



36th SICOT



Orthopaedic World Congress

第三十六届世界骨科大会

Science • Innovation • Cooperation • Open • Transition

EXHIBITORS' MANUAL



SEPTEMBER
17th - 19th

2015 BAIYUN INTERNATIONAL CONVENTION CENTRE
GUANGZHOU, CHINA

Hosted by

International Society of Orthopedic Surgery and Traumatology
国际矫形与创伤外科学会

Local PCO

Fumed Convention & Exhibition Management Co., Ltd.
上海复医会展管理有限公司

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Section 1 - General Information:

CONTACTS

Congress Secretariat:

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E-mail: congress@sicot.org

Commercial Agent:

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Linsa Inc.
Canada
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E-mail: lsalvati@linsa.ca
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Commercial Agent (China) :

Tristan Dai

Shanghai Fumed Convention & Exhibition
Management Co., Ltd.
Tel: 021-64453107
Fax: 021-64453106
E-mail: sponsor@sicot2015.org
Add.: 3F, Kunyang Int'l Business Plaza, No.798,
Zhaojiabang Rd., Shanghai, 200030, P.R. China

OFFICIAL STAND CONTRACTOR

Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd
Tel:020-34330260
Fax:020-34468073
Contact Person: Ms.Zhouchun Tel:18011844926
Email:923551102@qq.com

Accommodation:

Jacky Yao

Shanghai Fumed Convention & Exhibition
Management Co., Ltd.
Tel: 021-64453107
Fax: 021-64453106
E-mail: yaoning@fumed.com.cn
Add.: 3F, Kunyang Int'l Business Plaza, No.798,
Zhaojiabang Rd., Shanghai, 200030, P.R. China

Recommended Construction:

Garcia Jin

Shanghai Fumed Convention & Exhibition
Management Co., Ltd.
Tel: 021-64453107
Fax: 021-64453106
E-mail: jinf@fumed.com.cn
Add.: 3F, Kunyang Int'l Business Plaza, No.798,
Zhaojiabang Rd., Shanghai, 200030, P.R. China

Exhibition Shipping:

DHL GLOBAL FORWARDING CHINA
Floor 19, Orient International Finance
Plaza
No. 318 South Zhongshan Road,
200010 Shanghai P.R. China
Tel : +86 21 23055698
Fax : +86 21 61965695
E-mail: Nathan.Sun@dhl.com

About the Conference

Conference Date: 17, 18 and 19 September 2015
City: Guangzhou, China
Venue: Baiyun International Convention Centre
Expected attendance: 3500 participants
Demographics: Participants from all over the world and especially Asia & neighboring Countries

PRELIMINARY EXHIBITION SCHEDULE

Raw Space Stand Construction :

September 15th ,2015 22:00—02:00
September 16th ,2015 09:00—17:00

Shell Stand Decoration :

September 16th ,2015 13:00—17:00

Exhibition Hours :

September 17th ,2015 09:00—17:00
September 18th ,2015 09:00—17:00
September 19th ,2015 09:00—15:00

Stand Dismantling :

September 19th ,2015 15:00—22:00

On-site Exhibition Management Desk will be situated at the Exhibition hall

COMPANY PROFILE

- Access to the exhibition, poster area and all scientific sessions (closed sessions not included) .
- Company name, Contact information including website will be published on the SICOT conference website and in the Final Programme.
- One copy of the Final Programme and conference bag per exhibiting company or until supplies last.
- Complimentary representative badges will be allocated to each exhibit according to size and sponsorship categories.
 - 9 sqm 2 exhibitor badges
 - 18 sqm 3 exhibitor badges
 - 27 sqm 6 exhibitor badges
 - 45 sqm 8 exhibitor badges
 - 60 sqm or more 12 exhibitor badges

Important: your company name will appear in alphabetical order according to the first letter indicated
Deadline for sending the description is August 15th, 2015
Please send your description as a word document to: sponsor@sicot2015.org

OFFICIAL STAND CONTRACTOR

Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd is the official contractor for standard shell scheme and special design stands, furniture supply and electricity supply. Please contact:

Tel: 020-34330160
Fax: 020-34468073
Contact Person: Panghao
Tel: 18818808303
Email: 342963499@qq.com

Organizer Recommended Transporter

DHL GLOBAL FORWARDING CHINA
Floor 19, Orient International Finance Plaza
No. 318 South Zhongshan Road,
200010 Shanghai P.R. China
Tel: +86 21 23055698
Fax: +86 21 61965695
E-mail: nathan.sun@dhl.com

For details see Appendix 1: Shipping manual

TOURIST INFORMATION

Climate

Guangzhou has a subtropical monsoon marine climate. The average temperature in April is between 20°C and 30°C. It is sunny and dry, with occasional rains or showers.

Currency

RMB is the circulating currency in China. Foreign Currencies can be exchanged for RMB in hotels and Bank outlets. Bank of China and the ATMs with the sign of "China Union Pay" provide cash withdrawal Via credit cards.

Time Zone

Guangzhou is 8 hours earlier than Greenwich Mean Time (+8 hours GMT)

Power Supply

The voltage standard in China is 380/220V 50Hz.

