



CHPE
上海袜交会

The 19th Shanghai International Hosiery Purchasing Expo

Hold concurrently



The 6th Shanghai

International Underwear Expo

2025.3.24-26

Shanghai World Expo Exhibition
& Convention Center, PR China

www.chpe.com.cn

Exhibitor Manual



歌华展览
Gehua Expo





Dear Exhibitors,

Welcome to **CHPE 2025 and SUE 2025**! This Manual is made to establish and maintain transparent and enforceable rules, which will enable all exhibitors to realize a distinctive presentation at **CHPE 2025 and SUE 2025**. In addition, the Organiser hopes to accommodate an open and clear exhibition, safeguarding the image **CHPE 2025 and SUE 2025** as a whole.

This manual mainly describes the schedule of show activities, transportation, booth construction, accommodation, etc. In order to allow full preparation, please make sure of relevant sections, timetable, on-site precautions, etc. There are deadlines for the matters to be handled in all order forms. Please submit relevant forms before the deadline, to ensure that all requests can be implemented effectively and timely.

Please note:

Surcharge will be imposed on any late and on-site application. Late Order - 30% surcharge will be imposed after Feb.20th, 2024, 50% surcharge will be imposed after Feb. 26th, 2024 .

If you need any advice or assistance, please do not hesitate to contact our exhibition team, we will be happy to help you in any case.

Event team contacts are shown below:

Sales & Sponsorship& Other Service: Shanghai Aige Exhibition Service Co., Ltd.			
Alex Zhang	+86 21-6127 6590	+86 136 7191 9619	alex@gehua-expo.com
Operations & Technical Support: Shanghai Aige Exhibition Service Co., Ltd.			
Ms.Huang	+86 21-6119 8250	+86 158 2196 0708	joy@ite-gehua.com
Media Cooperating: Shanghai Aige Exhibition Service Co., Ltd.			
Mandy Zhu	+86 21-6127 6570	+86 188 0175 5162	overseas@ite-gehua.com
Chloe Chu	+86 21-6127 0375	+86 15221625293	sue@ite-gehua.com
Official Contractor: Shanghai Haibo Exhibition Service Co., Ltd.			
Mr. Li	+86 21-65053375	+86 13764974081	kuoljq@126.com
Official Freight Forwarder: Shanghai Z-Luck International Logistics Co, LTD.			
Mr. Michael wei	+86-021-56669280	+86-021-56669280	michael.wei@zzwl.net.cn
Insurance Agency: Chang An P&C Insurance Co., Ltd.			
Xue Sanyuan	/	+86 133 8719 6021	13387196021@163.com
Guo Feng	/	+86 133 0861 1521	13387196021@163.com
Hotel Booking:Shanghai Mengxuan Exhibition Co.,Ltd.			
Ms.Li	+86 400 114 8966	135 6437 2191	lilu@mxydt.com

Website: <http://www.chpe.com.cn/en/>

We are looking forward to working with you over the next few months and see you in Shanghai, China.

Best regards!

Organizer: Shanghai Aige Exhibition Service Co., Ltd.



SUMMARY

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Attention:

Anyone under the age of 18 will not be permitted into the exhibition hall. The Organiser reserves the right to refuse admission to anyone without cause or explanation.

DEADLINES FOR SUBMITTING VARIOUS APPLICATION FORMS

A

Deadline	NO.	Order Form	Remarks
February 21 th , 2025	Form-1	Event Guide Company Listing (Company Profile Details)	Fill information out online by all exhibitors
March 13 th , 2025	Form-2	Transportation Service for Machinery and Equipment	Must be returned by equipment
February 26 th , 2025	Form-3	Raw Space Stand Contractor Registration Form	Must be returned by raw space stand exhibitors
	Form-4	Raw Space Booth Contractor Liability Insurance	Must be returned by raw space stand contractors
	Form-5	Safety Commitment of The Erecting Contractor	Must be returned by raw space stand contractors
	Form-6A Form-6B	Order Utilities (Electrical, Air, Water)	Must be returned by raw space stand contractors or high-power cooking or heating equipment shell scheme stands
	Form-7A Form-7B	Order Stand Furnishings (Furniture, Floral)	Optional
March 10 th , 2025	Form-8	Hospitality Booking Form	Shanghai Mengxuan Exhibition Co.,Ltd.
February 10 th , 2025	Form-9	Visa Application To China	



EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

B

B1. Raw Space Contractors Move-In Period		
Mar. 22th, 2025	10:00 – 19:00	
Mar. 23th, 2025	10:00 – 19:00	
<p>1. Raw space booth main construction should be finished before 14:00pm, Mar. 23th, 2025. All booth structure must meet the safety requirements. Venue will connect the power after the approval of safety & security. Before complete the safety rectification will not be electrified.</p> <p>2. If contractors wish to work beyond these hours they should contact the Organiser before 17:00.</p> <p>3. Charge for overtime: From 19:30-24:00 Cost RMB 3,000/Booth/Hour From 24:00-08:30(Second day morning) Cost RMB 5,000/Booth/Hour</p>		
B2. Setting up Time		
Mar. 22th, 2025	13:00 – 19:00 (for exhibitors of Space Only)	Exhibitors can pick up their badges at South Registration Desk on 1 st floor of SWEECC.
Mar. 23th, 2025	10:00 – 19:00 (for all exhibitors)	
B3. Opening Time		
Date	Exhibitor only	Opening Time
Mar. 24th, 2025	08:30 – 17:00	09:00 – 16:30
Mar. 25th, 2025	08:30 – 17:00	09:00 – 16:30
Mar. 26th, 2025	08:30 – 15:00	09:00 – 14:00
B4. Dismantling Time		
Mar. 26th, 2024	14:00-16:30	Note: Contractor and Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits



Important Contacts & Venue Information

C

C1. Main Services Suppliers Contact Details

Official Contractor:

Shanghai Haibo Exhibition Service Co., Ltd.

Contact: Mr. Li

Tel: +86 13764974081/+86 21-65053375

E-mail : kuoljq@126.com

Official Freight Forwarder:

Shanghai Z-Luck International Logistics Co, LTD.

Address: Room 1005, Unit A, No.15 Changyi Road, Shanghai.P.R.C.200441 P.R.CHINA

Contact: Mr. Michael wei

Mobile: +86-021-56669280

TEL: +86-021-56669280

E-mail: michael.wei@zzwl.net.cn

Insurance Agency:

Chang An P&C Insurance Co., Ltd. (Please check Page-32, *Form-4 Raw Space Booth Contractor Liability Insurance*)

Contact: Xue Sanyuan

Mobile:+86 133 8719 6021

E-mail: 13387196021@163.com

Contact: Guo Feng

Mobile:+86 133 0861 1521

F-mail: 13308611521@163.com

Hotel Booking: (Please check Page-39, *Form-8 Hospitality Booking Form*)

Shanghai Mengxuan Exhibition Service Co., Ltd.

Contact: Ms.Li

Mobile:+86 135 6437 2191

Tel:+86 400 114 8966

E-mail: lilu@mxydt.com



C.2 Venue Specifications

Technical Specification		Shanghai World Expo Exhibition & Convention Center - Hall 1
Area Of The Hall		125m*185.2m
Floor Type		Solid Concrete
Floor Bearing		3500kg/m ²
Number of freight lift		All 6 Entries contain 2 Entries 5.4m x 6.0m (H x W) 4 Entries 4.2m x 4.3m (H x W)
Number of Column/Distance		No Pillar-free
Trench		18 Trenches, Distance is 9m
Power Supply		3-Phase.5-Line,380V/220V,50Hz
Power		6230A
Lighting		250Lux
Height	Clear Height	14.7m
	Height for booth	For the shell scheme, the booth height is 2.5m. For the Raw Space booth, the maximum permitted stand height is 4m.
	Construction	No double deck stands, arched doors or roofs are allowed at this event.
Hang Points		No ceiling rigging in Hall 1. Rigging point is not available.
Water Supply		280 outlets, each outlet at 25mm(D)
Drainage		208 outlets, each outlet at 50mm(D)
Compressed Air		Normal Pressure:8.5KG
		Unloading Pressure:10KG
Security System		24 Hours security patrol, central video survey lance and sensor alarm system
Broadcasting system		Available

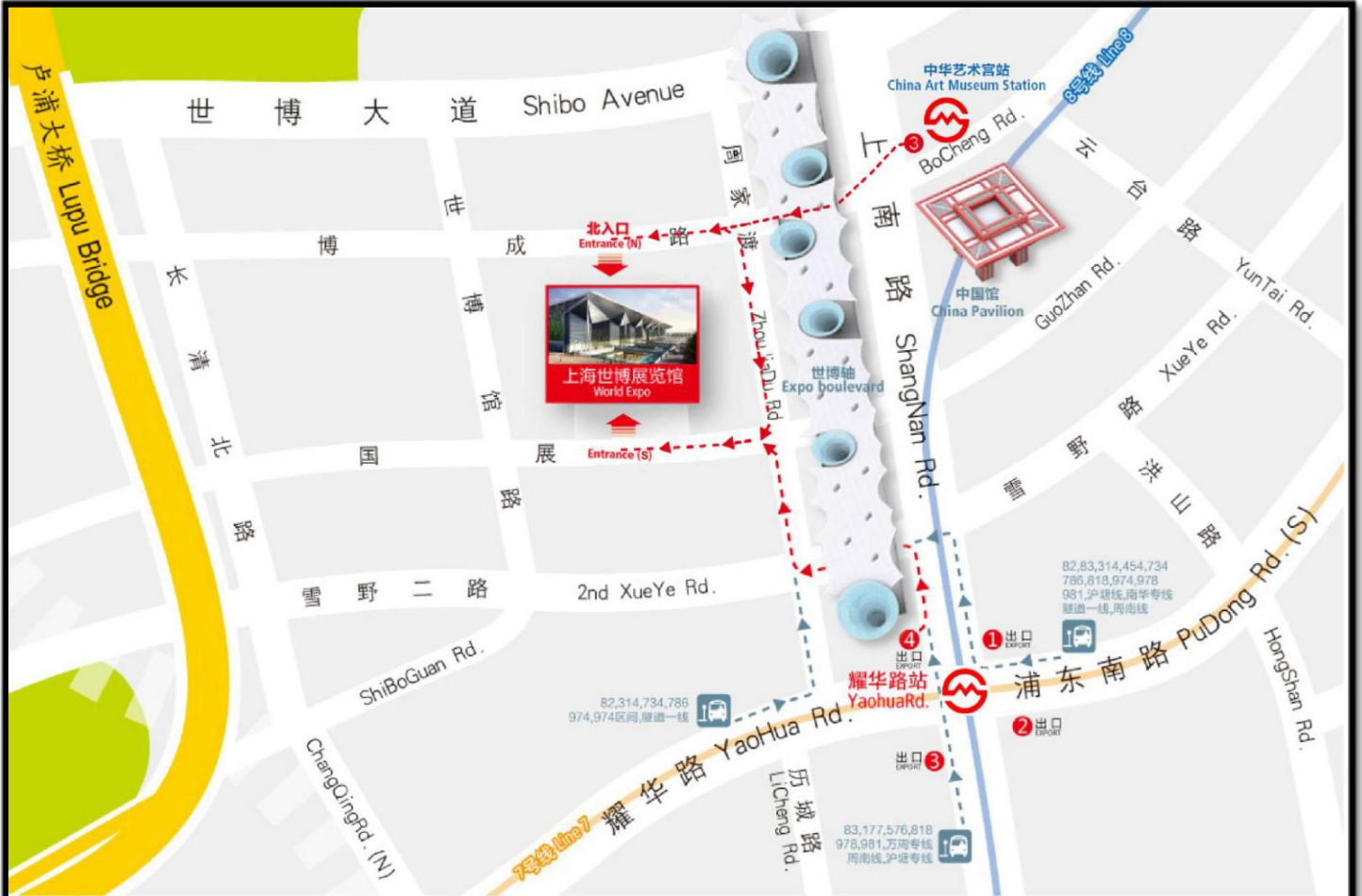
C3. Transportation Information

Shanghai World Expo Exhibition & Convention Center (SWEECC)

