electronic Assembly Equipment ● Electronic Assembly Materials ● E-Manufacturing Services / Contract Manufacturing 	<ul style="list-style-type: none"> ● Intelligent manufacturing technology and equipment ● Environmental protection technology and equipment ● Water Treatment Technology / Equipment ● Cleanrooms Technology / Equipment 	<ul style="list-style-type: none"> ● Various Electronic components and Applications ● Instruments, optical instruments and tools ● Research Institutes, ● Associations, Media & Information Consultation

*** Booths allocated after the deadline of application may not be arranged into the above-mentioned area.**

■ Allocation Principles

The general floor plan will be arranged by the organizer. The right of finalizing the exhibiting zone and the number of the booths is reserved.

Applicants for more booths and space will be given priority. In case of the requirement of the same number of booths, the order is decided by lot.

Each exhibitor should select immediately adjacent booths. Selected booths situated across the aisle from each other are not allowed.

2. EXHIBITING

Exhibitors are prohibited to transfer, sub-lease or exchange their booths allotted to them to other parties without the organizer's permission. Exhibiting of any items unrelated to the exhibition is strictly prohibited. In order to guarantee all exhibitors' interest, the organizer is entitled to drive the related persons out of the venue. The related goods will be confiscated, and all payments are non-refundable.

Exhibitors are prohibited from forging, lending or selling their exhibition passes.

Exhibitors must maintain the noise levels of the exhibits or promotional activities no more than 75 decibels.

Exhibitors are prohibited from distributing their promotional materials outside their booths or in public areas. The organizer is entitled to remove the promotional materials and return after the exhibition.

If exhibitors withdraw from the exhibition, they are prohibited from sub-letting or transferring booths allotted to them to other parties. Under that circumstance, the Organizer reserves the right to re-allot the area.

Exhibitors should make sure the sign and mark of the products comply with the producing place. Any copying and pirating are strictly prohibited. The Organizer is entitled to quit the violator's exhibiting. The entire paid participation fee is not refundable. The exhibitor will receive the punishment by government according to related laws and regulations.

3. SECURITY & INSURANCE

The Organizer shall provide personnel for maintaining order and shall take all security precautions in the interest of exhibitors and visitors during the exhibition. However, responsibility for guarding the stands and any articles during the build-up, exhibition and dismantling period shall rest with the exhibitors' concern. The organizer shall not hold responsibility for any loss or theft of exhibits or any articles during the build-up, exhibition and dismantling period.

Exhibitors are solely responsible for the safety of their stands and personnel during construction, trading and dismantling. In addition to insurance for exhibits in transit between the port of shipment and the fair site, exhibitors are advised also to take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc) during the build-up and dismantling periods.

All exhibitors shall insure, indemnify and hold the organizer and the venue owners not liable with respect to all claims, demands and expenses to which they may be subjected as a result of loss or injury occurring to any persons howsoever caused while the said persons are examining or passing the booth during the exhibition. The liability or risks to employees, agents or exhibits shall be the sole responsibility of the exhibitors.

Remark

As ruled by the venue, NECC, a **security principal** should be appointed for any affairs of securities at the show by each exhibitor. The principal should always wear the Badge with his/her photo.

In the event of any occurrence not foreseen in these "Rules and Regulations" and terms stated in the Contract, the decisions from the organizers should be final.

4. EXHIBITING HALL REGULATIONS

■ Booth Construction and Dismantling

Materials used for the construction and installation of the exhibition booths and any other structures must consist entirely non-combustibles with a burning diffusion rate not lower than Class 2 as required both by the national and local fire-control regulations of Shanghai.

Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

Free movement in and access to the fire control aisles, emergency fire escape routes and emergency exit must be ensured.

A passage of at least 1.2 metres (4 ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.

A repair passage of at least 1 metre wide between any temporary structures and the wall surface shall be kept.

Each row of the booths must not be longer than 32 metres, and all the passages must be at least 3 metres wide, and strictly comply with the standard booth layout provided by the Centre. The maximum height of construction is 4.4 metres for one-storey booths and 6 metres for two-storey booths. **Multi-storey booths are NOT allowed in halls.**

All the design drawings of one-storey booth of/higher than 4.4m or two-storey booths should be reviewed and approved by Grade A Registered Structural Engineer before building. The location, logo visibility, influence to the neighboring booths and total Hall arrangement will be examined carefully. The two-storey booth hence may not be approved and not be allowed after these considerations.

No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. The spotlights and other heat-generating equipment should not focus on nor be stationed near the fire sprinklers (bearable temperature no more than 68 C/154.4 F).

The exhibitors shall inform all the non-official forwarders and stand-fitters to submit their workers' name list as well as ID copies one week prior to the move-in, so that National Exhibition and Convention Center (Shanghai)(on the south square) can produce Access Cards for the workers. Personnel without Access Cards will not be allowed to enter the Center. Constructors for raw space should go through Real Name Authentication Procedure from the Center (15 days) in advance and obtain permission from NECC. The certificate shall be shown in the related area in building the booth.

Please find **Contractor Pass Register of National Exhibition and Convention Center (Shanghai)** via <http://www.necsch.com/cecsh/watchexhi/applicationflow.aspx>

■ Documents required:

- **Booth Contractor's ID Card (2-nd generation)**
- **2 copies of the ID Card (front and back)**
- **2 copies of the Business License with seal**
- **Real Name Authentication Form**
- **Declaration of Exhibitor Nominated Stand Contractor for Raw Space**

A **Security Principal** should be specially assigned by constructors, exhibitors and freight forwarders respectively. The personnel should bear the certificate with his name and photo in carrying out his responsibilities before any operation.

In entering the Center, all the forwarders and stand-fitters should wear **safety helmets**, without which they should not be allowed to enter by the security personnel.

The stand-fitters should carry out their work according to the floor plan approved by fire-control authority. **No change is allowed without permission.**

Shanghai New International Expo Centre shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors shall be responsible for risks and expenses if occur.

All workers entering into the Centre for special-type work must possess "Shanghai Special-type Operator Certificate" (electricians, welders or forklift drivers and etc.). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Any peccancy operation and supervision are strictly forbidden.

■ Rules of Examination of Booths Construction Plan

In order to enhance the management of booth construction and ensure the safety of on-site construction in the Center, the following rules must be complied with by exhibitors and all involved parties:

All design drawings for special booths with a height of less than 4.4m, must be examined by Shanghai SYMA-EXPO Ltd.

All designs of two-storey booth shall be submitted to and approved by Han Consulting & Exhibition Co., Ltd. Shanghai designated by National Exhibition and Convention Center (Shanghai). After passing the audit, constructions can be proceeded inside the center by informing Shanghai SYMA-EXPO Ltd.

As to raw space construction, please see "Raw Space Construction" for details.

■ Hanging Points on the Ceiling

No hanging objects in the halls.

■ Overhead Work

Operators who are engaged in overhead work (height \geq 2M) must wear safety helmets and safety belts, and carry out necessary safety measures against injuries that might be caused by falling objects.

Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. When passing

tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/ or down with ropes, shall be adopted.

Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.

Operators must make a careful check and test on the jacks (chain blocks) before using them. During the operation, jacks cannot carry overload. In order to ensure safety, it is strictly forbidden to proceed when what is being loaded is unclear to the operator.

■ Electrical Installation

In the case of booths which require 24 hours power, or an extended supply of electric power, water, compressed air, gas or telephone connection, the organizers should apply to the Centre for permission in advance.

Safety inspection must be carried out by the venue provider before connecting electricity and gas. Upon receipt of the safety confirmation and the notice of connecting or gas electricity, Shanghai New International Expo Centre will inspect and supply electricity and gas to exhibitors within two hours.

The maximum electrical capacity and extra allowance shall be taken into consideration when applying for electric wattage. The electric facilities must not be overloaded or heat up, and the safe operation must be ensured.

The installation personnel for electric lines and facilities must hold valid electrician operation certificates.

Electrical material used in operation shall be qualified by the examination of the relevant authorities. Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be $\geq 1.5\text{mm}$. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with on sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3 ,N, PE) and single-phase three-wire system for phase voltage(L, N, PE)

All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joint must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

All portable/mobile electric tools used shall be qualified and comply with the "minimum requirement" regulations. Temporary power lines for construction must be sheathed copper wires with no joints in the middle and its length should be within 5 metres. It is strictly forbidden to put wires without plugs into receptacles directly.

The distribution box for standard exhibition stands must be installed in a cable duct in the exhibition hall, while the distribution box for special exhibition stands must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.

High-temperature lamps like iodine-tungsten lamps and neon lights shall not be installed without permission and examination from the relevant authority. The installation height of neon lights shall not be less than 2.5 metres.

Outdoor electrical and lighting equipment shall be moisture-proof. Safety measures such as moisture-proofing and weather-proofing, etc. shall be implemented.

■ Hazardous Materials

Unless approved by NECC and the relevant authorities in written form,

- a) No open fire or combustible gas is allowed to be used in the Centre.
- b) No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the hall. Radioactive substance shall not be brought into the Centre
- c) No more than one day's supply of any solid or liquid hazardous material shall be stored within the Leased Area or stands at any time, and the remainder should be stored in special containers and sealed in a location confirmed by government departments, National Exhibition and Convention Center (Shanghai) and the organizer.
- d) Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.
- e) No smoking is allowed in Leased Area and anywhere in the Centre with non-smoking signs.

The following articles are forbidden to be exhibited in or brought into the Centre without the written approval from Center: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon patent rights, goods that may affect the normal operation of National Exhibition and Convention Center (Shanghai), and any item prohibited by the relevant government departments.

■ Pressure Tanks

The exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.

The exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by the Center.

All pressure vessels and equipment brought into the Center must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

■ Exhibit Demonstrations and Operation

All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended.

Any machinery or apparatus can only be demonstrated in the booth, operated and supervised by qualified persons. No motors, engines or power driven machinery are to be used without adequate fire-protection measures taken by exhibitors.

■ Safekeeping of Belongings

Exhibitors are responsible for the loss of any goods that are not entrusted to the Centre.

■ Painting

Large-scale painting is not permitted in the Centre. However, small "touch-up" painting of the exhibits and

Stands are permitted during the Move-in Period with all necessary safety precautions in place. These precautions include:

- a) Painting in an area properly ventilated
- b) Use of Non Toxic Paint;
- c) Covering the entire floor within the Centre with dry paper or plastic film;
- d) No painting near the Centre's vertical structure (i.e. walls)
- e) No washing of paint material within or surrounding the Centre.

■ Floor Load-bearing

The floor load-bearing capacity of indoor exhibition space is 3.5 tons/m². If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to set up a booth or pile heavy goods on the two main cable pipelines in the exhibition hall. Should there be any question; inquiries are to be made with NECC before goods are moved into the hall.

5. EXHIBITION VENUE

Electricity

- The distribution box for shell scheme stands must be installed in a cable duct in the exhibition hall. (For raw space booths, the distribution box can be kept either in the cable duct in the hall or in their space.) It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in the stands. Lines and wires in the stands should be covered by fire-proof material such as metallic or PVC pipes. Keep a distance no less than 0.5 m in between lights and combustible materials.
- Electric wires should be qualified cable conductors or sheathed wires. Twisted pairs and aluminum wires are strictly prohibited.
- The connection of wires should be firm and tightened with standardized porcelain or plastic fittings for insulation.
- Wires striding over the passage should be covered by a bridge plate.
- Iodine-tungsten lamps and halogen lamps are not allowed to be surface mounted in the hall. Neon lights should be fixed no less than 2.5m in height.
- Electric appliances and objects may be electrified should have safe landing.
- Flammable materials should be kept away from the distribution box.
- All the electric operation staff should be holders of valid Electric Operation Certificates.
- Electric installation should strictly follow the Code of Design on Building Fire Protection and Prevention.

Booth Construction

- No holing, striking and pasting on the floors, walls and other parts of the halls.
- Supporting plates should be applied before moving and mounting super heavy machinery.
- The booth structure should be stable. In building raw space stands, only inflammable materials should be adopted. In case some flammable materials are necessary in some parts, they should go through fire-proofing treatment first. Elastic fabrics are not allowed in the building. The booth should never be sealed on the roof.
- Cargoes should be stacked properly. No dumping is permitted.
- In carpeting, double-sided tapes can be applied. Sponge tapes and other materials not easy to remove are not allowed.
- In no case should the fittings and facilities in the halls be moved or adjusted.
- No leading and leveraging on any fittings and facilities in the halls.
- No obstruction is allowed in fire control devices and passages. The aisle no less than 1.2 m should be kept in front of hydrants, computer rooms and alarm bells.
- No hanging on fire-control pipes and sprinklers.
- The wooden covering of the stands and booths should be treated with fire-proofing coating materials.
- Electrical welding is strictly prohibited.
- Naked flame is strictly prohibited.
- Paint spraying and coating are not allowed.
- No hanging of anything in the halls otherwise permitted by the venue.
- The approval and quantities are decided by personnel of the venue. The hanging shall be carried out by them only.
- Water and air can not be connect into directly into the hall. Proper taps and valves should be fixed beforehand.
- No dumping of sewage and oily stuff in the halls.
- Any appliances, machinery or chemicals considered hazardous by the venue will immediately be banned.
- In case there were damage done on facilities in the halls, the related party is liable for all the compensation and responsibilities.
- During the move-in and exhibition, anybody occupy fire-control passages or public areas will be under penalty of a fine.
- All the design drawings of one-storey booth of/higher than 4.4m or two-storey booths should be reviewed and approved by Han Consulting & Exhibition Co.,Ltd. Shanghai (Tel: 28906632, 28906633) in advance. Without the permission, any building will be stopped and not allowed by the organizer and the venue.

Staff for raw space building should wear Certificate granted by the venue into the hall. The contractor should go through Real Name Authentication Procedure from the Center (15 days) in advance and obtain permission from NECC. The certificate shall be shown in the related area in building the booth.