Section 2 – Exhibition Rules & Regulations:

Regulations on Safety and Fire-prevention

To ensure the order and safety of the China Import and Export Fair and avoid various safety accidents and illegal events, the following safety and fire-prevention provisions have been formulated by SICOT2015 in accordance with Fire-prevention Laws of P.R. China, Chinese Customs Supervision Regulations and relevant Laws and Regulations on social security administration as well as safety requirements of SICOT2015 which shall be strictly abide by all exhibitors.

1. The exhibitor shall reinforce and enhance the safety and fire-prevention awareness of his participants and proactively cooperate with the fire-prevention and security sectors of SICOT2015 to maintain its good order and safety.
2. The exhibitor shall notify and restrict his Participants to strictly comply with the Laws and Regulations on the People's Republic of China without conducting any illegal activities during the course of SICOT2015 especially in the exhibition hall.
3. The exhibitor shall only be allowed to enter the exhibition hall with a valid badge wearing in front during his stay in the exhibition hall for the inspection of the security guards of SICOT2015 at any moment. One person can only apply for one badge, and the badge shall only be used by the owner and not be allowed to be transferred to any other people or sold out or revised. If otherwise, the badge will be confiscated, and the person violating this rule will be added to a blacklist.
4. Except for those who have been specially exempted by SICOT2015, all other exhibitors shall accept the safety inspection conducted by the guards of SICOT2015.
5. The exhibitor shall pay special attention to guarding against theft and safekeeping his personal properties (including laptops) and exhibits.
 - (1) Exhibitor with laptop shall apply from the guard at the hall for computer lock to have the laptop protected.
 - (2) The exhibitor shall enter the hall in time as soon as the exhibits have been exhibited in the stand and shall not leave the hall before closing time. At least one person shall stay in the stand to look after the exhibits during the opening time to prevent any pilferage. All exhibits shall be managed strictly in accordance with the custody provisions of the inbound and outbound cargoes under the Customs Law of P.R.China.
 - (3) All valuable exhibits shall be safely kept in the cabinet, safe or protected through other effective measures prior to the closing time of the exhibition every day.
 - (4) All controlled cutting tools and weapons being approved by SICOT2015 to exhibit shall be kept in the lockable exhibition cabinets or fixed up on the exhibition panels, which shall also be guarded and managed by specially assigned persons.
 - (5) At times of opening and closing every day, the exhibitor shall conduct timely check-up of the exhibit quantities and report to the security sector of SICOT2015 Complex (security section of SICOT2015 Security Office) in case of any losses.
6. No poisonous, inflammable and explosive and radiation exhibits shall be directly displayed in the exhibition hall. Those exhibits shall only be displayed through pictures, copy substitute or models. Goods fall into this category include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items may be treated by the security sector as threatening to the safety of the exhibition hall.
7. Except for specified places, smoking shall be forbidden in the exhibition areas such as exhibition halls, lounges, dining areas, cafe, toilets, meeting rooms and so forth.8. The fire-prevention aisles shall be

accessible under any circumstances.

(1) The exhibitor shall not pile up any exhibits and constructional materials at the hall entrances or aisles during period of stand construction.

(2) The exhibitor shall not keep any tables, chairs and exhibits on the aisles of the hall, or distribute any product catalogs, brochures, promotional materials or any other gifts at the aisles or any public areas in the exhibition hall during the course of exhibition.

9. Collocation and arrangement of the exhibits shall be stable and safe. Exhibitors shall submit written applications to the Fair in advance for demonstration of the exhibits or other items. And these demonstrations shall not be arranged before being approved. During demonstration, exhibitors shall be in considerations of safety and good orders within the exhibition hall without any potential dangerous outcomes or disturbance to the visitors and any third parties.

(1) All exhibits and inflammable decorations shall be located at a minimum space of 30 CM away from the lightings in the stand or other heating electronic apparatus.

(2) All exhibits, especially the mobile large-scale machinery, shall be fasten upon safe locations to prevent slides.

(3) Demonstration of machinery shall be performed by professionals or under the direction of such professionals. Those machines shall be equipped with anti-startup devices to stop casual mal-operations of the visitors or non-professional persons.

(4) The Exhibitor shall submit written application in case flammable materials such as gasoline and alcohol are needed in the demonstration. The application needs to be approved and those materials could be used after the on-site check of the public security and fire-fighting personnel.

(5) High decibel acoustics shall not be used for any kinds of demonstrations. The decibel of demonstration shall be strictly limited to a scale below 70.

10. All exhibits shall be under the control of the China customs. The exhibitor shall give timely report to the China customs concerning any inability of the exhibitor to return any exhibits to original countries/regions because of damages, losses or pilferages. As for the damaged exhibits, the customs shall levy a tariff on basis of the extent of such damages. A tariff shall accordingly be levied on lost or pilfered exhibits in accordance with relevant regulations.

11. Stand shall be set up on basis of completion of relevant application and entry procedures. Herein, i.e. Stipulations of Construction Management for Custom-built Stand, since this regulation shall be an integral part of the regulations.

12. During the course of exhibition, the exhibitor as well as his entrusted contractor shall arrange electricians who are recorded on files of SICOT2015 to be on duty so as to eliminate any kinds hidden safety trouble at any moment.