No. 850, BoCheng Road, Shanghai, China, 200126

Phone: +86 21 2089 3600 / 2089 3638

www.shexpocenter.com



图例 Sample Image

- | | |
|---|--|
|  高架道路 Viaduct |  立交桥 Overpass |
|  普通道路 Ordinary road |  公交车站 Bus stop |
|  行车路线 Route |  地铁站 Subway station |
|  步行路线 Walking routes |  地铁换乘站 Metro Transfer Station |
|  河流 River |  酒店 Hotel |
|  绿地 Green |  医院 Hospital |

提示信息 Sample Image

-  **展馆位置 Exhibition Hall Position:**
 南侧: 国展路1099号 > 展厅主入口 South: No. 1099 Guozhan Road
 西侧: 世博馆路 West: Expo Hall Road
 东侧: 周家渡路 East: Zhoujiadu Road
 北侧: 博成路850号 > North: No. 850 Bo Cheng Road -> Hall main entrance

-  **注意 Note:**
 本指南中所有信息均搜集于互联网, 内容仅供参考, 如有不符敬请谅解。
 All information in this guide are collected on the Internet, content is for reference only, if inconsistent updating.

展会期间, 交警部门可能会对展馆周边道路实行临时管制措施, 如遇上述情况, 请灵活调整进馆路线。
 During the exhibition, the traffic police department may implement temporary control measures in the road, in the case above, the flexibility to adjust the museum route.



Metro Line. 8, China Art Museum Station, Exit 3, 5mins walking distance to Hall North Entrance.
(No. 850 Bocheng Road)

Metro Line.7&8, Yaohua Road Station, Exit 4, 10mins walking distance to Hall South Entrance.
(No. 1099 Guozhan Road)

1. Airport → SWEECC

a) Pudong Airport (PVG):

Taxi: Need at least 50mins.

Metro: Take Line.2 to Longyang Road Station, then transfer line.7 to Yaohua Road Station (at least 50mins).

b) Hongqiao Airport(SHA):

Taxi: Need at least 40mins.

Metro: Take Line.2 to Jinan Temple, then transferLine.7 to Yaohua Road (at least 60mins).

2. Railway Station → SWEECC

a) Set out from Shanghai Railway Station:

Taxi: Need at least 20mins.

Metro: Take Line.1 to People Square, then transfer Line.8 to Yaohua Road (at least 40mins).

b) Set out from Shanghai South Railway Station:

Taxi: Need at least 15mins.

Metro: Take Line.1 to Changshu Road, then transfer Line.7 to Yaohua Road (at least 60mins).

c) Set out from Shanghai Hongqiao Railway Station:

Taxi: Need at least 40mins.

Metro: Take Line.2 to Jinan Temple, then transfer Line.7 to Yaohua Road (at least 60mins).



GENERAL PROVISIONS FOR THE EXHIBITION

D

-
- D1 EXHIBITION STAND ACTIVITIES AREA**
-
- D2 AUDIO-VISUAL PRESENTATIONS**
-
- D3 MANAGEMENT OF BADGES**
-
- D4 DELIVERY OF EXHIBITS**
-
- D5 INSURANCE**
-
- D6 PRECAUTIONS OF ON-SITE MACHINERY AND EQUIPMENT DEMONSTRATION**
-
- D7 INTELLECTUAL PROPERTY RIGHTS**
-
- D8 CATERING**
-
- D9 CHILDREN**
-
- D10 ENVIRONMENTAL GUIDELINES**
-

Once an exhibitor signed the booth contract, this indicates that the exhibitor agrees and will comply with all rules and regulations in this manual. The exhibitor must ensure that its contractor also understands and will follow all the rules and regulations in the manual.

D1. Exhibition Stand Activities Area

Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organiser reserve the right to remove and/or dispose any such items in the public area, and any cost incurred will be borne by the exhibitor. Failure to adhere to this guideline may result in your stand be closed.

D2. Audio-Visual Presentations

Exhibitors should make sure all audio-visual display equipment must be positioned and the sound level adjusted so as not to annoy other exhibitors or visitors. The maximum permitted noise level can't exceed at 60 dB (A). The Organiser reserve the right to require any audio-visual presentation or other equipment which detrimental or offensive to be disconnected or discontinued.

D3. Management of Badges

During the period of Booth construction and dismantling, all staffs onsite are required to wear corresponding badges for access into exhibition hall. One badge is limited to one person only. Selling or Borrowing of badges is prohibited. The Organiser has the right to confiscate badges if they are not used properly.

Exhibitors' Badges

The Organiser will begin issuing exhibitors' badges at 13:00 - 19:00 on Mar. 25th, 2024.



Exhibitors can pick up their badges at South Registration Desk on HALL 1 of Shanghai World Expo Exhibition & Conference Center. (The address of the south entrance of the hall is No. 1099 Guozhan Road).

Note: Exhibitors' badges shall be used by exhibitors during the exhibition only. During the period of booth construction and dismantling, exhibitors shall wear badges when entering the exhibition hall. Contractors and other suppliers shall carry work permits, which are valid only during the construction and dismantling.

D4. Delivery of Exhibits

Hall 1 Freight Entrance Size: 5.4m×5.75m and 4.2m×4.3m

Please be sure to note whether the size of the relevant goods and construction materials is able to properly access the pavilion.

Throughout the whole exhibition period, the exhibitor shall assign their staff to guard exhibits; the host unit is not liable for loss or damage of exhibits or personal care items due to the unfavorable guard. Any exhibits cannot be allowed into the booth before the show without the permission of the host unit; In addition, any exhibits cannot leave the booth before the official closing of the exhibition. Each station loading area/cargo passageway will be closed during the exhibition. After the closing of the exhibition, exhibitors have to go to the South Registration Desk to handle the exit sheet for exhibits, and then will be released by security staff.

D5. Insurance

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stands, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organiser will not be responsible for any loss of or damage to exhibits and personal items.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The Organiser recommends the risk consultant of PICC for offering consult and insurance service for exhibitor:

Contact: Xue Sanyuan

Tel: 13387196021

E-mail: 13387196021@163.com

Contact: Guo Feng

Tel: 13308611521

E-mail: 13308611521@163.com

It is essential that Exhibitors with Raw Space/Special Design stands check any stand contractors being considered for work have this insurance coverage, before appointing them.

D6. Precautions of On-Site Machinery and Equipment Demonstration



1. After the arrival of machinery and equipment at the exhibition hall, the exhibitor need to arrange staffs to check and assemble the equipment, and start the equipment only after ensuring the relevant safety equipment is proper;
2. Electricity for machinery and equipment must be connected by the relevant qualified electrician, and all the wires shall be connected in a standardized and firm way in order to avoid damage to the equipment due to loosening during operation; all power circuits shall be equipped with electric shock protection device;
3. The cable or pipeline of equipment exposed outside due to connection shall be covered by a bridge plate to avoid stumbling and damage;
4. Machinery shall be applied with lubricants in accordance with the safety regulations; if there is fuel spilled on the ground in the pouring process, please remove it in time, and put a warning sign at the location;
5. Exhibitor shall set in an appropriate safe distance around machinery and equipment for demonstration or operation, to remind audiences to watch the equipment demonstrations at a safe distance; and post relevant warning signs prominently to inform visitors to take care;
6. Related demonstration equipment shall be operated by a specially assigned person, and the demonstration process shall be guarded by a safety commissioner; it is prohibited to operate without machinery and equipment without permission in the absence of the guidance of a specially assigned person;
7. In the machinery demonstration process, the security officer shall timely initiative to remind the audience to take care in case of the following conditions:
 - a) If the audience wears a long scarf / long necklace / long lanyard, we need to remind him/her to take off accessories during the visit, to avoid being involved in the damage to the machine;
 - b) Long-haired audience shall cleared up in advance, in order to avoid involving or sucking the hair;
 - c) The equipment requiring climbing shall be provided with handrails and signs to remind the audience who wears high heels to take care;
 - d) It is necessary to remind the audience to take care for other circumstances that may cause accidental injuries;

D7. Cleaning & Garbage Disposal

The Organiser will arrange for the general cleaning of the exhibition hall and all shell scheme stands, prior to the opening of the exhibition and daily thereafter. For raw space stands, exhibitors must arrange daily cleaning of their stands by themselves. All disposals of waste materials etc. during the move-in period is the responsibility of the raw space stand contractors concerned. Disposal of contractor's waste materials by the Organisers will result in the contractor's deposit being forfeited. In the case of 'ready stand' exhibitors bringing in shelving and stand fittings, these cannot be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the Centre at the end of the show. Failure to comply will result in a charge for the labor and trucking required to



dispose of the material. The Regulations on the Administration of Domestic Waste in Shanghai is a local regulation formulated by the Shanghai Municipal People's Congress. The Regulations were adopted by the second meeting of the 15th Shanghai Municipal People's Congress on January 31, 2019. It will take effect on July 1, 2019. Exhibitors and contractors should do a good job in the classification of waste in strict accordance with the regulations.

D8. Catering

Outside lunch boxes are not allowed to bring into the SWEECC.

