



**CPCA2021**  
SHOW

同期举办：上海国际水处理和洁净技术及设备展览会  
Extra Exhibition: International Water Treatment & Cleanrooms Exhibition

5G

# INTERNATIONAL ELECTRONIC CIRCUITS (SHANGHAI) EXHIBITION

## Exhibitor Manual

2021年7月7-9日  
JULY 7-9 2021

国家会展中心（上海）

National Exhibition and Convention Center (Shanghai)

主办单位 Organizers



承办单位 Event Manager



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

展览联络 Contact Us

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DEC 10 2020

Dear Exhibitors,

Welcome to International Electronic Circuits (Shanghai) Exhibition - CPCA SHOW 2021.

This year's exhibition will be held between JUL 7 to JUL 9 at National Exhibition and Convention Center (Shanghai). This manual will provide you with relevant information, including services, activities, conferences, the arrangement 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 as soon as possible 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](http://www.cpcashow.com)** for more information.

We wish you have great success!

E-mail: [cpcashow@ying-zhan.com](mailto:cpcashow@ying-zhan.com)

Tel: 021 5490 0077

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Wechat: e-dynasty



SHANGHAI YINGZHAN EXHIBITION SERVICE CO., LTD.

## Kindly Reminder

The exhibiting venue is Hall 7.1H and 8.1H of the National Exhibition and Convention Center (Shanghai) (333 Songze Avenue). Please enter the centre via East Entrance (GATE 18, 111 Laigang Rd) if you are self-driving.

## Booth Construction & Dismantling

Activity	Date	Time	Remarks
Booth Construction & Move-in			
Booth Construction	JUL 5 2021 (MON)	09:00-21:00	Overtime application must be submitted to the organiser and extra charge will apply
	JUL 6 2021 (TUE)	09:00-21:00	
Exhibits Move-in	JUL 5 2021 (MON)	10:00-21:00	
	JUL 6 2021 (TUE)	09:00-21:00	
Power, Air & Water Supply	JUL 6 2021 (TUE)	From 10:00 subject to the venue	
Cleaning & Security Inspection	JUL 6 2021 (TUE)	From 21:00	
Exhibiting & Visiting			
Exhibition Opening Dates	JUL 7 2021 (WED)	09:00-16:30	
	JUL 8 2021 (THU)	09:00-16:30	
	JUL 9 2021 (FRI)	09:00-15:30	15:30 Visitors last entry 16:00 Venue closed
Dismantling & Move-out			
Power, Air & Water cut-off	JUL 9 2021 (FRI)	16:00	Overtime application must be submitted to the organiser and extra charge will apply
Containers Move-in	JUL 9 2021 (FRI)	From 16:30	
Booth Dismantling	JUL 9 2021 (FRI)	17:00-22:00	



This manual includes information and details for your preparation for the exhibition. Please complete and send back the related application forms as soon as possible before the deadline so that your requirements can be fulfilled.

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### 1. Forms must be submitted by all Exhibitors

No.	Form Name	Deadline	To	Page
Form 1	Introduction in the Directory	JUN 10 2021	Ying Zhan Exhibition	63
Form 2	Exhibits	JUN 10 2021	Ying Zhan Exhibition	64
Form 3	Delegation	JUN 10 2021	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	JUN 10 2021	SYMA-EXPO	66

### 3. Forms should also be submitted by RAW SPACE Exhibitors (Single-Deck Height Limitation: 4.4m)

No.	Form Name	Deadline	To	Page
Form 5	Raw Space Contractor	JUN 10 2021	SYMA-EXPO	67

#### 4. Forms should also be submitted by Exhibitors building Booth of Two-storey Booth (Two-storey Height Limitation: 6.0m)

No.	Form Name	Deadline	To	Page
Form 7	Building Approval for Two-storey Booth Design	JUN 10 2021	Han Consulting & Exhibition	69

#### 5. Optional Forms

No.	Form Name	Deadline	To	Page
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Form 8	Exhibits for Sale	JUN 10 2021	Ying Zhan Exhibition	71
Form 9	Advisement & Sponsorship	JUN 10 2021	Ying Zhan Exhibition	72
Form 10	Seminar / New product technology conference	JUN 10 2021	Ying Zhan Exhibition	73
Form 11	Man Power	JUN 10 2021	Ying Zhan Exhibition	74
Form 12	Visa	JUN 10 2021	Ying Zhan Exhibition	75
Form 13	Visitor Info Collection (PDA)	JUN 10 2021	Ying Zhan Exhibition	76

### Section VII Hotel Reservation Page

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No.	Hotel Name	Deadline	To	Page
1	上海虹桥温德姆酒店 WYNDHAM Shanghai Hongqiao ★★★★★	JUN 10 2021	Ying Zhan Exhibition	78
2	上海悦隆酒店 Shanghai Yuloon Hotel ★★★★★	JUN 10 2021	Ying Zhan Exhibition	79

## 1. NAME, DATES & VENUE

**Name:** International Electronic Circuits (Shanghai) Exhibition 2021

**Extra Exhibition:** China International Water & Cleanrooms Exhibition 2021

**Dates:** JUL 7 to JUL 9, 2021

**Venue:** National Exhibition and Convention Center (Shanghai)

(333 Songze Avenue)(Please enter the centre via East Entrance GATE 18, 111 Laigang Rd if you are self-driving.)

## 2. SHOW MANAGEMENT

### Organiser:

China Printed Circuit Association (**CPCA**)

Hong Kong Printed Circuit Association (**HKPCA**)

### Exhibition Manager: 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 electronics manufacturing, water treatment, contamination control and hardware industries. We are the organiser of the annually held international event - International Electronics Circuit (Shanghai) Exhibition and the related seminars, which have a tremendous influence on the electronic industry. We also carry 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

Email: cpcashow@ying-zhan.com

QQ: 800055702

Fax: +86-21-54904537

Website: www.cpcashow.com

Wechat: e-dynasty

### Government Support

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	
<b>Rogers Worldwide (Hong Kong) Ltd.</b> 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	<b>Shanghai Expo Exhibition Services Co., Ltd.</b> Room 1803, Block A, New Century Plaza, No. 48 Xing Yi Road, Shanghai 200336 China Ctc: Ronny Fan / Marco Lung Tel: +86-21-6270 0003 Fax: +86-21-6270 0005 E-mail: info@rogerssha.com

#### Booth Contractor

Official Booth Constructor
<b>Shanghai SYMA-EXPO Ltd.</b> 3/F New Long March Business Building, 1263 Zhenbei Road, Putuo District, Shanghai 200333, P.R.C Ctc: Mr. Tim Gong / Lion Wang Tel: +86-21-6238 8811 - 151, 6238 8811-120 Fax: +86-21-6209 5166 Email: tim.gong@syma.com.cn / lion.wang@syma.com.cn Website: www.symaasia.com / www.syma.com.cn

**The reviewer of Two-storey Booth (Selection is required on the booth application form. Two-storey Booth has to be approved by the organiser.)**

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

#### Important note:

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

1. All booth building should limit within 4.4 meters (single deck) and 6 meters (two-storey) in 2021.
2. All special booth 4.4 meters below should be reviewed by the contractor **Shanghai SYMA-EXPO Ltd.**
3. All designs of the two-storey booth shall be submitted to the organiser via the booth application form, and then 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 centre accepting by **Shanghai SYMA-EXPO Ltd.**

#### Exhibition Venue

National Exhibition and Convention Center (Shanghai)
Address: 333 Songze Avenue, Shanghai Postcode: 201702 Tel: + 86-21-67008635 Fax: + 86-21-67008642 Website: www.cecsh.com

## 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 Line 2 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 kilometres away from Hongqiao Airport terminal and about 60kilometres 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 centre via East Entrance GATE18 111 Laigang Rd if you are self-driving.)