Please find **Contractor Pass Register of National Exhibition and Convention Center (Shanghai)** via <http://www.necsh.com/cecsh/watchexhi/applicationflow.jsp>

■ Transportation Vehicles

- a) No vehicle is allowed into the hall without permission.
- b) Vehicles entering and exiting the unloading area must take the unloading vehicle pass issued by the venue. Charges for unloading time are usually 300 yuan per vehicle deposit +50 yuan service fee. If there is any change in the individual exhibition, the actual notice shall prevail.
- c) Vehicles are allowed to enter the venue if their height is more than 4.5 meters, and their length is no more than 17.5 meters (including the front). The speed of vehicles shall not exceed 5 km / h.

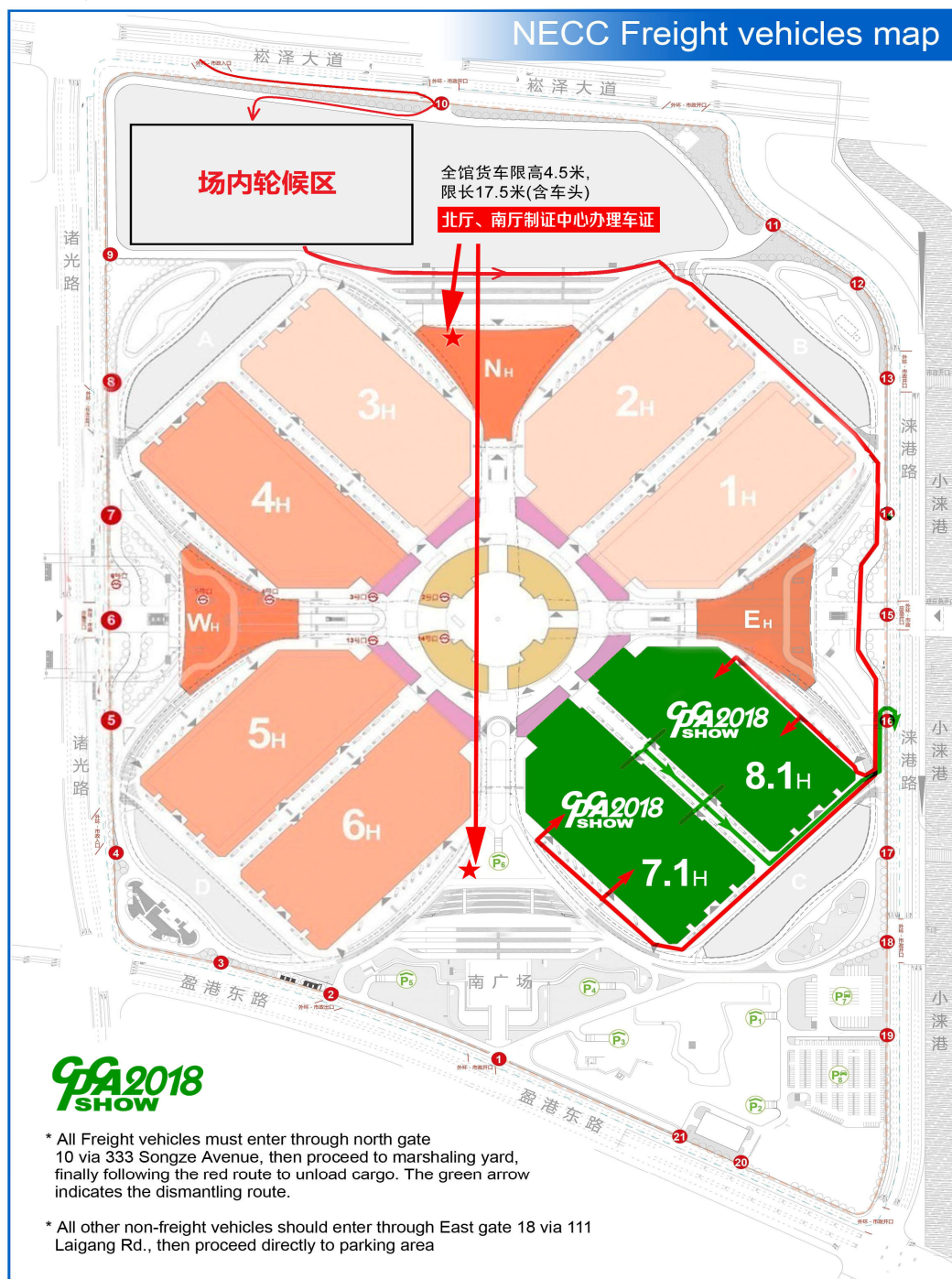
Vehicles pass applications

- 1, fill in the form of vehicle license
- 2, produce the necessary payment credentials
- 3, pay 300 yuan deposit and 50 yuan service charge to receive a card
- 4, entering and leaving the unloading area by using card billing system
- 5, refund deposit by using the card
- 6, Location: North Square exhibition hall – permission center

Others

- Smoking is prohibited in the halls.
- No cooking is allowed in the halls.
- Snacks should not be brought into the halls. Flower and green pots can be brought in for decoration only. Please get permission from the organizer or the venue. Selling of them will be stopped and the goods will be confiscated.
- Any flammable and explosive articles such as dissonant, paint, gas cylinders and pumps are not allowed to enter the halls.
- Exhibitors and contractors can not bring in the articles and facilities which can be provided by the venue.
- National Exhibition and Convention Center (Shanghai) reserves the final explanation in case of any occurrence or events not foreseen in the Manual of NECC.
- Exhibitors and contractors should abide by all the rules and regulations in this Manual. Any violation will be dealt with and under a certain penalty.

1. TRAFFIC GUIDING MAP



Rush hour in Shanghai is 7:30-9:30 in the morning, and 16:30-18:30 in the afternoon.

Please visit the “download center” on our office website “www.cpcashow.com” for updating the Newest traffic plan and route maps

2. SHIPMENT REGULATIONS

■ Cargo Move-in

The freight vehicles should follow the guidance of security staff and unload in the appointed area. The territory of public areas, visitor passages and entrance lobby should not be occupied.

■ Cargo Delivery

The early shall go to the care of the official freight forwarder. The venue is not responsible for any cargo before move-in.

■ Containers

The official freight forwarder is responsible for the keeping and returning of the containers.

■ Vehicles

a) After vehicles reach the exhibition hall, they should obey the command of the staff and enter the designated parking area to park and wait according to the instructions. During the period of dismantling, the vehicles shall follow the instructions of the relevant personnel to enter the relevant exhibition areas to load.

b) If the vehicle needs to enter the loading and unloading area, please go to the permission center of the exhibition hall for the "Carriage Area Permit" and "loading area vehicle access card", Security personnel have the right to prevent non-compliance entering the working area.

c) Any loss or damage of the "Access card" will be fined at RMB 50 per pass.

d) Deposit will be refunded in full value for parking time within 1.5 hour. 100 Yuan will be deducted from the deposit for every 30 minutes exceeding 1.5 hours, and therefore the deposit will not be refunded for parking time over three hours.

e) The driver should follow the guidance of security staff and is forbidden to leave the vehicle unattended. Once the loading is finished, the vehicle shall be driven away immediately to avoid unnecessary traffic congestion for which the deposit will be deducted as a fine.

f) Vehicles shall not be parked against fire exit doors or the offenders shall bear all the consequences arising therefrom. Illegal parking vehicles or storage of goods will be towed away or removed, the costs borne by the carrier or the owner.

g) When loading and unloading cargoes, take effective measures to prevent damage to the facilities of the exhibition hall. Otherwise, the transporter or the owner will be responsible for compensation.

h) The operation of vehicles in the exhibition hall should be strictly in accordance with the safe operation of the operating procedures, the operator must hold certificates. Vehicles entering the exhibition area should obey the routes published by NECC. The speed shall not exceed 15 km / h and the speed inside the exhibition hall shall not exceed 5 km / h.

3. OFFICIAL FREIGHT FORWARDER



Rogers Worldwide (Hong Kong) Ltd.

4. CONTACT

Rogers Worldwide (Hong Kong) Ltd.	Shanghai Rogers Exhibition Services Co., Ltd.
Units A&D, 16/F, Nathan Commercial Bldg., 430-436 Nathan Road, Kowloon, Hong Kong Ctc: Ms. Connie Yuen Tel: +852-2111 1151 Fax: +852-2111 1150 E-mail: info@rogershk.com	Room 1803, Block A, New Century Plaza, No. 48 Xing Yi Road, Shanghai 200336 China Ctc: Mr. Edmond Siu, Tel: +86-21-6270 0003 Fax: +86-21-6270 0005 E-mail: info@rogerssha.com

5. ON-SITE DRAYAGE & DISMANTLING

The cargo drayage and dismantling work in the exhibiting hall may be carried out by the exhibitors themselves or be relegated to our official freight forwarder, Rogers Worldwide (HK) Ltd. Units or personnel other than the above mentioned one will not be admitted for this work.

6. PORTABLE ARTICLES MOVE-IN & MOVE-OUT

All the portable goods and articles for the exhibition should be registered and released by the official freight forwarder. Please go to their stand during the exhibiting time for more details.

7. CONTAINER

After the construction of booths, all the containers will be removed out of the exhibiting venues by the official freight forwarder and kept in the appointed place until dismantling work begins.

For more details, please see SHIPPING INFORMATION, INSTRUCTION & TARIFF by Rogers Worldwide (HK) Ltd. for reference.



**THE 27TH INT'L ELECTRONIC CIRCUITS EXHIBITION
NATIONAL EXHIBITION AND CONVENTION CENTER,
SHANGHAI, P.R. CHINA
20-22 MARCH 2018**

SHIPPING INFORMATION INSTRUCTIONS & TARIFF

Exhibition Logistics Management

羅杰斯環球(香港)有限公司

ROGERS WORLDWIDE (HK) LTD

Units A & D, 16/F, Nathan Commercial Building

430-436 Nathan Road, Kowloon, Hong Kong

Tel : (852) 2111 1151

Fax : (852) 2111 1150, 2111 1152

E-mail : info@rogershk.com

HONG KONG S.A.R. CHINA

**THE 27TH INT'L ELECTRONIC CIRCUITS EXHIBITION
NATIONAL EXHIBITION AND CONVENTION CENTER
SHANGHAI, P.R.CHINA
20-22 MARCH 2018**

IMPORTANT NOTICE

Dear Exhibitor,

In order to ensure the smooth customs clearance and handling of your exhibits at the above event, we wish to bring the following important points to your attention.

Please be informed that due to the rigid customs formalities in Puxi Customs, advance submission of 'List of Exhibits' form are required by Puxi Customs. Therefore please complete this document in English (in Excel Format) and send it to Rogers Worldwide (HK) Ltd. no later than **20 FEBRUARY 2018**. **Late submission of 'List of Exhibits' form will not be accepted by Puxi Customs!**

The 'List of Exhibits' form is attached at the rear of our shipping guidelines. – Please note that this form is the only approved format accepted by the Chinese Customs Authorities. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists.

Thank you for your attention to this matter. Should you have any queries, please feel free to contact Mr. Frank Chen at Tel : 86-21-6270 0003 or Fax : 86-21-6270 0005.

Yours sincerely,

Edmond Siu
General Manager

1. GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We are pleased to advise that Rogers Worldwide (HK) Ltd. has been appointed by the Shanghai Yingzhan Business Service Co., Ltd. as the official forwarder for **The 27th Int'l Electronic Circuits Exhibition**. Exhibitors and their agents are therefore requested to consult with us over any matter concerning the forwarding of exhibits to Shanghai.

Rogers Worldwide (Hong Kong) Ltd
Units A&D, 16/F, Nathan Commercial Bldg.,
430-436 Nathan Road,
Kowloon, Hong Kong
Ctc: Ms. Connie Yuen
Tel : 852-2111 1151
Fax: 852-2111 1150/52
E-mail : info@rogershk.com

To ensure the smooth handling of exhibits please read our guidelines carefully, as failure to comply with the forwarding regulations is likely to cause delays and additional expenses.

2. CONSIGNEE

All cargo must be shipped prepaid and **consigned** as follows:-

DIRECT SHIPMENTS TO SHANGHAI

Seafreight

Shanghai Rogers Exhibition Services Ltd.
Room 1803, Block A, New Century Plaza,
No. 48 Xing Yi Road, Shanghai 200336 China
Tel : 86-21-6270 0003
Fax : 86-21-6270 0005
Ctc : Edmond Siu
c/o The 27th Int'l Electronic Circuits Exhibition

Airfreight

CEVA Freight/ QIFAN INT'L
c/o Shanghai Rogers Exhibition Services Ltd
Room 1803, Block A, New Century Plaza,
No. 48 Xing Yi Road, Shanghai 200336 China
Tel : 86-21-6270 0003
Fax : 86-21-6270 0005
Ctc : Edmond Siu
c/o The 27th Int'l Electronic Circuits Exhibition

3. CARGO DEADLINES

* Exhibits in Hong Kong

- | | |
|-------------------------------------|-----------------------|
| - for forwarding to Shanghai by Sea | - 21-23 February 2018 |
| - for forwarding to Shanghai by Air | - 1-3 March 2018 |

* Exhibits from abroad to Shanghai direct

- | | |
|---|------------------|
| - By Seafreight to Shanghai Port
(Full containers & LCL) | - 5-7 March 2018 |
| - By Airfreight to Shanghai Airport | - 5-7 March 2018 |

Cargo arriving after our deadlines will incur a 30% late arrival surcharge. Cargo arriving earlier than specified will be charged storage fees, as detailed in our handling tariff.

4. IMPORTANT SCHEDULE NOTES

If there is a second carrier for transshipment via Hong Kong, Japan or Korea, the memo bills of lading issued by the second carrier must also be sent to us.

For full container-load cargo, it is essential

- ❖ to specify in the B/L service code at destination is CY/CY, and
- ❖ that exhibitors must inform the shipping line that the container is to be onforward to exhibition site and will only be returned to container depot after exhibition opens. If exhibitors intend to keep the container at the fairground for return shipment, they have to liaise with the shipping line at the port of loading to rent the container for return shipment, and send the relevant documents to us before the exhibition opens, showing that the container is allowed to be kept at the fairground.

5. EXHIBITION DOCUMENTS

List of Exhibits Form - This form is approved by the Chinese Customs Authorities and as such is the only invoice format accepted for exhibition cargo. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists as this is not acceptable.