13. The exhibitor shall pay special attention to safety in electricity usage and shall not utilize any unqualified or malfunction electric devices or violate rules during operations.

(1) Stand electricity consumed shall be applied as per actual situation. The exhibitor shall not introduce from or connect to the electricity distributor or sockets inside the hall without permission or instruction from the electrician of SICOT2015.

(2) Machinery exhibits or other exhibits which need 24-hours power supply shall be equipped with appropriate and reliable protection switches and be free from any hidden breakdowns. SICOT2015 shall not be responsible for any breakdowns caused by errors of the distributor switch due to defaults of the exhibitor's devices. In case that exhibits and relevant equipment need 24-hour electricity supply, exhibitor should provide a written application that is sealed by the organizer or its own agent of exhibitor recruitment of the International Pavilion and carry out the application procedure at the Exhibitor Service Centre of the International Pavilion.

(3) In case of a power breakdown caused by protection error of the distributor switch, the exhibitor shall report to SICOT2015 through the Service and Complaint Call and SICOT2015 shall accordingly dispatch an electrician to site for inspection and remedy works. The exhibitor shall not switch on the electricity per se.

(4) Exhibitor who rents the standard stand shall not be allowed to increase the lighting numbers in the stand per se. Neither shall he be allowed to connect to power supply with his own sockets.

(5) Exhibitor who uses standard stand shall pay timely attention to the lightings in the stand. In case of falling off of the spotlights, the exhibitor shall notify SICOT2015 immediately or call the phone of Service and Complaint so as to enable SICOT2015 to arrange an electrician to remedy the situation.

(6) Utilization of high-power devices such as electric water jug, cooker, and iron in the stands shall firstly gain approval from SICOT2015 by submitting to SICOT2015 a written application form.

14. Stands shall not be over 4.5 meters.

15. All constructional tools, surplus constructional and packing materials and accessories shall be cleared out of the exhibition hall prior to closure and subsequent to completion of construction works. The aforesaid items shall not be stored in the stand or any spaces behind (or beside) the stand. The exhibitor shall contact the recommended transporter in case of any temporary storage of such items. Constructional tools, surplus constructional and packing materials and accessories brought from overseas by exhibitors shall be managed equal to import exhibits, and shall go through related procedures under the instructions of the Chinese Customs.

16. The exhibitor shall proactively cooperate with the guards at site to carry out clearance work during the course of exhibition. (1) Clear all rubbish in the stand, extinguish kindling and other possible safety troubles. (2) Switch off the electricity supply in the stands. (3) Safekeeping valuables (exhibits) and lock up the exhibition cabinets.

Electricity

1. Only electricity can be used as a source of light or power at the Exhibition Venue.

2. All electrical works shall be carried out at Exhibitor's expense by the official contractor appointed by the Organizer. Design plan or proposals for electrical installation must be submitted to reach the organizer for Review not later than six weeks before the commencement of the Exhibition. The organizer may require Amendments or variations to be made to the design plan or proposals at its sole and absolute discretion.

3. Application for electricity supply in custom-built stand should attach the following materials to the exhibition operations

4. Electricity, whether from the mains, batteries or generators shall be supplied only through the exhibition operations

Code of Conduct for Participation in the Fair

1. Content coverage of any company introduction, products directory or brochure leaf brought by exhibitors is restricted on the exhibitor's own company introduction and / or products exhibit in the current fair, and any distribution of these material outside exhibitor's own stand is prohibited. All activities of the exhibitor including exhibition, demonstration, distribution of product catalogs and promotional materials or gifts shall have to be carried out only within the stand area stipulated in the Participation Provision without disturbing the neighboring exhibitors or exhibition order of SICOT2015. The exhibitor shall strictly abide by the Safety and Fire-prevention Regulations.

2. The exhibitor shall instruct and restrict his participants to behave themselves in the exhibition.

(1) No Pilferage of exhibits of other exhibitors.

- (2) No photographing or recording of exhibits on other stands shall be allowed without others' permission.
 - (3) No entry into any other stands without invitations from their users.
 - (4) No disturbance to the visitors (buyers) or other exhibitors.
 - (5) Obey to and cooperate with the guards of SICOT2015 without being deliberately provocative.
 - (6) No damage to any fixed or movable installations in the hall include but not limit to: No damage to any exhibit accessories, boards, aluminum materials, lightings, tables and chairs in the standard stand. Details shall be referred to Chapter 4, Services and Stipulations of Standard Stand Decoration, of Part II. No nailing, trilling or sticking shall be allowed on the ceiling, floors, pillars or walls in the hall. No damage to the establishments of fireproofing, monitoring, electricity distributing, lighting and communication constructed to the ceilings, floor ditches, pillars and walls in the hall and toilet and movable fireproofing installations therefrom.
 - (7) Any lost articles found in the hall shall not be pocketed and they shall be handed over to the security sector of SICOT2015. Notes: Contact of the Security Section of the hall: 0086-20-89138768.
 - (8) Distributing leaflets out of the stands is not allowed.
3. In case of finding any non-exhibitors distributing product catalogs, promotional materials and CDs in the exhibition or the exhibitor is disturbed by such persons, the exhibitor shall be obliged to report to the security section of SICOT2015 immediately to for settlement.
 4. SICOT2015 shall make overall arrangements for the clearness of the aisles as well as other public areas of the hall. The exhibitor should clear the rubbish in his stand per se and keep the rubbish in the trash bins which shall then be settled by SICOT2015.
 5. To ensure safety of the exhibitor, his personal properties and exhibits or to compensate his losses may be caused by ignorance of his employee or staff, the exhibitor shall be requested by SICOT2015 to purchase adequate insurance for the stand he rents.