D9. Children

The Fair is open to buyers and trade visitors ONLY. The Organiser will enforce this regulation. This includes the build-up period as well as the exhibition; if you are an overseas exhibitor travelling with your family, please note this point. Health and safety and liability regulations prohibit visitors less than 18 years. In the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

D10. Environmental Guidelines

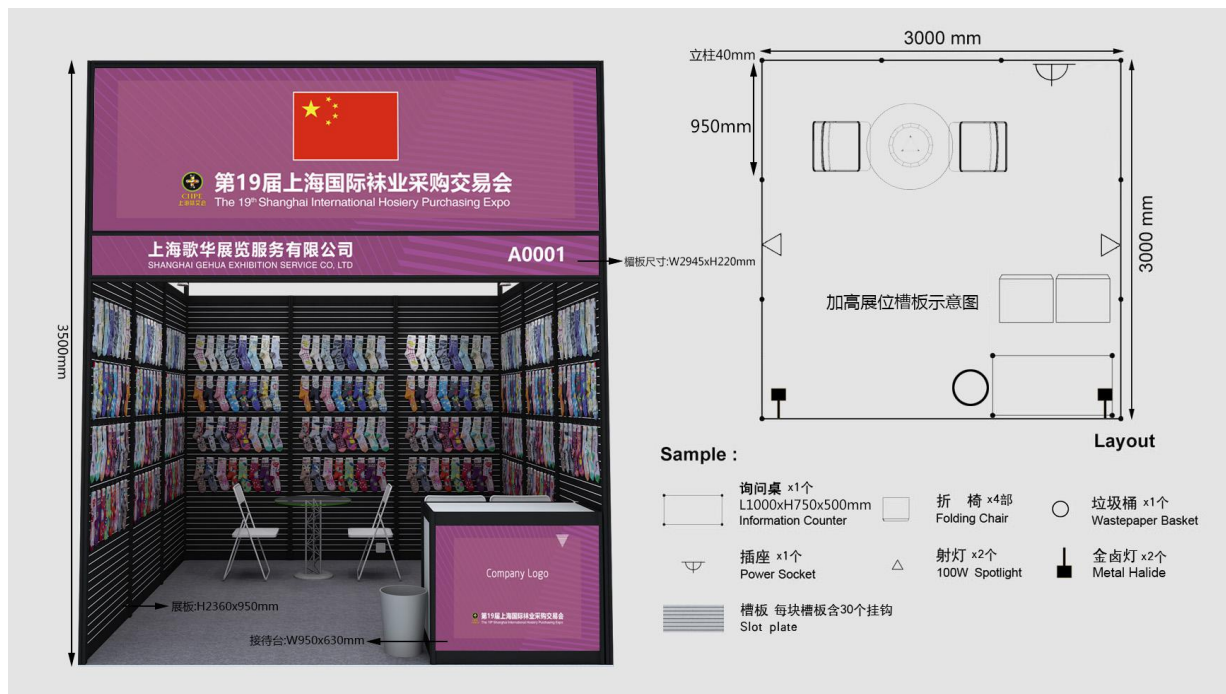
1. All attendees shall act the role of protecting environment. Here are some tips on how to comply with environment protection requirements by reduce, reuse and recycle.
2. Make reasonable estimation for quantity of distribution. Please do not print and transport materials more than the quantity you require.
3. Use environmentally or recycled materials as many as possible. Make reasonable plans for your booth design and construction. Reduce wooden materials as possible as you can, instead of assembled structure with recycled materials. Don't use plastic bags to distribute promotional materials. Give up advertisements and signage in PVC but use cotton or paper instead.
4. Use water-based material where applicable, e.g. adhesives and paint. And use CFL or LED light as much as possible. ECO-friendly carpet is strongly recommended.
5. Reduce packaging materials use and GHG emissions.



SHELL SCHEME STAND INFORMATION

E

9 square meters - international booth (Groove Board Type)



Please refer to the table below for your allocation of items

Stand Area in sqm	9sqm	18sqm	27sqm
information table(1m*0.75mH)	1	2	3
white round table	1	2	3
folding chair	4	8	12
groove board (each board with 30 hooks)	9(270)	12(360)	15(450)
trash can	1	2	3
metal halide lamp	2	4	6
13A/220V power socket (not for lighting, up to 500W)	1	2	3
spotlight	2	4	6

*Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items please inform official contractor. No refund will be given.

*If you have machinery, Please fill the **Form-6 Order Utilities (Electrical, Air, Water)**, to order the power for your machinery.



RAW SPACE STAND CONSTRUCTION AND MANAGEMENT

F

- F1 CONTRACTOR INSURANCE**

- F2 STAND BUILDING HEIGHT**

- F3 CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT**

- F4 FIRE PREVENTION REGULATIONS**

- F5 ELECTRICAL INSTALLATIONS**

- F6 STAND DESIGN DRAWINGS APPROVAL PROCEDURE**

- F7 AIR COMPRESSORS / PRESSURIZED CONTAINERS**

- F8 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- F9 OTHER CONSIDERATIONS**

- F10 MOVE-OUT INSTRUCTIONS**

The exhibitor shall appoint a contractor or himself to build (If the exhibitor will build the booth himself, such exhibitor shall be treated as a contractor) the booth, the exhibitor or the contractor must fully understand and follow the construction regulations developed by the organiser.

F1. CONTRACTOR INSURANCE

Each raw space stand contractor must have valid insurance coverage against public liability for the entire move-in/out and show period. Individual stand contractors are required to present the certificate to the organiser before [Mar. 13th, 2025](#). The organiser reserve the right to refuse access to stand contractors that fail to do so. For details, please refer to **Form-4 Raw Space Booth Contractor Liability Insurance.**

Sum Insured and Premium Rate

area (m ²)	Insurance Liability	Sum Insured (Personnel Limit/Accumulated Sum Insured)	Premium (RMB)
0-100contains	See policy terms	100million/800million	150
101-200contains	See policy terms	100million/800million	230
201-300 contains	See policy terms	100million/800million	280
301-500 contains	See policy terms	100million/800million	350
Above 501	See policy terms	100million/800million	500

Offline insurance process:

Contact the insurance specialist of the insurance company to help complete the booth insurance

Information required for insurance

1. Scanned copy of the applicant's business license; (Building enterprises or exhibitors)
2. Exhibitor name, booth number and square meter of the corresponding booth;

Casualty Claims Service:

If an insurance accident occurs, please immediately take photos of the scene of the accident, and call the 24-hour service hotline: 95592, or Guo Feng tel: 13308611521.

F2. STAND BUILDING HEIGHT

Standard height of shell scheme is 2.5m.

**The maximum height of booth decoration for the raw space booth is 4m.
Double deck stands, arched doors, roofs or Neon lights are NOT allowed at this event.**

F3. CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT

All booth contractors of raw spaces must submit the following documents to **Shanghai Haibo Exhibition Service Co., Ltd.** on or before **Feb. 26th, 2025**:

- 1) Booth Design Plan/Business License of the Contractor/ Electrician's Certificate (For booth design plan, please refer to **P16-17, F6-Flowchart for Approving a Booth Design Plan of a Raw Space.**)
- 2) Form-2 Raw Space Stand Contractor Registration Form
- 3) Form-5 Safety Commitment of The Erecting Contractor
- 4) Form-6 Order Utilities (Electrical, Air, Water)
- 5) A public liability insurance policy or an equivalent insurance policy.

Shanghai Haibo Exhibition Service Co., Ltd.

Contact: Mr. Li

Tel: +86 13764974081/+86 21-65053375

E-mail: kuoljq@126.com

These contractors, after having submitted the documents and paid **Shanghai Haibo Exhibition Service Co., Ltd.** management fees, construction deposit, and fees for electric box, compressed air and other items, can claim their construction work permits at the Accreditation Center at the south square of the Expo area on **Mar. 22th-Mar. 23th, 2024**.

Construction management fees (to the official contractor): RMB 45/sqm.

Construction Work Permits: Expected construction certificate: RMB30 each (actual site shall prevail)

**Deposit for booth construction (by the Contractor): RMB 20,000 for a space of 18 Sqm-54 Sqm;
RMB 30,000 for a space more than 54 Sqm;**

Please pay to:

Co. Name: Shanghai Haibo Exhibition Service Co., Ltd.

Bank: Bank of Shanghai

A/C No.: 31668303000335664

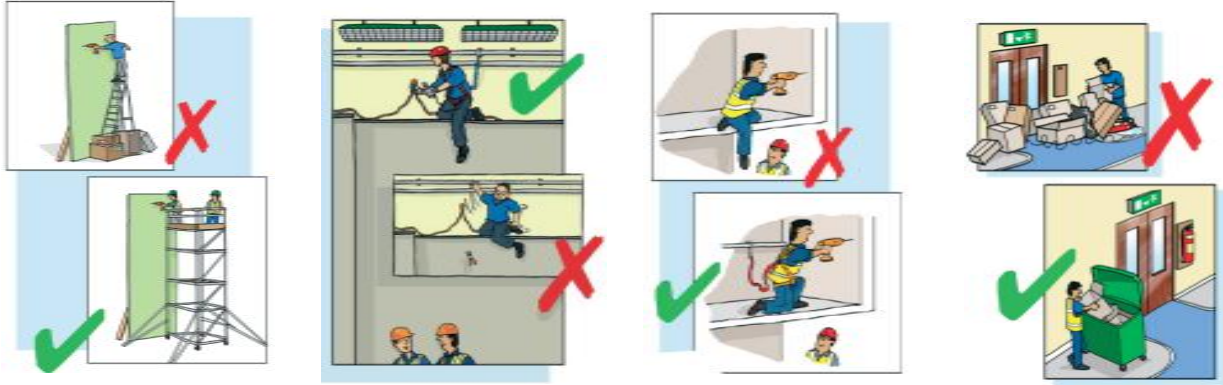
There is no injury incident in the process of booth construction; upon the completion of the exhibition, exhibitors shall dismantle their booths and transport all construction materials and waste away from the exhibition venue, and make sure no damage is made on the facilities of the exhibition hall. The security department of the exhibition hall will verify the situation, and stamp the deposit slips; the Organiser will refund the deposit within 30 work days thereafter.

F4. SAFETY AND FIRE REGULATIONS FOR RAW BOOTH CONSTRUCTION

The staff of the exhibitor or the contractor in the raw booth must fully understand and unconditionally observe the following safety regulations.

- The contractor must ensure of safe and secure booth structures, and be fully responsible for the booth quality and safety during the construction to avoid booth collapse, injury, exhibition facility damage and other conditions caused by design or construction problems.
- In the construction process, a herringbone ladder cannot be used and a solid working platform shall be used for high-altitude operations above 2m. During high-altitude operations, workers shall properly wear safety helmets (helmet harness must be tied to the neck) and the safety rope shall be properly fixed on the working platform.
- All carpets used in the raw booth must be fire-retardant carpets. Booth wooden structures must be fireproof treated (applied with fire retardant coating). Power supply connections must be standardized, and private wire access is not permitted. Light boxes and other heating equipment must be provided with heat exhaust vents.

- In the construction process, do not use any heating equipment and forbid the use of welding equipment or other smoke substances. Do not apply paint or conduct paint operation inside the exhibition hall.
- In the booth construction process, no matter under what circumstances, fire alarms, fire extinguishers, fire hydrants, security doors and other equipment and channel must remain intact and smooth. **Organiser requires that the raw space booth shall be equipped with fire extinguishers in such manner that the larger the exhibition area, the more should equipped.**



F5. INSTALLATION REQUIREMENTS FOR ELECTRICAL EQUIPMENT

1. Certified electricians must complete installation of electrical wire and electrical equipment. It is prohibited illegal operations by undocumented workers. All operations must comply with the relevant National Electrical Code. If any problem occurs, the contractor will bear all the responsibility and consequences.
2. The distribution box used in the booth must be placed within the booth. It is prohibited to place the distribution box in the aisle. Laid electrical wires shall be provided with metal pipes or flame-retardant PVC pipes for protection, and a safe distance (0.5 meters) between the lamp and combustible material shall be ensured.
3. Electrical wires must be equipped with shunt switches, and shall be provided with bridge plates for security protection when passing through the aisle.
4. It is prohibited to place flammable and water dispenser around the distribution box. It is prohibited to move the fixed electrical box facilities in the hall without permit. All electrical wires shall be balanced with the capacity and shall be laid overhead or with effective protection measures, and the load equipment shall be provided with good grounding equipment.
5. The laid wire shall be sheathed and must be connected with dedicated connector. In addition to the cap line, flexible cord shall not be used. It is prohibited to use electrical equipment easy to produce heat and high temperature lamps.
6. The contractor is required to strictly observe the above regulations, and the venue management shall reserve the right to respond appropriately to any violations (such as cutting off the power supply, etc.)