Parking spaces: 5050 in total (The temporary parking lot of North Plaza can provide about 2200 parking spaces for passenger cars; There are 50 parking spaces for buses and 300 parking spaces for small cars on the ground in the south district; There are 2500 parking spaces for passenger cars in the underground parking of Southern District)

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.

## 6. EXHIBITING HALLS



## 7. ACTIVITIES & MEETINGS

### Exhibitor Registration

Time	Shell Scheme Exhibitors 12:00 – 17:00 MON JUL 5 2021 09:00 – 17:00 TUE JUL 6 2021	Raw Space Exhibitors 10:00 – 17:00 MON JUL 5 2021 09:00 – 17:00 TUE JUL 6 2021
	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 present:

- ☒ The Copy of the Booth Confirmation      ☒ Your Name Card (of the company)  
☒ Your ID card or Passport

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 WED, JUL 15 2021  
09:00 – 16:30 THU, JUL 16 2021  
09:00 – 15:30 FRI, JUL 17 2021

### **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 for free. You are also recommended to login our website: [www.cpcashow.com](http://www.cpcashow.com) for on-line registration.

### **Special recommendations:**

We have opened the pre-registration system for visitors. Visitors can go through pre-registration procedures on the official website and Wechat before the exhibition, it saves your time. Please recommend the pre-registration service to the clients you invite; we hope that they will also have a better experience.

- 1. Pre-registration on the official website of the exhibition**  
Please remind the visitors you invite to register in advance on the official website of the exhibition [www.cpcashow.com](http://www.cpcashow.com) to save the waiting time on site.
- 2. Wechat pre-registration of exhibition**  
If the clients you invited use Wechat, they can scan QR code directly on the mobile phone in advance for pre registration, which is faster and more convenient.
- 3. Registration of the exhibition site**  
Visitors can use their business card or invitation letter to apply for the badge at the registration counter in the south entrance hall to gain free access to the exhibition.



### **Note:**

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](http://www.cpcashow.com) for clients' invitation.

## ■ Opening Ceremony

**Time:** 09:30 – 10:00 (WED), JUL 7 2021

**Venue:** National Exhibition and Convention Center (Shanghai)

The International Electronic Circuits (Shanghai) Exhibition 2021 will be on the stage on JUL 7 2021. Honoured guests, VIPs and organisations 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 WED, JUL 7 2021  
10:00 – 17:00 THU, JUL 8 2021  
10:00 – 12:00 FRI, JUL 9 2021

**Venue:** National Exhibition and Convention Center (Shanghai) (M702 Meeting Rooms)

The Seminars on PCB technology and development, and New product technology conference will be held together with CPCA SHOW 2021. You are welcome to attend them. For more details, please also see section 11 of this Manual or contact the organiser, **Shanghai YingZhan Exhibition Service Co., Ltd.** Welcome to visit our website: [www.cpcashow.com](http://www.cpcashow.com) and Wechat: e-dynasty for more information.

## 8. SCHEDULE

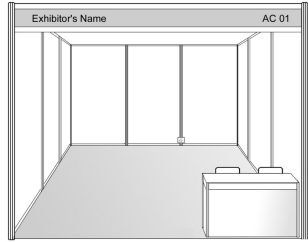
Date	Time	Details	Venue
<b>JUL 5</b> (MON)	10:00-17:00	Raw Space Exhibitor Registration	NECC - South Entrance Hall
	12:00-17:00	Shell Scheme Exhibitor Registration	NECC - South Entrance Hall
	10:00-21:00	Booth Construction & Exhibit Move-in	NECC – 7.1H / 8.1H Hall
<b>JUL 6</b> (TUE)	09:00-17:00	Exhibitor 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
<b>JUL 7</b> (WED)	09:30-10:00	Opening Ceremony	NECC
	09:00-16:30	Exhibiting & Visiting	NECC – South / West Entrance Hall
	13:00-17:00	Seminars New product technology conference	NECC – M702 Meeting Room
	13:00-17:30	International PCB Technology and Information Spring Forum 2021	NECC – M703 / M704 / M804 TBD*
<b>JUL 8</b> (THU)	09:00-16:30	Exhibiting & Visiting	NECC – South / West Entrance Hall
	10:00-17:00	Seminars New product technology conference	NECC – M702 Meeting Room
<b>JUL 9</b> (FRI)	09:00-16:00	Exhibiting & Visiting	NECC – South / West Entrance Hall
	10:00-12:00	Seminars New product technology conference	NECC – M702 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"> <li>● PCB Manufacturing</li> <li>● PCB Equipment</li> <li>● PCB Raw Materials And Chemicals</li> </ul>	<ul style="list-style-type: none"> <li>● Electronic Assembly Equipment</li> <li>● Electronic Assembly Materials</li> <li>● E-Manufacturing Services / Contract Manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>● Intelligent manufacturing technology and equipment</li> <li>● Environmental protection technology and equipment</li> <li>● Water Treatment Technology / Equipment</li> <li>● Cleanrooms Technology / Equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Various Electronic components and Applications</li> <li>● Instruments, optical instruments and tools</li> <li>● Research Institutes,</li> <li>● Associations, Media &amp; Information Consultation</li> </ul>

## 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"> <li>* space</li> <li>* fascia board</li> <li>* 2 folding chairs</li> <li>* 1 electric socket (220V)</li> <li>* carpet</li> <li>* 1 information counter</li> <li>* 1 wastebasket</li> <li>* 2 spotlights</li> </ul> <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 a 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 <sup>2</sup>	
<ul style="list-style-type: none"> <li>· Power, panel, carpet and furniture are excluded. Exhibitor needs to build the stand yourself.</li> <li>· Booth management fee charged by the venue provider is not included in the fare for space.</li> <li>· 30% surcharge will be added for a two-storey booth(s). The space of the upper floor should not be larger than the 50% of the base. <u>ALL two-storey booths must be approved during the booth application phase.</u></li> <li>· Construction of raw space should be no higher than 4.4m for Single Deck and 6m for two-storey building.</li> </ul>	

## ■ Remarks

### Exhibition Hall Technical Parameters

Exhibitors should be notified that the appropriate floor load is 3,500 kgs/sqm, and every freight gate is 8m(W) x 6.5m(H). Arrange your exhibits move-in correctly 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 the 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 centre 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 WED, JUL 7 2021  
10:00 – 17:00 THU, JUL 8 2021  
10:00 – 12:00 FRI, JUL 9 2021

**Venue:** NECC – M702 Meeting Room

**Cost:** RMB 6,600 / seminar

### Other information

<b>Duration</b>	45 minutes / seminar
<b>Audience</b>	100 people maximum
<b>Accessories</b>	● whiteboard ● microphone ● digital projector ● registration book ● indicator ● paper and pen ● drinking water
<b>Digital projector / Screen</b>	770 RMB / seminar

\* Find the Application Form for seminars (Form 10)

Please fill out Form 9 and send back before JUN 10 2021, 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: e-dynasty

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 a word document (\*.doc) and send to us in the attachment by email before JUN 10 2021.

## 12. ADVERTISEMENT & SPONSORSHIP

Thank you for your support for CPCA SHOW 2021! 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 great buying community. Your challenge is to drive more traffic to your booth --- to capture more awareness of the people of the profession.

**You are welcome to select the advertisement and sponsorship for CPCA SHOW 2021. With a tiny expense, you will stand out in the competition. Order your sponsorship now!**

### CPCA SHOW 2021 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 organisations home and abroad.*
- √ *It will be distributed to official and non-official trade and service organisations.*
- √ *It will also be distributed at KPCA Show, JPCA Show, EIPC Show, TPCA Show, India IPCA and IPC Show to the exhibitors and professionals on site in this year.*
- √ *Advertiser will get three 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				

### More Conspicuous Ads

Item	Location	Size (W×H)	Rate (RMB)
Visitor Badge	LOGO/picture, front	45mm×98mm	25,000 / 30,000 pieces
Visitor Badge	LOGO/picture, back	92mm×98mm	20,000 / 30,000 pieces
Badge LOGO	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
Company Logo on Floor Plan	Exhibition hall / Visitor Guide		1600 RMB
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 organiser.