Section 3 –Booth Design and Facilities

STANDARD SHELL SCHEME STALL

Shell Scheme Booth - 9 Sq m: not included with your Exhibition Fee



Shell Scheme Package /CNY 980

Each 3m by 3m Shell-Scheme Booth includes the following:

- Carpet
- Back and vertical side partition walls (2.5 m high)
- Basic lighting with two 100-watt spotlights, including electrical.
- Electrical plug (installation includes one 220-Volt plug)
- Front fascia board with company name and Booth No.
- Furniture: one information Counter, two chairs and one waste bin

Stipulations of Construction Management for Custom-built Stands

Custom-built Stands

Refer to the stands, that exhibitor entrusts the contractor and decorate either in the wooden structure or with materials which are different from those used in the standard stands.

Contractor of Custom-built Stands

For this option of participation, Exhibitors will be given raw space. They have to design and construct their own booths and adhere to the Rules and any other conditions which the organizer may specify before or during the Exhibition.

Raw Space Exhibitors may appoint any competent Chinese local Stand Contractor to design and construct their booths. For the latest for raw space Exhibitors, raw space contractors' information, construction drawings and lighting distribution plan and Application Form for Electricity and site work deposit should be submitted to exhibition operations

Organizer Recommended Stand Contractor

Garcia Jin / Jacky Yao

Shanghai Fumed Convention & Exhibition Management Co., Ltd.

Tel: 021-64453107

Fax: 021-64453106

E-mail: jinbf@fumed.com.cn / yaoning@fumed.com.cn

Add.: 3F, Kunyang Int'l Business Plaza, No.798, Zhaojiabang Rd., Shanghai, 200030, P.R. China

Application Procedures for Custom-built Stands

- (1) Three-dimensional color drawings of design proposals;
- (2) Plan and elevation of design proposals (Including detailed dimensions and material specifications);
- (3) Application for electricity supply in custom-built stand should attach the following materials:
 - (I) Clear and detailed drawings of Electric Distribution System indicating the gross power, current rating, voltage (220V/380V) of the master switch and model of leakage protection switch, as well as the wire model and laying-out pattern and electric equipment.
 - (ii) Accurate Plan of Electric Distribution indicating the location of the main distribution box as well as the types, power and locations of lightings.
 - (iii) The copies of valid operation certificates of electricians who work for the custom-built contractor and the list of on-duty electricians as well as their operation certificate codes and telephone numbers.
 - (iv) Electricity application Form ((FORM 3)
 - (v) Letter of Undertaking of Safe Construction in Custom-built Stand (FORM 4)
 - (VI) Information of Exhibitors and Contractors (FORM 5)
 - (VII) Qualification Application Form (FORM 6)
 - (VIII) Construction Worker Registration Form (FORM 8)

(5) The construction drawings (including the structure and panel point drawings) shall be provided by construction and design institution (office) with qualification certification of structure designs
All drawings should be in a recognized scale, not less than 1:50 and should be sent, before 15 August 2015, to roye.shi@viewshop.net

Charge Criteria

Charging Standard of Regular Services (in RMB each exhibition period)

Item	Yuan/m ²	Note
Special Booth Fees of construction and management	65Yuan	calculate according to the booth area

Charging Standard of Certificates (in RMB each exhibition period)

Item	Unit	Price
Move-in(Move-out) certificate	one	50Yuan
Move-in(Move-out) car certificate	one	200Yuan

Charging Standard of Delayed Services (in RMB each exhibition period)

Item	Unit	Price
Delayed Service fee	Yuan/m ² /hour	25Yuan

Note:

1. Setting-up time:9: 00-17: 00
2. It's overtime work after 17: 00, which should be applied for before 16:00. After 16:00, 30% more should be charged.
3. Calculate according to the booth area, whose starting area is 100 m².
4. Delayed services after 0:00 should be charged at 40 Yuan/m²/hour.

alculation Standard of Deposits (in RMB each exhibition period)

Special Booth Area	Cleaning-up Deposit	Construction Safety Deposit	The cleaning-up deposit and construction safety deposit should be charged according to the special booth area. The Hall Contractor would return the cleaning-up and construction deposits in one month after the exhibition is closed, booths are moved out and cleaned, the ground is clean and undamaged without any interference to other passages
Less than 54m ²	1500 Yuan	15000 Yuan	
Less than 100m ²	2000 Yuan	20000 Yuan	
Less than 100m ²	3000 Yuan	30000 Yuan	

Technical Data

The maximum height of construction is 4.5 meters for raw space stands, and Double-deck stands are not allowed.