F6. DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH

For the construction safety, the raw booth contractor shall submit a booth design program to the host contractor for approval. The booth design program for approval must include:

- Triple-view design sketch (front/top/side view).
- All dimensions, walls and the main exhibit plan shall be clearly marked.
- Facility location drawing in the top view (electrical box/compressed air/water supply and drain/network locations).
- Materials and fire details.
- Copies of electrician certificate.

All drawings should be in a recognized scale not less than 1:50. All plans are to be E-mailed, before:

Feb. 26th, 2025 in JPG or PDF format to:

Shanghai Haibo Exhibition Service Co., Ltd.

Contact: Mr. Li

Tel: +86 021-52396651/+86 13764974081

E-mail: kuoljq@126.com

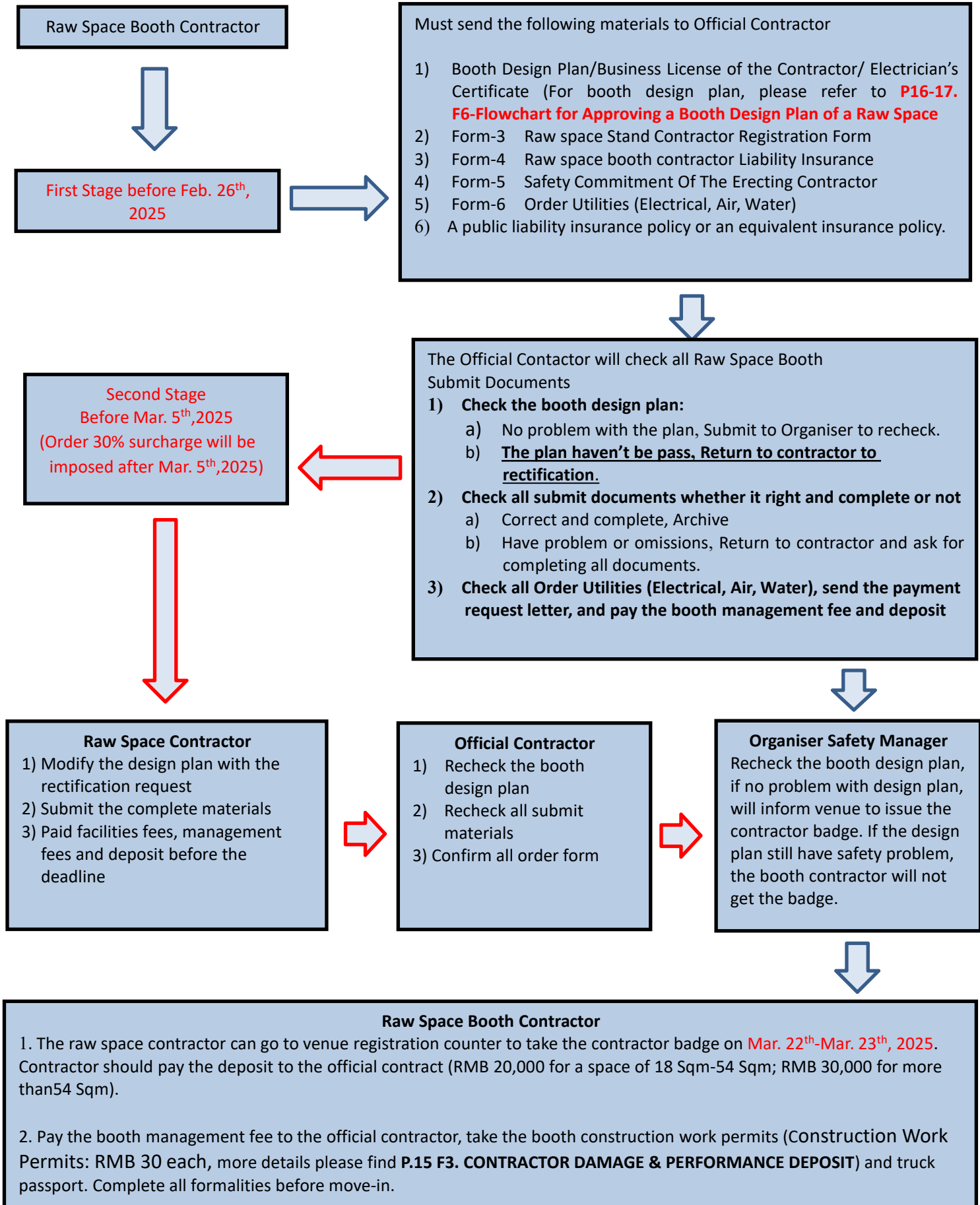
PS. AFTER THE RAW SPACE BOOTH DESIGN PLAN BE APPROVED BY ORGANISER, THE CONTRACTOR BADGE AND CARGO TRUCK PASSPORT WILL BE ISSUED TO BOOTH CONTRACTOR

Follow the official account of Shanghai World Expo Exhibition and Convention Center:

1. (real-name authentication of the person in charge of the construction unit) Pavilion service - online certificate - personal certificate (correctly select and fill in according to the steps, add the information of the person in charge of the certificate and construction personnel, apply for payment of the certificate, and download and print the paper data of the registration of the construction person to the window)
2. Apply for car license (correctly select the exhibition name and license plate number, etc., download and print after paying the order)



DESIGN AND DRAWING APPROVAL PROCESS OF RAW BOOTH



F7. AIR COMPRESSORS / PRESSURIZED CONTAINERS

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Contractor, **Shanghai Haibo Exhibition Service Co., Ltd.** for quotation. Please check Page34, *From-6 Order Utilities (Electrical, Air, Water)*.

F8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period. This manual is subject to change at the discretion of the Organiser. The contractors who work high above the ground are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.



F9. OTHER BOOTH SET-UP NOTICE

1. No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.
2. All booth bared back wall must be covered with white banner cloth to cover. The covered materials must be smooth and beautiful; any kinds of logo or slogan are not allowed appear on the covered materials. The organiser will require the contractor to rectify. If refused, the booth deposit will be deducted, still the booth power will be turn off. The organiser has the final right to interpret it.
3. Exhibitors and their stand contractor shall be responsible for dismantling and remove all building materials. If you fail to strictly enforce the deposit will be confiscated.

F10. MOVE-OUT INSTRUCTIONS

Exhibitor and their booth contractor can't break down any part of their stand before the exhibition end on **Mar. 26th, 2025**. The official freight forwarder will send the empty package box to your booth before the exhibition end. Exhibitors can use the badge to handle the release form in south entrance counter. Without the release form, your cargo will not be allowed to take away.

All exhibitors must comply with and respect this provision, so as not to affect the sales activities of other exhibitors and the safety of the audience before the end of the show.



GUIDELINE FOR FREIGHT VEHICLES

G

SERVIC GUIDELINES ON FREIGHT FORWARDING ARRANGEMENT S H I P P I N G M A N U A L

The organizer of 19th Shanghai International Hosiery Purchasing Expo has appointed **Z-Luck International Logistics Co, LTD.** as the official freight forwarder for **CHPE 2025 and SUE 2025** to provide services exclusively for exhibits transportation and on-site handling including importation of exhibits, Custom clearance, exhibits delivery to booth. Please contact the official freight forwarder of **CHPE 2025 and SUE 2025** as below:

Shanghai Z-Luck International Logistics Co, LTD.

Room 1005, Unit A, No.15 Changyi Road,Shanghai.P.R.C.200441 -P.R.CHINA

TEL: +86-021-56669280 FAX: +86-21-56669280

PIC : Mr. Michael Wei E-mail: michael.wei@zzwl.net.cn

To ensure smooth handling of exhibits, please read carefully all points in this guideline. Failure to comply with these points could create problems and additional expenses.

1. CONSIGNMENT INSTRUCTIONS

Direct shipments are transported to Shanghai from abroad by air or by sea. Shanghai Z-Luck International Logistics Co, LTD. will take over exhibits after unloading at Shanghai terminals or Shanghai airport. For this routing, exhibitors must consign all shipments as follow(There will be an extra charge for wrongly written consignee):

1) BY SEA:

Consignee:

Shanghai Z-Luck International Logistics Co, LTD.

Room 1005, Unit A, No.15 Changyi Road,Shanghai.P.R.C.200441 P.R.China

TEL: +86-021-56669280 FAX: +86-21-56669280

CTC : Mr. Michael Wei E-mail: michael.wei@zzwl.net.cn

Notify Party: SAME AS CONSIGNEE.

2) BY AIR:

Master AWB

Consignee:

TAE LOGISTICS CO., LTD,

ADD: ROOM 621,BUILDING 2,ZHIYUAN ROAD,SHANGHAI, P.R.CHINA

TEL: 0086-21-58591185 , FAX: 0086-21-58591185

ATTN: Mr. Huang Jun Jie

USCI CODE:91310101769689986F

Notify Party:

Shanghai Z-Luck International Logistics Co, Ltd.

Room 1005, Unit A, No.15 Changyi Road,Shanghai.P.R.C.200441 -P.R.CHINA

USCI CODE: 91310113MA1GLHMR5L

TEL: +86-021-56669280 FAX: +86-21-56669280

CTC : Mr. Michael Wei E-mail: michael.wei@zzwl.net.cn

House AWB Consignee:

Shanghai Z-Luck International Logistics Co, Ltd.

Room 1005, Unit A, No.15 Changyi Road,Shanghai.P.R.C.200441 -P.R.CHINA

USCI CODE: 91310113MA1GLHMR5L

TEL: +86-021-56669280 FAX: +86-21-56669280

CTC : Mr. Michael Wei E-mail: michael.wei@zzwl.net.cn

Notify Party: Same as consignee



Note: All cargo must be shipped under “Freight Prepaid” and Please issue Master Bill for both Sea freight cargo and Air freight cargo . The Master Bill must show the consignee strictly according to the details on page 20-23 of this manual. Otherwise additional charges will be incurred against any incorrect consignee details.

2. SHIPPING DOCUMENT REQUIREMENTS & NOTICE

a) Once shipment is made, please advise “Z-Luck” by e-mail/fax of details:

Including: --Dimensions and Weight of each package – ETD & ETA

b) Required Documents:

- I . 1 set of B/L or AWB
- II . 1 set of Invoice & Packing list or list of exhibits (Form 1)
- III. 1 set of original Certificate of Insurance

3. DEADLINE DATES:

The following deadlines for documents reaching “Z-Luck” office and exhibits arrival at Shanghai port/Airport must be firmly observed. EXHIBITION DOCUMENTS (One copy of each unless specified)

<u>Documents</u>	<u>Deadlines</u>
a) List of exhibits (form 1)	20th Feb 2025
b) Samples of Catalogs (2 copies) giveaways if any (2 pieces) (for Inspection by Custom in China if any)	20th Feb 2025

<u>Exhibits & Bill of lading</u>	<u>Deadlines</u>
Ocean Freight FCL cargo	20th Feb 2025
Ocean Freight LCL cargo	20th Feb 2025
Air Freight	20th Feb 2025

4. EXHIBITION DOCUMENTS

A) List of Exhibits

This form is the most important document for customs clearance in exhibition opening and closing. Every exhibitor must submit this form to Shanghai Z-Luck International Logistics Co, LTD. in Shanghai without exception. Please note that only the official form prepared by Shanghai Z-Luck International Logistics Co, LTD. will be accepted by Customs.

--A detailed and accurate description of exhibits, including major components including exact quantity must be shown on this document.

--Catalogs, display materials, gifts and foodstuff must also be specified with exact quantity on this document.