A detailed and accurate description of exhibits, including major components and serial numbers must be declared on the list, (particularly in the case of televisions, computers and high-tech equipment). Catalogue, display materials, gifts and foodstuffs must also be specified with exact quantities and values.

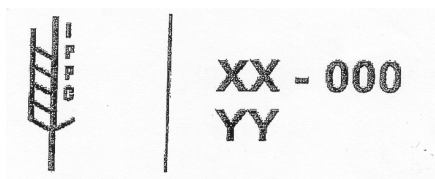
Please complete this document in English and send them to Rogers Worldwide (HK) Ltd, to arrive no later than 10 days prior to the arrival of your goods in Hong Kong or China. The cost of translating invoices into Chinese will be billed to you together with the freight and handling charges.

6. FUMIGATION REQUIREMENTS

With effect from 1 January 2006, fumigation must be arranged in the country of origin prior to shipment to China for **ALL WOOD PACKING MATERIAL (WPM)**. This includes wooden block cases/crates, wooden pallets, wooden frames, wooden drums, chocks & stow-wood, cross-ties and so on.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), the following information **MUST** be marked or stamped on the outside packing (as per the following sample).

1. IPPC Logo ()
2. ISO country code (XX)
3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



To support the treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance purposes. This must be attached the original master air waybill (for airfreight consignments) and enclosed along with the original bill of lading and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:-

To:

Name of exhibitor

Stand Number

Name of exhibition

c/o Rogers Worldwide

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE CERTIFICATES OR MARKINGS WILL BE DESTROYED OR REJECTED FOR COMPULSORY RE-EXPORT WITHOUT ENTRY INTO CHINA.

For cargo with non-wood packing materials, the cargo owner must provide a non-wood packing declaration, on company letter-head, signed with authorized signature and endorsed by company chop. The original declaration letter must be attached to the original Master Airway Bill or couriered to our local office in China for Customs clearance purposes.

7. SHIPPING NOTIFICATION & PREADVICE

The following deadlines for documents and shipping preadvice must be strictly observed and Rogers Worldwide will not be responsible for any consequences or delays resulting to the late supply of same.

A) Shipping Preadvice

By fax to : Rogers Worldwide (HK) Ltd & Shanghai Rogers Exhibition Services Ltd
Fax: 852-2111 1150 / 2111 1152 Fax: 86-21-6270 0005

Once shipments have been made by Sea or Air, please advise our Hong Kong & Shanghai offices by fax with the following details. Please fax a copy of the B/L or AWB and each page of your Chinese invoice/packing list. We also need;

Number of packages, volume & weight, date of departure and arrival; and

For Seafreight - Name of vessel, ocean B/L number, (and second carrier details if any).

For Airfreight - Flight number, MAWB number.

Please do not use House AWBs as this will cause difficulties in the tracking shipments and in turn delays in customs clearance. Any shipments sent under House AWBs will incur an additional handling charge for rectification of same. (Please refer to point 14 of our tariff section)

Deadline for shipping advice:

Seafreight - 7 days prior to arrival of vessel.

Airfreight - 48 hours prior to arrival of flight.

B) Document Distribution - Seafreight

* Exhibits despatched direct to China

Please courier one set of original B/L's to our office in Shanghai no later than three days before vessel is due to arrive. (A separate original must also be couriered to Rogers Worldwide in Hong Kong).

8. HAND CARRIED EXHIBITS

We do not recommend that you hand carry exhibits into China. However, if you cannot avoid using this method and your samples are detained by customs please hand over the detention receipt and List of Exhibits (duly filled) to Rogers Worldwide's staff at the fairground and we will arrange the collection of your goods from the airport. Exhibitors arriving late with hand-carried exhibits must be made aware that the Customs formalities and pick up procedures may take one or two days.

Exhibitors may also encounter problems when they hand-carry exhibits out of the exhibition halls since Customs prefer these exhibits to be returned as a shipment.

If Customs at the airport allow exhibitors to take the hand-carried items to the exhibition centre, exhibitors should register the exhibits with the organizer's Chinese counterpart. Exhibitors with exhibits borrowed from local organizations should also register details of these items with organizer's Chinese counterpart. Without proper registration, exhibitors will have problems taking their exhibits out of the hall after the show.

9. CATALOGUES & PUBLICITY MATERIALS – CENSORSHIP

The General Administration of Press and Publication of the People's Republic of China stipulates that all advertising materials (such as printed matter and giveaway items) and technical information materials in all media shall be allowed for display or use at the exhibition, only after customs has inspected and approved the censorship clearance.

Exhibitors are requested to submit samples of literature (2 copies each) and souvenirs (2 each) in advance to Rogers Worldwide with a List of Exhibits (LOE). All promotional materials will be provided to the Chinese Customs for inspection in advance, and should arrive with Rogers Worldwide no later than 45 days before opening of show.

Films/slides/video tapes/CDs, VCDs, DVDs are not allowed to be distributed or consumed during the show. Importation is permitted strictly for demonstration purposes only and must be (100%) returned to origin after the close of the exhibition. Censorship must be submitted at least 45 days prior the shipments arrival in China and Rogers Worldwide cannot accept responsibility if consignments are detained/delayed due to the absence of a video temporary import license issued by the local authorities.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs Authorities which are payable on entry. Please note that the import of alcoholic drinks, cigarettes and foodstuffs for exhibitions are also restricted by Chinese Customs.

When Taiwan or Hong Kong is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret that Taiwan or Hong Kong is in a position equivalent to a country.

10. HAZARDOUS OR DANGEROUS CARGO

Will be subject to a 50% increase against official tariffs and please note that we are unable to arrange return of any hazardous or dangerous cargo!

All kinds of batteries are now considered as dangerous cargo by air and shipping lines in Hong Kong and bookings will not be accepted for batteries unless we are able to provide the carrier with the "material safety data sheet" and recognized laboratory test report from the manufacturer. No guarantee of acceptance of your cargo can be given by the airline/shipping line even if we have furnished them the requisite documentation.

In order to avoid any problems we would strongly suggest that you to remove any batteries contained in your products prior to shipping. Please visit the IATA (International Air Transport Association) website for dangerous cargo regulations for more details.

<http://www.iata.org/whatwedo/cargo/dgr/Pages/lithium-batteries.aspx>

11. INSURANCE

As the official tariff is computed on a volume/weight basis and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a comprehensive marine insurance policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for any exhibits sold locally.

It is advisable to insure the exhibits through a company of which the People's Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage/loss on your behalf or arrange a local survey report.

12. HEAVY & OVERSIZED EXHIBITS

This applies to any single exhibit in excess of 1000 kg and 5.00 cbm, that requires the use of a forklift or mobile crane for installation.

Exhibitors with heavy or oversized exhibits must be on site at least two days before opening to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their handling requirements to us in advance. A detailed layout should also be provided to better assist our on-site operations. If exhibitors with oversized cargo do not arrive on-site in good time and the organiser requests us to unpack and position exhibits unsupervised, we shall handle this operation at the exhibitor's risk. PLEASE BE SURE TO ARRIVE EARLY!

Cases for heavy exhibits should be constructed where the sides are joined by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during the exhibition breakdown. Please mark the front side of the case clearly to ensure correct positioning and indicate all lifting points, together with the centre of gravity. We will not provide any packing materials for return exhibits, so exhibitors should ensure that they have adequate and appropriate packing materials for repacking at the close of the exhibition.

13. PACKING

Exhibitors shall be responsible for the consequences of improper packing.

i. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation; shocking/bumping will sometimes be inevitable. Exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since our Chinese partner will not assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminium foil, plastic covers etc very often would have been damaged already during unpacking).

ii. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking, (for sale or return movement after the exhibition). Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

iii. Maximum Dimensions, Weight and Floor-Loading Capacity

Due to the restrictions of the exhibition halls, special arrangements are required when the following constraints are exceeded:

Width (meter)	8.00
Height (meter)	6.00
Floor-loading (kg/sq.m.)	5000kgs/sqm

Exhibitors shall be responsible for all consequences if they send to the show any exhibits with dimensions and weight that exceed the limits mentioned above.

14. MARKING

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

The 27th Int'l Electronic Circuits Exhibition, 20-22 March 2018, National Exhibition and Convention Center, Shanghai

c/o Rogers Worldwide (HK) Ltd

Nett Weight kg Exhibitor

Gross Weight	kg	Stand No.
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Dimensions L x W x H (cms)

Case Number (Cases Must Be Numbered In Sequence)

15. CUSTOMS CLEARANCE

We will handle the Customs formalities on your behalf, however, on some occasions the presence of exhibitors will be required. As Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without the prior agreement of Customs, via Rogers Worldwide.

16. UNPACKING/REPACKING ON-SITE

We will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late, or, instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing may use no longer suitable to protect the equipment against damage/moisture, compared with the original. Exhibitors must therefore bear the responsibility for any consequences arising therefrom.

17. SOLD EXHIBITS

All sold exhibits will be repacked at the close of show and removed to a customs bonded warehouse until the necessary domestic customs formalities have been finalised. From the time your exhibits are placed in bonded storage Rogers Worldwide will not be able to assist in the handover protocol of sold commodities. Your buyer will be responsible for the presentation of the necessary documents to customs so that temporary status can be converted to a permanent customs entry.

There are only a small number of Chinese companies that are granted with import/export licences, therefore it is advisable that exhibitors check whether or not their potential buyer is allowed to trade with them directly. If not, the Chinese buyer must use a licensed broker to be this trading agent. Your buyer should already be aware of the import requirements, however they may check with the exhibition centre customs to clarify the correct procedures on-site.

- * Buyers interest in foreign products.
- * Sample testing and technical data study.
- * Price acceptable.
- * Application of import permit.
- * Acceptance of contract terms and approval number.
- * Payment and delivery terms.

Exhibitors are encouraged to send their product profile & price list to potential buyers in advance of show date to give the Chinese companies enough lead time to prepare the necessary import paperwork. A three month bonded storage period, pending sale, is the maximum term permitted before customs insist any remaining items are re-exported out of China.

18. EXHIBITION CLOSING PROCEDURES

The following documents will be distributed to exhibitors before closing.

- * a copy of the List of Exhibits previously submitted to customs;
- * a Disposal of Exhibits

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors with repacking and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

Exhibitors are requested to declare on their List of Exhibits form the following information.

- sold;
- to bonded warehouse;
- to be returned (port of destination/mode of transport)
- consumed;
- abandoned.

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

Please pay special attention to the following Customs' regulations:

- declaration of the contents in each package must be correct;
- items other than those declared exhibits (e.g. personal effects, souvenirs bought in China) are absolutely not allowed to be returned together with exhibits.

Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

Please do not leave the exhibition halls before handing over your packed cargo and instructions to our staff. Once these documents have been processed with Customs and the relevant transport departments, changes will not be accepted. The return of all exhibits will be arranged when Customs formalities have been finalised and exhibits handed over to Chinese carriers for re-export. **BEWARE**, the demand for transport facilities is great and exhibitors should not expect their cargo to physically depart from Chinese Ports within two to three weeks of closing. If an expedited export service is required this must be requested at least one month in advance and full instructions/revised documentation should be sent to us at the same time.

19. PAYMENT TERMS & CONDITIONS OF BUSINESS

Companies using Rogers Worldwide or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follows:-

**HSBC
HAY WAH BUILDING BRANCH
G/F HAY WAH BUILDING
71-85B HENNESSY ROAD
WANCHAI, HONG KONG**

SWIFT CODE: # HSBCHKHCHK

A/C NO. 110-846482-001 (HONG KONG DOLLARS)

OR

A/C NO. 110-846482-838 (U.S. DOLLARS)

PAYABLE TO: ROGERS WORLDWIDE (HK) LTD.

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (see reverse of front page). Insurance is not included!

SERVICES & RATES FOR HANDLING OF EXHIBITS

1. Customs

Customs Fee	RMB 415.00 per exhibitor per consignment
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2. Freight Arriving Hong Kong

From arrival Hong Kong to delivered Rogers Worldwide godown including 7 days free storage.

By Sea	RMB 250.00/cbm (Minimum charge RMB 665.00 per consignment per exhibitor)
By Air	RMB 2.90/kg (Minimum charge RMB 665.00 per AWB per consignment)

3. Freight Charges Hong Kong - Shanghai

From Rogers Worldwide Hong Kong godown upto delivered exhibition stand Shanghai, unpacked, customs cleared including storage of empty cases and on-site supervision.