For more information or other services, feel free to contact the organiser:

◆ **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](mailto:cpcashow@ying-zhan.com)

Website: [www.cpcashow.com](http://www.cpcashow.com) / [www.ying-zhan.com](http://www.ying-zhan.com)

Wechat: e-dynasty

### 13. VISA

It is a **Business Invitation** sent by the organiser.

Normally the organiser can send the exhibitor an invitation for your visa application free of charge. However due to the limitation of the epidemic situation, the specific epidemic prevention and control policy of the government shall prevail.

### 14. HOTEL RESERVATION

During the exhibition, hotels nearby the exhibiting venue will provide a favourable price for your accommodation. **Make sure you confirm the room(s) before JUN 10 2021. Due to a large requirement, you are suggested to reserve the hotel room(s) early.** The reservation will be subject to the real situation. For more information, please see Hotel Quotations and Reservation in the Manual.

#### ■ Procedure

1. Select Hotel → 2. Fill out the related Form → 3. Fax or email to the organiser →
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.cecsH.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 July is about 28-35 degree centigrade.

**Money:** Currency exchange is available both in the hotel and at the airport. The official the exchange rate is approximately USD 1 to RMB 6.62 by NOV 2010.

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

**Insurance:** Exhibitors and delegates are advised to affect their 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 bring a screwdriver to modify.

## 17. EXHIBITOR'S MEMO

- Is your passport valid?
- Have you applied for your visa?
- Have you applied the Badge for your personnel from the organiser?
- 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 workforces such as a translator or other personnel?
- Have you returned the form with some introduction to your company to the organiser?
- 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 2021



Date	Events	Venue
MAR 8 – 12	IPC APEX Expo	Online
JUL 7 - 9	CPCA SHOW	Shanghai, China
SEP 1 - 3	KPCA SHOW	Incheon, South Korea
MAY 4 - 6	SMT hybrid packaging	Nuremberg, Germany
MAY 26 - 28	JPCA SHOW	Tokyo, Japan
SEP 25 - 27	IPCA SHOW	Noida, India
OCT 20 - 22	TPCA SHOW	Taiwan, China
DEC 8 - 10	HKPCA SHOW	Shen Zhen, China

\*The date is subject to the official announcement of the exhibition.

For more information or other services, feel free to contact the organiser:

### 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

Email: [cpcashow@ying-zhan.com](mailto:cpcashow@ying-zhan.com)

Fax: +86-21-54904537

Website: [www.cpcashow.com](http://www.cpcashow.com)

Wechat: e-dynasty

## 1. EXHIBITING ZONE & BOOTH ALLOCATION

### ■ Exhibiting Zone

This show will be divided into several zones:

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

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

### ■ Allocation Principles

The general floor plan will be arranged by the organiser. The right of finalising the exhibiting zone and the number of booths are reserved.

Applicants for more booths and space will be given priority. In case of the requirement of the same number of booths or space, the order is decided by 'first come first serve'. If the above conditions are the same, it shall be arranged according to the time sequence of deposit payment; if the exhibition space is the same, the order of booth selection shall be determined according to the registration time.

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

## 2. EXHIBITOR

Exhibitors are prohibited to transfer, sub-lease or exchange their booths allotted to them to other parties without the organiser's permission. Exhibiting of any items unrelated to the exhibition is strictly prohibited. To guarantee all exhibitors' interest, the organiser 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 organiser 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 is strictly prohibited. The Organizer is entitled to quit the violator's exhibiting. The entire paid participation fee is not refundable. The exhibitor will receive punishment by the 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 organiser 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 also advised 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 organiser and the venue owners not liable concerning 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 organisers 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 non-combustibles entirely with a burning diffusion rate not lower than Class 2 as required both by the national and local fire-control regulations of Shanghai.

Any behaviour which could hamper the regular 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 the 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 the 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 neighbouring 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 before 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.neccsh.com/cecsh/watchexhi/applicationflow.jspx>

### ■ 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 the the 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 guidelines mentioned above. 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, etc.). Operators without certificates are not allowed to work. All applicable operation rules and procedure must be strictly obeyed. Any peccancy operation and supervision are strictly forbidden.

## ■ Rules of Examination of Booths Construction Plan

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:

Shanghai SYMA-EXPO Ltd must examine all design drawings for special booths with a height of less than 4.4. Booth height is limited to 4.0m if the booth is located in the standard booth area.

All designs of the 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 centre by informing Shanghai SYMA-EXPO Ltd.

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

## ■ Hanging Points on the Ceiling

Please contact SYMA-EXPO for more information. (+86 - 21 - 62388822-151)

## ■ Overhead Work

Operators who are engaged in overhead work (height≥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 and 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. 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 organisers should apply to the Centre for permission in advance.

A 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 of aluminium wires. As to the configuration of wires, the 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 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,

- No open fire or combustible gas is allowed to be used in the Centre.
- No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the hall. The radioactive substance shall not be brought into the Centre.
- 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 organiser.
- Toxic wastes must be sealed in suitable containers with clear markings and must be handled according to the relevant government rules governing waste disposal.
- No smoking is allowed in the 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, hazardous 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 sustained 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 adequately 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/m<sup>2</sup>. If there is any vertically vibrating part in the exhibit operation, the floor mentioned above 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 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 aluminium wires are strictly prohibited.
- The connection of wires should be firm and tightened with standardised 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 a 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 hazardous materials should be adopted. In case some flammable materials are necessary for 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.
- A 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 connected 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 was 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 occupies fir-control passages, or public areas will be under penalty of a fine.
- All the design drawings of the 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 permission, any building will be stopped and not allowed by the organiser 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.necssh.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

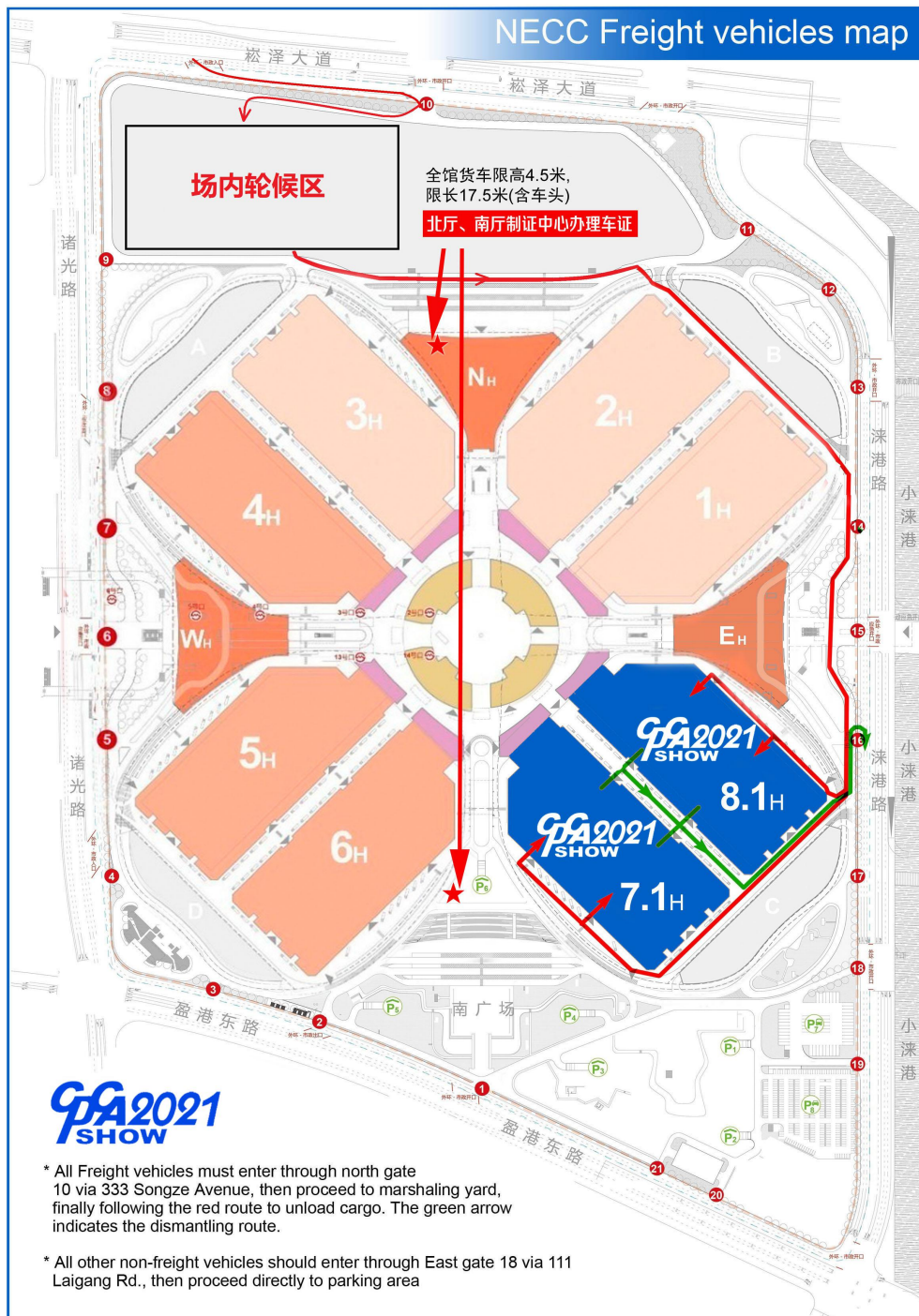
- 1, fill in the form of vehicle license
- 2, produce the necessary payment credentials
- 3, pay 300 yuan deposit and 50 yuan service charge to receive a card
- 4, entering and leaving the unloading area by using the card billing system
- 5, refund deposit by using the card
- 6, Location: North Square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