--Hand-carried exhibits brought to the exhibition must be declared on a separate List of exhibits after arrival in Shanghai. Any negligence will be a considered violation of customs’ regulations.

B) Layout of exhibitors’ Stand

When the gross weight of a case of exhibits exceeds 2000 kgs, or when the total volume of the exhibits is substantial, e.g. over 10 cubic meters, exhibitors should submit a drawn-to-scale layout to facilitate the transport and positioning of their exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the actual case.

5. HAND—CARRY EXHIBITS

In case of exhibitors bringing any hand carry items to the exhibition; please note it is hard to go through the customs at the airport. If necessary, please contact “Z-Luck” to assist exhibitors to complete the customs clearance procedure. But we cannot guarantee delivery on time. Therefore, we strongly recommend that exhibitors DO NOT hand carry exhibits to China privately in order to avoid unnecessary delay. If so, our handling Charge and airport charges will be collected from the exhibitor directly on-site.

6. HEAVY AND OVERSIZED EXHIBITS

Exhibitors with heavy exhibits must be on-site early and direct the operation of unpacking and positioning of the heavy exhibits. If a mobile crane or forklift is required for installation of exhibits, exhibitors should send their requirement to “Z-Luck”. Quotation for hiring special equipment will be given upon exhibitor’s request, A detailed layout should be provided to “Z-Luck” to aid on-site



operations.

7. EXHIBITS OF A DANGEROUS NATURE

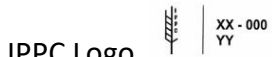
Exhibitors need to fill out and send to “Z-Luck” a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach to us before shipment is dispatched. There will be special treatment and handling charges for such goods.

8. PACKING OF EXHIBITS

Exhibitors will be responsible for the consequences of improper packing. The case or carton must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for re-packing and for sale or return movement after the exhibition. Clean Packaging.

Maximum Dimensions, Weight and Floor-loading Capacity due to the restrictions of inland transportation and of exhibition halls must be respected. Difficulty/delay will be encountered if exhibitors do not respect the limitations. Please ask “Z-Luck” before sending exhibits to Shanghai if you are not sure.

With effect from January the 1st, 2006 All Cargo with wood packing material to China such as wooden block cases, machine crates, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, cross-ties, beams, must have prior fumigation arranged in the country of origin before shipping to China. To ensure that wood packing material is properly treated either by Heat Treatment (HT) or by Methyl Bromide (MB), the following information MUST be marked or Stamped on the outside packing as the below sample shows:



IPPC Logo

ISO Country Code (XX)

Unique Number assigned to company which carries out the fumigation procedure

By the national Plant Protection Organization (000) Fumigation Method either HT – Heat Treatment or (MB) – Methyl Bromide (YY)

The original Copy of the fumigation/heat treatment certificate that is issued by the relevant authority in the country of origin must be attached to the original master Airway Bill or Courier to the “Z-Luck” office in China for Customs Purpose.

9. DUTIABLE GOODS

Cosmetics, cigarettes, wine, spirits, and all soft drinks are considered as dutiable goods in China.

10. MARKING ON THE CASE

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

EXHIBITION NAME: CHPE 2025/SUE 2025			
Exhibitor		Stand No.	
Case No .		Dimensions(CBM)	
Gross Wt.(Kgs)		Net Wt. (Kgs)	

Please also mark : "Front " or "back" & "center of gravity" on heavy packages as well.

11. ENTRY-EXIT INSPECTION AND QUARANTINE ★

1. Any shipment (including hand-carry) to be imported and/or transited from EU.countries, the USA, South American, Japan, Korea is requested to arrange the following document with bill of lading or waybill:

A. The exhibit is packed using wood: “Certificate of Heat Treatment” or “Certificate of Fumigation” issued by Authorities of countries.

B. The exhibit is packed using non-wood: “Declaration of Non-wooden Packing Material” issued by the shipper or exporter.

2. "HEALTH CERTIFICATE" or “SANITATION CERTIFICATE” must be provided for - Food, animal & plant products issued by authorities, of the export country before arriving at Shanghai port.

12. CUSTOMS CLEARANCE

“Z-Luck”will go through customs formalities for exhibitors. But in some occasions, the presence of exhibitors will be required. **Shanghai Z-Luck International Logistics Co, LTD.** is responsible for the control of all exhibitors’ exhibits, & so exhibitors should not allow their exhibits to be taken away from



the show ground without prior arrangement with customs through “Z-Luck”.

13. INSURANCE

As the official tariff is compiled on volume or weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and all work is undertaken by us at owners' risk.

Thus exhibitors should arrange a proper round-trip (including exhibition period) all risk insurance policy for their exhibits. It is advisable to insure exhibits through a company of which the Peoples' Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to Shanghai. It will be required in case exhibitors need to file a claim for damage or loss in China.

14. CLOSING OF EXHIBITION

The following documents will be distributed to exhibitors on 26th, Mar, 2025.

*Form of list of returning exhibits.

Shanghai Z-Luck International Logistics Co, LTD. will start to return empty cases from storage place to stands on the afternoon of 26th, Mar,2025 which is closing date of the exhibition. And the exhibitors will start repacking only in the afternoon 26th, Mar,2025. **Shanghai Z-Luck International Logistics Co, LTD.** will assist in repacking according to exhibitors' requirement and will go through customs clearance on behalf of all exhibitors.

At the closing of the exhibition, exhibitors are requested to declare to customs on the list of Exhibits as follows:

- Sold items & Items to be returned
- given away items
- abandoned items
- consumed items

Please fill out and return the List of Returning Exhibits to **Shanghai Z-Luck International Logistics Co, LTD.** Before 20th, February, 2025. If exhibitors fail to give explicit instructions to us, no Customs formalities can be carried out, and so the exhibits will be left to Customs' disposal, all charges will be at exhibitors' own accounts.

Exhibitors must 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, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.

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

Exhibitors must not leave the exhibition before going through Customs clearance procedures and handing over returned exhibits as well as exhibition documents(FORM A) to us .Once these documents have been processed with Customs and relevant transportation departments, and changes will no be accepted.

Once again, **Shanghai Z-Luck International Logistics Co, LTD.** will not be responsible for the cargoes left in the booth by exhibitors without any instruction received in advance.

We will count and ship pieces we found in the respective booths at the time we clear them from the Exhibition Hall. We hold no liability during that time if cargoes are not found.

15. RETURN OF EXHIBITS

All exhibits which have not been sold, consumed, given away or abandoned must be returned after the closing of the exhibition. All the return exhibits MUST BE returned via our shipping agent.

16. PAYMENT

A. FOR INBOUND MOVEMENT

The amount of these charges will be invoiced to exhibitors by **Shanghai Z-Luck International Logistics Co, LTD.**

Payment should be made payable to **Shanghai Z-Luck International Logistics Co, LTD.**

Please make payment before the 20th, February, 2025, so as to ensure the on-site operation

Our Bank Account: (USD, EUR, HK\$)

US DOLLOR 美元



Company: Shanghai Z-Luck International Logistics Co, Ltd.
 Address: Room 1005, Unit A, No.15 Changyi Road, Shanghai.P.R.C.200441
 -P.R.CHINA
 Payee's Bank Name: Bank Of China Shanghai LiYang Road Sub-Branch
 Bank address: No.251 Siping Road Shanghai China
 Account No.: 437773537808
 SWIFT CODE: BKCHCNBJ300

(RMB) 人民币

公司名称 上海增缘国际物流有限公司
 开户行名称 中国银行上海市溧阳路支行
 账户 450773455836

B. FOR OUTBOUND MOVEMENT OF RETURNING EXHIBITS

All local handling charges should be paid to **Shanghai Z-Luck International Logistics Co, LTD.** in Shanghai before the date of closing exhibition.

For ocean freight/air freight

If the payment terms is "freight prepaid", issue B/L or AWB against payment.

If the payment terms is "freight collect", issue B/L or AWB in POL.

C. CLOSING SERVICE FOR SOLD EXHIBITS

All charges should be paid to **Shanghai Z-Luck International Logistics Co, LTD.** in Shanghai before releasing cargo.

HANDLING TARIFF

1-A) DIRECT SERVICE SHIPMENT TO SHANGHAI INBOUND OR OUTBOUND MOVEMENT (For individual exhibits not exceeding 4,000kg)

BY SEA --- RMB480.00/cbm (Min 1 cbm)

From free arrival Shanghai up to delivered exhibition stand including pick up at sea port, Custom Clearance, Transport to the exhibition stand, include unpacking, storage and repacking.

20'GP min 23 cbm

40'GP min 46 cbm

40'HQ min 46 cbm

Seaport terminal charge

LCL RMB 300.00/cbm (Min 3 cbm per consignment)

FCL RMB 1500.00/20'GP, RMB 2325.00/40'GP or HQ

Terminal agency fee: RMB665.00/shipment

BY AIR --- RMB4.80/kg (Min 100 kg per consignment)

From free arrival Shanghai airport plus all services as by sea. (6cbm=1,000kg)

Airport terminal charge

RMB 3.00/kg (Min 200 kg)

Terminal agency fee: RMB665.00/shipment

(The ocean freight and air freight should be prepaid. If the freight is collected, we will charge 10% of the freight as the procedure charge.)

1-B) FREIGHT TRANSFER FROM OTHER EXHIBITIONS OR BONDED DISTRICT

Collection from customs bonded area up to delivered stand, include unpacking, removal and storage of empty cases.

RMB415.00/cbm (Min 1 cbm per consignment)

1-C) HAND CARRIED ITEMS ARRIVING SHANGHAI AIRPORT

Removal & clearance from Airport customs of detained hand carried items



RMB2000.00 PER SHIPMENT/EXHIBITOR

1-D) EXPRESS COURIER TO OUR OFFICE WITHOUT CUSTOMS CLEARANCE

RMB700.00/CBM/100kgs below (Min RMB700.00 per consignment)

If the express hold by CUSTOMS ,we can not guarantee the exhibits will be cleared in time.

Notice: We warmly suggest DO NOT sent the products by courier.

2 ONSITE HANDLING CHARGE

2.1 DELIVERY FROM FAIRGROUND TO BOOTH

RMB300.00 per cbm (Min RMB300.00 per consignment)

2.2 FCL Container Grounding – Cranage charge

RMB 700/20' RMB 1050/40'

3 ANIMAL AND PLANT QUARANTINE CHARGES:

- Bulk cargoes RMB70.00/pkg (Min RMB210.00)
- Per 20' container RMB560.00
- Per 40' container RMB840.00
- Inspection fee RMB100/cbm(min.RMB500)

4 Basic Service Charge: RMB415.00/exhibitor/consignment

5 Customs Bond Handling Fee: 1% of CIF value for 1 month(Min.RMB900.00)

6 Hall Management Fee: RMB:35.00/CBM

7 MISCELLANEOUS CHARGE:

- ATA handling fee RMB500 per entry or exit
- Documentation charge RMB350.00/consignment
- Return/pick up container RMB 1750/20' RMB 2450/40'

8 BONDED WAREHOUSE CHARGE

- Warehouse handling fee RMB105/cbm(Min 2 cbm)
- Storage rate of bonded warehouse: RMB7.00/cbm/day(Min RMB 140)

9 LABOUR AND EQUIPMENT FOR INSTALLATION

Requested by exhibitors for installation of machinery (Notice should be given to us 48 hours in advance.)