Shell scheme stands are 2.45m high

According to the design criteria of the Complex, loading capacity is 300 kg per square meter

Important:

The English version of the exhibitor's manual are for reference only, all the Chinese version shall prevail.

Please contact us for the Chinese version, let your Chinese local Stand Contractor,

Section 4 –ADDITIONAL SERVICES:

Form 1: STANDARD SHELL SCHEME STALL

Deadline: AUGUST 15, 2015

Item	Description	Unit Cost	Quantity	Cost
S-1	STANDARD Shell Scheme Booth - 9 Sq m	CNY 980		
			Sub Total	

Company (fascia board) :

Booth No. _____ Contact Person: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Please send this page to Week Han at Email: sponsor@sicot2015.org

Form 2: Exhibition Leasing Application Form

Deadline: AUGUST 15, 2015

Please complete the form and send it back: Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd Tel:020-34330260 Fax:020-34468073 Contact Person: Ms.Zhouchun Tel:18011844926 Email:923551102@qq.com		The 36 th SICOT Exhibition Leasing Application Form			Form 2
		Booth No.: _____ Company Name: _____ Contact Person: _____ Tel: _____ Fax: _____ Email: _____			
Exhibition Leasing					
No.	Name	Size	Unit	rent	Quantity
1	inquiry desk	75L*53W*100H	each	180	
2	Glass table	70H*80	each	200	
3	long table	120L*49.5W*75H	each	200	
4	Black chairs		each	35	
5	White chairs		each	30	
6	Silver armchair, only accept reservation		each	80	
7	Cabinet without locks	75L*50W*100H	each	200	
8	Flat plate	99L*31W	each	55	
9	Showcase, only accept reservation	100L*50W*75/100H	each	450	
10	Showcase without lights, only accept reservation	L990*W495*H2480	each	580	
11	Glass short cabinet, only accept reservation	100L*50W*100H	each	280	
12	Meshes, only accept reservation	100L*150H	each	50	
13	Carpet	All colors	m ²	15	
14	Plants, only accept reservation		each	60	
15	Fascia installing and removig	300L*20H	each	80	
16	Board installing and removing	100L*250H	each	100	
17	Lifting chair, only accept reservation		each	60	
18	Data Frame, only accept reservation		each	120	
19	Wooden door	100L*240H	each	250	
20	garbage can		each	30	
21	wooden round table	70H*80	each	280	
22	an arch over the gateway, only accept reservation		each	Market price	
23	The balloon arch, only accept reservation		each	Market price	
24	Preface card, only accept reservation	100L*250H	each	250	
25	Electricity box, only accept reservation		each	600	
27	plasma TV set, only accept reservation	42	set	800	
28	overhead projector only accept reservation		set	3000	
29	Long arm lights	100W	each	110	
30	fluorescent lamps	40W	each	110	
31	3A Single phase socket, only for standard booths	220V/500W	each	120	

Form 3: Electricity application Form

Deadline: AUGUST 15, 2015

Communication	The 36 th SICOT Electricity application Form	Form 2
Please complete the form and send it back: Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd Tel:020-34330160 Fax:020-34468073 Contact Person: Panghao Tel: 18818808303 Email: 342963499@qq.com	Booth No.: _____ Company name: _____ Contact Person: _____ Tel: _____ Fax: _____ Email: _____	

Electric price and electricity box lease price (in RMB each exhibition period). We plan the following items to lease, available only during the exhibition.

No.	specifications	Electric price	electricity box lease price	electricity box deposit	quantity	Sum
EB-01	10A/380V(5KW)	2800	600	500		
EB-02	20A/380V(10KW)	3600	600	500		
EB-03	25A/380V(13KW)	4200	600	500		
EB-04	32A/380V(16KW)	4800	600	500		
EB-05	40A/380V(20KW)	5900	900	500		
EB-06	50A/380V(25KW)	6600	900	500		
EB-07	63A/380V(30KW)	9500	900	500		
EB-18	100A/380V(50KW)	11000	1200	500		
Total						

Note:

- The price doesn't include the cable fee, if it is less than 32A, the cable fee is 35yuan/m, if it is more than 40A, the cable fee will be additionally charged (63A-100A: 65yuan/m).
- The application of electric box lease should be reported to the fire department for approval in 24 hours, the electric price should be twice the national price standard.
- The exhibitor should report all the payment beforehand and all the money should be paid off before 30th, August. The remittance should not be private. The company name in the exhibitor's invoice must be in accordance with the remittance unit, and only be assigned when the money has already been received.

payee: Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd

Opening Bank: No.2 Guangzhou Branch of China CCBC Bank

Account: 3602 0005 920 0533 266 Opening Bank address: Guangzhou, Guangdong Province, China

Date: _____

Signature: _____

Form 4: Letter of Undertaking of Safe Construction in Custom-built Stand

Deadline: AUGUST 15, 2015

Special Booth	The 36th SICOT Letter of Undertaking of Safe Construction in Custom-built Stand	Form 4
Please complete the form and send it back:		
Tel:020-34330160 Fax:020-34468073		
Contact Person: Panghao	Mobile:18818808303	Email: 342963499@qq.com

(Signed by Special booth contractors)

In order to strengthen the service and safety management for the special booth and to prevent industrial accidents, to implement the “safety first, prevention priority” approach, the special booth contractors are responsible to fulfill the following duties:

Be responsible to convey the safety management requirements of the Baiyun International Safety Production Management Committee to all construction workers ;

To ensure the construction of the booth design and construction programs pass the fire and structural safety request and eliminate unsafe factors. It must use the qualified decoration products and working friendly during the construction period. It should not pose a security threat to the other people and the surrounding environment;

In particular, it should not pose a major security threat against person, the environment or exhibition equipment and facilities, such as overturning the high degree of large-scale exhibition of more than 3 m structure without any safety precaution, fire operations, falling objects and so on;

To ensure that the operations staff (electricians, forklift, etc.) have the valid operational permit. Exhibition Center Authority will reserve the security checks any time* or the operator without a license will be denied for the construction;

Subject to the security sector of the Exhibition Center. It should be timely rectifiable the hidden dangers. If three rectifications fail, refuse to rectification or refuse to sign for rectification notice, it will be stopped immediately and suspended power supply;

If it is a result of the construction’s design, construction or management of any safety problems, or affect the successful holding of exhibitions, the construction unit shall bear the legal and financial consequences or related ;

There are duplicate copies. Exhibition Center and the contractor would keep one of the copies. It is interpreted by Engineering Department of Baiyun International Conference Center.

Exhibition Name: _____ Person in Charge Signed: (Company Chop): _____

Booth No.: _____ Person on-site: _____ Contact Telephone: _____

Note: Drawings of the document should be provided to the official contractor simultaneously (compulsory).

Form 5: Information of Exhibitors and Contractors

Deadline: AUGUST 15, 2015

Special Booth	The 36th SICOT Information of Exhibitors and Contractors	Form 5
Please complete the form and send it back:		
Tel:020-34330160 Fax:020-34468073		
Contact Person: Panghao Mobile:18818808303 Email: 342963499@qq.com		

Booth No.			area	_____ m ²
Exhibitor			Address	
Exhibition Contactor		Mobile	ID No.	
Construction Company			Address	
Construction Contactor		Mobile	Fax	
Booth Size	length____m , width____m , height____m		Construction Area	_____ m ²
Introduction of the major structure, connections, and main materials				
Promise of the Exhibition Unit	<p>Our company promises to supervise that the construction units should design and construct in strict accordance with the relevant national mandatory technical specifications for engineering structures and safety management of the exhibition. We guarantee the firmness and safety of the construction and install fire extinguishers as required. We shall bear full responsibilities for any loss caused by the construction safety accidents. Our company promises to accept the supervision and management of the Committee, ensure effectively the implementation of security measures and rectification, and remove hidden hazards.</p> <p>Person in Charge Signed: _____ Company Chops: _____ Date: _____</p>			
Promise of the Construction Unit	<p>Our company promises that the booth construction should be in strict accordance with the relevant national mandatory technical specifications for engineering structures and safety management of the exhibition. We guarantee the firmness and safety of the construction and install fire extinguishers as required. We shall bear full responsibilities for any loss caused by the construction safety accidents.</p> <p>Our company promises to accept the supervision and management of the Committee, ensure effectively the implementation of security measures and rectification, and remove hidden hazards.</p> <p>Person in Charge Signed: _____ Company Chops: _____ Date: _____</p>			

Form 6: Qualification Application Form

Deadline: AUGUST 15, 2015

Special Booth	The 36 th SICOT Qualification Application Form	Form 6
Please complete the form and send it back:		
Tel:020-34330160 Fax:020-34468073		
Contact Person: Panghao Mobile:18818808303 Email: 342963499@qq.com		

Company name			
Legal Representative		Registered capital	
Contactoer		Mobile	
Tel		Fax	
Company Address			
Company Website			
Company Instruction(scales 、 technicians 、 engineering abilities、 operations、 samples)			

Legal Representative (signature):

Company Chop:

date

Form 7: Internet Application Form

Deadline: AUGUST 15, 2015

Communication	The 36 th SICOT Internet Application Form	Form 7
Please complete the form and send it back: Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd Tel:020-34330260 Fax:020-34468073 Contact Person: Ms.Zhouchun Tel:18011844926 Email:923551102@qq.com	Booth No.: _____ Company Name: _____ Contact Person: _____ Tel: _____ Fax: _____ Email: _____	

The following rental projects can be reserved, only available during the exhibition.

Project	Price	Quantity	Total Price	Note
telephone rental (local calls)	900Yuan/each / period			1.The telephone rental should be applied for at least 10 days earlier before the exhibition opening. If it is only 5 days earlier, 30% more would be charged; if it is after the exhibition opening, 50% more would be charged. 2. All the expenses and deposits of rented telephones and internet ports should be paid off in cash before the exhibition opening. International calls during the exhibition should be charged according to the actual cost. The balances will be paid to either side as the case may be. 3. The rental does not include taxes. 8% more should be charged to get the invoices.
international calling service	3200Yuan/ each/period			
Telephone deposit	600Yuan/each			
Internet access ports	600 Yuan/each /period (deposit:1000 Yuan)			
Total				

Form 8: Construction Worker Registration Form

Deadline: AUGUST 15, 2015

Booth Contractor Qualification Certification	Deadline: Aug, 20 th ,2015 The 36 th SICOT Construction Worker Registration Form	Form 8
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Please complete the form and send it back:

Tel:020-34330160 Fax:020-34468073

Contact Person: Panghao Mobile:18818808303 Email: 342963499@qq.com

Date of filling:

Exhibit Company					
Booth No.		Contact Person On Site			
Tel		Fax			
Construction Company Name					
Legal Representative		Tel			
Address					
Construction time					
Company Confirmation	Company Chop or Signature				
Exhibit No.	Name	Gender	ID No.	Birthplace	Note

PS: Construction Workers should have copies of their ID cards and electricians should offer their qualification certificates!