By Sea	RMB 1,080.00/cbm (Minimum charge 1 cbm per consignment per exhibitor)
By Air	RMB 21.00/kg (Minimum charge RMB 1,162.00 per AWB per exhibitor)

4. Direct Shipment to China

By Sea

From arrival Shanghai port up to delivered unpacked on stand, including transport handling, customs clearance, removal & storage of empty cases & on-site supervision	RMB 398.00/cbm (Minimum charge 1 cbm per consignment per exhibitor)
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If shipment is sent directly to Yang Shan Port (a new port in Shanghai) it will incur additional handling charges of :	RMB 42.00/cbm for LCL shipment (Minimum charge RMB 830.00 per consignment per exhibitor) RMB 1,000.00 for 20' container RMB 2,000.00 for 40' container
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By Air

From arrival Shanghai airport, plus all services as by Sea.	RMB 5.00/kg (Minimum charge 100kg per AWB per exhibitor)
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5. Heavy Lift Surcharge

2001 - 4000 kgs	RMB 42.00/100 kg
4001 - 6000 kgs	RMB 50.00/100 kg
6001 - 8000 kgs	RMB 58.00/100 kg
Over 8001 kgs	RMB 66.00/100 kg

6. Local Deliveries, Transfer for Other Exhibitions & Sold Cargo**i) Local Handling**

From exhibitor's Shanghai premises or customs bonded warehouse to free delivered exhibition site	RMB 165.00/cbm (Minimum charge 1m3 per exhibitor per consignment)
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ii) On-site Handling

From free arrival at exhibition site to delivered booth including unpacking and storage of empty packing cases	RMB 100.00/cbm (Minimum charge 1m3 per exhibitor per consignment)
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iii) Transferred Cargo From Other Exhibitions

Collection from Shanghai customs bonded warehouse up to delivered booth including customs registration, unpacking, removal and storage of empty cases.	RMB 415.00/cbm (Minimum charge 1 m3 per exhibitor per consignment)
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To supply a customs cover note for transfer in bond - If applicable.	RMB 830.00
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iv) Sold Cargo

Returning of empty cases to stand, repacking and transportation of sold goods from close of exhibition to customs bonded warehouse.	RMB 415.00/cbm (Minimum charge 1 m3 per exhibitor per consignment)
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Bonded warehouse storage	RMB 250.00/month/cbm
Bonded warehouse entry fee	RMB 830.00 per entry
Compulsory insurance for storage period only	0.33% of CIF value

7. Hall Management Fee

Hall Management Fee	RMB 30.00/cbm (Minimum charge 1 m3 per exhibitor per consignment)
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8. Translation of Invoices

Translation of list of exhibits	RMB 42.00 per page
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9. Hand Carried Items Arriving Shanghai Airport

Removal & clearance from Airport customs of detained hand carried items	RMB 2,075.00 per shipment per exhibitor
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10. Vacuum Packaging and Re-Sealing of Exhibits

With packing materials	RMB 375.00 per cbm (Min. 3 cbm)
Without packing materials	RMB 250.00 per cbm (Min. 3 cbm)

**11. Equipment & Manpower for Installation of Machines
 (Quoted to be based on Normal Working Hours)**

FORKLIFT	
3 tons	RMB 125.00/hour (Min. 4 hours)
4 tons	RMB 150.00/hour (Min. 4 hours)

MANPOWER	
Local Labours	RMB 25.00/hour (Min. 4 hours)

MOBILE CRANE	
5 tons	RMB 180.00/hour (Min. 4 hours)
10 tons	RMB 250.00/hour (Min. 4 hours)
15 tons	RMB 330.00/hour (Min. 4 hours)

12. Oversize Exhibits

Our rates are quoted for individual pieces with dimensions not exceeding L400 cms, W220 cms, H220 cms. Surcharge for exhibits exceeding any one of these dimensions will be 30%, on basic handling prices.
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13. Animal and Plant Quarantine Charges

The total volume of cases/pallets under 3 cbm - each	RMB 25.00/case
The total volume of cases/pallets above 3 cbm - each	RMB 50.00/case
The total volume of cases/pallets above 10 cbm - each	RMB 83.00/case
Per 20' container	RMB 540.00/container
Per 40' container	RMB 705.00/container

** Other charges for treatment of return goods will be as per outlay.

"The above charges applicable on inbound and outbound movements".

14. Return of FCL Containers to Sea Terminal

All full load containers will be grounded on-site at the exhibition venue to facilitate unloading. Cranage charges for unloading and reloading to trailers will be levied at RMB 830.00 per 20' unit and RMB 1,495.00 per 40' unit.

Charges for the return of containers to Shanghai Port	RMB 1,825.00/20' container RMB 2,740.00/40' container
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15. Additional Charges

Incorrect consignee surcharge	RMB 830.00 per exhibitor per consignment
Shipment sent under House Airwaybill	RMB 830.00 per exhibitor per consignment

16. Container Detention On-site

If exhibitors use shippers own containers or request us to unload and retain their container on-site, charges for the space rental and crange to unload and reload units will be RMB 2,700.00/20' and RMB 4,360.00/40' for the exhibition tenancy period, (excluding demurrage if applicable which will be charged as per outlay – approximately RMB 165.00/Day/20' & RMB 330.00/Day/40' based on standard container). Extended rental rates are available upon request.

17. Storage in China at Sea Ports or Airport

By Sea	Cargo arriving prior to 5 March 2018	RMB 21.00/day/cbm
By Air	Cargo arriving prior to 5 March 2018	RMB 2.00 per 10 kg/day

18. Demurrage charges of container at Shanghai port

<u>Dry cargo CNTR</u>	<u>1-10 day</u>	<u>11-20 day</u>	<u>21-40 day</u>	<u>Over 41 day</u>
20' CNTR	Free	RMB 50.00/day	RMB 92.00/day	RMB 183.00/day
40' CNTR	Free	RMB 92.00/day	RMB 183.00/day	RMB 365.00/day
<u>High-cube CNTR</u>	<u>1-7 day</u>	<u>8-15 day</u>	<u>16-40 day</u>	<u>Over 41 day</u>
40' CNTR	Free	RMB 125.00/day	RMB 225.00/day	RMB 457.00/day
<u>Open top & flat rack CNTR</u>	<u>1-7 day</u>	<u>8-15 day</u>	<u>16-40 day</u>	<u>Over 41 day</u>
20' CNTR	Free	RMB 75.00/day	RMB 133.00/day	RMB 275.00/day
40' CNTR	Free	RMB 92.00/day	RMB 275.00/day	RMB 548.00/day

- ✧ The above charges are for reference only. If the final bill from shipping line has over the above estimation, we will bill it to exhibitor as per outlay.

NOTES ON TARIFF

- * This tariff applies to all inbound & outbound cargo. Return movement charges are identical to the inward movement.
- * This tariff applies per shipment, per exhibitor.
- * Hazardous or dangerous cargo will be subject to a 50% increase against official tariff.
- * Full container loads will be charged at a minimum of 23 cbm/20' and 46 cbm/40' and 50 cbm/45'.
- * The volume/weight ratio for airfreight cargo will be calculated at 6:1 and charged based on whichever yields the greater.
- * Cargo arriving after our deadlines will incur a 30% surcharge on basic prices.
- * Shipments routed over Hong Kong will incur destination terminal handling charges which will be passed on as per outlay. Overtime storage will also be charged at cost. (Approx. RMB 3,155.00/40', RMB 2,075.00/20', RMB 290.00/LCL – Min. RMB 415.00 and RMB 3.75/kg Airfreight – Min. RMB 498.00).
- * Terminal handling charges in Shanghai -
Seafreight shipment : RMB 250.00 per cbm for LCL cargo (Min. 3 cbm per consignment per exhibitor) RMB 2,325.00/40', RMB 1,495.00/20'.
Airfreight shipment : RMB 2.50 per kg (Min. 100 kgs per AWB per exhibitor)
- * Important notice - our quoted THC fees would usually cover all associated terminal handling charges for direct shipments arriving at Chinese ports/airports. However, if cargo is shipped via LCL or groupage consolidation via a Shanghai breakbulk agent, we reserve the right to pass on any additional storage charges, documentation and handling disbursements as per outlay, supported by the agents' invoices.
- * Cargo despatched under freight collect basis will be paid on your behalf plus a 10% prepayment fee.
- * Shipping company warehouse handling fee will be charged at RMB900.00 per exhibitor per consignment (for LCL shipment in HK).
- * Prices include 14 days free storage in Hong Kong calculated as the 7 days prior to our last receiving date for inbound goods, and 7 days after arrival back in our Hong Kong godown for outbound goods. Additional storage in Hong Kong if required will be charged at RMB 290.00 per m3 per month. (Minimum 1 month)
- * Companies using Rogers Worldwide or its appointed agents as forwarders will be invoiced by them for all services. Companies shipping other than by our office or agents are advised that full payment for on-site services must be received by us before the close of the exhibition in China.
- * All cargo originating or in transit via Hong Kong will incur Government Import/Export declaration fees of 0.05% of the declared value, min. RMB 250.00 per exhibitor/declaration. These charges are payable on both the inward and return movements.
- * Shipment under ATA Carnet will incur inspection fees of RMB 600.00 per Carnet.
- * Return sea shipment from or via Hong Kong will incur a documentation fee of RMB 665.00 per consignment.

STORAGE CONDITIONS

- 1) The owners/Agents forwarding goods for the storage (hereinafter refer to as “the Depositors”) hereby declare that they are the Owners of the authorised Agents or the Owners of the goods, and in forwarding the goods for storage accept these conditions for themselves and all other parties on whose behalf they are acting or who may in any way be concerned with the said goods.
- 2) Goods received for the storage are not insured by Rogers Worldwide (H.K.) Ltd. (hereafter referred to us “The Company”) and are entirely at the risk of the Depositors. The Company will however effect an insurance of the goods on behalf of the Depositors if requested to do so by the Depositors in writing provided that the premium in respect of such insurance is paid or agreed to be paid by the Depositors.
- 3) The Company will not be responsible for the condition or contents of any goods received for storage, nor for loss of weight, nor for any damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Act of God, Enemies, hostilities, strikers, lockouts, riots, civil commotions, affects of climates, monsoons, tempest, torrential rains, floods, temperature changes, heat, fire, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently protected casting or machinery, defective or insufficiently protected casting or machinery, defective or insufficient packing or packages, obliteration of marks, hook holes, tearing of covers, bursting of bands or hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents, latent defect of the storage containers, inherent vice or circumstance over which the or any part or parts therefore to any part of parts of their storage container for storage.
- 4) The Company may refuse to deliver to any person the goods deposited or any of them unless the storage charges hereunder accrued due and all others sum if any owed by the Depositors to the Company shall have been previously paid.

TO BE COMPLETED AND RETURN BY EXHIBITORS

CONFIRMATION OF ACCEPTANCE (CoA)

1) PLEASE RETURN IF:

- You are a Hong Kong exhibitor
- You are an Overseas exhibitor shipping directly to Rogers Worldwide, without contracting our offices or agent in your country of origin.

DO NOT RETURN IF:

- You are using the services of our recommended overseas offices or agents

2) STANDARD TRADING CONDITIONS

All work is undertaken at owners risk and otherwise in accordance with our terms and conditions of trading, a copy is available upon request.

3) TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follows:-

**HSBC
HAY WAH BUILDING BRANCH
G/F HAY WAH BUILDING
71-85B HENNESSY ROAD, WANCHAI, HONG KONG**

**A/C NO. 110-846482-001 (HONG KONG DOLLARS)
OR
A/C NO. 110-846482-838 (U.S. DOLLARS)**

SWIFT CODE: # HSBCHKHHHKH

PAYABLE TO: ROGERS WORLDWIDE (HK) LTD.

(Remitting bank charges are to be borne by the exhibitor).

4) INSURANCE

As the official tariff is computed on a volume/weight basis and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a comprehensive marine insurance policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for any exhibits sold locally.

It is advisable to insure the exhibits through a company of which the People's Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage/loss on your behalf or arrange a local survey report.

5) EXHIBITOR'S ACCEPTANCE

Use of ROGERS WORLDWIDE (HK) LTD's services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition, expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the Standard Trading Conditions and the foregoing terms numbered 1, 2, 3 and 4 above.

**For: The 27th Int'l Electronic Circuits Exhibition / 20-22 March 2018
National Exhibition and Convention Center, Shanghai, P.R. China**

Signature and stamp of Company (Please print name of signatory)

Date

Name of Exhibitor:	
Contact Person:	Designation:
Telephone :	Fax:

Return / Fax to: Rogers Worldwide (HK) Ltd.

Fax: (852) 2111 1150 / 2111 1152

VACUUM PACKAGING AND RE-SEALING OF EXHIBITS

**THE 27TH INT'L ELECTRONIC CIRCUITS EXHIBITION
NATIONAL EXHIBITION AND CONVENTION CENTER
SHANGHAI, P.R.CHINA
20-22 MARCH 2018**

Dear Exhibitor,

We are pleased to announce that, in our capacity as the official freight forwarders and handling contractors, are able to offer vacuum packaging and re-sealing of sensitive machinery for the return movement of exhibits from Shanghai.

Our charges for this service will be as follows:

RMB 375.00 per cubic metre (Min. 3 cbm) – with packing materials
RMB 250.00 per cubic metre (Min. 3 cbm) – without packing materials

The above rates include the appropriate supervision on site. All standard handling and repacking services remain as per our previously issued tariff.

NB: INSURANCE IS NOT INCLUDED.

Should you wish to take advantage of this facility, please complete and return this form to us by fax at (86-21) 6270 0005 / Attn: Mr. Edmond Siu no later than **26 February 2018** and we will make the necessary arrangements. **Failure to adhere to the above deadline will result in our being unable to assist with this service.**

In the meantime we look forward once again to being of service to you and to seeing you at The 26th Int'l Electronic Circuits Exhibition.

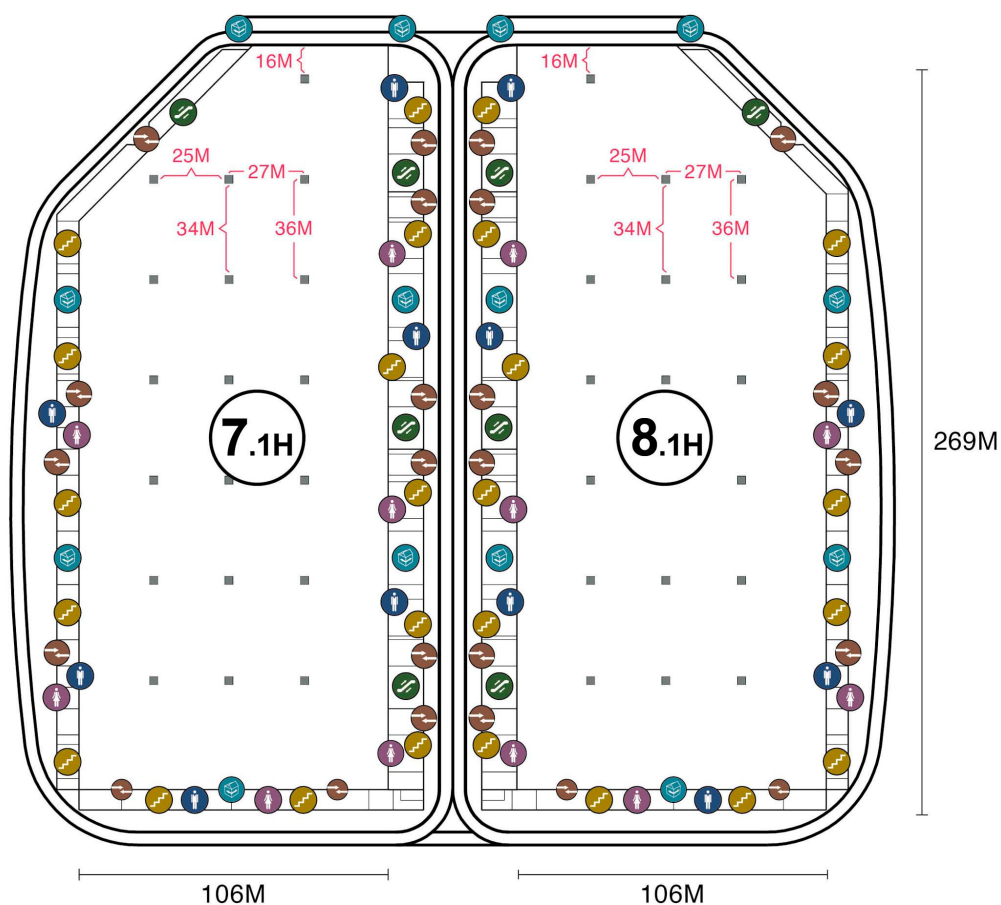
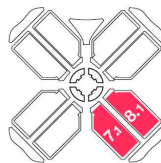
Yours truly,
Rogers Worldwide (HK) Ltd.

EXHIBITOR NAME	BOOTH NO.	DIMENSIONS OF EACH CASE (NOT MACHINE) L x W x H (cm)	TOTAL CBM

Signed: _____ Name in print: _____ Date: _____

1. TECHNICAL SPECIFICATIONS

Hall 7.1 & 8.1 7.1 & 8.1 馆



- 男洗手间
- 女洗手间
- 楼梯
- 手扶电梯
- 货物出入口 (15m x 6.5m)
- 出入口
- 柱子 (1.8m x 1.8m)

展馆编号	尺寸	展馆亮度	展馆用电量	柱网	净高	面积	承重	类型
Hall 7.1	106米x269米	300LX	10531千瓦	27米 x 36米	12米	26867平方米	3.5T/m ²	双层展馆一层
Hall 8.1	106米x269米	300LX	10531千瓦	27米 x 36米	12米	26193平方米	3.5T/m ²	双层展馆一层

2. OFFICIAL BOOTH CONTRACTOR

Shanghai SYMA-EXPO Ltd.

3/F New Long March Business Building, 1263 Zhenbei Road, Putuo District,
Shanghai 200333, China

Ctc: Mr. Tim Gong, Mr Roy Chau

Tel: +86-21-6238 8811 *, 151, 119

Fax: +86-21-6209 5166

Email: tim.gong@syma.com.cn; roy.chau@syma.com.cn

Website: www.symaasia.com / www.syma.com.cn

3. SCHEDULE

Construction and Move-in

10:00-21:00, March 18, 2018, Booth construction, Exhibits move-in

09:00-22:00, March 19, 2018, Booth construction, Exhibits move-in

after 21:00, March 19, 2018, Venue cleaning and security inspection

Exhibiting and Visiting

09:00-16:30, March 20, 2018

09:00-16:30, March 21, 2018

09:00-15:30, March 22, 2018

Dismantling and Move-out

16:00-22:00, March 22, 2018

As to the construction and dismantling, please contact the official contractor timely.

Early dismantling before the end of the show is not allowed. In case of any infringements, the organizer is entitled to stopping and will reserve the right to take action according to the respective rules and regulations.

IMPORTANT NOTICE

The hall management fee will be charged by the official contractor SYMA-EXPO, Syma will send in voice to you when they received the order form of the main power supply. If not received any reply, please contact;

If the exhibitor want overtime working, please get the approval from the organizer firstly and then pay to the official contractor SYMA-EXPO by cash (CASH ONLY). Please apply the overtime before 15:00 every day, there will be 50% surcharge later;

Please ensure that the covers of the utility holes on the floor can be open during the whole exhibiting. Otherwise, it will influence the electricity supply and the maintenance work. Please consult to the official contractor the detail location of the utility holes on your booth;

All the main power box (including the machine using box) are required to connect one exhibitor's own distribution box. This box must be with the leakage protector and the original cover. The electricity of the venue will be inspecting every booth on-site;

All the transformed shell scheme booth should order the main power. Each different design styles booth should divide to order the main power, even if this one booth in the floorplan;

The venue is strictly prohibited the exhibitor bring air compressor by themselves, Please order the air compressor before the deadline. The on-site order can not be guaranteed;

As the structure limited of the exhibition hall, some main power and air compressor probably sourced from the other booth. Organizer and official contractor will try to coordinate. But, if the above situation happen, hoping to get your understanding.

4. ON-SITE SERVICE

During the move-in and move-out time, the official booth contractor will set up their stand for the related service for exhibitors. Please go to their personnel for construction and rental order. Be sure to finish the booth construction work before the required time.

Overwork during the move-in period may get permission from the Venue (lobby near Gate 3) before 15:00 everyday. Related fee may be charged against this service. **Overwork Management Fee (min 1h)**

Time	Date	Duration	RMB/hour
Move-in	Mar. 18 - 19, 2018	22:00-08:00	RMB2600
		08:00-09:00	RMB1300
Move-out	Mar. 22, 2018	22:00-24:00	RMB5200
	After Mar. 22, 2018	0:00-8:00	RMB5200
		8:00-22:00	RMB2600
		22:00-8:00	RMB5200

Further arrangement will be subject to the real situation.

5. FASCIA BOARD

Should you find any mistake on the fascia board, you may contact personnel of SYMA for the amending.

6. RENTAL ORDERS

For all the rental order of additional power, water and others, exhibitor should contact the official booth contractors directly beforehand. In case you have special requirements, we suggest you provide the related data and parameter and attain the confirmation from **SYMA** as to the matter. The payment for the rental order should also be settled with them directly.

7. LABORS' PASS

The entrusted booth constructor should be responsible for applying and attaining Access Cards for the workers.

The exhibitors shall inform all the non-official forwarders and stand-fitters to submit their workers' name list as well as ID copies one week prior to the move-in, so that Shanghai New International Expo Centre can produce Access Cards for the workers. Personnel without Access Cards will not be allowed to enter the Center. Constructors for raw space should attain Permits from the Centre in advance and put up in the site before any operation. **National Exhibition and Convention Center (Shanghai) Co., Ltd. will charge RMB 30/card.**

Please visit www.necsh.com/cecsh/watchexhi/applicationflow.aspx

Please note: The certificates for the contractor's personnel are different from the badges for exhibitors. For the order of the show, exhibitors should not apply badges for your contractor.

8. BOOTH CONSTRUCTINO

- Company name or logo on the back walls or side-walls of the neighboring booth / space are not allowed. Any structure or board for exhibiting should be at least 1.5 meters apart from the neighboring booth / space.
- **The part of back walls or sidewalls over 2.5 meters should be made smooth and painted with white dope or paint.**
- Except the organizer, any construction, exhibiting or decoration should not surpass the ground floor and vertical space of the booth.
- Blocked space should not occupy more than half of the total space.

9. RAW SPACE APPLICATION & CONSTRUCTION

- For the construction of non-standard booth or the booth higher than 2.5 meters, please send the blueprint of designing and building (2 copies for each) to Shanghai SYMA EXPO Ltd. 3 weeks before the exhibition. Reply will be sent to you in 5 working days after receiving all the documents.

The designing drawings of a 2-storey booth construction should be reviewed and approved by the Grade A Registered Structure Engineer, **Han Consulting & Exhibition Co., Ltd. Shanghai**. The fee for two-storey booth is RMB 50/sqm(re-inspection fee , RMB 25/sqm).

- The entrusted non-official booth designers and booth constructors should abide by all the security procedures stipulated by the venue, SNIEC. Their qualifications shall be checked by the venue before the exhibition. If they are up to standards, the contractor should pay **20 Yuan/sqm/show** and a deposit for **the management fee** of raw space construction.
- Only the space larger than 72 square meters can make a written application to build two-storey booth. The exhibitor will be charged by 30% of the total rent fee of the booth.
- Exhibitors shall guarantee that the entrusted non-official booth constructor will comply with all the rules and regulations of the exhibition.
- For more furniture or any rental order of electricity, water and compressed air, please consult the Official Constructor's Manual.
- The maximum height is 4.4 meters for one-storey booths and 6 meters for two-storey booths.(The transformed shell scheme should not higher than 4m.)
- The part of back walls or sidewalls over 2.5 meters should be made smooth and painted with white dope or paint.
- A back wall or partition must be installed for raw space stand structure, except island stand, to separate from the neighboring booth. In case the view of other booth / space is obstructed by your walls, the organizer is entitled to ask for removing, reconstructing, lowering or shortening of the wall. Plate or construction paper must be underlaid under the back wall to protect the floor surface. The side facing the neighbouring stand must be white and must not bear any logos or trademarks of the exhibitor. **Please finish this before 9:00 p.m. on March 6. If not, the official contractor will cover your back side. The charge of RMB100/sqm will be deducted from your deposit.**
- The part of back wall exceeding the lower neighboring should be made smooth and painted with white dope or paint. That part can reasonably be used by its neighbor.
- No hanging is allowed in the halls.
- For power supply, the distribution box should be jointed and properly set.
- Fire-protection: All the covering and coating should be fire-proof.

10. DISMANTLING

Any activities of dismantling before the official time are not allowed. The organizer reserves the right to stop and punish the violations.

Before the end of the show, exhibitors should keep the booth complete. Dismantling can be arranged when the official freight forwarder send to you the Notice of Dismantling on the last day. Exhibitors should be liable for the storage and shipping fee caused by late dismantling after the required time.

11. CASH PLEDGE FOR CONSTRUCTION

The Organizer and National Exhibition and Convention Center (Shanghai) Co., Ltd. require that non-official contractors and exhibitors who build their booths on the raw space pay a cash pledge to **the official contractor** for the duration of the show.

Price: RMB 5000/booth; Methods of payment: Cash

12. FIRE PRECAUTION & CONTROL

1) Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones may not be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this. Hydrants in the halls and the open-air exhibition grounds may not be obstructed by constructions, made difficult to locate or inaccessible. A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

2) Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently may not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification may not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture may only be set up at sufficient safety distances from access and exit doors or stairwell accesses.

3) Stand construction and decoration materials

Stand construction and decoration materials must accord with the national and local fire protection regulations that all of them must be noncombustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials

that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof. Normal flammable decoration materials may be used in partial areas. A test certificate of the building material class of the materials used can be requested. Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible). Stand flooring must be laid joint-tight.

4) Explosive materials

Explosive materials may not be exhibited at trade fairs or exhibitions. This also applies to ammunition.

5) Exits, escape routes

Stands with a base area of more than 100 sqm, and an escape route length of more than 25 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficult-to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall. Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

6) Safety helmet

Every personnel should wear safety helmet during the construction and dismantling period.

7) In-height construction

It is requested that all contractors get the physical examination certificate and have corresponding admission or qualification certificate for executing construction duties if the work performance is

at the height of 2m and above. They should be aware of potential hazards and unsafe situations. Before starting construction in height, all contractors must wear safety helmets and belts and check the tools (e.g. scaffolding, ladders, steel cables, etc.) carefully to ensure everything follows safety regulation and are reliable. Warning signs must be in place around constructional hazard

zones. The contractors must comply with the safety rules at all times, especially working in heights. It is prohibited to work if too exhausted or sleep-deprived, or to take breaks in unsafe areas. Tools must be in good safekeeping to avoid dropping off and injuring the passengers. Sufficient lighting must be provided for construction at night. The construction must be stopped immediately and the machines and hoisting components must be fixed if heavy weather such as rainstorms, heavy fog and so on occurs. The contractors are required to clean the construction area when their work is finished. The contractors should take all responsibilities and corresponding consequences in case of any safety problems.

8) Multi-storey booth construction

The proposal and design drawings of exhibition stand are required to be submitted to the organizer for approval before the show. Outdoor stand or multi-storey booth construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/ contractor or recommended by the organizer. The stand construction must comply with public statutory regulations, such as the Shanghai Building Regulations, as well as with the terms of participation of the organizer. Any activity which affects the safe construction is forbidden, such as that the exhibitor appoints private person, individual household or companies which are unqualified or do not have any permits for construction work, as stand contractor, that the contractor carries on the extraneous work, which are not related to its contracted exhibitors' stands, in the venue without permission, that the contractor uses the eliminable decoration materials and facilities stipulated by national government.

9) All workers entering into the Centre for specific-type work must possess "Shanghai Specific-type Operator Certificate" (electricians, welders or forklift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.

10) The contractors must carry out the construction strictly according to the relevant regulations of the venue and be in cooperation with the on-site inspection and supervision from the venue.

11) Access to Safety Equipment and Signage

Under no circumstances whatsoever may any illuminated signage, fire extinguisher, fire hydrants, or other protective equipment or material be covered or obstructed. Access to connection boxes (electricity, telephone, water, compressed air, etc.) and access ways to hall offices and equipment must not be blocked.

12) Important Notice to Exhibitors/Contractors

During the build-up/dismantling period, each booth should appoint an onsite full-time manager responsible for the safety of booth construction. The onsite manager should be reachable by phone at all time during the construction period. If the onsite manager is not reachable repeatedly, the Center and the organizer will take measures.

13. INSURANCE

All exhibitors are required to insure all items at their own expense while taking on public responsibility and protection, and ensure that their temporary employees or agents are given the relevant insurance. The period of responsibility of the exhibitor is from the exhibitor or the agent or construction company entering the exhibition hall through all the exhibits are dismantled from the exhibition hall.

The contractor specified by the exhibitor must be insured, the insured amount is 500RMB/booth. The contractor should bring insurance policy for exhibition hall admissions.

Insurance method: please visit www.yzerm.com

Navigation bar select "Exhibition Insurance" --- select "online service" --- select "(National Exhibition and Convention Center - Shanghai) 2018 Shanghai International Electronic Circuit Exhibition" --- "Click Next to enter online insurance" --- fill out the form and click "submit"--- download the insurance confirmation letter.

14. IMPORTANT NOTICE

- 1) Additional Stand Facilities
Exhibitors are cordially initiated to FAX the order form including additional furniture and electrical equipment on or before the deadline **March 06, 2018**.
- 2) Surcharge is levied for
 - a. LATE ORDER: Any late order received after the deadline will be subjected to 30% surcharge.
 - b. ON SITE ORDER: On site order and order received after two weeks before the move-in period will be subjected to 50% surcharge. Exhibitor will receive an invoice from the official stand contractor for sales confirmation if order has placed. No reply from exhibitor will be assumed have no additional request.
- 3) Location Plan
All exhibitors are requested to submit the location plan indication the position of lighting fixtures, socket, wall panel and shelf before the deadline. If the location plan of any order is not submitted, orderings will be placed according to the standard stand layout plan and additional orderings will be placed at the discretion of the official stand contractor. **ANY RELOCATION ON SITE IS SUBJECTED TO SERVICE CHARGE EQUIVALENT TO 50% OF THE UNIT PRICE.**

NOTE: Request of deletion / relocation of standard or additional facilities submitted TWO WEEKS BEFORE THE SHOW OPEN is free of charge.
- 4) No Exchange/Refund on all Items
All items provided are not interchangeable. You may opt for all or part of the items listed. No refund for all cancellation items.
- 5) Socket are for Exhibits only
Any power point and sockets are for exhibits only, and no lighting fixture is allowed to be connected by exhibitors from that.
- 6) No Fixtures may be made to the wall panels.
Brackets are suggested for the hanging of signs.
Velcro or double tape may be used for lighter items only.
- 7) No fixtures or nails are permitted.
Screwing, drilling or nailing on any of the aluminum frame or wall panel is not permitted. Exhibitors will be liable for any damage to the stand / fixture and penalty will be charged at full price of the unit price.
- 8) Roof Beams
Aluminum beams and post may run from the front to the back of the stand if necessary.
- 9) **ELECTRICAL, WATER LINK-UPS AND AIR-COMPRESSORS MUST BE CONTRACTED THROUGH THE OFFICIAL STAND CONTRACTOR.**

Listing of furniture and electrical equipment

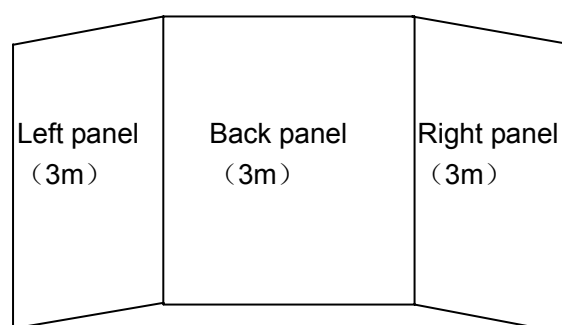
NO	ITEM	Sqm					
		9 m ²	12 m ²	15 m ²	18 m ²	27 m ²	36 m ²
1	100W spotlight	2	3	3	4	6	8
2	5A/220Vsocket	1	1	1	2	3	4
3	Information counter	1	1	1	2	3	4
4	Leather chair	2	2	3	4	6	8
5	Waste paper basket	1	1	1	2	3	4

15. EXHIBIT LAYOUT

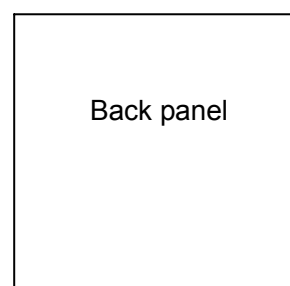
Exhibitor Name: _____ Booth No. _____

Sketch your order, such as telephones, spotlights, shelves and etc. on the plan below.

A. FRONT ELEVATION



B. VERTICAL VIEW



C. Sketch symbol



CONDITIONS

The conditions for rental of furniture and electrical installation are:

1. All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
2. For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment.
3. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
4. Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
5. Any complaints regarding rental lights position and so on must be lodged before the show to official contractor in written form. Otherwise, all items are deemed to have been received in good order.
6. Exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to SYMA for installation at a nominal price.
7. Exhibitors are required to mark on the plan above the position of their electrical and compressed air requirements. We will install at our discretion if we do not receive any instructions before move in. Requests for re-positioning will be subject to a relocation charge.

* Item 5,6,7 will be charged the additional fee if any re-location on-site.

Shanghai SYMA-EXPO Ltd.

Tel: +86-21-6238 8811-151, 119

Fax: +86-21-6209 5166

Email: tim.gong@syma.com.cn;

Roy.chau@syma.com.cn

send back to: +86-21-62095166

16. FURNITURE RENTAL(SYMA)

Deadline: Mar. 06, 2018

Shanghai SYMA-EXPO Ltd.

3/F New Long March Business Building, 1263 Zhenbei Road, Putuo District, Shanghai 200333, P.R.C.

Tel:+86-21-62388811-151, 119 Fax:+86-21-62095166

Email: tim.gong@syma.com.cn/roy.chau@syma.com.cn

Item	Item No.	Description	Unit price (RMB)	Qty	Total
F U R N I T U R E	CD01-A	FOLDING CHAIR	50.00		
	CD04	BLACK LEATHER CHAIR	120.00		
	CD19	BAR STOOL	90.00		
	SD10	SINGLE SEAT SOFA	180.00		
	TB01	INFORMATION COUNTER (950mm x 450mm x 750mm H)	170.00		
	TB02	SQUARE TABLE (650mm x 650mm x 700mm H)	150.00		
	TB03	RECTANGULAR TABLE (1200mm x 750mm x 750mm H)	150.00		
	TB04	COFFEE TABLE (450mm x 450mm x 450mm H)	120.00		
	TB05	ROUND TABLE (750mm x 750mm H)	160.00		
	TB06	TV RACK (700mm x 500mm x 1300mm H)	140.00		
	DP01	LOCKABLE CUPBOARD (950mm x 450mm x 750mm H)	220.00		
	DP02	TABLE SHOWCASE (1000mm x 500mm x 1000mm H)	280.00		
	DP03	TALL SHOWCASE (1000mmx500mmx2200mm H)	350.00		
	DP04	DISPLAY CUBE (500mm x 500mm x 800mm H)	120.00		
	MS01	WALL PANEL (1000mm x 2500mm)	80.00		
	MS02	CURAIN (1000mm x 2000mm)	150.00		
	MS03	LOCKABLE DOOR (1000mm x 2000mm)	270.00		
	MS04	FOLDING DOOR (1000mm x 2000mm)	200.00		
	MS05	COAT HANGER (1000mmW)	80.00		
	MS06	MOVABLE CLOTHES RACK (1000mm x 1000mm /1300mm H)	100.00		
	MS07	SHELF RACK (1000mm x 500mm x 2200mm H)	280.00		
	MS08	SHELF-FLAT (1000mm x 300mm)	70.00		
	MS09	SHELF-SLOPE (1000mm x 300mm)	70.00		
	MS10	LITERATURE RACK	70.00		
	MS11	FREESTANDING LITERATURE RACK	140.00		
		WASTE PAPER BASKET	10.00		
		POTTED PLANT (800mm H)	150.00		
Grand Total:					

PAYMENT:

- All orders must be accompanied with full payment either:
 - Cash; or
 - telegraphic transfer to our a/c no. (RMB)31646300008042677, (Bank of ShangHai - Changning Branch, Shanghai)
- 30% penalty fee will be charged for any late orders received after the deadline.
50% for any orders received within two weeks before show open and on-site.
- All standard equipments are on rental basis, and can not change to other items. Syma will not make the refundment if canceling the order within two weeks before show open.
- All the sockets in standard booth is only for notebook and water dispenser. Exhibitors couldn't connect the lighting without any permission. Please ask SYMA if you'd like any special lighting.
- Exhibitors are required to mark the position of their lighting, socket, shelf and literature and fax or mail to SYMA. We will install at our judgment if not receive exhibitors' plan within two weeks before show open. Requests for re-positioning on-site will be subject to 50% according to the on-site price.
- Screwing, drilling or nailing on any of wall panel of shell scheme are not allowed. Exhibit over 5kg couldn't hang on the wall panel. If you will hang overweight exhibit, please ask SYMA to reinforce and charge some fee. Exhibitors will responsibility for himself if hanging overweight exhibit without permission and damage.
- After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Meantime, please offer the payer's company tax number to Syma by fax or email for taking formal receipt.
lease contact with SYMA if you haven't received invoice within three days.

Exhibitor Name: _____ Booth No.: _____
 Contact Person: _____ Signature: _____
 Address: _____ Tel / Fax: _____

send back to: +86-21-62095166

17. ELECTRICITY, WATER & AIR RENTAL

Deadline: Mar.06, 2018

Shanghai SYMA-EXPO Ltd.

3/F New Long March Business Building, 1263 Zhenbei Road, Putuo District, Shanghai 200333, P.R.C.

Tel: +86-21-62388811-151, 119 Fax: +86-21-62095166

Email: tim.gong@syma.com.cn / roy.chau@syma.com.cn

ITEM	ITEM NO.	DESCRIPTION	UNIT PRICE	QTY	TOTAL
	EL08	42" Plasma & DVD - EXCLUDE POWER POINT	1,200.00		
	EL09	80L REFRIGERATOR - EXCLUDE POWER POINT	800.00		
	EL01	SPOTLIGHT 100W	150.00		
	EL02	LONG-ARM SPOTLIGHT 100W	170.00		
	EL03	FLUORESCENT TUBE 40W	150.00		
	EM01	5A/220V SOCKET (MAX. 500W) -NORMAL HOUR	150.00		
	EM02	5A/220V SOCKET (MAX. 500W) -24 HOURS	250.00		
MAIN POWER	EM32	15A / 380V 3/P main power	1,140.00		
	EM33	30A / 380V 3/P main power	1,600.00		
	EM34	60A / 380V 3/P main power	2,530.00		
	EM35	100A / 380V 3/P main power	4,750.00		
AIR- COMPRESSOR	FA01	Air flow: ≤0.4m3/Min, pressure: 8kgf/cm2,	4,330.00		
	FA02	Air flow: ≤0.9m3/Min, pressure: 8kgf/cm2,	5,920.00		
	FA06	Air flow: 1-1.5m3/Min, pressure: 8kgf/cm2,	7,200.00		
WATER SUPPLY	FA07	Water for booth, diameter: DN15	2,900.00		
	FA09	Water for machine, diameter: DN20	3,200.00		
Other	EL11	LDD TELEPHONE + REFUNDABLE DEPOSIT	900.00		
	EL12	IDD TELEPHONE + REFUNDABLE DEPOSIT RMB5000.00	3,000.00		
	EL13	Internet, 10M	4,400.00		
	OT01	Hall management fee (each sqm)	28.00		
	OT02	Overtime charge (each hour) 18:00-22:00	1,300.00		
	OT03	Overtime charge (each hour) 22:00-next 22:00	2,600.00		
	Remark: The exhibitor should apply the overtime before 15:00 every day, there will be 50% surcharge later.				
			Grand Total:		

PAYMENT:

- All orders must be accompanied with full payment either:
 - Cash; or
 - telegraphic transfer to our a/c no. (RMB)31646300008042677, (Bank of Shanghai - Changning Branch, Shanghai)
- 30% penalty fee will be charged for any late orders received after the deadline. 50% for any orders received within two weeks before show open and on-site. Cancellations must be notified in writing by March 6, 2018 and all orders requiring cancellation after this date will be subject to a 50% commission.
- All exhibitors should order main power from SYMA, including raw space. **Raw space exhibitors are obligated to order main power.** Electricity for machine use and lighting use should be separate.
- All the sockets in standard booth is only for notebook and water dispenser. Exhibitors couldn't connect the lighting without any permission. Please ask SYMA if you'd like any special lighting.
- Exhibitors are required to mark the position of their lighting, socket, shelf and literature and fax or mail to SYMA. We will install at our judgment if not receive exhibitors' plan within two weeks before show open. Requests for re-positioning on-site will be subject to 50% according to the on-site price.
- Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation. Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure. For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment.
- We will deduct the telephone fee from your IDD and DDD deposit and pay back the remain within one month after the show.
- After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Meantime, please offer the payer's company tax number to SYMA by fax or email for taking formal receipt. Please contact with SYMA if you haven't received invoice within three days.

Exhibitor Name: _____ Booth No.: _____
 Contact Person: _____ Signature: _____
 Address: _____ Tel / Fax: _____

1. Organizer's on-site Office

The organizer will set up on-site offices in the exhibition hall 7.1H and 8.1H of NECC. Our staff will assist you as to coordination and negotiation with the related parts.

2. Information Desk

There will be several information desks in Hall 7.1H and 8.1H of NECC, our staff will help you to solve the related problems.

3. On-site E-mail

Exhibitors can take advantage of the free E-mail specially set up in the exhibiting halls. Exhibitors can get free entry with your exhibitor's badge.

4. Communication

Other telecommunication and secretarial services such as IDD, DDD, fax, telefax, typewriting and duplicating are available in the Business Counter of National Exhibition and Convention Center (Shanghai).

5. Manpower

For the requirement of manpower, the exhibitor may fill in the attached application form and send to us before the deadline.

6. Visa

Please refer to Article 13 of General Information. Fill in the form of Visa Application and send back to the organizer.

7. Hotel Reservation

Fill in the reservation Form and fax or email before Mar. 06, 2018 directly to the organizer, Shanghai Ying Zhan Exhibition Service Co., Ltd. Since accommodation in Shanghai is pretty tight at present, your reservation will be subject to the real situation at that time. We suggest you book the hotel room(s) as early as possible. Download the details from <http://www.ying-zhan.com>

8. Exhibitor's Badge

Please fill in the Form for your badges prepared in advance by the organizer. Make sure to provide the information in printing material. Your cooperation can save your precious time on registration.

Please be noticed that the organizer will not provide blank badge for anyone. Visitors shall enter via registration on site. Please don't include your customers names into the List for exhibitors.

9. Visitor Invitation Card

Exhibitors are recommended to send invitation cards to your customers so that they will be in the know at an earlier time.

10. Seminar / New product technology conference

Exhibitors are welcome to apply for delivering speech(es) during the exhibition. For more details, please refer to Article 11 of General Information and the Application Form of Seminar.

11. Cleaning and Security

Cleaning and security inspection are included in the service for Shell Scheme and public areas everyday. Smoking is strictly prohibited in the exhibiting hall.

12. Other Conferences & Business

Please contact us should you have any questions and inquiries about conferences and business.

13. Meeting Room Rental

You are welcome to contact the organizer for renting of a meeting room.

14. Touring Service

More information can be provided. Just feel free to contact us. You may also visit the official website of Shanghai traveling: <http://lyw.sh.gov.cn>

Important Notice

In order to ensure that your information is published correctly, please fill in the forms comprehensively with neat writing. Please send the forms back before the deadline. Otherwise, we cannot guarantee the items you apply for to be fulfilled. Make sure to fill out the following related forms in time.

1. Forms must be submitted by all Exhibitors

No.	Form Name	Deadline	To	Page
Form 1	Introduction in the Directory	Mar. 06, 2018	Ying Zhan Exhibition	50
Form 2	Exhibits	Mar. 06, 2018	Ying Zhan Exhibition	51
Form 3	Delegation	Mar. 06, 2018	Ying Zhan Exhibition	52

2. Forms should also be submitted by Standard Booth Exhibitors

No.	Form Name	Deadline	To	Page
Form 4	Fascia Board Description	Mar. 06, 2018	SYMA – EXPO	53

3. Forms should also be submitted by Raw Space Exhibitors (single-storey height limitation 4.4 meters)

No.	Form Name	Deadline	To	Page
Form 5	Raw Space Contractor	Mar. 06, 2018	SYMA – EXPO	54

4. Two-storey booth exhibitor must submit this form (two-storey height limitation 6 meters)

No.	Form Name	Deadline	To	Page
Form 6	Building Approval for Two-storey Booth Design	Mar. 06, 2018	Han Consulting & Exhibition	55

5. Other Optional Forms

No.	Form Name	Deadline	To	Page
Form 7	Exhibits for Sale	Mar. 06, 2018	Ying Zhan Exhibition	57
Form 8	Advisement & Sponsorship	Mar. 06, 2018	Ying Zhan Exhibition	58
Form 9	Seminar & New Product Technology Conference	Mar. 06, 2018	Ying Zhan Exhibition	59
Form 10	Man Power	Mar. 06, 2018	Ying Zhan Exhibition	60
Form 11	Visa	Mar. 06, 2018	Ying Zhan Exhibition	61
Form 12	Visitor Info Collection (PDA)	Mar. 06, 2018	Ying Zhan Exhibition	62

6. Hotel Reservation Forms

No.	Hotel Name	Deadline	To	Page
1	国家会展中心上海洲际酒店 InterContinental Shanghai NECC ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	64
2	上海中航泊悦酒店 Shanghai Hongqiao Airport Hotel ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	65
3	虹桥金古源豪生酒店 Howard Johnson Hongqiao Airport Hotel Shanghai ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	66
4	上海国展宝龙丽筠酒店 Radisson Exhibition Center Shanghai ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	67
6	上海悦隆酒店 Shanghai Yuloon Hotel ★★★★★	Mar. 06, 2018	Ying Zhan Exhibition	68
7	上海海维德酒店 Hiwade Hotel ★★★	Mar. 06, 2018	Ying Zhan Exhibition	69

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Introduction in the Directory (Form 1)

Please note that your information will appear in a widely distributed magazine of this trade. Clear writing is required.

Company	Chinese			
	English			
Add in Chinese			Post Code	
Add in English				
Telephone		Fax		
Website				

Company Profile
In Chinese (no more than 100 words)
In English

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537

Before Mar. 06, 2018

Exhibits (Form 2)

Please provide the related details and send back to the organizer.

Our exhibit(s) belong to:

A ☐ PCB Production D ☐ E-Assembly Equipment G ☐ Water Treatment Tech & Equipment
B ☐ PCB Equipment E ☐ E-Assembly Raw Material H ☐ Cleanrooms Tech & Equipment
C ☐ PCB Raw Material & Chemicals F ☐ E-manufacturer/contractor K ☐ Others

Exhibit(s)	Manufacturer	Producing Area	Category	Dimension (L×W×H)	Weight (kg)	Shipped by

Exhibitor _____ Booth No. _____

Filled by _____ Position _____

Tel _____ Fax _____

Email _____ Date _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537

Before Mar. 06, 2018

Delegation (Form 3)

Exhibitor's Badge should be used only by the exhibitor yourself for the entry of the venue. Every 9 sqm will be entitled to a maximum of 5 badges. Please list the details as follows in printing letter. We will prepare your badges in advance.

Please do not include your potential buyers into this list. You are suggested to make a pre-registration for your customers on www.cpcashow.com

Other personnel for the affairs of freight forwarding and construction or dismantling, should go to the related on-site booths/counters for the Passes or Certificates.

No.	Company name	Product Description (Please tick✓)				Name	Gender	Position
		PCB Manufacturer	Equipment	Raw Material	Others			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

* Use extra paper or duplicate the form if necessary.

Exhibitor _____ Booth No. _____

Filled by _____ Position _____

Tel _____ Fax _____

Email _____ Date _____

Please send back to: the official Contractor: Shanghai SYMA -EXPO Ltd.

Before Mar. 06, 2018

Fascia Board Description (Form 4)

All exhibitors taking Shell Scheme will be provided with a fascia board on top of the stand free of charge. Only standard fascia board lettering will be used, thus no "logo types" or special designs are allowed. Please detail below the wordings you wish to appear on the fascia board.

Chinese (Clear writing is appreciated)

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

English (Clear writing is appreciated)

Please note:

Should this form can not arrive before the deadline, the company name on your application will be printed on the fascia board. Abbreviation may be adopted, such as "Ltd." for Limited.

Please send back to:

Shanghai SYMA-EXPO Ltd.

Contact : Mr. Tim Gong / Mr. Roy Chau

Tel : +86-21-6238 8811*151, 119

Fax : +86-21-6209 5166

Email: tim.gong@syma.com.cn / roy.chau@syma.com.cn

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: the official Contractor: Shanghai SYMA -EXPO Ltd.

Before Mar. 06, 2018

Raw Space Construction (Form 5)

Exhibitors ordering raw space can choose the official contractor or entrust others with the building of their booths. **Exhibitors shall declare that the nominated contractor will abide by all the rules of the show and the designing and construction will comply with the regulations enforced by the venue and the organizer.**

Please fill out this form and send back to the official contractor, Shanghai SYMA-EXPO Ltd.

- Technical drawings of the stand including perspective drawing, elevations and layout of specifications such as materials, dimension and electricity.
 - Copy of the contractor's Business License (registered 3 years or more); copies of the Certificates for electric operators. (Valid, and the Certificates shown on site must comply with the herein submitted ones.)
 - Signed and sealed forms of **NECC (Shanghai) safety responsibility** and the "**Safety Construction Guide**"
 - Audit opinion of all two-storey stands or roof structures will exceed 50% of the exhibition area. (Published by Han Consulting & Exhibition Co., Ltd.)
 - All exhibitors must purchase a special booth liability insurance, and submitted to the organizer and the designated contractor for the record.
- * Please note: Limited booth height of 4.4 m**
*** In the event of any occurrences caused by violation of the rules and regulations enforced by the venue during move-in and move-out, the responsibilities will be on the nominated contractor solely. The venue or the organizer are not liable for the occurrences.**

Stand design / construction information :(please mark √)

☐ 1. One-storey indoor stand, height < 4.4 m

☐ 2. Two-storey indoor stand, height < 6 m

Notes: The stand design drawings of two-storey must be reviewed and approved by Grade A Registered Structural Engineer. Related fee will be charged against the work.

Please fill in the information below (valid with company stamp only)

Stand Contractor:		
Address:		
On-site Safety Manager:	On-site Phone:	Fax:
Email:	Electrician on duty:	On-site Phone:
Legal signature with Company Stamp:		Date:
Exhibiting Company:		
On-site Safety Manager:	On-site Phone:	Fax:
Legal signature with Company Stamp:		

All Raw Space exhibitors / contractors can go to the registration hall in the southern area of the exhibition hall during the exhibition time for admission procedures. Relevant procedures include: to pay the exhibition hall management fee of 28 yuan / square meter (home contractor responsible for collection). Pay a deposit of RMB5, 000 /booth/event to the designated contractor for the exhibition by virtue of a copy of the contractor's insurance contract. After completing the relevant formalities and passing the real name certification, the construction certificate can be purchased from the exhibition hall, and the value of each construction certificate will be RMB30.

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: Han Consulting & Exhibition Co., Ltd.

Before Mar. 06, 2018

Building Approval for Indoor Two-storey Booth Design (Form 6) (2 copies)

For all the raw space exhibitors/contractors

A. Description of Booth Space and Construction Materials

According to the conditions listed below, we hereby apply for building the following facilities during the exhibition.

Total Booth Area:	Primary Material:	Material Model:
Upper Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:
Other Material Details:		
Applicable Area:		
Name/Model:		
Applicable Area:		
Name/Model:		

Accessible 2nd Floor Area: _____ SQM Estimated Max Load Capacity of 2nd Floor: _____ persons

Booth Contractor:

Company:			
Address:			
Tel:		Fax:	
Contact:			
Name of Grade A Registered Structural Engineer:		No. :	
Tel:		Mailing Address:	
Remark:	<p>If the exhibitor/contractor submit the drawings to the reviewer appointed by the venue, NECC, for re-inspection, please clearly fill in the field of "Name of Grade A Registered Structural Engineer".</p> <p>The above step can be ignored if the drawings are submitted to the reviewer appointed by the venue, NECC, for inspection.</p>		

B. Submission of Stand Design Drawings

The original file (with digital file) of the following documents must be submitted to the assigned examiner **together with the form of front page before Mar. 06, 2018.**

Indoor two-storey booths must be reviewed and approved by Grade A Registered Structural Engineer.

The drawings to be inspected by the examiner appointed by the venue, NECC. (2 copies):

●Effect Drawing (front, two sides) ● Plan of Ground Floor ●Plan of Upper Floor ●Booth Specifications & Materials Description

●Elevations (front) ●Cross-sections ●Elevations (sides) ●Structural Drawing

The drawings, which have been inspected by the register structural engineer, to be inspected by the examiner appointed by the venue, NECC. (2 copies):

●Effect Drawing (front, two sides) ●Plan of Ground & Upper Floor ●Elevations (front & sides)

●Cross-sections ●Live, Static, Wind Load Calculation and Structural Drawing stamped by Grade A Registered Structural Engineer ●A carbon copy of the Certificate of the Grade A Registered Structural Engineer

●Structural Calculation stamped by the Grade A Registered Structural Engineer ●Booth Specifications & Materials Description

Note:

All drawings submitted to the assigned drawing inspector or NECC for review should be **dimensioned in Arabic numbers**. DO NOT specify only by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.

All documents are to be submitted in English and Chinese. All drawings are **in scale and dimension of meters**. Documents submitted by fax are not accepted.

For construction and drawings of indoor two-storey booths without approval from the Grade A Registered Structural Engineer or NECC, the organizer reserves the right to prevent the construction by such exhibitors/contractors in the scope of the exhibition center.

proceed to next page →

C. Drawing Inspection Fee/Re-inspection Fee (Indoor Two-storey Booth)

Item	Unit (RMB)
Inspection Fee - drawings to be inspected by the company assigned by NECC	50/SQM
Re-inspection Fee - drawings which have been reviewed and to be re-inspected by the company assigned by NECC	25/SQM

Note:

- * The effective stand area refers to the rented stand area.
- * Please submit the required original documents (with digital files) and forms to the official contractor for inspection or re-inspection before Mar. 06, 2018. The acceptance of late application received after the deadline is not guaranteed. If accepted, a 50% surcharge of the total amount will be incurred as overdue penalty.
- * **If there is any modification on the approved stand drawings, the modified drawing design is still required to be reviewed and approved. The inspection fee will be charged again.**
- * **The organizer, the exhibition hall, and the examining and mapping company shall have the right to prohibit unpaid exhibition company from constructing in the exhibition hall.**

★ NECC designated examination unit Contact:

Han Consulting & Exhibition Co., Ltd.

Address: Room 726, Building B, NECC, No.168 Yinggang East Road, Shanghai

Tel: + 86-21-39883620

Fax: + 86-21-39883623

E-mail: necc@hahchina.com

Declaration by the Project Manager of the Exhibitor Nominated Contractor/On-site Project Manager

Herein, I ☐ Project Manager ☐ On-site Project Manager (please mark √)

Name: _____ Address: _____

Company with stamp: _____ Tele: _____

Declare that the construction of the required booth will be under the rules and regulations of the hall by the venue and the organizer.

Clear and true information is required which may impact the inspection and charging of the related fee. If any fake details were to be found out, the venue, NECC will reserve the right of preventing the construction and enclosing the stand. NECC and Han Consulting & Exhibition Co., Ltd. Shanghai will not be liable for any loss or damage thus incurred.

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Exhibit for Sale (Form 7)

☐ I wish to sell my exhibits during the exhibition.

The organizer is not responsible for the selling of exhibits but may help by editing and sending the related material to potential buyers. Exhibitors please forward 5 copies indicating necessary information such as the name, speculations, model number and intended price etc.

Exhibit(s)	Model & Size	Producing Area	Intended Price

Exhibitor _____ Booth No. _____
 Filled by _____ Position _____
 Tel _____ Fax _____
 Email _____ Date _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Advisement & Sponsorship (Form 8)

1 CPCA SHOW 2018 Directory – BUYERS GUIDE

- ☒ Every exhibitor is entitled to be listed in the book with a brief introduction in English and Chinese free of charge.
- ☒ The Directory will be distributed to tens of thousands of visitors, buyers and organizations home and abroad.
- ☒ It will be distributed to official and non-official trade and service organizations.
- ☒ It will also be distributed at KPCA Show, JPCA Show, EIPC Show, TPCA Show, India IPCA and IPC Show in this year.
- ☒ Advertiser will get 5 more copies of Buyers Guide and a VIP badge.

Location	1 page (RMB)	2 pages (RMB)	3 pages (RMB)	4 or more pages (RMB)	Amount	Subtotal (RMB)
Back Cover (4C)	25,000 /page	/	/	/		
Inside Cover (4C)	15,000 /page	14,700 /page	/	/		
Inside Back Cover (4C)	14,500 /page	14,000 /page	/	/		
Inside Page (4C)	5,500 /page	4,500 / page	4,000 / page	3,000 / page		
*size:210mm × 285mm				In total (RMB)		

2 More Conspicuous Ads

Item	Location	Size (W×H/L)	Rate (RMB)	Amount	Subtotal (RMB)
Visitor's Badge	LOGO or picture, Front	45mm×98mm	25,000 / 30,000 pieces		
Visitor's Badge	LOGO or picture, Back	92mm×98mm	15,000 / 30,000 pieces		
Badge	LOGO on the Front	20mm×15mm	10,000 / 30,000 pieces		
Lanyard	LOGO & the website on the Front	15mm×800mm	15,000 / 5,000 pieces		
Show Bag	Single-sided LOGO	450mm×550mm	42,000 / 10,000 pieces		
Exhibition canvas bag	Single-sided LOGO	50mm×50mm	20,000 / 1,000 pieces		
Web Banner	www.ying-zhan.com	27×111pixels	3,000 / 90 days		
Visitor Guide insert ad	Colorful insert	175mm×140mm	9,000/50,000 pieces		
In total (RMB)					

● Remark

1. Printing method: offset lithography. Please provide sample and the films;
2. Advertising will be allotted on a first come first served basis;
3. Keep your electronic sample in jpg or tif form, with a resolution of no less than 300Dpi and the 1:1 proportion. Send the document before Feb. 10, 2018 to cpcashow@ying-zhan.com

● Payment

Once the ad layout is confirmed, the organizer will issue a payment notice. Please remit the advertising fee based on the bank account number and date on the payment notice.

Company with Seal _____

Filled by _____ Title _____

Telephone _____ Fax _____

E-mail: _____ Date _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Seminar & New Product Technology Conference (Form 9)

The seminar and the new product technology conference will be held with the event at the same time. It is required to be limited into 45 minutes at RMB 6,600 per meeting. White board, digital projector, microphone, registration book and direction board will be provided. The organizer will facilitate the meeting room with ball pen, paper and water based on a maximum audience of 50 people free.

You will be informed of the Notice of Acceptance. Please kindly submit the abstract and thesis in word document (*.doc) and send to us in the attachment by email before Feb. 10, 2018.

The related payment in total should be sent to the organizer's account before Feb. 10, 2018 For the canceling of the confirmed topic, 50% of the payment will also be charged against the related company.

Apply for: ☐ Seminar ☐ New Product Technology Conference

Presenter: _____ Gender: _____ Position & Title: _____
(Chinese) _____ (Chinese) _____ (Chinese) _____

For Company: _____
(Chinese) _____

Intended Topic: _____

(Chinese) _____

Abstract _____

(Chinese) _____

Remark: _____

Exhibitor _____ Booth No. _____

Filled by _____ Position _____

Tel _____ Fax _____

Email _____ Date _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Human Resources (Form 10)

We require man power as follows:

Item	Class	Rate (RMB/Day)	Language	No. of Person	From	To	Subtotal (RMB)
Interpreter	advanced	3600	English				
	advanced	4800	Japanese				
	advanced	4800	German				
	advanced	4800	French				
	ordinary	900	English				
Reception	general	500	Chinese				
In total: (RMB)							

For other personnel, please specify job nature _____ (we will quote separately).

Remark

- Double charge applies on Saturdays, Sundays and national holidays. Hiring interpreters for at least three days.
- The above fees shall be remitted to the organizer's bank account by Mar.06, 2018. Please pay the full amount in cash if hiring on site.

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537

Before Mar. 06, 2018

Visa (Form 11)

Please send me

☐ the Business Invitation by the organizer

Please fill in the following form and then fax it back to the above address.

Applicant's Family Name _____ Given Name _____

Birth Date: _____

Date of Arrival: _____ Date of Departure: _____

Gender: _____

Passport No.: _____

Nationality: _____

Company Name: _____

Company Address: _____

Position: _____

Applicant's Telephone: _____

Applicant's Fax: _____

Visa Issued by: _____

* "Visa Issued by" refers to the Chinese embassy or consulate-general in your area.

The organizer can send to the exhibitor an invitation letter for this business trip free of charge.

Exhibitor _____ Booth No. _____

Filled by _____ Position _____

Tel _____ Fax _____

Email _____ Date _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Visitor Info Collection (PDA) (Form 12)

The lead retrieval system with a PDA scanner enables you to capture the records of visitors who visit your booth and to facilitate the immediate follow-up after the exhibition.

☐ We'd like to rent the PDA service.

Item	Price (RMB)	Quantity	Total (RMB)
PDA Service	3,000 / piece / event		

Exhibitor	_____	Booth No.	_____
Filled by	_____	Position	_____
Tel	_____	Fax	_____
Email	_____	Date	_____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

Cooperation Hotels

Tel: 021-54900077

Fax: 021-54904537

Contact: Ms. Yu Jin 13901931916

Name of Hotel / Category	Type of Hotel	Daily Room Rate	Breakfast	Network	Airport Limousine Services	Distance From Venue
国家会展中心上海洲际酒店 InterContinental Shanghai NECC ★★★★★	Superior Single Room	RMB 1500 NET	One	Free	Hongqiao: RMB300 Pudong: RMB800	5 minutes by walk
	Superior Twin Room					
上海中航泊悦酒店 Shanghai Hongqiao Airport Hotel ★★★★★	Deluxe Single Room	RMB 1100 NET	One/Two	Free	Pudong: RMB800	5 minutes by driving (Free shuttle buses are provided)
	Deluxe Twin Room					
虹桥金古源豪生酒店 Howard Johnson Hongqiao Airport Hotel Shanghai ★★★★★	Deluxe Single Room	RMB 638 NET	One/Two	Free	Hongqiao: RMB330 Pudong: RMB580	5 minutes by driving (Free shuttle buses are provided)
	Deluxe Twin Room					
上海国展宝龙丽筠酒店 Radisson Exhibition Center Shanghai ★★★★★	Superior Single Room	RMB 598 NET	One/Two	Free	Hongqiao: RMB400 Pudong: RMB650	15 minutes by driving (Free shuttle buses are provided)
	Superior Twin Room					
上海悦隆酒店 Shanghai Yuloon Hotel ★★★★★	Superior Single Room	RMB 498 NET	One/Two	Free	Hongqiao: RMB300 Pudong: RMB700	15 minutes by driving
	Superior Twin Room					
上海海维德酒店 Hiwade Hotel ★★★★★	Deluxe Single Room	RMB 428 NET	One/Two	Free	Hongqiao: RMB200 Pudong: RMB600	20 minutes by driving (By Hotel shuttle bus: RMB25/p.p)
	Deluxe Twin Room	RMB 458 NET				

Remarks

- The organizer has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before Mar. 06 2018 through Shanghai Yingzhan Exhibition Service Co., Ltd to enjoy this offer.
- Cancellation must be made in writing and **15 days** prior to arrival. **7 days** advance notice is required to modify a guaranteed reservation. Hotel will charge one night's room rate for late cancellations.
- Check-in time: 14:00, Check-out time: 12:00. Non-guaranteed reservation will hold the room until 18:00.
- If the guest is a "no show" on the arrival day, the hotel will charge the entire period of stay as the "no show" penalty.

Once you have submitted your hotel reservation form to Shanghai Yingzhan Exhibition Service Co., Ltd, a hotel booking confirmation will be sent to you either by fax or email. Credit card required confirming the booking. On the arrival day, guests should proceed to the hotel reception counter to check in. All room rental charges plus all incidental charges must be settled at check out at the hotel cashier counter.

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

国家会展中心上海洲际酒店 InterContinental Shanghai NECC ★★★★★

(Address: No.1700 Zhuguang Road, Shanghai, China.

National Exhibition & Convention Center, Gate 3, close to East Yinggang Road))

Preference Room Rate:

- ☐ Superior Single Room RMB 1500 NET (breakfast for one) ...the Number of needed room: _____
- ☐ Superior Double Room RMB 1500 NET (breakfast for one) ...the Number of needed room: _____

Guests List:

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

- ☐ Hongqiao airport (car) Rate: RMB 300/per way ☐ Pudong airport (car) Rate: RMB 800/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

- ☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____
- Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

1. The organizer has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before 6th Mar.2018 through Shanghai Ying Zhan Exhibition Service Co., Ltd to enjoy this offer.
2. Cancellation must be made in writing and **15 days** prior to arrival. **7 days** advance notice is required to modify a guaranteed reservation. Hotel will charge one night's room rate for late cancellations.
3. Check-in time: 14:00, Check-out time:12:00. Non-guaranteed reservation will hold the room until 18:00.
4. If the guest is a "no show" on the arrival day, the hotel will charge the entire period of stay as the "no show" penalty.
5. Once you have submitted your Hotel Reservation Form to the organizer, a hotel booking confirmation will be sent to you either by fax or email. Credit card is required in guaranteeing the booking. All the payment for room rental and other charges occurred during your stay should be settled at check out with the hotel.

Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

上海中航泊悦酒店

Shanghai Hongqiao Airport Hotel ★★★★★

(Hotel address: No.181, Shen Da San Road, Hongqiao Airport, Shanghai, China)

Preference Room Rate:

☐ Deluxe Single Room RMB 1100 NET (breakfast for one/two) ...the Number of needed room: _____

☐ Deluxe Twin Room RMB 1100 NET (breakfast for one/two) ...the Number of needed room: _____

Guests List:

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

☐ Pudong airport (car) Rate: RMB800/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____

Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

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3. Check-in time: 14:00, Check-out time: 12:00. Non-guaranteed reservation will hold the room until 18:00.
4. If the guest is a "no show" on the arrival day, the hotel will charge the entire period of stay as the "no show" penalty.
5. Once you have submitted your Hotel Reservation Form to the organizer, a hotel booking confirmation will be sent to you either by fax or email. Credit card is required in guaranteeing the booking. All the payment for room rental and other charges occurred during your stay should be settled at check out with the hotel.

Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

虹桥金古源豪生酒店

Howard Johnson Hongqiao Airport Hotel Shanghai ★★★★★

(Address: No.1989 Huaxiang Road, Hongqiao, Shanghai, China)

Preference Room Rate:

☐ Deluxe Single Room RMB 638 NET (breakfast for one/two) ...the Number of needed room: _____

☐ Deluxe Twin Room RMB 638 NET (breakfast for one/two) ... the Number of needed room: _____

Guests List:

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

☐ Hongqiao airport (car) Rate: RMB 330/per way ☐ Pudong airport (car) Rate: RMB580/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____

Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

1. The organizer has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before 6th Mar. 2018 through Shanghai Ying Zhan Exhibition Service Co., Ltd to enjoy this offer.
2. Cancellation must be made in writing and **15 days** prior to arrival. **7 days** advance notice is required to modify a guaranteed reservation. Hotel will charge one night's room rate for late cancellations.
3. Check-in time: 14:00, Check-out time:12:00. Non-guaranteed reservation will hold the room until 18:00.
4. If the guest is a "no show" on the arrival day, the hotel will charge the entire period of stay as the "no show" penalty.
5. Once you have submitted your Hotel Reservation Form to the organizer, a hotel booking confirmation will be sent to you either by fax or email. Credit card is required in guaranteeing the booking. All the payment for room rental and other charges occurred during your stay should be settled at check out with the hotel.

Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

上海国展宝龙丽筠酒店

Radisson Exhibition Center Shanghai ★★★★★

(Address: No. 1550 Xinfu Middle Road, Qingpu District, Shanghai, China)

Preference Room Rate:

☐ Superior Single Room RMB 598 NET (breakfast for one/two) ...the Number of needed room: _____

☐ Superior Twin Room RMB 598 NET (breakfast for one/two) ... the Number of needed room: _____

Guests List:

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

☐ Hongqiao airport (car) Rate: RMB 400/per way ☐ Pudong airport (car) Rate: RMB650/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____

Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

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3. Check-in time: 14:00, Check-out time:12:00. Non-guaranteed reservation will hold the room until 18:00.
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Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____

2018 中国国际电子电路展览会

China International PCB & Assembly Show

March 20-22, 2018 国家会展中心 (上海)
National Exhibition and Convention Center (Shanghai)

Hotel Reservation Form

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

上海悦隆酒店

Shanghai Yuloon Hotel ★★★★★

(Address: No.6699 Zhongchun Road, Shanghai, China)

Preference Room Rate:

- ☐ Superior Single Room RMB 498 NET (breakfast for one/two) ...the Number of needed room: _____
- ☐ Superior Twin Room RMB 498 NET (breakfast for one/two) ... the Number of needed room: _____

Guests List:

Family name: _____	name: _____	Check in date: _____	Check out date: _____
Family name: _____	name: _____	Check in date: _____	Check out date: _____
Family name: _____	name: _____	Check in date: _____	Check out date: _____
Family name: _____	name: _____	Check in date: _____	Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

- ☐ Hongqiao airport (car) Rate: RMB 300/per way ☐ Pudong airport (car) Rate: RMB700/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

- ☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____

Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

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3. Check-in time: 14:00, Check-out time:12:00. Non-guaranteed reservation will hold the room until 18:00.
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Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____

Please send back to: cpcashow@ying-zhan.com or fax to: +86-21-54904537 **Before Mar. 06, 2018**

上海海维德酒店 Hiwade Hotel ★★★

(Address: No.555 HuaZhi Road, HuaXin Town, Hongqiao, Shanghai, China)

Preference Room Rate:

☐ Deluxe Single Room RMB 428 NET (breakfast for one/two) ...the Number of needed room: _____

☐ Deluxe Twin Room RMB 458 NET (breakfast for one/two) ... the Number of needed room: _____

Guests List:

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

Family name: _____ name: _____ Check in date: _____ Check out date: _____

* For group reservation, please attach the name list.

Airport Pick-up Service:

Arrival date: _____ Time: _____ The Flight No: _____

☐ Hongqiao airport (car) Rate: RMB 200/per way ☐ Pudong airport (car) Rate: RMB600/per way

* At most two persons and some baggage can be accepted. If you have other requests, please contact the organizer.

Hotel Reservation Guarantee:

☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: _____

Card owner name: _____ Card No.: _____ Card expiry: _____

Remarks

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3. Check-in time: 14:00, Check-out time:12:00. Non-guaranteed reservation will hold the room until 18:00.
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Company name (sealed) _____ Booth No. _____

Tel: _____ Fax: _____ E-mail: _____

Guest (signature) _____ Hand in date: _____