A. Local Manpower (min. 4 charging hours)

- RMB25.00/hour/person (normal working hours)
- RMB50.00/hour/person (holidays, overtime... etc)

B. Equipment (Quotation based on normal working hours)

- 3 tons Forklift: RMB125.00/hour (Min. 4 charging hours)
- 5 tons Forklift: RMB150.00/hour (Min. 4 charging hours)
- 25tons Mobile Cranes: RMB315.00/hour (Min. 4 hours)
- 25 tons above Quoted upon request

Applicable to all the points above.

- If the weight of individual package is over 20 TON, the rate of the heavy-lift surcharges to be advised.

10 HEAVY—LIFT & OVER-SIZE SURCHARGES

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES			
PARAMETER				ATTAINING OR EXCEEDING (PARAMETER)			
LENGTH (METER)	WIDTH (METER)	HEIGHT (METER)	WEIGHT (TON)	1	2	3	4
≥6M	≥2.3M	≥2.5M	≥4 TONS	10%	15%	20%	25%
≥6M	≥2.3M	≥2.5M	≥6 TONS	20%	30%	40%	50%
≥6M	≥2.3M	≥2.5M	≥8 TONS	30%	40%	50%	60%
≥6M	≥2.3M	≥2.5M	≥10 TONS	40%	50%	60%	70%
≥6M	≥2.3M	≥2.5M	≥15 TONS	50%	60%	70%	80%
≥6M	≥2.3M	≥2.5M	≥20 TONS	TO BE ADVISED			

**11
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FOR RETURNING OF CONTAINER TO DEPOT.

- Payable on behalf of exhibitor to the related Chinese Department.
- Return of container(s) beyond the following days COUNTED FROM the date of vessels arrival Shanghai.

CONTENT	SIZE	1—4 DAYS	5—10 DAYS	11—20 DAYS	21—40 DAYS	OVER 40 DAYS
DRY CNTR	20'	FREE	FREE	RMB50.00/DAY	RMB92.00/DAY	RMB185.00/DAY
DRY CNTR	40'	FREE	FREE	RMB92.00/DAY	RMB185.00/DAY	RMB370.00/DAY
REFRIG CNTR	20'	FREE	RMB140.00/DAY	RMB245.00/DAY	RMB490.00/DAY	RMB490.00/DAY

CONTENT	SIZE	1—7 DAYS	8—15 DAYS	16—40 DAYS	OVER 40 DAYS
HIGH CUBE	40'	FREE	RMB98.00/DAY	RMB175.00/DAY	RMB350.00/DAY
OPEN TOP	20'	FREE	RMB56.00/DAY	RMB105.00/DAY	RMB210.00/DAY
OPEN TOP	40'	FREE	RMB112.00/DAY	RMB210.00/DAY	RMB420.00/DAY
FLAT RACK	20' & 40'	FREE	RMB112.00/DAY	RMB210.00/DAY	RMB420.00/DAY

NOTES

Goods arriving after deadline will be subject to a 30% surcharge on inbound charges.

There will be a 100% surcharge for handling of dangerous, reefer or high-value cargo.

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

The VAT & Duty for the abandoned or consumed goods is as per actual outlay.

According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by Z-LUCK will be subject to 6% VAT.

Emergencies

Operations & Technical Support

Ms.Huang +86 158 2196 0708

Emergency Number

Call the SWEECC Customer Service Centre +86 21 2089 3660

This number should be called first in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

Emergency Exits

All emergency exits are marked with green exit signage.

Medical

In the case of an accident/injury, please take following measures:

- (1) Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
- (2) If possible, help treat/comfort the injured party until qualified help arrives.

Fires

The venue is equipped with a fire sprinkler and alarm system.

Portable hand-held fire extinguishers are also located at each gate inside the halls.

If you detect fire or smoke:

- (1) Activate the nearest fire alarm if possible and safe to do so.
- (2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- (3) Leave the exhibition hall immediately by the nearest exit.
- (4) Close doors behind you.

If you hear a fire alarm:

- (1) Remain calm and alert; prepare at once to leave SWEECC.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:

- (1) Leave the SWEECC by the nearest safe exit.
- (2) Follow announcements over the public address system or instructions by SWEECC staff and/or fire/police officials.
- (3) Once outside the SWEECC, stay clear of the venue; do not return until it is declared safe to do so by SWEECC management, or fire/police officials.



Deadlines of All Order Forms

NO.	Page	Order Form	Due Date	Return Back To
Form-1	P-29	Event Guide Company Listing (Company Profile Details)	February 23 th , 2025	Organiser
Form-2	P-30	Transportation Service for Machinery and Equipment	March 13 th , 2025	Shanghai Z-Luck International Logistics Co, LTD
Form-3	P-31	Raw Space Stand Contractor Registration Form	February 26 th , 2025	Shanghai SERVE Exhibition Co., Ltd.
Form-4	P-32	Raw Space Booth Contractor Liability Insurance		
Form-5	P-33	Safety Commitment of The Erecting Contractor		
Form-6A Form-6B	P-34,35 P-36	Order Utilities (Electrical, Air, Water)		
Form-7A Form-7B	P-37-38 P-39	Order Stand Furnishings (Furniture, Floral)		
Form-8	P-40	Hospitality Booking Form		
Form-9	P-41-42	Visa Application to China	February 10 th , 2025	Exhibition Co.,Ltd.

Form-1 Event Guide Company Listing (Company Profile Details)

**MUST BE RETURNED
BY ALL EXHIBITORS**

Deadline: February 21th, 2025

Please follow the format below for your complimentary event guide listing. The brief description on your company in English and Chinese should be no longer than 300 words for each language. Also, it is very important that you send the correct contact information that will be listed in the event guide above your company description.

展位号 Booth No.		COMPANY LOGO (JPG)
公司名称 Company Name	Chinese English	
地址/Add. :		
网址/Web:		
联系人/CP:		
电话/Tel:		
传真/Fax:		
电邮/E-mail:		
公司产品简介 Company and Product Introduction	Chinese(within 300 words)	
	English(within 300 words)	
核心产品 Key Products:	Chinese(within 100 words)	
	English(within 100 words)	
Product Pictures	Please attach 5 images in jpg/pdf/png format, the files can't over 300KB /picture	
Fascia Name	<input type="checkbox"/> As same as Company Name <input type="checkbox"/> Information on Fascia should be printed as : Chinese English	
Company Slogan		

- ❖ **Company Logo, Company Slogan and product imagines use for promotion only.**
- ❖ **Please E-mail this form to Ma Mengdan before February 21th, 2025.**

E-mail: overseas@ite-gehua.com, Tel :+86 21-6127 6570 .



Form-2 Transportation Service for Machinery and Equipment

Deadline: Mar. 13th, 2025

MUST BE RETURNED BY EQUIPMENT

Please E-mail or fax back this form to: Shanghai Z-Luck International Logistics Co, Ltd. Contact: Dai Xia Fax: +86 21-56669280 E-mail: 2208154655@qq.com	Exhibitor Information	
	Company:	
	Booth No.:	Booth Space:
	Attn:	Tel:
	E-mail:	

Whether the site needs our forklift and crane assembly machine: need / no need ;

Forklift: __ tons __ Taiwan __ hours; Crane: __ tons __ Taiwan __ hour

Exhibit name	Quantity	Packing type	Gross weight (kg)	Length×width X ×height (cm)	Volume	Remarks
Total:						

Remarks: For the above domestic transportation power of attorney, exhibitors are required to fill in each item carefully and affix their official seal to notify us in writing before Mar. 13th, 2025, so as to arrange the on-site manpower and quotation with our company.

Exhibitors are required to fill in according to the actual cube and weight. The consequences and losses caused by the exhibitor's declared weight and actual disagreement are at their own risk.

All fees are calculated according to the "19th Shanghai International Hosiery Purchasing Expo" transportation guide. If you have any questions, please call our company.

Exhibitors are advised to purchase insurance. If the transporter fails, the company will only pay for the price according to the transportation fee.

Schedule: VAT invoice application form VAT special invoice VAT ordinary invoice (If you do not fill out this form will be regarded as issuing a general invoice)

company name:	
Taxpayer Identification Number:	
Address:	Phone number:
Bank of account:	Account number:



Form-3 Raw Space Stand Contractor Registration Form

Deadline: February 26th, 2025

MUST BE RETURNED BY ALL RAW SPACE BOOTH

All Raw Space Exhibitors and their appointed Contractors MUST jointly sign this Form and submit it together with the finalized booth design drawing to Shanghai Haibo Exhibition Service Co., Ltd.. the Official Stand-building Contractor for approval before **February 26th, 2025**.

SECTION A – EXHIBITOR’S GUARANTEE

We, as the Exhibitor, agree to abide by all the Rules & Regulations of the Exhibition. We also understand that we are fully responsible or liable for our appointed contractor’s observance of all these Rules and Regulations.
 (Please tick “√” where applicable below :)

We have appointed Shanghai Haibo Exhibition Service Co., Ltd. the Official Stand-building Contractor to build our stand.
 We have appointed our own contractor to build our stand with details stated in Section B of this Form.

Exhibitor: _____ Booth no(s): _____
 Contact Person: _____ Contracted Space: _____ sqm
 Telephone No. : _____ E-mail: _____
 Mobile Phone: _____ Fax. No. : _____
 Date : _____ Company Chop & Authorized Signature: _____

SECTION B – CONTRACTOR’S SAFETY COMMITMENT

TO: CHPE Organiser
 We are the Contractor appointed by the Exhibitor entered above and agreed to abide by all the Rules and Regulations of the Exhibition. We understand that it is our responsibility to ensure fire prevention and construction safety of the booth during move-in, show days and move-out, and must bear the economic and legitimate responsibilities for any accident occurs.
 We understand to submit this Form duly signed together with the booth design drawings, photocopy of the contractor’s business license and the legal representative’s ID, valid qualification certificate of the electricians, PLUS deposit for booth construction, electrical charges and hall management free duly made to the Official Stand-building Contractor.

Contractor: _____ Address: _____
 Telephone No.: _____ E-mail: _____
 Mobile Phone: _____ Fax. No. : _____
 Date: _____ Company Chop & Authorized Signature: _____

Hall Management Fee	
RMB 45 / sqm	

Refundable Contractor Deposit	
Booth area less than or equal to 54sqm,	RMB 20,000
Booth area more than 54 sqm.	RMB 30,000

Authorized by: Exhibiting Company: _____ Stand No: _____ Contact: _____ Position: _____ Tel: _____ Fax: _____ E-mail: _____ Signature: _____ Date: _____	Please make a copy for your own file & return to the following : Shanghai Haibo Exhibition Service Co., Ltd. Contact: Mr. Li Tel :+86 021-65053375/13764974081 E-mail : kuoljq@126.com
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MUST BE RETURNED BY ALL RAW SPACE BOOTH

Form-4 Raw Space Booth Contractor Liability Insurance

Deadline: February 26th, 2025

All relevant exhibition construction companies:

In order to protect the interests of the construction site and staff of the exhibition, and reduce the economic burden brought by accidents to enterprises, the organizers of the joint conference designated insurance companies to assist exhibitors in handling exhibition insurance. Special booth builder must be responsible for the construction of each booth separately insured, otherwise can not pass the special drawing audit. Special booth builders are required to insure their booths with the insurance company designated by the conference (see below for contact details). Please note that if the policy is not a designated insurer, it will be considered invalid.

All exhibition construction enterprises are requested to purchase liability insurance for exhibition construction.