Form 9: Electricity for 24 hours Application Form

Deadline: AUGUST 15, 2015

Special Booth	The 36 th SICOT Electricity for 24 hours Application Form	Form 9
Please complete the form and send it back: Guangzhou WeiLianWeiBo Decoration Engineering Co., Ltd Tel:020-34330160 Fax:020-34468073 Contact Person: Panghao Tel: 18818808303 Email: 342963499@qq.com	Booth No.: _____ Company name: _____ Contact Person: _____ Tel: _____ Fax: _____ Email: _____	

Application Company		Booth No.		
Contact Person		Tel		
Confirmation of the Application Company				
Brands, Modals and Power of Electrical Appliances				
Views of the Organizing Department				
Views of the Guarding Department				
Views of the Equipment Technology Department				
Important note: 1. Electricity appliances of 24-hour usage must be qualified products complying with the fire safety rules. 2. Special lines and independent electricity boxes must be equipped and flammable debris must be cleaned up in time. 3. Specific persons should be assigned, who should follow the management of security personnel.				



36th SICOT Orthopaedic World Congress

17-19 September 2015

Guangzhou, China

ORDER FORM

LIFTING - STORAGE - FREIGHT



Please indicate the services below which you require from the official logistics contractor

- | | | |
|----|--|--------------------------|
| 1) | Transport to and from venue via our consol services by air / sea / Express | <input type="checkbox"/> |
| 2) | Customs clearance formalities Permanent and Temporary | <input type="checkbox"/> |
| 3) | Lifting to or from stand at exhibition hall | <input type="checkbox"/> |
| 4) | Removal, storage and redelivery of empty cases | <input type="checkbox"/> |
| 5) | Storage of full goods (i.e. products / brochures with access and delivery during show | <input type="checkbox"/> |
| 6) | Labour for help on stand (i.e help in unpacking / repacking) Unskilled | <input type="checkbox"/> |
| 7) | Logistics support for symposium deliveries - delivery set up and dismantling | <input type="checkbox"/> |
| 8) | Packing of "Goodie bags" for hand out during show | <input type="checkbox"/> |

Description of Exhibits / Cases - Please indicate the Length - Width - Height and Weight of each item:		
Value of your consignment for our Insurance purposes:	Would you like a separate quotation for Insurance?	
	YES	NO

THERE ARE NO CREDIT FACILITIES AVAILABLE

I hereby authorise you to debit my credit card for the full amount:			
Mastercard / Visa	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date	<input type="text"/>	Security number (last 3 digits only)	<input type="text"/>
Card Holder's Name.....	Card Holder's Signature.....		
Address.....			

PLEASE COMPLETE YOUR DETAILS BELOW

Exhibitors Name.....			
Hall	Stand No.....	Date Required on stand.....	
Address			
Postcode.....	Contact on stand.....		
Email	Telephone.....		
VAT No	Mobile of person on stand.		

Please complete and return to: Email : horst@dhl-exh.com

Telephone : + 44 (0) 121 782 4626 Fax : + 44 (0) 121 782 4680

www.dhl-exh.com

Deadline for return of order form: 03 August 2015

Any work carried out after 1800hrs on weekdays, or anytime during a Saturday or Sundays is subject to 50% Surcharge.
Orders received after the official deadline 17th September or late arrivals after deadline are subject to a 25 % Surcharge.

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances.

www.dhl-exh.com





SHIPPING MANUAL



36th SICOT Orthopaedic World Congress
17-19 September 2015
Guangzhou, China

Official logistics contractor

DHL Trade Fairs & Events UK Ltd
Unit 17 & 21 Second Exhibition Avenue
NEC Birmingham
B40 1 PJ United Kingdom
Contact: Horst Froehling Email : horst:@dhl-exh.com
Phone : 0044 121 782 4626
www.dhl-exh.com

This Shipping Manual will assist you with your preparation and timely despatch of exhibits to Guangzhou.

Failure to comply with the strict import requirements will cause unnecessary delays in clearance and may lead to confiscation and heavy additional expenses being incurred.

We recommend that you engage the services of our company for a complete door to door package for your exhibits. If you decide, however, not to use the services of our agents, we ask that you hand over this shipping manual to your freight forwarder for their compliance.

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1. GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We are pleased to advise that DHL Trade fairs & Events (UK) Ltd has been appointed by SICOT as the official forwarder for **SICOT Guangzhou 2015**. Exhibitors and their agents are therefore requested to consult with us over any matter concerning the forwarding of exhibits to Guangzhou.

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:

SHIPMENTS TO GUANGZHOU INTERNATIONAL AIRPORT

Express

AWB

DHL GLOBAL FORWARDING CHINA
 Floor 17, Orient International Finance Plaza
 No. 318 South Zhongshan Road,
 200010 Shanghai P.R. China
 Ms. Gina Zheng / Mr. Stone Shi
 Tel : 21- 2305 5965 / 2305 5781
 For: 36th SICOT Orthopaedic World Congress

Airfreight

MAWB

DHL GLOBAL FORWARDING CHINA
 Floor 17, Orient International Finance Plaza
 No. 318 South Zhongshan Road,
 200010 Shanghai P.R. China
 Ms. Gina Zheng / Mr. Stone Shi
 Tel : 21- 2305 5965 / 2305 5781
 For: 36th SICOT Orthopaedic World Congress

3. CARGO DEADLINES

* Exhibits from abroad to Guangzhou direct

- | | |
|--------------------------------------|--|
| - By Express to Guangzhou warehouse | - 1 st – 3 rd September 2015 |
| - By Airfreight to Guangzhou Airport | - 1 st – 3 rd September 2015 |

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

4. IMPORTANT SCHEDULE NOTES

If there is a second carrier for transshipment via Hong Kong, Japan or Korea, the memo bills of lading issued by the

second carrier must also be sent to us.

For full container-load cargo, it is essential

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

5. EXHIBITION DOCUMENTS

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


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

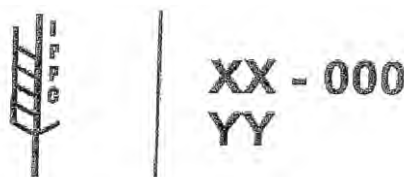
Please complete this document in English and send them to DHL Global Forwarding China, to arrive no later than 10 days prior to the arrival of your goods in China. The cost of translating invoices into Chinese will be billed to you together with the freight and handling charges.

6. FUMIGATION REQUIREMENTS

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

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

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



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

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

To:
Name of exhibitor
Stand Number
Name of exhibition
c/o DHL Global Forwarding

Our exhibition materials for the above event, comprising xxxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and markings 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 letter-head, signed with authorized signature and endorsed by company chop. The original declaration letter must be attached to the original Master Airway Bill or couriered to our local office in China for Customs clearance purposes.

7. SHIPPING NOTIFICATION & PREADVICE

The following deadlines for documents and shipping pre-advise must be strictly observed and DHL Global Forwarding will not be responsible for any consequences or delays resulting to the late supply of same.

A) Shipping Preadvice

By email to DHL Trade Fairs & Events UK Ltd Horst Froehling horst@dhl-exh.com

Once shipments have been made by courier or Air, please advise our Guangzhou & 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 Airfreight - Flight number, MAWB number.

For Courier - Trucking number.

We recommend to do not use House AWBs as this will cause difficulties in the tracking shipments and in turn delays in customs clearance..

Deadline for shipping advice:

Courier - 48 hours prior to arrival of flight.
Airfreight - 48 hours prior to arrival of flight.

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 DHL Global Forwarding staff at the fairground and we will arrange the collection of your goods from the airport. Exhibitors arriving late with hand-carried exhibits must be made aware that the Customs formalities and pick up procedures may take one or two days.

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

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

9. CATALOGUES & PUBLICITY MATERIALS – CENSORSHIP

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Effective from 6 April 2011, China customs has implemented the following regulation on the Audio & Video products:-

1. There is no waiver on importation of audio & video products such as CD or DVD
2. All exhibitor/shipper would have to personally apply "Audio and Video Product Import License" and submit the original license to forwarding agency before the goods arrive in Guangzhou airport/port. The application would take approximately 60 days and above.

All audio/video products imported would have to be re-exported totally after the exhibition.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

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

10. HAZARDOUS OR DANGEROUS CARGO

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

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

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

<http://www.iata.org/search.htm?q=battery&sc=all>

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 transit insurance policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for any exhibits sold locally.

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

12. 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)	5.39
Height (meter)	4.55
Floor-loading (kg/sq.m.)	3000kgs/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.

13. MARKING

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

SICOT GUANGZHOU 2015, 17-19 SEPTEMBER 2015

DHL Global Forwarding China

Nett Weight kg Exhibitor

Gross Weight kg Stand No.

Dimensions L x W x H (cms)

Case Number (Cases Must Be Numbered In Sequence)

14. CUSTOMS CLEARANCE

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

15. UNPACKING/REPACKING ON-SITE

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

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment.

When exhibits are repacked with used packing materials, the packing may use no longer suitable to protect the equipment against damage/moisture, compared with the original. Exhibitors must therefore bear the responsibility for any consequences arising therefrom.

16. SOLD EXHIBITS

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

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

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

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

re-exported out of China.

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. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

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

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

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

Please pay special attention to the following Customs' regulations:

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

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

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

18. PAYMENT TERMS & CONDITIONS OF BUSINESS

Companies using DHL Trade Fairs & Events (UK) Ltd 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 prior to arranging delivery to your booth.

Payments can be made by Bank Transfer or Visa /MasterCard American Express

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

www.dhl-exh.com