### 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 organiser 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 specific penalty.



## 1. TRAFFIC GUIDING MAP



Rush hour in Shanghai is 7:30-9:30 in the morning, and 4:30-6:30 p.m.

Please visit the "download centre" on our official website "[www.cpcashow.com](http://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 centre 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) The deposit will be refunded in full value for parking time within 1.5 hours. 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 from that place. Illegal parking vehicles or storage of goods will be towed away or removed, the costs incurred by the carrier or the owner.

g) When loading and unloading cargoes, take adequate 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 by 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: Ronny Fan / Marco Lung 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 person other than the one mentioned above 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.

**INTERNATIONAL ELECTRONIC CIRCUITS  
(SHANGHAI) EXHIBITION  
SHANGHAI, P.R. CHINA  
JUL 7-9 2021**

**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

**INTERNATIONAL ELECTRONIC CIRCUITS  
(SHANGHAI) EXHIBITION  
SHANGHAI, P.R. CHINA  
JUL 7-9 2021**

**IMPORTANT NOTICE**

Dear Exhibitor,

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 is 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 **3 JUNE 2021**.  
**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 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,

Frank Chen  
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 **INTERNATIONAL ELECTRONIC CIRCUITS (SHANGHAI) EXHIBITION**. Exhibitors and their agents are therefore requested to consult with us over any matter concerning the forwarding of exhibits to Shanghai.

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: Frank Chen  
E-mail: info@rogerssha.com

Rogers Worldwide (Hong Kong) Ltd  
Unit C, 9/F, Nathan Commercial Bldg.,  
430-436 Nathan Road, Kowloon, Hong Kong  
Tel : 852-2111 1151  
Fax: 852-2111 1150 / 52  
Ctc: Ronny Fan/Marco Lung  
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:-

### **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 : Ryan Song  
c/o The 30<sup>th</sup> Int'l Electronic Circuits (Shanghai) Exhibition  
USCI: 913101187293582508

**\* According to the current Customs regulations, all incoming airfreight shipments must issue both a MAWB & HAWB with USCI codes. Failure to comply with this new compulsory regulation will cause delays, incur additional costs, and we may not be able to clear your shipment in time for opening.**

**\*A clear product description must also be stated in both master and house AWBs. "Exhibits" is not acceptable!**

**AIRFREIGHT** - House Airway bills must be provided, consigned as follows:

MAWB (Master)  
SHANGHAI THREE STAR AIRCARGO CO.,LTD  
TE 0086-21-68354476  
ATTN:SHEN YAN  
c/o The 30<sup>th</sup> Int'l Electronic Circuits Exhibition  
USCI:91310109780587091W

HAWB (House)  
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: Ryan Song  
c/o The 30<sup>th</sup> Int'l Electronic Circuits Exhibition  
USCI:913101187293582508

**\* Please note that any shipment not consigned to the above will cause a delay in customs clearance and turn an additional handling charge will be levied for rectification of same. (Please refer to Page 44, point 45 of our tariff section)**



### 3. CARGO DEADLINES

\* Exhibits in Hong Kong

- |                                     |                   |
|-------------------------------------|-------------------|
| - for forwarding to Shanghai by Sea | - 8-10 June 2021  |
| - for forwarding to Shanghai by Air | - 10-12 June 2021 |

\* Exhibits from abroad to Shanghai direct

- |   |                   |
|---|-------------------|
| - By Seafreight to Shanghai Port<br>(Full containers & LCL) | - 22-24 June 2021 |
| - By Airfreight to Shanghai Airport                         | - 22-24 June 2021 |

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 the destination is CY/CY, and
- ❖ That exhibitor must inform the shipping line that the container is to be onforwarded to exhibition site and will only be returned to container depot after the exhibition opens. If exhibitors intend to keep the container at the fairground for the return shipment, they have to liaise with the shipping line at the port of loading to rent the container for the 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 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.

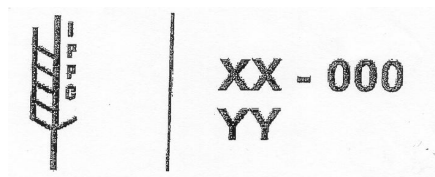
Please complete this document in English and send them to Rogers Worldwide (HK) Ltd, to arrive no later than 10 days before the arrival of your goods in Hong Kong or China. The cost of translating invoices into Chinese will be billed to you together with the freight and handling charges.

### 6. FUMIGATION REQUIREMENTS

With effect from 1 January 2006, fumigation must be arranged in the country of origin before 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. A unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organisation (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



To support the treatment, exhibitors must also produce their 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 sea freight shipments).

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

To:  
Name of exhibitor  
Stand Number  
Name of the exhibition  
c/o Rogers Worldwide

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilising wooden packing) cases, have been purified at xxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxxx (state the exact Registered Fumigation Number, i.e. XX-000 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 letterhead, signed with authorised 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 & PRE ADVICE

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

### A) Shipping Pre advice

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 other 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 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 before the arrival of the vessel.

Airfreight - 48 hours before the arrival of the flight.

## **B) Document Distribution - Seafreight**

\* Exhibits despatched directly to China

Please courier one set of original B/L's to our office in Shanghai no later than three days before the 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 allows exhibitors to take the hand-carried items to the exhibition centre, exhibitors should register the exhibits with the organiser's Chinese counterpart. Exhibitors with exhibits borrowed from local organisations should also register details of these items with organiser'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 progress and should arrive with Rogers Worldwide no later than 45 days before the opening of the 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 shipment's 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.

Also, 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 the 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 can provide the carrier with the "material safety data sheet" and recognised 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.

To avoid any problems, we would strongly suggest that you remove any batteries contained in your products before 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 ensure 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 over 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 assist our on-site operations better. 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 massive 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 30<sup>th</sup> Int'l Electronic Circuits Exhibition, 7-9 JUL 2021, National Exhibition and Convention Center, Shanghai**

c/o Rogers Worldwide (HK) Ltd

Nett Weight	kg	Exhibitor
-------------	----	-----------

Gross Weight	kg	Stand No.
--------------	----	-----------

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 showground 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 to unpack or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitor's 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 from that place.

## 17. 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. 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 the 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 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.

## 18. 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, before delivery to stand.

Outward: Upon presentation of the invoice/before the return of exhibits to the 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: # HSBCHKHCHKH**

**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 the owner's risk and otherwise by our terms & conditions of trading, (see the 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 up to 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 the 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)
If a 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

#### By Air

From the arrival of 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. Customs Bond Handling Fee

Customs Bond Fee will be levied for temporary import shipment without ATA Carnet. If Customs bond is arranged by Rogers on behalf of the exhibitor as per exhibitor's written request for temporary import, a Customs bond handling fee applies to the exhibitor at 1% of CIF value for 1 month, min. RMB 900.00 per month per exhibitor

## 7. 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 the exhibition site to delivered booth including unpacking and storage of empty packing cases	RMB 120.00/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 the close of the 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

## 8. Hall Management Fee

Hall Management Fee	RMB 50.00/cbm (Minimum charge 1 m3 per exhibitor per consignment)
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## 9. Translation of Invoices

Translation of list of exhibits	RMB 42.00 per page
Input Data Fee	RMB 45.00 per page (Min. RMB 180.00)

## 10. Hand Carried Items Arriving at Shanghai Airport

Removal & clearance from Airport customs of detained hand-carried items	RMB 4,500.00 per shipment per exhibitor
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## 11. 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)

## 12. 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)

Workforce	
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)

## 13. Oversized 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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## 14. 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".

#### 15. 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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#### 16. Additional Charges

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

#### 17. 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 cranage 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.

#### 18. Disposal Handling for Abandoned/Consumed Item

Customs formalities	RMB 700.00 per exhibitor per consignment
Disposal charges for abandoned cargo	As per outlay
Customs Duty & Tax	As per outlay, approx. 36% of CIF VALUE + 10% prepaid commission (CIF value subject to Customs final assess)

#### 19. Storage in Shanghai Sea Ports or Airport from arrival to move-in date & from move-out to depart date

By Sea - LCL Shipment	RMB 20.00/ day/cbm (Min. RMB 200.00)
By Sea - FCL Shipment	RMB 150.00/20'GP/day
	RMB 300.00/40'GP/day
By Air	RMB 2.00/10kg/day (Min. RMB 200.00)

#### 20. Customs Random Inspection Fee for both inbound/outbound movement

Will be as per outlay

#### 21. Demurrage charges of the container at Shanghai port

Container	1-7 days	8-15 days	16-20 days	Over 21 day
20'	Free	RMB 100.00/day	RMB 200.00/day	RMB 400.00/day
40'	Free	RMB 180.00/day	RMB 360.00/day	RMB 720.00/day
Open-top	1-7 day	8-15 day	16-20 day	Over 21 day
20'	Free	RMB 120.00/day	RMB 240.00/day	RMB 480.00/day
40'	Free	RMB 250.00/day	RMB 500.00/day	RMB 1000.00/day
Flat Rack	1-4 day	5-10 day	11-20 day	Over 21 day
40'	Free	RMB 610.00/day	RMB 920.00/day	RMB 1850.00/day
High-cube	1-7 day	8-15 day	16-20 day	Over 21 day
40'	Free	RMB 200.00/day	RMB 400.00/day	RMB 800.00/day

## **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 the 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)
- \* Magnetism Inspection Fee for airfreight return: RMB 1.50 per kg (min. 100 kgs) plus handling fee RMB 1000.00 per shipment. As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker, etc., we will bill magnetism inspection fee if the detection and protection are incurred.
- \* Telex Release handling charge – RMB 700.00 per B/L
- \* 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 before our last receiving date for inbound goods, and 7 days after arriving 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 it's 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 1500.00 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 (from now on refer to as “the Depositors”) at this moment 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, affect the 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 while 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, lightning, earthquake, explosion, vermin, white ants, unprotected or insufficiently protected casting or machinery, defective or inadequately 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 or 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 the owner's risk, and otherwise, by our terms and conditions of trading, a copy is available upon request.

### 3) TERMS OF PAYMENT

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

Outward: Upon presentation of the invoice/before returning 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 ensure 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 in writing and/or by conduct, implies acknowledgement and acceptance of the Standard Trading Conditions and the preceding terms numbered 1, 2, 3 and 4 above.

**For: The 30<sup>th</sup> Int'l Electronic Circuits Exhibition / 7-9 JUL 2021  
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

### INTERNATIONAL ELECTRONIC CIRCUITS (SHANGHAI) EXHIBITION SHANGHAI, P.R. CHINA 7-9 JUL 2021

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 **1<sup>st</sup> July 2021** 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 30<sup>th</sup> Int'l Electronic Circuits Exhibition.

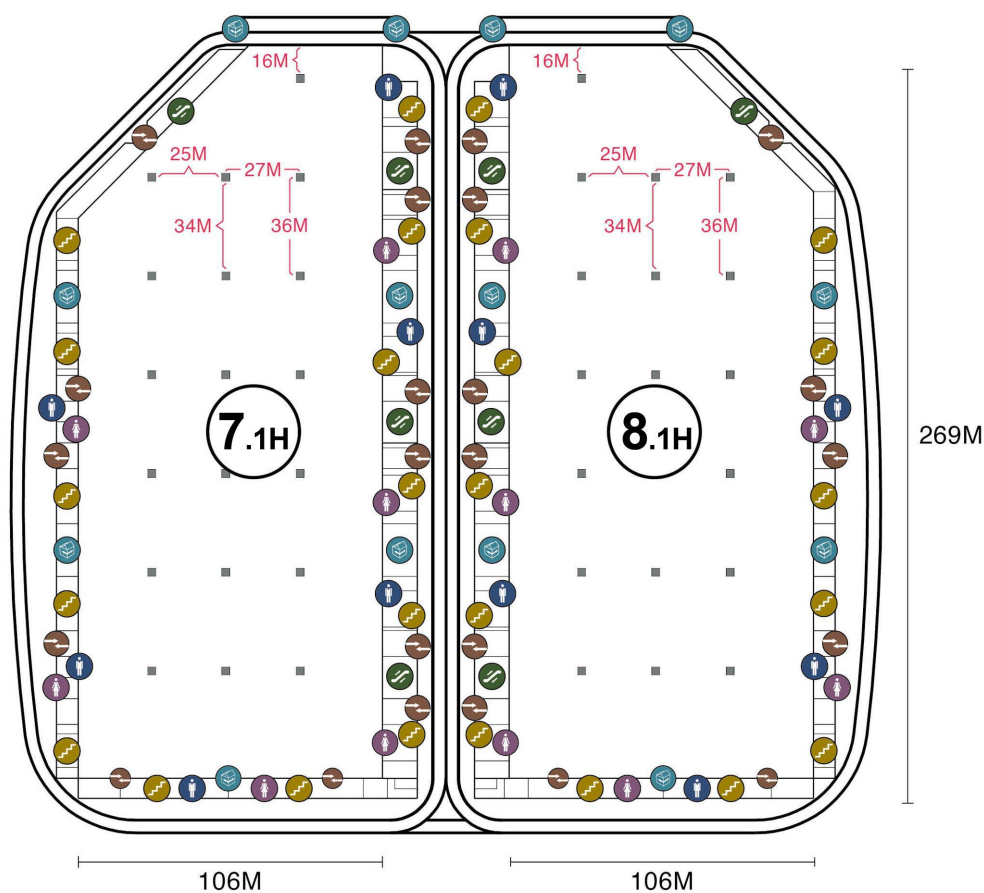
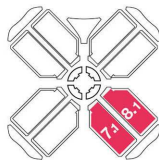
Yours truly,  
Rogers Worldwide (HK) Ltd.

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 (15mx6.5m)  
出入口 柱子 (1.8m × 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×269米	300LX	10531千瓦	27米 x 36米	12米	26867平方米	3.5T/m <sup>2</sup>	双层展馆一层
Hall 8.1	106米×269米	300LX	10531千瓦	27米 x 36米	12米	26193平方米	3.5T/m <sup>2</sup>	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,  
Tel: +86-21-6238 8811 \*151  
Fax: +86-21-6209 5166  
Email: tim.gong@syma.com.cn  
Website: www.symaasia.com / www.syma.com.cn

## 3. SCHEDULE

### Construction and Move-in

10:00-21:00, JUL 5, 2021, Booth construction, Exhibits move-in  
09:00-22:00, JUL 6, 2021, Booth construction, Exhibits move-in  
after 21:00, JUL 6, 2021, Venue cleaning and security inspection

### Exhibiting and Visiting

09:00-16:30, JUL 7, 2021  
09:00-16:30, JUL 8, 2021  
09:00-15:30, JUL 9, 2021

### Dismantling and Move-out

16:00-22:00, JUL 9, 2021

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 organiser 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 invoices to you when they received the order form of the main power supply. If not received any reply, please contact;

Overtime work shall be applied to the organizer in writing. Please apply for overtime work at exhibitor service center before 3pm every day and making payment. Only cash will be collected on site. There will be a 50% rush charge after 3 p.m.

Please ensure that the covers of the utility holes on the floor can be open during the whole exhibition; 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 the box) are required to connect one exhibitor's distribution box. This box must be with the leakage protector and the original cover. The electrician 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 brings 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. Organiser and the official contractor will try to coordinate. But, if the above situation happens, 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.

Overtime work shall be applied to the organizer in writing. Please apply for overtime work at exhibitor service center before 3pm every day and making payment. Only cash will be collected on site. There will be a 50% rush charge after 3 p.m. **Overwork Management Fee (min 1h)**

Time	Date	Duration	RMB/hour
Move-in	JUL5-6 2021	22:00-08:00	RMB2600
		08:00-09:00	RMB1300
Move-out	JUL 9 2021	22:00-24:00	RMB5200
	After JUL 9 2021	0:00-8:00	RMB5200
		8:00-22:00	RMB2600
		22:00-8:00	RMB5200

The 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, the 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. LABOURS' 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 before 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](http://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 CONSTRUCTION

- Company name or logo on the back walls or side-walls of the neighbouring booth/space are not allowed. Any structure or board for exhibiting should be at least 1.5 meters apart from the neighbouring 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 for the organiser, 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. A 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 a 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, NECC. Their qualifications shall be checked by the venue before the exhibition. If they are up to standards, the contractor should pay **28 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 a two-storey booth. The exhibitor will be charged by 30% of the total rental 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 neighbouring booth. In case the view of other booth/space is obstructed by your walls, the organiser 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 JUL 6. If not, the official contractor will cover your backside. The charge of RMB100/sqm will be deducted from your deposit.**
- The part of the back wall exceeding the lower neighbouring should be made smooth and painted with white dope or paint. That part can reasonably be used by its neighbour.
- No hanging is allowed in the halls.
- For the power supply, the distribution box should be jointed and correctly 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 organiser 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 sends 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:** < 100 m<sup>2</sup> RMB 6000/booth; ≥ 100 m<sup>2</sup> RMB 10000/booth; Methods of payment: money transfer

## 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 it 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 behaviour which could hamper the regular 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 unrecognisable. 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, rigid polystyrene 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 the hall. Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

### 6) Safety helmet

Every personnel should wear a 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 the 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 the exhibition stand are required to be submitted to the organiser 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 organiser. 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 organiser. 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 is 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 applicable 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 a full-time onsite 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 organiser will take measures.

### 13. INSURANCE

All exhibitors are required to ensure 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](http://www.yzerm.com)

Navigation bar select "Exhibition Insurance" --- select "online service" --- select "(National Exhibition and Convention Center - Shanghai) 2021 International Electronic Circuit (Shanghai) 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 **JUN 10, 2021**.
  - 2) The 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 would receive an invoice from the official stand contractor for sales confirmation if an order were placed. No reply from exhibitor will be assumed 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) The socket is for Exhibits only  
Any power points 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 aluminium 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  
Aluminium 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

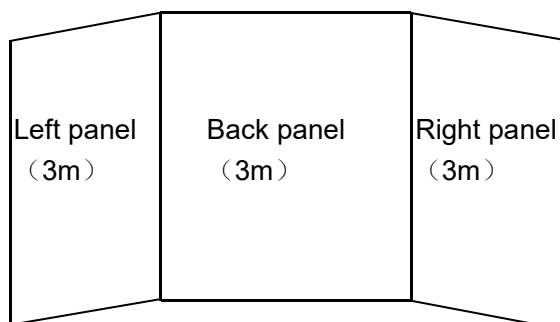
NO	ITEM	Sqm					
		9 m <sup>2</sup>	12 m <sup>2</sup>	15 m <sup>2</sup>	18 m <sup>2</sup>	27 m <sup>2</sup>	36 m <sup>2</sup>
1	100W spotlight	2	3	3	4	6	8
2	5A/220Vsocket	1	1	1	2	3	4
3	Information counter	1	1	1	2	3	4
4	Leather chair	2	2	3	4	6	8
5	Waste paper basket	1	1	1	2	3	4

## 15. EXHIBIT LAYOUT

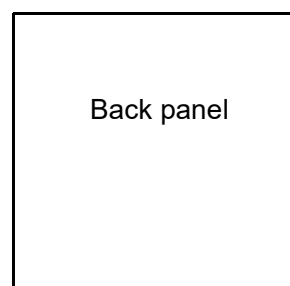
Exhibitor Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

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


A. FRONT ELEVATION



B. VERTICAL VIEW



C. Sketch symbol


Fluorescent Light 

Spot Lights 

3 Phase Power 

Telephone 

Water Point 

Compressed Air 

Power Socket 

Fascia 

## CONDITIONS

The conditions for rental of furniture and electrical installation are:

1. All items ordered are on a 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 stabiliser to cater to voltage fluctuation.
4. Exhibitors have to bring their 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 an 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 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 the 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, 120**

**Fax: +86-21-6209 5166**

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

Please send back to: SHANGHAI SYMA-EXPO LIMITED

Deadline: JUN 10 2021

## 16. FURNITURE RENTAL(SYMA)

### SHANGHAI SYMA-EXPO LIMITED

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

Tel: +86-21-62388811\*151,120 Fax: +86-21-62095166

E-mail: [tim.gong@syma.com.cn](mailto:tim.gong@syma.com.cn) / [lion.wang@syma.com.cn](mailto:lion.wang@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	FREE STANDING LITERATURE RACK	140.00		
		WASTE PAPER BASKET	10.00		
		POTTED PLANT (800mm H)	150.00		
TOTAL:					

### PAYMENT:

- 1) All orders must be accompanied with full payment either:
  - i) Cash; or
  - ii) telegraphic transfer to our a/c no. (RMB)31646300008042677, (Bank of ShangHai - Changning Branch, Shanghai)
- 2) 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.
- 3) All standard equipment is on a rental basis, and can not change to other items. Syma will not make the refundment if cancelling the order within two weeks before show open.
- 4) All the sockets in the standard booth are 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.
- 5) 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.
- 6) 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 hang an overweight exhibit, please ask SYMA to reinforce and charge some fee. Exhibitors will take responsibility for himself if hanging overweight exhibit without permission and damage.
- 7) After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice.  
Lease contact with SYMA if you haven't received an invoice within three days.

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

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Tel / Fax: \_\_\_\_\_



Please send back to: SHANGHAI SYMA-EXPO LIMITED

Deadline: JUN 10 2021

## 17. ELECTRICITY, WATER & AIR RENTAL

### SHANGHAI SYMA-EXPO LIMITED

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

Tel: +86-21-62388811\*151,120

Fax: +86-21-62095166

E-mail: [tim.gong@syma.com.cn](mailto:tim.gong@syma.com.cn) / [lion.wang@syma.com.cn](mailto:lion.wang@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 for lighting	1,720.00		
	EM33	30A / 380V 3/P main power for lighting	2,380.00		
	EM34	60A / 380V 3/P main power for lighting	3,325.00		
	EM35	100A / 380V 3/P main power for lighting	5,570.00		
	EM32-1	15A/380V 3/P main power for machine	1,720.00		
	EM33-1	30A/380V 3/P main power for machine	2,380.00		
	EM34-1	60A/380V 3/P main power for machine	3,325.00		
AIR- COMPRESSOR	EM35-1	100A/380V 3/P main power for machine	5,570.00		
	FA01	<=0.4m³/min, pressure:8bar	4,330.00		
	FA02	<=0.9m³/min, pressure:8bar	5,920.00		
	FA06	1-1.5m³/min, pressure:8bar	7,200.00		
WATER SUPPLY	FA07	Water for booth	2,900.00		
	FA09	Water for machine use	3,200.00		
OTHERS	EL11	LDD TELEPHONE	900.00		
	EL12	IDD TELEPHONE + REFUNDABLE DEPOSIT RMB5000.00	3,000.00		
	EL13	Internet, 10M	4,400.00		
	OT01	Hall management fee, per sqm	28.00		
	OT02	Overtime charge, 18:00-22:00 (From JUL 6 to JUL 10. Please submit your order to SYMA before 15:00. Otherwise, there will be 50% surcharge.)	1300.00		
	OT03	Overtime charge, 22:00 - next 08:00 (From JUL 6 to JUL 10. Please submit your order to SYMA before 15:00. Otherwise, there will be 50% surcharge.)	2600.00		
			<b>Grand Total:</b>		

### PAYMENT:

1) All orders must be accompanied with full payment either:

i) Cash; or

ii) telegraphic transfer to our a/c no. (RMB)31646300008042677. (Bank of Shanghai - Changning Branch, Shanghai)

2) 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. Syma will not make the refundment if cancelling the order within two weeks before move-in.

3) 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 used should be separated. Please special apply the 24H power if you need.

4) All the sockets in the standard booth are 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.

5) 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 not be allowed.

6) Exhibitors with very sensitive equipment are advised to bring their stabiliser to cater to voltage fluctuation. Exhibitors have to bring their 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.

7) We will deduct the telephone fee from your IDD and DDD deposit and pay back the remain within one month after the show.

8) After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Meantime, please reply the invoice information form to Syma by fax or email for taking a formal receipt. Please contact with SYMA if you haven't received an invoice within three days.

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

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Tel / Fax: \_\_\_\_\_

### 1. **Organiser's on-site Office**

The organiser 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 Communication**

Other telecommunications 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).

### 4. **Manpower**

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

### 5. **Visa**

At present, due to the limitation of the epidemic situation, the specific epidemic prevention and control policy of the government shall prevail. Please consult the organizer for more information.

### 6. **Hotel Reservation**

Fill in the Reservation form and fax or email before JUN 10 2021 directly to the organiser, 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>

### 7. **Exhibitor's Badge**

When applying for exhibitor's badge, please fill in all information correctly and in real name, including company name, product classification, name, gender, position, mobile phone number, ID card or passport number. After being approved by the system, badge will be processed for exhibitor's representative. In order to save your precious time, please fill in and check carefully before submitting to the organizer.

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

### 8. **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.

#### **9. Seminar / New product technology conference**

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

#### **10. Cleaning and Security**

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

#### **11. Other Conferences & Business**

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

#### **12. Meeting Room Rental**

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

#### **13. Touring Service**

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

## Important Notice

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	JUN 10 2021 (THU)	Ying Zhan Exhibition	63
Form 2	Exhibits	JUN 10 2021 (THU)	Ying Zhan Exhibition	64
Form 3	Delegation	JUN 10 2021 (THU)	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	JUN 10 2021 (THU)	SYMA – EXPO	66

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

No.	Form Name	Deadline	To	Page
Form 5	Raw Space Contractor	JUN 10 2021 (THU)	SYMA – EXPO	67

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

No.	Form Name	Deadline	To	Page
Form 7	Building Approval for Two-storey Booth Design	JUN 10 2021 (THU)	Han Consulting & Exhibition	69

## 5. Other Optional Forms

No.	Form Name	Deadline	To	Page
Form 6	Suspension point Service	JUN 10 2021 (THU)	Ying Zhan Exhibition	68
Form 8	Exhibits for Sale	JUN 10 2021 (THU)	Ying Zhan Exhibition	71
Form 9	Advisement & Sponsorship	JUN 10 2021 (THU)	Ying Zhan Exhibition	72
Form 10	Seminar & New Product Technology Conference	JUN 10 2021 (THU)	Ying Zhan Exhibition	73
Form 11	Man Power	JUN 10 2021 (THU)	Ying Zhan Exhibition	74
Form 12	Visa	JUN 10 2021 (THU)	Ying Zhan Exhibition	75
Form 13	Visitor Info Collection (PDA)	JUN 10 2021 (THU)	Ying Zhan Exhibition	76

## 6. Hotel Reservation Forms

No.	Hotel Name	Deadline	To	Page
1	虹桥温德姆酒店 WYNDHAM Shanghai Hongqiao ★★★★	JUN 10 2021 (THU)	Ying Zhan Exhibition	78
2	上海悦隆酒店 Shanghai Yuloon Hotel ★★★★	JUN 10 2021 (THU)	Ying Zhan Exhibition	79

## 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	_____



## Exhibits (Form 2)

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

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 \_\_\_\_\_

## Delegation (Form 3)

When applying for exhibitor's badge, please fill in all information correctly and in real name, including company name, product classification, name, gender, position, mobile phone number, ID card or passport number. After being approved by the system, badges will be processed for exhibitor's representative. In order to save your precious time, please fill in and check carefully before submitting to the organizer. Every nine 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 according to this form; please fill this form carefully.

**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](http://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	Phone
		PCB Manufacturer	Equipm ent	Raw Material	Others				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

\* Use extra paper or duplicate the form if necessary.

Exhibitor \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Filled by \_\_\_\_\_ Position \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Date \_\_\_\_\_

## 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 "logotypes" or unique 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. The abbreviation may be adopted, such as "Ltd." for Limited.

Please send back to:

**Shanghai SYMA-EXPO Ltd.**

Contact : Mr. Tim Gong / Mr Lion Wang

Tel : +86-21-6238 8811\*151

Fax : +86-21-6209 5166

Email: tim.gong@syma.com.cn / lion.wang@syma.com.cn

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

## 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 organiser.**

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

1. Technical drawings of the stand, including perspective drawing, elevations and layout of specifications such as materials, dimension and electricity.

2. Copy of the contractor's Business License (registered three years or more); copies of the Certificates for electric operators. (Valid, and the Certificates shown on site must comply with the herein submitted ones.)

3. Signed and sealed forms of **NECC (Shanghai) safety responsibility** and the "**Safety Construction Guide.**"

4. Audit opinion of all two-storey stands or roof structures will exceed 50% of the exhibition area. (Published by Han Consulting & Exhibition Co., Ltd.)

5. All exhibitors must purchase an individual booth liability insurance, and submitted to the organiser and the designated contractor for the record.

**\* Please note: Limited booth height of 4.4 m (limitation 4m apply to the booth in the standard booth area)**

**\* In the event of any occurrences caused by a 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 site or the organiser is not liable for the occurrences.**

Stand design / construction information :( please mark √)

☐ 1. Single deck 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:
Authorised 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 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 \_\_\_\_\_

## Suspension point Service (Form 6)

### Information

Exhibitor Name :		Contractor Name :	
Booth No :	Booth Sqm. :	Booth Heigh:	Raw Space :Y/N
Contact Person :	Tel :	The top edge of the hanging structure :	
Chop :	Date :		

Please contact the official contractor for the detail suspension notice.

Please complete the hanging drawing approval before submitting a suspension point rental form. All the rental items could not be changed after the deadline.

No.	Item	Description	Unit	Unit price (RMB)	Qty	Total	Remark
C01	Hanging Point	Hanging Point	No.	3000			
C02	hand operated chain hoist	15-meter chain 1 ton	Set.	450			
C03	hand operated chain hoist	25-meter chain 1 ton	Set.	680			
C04	electric chain hoist	15-meter chain 1 ton	Set.	1800			
C05	electric chain hoist	25-meter chain 1 ton	Set.	2250			

Remarks :

- 1 · All the chain hoist provided from the venue.
- 2 · The top edge of the suspended independent structure shall be less than 9 m.
- 3 · The load-bearing of each hanging point shall be lighter than 150KG.
- 4 · The suspension structure should be split if using 6 nos. or more then 6 nos. hanging point.
- 5 · The service for the hanging point is included rental and installation.
- 6 · The service for the chain hoist is included rental and installation.
- 7 · No suspension hanging point application will be accepted after the deadline.

## Building Approval for Indoor Two-storey Booth Design (Form 7) (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 2<sup>nd</sup> Floor Area: \_\_\_\_\_ SQM Estimated Max Load Capacity of 2<sup>nd</sup> 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 <b>re-inspection</b>, 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 the digital file) of the following documents must be submitted to the assigned examiner **together with the form of the front page before JUN 10 2021 (THU).**

**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 the 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 organiser reserves the right to prevent the installation by such exhibitors/contractors in the scope of the exhibition centre.**

proceed to the 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 JUN 10 2021 (THU). 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 a late 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 organiser, 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 organiser.

Apparent and valid 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	_____

## Exhibit for Sale (Form 8)

☐ I wish to sell my exhibits during the exhibition.

The organiser is not responsible for the selling of exhibits but may help by editing and sending the related material to potential buyers. Exhibitors, please forward five 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	_____

## Advertisement & Sponsorship (Form 9)

### 1 CPCA SHOW 2021 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 organisations home and abroad.
- ☒ It will be distributed to official and non-official trade and service organisations.
- ☒ 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 three 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	20,000 / 30,000 pieces		
Badge LOGO	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		
Company Logo on Floor Plan	Exhibition Hall / Visitor Guide		1600 RMB		
Visitor Guide insert ad	Colorful insert	175mm×140mm	9,000/50,000 pieces		
				In total (RMB)	

#### • Remark

1. Printing method: offset lithography. Please provide a 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 JUN 10 2021 (THU) to cpcashow@ying-zhan.com

#### • Payment

Once the ad layout is confirmed, the organiser 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 \_\_\_\_\_

## Seminar & New Product Technology Conference (Form 10)

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. Whiteboard, digital projector, microphone, registration book and direction board will be provided. The organiser will facilitate the meeting room with ball pens, paper and water based on a maximum audience of 50 people free. The rental fee of digital projector and projection screen is 770 REM / set.

You will be informed of the Notice of Acceptance. Please kindly submit the abstract and thesis in a word document (\*.doc) and send to us in the attachment by email before JUN 05 2021 (THU).

The related payment in total should be sent to the organiser's account before JUN10 2021. For the cancelling of the confirmed topic, 50% of the fee will also be charged against the related company.

Apply for: ☐ Seminar ☐ New Product Technology Conference ☐ Projector / Screen

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	_____

## Human Resources (Form 11)

We require a workforce as follows:

Item	Class	Rate (RMB/Day)	Language	No. of Person	From	To	Subtotal (RMB)
Interpreter	advanced	1000	English				
	advanced	1500	Japanese				
	advanced	1500	German				
	advanced	1500	French				
	ordinary	700	English				
Reception	general	400	Chinese				
<b>In total: (RMB)</b>							

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

### Remark

1. The double charge applies on Saturdays, Sundays and national holidays — hiring interpreters for at least three days.
2. The above fees shall be remitted to the organiser's bank account by JUN 10 2021. Please pay the full amount in cash, if hiring on-site.

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

## Visa (Form 12)

**At present, due to the limitation of the epidemic situation, the specific epidemic prevention and control policy of the government shall prevail. Please consult the organiser.**

☐ the Business Invitation by the organiser

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 organiser can send the exhibitor an invitation letter for this business trip free of charge.

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

Filled by \_\_\_\_\_ Position \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_



## Visitor Info Collection (PDA) (Form 13)

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 want to rent the PDA service.

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

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

Please send back to: [cpcashow@ying-zhan.com](mailto:cpcashow@ying-zhan.com)

Before JUN 10 2021

## Cooperation Hotels

Tel: +86-21-54900077

Contact: Ms.Yu Jin 13901931916

Name of Hotel / Category	Type of Room	Daily Room Rate	Breakfast	Internet	Airport Limousine Services	Distance From Venue
虹桥温德姆酒店 WYNDHAM Shanghai Hongqiao ★★★★	Deluxe Single Room	RMB 498 NET	One/Two	Free	Hongqiao: RMB330 Pudong: RMB580	5 minutes by driving (Free shuttle buses are provided)
	Deluxe Twin Room					
上海悦隆酒店 Shanghai Yuloon Hotel ★★★★	Superior Single Room	RMB 398 NET	One/Two	Free	Hongqiao: RMB300 Pudong: RMB700	15 minutes by driving
	Superior Twin Room					

### Remarks

- The organiser has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before JUN 10 2021 through Shanghai Yingzhan Exhibition Service Co., Ltd to enjoy this offer.
- Cancellation must be made in writing and **15 days** before arrival. **7 days** advance notice is required to modify a guaranteed reservation. The hotel will charge one night's room rate for late cancellations.
- Check-in time:14:00, Check-out time:12:00. A 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**

**Before JUN 10 2021**

**上海虹桥温德姆酒店**  
**WYNDHAM Shanghai Hongqiao ★★★**  
(Address: No.1989 Huaxiang Road, Hongqiao, Shanghai, China)

★

**Preference Room Rate:**

- ☐ Deluxe Single Room RMB 498 NET (breakfast for one/two) ...the Number of needed room: \_\_\_\_\_
- ☐ Deluxe 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 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 organiser.

**Hotel Reservation Guarantee:**

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

**Remarks**

1. The organiser has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before JUN 10 2021 through Shanghai Ying Zhan Exhibition Service Co., Ltd to enjoy this offer.
2. Cancellation must be made in writing and **15 days** before arrival. **7 days** advance notice is required to modify a guaranteed reservation. The hotel will charge one night's room rate for late cancellations.
3. Check-in time: 14:00, Check-out time:12:00. A 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 organiser, 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 that 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**

**Before JUN 10 2021**

**上海悦隆酒店**  
**Shanghai Yuloon Hotel** ★★★★★

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

**Preference Room Rate:**

☐ Superior Single Room RMB 398 NET (breakfast for one/two) ...the Number of needed room: \_\_\_\_\_

☐ Superior Twin Room RMB 398 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 organiser.

**Hotel Reservation Guarantee:**

☐ Visa/Master card ☐ AMEX card ☐ JCB card and others: \_\_\_\_\_

Card owner name: \_\_\_\_\_ Card No.: \_\_\_\_\_ Card expiry: \_\_\_\_\_

**Remarks**

1. The organiser has blocked rooms and negotiated the above special rates. Exhibitors/ Visitors must book the rooms before JUN 10 2021 through Shanghai Ying Zhan Exhibition Service Co., Ltd to enjoy this offer.
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Company name (sealed) \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Guest (signature) \_\_\_\_\_ Hand in date: \_\_\_\_\_