Exhibition construction liability insurance

Insurance liability: during the period of insurance, the insured or his employee working in carried out the policy of the exhibition on display, loading and unloading exhibits, and operating machinery, as well as other activities related to the exhibition, the following loss caused by negligence or fault or fees, in accordance with the laws of the People's Republic of China (excluding Hong Kong, Macao and Taiwan regions) of law economic liability shall be borne by the insured, the insurer is responsible for the compensation according to the insurance contract:

- (1) Damage to buildings, fixed equipment and ground and foundation of the exhibition site of this policy;;
- (2) During the guarantee period, the staff hired by the venue booth, the personal damage to the hired staff, the pension, medical expenses and other related expenses caused;
- (3) enses arising from the personal injury of a third party.

1. Insured object:	Exposition liability insurance (booth construction enterprise)
2. Basic scheme:	The cumulative compensation limit of exhibition liability insurance: 5 million yuan, the compensation limit of each accident: 1 million yuan, the insured amount is as follows:
Damage to buildings, fixed equipment and ground and foundation of the exhibition site of this policy:	Cumulative compensation limit: RMB1 million Exemption clause: There is no exemption
During the guarantee period, the staff hired by the venue booth, the personal damage to the hired staff, the pension, medical expenses and other related expenses caused:	Cumulative compensation limit: RMB2 million per person for each accident: RMB1 million
Pension, medical expenses and other related expenses arising from the personal injury of a third party:	Cumulative compensation limit: RMB2 million per person for each accident: RMB1 million
insurance period	From the date of construction until the end of the date of exit demolition.
3. Co-insured:	Exhibitors, builders, organizers
Contacts: Xue Sanyuan Tel: 13387196021 (WeChat)	

Authorized by: Exhibiting Company: Stand No: Contact: Position: Tel: Fax: E-mail: Signature: Date:	Please make a copy for your own file & return to the following : Shanghai Haibo Exhibition Service Co., Ltd. Contact: Mr. Li Tel : +86 021-65053375/13764974081 E-mail : kuoljq@126.com
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Form-5 Safety Commitment of the Erecting Contractor

Deadline: February 26th, 2025

MUST BE RETURNED BY ALL RAW SPACE BOOTH

<p>Exhibitor's Undertaking: We have read carefully and fully aware the content mentioned in the Exhibitor's Manual. We understand that we shall strictly abide by the rules and regulations stated. We shall ensure that our appointed contractor is qualified in their scope of business and licensed in work safety performing the stand construction work. We shall manage and supervise our contractor to do design and construction of our booth in accordance with the rules and regulations in the Exhibitor's Manual. We and our contractor shall strictly comply with the management and instructions from Organisers at all time, and liable for any and all consequences arising from improper construction work of our exhibition booth, including financial and legal liability. In case of booth construction is carried out by ourselves, we shall undertake all the responsibilities of booth safety construction as of the stand fitting contractor.</p>	<p>Exhibitor's Name : Booth no. : Authorized Signature : Mobile no. : Company Chop & Authorized Signature :</p>
<p>Contractor's Undertaking: We have read carefully and fully aware the content mentioned in the Exhibitor's Manual. We ensure that we are qualified concerning the booth safety construction and our employees are covered by valid insurance policy and subjected to booth safety construction training. Upon signing this undertaking, we are responsible for the booth safety construction, fire safety and all other safety issues of the exhibition booth. We understand we shall strictly abide by the rules and regulations set by Organiser and the hall venue to grantee the construction and work safety at all times. For any kind of accident due to booth construction quality and safety problems, that caused to any form of life or property damage, we shall take all responsibilities and liable for all consequences and obligations.</p>	<p>Contractor Name : Booth no. : Authorized Signature : Mobile no. : Company Chop & Authorized Signature :</p>
<p>Please make a copy for your own file & return to the following :</p> <p>Shanghai Haibo Exhibition Service Co., Ltd.</p> <p>Contact:Mr. Li Tel :+86 021-65053375/13764974081 E-mail :kuoljq@126.com</p>	

The organiser has the right to refuse the raw space contractor access into the expo hall that hasn't sent the Safety Commitment.



Organiser reserves the final interpretation.

Form-6A Order Utilities (Electrical, Air, Water)

Deadline: February 26th, 2025

RENTAL OF ADDITIONAL ELECTRICAL ITEMS, WATER SUPPLY & COMPRESSED AIR

In response to the fire department's requirements for safety control of the exhibition site, and further strengthen the implementation of various exhibition site safety work to effectively prevent electrical fire accidents, the Expo Exhibition Hall will fully implement the use of electrical fire monitoring boxes on June 1, 2019. as follows:

1. The first-level electric box of the booth shall be declared to the exhibition hall after the construction of the statistical requirements at the home site; the secondary electric box (lighting part) of the booth shall be replaced by the electrical fire monitoring box, and the exhibitor or contractor does not need to carry the secondary electric box by itself (the branching electric box), the application method is the same as that of the first-class electric box, and the number of electrical fire monitoring boxes in the centralized statistical exhibition at the home site is set up, and the declaration is uniformly reported to the exhibition hall;
2. The exhibition hall provides connection between the first-level electrical box of the booth and the electrical fire monitoring box; the following connection of the electrical fire monitoring box is completed by the contractor;

Project name	Item details	Project unit price
Electrical fire monitoring box	15A electrical fire monitoring box	600.00 RMB
	30A electrical fire monitoring box	650.00 RMB
	60A electrical fire monitoring box	700.00 RMB
	100A electrical fire monitoring box	800.00 RMB

ELECTRICAL ITEMS

<u>ITEMS</u>	<u>DESCRIPTIONS</u>	<u>UNIT</u> (RMB)	<u>QTY.</u>	<u>AMOUNT</u>
A-01	15A/380V Three Phase Power Point (Max. 8KW, for Machine only)	1,900		
A-02	30A/380V Three Phase Power Point (Max. 15KW, for Machine only)	2,200		
A-03	60A/380V Three Phase Power Point (Max. 30KW, for Machine only)	4,200		
A-04	100A/380V Three Phase Power Point (Max. 50KW, for Machine only)	5,000		
A-05	15A/380V Three Phase Power Point (Max. 8KW, for Lighting)	1,900		
A-06	30A/380V Three Phase Power Point (Max. 15KW, for Lighting)	2,200		
A-07	60A/380V Three Phase Power Point (Max. 30KW, for Lighting)	4,200		
A-08	100A/380V Three Phase Power Point (Max. 50KW, for Lighting)	5,000		
A-09	24-Hour Power Point (50% extra fee of the price will be charged)	/		

COMPRESSED AIR

<u>ITEMS</u>	<u>DESCRIPTIONS</u>	<u>UNIT</u> (RMB)	<u>QTY.</u>	<u>AMOUNT</u>
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A-08	Compressed Air ≤5HP, 8bar,(Standard Piping), dia. 8mm, 4" quick coupler	3,700		
A-09	Compressed Air =7HP, 8bar, (Standard Piping), dia. 12mm, 4" quick coupler	4,200		
A-10	Compressed Air =10HP, 8bar, (Standard Piping), dia. 18mm,6" valve	5,250		

WATER SUPPLY

<u>ITEMS</u>	<u>DESCRIPTIONS</u>	<u>UNIT</u> (RMB)	<u>QTY.</u>	<u>AMOUNT</u>
A-11	For Machine (dia. 20mm, P. 4kg/cm ²)	4,600		
A-12	For Washbasin (dia. 15mm, P. 4kg/cm ²)	3,450		

OTAL: _____ RMB

Please return this page with Page P36-6B together.



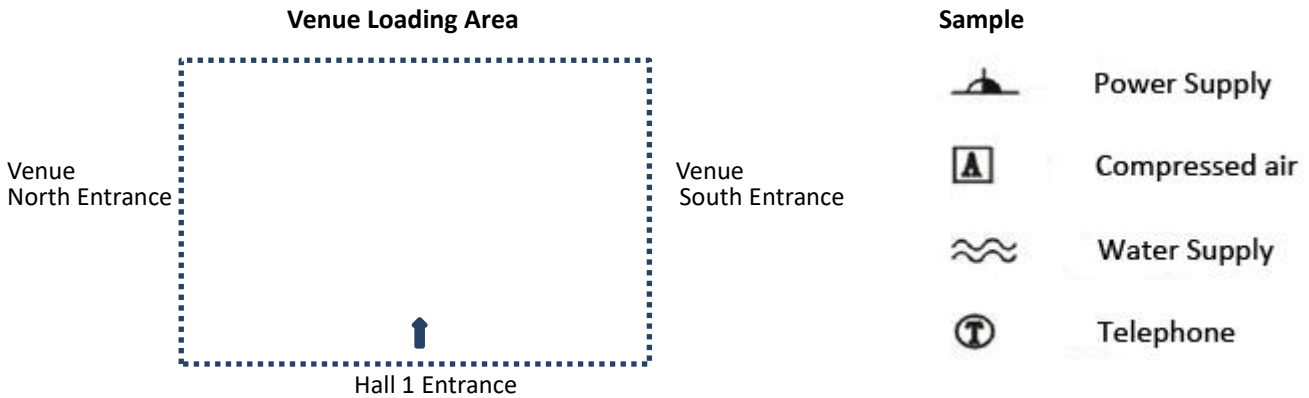
Form-6B Order Utilities (Electrical, Air, Water)

Deadline: February 26th, 2025

Mark Power and Air Interface Position using below icon

Please mark in the picture

- a. Have to Mark Tunnel and booth
- b. Have to mark power supply
- c. Have to mark Booth No. and Name: each small cell represents one square meter



IMPORTANT NOTES:

1. Unless otherwise stated, 220V socket supplied is strictly **NOT** allowed to be used for lighting purpose.
2. Exhibitors booking Raw Space Stand **MUST** order a Three Phase Power Point for lighting purpose. A separate Power Point **MUST** be ordered if there any machinery to be demonstrated.
3. Surcharge will be imposed on any late and on-site. **Late Order - 30%** surcharge will be imposed **after Feb. 26th, 2025**, **50%** surcharge will be imposed **after Mar. 5th, 2024**.
4. All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
5. All bank charge is to be borne by Exhibitors.

Please pay to:

Co. Name: Shanghai Haibo Exhibition Service Co., Ltd.

Bank: Bank of Shanghai

A/C No.: 31668303000335664

Authorized by: Exhibiting Company: Stand No: Contact: Position: Tel: Fax: E-mail: Signature: Date:	Please make a copy for your own file & return to the following :
	Shanghai Haibo Exhibition Service Co., Ltd. Contact: Mr. Li Tel :+86 021-65053375/13764974081 E-mail :kuoljq@126.com

Please return this page with Page P34,35-6A together.



Form-7A Order Stand Furnishings (Furniture, Floral)

Deadline: February 26th, 2025

Order Stand Furnishings

ITEMS	DESCRIPTIONS	UNIT	QTY.
H-01	Information Desk (1030*535*800)	150.00	
H-02	Lockable Cabinet (1030*535*800)	180.00	
H-03	Glass Round Table (750*750*750)	120.00	
H-04	Reception counter 90° (1980*1200)	850.00	
H-05	Black Leather Chair (500*450*520)	55.00	
H-06	Folding Chair(460*450*450)	30.00	
H-07	White Bar Stool (360*400*750)	100.00	
H-08	Low Glass Showcase (1030*535*1000)	350.00	
H-09	Tall Glass Showcase (535*535*2000)	550.00	
H-10	Tall Glass Showcase (1030*535*2000)	600.00	
H-11	Low Display Cube (535*535*500)	120.00	
H-12	Tall Display Cube (535*535*800)	150.00	
H-13	Sloped Shelf/Flat Shelf Glass Shelf A/B (1000*300)	60.00	
H-14	Wheeled Coat Hanger (1800*450*1520)	100.00	
H-15	Folding Door (950*2000)	200.00	
H-16	Aperture Board (2353*963)	250.00	
H-17	Net Piece (1200*900)	30.00	
H-18	100W Spotlight	100.00	
H-19	40W Fluorescent Tube	120.00	
H-20	150W HQI Floodlight	280.00	
H-24	Barricade	100.00	
H-26	Magazine Rack (260*260*1200)	180.00	
H-27	Water Dispenser	200.00	2 barrels of bottled water for free

OTAL: _____ RMB

IMPORTANT NOTES:

1. Unless otherwise stated, 220V socket supplied is strictly **NOT** allowed to be used for lighting purpose.
2. **Exhibitors booking Raw Space Stand MUST order a Three Phase Power Point for lighting purpose.** A separate Power Point MUST be ordered if there any machinery to be demonstrated.
3. Surcharge will be imposed on any late and on-site. **Late Order - 30% surcharge will be imposed after Feb. 26th, 2025, 50% surcharge will be imposed after Mar. 5th, 2025.**
4. All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
5. All bank charge is to be borne by Exhibitors.

Please pay to:

Co. Name: Shanghai Haibo Exhibition Service Co., Ltd.

Bank:Bank of Shanghai

A/C No.: 31668303000335664

Authorized by: Exhibiting Company: Stand No: Contact: Position: Tel: Fax: E-mail: Signature: Date:	Please make a copy for your own file & return to the following : Shanghai Haibo Exhibition Service Co., Ltd.
	Contact:Mr. Li Tel :+86 021-65053375/13764974081 E-mail :kuoljq@126.com

家具租赁

RENTAL FURNITURE & FITTINGS



咨询桌 H01
Information Counter
1030Lx535Wx800Hmm



锁柜 H02
Lockable Cupboard
1030Lx535Wx700Hmm



玻璃圆桌 H03
Glass Round Table
800 中 *750Hmm



接待桌 H04
Reception Counter
90° 1980Lx1200Hmm



会议椅 H05
Conference Chair
500Wx450Dx450SHmm



折叠椅 H06
Folding Chair
460Wx400Dx455SHmm



吧椅 H07
Bar Stool
300 中 *750SHmm



低玻璃柜 H08
Low Glass Showcase
1030Lx535Wx1000Hmm



高玻璃柜 H09
Tall Glass Showcase
535Lx535Wx2000Hmm



高玻璃柜 H10
Tall Glass Showcase
1030Lx535Wx2000Hmm



低展台 H11
Low Display Cube
535Lx535Wx500Hmm



高展台 H12
Tall Display Cube
535Lx535Wx800Hmm



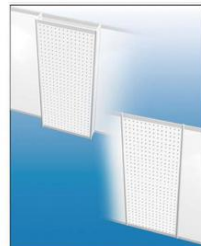
固定、活络层板 H13 (A/B)
Sloped Shelf, Flat Shelf
Glass Shelf
1000Lx300Wmm



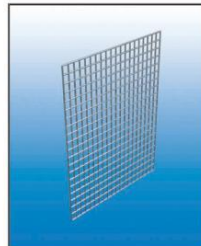
衣架 H14
Wheeled Coat Hanger
1800Lx450Wx1520Hmm



插门 H15
Folding Door
950Wx2000Hmm



匙孔板 H16
Aperture Board
2353Lx963W



网片 H17
Net Piece
900Lx1200Hmm



长臂射灯 H18
100W Long Arm Spotlight



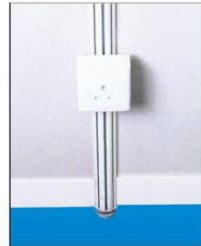
射灯 H19
100W Spotlight



日光灯 H20
40W Fluorescent Tube
(1.2m)



镝灯 H21
150W HQI Floodlight



电源插座 H22
Power Socket
Max. 500W



围栏 H23
Barricade
(two poles with 1.5m chain)



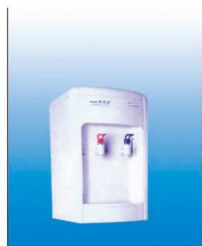
等离子电视机含 DVD H24
Plasma & DVD



电冰箱 H25
Refrigerator
500Lx522Wx1210Hmm (140 litre)



资料架 H26
Magazine Rack
260*260*1220Hmm



饮水机 H27
Drinking Water Machine
300Lx300Wx500Hmm

- TEL: (总机) 021-65685037
021-65677157
- FAX: (传真) 021-65685015
- E-mail: haiboshow@163.com



Form-7B Order Stand Furnishings (Furniture, Floral)

Deadline: February 26th, 2025

Rental of Additional AV& Communication Items

AV ITEMS

ITEMS	DESCRIPTIONS	UNIT	QTY.	AMOUNT
H-27	42" Plasma Screen Television (Power Socket Excluded)	1,500		
H-28	LDD, Local Direct Dial Telephone Line	750		
H-29	DDD, Domestic Direct Dial Telephone Line (RMB1,000 deposit to be paid on-site)	1,200		
H-30	DDD, International Direct Dial Telephone Line (RMB4,000 deposit to be paid on-site)	2,500		
H-31	Internet Connection Shareable Wire LAN, 20Mb	5,600		

OTAL: _____ RMB

IMPORTANT NOTES:

1. Unless otherwise stated, 220V socket supplied is strictly **NOT** allowed to be used for lighting purpose.
2. **Exhibitors booking Raw Space Stand MUST order a Three Phase Power Point for lighting purpose.** A separate Power Point MUST be ordered if there any machinery to be demonstrated.
3. Surcharge will be imposed on any late and on-site. **Late Order - 30%** surcharge will be imposed **after Feb. 26th, 2025**, **50%** surcharge will be imposed **after Mar. 5th, 2025**.
4. All orders must be accompanied with full payment. Otherwise, it will be treated as invalid order.
5. All bank charge is to be borne by Exhibitors.

Please pay to:

Co. Name: Shanghai Haibo Exhibition Service Co., Ltd.

Bank:Bank of Shanghai

A/C No.: 31668303000335664

<p>Authorized by: Exhibiting Company: Stand No: Contact: Position: Tel: Fax: E-mail: Signature: Date:</p>	<p>Please make a copy for your own file & return to the following : Shanghai Haibo Exhibition Service Co., Ltd. Contact:Mr. Li Tel :+86 021-65053375/13764974081 E-mail :kuoljq@126.com</p>
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Form-8 Hospitality Booking Form

Deadline: Mar 10th, 2025

Customer Service : Ms.Li, +86-13564372191					
Shanghai Mengxuan Exhibition Service co. LTD., Address : No.158 Shuang Lian Road					
Hotel name	Star	Address	Price	Inclusive	Distance
InterContinental Shanghai Expo	5*	No.1188 Xue ye Road	1388 1568	Single breakfast Shuttle Bus double breakfast Shuttle Bus	2KM
SHANGHAI WORLD EXPO SAVHE HOTEL	5*	No.410 Xueye Road	798	double breakfast Shuttle Bus	2KM
UrCove by HYATT Shanghai Lujiazui Expo	4*	Building 3, No. 2266 Pudong South Road	628	double breakfast Shuttle Bus	4.4KM
Tongmao Hotel	4*	No.357 Song lin Road	538	double breakfast Shuttle Bus	4KM
Wassim Hotel-Shanghai World Expo Center	4*	No.551 Gaoke West Road	558	double breakfast Shuttle Bus	2KM
Yitel Collection -Shanghai Lujiazui Expo Park Shangnan Road	4*	No.681 Hai yang Road	498	double breakfast Shuttle Bus	3KM
Home Inn Plus	3*	726 Gaoke West Road	498	double breakfast	2.5KM
Shanghai Everbright International Hotel	4*	No.66 Caobao Road Xuhui District Shanghai	428	double breakfast	9KM
Vienna 3 Best Hotel (Shanghai Expo Sanlin)	chain	No.2055 Banquan Road Pudong New Area	398	double breakfast	4KM
Online booking link: https://dwz.cn/K2zkq0xS					
Company Name			Note: Pls provide your credit card details for booking guarantee : Card Number , Card Type , Cardholder Name		
Telephone					
Contact					
Hotel Name	Guest Name		Check in-Check out		
Attentions: <ol style="list-style-type: none"> Please make a reservation before Mar 10, 2025 and later the price will depend on the hotel situation. You can pay part of it in advance and pay all the room rate before Mar 10, 2025. If you want to cancel the reservation, please inform Shanghai Mengxuan Exhibition Service Co., Ltd. before Mar 10, 2025, otherwise the hotel will charge for one night. If fail to arrive, the hotel will charge for one night Free shuttle bus service between the hotel and the exhibition hall is only available to customers who book the hotel in Shanghai mengxuan exhibition services co., LTD 					



Form-9 Visa Application to China

Deadline: February 10th, 2025

Shanghai Mengxuan Exhibition Service Co., LTD

Tel: (86) 13774314909
Contact: Ms. Ding
E-mail: dyy@mxydt.com

<p>This form must be emailed by Feb 10, 2025 to: dyy@mxydt.com</p>

1. If your overseas representatives or colleagues need an official invitation letter to apply for a Chinese entry visa, please fill in the following form clearly in English capital letters:

Company Name:							
Address:							
Tel:				Fax:			
Family Name:				First Name:			
Gender:		Nationality:		Date of Birth:			
Passport Number:				Title:			
Arrival Date:				Departure Date:			
The Country/City Where the Chinese Embassy or Consulate is located to obtain Visa:							
Fees for handling the formalities of invitation letter: 100RMB per person							
Payment by Credit Card:				<input type="checkbox"/> Visa		<input type="checkbox"/> Master	
Card No.:				Exp.Date:		(m/y)	
CVV Number:				(the last three digits near the signature line on the back of your card)			
Cardholder:				Amount:			
Authorization Signature:				Date:			

Fees for handling the formalities of invitation letter(Generally five working days, rest day extension):
100RMB per person.

If you need an urgent invitation letter (Generally three working days, rest day extension), please contact the designated hotel business travel agent.

If you need contact the designated hotel business travel agent, the fees of special country invitation letter approved by Shanghai Municipal Commission of Commerce is 800RMB per person.

***All invitations will only be processed after full payment.**



Steps:

1. If more than one person needs to apply for a visa, please make a copy of this form.
2. Please complete this form in capital letters or computer type and submit it to the designated hotel travel agent who will process the invitation letter for your visa application.
3. The invitation letter will be sent to you by fax or email after confirmation of your full payment.
4. Please bring both your invitation letter and passport to the Chinese Embassy or Consulate where you can apply for a Visa.
5. You may have to pay additional specified fees to the Chinese Embassy or consulate.

Attention points:

The passport of all applicants shall be valid at least **6 months** before the date of entry into China or any other destination.

All invitation letters for entry visa applications must be completed and returned together with the application fee and a copy of passport before being processed.

Company Name:

Booth Number:

Contact:

Tel:

E-mail:

Date: