

CIKB

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现代厨房
嵌入梦想

Exhibitor Manual
参展商手册

Modern Kitchen, Built-In Dreams

2015中国国际厨房博览会

2015年10月21-23日 国家会展中心（上海）

CIKB2015

21-23 October 2015

National Exhibition and Convention Center (Shanghai)

强力推动：

Living
Kitchen

AMK



中国五金制品协会
China National Hardware Association



koelnmesse



WELCOME NOTE

Dear Exhibitor,

Welcome to **CIKB 2015 - Powered by LivingKitchen!**

This is your personal copy of the Exhibitor Service Manual, which has been carefully compiled to assist you in your preparation for the event. We recommend a careful study of its content to ensure that **CIKB 2015 - Powered by LivingKitchen** will be a successful experience for your company. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual.

The "Index of Forms" lists every individual form included in the manual and shows you which forms are compulsory to return.

Please send us the order forms by the stipulated deadlines so that we can ensure that the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

We look forward to welcoming you at **CIKB 2015 - Powered by LivingKitchen!**

The Organizing Team
July 2015

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All Information in this manual is correct at the time of printing as the Organizers have done their utmost to ensure accuracy. The Organizer apologize for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.



LIST OF CONTACTS

Organizing Team

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Fax: +86 - 10 - 6590 6139
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Contact: Mr. Jerry Shen

China National Hardware Association

Room 805, China National Convention Center,
No.7 Tianchen East Road, Chaoyang District,
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Ms. Zhang Shuqing
Ms. Cao Wenhong

Official Stand Contractor

Shanghai Syma-expo Ltd.

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Zhenbei Road, Putuo District,
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P.R. China
Tel: +86 21 6238 8811*154 / 161
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Email: terry.yuan@syma.com.cn
danny.wang@syma.com.cn
Contact: Mr. Terry Yuan / Mr. Danny Wang

Official Freight Forwarder

Chinafair Cargo Services International Inc.

Room 1509, Zhongji plaza, No.25 Maliandao Rd
Xicheng Dist, Beijing, China. 100055
Tel : +86 10 6333 3181
Fax : +86 10 6333 3191
E-mail : info@chinafair-logistics.com
Contact:
Ms. Joanna
Mr. Mike.He

Official Travel Agent

Orient Event Service.

Tel: +86 21 51099795
Fax: +86 21 64644008
Email: booking@orient-explorer.com.cn
Contact: Ms. Sue Xue

SCHEDULE OF EVENTS

Build-up Period	Date	Time
Official Stand Contractor Move-In	19 October 2015	09.00 – 17.30 hrs
	20 October 2015	09.00 – 17.30 hrs
Exhibitor Nominated Contractor Move-In	19 October 2015	09.00 – 17.30 hrs
	20 October 2015	09.00 – 17.30 hrs
Electrical Installation	20 October 2015	12.00 – 17.30 hrs
Exhibits Move-In and Stand decoration	20 October 2015	09.00 – 17.30 hrs
Exhibition Period	Date	Time
Opening Hours of Exhibition	21 October 2015	09.00 – 17.00hrs
	22 October 2015	09.00 – 17.00hrs
	23 October 2015	09.00 – 15.00hrs
Dismantling Period	Date	Time
Exhibits Move-Out and Stand Dismantling*	23 October 2015	15.00 – 19.00hrs

Notes:

- Exhibitors can be admitted to the exhibition hall 30 minutes prior to show opening hours.
- During the exhibition, exhibitors are permitted to remain in their booth for 30 minutes after the exhibition closes.
- All exhibitors must construct and decorate their stands by 17.30hrs on 20 October 2015. Cleaning of the exhibition hall commences from 17.30hrs, and no construction or decoration is permitted during hall cleaning.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- Overtime charge:
If over time is required by the exhibitor for booth construction, exhibitors must contact the organizer for permission in advance and submit their application before 15.00hrs on the same day if over time is required.
Overtime charges are as follows:

A. 8.00a.m. - 22.00p.m. (minimum 1 hour)	RMB 1500.00/1,000sqm/hour
B. 22.00p.m. - 8:00a.m. (minimum 1 hour)	RMB 3000.00/1,000sqm/hour

*Exhibitors must move-out by 19.00hrs on 23 October 2015. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.

1. GENERAL INFORMATION

1.1 Name of Event

CIKB 2015 - Powered by LivingKitchen

1.2 Venue

National Exhibition and Convention Center (Shanghai)

333 Songze Avenue Rd., Qingpu District,
Shanghai, P.R. China

1.3 Dates & Times

Wednesday to Thursday	
21 – 22 October 2015	09.00 to 17.00hrs
Friday	
23 October 2015	09.00 to 15.00hrs

1.4 Organizing Team

Koelnmesse Co., Ltd.
China National Hardware Association

1.5 Visitor Admission

- Visitors must register at the registration counter at the entrance area of the hall.
- Admission is free for professionals, invited guests, trade and business visitors only.
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless prior approval is obtained from the organizer.
- Business or smart casual attire is compulsory, shorts and sandals are not permitted.
- Minors under 18 years of age are not allowed into the exhibition halls.

1.6 Facilities

A Press Centre for local and international media will be made available throughout the opening hours to assist members of the press. Exhibitors may like to deposit press materials with the duty staff to pass on to the media covering the show.

1.7 Cafeteria / Restaurants

A variety of coffee shops, snack bars and restaurants are available on-site or directly adjacent to the fairground.

1.8 Hotels / Taxi and Airport Transfer

Special discounted rates have been secured for the exhibitors and visitors to **CIKB 2015 - Powered by LivingKitchen**. Please refer to **Form 18** for hotel bookings or refer to our website <http://en.cikb.com.cn> for further details.

Taxis are available at the airport, hotels and outside the exhibition centre. (Reservation Tel: 96822)

Optional tours in and around Shanghai and the Region can be booked in advance at <http://en.cikb.com.cn> or at the service counter on-site. For special arrangements please contact our Official Travel Agent. For detail please check **form 18**.

2. TECHNICAL INFORMATION

2.1 Booth Construction Regulations

2.1.1 Official Stand Contractor

Shanghai Syma-expo Ltd. has been appointed as the Official Stand Contractor for this event. The Exhibitors may appoint a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors who appointed their own stand contractors must submit detailed drawings for approval by the Official Stand Contractor before **21 Sept. 2015**. For details, please refer to **Form 10**. The Official Stand Contractor reserves the right to reject any construction and design they deem inappropriate.

Shanghai Syma-expo Ltd.

3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai, P.R. China

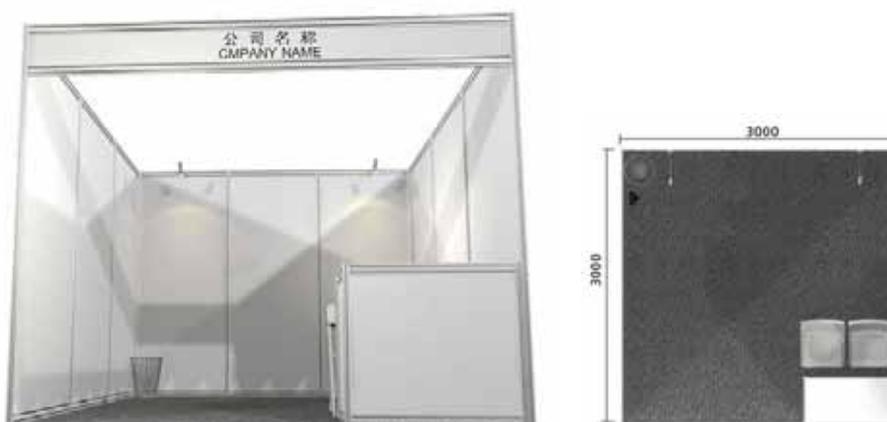
Tel: +86 21 6238 8811*154 / 161

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Email: terry.yuan@syoma.com.cn / danny.wang@syoma.com.cn

Contact: Mr. Terry Yuan / Mr. Danny Wang

2.1.2 Standard Shell Scheme Construction



Stand area in square meter (For local exhibitors)	6m ²	9m ²	12m ²	15m ²	18m ²	21m ²	24m ²
100W Long-arm Spotlight	2	2	3	3	4	4	4
5A/220V Socket	1	1	1	1	2	2	2
Lockable cupboard	1	1	1	1	2	2	2
Folding chair	2	2	2	3	4	4	4
Waste paper basket	1	1	1	1	2	2	2

* Please contact the Official Stand Contractor for entitlements for booth sizes which are not specified above.

Booth facilities listed above are subject to change at the discretion of the Organizers without prior notice. All entitlements provided are not interchangeable or refundable.

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are not allowed to replace existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.



Figure 1.0

2.1.3 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Alternatively, exhibitors are required to obtain consent from the Official Stand Contractor before any of their own contractors are allowed to work onsite. **The Official Stand Contractor reserves the right to reject any contractor and design they deem inappropriate.**

Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the 2.5m, flat white fireproof board must cover the back of that panel. Please refer to Figure 1.1 for an example.



Figure 1.1

Island booths are not allowed to construct a full wall. All walls should only be 1/3 open at a minimum. Booths with special design must have their exposed backwalls covered with suitable material, i.e. white fireproof panels.

Exhibitors may appoint a contractor of his choice to construct and install their booth by submitting **Form 10** for the Organizers' approval. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitor appointed contractor is not the Official Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space. Exhibitors and their appointed stand contractor are required to comply with ALL the rules and regulations stated in **Form 10**.

This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted based on the stipulated deadline for the approval of the Official Stand Contractor. **Late submissions will not be guaranteed approval.**

Please also refer to **Form 10** of this manual.

A. Construction Height

The ceiling height is between 11m to 17m. The max permitted stand height is **6m**. If the height of the booth exceeds 4.5m, a declaration shall be filed for evaluation, and an auditing fee shall be borne.

Special structures above 2.5m are advised to a distance of 1m away from the dividing walls of the neighbouring stands, or flat white board must cover the back of that wall. Any stand construction has to be approved by the Organizer. Please refer to area circled in red in Figure 1.2 for an example.

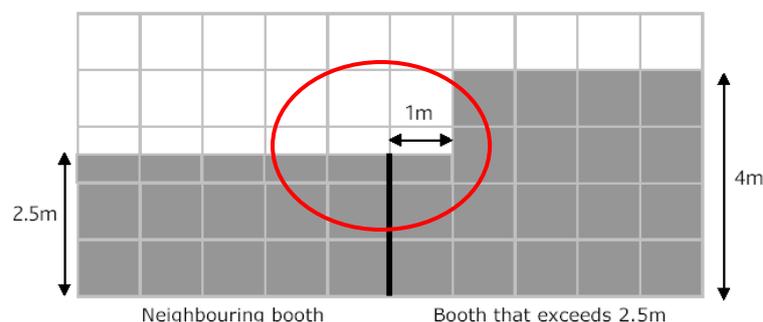


Figure 1.2

B. Building Material / Dangerous Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating. No false ceiling will be approved, unless the material used will allow water to flow through freely.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

Any stand of more than 60m² has to be equipped with a fire extinguisher.

C. Double Storey Stands

Apart from the mentioned rules & regulations, exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

- The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.
- Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square metres and that the minimum length of any dimension of that area is 6 metres.
- The contracted floor area of the upper tier shall not exceed 30% of the contracted floor area of the lower tier of the particular booth.

- d. Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or flat white board must cover the back of that panel.
- e. The Exhibitor may appoint a contractor of his choice to construct and install any stands they may require. The name of the contractor must be given to the Organizer by completing **Form 10**. Failure to obtain written approval can result in costly alterations onsite such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitors appointed contractor is not the Official Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.
- f. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Submissions for Double Storey Stands:
Please refer to **Form 10** of this manual.

2.2 Hall Specifications

National Exhibition and Convention Center (Shanghai) is a national exhibition center co-built by the Ministry of Commerce of China and the Shanghai Municipal Government. Invested and operated by the Shanghai Exhibition Co., Ltd., National Exhibition and Convention Center(short for NECC), based in the booming Yangtze River Delta region, aims to serve China and the world with its cutting-edge design and multiple facilities.

2.2.1 Floor Loading Capacity:

Solid concrete, Indoor Loading Capacity at 1.5 tons/m²

Special arrangements including the provision of a steel base plate may be required for any exhibit exceeding these limits. The Organizer must be informed of any such exhibit. The Organizer's delivery schedule for heavy and large exhibits must be strictly adhered to.

2.2.2 Power Supply and Lighting

The organizer will provide general lighting in the exhibition hall during show time only.

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor. No exception is permitted.

All electrical equipment and installations should be tested and approved by the organizers appointed licensed engineers prior to turning on the electricity supply.

All electrical supplies must be ordered from the organizers appointed contractor.

Exhibitor who reserved raw space only are requested to submit their electrical order form accompanied by a proposed layout plan. Inspection on-site will be carried out before the power supply is turned on.

Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the organizers at least 6 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying:

- A. Specifications and its rating in watts / units of the light fitting
- B. Total units to be installed
- C. Layout line drawing of planned electrical installation
- D. Company name of the contractor
- E. Names and identification card / passport numbers of all attending electrical personnel
- F. Electrical order form in the exhibitors manual

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors. During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours) with the organizers.

2.2.3 Water and Compressed Air

For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use **Form 14**.

2.2.4 Hanging Points on the Ceiling

No hanging service in NECC for now. Any further information, please contact with Syma directly.

2.3 Freight and Exhibits

2.3.1 Official Freight Forwarder

The Organizer has appointed **Chinafair Cargo Services International Inc.** as the Official Freight Forwarder, site handling and customs clearance agent for **CIKB 2015 - Powered by LivingKitchen**. Please refer to **Form 17** for detailed guidelines on freight forwarding services.

- A. Exhibitors are requested to obtain Move-out clearance forms with their business cards at the Information Desk after **15.00hrs on 23 October 2015**.
- B. Without special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the fair ends. Exhibitors must obtain a move-out permission to move their exhibits out at the end of the fair.
- C. Exhibitors may use light trolleys to deliver hand-carried items, light exhibits or displays to the exhibition stand(s) during the Move-in period.
- D. For heavy exhibits, exhibitors are not allowed to use their own mechanical transportation equipment (e.g. hoist, crane, forklift, truck, jack lift, trolley etc.) to deliver their exhibits to the stand. They have to make arrangements with the Official Freight Forwarder appointed by the Organizer to make delivery to their stands. For details, please contact the Official Freight Forwarder.

Please address all correspondence concerning exhibition freight forwarding matters directly to the following.

Chinafair Cargo Services International Inc.

Room 1509, Zhongji plaza, No.25 Maliandao Rd Xicheng Dist, Beijing, China. 100055

Tel : +86 10 6333 3181

Fax : +86 10 6333 3191

E-mail : info@chinafair-logistics.com

Contact: Ms. Joanna Mr. Mike He

2.3.2 Storage

Exhibitors are required to make arrangements with the Official Freight Forwarder with regards to storage of boxes or cases. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor. Please refer to **Form 17**.

3. RULES AND REGULATIONS

3.1 Film, Audio / Visual and Product Demonstration

Audio visual equipment may be provided by the exhibitor or rented from the official AV supplier using **Form 13**. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. When in operation, audio visual equipment must not cause nuisance to visitors or other exhibitors with excessive sound / noise. The Organizers reserve the rights to discontinue any audio visual presentation that exceed the maximum allowable sound level or which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

3.2 General Cleaning

The Organizers will provide general cleaning of the common areas in the exhibition premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning or after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

The Organizers reserve the rights to remove and dispose of any such items left in the Exhibition hall. Any storage or disposal costs incurred will be borne by the Exhibitors.

3.3 Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Organizers reserve the rights to deduct the deposit paid as payment for removal by the official cleaning contractor. Please refer to **Form 10**.

Shell and Premium stand exhibitors are requested to place their wastepaper baskets in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

3.4 Industrial Gas Demonstration and Fire Precaution

Exhibitors, who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the organizer. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. SNIEC may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall and conference rooms at all times.

3.5 Insurance and Liabilities

It is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits and staff during the exhibition. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

All exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods / exhibits will, nevertheless, be at risk, especially during the move in period and the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closes each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

Should you wish to hire security personnel to attend to your stand exclusively after show hours, please contact the Organizers. Please be advised that exhibitors are not allowed to hire staff or personnel from other security agencies without prior approval from the Organizers.

The Organizers reserve the rights for cancellation, partial opening or postponement of the exhibition.

3.6 Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signages etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.



Figure 1.3

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment. Stage shows are also not permitted.

The Organizers reserve the rights to alter the layout, plans and positioning of all stands, if in their opinion, such change(s) are desirable or necessary, for the benefit of the exhibition and the exhibitors.

Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 7pm on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic. Any items left outside of the booth will be cleared away by the Booth Venue/Organizers. Placing of cupboards/tables along the gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

3.7 Use of Dangerous Materials

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosives, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

3.8 Instructions for Product Demonstration

If product demonstration and introduction of machines/exhibits are needed on-site, exhibitors must abide by the following instructions strictly:

- Exhibitors are required to submit detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.
- Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.
- Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
- All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not pose any threat to the safety of visitors, staff or other people nearby.
- All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.
- To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.
- Any display involving gas cylinders, open fire flames or welding must be equipped with protection devices. Such display should be reported to Organizers in advance and approval must be sought from the Fire Safety Bureau at least 2 months before the event.

3.9 Sales of Exhibits & Storage

- Retail of exhibits at the fair is not allowed at all times.
- No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

3.10 Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

3.11 Groups and National Pavilions

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and/or co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

3.12 Intellectual Property Rights

Koelnmesse Co., Ltd. (hereinafter referred to as "Koelnmesse"), as a professional organizer for international exhibition, respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights (hereinafter referred to as "IPR"). For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints (hereinafter referred to as "Complaint") at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules ("Rules") to be complied with at the exhibition as follows according to the relevant PRC laws and regulations.

In these Rules the following expressions shall have the following meaning respectively:

"Exhibition" shall mean **CIKB 2015 - Powered by LivingKitchen**.

“Exhibition Items” shall mean any goods or products, exhibition boards and relevant promotion materials to be exhibited, used, distributed, sold or provided at or in relation to the Exhibition.

“Relevant Activities” shall mean the display, promotion, advertising, reproduction, publication, distribution, circulation, use, offer to sell, sale and provision of the Exhibition Items, either individually or collectively.

“Complaint Office” shall mean the office designated in the exhibition venue and composed of staffs of Koelnmesse, the competent administration authorities of the Exhibition and the local intellectual property authorities (hereinafter referred to as “Local IP authorities”).

3.12.1 Exhibitor’s representation and warranty

- A. The exhibitor who participate in the Exhibition (hereinafter referred to as “Exhibitor”) represents and warrants that its Exhibition Items and activities during the Exhibition do not and shall not:
 - a. Infringe any intellectual property right or any other right of a third party including but not limited to any other exhibitors at the Exhibition; or
 - b. Violate any Law.
- B. The Exhibitor shall undertake to indemnify and hold Koelnmesse and other exhibitors harmless against all claims of third parties in connection with the improper use of the IPR of the Exhibition Items displayed and Relevant Activities performed by the Exhibitor which are not in accordance with the stipulations of this Rules or the Law.
- C. The Exhibitor agrees that Koelnmesse shall not be responsible or liable for any actual or alleged infringement of any of its intellectual property rights arising from or in connection with Exhibition Items of any other exhibitor at the Exhibition. In addition, the Exhibitor agrees that Koelnmesse shall not be responsible or liable for any and all liabilities arising from or in connection with any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of Koelnmesse pursuant to, or in relation to, the Complaint and/or this Rules.

3.12.2 Procedures for handling Infringement Complaints

- A. In the case that an Exhibitor receives a Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to Koelnmesse and/or the Complaint Office, at the designated office located in the exhibition venue.

Koelnmesse and/or the Complaint Office shall then handle the Complaint in accordance with the procedure set out in item 3.12.2 lit D below.

- B. If an IPR owner has a Complaint against any Exhibitor(s), it may contact Koelnmesse and/or the Complaint Office at the designated office located in the exhibition venue or contact the competent local IP administrative authorities directly.
- C. When lodging a complaint, the complainant shall provide the following materials:
 - a. Valid Certificate of the IPR in disputes:
 - In case of patents, this shall be the patent registration certificate, the patent publication documents, the identification certification of the patent right owner, the legal status certification of the patent.
 - In case of trademarks, this shall be the trademark registration certification affixed with the seal of the complainant and the identification certification of the trademark right owner.

- In case of copyrights, this shall be the certification of the copyright and the identification of the copyright owner.
 - In case of any other types of IPR, we shall have the right to determine what shall constitute appropriate evidence of ownership.
 - In case that the registrant in an IPR registration certificate is different from the complainant, the complainant shall provide supporting documents proving that the ownership of the IPR has been assigned to the Complainant or the Complainant has been appointed by the IPR owner to handle the Complaint.
- b. Basic information of the complainant, such as name, address, contact person of the complainant and the products or photos of the products which are claimed to be infringed if possible, etc.;
 - c. Basic information of the suspected infringement and infringers, such as the name of the suspected infringer, exhibition counter of the Exhibition Items in question, photos, samples, brochures etc. of the Exhibition Items in question, etc.;
 - d. Reasons and evidence of the suspected infringement, e.g. the copy of the suspected Items;
 - e. Power of Attorney in the event that the complaint was filed by any one who is entrusted by the owner of the IPR.
- D. Upon receiving an Infringement Complaint, Koelnmesse and/or the Complaint Office may require the complainant to provide us with the relevant identity certificate and complete a complaint form. Koelnmesse and/or the Complaint Office will then check completeness of the complaint materials and act as follows:
- a. If the complaint materials are complete, Koelnmesse and/or the Complaint Office will inform the Exhibitor in question and forward the complaint to the relevant local IP administrative authorities within 24 hours after we have received the complaint.

The Exhibitor in question will be required to provide Koelnmesse and/or the Complaint Office with either one of the following:

- A written undertaking declaring that it has already removed or intends to remove the Exhibition Items in question, has stopped or intends to stop Relevant Activities and that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. The exact date when the Exhibition Items in questions are removed or will be removed and when the Relevant Activities are stopped or will be stopped shall be clearly stated in such written undertaking.

In this case, Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

- A written declaration together with supporting documents claiming that the Complaint is unjustified and Koelnmesse and/or the Complaint Office will, at our own discretion, review the declaration.

If Koelnmesse and/or the Complaint Office believe the declaration is not satisfactory and sufficient to prove that the Complaint is unjustified, the Exhibitor in question will be required to remove the Exhibition Items in question and stop Relevant Activities immediately. Koelnmesse and/or the Complaint Office will further require the Exhibitor in question to sign a written undertaking stating that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

- b. If the complaint materials are not complete, Koelnmesse and/or the Complaint Office will require the complainant to provide us with the supplementary materials and the complaint will not be accepted if the supplementary materials are not provided.
- c. In case of repeated Complaints, if the repeated Complaint is against the same Exhibition Items of a previous exhibition organized by Koelnmesse Ltd., Koelnmesse and/or the Complaint Office reserve the right to reject the Complaint if it was rejected under reasonable grounds and the repeated Complaint does not provide supplementary document to support its statement.

E. Timetable

Due to the time limit of the Exhibition, the following schedule shall be complied with in order to facilitate the timely handling of any Complaint and Koelnmesse and/or the Complaint Office reserve the rights to adjust the schedule when necessary.

- a. Any Complaint shall be provided to Koelnmesse and/or the Complaint Office one day before the Exhibition is closed;
- b. Koelnmesse and/or the Complaint Office will have at least half a day during the term of the Exhibition to review the completeness of the complaint materials of any Complaint and to require and receive supplementary materials from a complainant;
- c. The Exhibitor in question will have at least half a day during the term of the Exhibition to provide the undertaking and declaration mentioned in the above item 3.12.2 lit D-a;
- d. Koelnmesse and/or the Complaint Office will inform the complainant of the response from the Exhibitor in question and the status or outcome of the Complaint either before or after the end of the Exhibition.

Koelnmesse, as the organizer of the Exhibition, reserves the right to reject, or to suspend or stop the handling of any Complaint, if the above schedules are not complied with or if Koelnmesse, at its own discretion, is of the opinion that there is insufficient time for us to complete the handling of the Complaint. In such case, Koelnmesse shall not be liable or responsible for such rejection, suspension or stop.

3.12.3 Cooperation of Exhibitors

- A. During the Exhibition, for the purpose of investigating the Complaint, Koelnmesse and/or the Complaint Office shall have the right to take samples or photos of the Exhibition Items in question.
- B. Both the complainant and the Exhibitor in question shall cooperate and assist Koelnmesse and/or the Complaint Office and relevant local IP authorities for the purpose of investigation of any Complaint.
- C. Upon request by Koelnmesse and/or the Complaint Office both before and during the Exhibition, the Exhibitor shall provide us with the documentations and evidence which can prove the proper use of the IPR of the Exhibition Items or can be used to against any actual or potential Complaint.

3.12.4 Non Compliance by Exhibitors

In case that the Exhibitors of the Exhibition Items of any alleged infringements refuse to cooperate, assist or provide any necessary information upon request or refuse to comply with the above item 3.12.3 lit C, Koelnmesse and/or the Complaint Office shall have the right to:

- A. Refuse to allow Relevant Activities of the Exhibition Items in question or remove the Exhibition Items in question and take appropriate measures to prevent the commencement or continuance of all Relevant Activities;
- B. Suspend or even terminate the right of the Exhibitor to participate in the current exhibition without refunding any payment that has already been made by such Exhibitor;

- C. Prohibit the Exhibitor concerned from participating in future exhibitions organized by us or our affiliates.

Should any exhibitor want to rise complaints, please go to Complaint Office with the following materials:

- Patent registration Certificate
- Patent Publication Documents
- Identification Certification of the Patent Right Owner
- Legal Status Certification of the Patent
- Trademark Registration Certificate
- Identification Certification of the Trademark Right Owner
- Certification of Copyright
- Identification Certification of the Copyright Owner
- Power of Attorney if the complaint is filed by any one who is entrusted by the owner of the intellectual property rights
- Patent/Trademark/Copyright License Agreement

3.13 Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

*** IMPORTANT TO NOTE ***

3.14 Security

- The Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the organizer's office on-site.
- All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard for the show hours.
- For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.
- All valuable and portable exhibits should be properly locked at all times.
- Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 15.00hrs on the final day of the fair.
- If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.
- All enquiries regarding lost and found items should be made to the security office. All lost and found articles are catalogued and stored for 30 days. At the expiry of this period, all articles will be disposed of at the discretion of the hall and no other person shall have any further claim to those articles. The hall shall not be responsible for any items not collected during the stipulated period.
- If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizers. Please note that you are not allowed to hire staff or personnel from other security agency.

Security personnel charges are as follows:

- From 8.00am – 10.00pm RMB 60.00 / pax / hour
- From 10.00pm – 8.00am RMB 120.00 / pax / hour

Order Form Checklist

Koelnmesse Co., Ltd. Guangzhou Branch

Mr. Wilson Wang

Room 3311, Metro Plaza,

183 Tianhe Road(North)

Guangzhou, P.R. China

w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17

Fax: +86 20 8755 2970



Please complete and return the forms for your required services before the deadline.

Form No.	Content	Compulsory	Deadline
1.	Catalogue Entry	All Exhibitors	18 September 2015
10.	Raw Space Exhibitors	Raw Space	21 September 2015
11.	Service Location Plan	All Exhibitors	21 September 2015
14.	Electricity, Water, Compressed Air	Raw Space	21 September 2015
2.	Exhibitor Nominated Buyer		18 September 2015
3.	Conference and Seminar		18 September 2015
4.	Onsite Activities		18 September 2015
5.	Exhibitor Promotion		18 September 2015
6.	Onsite Advertising		18 September 2015
7.	Sponsorship		18 September 2015
16.	Invitation Letter for Visa		18 September 2015
8.	Exhibitor Badges		18 September 2015
9.	Fascia Lettering		21 September 2015
12.	Furniture & Equipment		21 September 2015
13.	Audio Visual Equipment, Telephone, Internet & Fax		21 September 2015
15.	Exhibition Staff		18 September 2015
17.	Freight Forwarding		Pls. refer to form
18.	Hotel Reservation		30 September 2015

Notes:

- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, the service requested will not be guaranteed and will be subjected to a late fee surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.

1 Catalogue Entry

To be returned by: **18 September 2015**

Please complete and return to:

Beijing Weidelong Consultancy Co., Ltd.

Ms. Lacey Ying

lacey@asiancreation.com.cn

Tel: +86 10 8580 2542

Fax: +86 10 8580 3042



*** To avoid errors, we recommend that you send the information requested on this form by Word file to: lacey@asiancreation.com.cn**

1.1 English

Free-of-charge

*** Details provided must be written or typed clearly and only word file is acceptable.**

Booth No: _____

Company Name: _____

Street: _____

ZIP Code and City: _____

State/Country: _____

Telephone: _____ Fax: _____

E-Mail: _____ Internet: _____

1.2 Chinese

Free-of-charge

Company Name: _____

Street: _____

ZIP Code and City: _____

State/Country: _____

Tel, Fax and Email will be copied from the English version.

1.3 Brands / Trademarks

Free-of-charge

If you are a licensed Agent or Distributor representing other brands at CIKB 2015, please list them here:

1. _____ 2. _____

3. _____ 4. _____

These brand names will be listed in the official show catalogue with reference to your company.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

1 Catalogue Entry

To be returned by: **18 September 2015**

Please complete and return to:
Beijing Weidelong Consultancy Co., Ltd.
Ms. Lacey Ying
lacey@asiancreation.com.cn

Tel: +86 10 8580 2542
Fax: +86 10 8580 3042



1.4 Company Logo

Yes, we want to include our logo (b/w) in the alphabetical list of the Show Directory.

Charge: RMB 450.00

Please send the logo file (TIFF or JPG format, CMYK and 300dpi) to lacey@asiancreation.com.cn

1.5 Catalogue Entry

Please provide a description of the activities in which your company is engaged in.

4 lines English (max. 15 words per line)

free-of-charge

4 lines Chinese (max. 25 words per line)

free-of-charge

Any additional entry exceeding 4 lines will be charged at RMB 150.00 per printed line

*** Details provided must be written or typed clearly and only word file is acceptable.**

English Text:

Chinese Text:

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

1 Catalogue Entry

To be returned by: **18 September 2015**

Please complete and return to:
 Beijing Weidelong Consultancy Co., Ltd.
 Ms. Lacey Ying
lacey@asiancreation.com.cn

Tel: +86 10 8580 2542
 Fax: +86 10 8580 3042



1.6 Catalogue Advertising

We confirm the advertising space size of:

Category Sample	Position	Ad Size	Cost (For Full Colour) RMB	Qty	Total RMB
	Inside front cover	220mm x 115mm	12,000.00		
	1st Page	220mm x 115mm	12,000.00		
	1st double page spread before General Information	220mm×230mm	12,000.00		
	2nd double page spread before General Information	220mm×230mm	10,000.00		
	First page behind the first index (left)	220mm x 115mm	8,000.00		
	First page behind the second index (left)	220mm x 115mm	7,000.00		
	First page behind the third index (left)	220mm x 115mm	6,000.00		
	Double page spread after General Information	220mm×230mm	6,500.00		

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

1 Catalogue Entry

To be returned by: **18 September 2015**

Please complete and return to:
 Beijing Weidelong Consultancy Co., Ltd.
 Ms. Lacey Ying
lacey@asiancreation.com.cn

Tel: +86 10 8580 2542
 Fax: +86 10 8580 3042



Category Sample	Position	Ad Size	Cost (For Full Colour) RMB	Qty	Total RMB
	1 p, 4-c	220mm x 115mm	4000.00		
	Bookmark	180mm x 60mm (double sided)	12,000.00		
		180mm x 60mm (front side)	8,500.00		
		180mm x 60mm (Back side)	5,500.00		
	Gatefold of Front Cover	220mm x 230mm	25,000.00		

Please send necessary printing documentations as follows to lacey@asiancreation.com.cn on or before deadline.

1. Trim size 130mm width x 210mm height + 3mm on each side for trimming
 Type size 110mm width x 190mm height (text must be fit within this size)
2. File format:
 - Jpg or tiff: the file should be in 300dpi
 - Ai or eps: with all fonts embedded
 - PDF: high resolution in printing quality with all fonts embedded, PDF format is preferred

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

2 Exhibitor Nominated Buyer

To be returned by: **18 September 2014**

Please complete and return to:

Koelnmesse Co., Ltd.

Mr. Patrick Yin

Unit 0906, Landmark Tower II,

No.8 Dongsanhuan North Rd.,

Beijing 100004, P.R.China

pa.yin@koelnmesse.cn

Tel: +86 10 6590 7766*787

Fax: +86 10 6590 6139



2.1 Exhibitor Nominated Buyer

free-of-charge

The Organizer offers you an opportunity to nominate your most important buyers to receive an Invitation to visit **CIKB 2015 - Powered by LivingKitchen**.

Simply:

1. Select from your database a list of most important clients whom you would like us to offer an Invitation.
2. Use the space given below and complete your client's details or email the details to pa.yin@koelnmesse.cn.
3. Feel free to make more copies should you have more nominations to submit.

**The Organizer reserves the rights to approve the final status of invited buyers. Upon approval, your invited buyers will receive instructions from us on how to pre-registration online. A confirmation letter will be sent to those who have successfully completed the pre-registration and can be used to exchange for free visitor badge on site.*

Enter Details Here:

1. Contact Name

Title

Company Name

Street

Postal code

Country/Area

Telephone

Fax

Email

Website

2. Contact Name

Title

Company Name

Street

Postal code

Country/Area

Telephone

Fax

Email

Website

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

3 Conference and Seminar



To be returned by: **18 September 2015**

Please complete and return to:
 Koelnmesse Co., Ltd.
 Ms. Penny Wu
 Unit 0906, Landmark Tower 2,
 No.8 Dongsanhuan North Road, Chaoyang
 Beijing, P.R. China
p.wu@koelnmesse.cn
 Tel: +86 10 6590 7766*767
 Fax: +86 10 6590 6139

3.1 Conference Room Rental

Room No.	Capacity (m ²)	Style	Facility	Cost (RMB/half day)
M402	280	Theater	1 Podium, 1 white board, 150 chairs, 2 microphones,	8000
M403	280	Class Rm	1 Podium, 1 white board, 90 chairs, 2 microphones,	8000

Dates Available

October 21-23, 2015

Please reserve

1st Choice: Date/Time: _____ +Room : _____

2nd Choice: Date/Time: _____ +Room : _____

****Important Notes****

1. Seminar rooms should be booked 1 months before the opening time;
2. Your application for the conference room will be valid only after your topic is approved by the organizer;
3. The organizer will send you the approval result in 5 days after you submit the reply form;
4. Upon approving your application is valid, the organizer will send you Conference Room Reservation Confirmation (Appendix-1) and Payment Notice (Appendix-2);
5. Kindly pay the amount and forward the payment voucher to us in one week upon receiving the Conference Room Reservation Confirmation and the Payment Notice; if the voucher is not well received in one week, the reservation for the conference room will be canceled except for additional conditions;
6. Considering the limited conference rooms and sections to be selected, we suggest that you submit your reply form at your earliest convenience so that we could arrange the most appropriate section and the conference room for you. The organizer reserve the rights to adjust the final schedule;
7. For the exhibitors, the organizer will only provide the basic advertising services (on-line advertising and conference materials publicizing) and the audience inviting will not be included in our services;
8. Room facilities listed above are subjected to change at the discretion of the venue without prior notice.

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

3 Conference and Seminar



To be returned by: **18 September 2015**

Please complete and return to:
Koelnmesse Co., Ltd.
Ms. Penny Wu
Unit 0906, Landmark Tower 2,
No.8 Dongsanhuan North Road, Chaoyang
Beijing, P.R. China
p.wu@koelnmesse.cn
Tel: +86 10 6590 7766*767
Fax: +86 10 6590 6139

Please type the following using upper and lower cases throughout. We strongly recommend that Chinese version should also be attached.

3.2 Topic

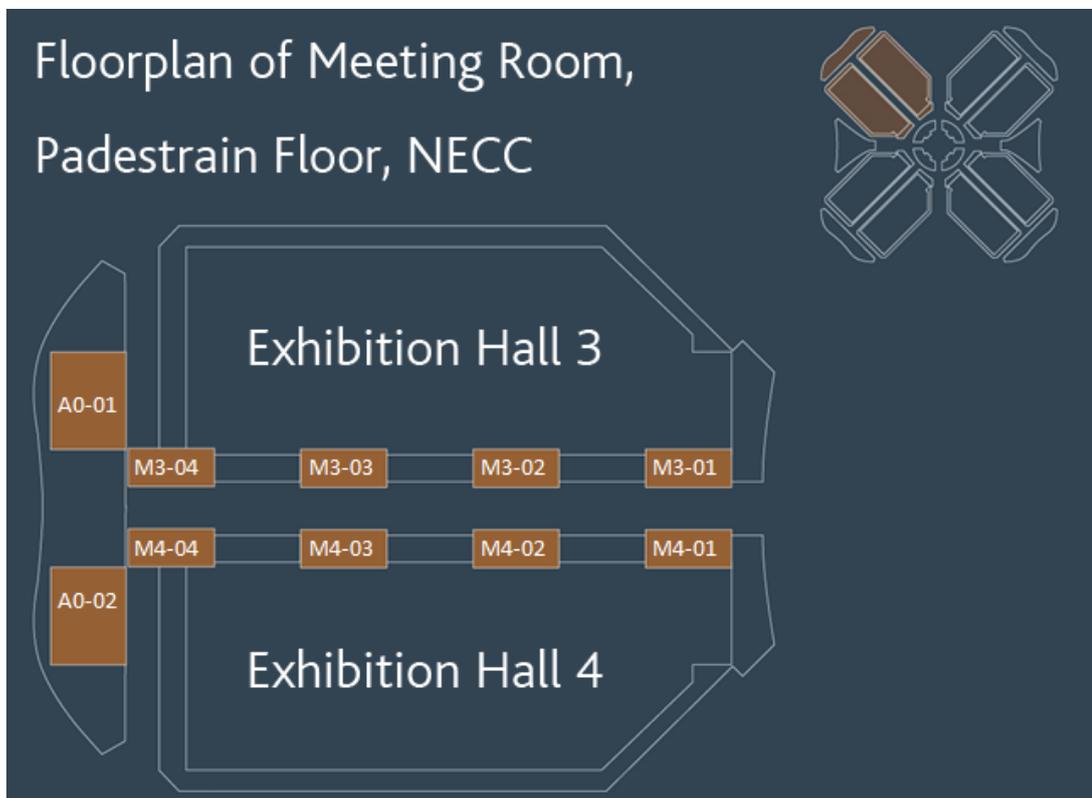
Speaker/Presenter: _____ Title: _____

Company/Country: _____

Presentation Topic: _____

Summary of Presentation(Max 40 words) : _____

3.3 Conference Rooms Location



Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

4 Onsite Activities



To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd.

Mr. Patrick Yin

Unit 0906 Landmark Tower II

No. 8 Dongsanhuan N. Road

Beijing, P.R. China

pa.yin@koelnmesse.cn

Tel: +86 10 6590 7766*787

Fax: +86 10 6590 6139

4.1 Onsite Activities

In order to help our exhibitors to show their products and brands, the organizer will set up an area call "Activities Stage" which is free of charge to book. Just let us know which of the following time slots you would like to choose. However, if you have individual needs, do not hesitate to contact us for details!

◆ Activities Stage Reservation (First Come First Serve, Free of Charge!)

Date	Time Slots	Please Choose
Oct. 21	9:00-11:00	<input type="checkbox"/>
	11:00-13:00	<input type="checkbox"/>
	13:00-15:00	<input type="checkbox"/>
	15:00-17:00	<input type="checkbox"/>
Oct. 22	9:00-12:00	<input type="checkbox"/>
	11:00-13:00	<input type="checkbox"/>
	13:00-15:00	<input type="checkbox"/>
	15:00-17:00	<input type="checkbox"/>
Oct 23	9:00-12:00	<input type="checkbox"/>
	11:00-13:00	<input type="checkbox"/>
	13:00-15:00	<input type="checkbox"/>

Free Facility including: Laptop, LED screen, AV equipment, 2 MICs, Podium, 80 chairs, Reception Table

◆ Other Service (paid service)

Program	Price	Please Choose
Media Invitation	RMB300.00/per person	<input type="checkbox"/>
Visitor Invitation	Depends on number and composition of visitors	<input type="checkbox"/>
Tea Break	RMB80.00/per person	<input type="checkbox"/>
Photographer	RMB1,000.00	<input type="checkbox"/>

◆ Location of Activities Stage



The convenient location and sufficient capacity of Activities Stage will provide a perfect platform for brand promotion and product presentation. The potential benefits gained include exceptional branding, targeted messaging and strategic on-site visibility.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

5 Exhibitor Promotion

To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd

Mr. Patrick Yin

Unit 0906, Landmark Tower II,

No.8 Dongsanhuan North Rd.,

Beijing 100004, P.R.China

pa.yin@koelnmesse.cn

Tel: +86 10 6590 7766*787

Fax: +86 10 6590 6139



5.2 Exhibitor Promotion

The Organizer is conducting an extensive Press Relations program globally with a strong emphasis on Asia/Pacific. Regular updates of the event will be sent to the international media during the period leading up to **CIKB 2015 - Powered by LivingKitchen**. It would be greatly appreciated if you could kindly answer the following questions:

1. What are some of your latest showcase of products or technology the visitors expect to view at **CIKB 2015 - Powered by LivingKitchen**? (Please include description of product and its unique features. Softcopy visual of product should be in jpg format, resolution of 300dpi).

2. What are some new market and industrial developments in the Kitchen and Bathroom industry which are relevant to your business now or in future?

3. Will there be any unique booth promotions at your stand? Please provide more information about the promotions activities (mock-up of processing procedures, product presentation etc)?

4. Exhibitor's Quote

We invite you to provide us with a quote that can be used in press and promotional materials. You may write about your involvement at the exhibition, why are you exhibiting, your views and thoughts on the industry as a whole etc.

*The information given may be extracted for use in press releases or other promotional materials which Koelnmesse GmbH is producing in connection with the promotion of **CIKB 2015 - Powered by LivingKitchen**. The organizer reserves the rights to edit or exclude information provided by exhibitors where necessary.*

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

6 Onsite Advertising



To be returned by: **18 September 2015**

Please complete and return to:
 Koelnmesse Co., Ltd. Guangzhou Branch
 Mr. Jerry Shen
 Unit 0906, Landmark Tower 2,
 No.8 Dongsanhuan North Rd, Chaoyang
 Beijing, P.R. China
j.shen@koelnmesse.cn
 Tel: +86 10 6590 7766-708
 Fax: +86 10 6590 6139

6.1 Onsite Advertising

Enhance your presence at **CIKB 2015 - Powered by LivingKitchen** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities:

No.	Example	Note	Price (RMB)	No.	Total (RMB)
1		Outdoor AD board 1 Location: No. 4,5,6 Entrance of Metro Size: 6mWx3mH Available: 14	RMB1440/sqm		
2		Outdoor AD board 2 Location: Sides of Entrance Size: 8mWx4mH Available: 6	RMB1200/sqm		
3		AD hanging on Glass Wall Location: Passageway of each hall Size: 16mWx9mH Available: 4	RMB1200/sqm		

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

6 Onsite Advertising



To be returned by: **18 September 2015**

Please complete and return to:
 Koelnmesse Co., Ltd. Guangzhou Branch
 Mr. Jerry Shen
 Unit 0906, Landmark Tower 2,
 No.8 Dongsanhuan North Rd, Chaoyang
 Beijing, P.R. China
j.shen@koelnmesse.cn

Tel: +86 10 6590 7766-708
 Fax: +86 10 6590 6139

No.	Example	Note	Price (RMB)	No.	Total (RMB)
4		Outdoor AD on Pedestrian Floor Location: West Pedestrian Floor Size: 6mWx3mH Available: 4	RMB1200/sqm		30
5		Column ADS Location: Pedestrian Floor Size: H3m xW1.5m ; H1.5m xW7m Available: 42	RMB1400/sqm		
6		Courtyard ADS Location: Pedestrian Floor Size 1: H2.8m xW17m Available: 3	RMB1200/sqm		
		Size 2: H2.8m xW11m Available: 6			
7		Outdoor AD board 3 Location: outside each exhibition hall Size: 4mHx8mW Available: 20	RMB1200/sqm		

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

6 Onsite Advertising

To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd. Guangzhou Branch

Mr. Jerry Shen

Unit 0906, Landmark Tower 2,

No.8 Dongsanhuan North Rd, Chaoyang

Beijing, P.R. China

j.shen@koelnmesse.cn

Tel: +86 10 6590 7766-708

Fax: +86 10 6590 6139



Notes:

- The ad order including design and sample must be submitted to the Organizer (Party B) by the client (Party A) before **18 September 2015** so as to guarantee the ads quality and punctual installation. 50% of total charges must be paid by Party A within 3 days after the signing after which the other 50% will be paid 14 days before the exhibition commences. Late orders after the deadline will incur a 40% surcharge.
- No other ad articles or ad carriers can be installed or distributed at NECC. Three colour screen printing is used in ad production, colour gradations are not possible. In the event that inkjet printing is necessary, a separate charge will be imposed for the production
- In the case of strong winds (Force 4 or higher), the installation of floating ads and ad columns like Roman architecture will be cancelled. If the period of strong winds last over 2 days, the contracted cost can be refunded partially as follows: Number of days lost x Average price per day x 40%.
- The above prices include the cost for:
Space rental
Installation and removal
Production

31

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

7 Sponsorship



To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd.

Mr. Jerry Shen

Unit 0906, Landmark Tower 2,

No.8 Dongsanhuan North Rd., Chaoyang

Beijing, P.R. China

j.shen@koelnmesse.cn

Tel: +86 10 6590 7766-708

Fax: +86 10 6590 6139

7.1 Sponsorship

Just let us know which of the following items you would like to sponsor and make your participation in CIKB 2015 - **Powered by LivingKitchen** a complete success! However, if you have individual needs, we will gladly tailor our packages to meet your marketing and budget requirements. Contact us for details!

◆ Visitor Guide Ads Size: 210mm x 130mm, Estimated quantity: 40,000pcs

Sample	Type	Price RMB	Qty	Cost RMB
	Inside front cover	10,000.00		
	First Page	12,000.00		
	Back Cover	12,000.00		
	Inside the back cover	8,000.00		
	text ads at the lower right corner of the front cover	15,000.00		

◆ Bag Ads

Sample	Type	Size	Price RMB	Qty	Cost RMB
	Hand Bag (fabric)	350mmx390mmx150mm 4000 pcs	35,000.00		
		350mmx390mmx150mm 8000 pcs	60,000.00		

This full range of sponsorships has been designed to offer the very best high-profile recognition and optimum exposure pre, on-site and post show. The potential benefits gained include exceptional branding, targeted messaging and strategic on-site visibility.

**Please contact us for more details
Take the initiative NOW!**

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

8 Exhibitor Badges



To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd.

Ms. Penny Wu

Unit 0906, Landmark Tower 2,

No.8 Dongsanhuan North Rd., Chaoyang

Beijing, P.R. China

p.wu@koelnmesse.cn

Tel: +86 10 6590 7766-767

Fax: +86 10 6590 6139

8.1 Exhibitor Badges

Exhibitor Badges **must be collected** at the Exhibitor Check-in Counter at pedestrian floor (8m) of the exhibition hall during build-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	19 October 2015	09.00 – 17.00 hrs
	20 October 2015	09.00 – 17.00 hrs

For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

During built-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitor or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited. They are entitled as below:

Size of booth	Quantity of badges (max)
Up to 12 sqm	3
13 – 24 sqm	6
25 – 36 sqm	9
37 – 48 sqm	12
More than 48 sqm	15

Certain number of exhibitor badges will be provided based on the size of booth. Additional badges may be obtained at a cost of RMB 60.00 each. Please fill in the form below if **additional** passes are required (up to max 20).

Please email a list in the following format to p.wu@koelnmesse.cn or fax this back to +86 10 6590 6139 if you need **additional** passes. **Kindly type or write legibly.**

We would like to have a total number of _____ additional Exhibitor Badges.

* Only Company names, booth no. and country will be printed on the exhibitors' badge.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial
Building, 1263 Zhenbei Road, Putuo
District, Shanghai.
Tel: +86 21 6238 8811 *154 / 161
Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

This form is applicable and compulsory for Raw Space Exhibitors (Single Storey Design)

10.1 Raw Space Exhibitors (Single Storey Design)

Exhibitors taking Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is required to abide by the following regulations and to return **Forms 9 to 14 (where applicable)** to the Organizer by the respective stipulated deadlines.

- A. The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel/structure is higher than 2.5m and next to a neighbouring booth, it must be taken in by 1m and reasonable decoration or material for the area above 2.5m must cover the back of that panel.
- B. Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor. Only none-leftover, single-faced or dual-faced cloth adhesive should be permitted to fasten carpet or other covering to the cement floor.
No adhesive is permitted to be used on stone floorings or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this specification.
- C. No roof covering is permitted. The top of the construction must be at least 50cm away from the ceiling of the hall. Please refer to **Page 8** regarding booth height limit.
- D. All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- E. The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he must apply for permission from the Fire Safety Bureau through the Official Stand Contractor.
- F. All electrical works must be approved by and carried out under the supervision of the Official Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- G. Detailed booth construction plans should be submitted to the Official Stand Contractor before **21 September 2015**. Double storey stand construction is permitted in the halls with the approval of Grade A National Registered Structural Engineers who are approved by the contractor or Organizers.
- H. The Organizer and the Official Stand Contractor reserve the rights to reject the construction plan or require the exhibitor or his own contractor to make modifications.
- I. All construction materials and exhibits must be moved out of the fairground and disposed of properly **before 19.00hrs, 23 Oct. 2015**. Or we will deduct the deposit for punishment.
- J. The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
- K. Other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial
Building, 1263 Zhenbei Road, Putuo
District, Shanghai.
Tel: +86 21 6238 8811 *154 / 161
Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.2 Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Contact: _____

Authorized Signatory: _____

10.3 Submission of Raw Space Exhibitors (Special Design) documents

The contractor has to submit all plans in duplicate before 21 Sept., 2015 for approval by the architect of the Organizer. This includes **detailed drawings of elevations, layout and perspective with dimensions** illustrating the design of the stand. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities.

10.4 Double Storey Designs Raw Space Exhibitors

Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square metres and that the minimum length of any dimension of that area is 6 metres. The total stand height should not exceed 6m. Structures of the booth cannot be attached or hung to any hall structures.

- A. Only standard modular system elements and approved materials can be used for stand construction.
- B. The contracted floor area of the upper tier shall not exceed 30% of the contracted floor area of the lower tier of the particular booth.
- C. Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1m from any aisle. A distance of at least 3m must be kept between neighbouring stand(s).
- D. Balustrades must be at least 0.9m in height. Where open at ground level, an anti-roll batten must be installed on the floor (height \geq 0.05m). To prevent objects (such as wine glasses) being placed on balustrades where they may easily fall off, the handrails or top of the balustrades must be circular or rounded in shape.
- E. Ceiling strength - The load bearing capacity of the upper storey when used for general visitor traffic, meetings, presentations and/or as storage space must be a minimum of 5kN/sqm, in accordance with the regulations concerned, insofar as a capacity reduced to 2kN/sqm is permissible under the following conditions:

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

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Shanghai Syma-expo Ltd.
3F, New Long March Commercial
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District, Shanghai.
Tel: +86 21 6238 8811 *154 / 161
Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

- a. As an office or salerooms (less than 50sqm in area)
- b. As a lounge or hallway, within which persons only stay for limited periods. The stairways must be closed to the general public with corresponding signs clearly visible.

The designated use of such rooms must be clearly indicated in the planning documents submitted.

F. Load bearing capacity of stairways - The construction must be capable of resisting 1/20 of the load bearing capacity in horizontal direction (point of attack: surface of upper floor). All stairways are to be constructed in accordance with Shanghai Building Regulations and with a load bearing capacity of 5kN/sqm.

G. Strength of balustrades / banisters - Balustrades and banisters must be designed to withstand horizontal loads of 1kN/m at the level of the handrail. Proof must be provided that the pressure applied by the support does not exceed the maximum permissible pressure the hall floor can withstand.

H. Fire prevention

- a. The maximum length of any escape route from the upper floor to the aisle is 25m.
- b. On stands with upper storey of 100sqm in area or less, one stairway is required, which must emerge beyond the covered area of the stand.
- c. On stands with an upper storey more than 100sqm in area, at least two stairways are required, at opposite ends of the stand, one of which must emerge beyond the covered area of the stand.
- d. The space beneath and alongside open-tread stairways must not be used for storage, nor for the installation of shelves.
- e. If the area of the upper storey exceeds 30sqm, a sprinkler system must be installed in accordance with the regulations, with one sprinkler unit to be installed every 12sqm or part thereof of covered space. All rooms must be incorporated within the sprinkler system.
- f. No area of the upper storey may have a closed ceiling or canopy. Metal grids 1cm x 1cm in modular dimension are permitted. Inclusive of lighting elements, the open area must comprise at least 80% of the total area.
- g. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.
- h. From the initial inspection process until the final approval of the completed stand by the Venue or Organizers, additional measure of safety or fire prevention may be imposed if deemed necessary.

Please note that irrespective of approval by the Organizers, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as Shanghai Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the Organizers. In the case of infringement of the conditions specified here, the Organizers reserve the rights to take action in accordance with the general terms of participation.

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811 *154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

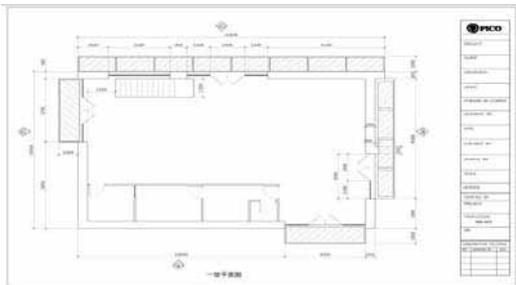
Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.5 Submission of Raw Space Exhibitors (Double Storey Designs) documents

Double storey stand construction is permitted in the halls with the approval of Grade A National Registered Structural Engineers who are approved by the contractor or Organizers. For all double storey stands, the Construction Application Form (Please refer to the above) and design drawings must be submitted to the official stands contractor for review. The drawings subject to review should include the following (4 copies of each to be submitted):

- A. Booth perspective drawing
- B. Layout plan of ground floor
- C. Layout plan of second floor
- D. Elevations (Front and side)
- E. Cross section view
- F. Electrical layout plan
- G. Structural drawings
- H. Static test report or static load calculation
- I. Specification of construction materials

Type	Sample drawing
Booth perspective drawing (1 front view and 2 side view drawings)	
Layout Plan for Ground Floor	

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811 *154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

Type	Sample drawing
Layout Plan for 2 nd Level	
Elevation (Front view)	
Elevation (Side view)	
Cross Section View	

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811 *154 / 161
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Organizer Contact:

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 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

Type	Sample drawing
Structural Drawing	
Detailed Booth Material Checklist	

All drawings are to specify the scale of which it is drawn to and must be marked with the axis size of beams and posts, as well as specifications and sizes of all structural materials

The deadline for the submission of this form and the required drawings is **21 September 2015**.

10.6 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the official contractor **Shanghai Syma-expo Ltd**. Please refer to **Order Forms 14**.

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed. Booth structures must come with the leakage protection switch secondary electrical box.

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial
Building, 1263 Zhenbei Road, Putuo
District, Shanghai.
Tel: +86 21 6238 8811 *154 / 161
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terry.yuan@syma.com.cn
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Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.7 Hall Management Fee

All the raw space exhibitors or their appointed stand contractor should pay a hall management fee to **Shanghai Syma-expo Ltd.** prior to or on the first move-in day in order to obtain badges for set-up. The hall management fee is **RMB 30.00 per sqm** which will be collected by **Shanghai Syma-expo Ltd.** directly.

10.8 Contractor Badges & Hall Clearance Deposit

- Raw Space contractors are required to place with the Organizer a refundable Hall Clearance Deposit in an amount calculated at a rate

Booth area	Deposit amount
Per booth	RMB10000

The Hall Clearance Deposit has to be made in **Cash or TT** and will be collected by **Shanghai Syma-expo Ltd.** The Hall Clearance Deposit shall be returned in full to the contractor after the fair only if the raw space site is – in the Organizer’s view – clean and clear of any rubbish or litter and no damage whatsoever has been caused (including damage to the raw space site or any part of the venue building)

Important notes: During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client’s booth. Any cost incurred will be borne by the exhibitor, or deduct directly from the Hall Clearance deposit.

- **Contractor Badges**

Upon receipt of the Hall Clearance Deposit, contractors can apply for the contractor badges at **RMB 30 each** from National Exhibition and Convention Center (Shanghai) directly. Please check the details via en.cecs.com .

10 Raw Space Exhibitors



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811 *154 / 161
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terry.yuan@syma.com.cn
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Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

- Any overtime work, please fill out the following form.

	Period	Charge (RMB)	Total Amount (RMB)
Booth Overtime (in contract period, one hour at least.) Application before 3pm everyday.	18:00-22:00	1500.00/1000sq.m./per hour	
	22:00-next 8:00	3000.00/1000sq.m./per hour	

The above charge could be paid in Cash on site, and this amount will be collected by Shanghai Syma-expo Ltd.

10.9 Hanging Point

No hanging service in NECC for now. Any further information, please contact with Syma directly.

10.10 Rules and Regulations

Please note that irrespective of approval by the Organizers, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as Shanghai Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the Organizers. The exhibitor as well as their appointed contractor is bound to all Rules and Regulations of the exhibition.



CONSTRUCTION APPLICATION FOR DOUBLE STOREY DESIGNS

DEADLINE: 21 SEP. 2015

-SUBMIT IN DUPLICATE-

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. Tel: +86-21-6700 8483 E-Mail: asea_shst1@aseaexpo.com	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorized by:
	Signature:
	Date:
	Exhibition Name:
	Hall / Booth No.:

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According to the listed conditions enclosed in the form on **Page 36-37**, we hereby apply for building the following facility during the exhibition (Brief description on construction materials).

Total Booth Area:	Primary Material:	Material Model:
2 nd Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

Other Material Details:

Applicable Area:						
Name/Model:						
Applicable Area:						
Name/Model:						

Accessible 2nd floor area: ____ SQM Estimated maximum load capacity of 2nd floor: _____ persons

Booth contractor:

Company:					
Address:					
Tel:		Fax:			
Contact:					
Name of Grade A Registered National Structural Engineer:		No.:			
Tel:		Mailing Add.:			
Remark:	For submission for re-inspection, please clearly fill in the field of "Name of Grade A National Registered Structural Engineer".				



**Declaration by the Project Manager, Foreman or Site Manager responsible
for implementation of the double storey design**

I, the responsible Project Manager Site Manager (please tick the relevant boxes)

Name: _____

Address: _____

Tel: _____ Mobile number: _____

Authorized signatory: _____

Date: _____

Hereby declare that the above exhibition stand complies with the statutory regulations and the terms of participation.

11 Service Location Plan



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811*154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

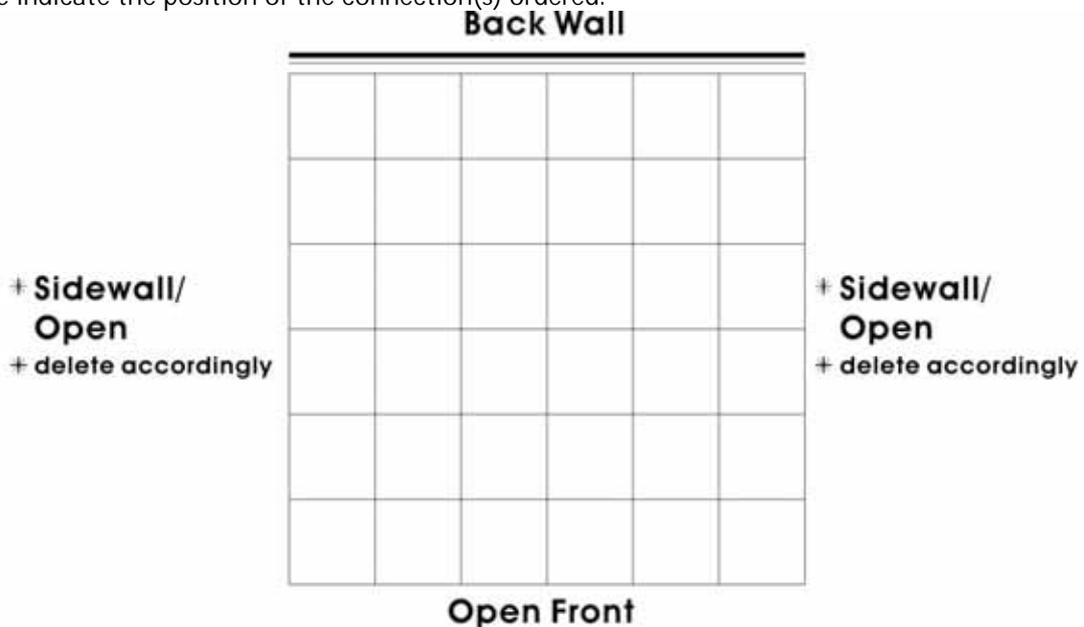
Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza, 183 Tianhe Road(North), Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor. Any relocation after installation will be at the expense of the Exhibitor.

11.1 Main Connection Points

Please indicate the position of the connection(s) ordered:



Socket Point 220V. Universal socket/3 pin (please indicate "24hrs" if required)

Compressed Air: Water: Breaker: Telephone: Internet:

Fluorescent: Spotlight/with arm: Shelf: [Please indicate height!]

Remarks: _____

Note: Compulsory for all exhibitors. A 50% relocation charge will be levied by Syma on-site. No relocation service for water, electricity, compressed air, internet and telephone etc.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

12 Furniture & Equipment



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
Tel: +86 21 6238 8811*154 / 161
Fax: +86 21 6209 5166
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Organizer Contact:

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Room 3311, Metro Plaza,
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Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

12.1 Additional Furniture & Equipment

NO.	Item	Standard size	Price RMB	Qty	Total RMB
CD01-A	Folding Chair		45.00		
CD04	Black Leather Chair		130.00		
CD19	Bar Stool		90.00		
SD10	Single Seat Sofa		280.00		
TB01	Information Counter	950x450x750mmH	130.00		
TB02	Square Table	750x750x750mmH	130.00		
TB03	Rectangular Table	1200x750x750mmH	200.00		
TB04	Coffee Table	450x450x450mmH	120.00		
TB05	Round Table	750x750mmH	120.00		
TB06	TV Rack	700x500x1300mmH	120.00		
DP01	Lockable Cupboard	950x450x750mmH	130.00		
DP02	Table Showcase	1000x500x1000mmH	130.00		
DP03	Tall Showcase	1000x500x2200mmH	320.00		
DP04	Display Cube	500x500x800mmH	120.00		
MS01	Wall Panel	1000x2500mmH	100.00		
MS03	Lockable Door	1000x2000mmH	250.00		
MS04	Folding Door	1000x2000mmH	150.00		
MS05	Coat Hanger	1000mmW	65.00		
MS06	Movable Clothes Rack	1000x1000/1300mmH	80.00		
MS07	Shelf Rack	1000x500x2200mmH	230.00		
MS08	Shelf-flat	1000x300mmD	70.00		
MS09	Shelf-Slope	1000x300mmD	70.00		
MS10	Literature Rack		70.00		
MS11	Free Standing Literature Rack		110.00		
	Waste Paper Basket		10.00		
	Pegboard (1mx1.5m, including 50nos. hooks, pay extra deposit RMB200.00 on site)		330.00		
	Potted Plant	800mmH	50.00		

Notes: Orders received on and after 21 Sept., 2015 and on-site will be subjected to a surcharge of 50%.

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

12 Furniture & Equipment



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.

3F, New Long March Commercial
Building, 1263 Zhenbei Road, Putuo
District, Shanghai.

Tel: +86 21 6238 8811*154 / 161

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danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang

Koelnmesse Co., Ltd. GZ Branch

Room 3311, Metro Plaza,

183 Tianhe Road(North),
Guangzhou, P.R. China

Tel: +86 20 8755 2468*17

w.wang@koelnmesse.cn

Remark:

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

i) Cash; or ii) telegraphic transfer to our a/c no. 31646300008042677, (Bank of ShangHai - Changning Sub-Branch , Shanghai)

2) Especial order price: 50% penalty fee will be charged for any late orders received after the deadline.

3) All standard equipment are on rental basis, and can not change to other items. Syma will not make the refundment if cancelling the order within two weeks before show open.

4) All the sockets in standard booth is only for notebook and water machine. Exhibitors couldn't connect the lighting without any permission. Please ask SYMA if you'd like any special lighting.

5) Exhibitors are required to mark the position of their lighting, socket, shelf and literature and fax or mail to SYMA. We will install at our judgement if not receive exhibitors' plan within two weeks before show open. Requests for re-positioning on-site will be subject to 50% according to the on-site price.

6) Screwing, drilling or nailing on any of wall panel of shell scheme are not allowed. Exhibit over 5kg couldn't hang on the wall panel. If you will hang overweight exhibit, please ask SYMA to reinforce and charge some fee. Exhibitor will responsibility for himself if hanging overweight exhibit without permission and damage.

7) After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Please contact with SYMA if you haven't received invoice three days later.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

12 Furniture & Equipment



To be returned by: **21 September 2015**

Please complete and return to official contractor:

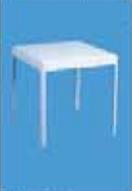
Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811*154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

SYMA

additional components for rental furniture & equipment

 CD01-A 白折椅 Folding Chair	 CD03 灰办公椅 Grey Office Chair	 CD04 黑皮椅 Black Leather Chair	 CD19 油压吧椅 Adjustable Bar Stool	 TB01 携网台 Information Counter (1800w)x(400h)x(750mm)
 TB02 方桌 Square Table (1750w)x(750h)x(750mm)	 TB03 长方桌 Rectangular Table (1200w)x(750h)x(750mm)	 TB04 玻璃桌 Glass Coffee Table (1400w)x(450h)x(450mm)	 TB05 圆桌 Round Table (10750w)x(750mm)	
 TB06 电视柜 TV Rack (1700w)x(500h)x(1500mm)	 TB19-W 高圆台 High Round Table (6000w)x(1100mm)	 DP01 锁柜 Lockable Cupboard (1800w)x(400h)x(1700mm)	 DP02 柜仔 Table Showcase (1500w)x(500h)x(1000mm)	 DP03 展示柜 Tall Showcase Built-in with 2 Openlights (11000w)x(600h)x(2200mm)
 DP04 展示台 Display Cube (1500w)x(500h)x(800mm) with various sizes	 SD10 单椅沙发 Single Seater Sofa (1700w)x(842h)x(700mm)			



SYMA
Continuous Innovation

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

12 Furniture & Equipment



To be returned by: **21 September 2015**

Please complete and return to official contractor:

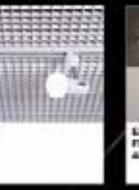
Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811*154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
www.wang@koelnmesse.cn

SYMA

additional components for rental furniture & equipment

 <p>MS01 隔板 Wall Panel (w)1000x(h)2000mm</p>	 <p>MS02 布帘 Curtain (w)1000x(h)2000mm</p>	 <p>MS03 锁门 Lockable Door (w)1000x(h)2000mm</p>	 <p>MS04 折门 Folding Door (w)1000x(h)2000mm</p>	 <p>MS05 挂墙衣架 Coat Hanger</p>
 <p>MS06 活动衣架 Movable Clothes Rack</p>	 <p>MS07 层板架 Shelf Rack (l)1500x(w)500x(h)2000mm</p>	 <p>MS08 斜层板架 Shelf (Slope) MS09 平层板架 Shelf (Flat) (l)1500x(w)500mm</p>	 <p>MS10 文件架 Literature Rack A4 Size</p>	 <p>MS11 独立文件架 Free Standing Literature Rack</p>
 <p>ES02 插座 Square Pin Socket 500W</p>	 <p>ES01 射灯 Spotlight (100W) ES03 轨道射灯 Longarm Spotlight (100W)</p>	 <p>ES04 轨道射灯 Tracklight 100W</p>	 <p>ES15 日光射灯 Flu. Tube 40W</p>	

B.C. SYMA EXHIBITION CONTRACTORS LTD.
 福建有展展览承建有限公司
 388F, China Overseas Centre, 333 Lockhart Road,
 Wanchai, Hong Kong
 香港湾仔康翠道333号中国海外中心388楼
 Tel: (852) 2673 9000 Fax: (852) 2670 3881
 E-mail: symahk@syma.com.hk
 Website: <http://www.symaasia.com>

BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.
 北京有展展览工程技术有限公司
 3801, Jingyuan Square, No. 23, Beiyuan North,
 Chaoyang District, Beijing 100126, P.R. China
 北京市朝阳区甘露园23号国际传媒中心3801室
 邮编: 100126
 Tel: (86) 10 6556 8330 Fax: (86) 10 6556 8331
 E-mail: syma@syma.com.cn
 Website: <http://www.syma.com.cn>

SHANGHAI SYMA-EXPO LTD.
 上海有展展览建设有限公司
 3F, New Long March Commercial Building,
 1263 Zhenbei Road, Putuo District,
 Shanghai 200333, P.R. China
 上海市普陀区真北路1263号新长征大厦3楼
 邮编: 200333
 Tel: (86) 21 6238 8811 Fax: (86) 21 6209 5166
 E-mail: shanghai@syma.com.cn

SYMA-EXPO (FOSHAN) LTD.
 湖南(佛山)有展展览有限公司
 3/F, Huihai Industrial Area, Lian Jiao,
 Shunde District, Foshan,
 Guangdong 528308, P.R. China
 广东省佛山市顺德区连江角工业区3楼
 邮编: 528308
 Tel: (86) 757 2723 7410 Fax: (86) 757 2723 8170
 E-mail: fs@syma.com.cn

GUANGZHOU BRANCH OF SHANGHAI SYMA-EXPO LTD.
 上海有展展览建设有限公司广州分公司
 Room 1501, 15/F, CTS Centre,
 No. 219, Zhong Shan Wu Road,
 Guangzhou 510000, P.R. China
 广州市中山五路219号中银大厦1501室
 邮编: 510000
 Tel: (86) 20 8827 8330 Fax: (86) 20 8827 8888
 E-mail: gz@syma.com.cn

SYMA INTERNATIONAL (MACAO) LTD.
 澳门有展(澳门)有限公司
 Rua Para No.167, 12 Andar, Q12 Edif.,
 Magnificent Court, Lisboa
 澳门路氹城167号海皇庭第12楼Q12室
 Tel: (853) 2956 2786 Fax: (853) 2956 2758
 E-mail: macao@syma.com

SYMA SYSTEM AG
 瑞士有展
 Panoramaweg 19, CH-9533 Kirchberg, Tessen
 Switzerland
 Tel: (41) 71 952 32 32 Fax: (41) 71 952 32 33
 E-mail: syma@syma.ch
 Website: <http://www.syma.ch>



SYMA
Continuous Innovation

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

13 Audio Visual Equipment & Communication Equipment



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
 Shanghai Syma-expo Ltd.
 3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
 Tel: +86 21 6238 8811*154 / 161
 Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
 Koelnmesse Co., Ltd. GZ Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North),
 Guangzhou, P.R. China
 Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

13.1 Audio Visual Equipment

Item	Description	Unit Price RMB	Quantity	Total RMB
Audio Visual Equipment				
1	42" Plasma + DVD player	1500.00		
Telephone (no telephone set offered)				
2	LDD Telephone	1080.00		
	No Deposit			
3	DDD Telephone	1,440.00		
	Extra Deposit RMB 2000.00			
4	IDD Telephone	4000.00		
	Extra Deposit RMB 5000.00			
internet				
5	5M Wired-based broadband	2,500.00		

**All deposits are to be paid in TT.*

Notes: Orders received on and after 21 Sept., 2015 and on-site will be subjected to a surcharge of 50%

Remark:

- 1) All orders must be accompanied with full payment either:
 - i) Cash; or ii) telegraphic transfer to our a/c no. 31646300008042677, (Bank of Shanghai - Changning Sub-Branch, Shanghai)
- 2) Especial order price: 50% penalty fee will be charged for any late orders received after the deadline.
- 3) Exhibitors are required to mark the position of main power, line and air-compressor etc. fax or mail to SYMA. We will install at our judgment if not receive exhibitors' plan within two weeks before show open. No relocation service for water, electricity, air-compressor, internet and telephone etc.
- 4) We will deduct the telephone fee from your IDD and DDD deposit and pay back the remain within two month after the show.
- 5) After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Please contact with SYMA if you haven't received invoice three days later.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

14 Electricity, Water, Compressed Air



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
Tel: +86 21 6238 8811*154 / 161
Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

14.1 Electrical Service

NO.	Item	Standard size	Unit Price RMB	Qty	Total RMB
EL01	Spotlight	100W	105.00		
EL02	Long-arm Spotlight	100W	120.00		
EL03	Fluo. Tube	40W	105.00		
EM01	5A/220V Socket	Max.500W – normal hour	120.00		
EM02	5A/220V Socket	Max.500W – 24 hours	275.00		

	Description	Unit Price RMB	Qty	Total RMB
For Lighting Use Only (For Raw Space Exhibitors)	15A/380V 3/P Main power	1360.00		
	30A/380V 3/P Main power	2080.00		
	60A/380V 3/P Main power	3440.00		
For Machine Use Only	15A/380V 3/P Main power	1360.00		
	30A/380V 3/P Main power	2080.00		
	60A/380V 3/P Main power	3440.00		

14.2 Water Connection

NO.	Item	Price RMB	Qty	Total RMB
FA04	Water for wash use DN15mm (according to detailed location to confirm the order)	3600.00		
FA05	Water for machine use DN20mm (according to detailed location to confirm the order)	5400.00		

14.3 Compressed Air

NO.	Item	Price RMB	Qty	Total RMB
FA01	≤0.4m ³ /Min (according to detailed location to confirm the order)	5000.00		

*The connection is not included in above price.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

14 Electricity, Water, Compressed Air



To be returned by: **21 September 2015**

Please complete and return to official contractor:

Mr. Terry Yuan / Mr. Danny Wang
Shanghai Syma-expo Ltd.
3F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai.
Tel: +86 21 6238 8811*154 / 161
Fax: +86 21 6209 5166
terry.yuan@syma.com.cn
danny.wang@syma.com.cn

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. GZ Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North),
Guangzhou, P.R. China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

Important Notes:

- All RAW SPACE EXHIBITORS must order one power main for lighting if they need any power.
- Power main for machine and lifting should be separated.
- According to the regulations of NECC, booth structures must come with the leakage protection switch secondary electrical box.

Orders received on and after 21 Sep. 2015 and on-site will be subjected to a surcharge of 50%

Please provide us with a simple sketch of your stand ⇒ See **Form 11**

Remark:

- 1) All orders must be accompanied with full payment either:
i) Cash; or ii) telegraphic transfer to our a/c no. 31646300008042677, (Bank of Shanghai - Changning Sub-Branch, Shanghai)
- 2) Especial order price: 50% penalty fee will be charged for any late orders received after the deadline.
- 3) All exhibitors should order main power from SYMA, including raw space. Raw space exhibitors are obligated to order main power. Electricity for machine use and lighting use should be separate.
- 4) All the sockets in standard booth is only for notebook and water machine. Exhibitors couldn't connect the lighting without any permission. Please ask SYMA if you'd like any special lighting.
- 5) Exhibitors are required to mark the position of main power, line and air-compressor etc. fax or mail to SYMA. We will install at our judgment if not receive exhibitors' plan within two weeks before show open. No relocation service for water, electricity, air-compressor, internet and telephone etc.
- 6) Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation. Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure. For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment.
- 7) After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Please contact with SYMA if you haven't received invoice three days later.

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:

15 Exhibition Staff



To be returned by: **18 September 2015**

Please complete and return to official contractor:

Ms. Helen Zhang
Myjobsky
17E, West Building, Hi-Tech King
World, 668 Beijing Road East,
Shanghai, P.R. China

Tel: +86 21 6131 8376
Mobile: +86 186 1687 6189
helen.zhang@myjobsky.com

Organizer Contact:

Ms. Penny Wu
Koelnmesse Co., Ltd.
Unit 906, Landmark Tower 2,
No.8 Dongsanhuan North Rd.,
Chaoyang
Beijing, P.R. China
Tel: +86 10 6590 7766 -767
p.wu@koelnmesse.cn

15.1 Exhibition Staff

We need the following staff for our stand:

Staff	Number Required	Date (please tick ✓ & Indicate the Gender Preferred: M / F)			Daily Rate RMB	Total RMB
		21 Oct.	22 Oct.	23 Oct.		
General Interpreter(s) Chinese / English					1,200.00	
Chinese / Japanese					2,000.00	
Chinese / French					2,000.00	
Chinese / German					2,000.00	
Chinese / Italian					2,000.00	
Receptionist					800.00	
Hostess					600.00	
Others: _____ (Please specify)					upon request	

Notes:

- The above mentioned service charges are based on 8 hours per day. Overtime will be charged at 150% surcharge of rate listed per hour.
- One day's payment is required for any cancellation within 48 hours prior to the event.
- Late and on-site orders are subjected to availability and 50% surcharge.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

16 Invitation Letter for Visa



To be returned by: **18 September 2015**

Please complete and return to:

Koelnmesse Co., Ltd

Mr. Penny Wu

Unit 906, Landmark Tower 2,

No.8 Dongsanhuan North Rd., Chaoyang,

Beijing, P.R. China

Tel: +86 10 6590 7766-17

p.wu@koelnmesse.cn

Fax: +86 10 6590 6139

16.1 Invitation Letter for VISA

All nationals who are travelling to **CIKB 2015 - Powered by LivingKitchen** will require a visa for China. For your tourist visa application, you may contact your travel agent or the China Embassy in your country directly.

In the event that you require a Business Visa, you will need an official invitation letter from the Organizer.

Please note that **originals of invitation letter** are necessary in the following countries: Turkey, India, Pakistan, Bangladesh, Sri Lanka, U A E, Iran, Tunisia, Syria, Lebanon, Morocco, Thailand, Iraq etc, thus the prompt submission of this form is very important.

In order for us to formulate this letter as precisely as possible, you must provide us with all the required details as stated in the form next page. Please complete the following Visa Application Form, together with a copy of your valid passport, business card and fax it to **+86-10 6590 6139** before the stipulated deadline.

Please allow 10 – 14 working days for processing

****IMPORTANT****: ANY APPLICATION RECEIVED AFTER THE DUE DATE – 18 September 2015 WILL NOT BE ENTERTAINED BY THE RELEVANT AUTHORITIES.

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:



Foreign Businessman Visa Application Form

外国商人签证申请表

申请单位：

Company Name:

国别(地区) Country(Region)	外商单位 Company					
	详细地址 Address					
电邮 Email	传真 Fax					
来访目的 Purpose to China						
拟入境日期 Arrival Date	访问地点 Entry City		签证地点 Visa Place			
签证有效期 Visa Expire to D/M/Y			停留时间 Duration of Stay Per Time 天/Day(s)			
被邀请人员名单 Application Personal List		总人数 Total Number		<input type="text"/>		
姓名 Name	性别 Gender	出生日期 Date of Birth	职务 Position	国籍 Nationality	护照号码 Passport Number	是否访问过中国 Previous Visit to China
申请人单位盖章并签字 Applicator's Legal Signature and Stamp						
联系人, 电话和邮件 Contact Person & Contact Way						

提交此表格时请随附申请人护照页扫描件及名片。

Please apply this form with the scan copy of passport and business card.

17 Freight Forwarding Services



Appointed exhibition freight forwarder :

Chinafair Cargo Services International Inc.

17.1 Freight Instructions

The Organizer has appointed **Chinafair Cargo Services International Inc.** as the official forwarder for **CIKB 2015 - Powered by LivingKitchen**, 21-23 October 2015. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

Chinafair Cargo Services International Inc.

Room 1509, Zhongji plaza, No.25 Maliandao Rd Xicheng Dist, Beijing, China. 100055

Tel : +86 10 6333 3181

Fax : +86 10 6333 3191

E-mail : info@chinafair-logistics.com

Contact:

Ms. Joanna

Mr. Mike.He

Chinafair Cargo Services International Inc. is the sole on-site transportation contractor entitled to be responsible for going through all customs formalities and handling exhibits. To comply with this and for better site management, all forwarding arrangements within the exhibition halls are to be exclusively handled by them.

The **boxes and cases storage fee** is **RMB 20/m³**, which will be collected by the Official Freight Forwarder directly onsite.

Note: To ensure smooth handling of exhibits, please contact **Chinafair Cargo Services International Inc.** for the **Official Shipping Manual**. Failure to comply with the points in manual is likely to create problems and additional expenses.

18 Hotel Reservation & Travel Services



To be returned by: **30 September 2015**

Please complete and return to:
 Orient Event Service.
 Attn: Ms. Sue Xue
 Tel: +86 21 51099795
 Fax: +86 21 64644008
 Email: booking@orient-explorer.com.cn

18.1 Hospitality Booking Form

Contact Person:
 Corporation:
 Address:
 Telephone:
 Fax:
 Country:
 Postcode:
 Email:

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18.2 Hospitality Booking Form

Name of Hotel	Travel Time to Exhibition Site	Cost Per Room Per Night		Other benefits
		Single room	Twin room	
JinJiang Inn (Hongqiao Hub Qixin Road)	10 mins by free shuttle bus	RMB349net (Pay Onsite)	RMB349net (Pay Onsite)	Free Internet Free shuttle bus
Jinjiang Inn (shanghai hongqiao Hub)	15 mins by taxi	RMB349net (Pay Onsite)	RMB349net (Pay Onsite)	Free Internet
Shanghai Institute of Foreign Trade International Exchange Center Hotel Business room	20 mins by free shuttle bus	RMB358 net (pay onsite)	RMB358 net (pay onsite)	Free Internet Free shuttle bus
Shanghai Xitianyou Hotel Standard room	20mins by taxi	RMB300 net (pay onsite)	RMB300 net (pay onsite)	Free Internet Near the subway Line 3 & Line 4
Ruitai Hongqiao Hotel Superior Room	20 mins by taxi	RMB460net	RMB460net	Free Internet Near the subway Line 2
Holiday Inn Express Shanghai New Hongqiao Standard room	15 mins by free shuttle bus	RMB600net	RMB600net	Free Internet Free shuttle bus
Grand Mercure Hongqiao Shanghai	20 mins by taxi	RMB850net	RMB850net	Free Internet
Renaissance Yangtze Shanghai Hotel(5*) Deluxe Room	20 mins by free shuttle bus	RMB950net	RMB1050net	Free Internet

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

18 Hotel Reservation & Travel Services



To be returned by: **30 September 2015**

Please complete and return to:
 Orient Event Service.
 Attn: Ms. Sue Xue
 Tel: +86 21 51099795
 Fax: +86 21 64644008
 Email: booking@orient-explorer.com.cn

Renaissance Shanghai Zhongshan Park Hotel(5*)Deluxe room	30 mins by taxi	RMB900net	RMB900net	Free Internet Near the subway Line 2
Xijiao State Guest Hotel(5*) Deluxe room	20 mins by taxi	RMB1050net	RMB1050net	Free Internet

Notes:

- All rates quoted above are inclusive of daily breakfast, **free Internet access at room**. All hotels require advanced payment on or before **30 September 2015** unless specified.

Terms and conditions for all bookings:

Cancellation policy: any cancellation must be made 3 days before your arrival date otherwise you are subjected to one night room charge.

No show: if no show, hotel will charge one night as penalty.

Hotel booking Details:

Guest Name: _____

Hotel Preferred: 1st choice _____ 2nd choice _____

Single/twin share room /double room with 1 king-size bed (circle accordingly) No of room(S): _____

Check in date and time (China local time zone) _____

Check out date _____

18.3 Local Tours & Other Services

Local Tours: (seat-in-coach, pickup at hotel)

<input type="checkbox"/> Best of Shanghai day Tour – RMB560 net per person including group lunch <input type="checkbox"/> Suzhou and Zhouzhuang Water Village DayTour – RMB950 net per person including group lunch <input type="checkbox"/> Hangzhou, Heaven on Earth Day Tour – RMB950net per person including group lunch
Number of person(s): _____
Preferred Date: _____

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

18 Hotel Reservation & Travel Services



To be returned by: **30 September 2015**

Please complete and return to:
 Orient Event Service.
 Attn: Ms. Sue Xue
 Tel: +86 21 51099795
 Fax: +86 21 64644008
 Email: booking@orient-explorer.com.cn

Airport Limousine service:

Price:	
1. RMB480 net per way for 1-2 persons by car	
2. RMB530 net per way for 3-4 persons by van	
I need for	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure
Number of person(s):	
Arrival flight no. _____ Arrival local date _____ Estimated arrival time _____	
Departure flight no. _____ Departure date _____ Departure time _____	

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Other services required:

Car renting with chauffeur	
Number of person(s):	
Date:	

PAYMENT BY CREDIT CARD

I hereby agree to debit my card (details as follows) for all the above travel services booked by me:-

Visa Card JCB Club AMEX Master Card

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____

Credit Card Number: _____ CVV Code _____

Credit Cardholder's Signature: _____

PAYMENT BY TELEGRAPHIC TRANSFER: Pls. indicate guest name/event name/hotel booked on transfer slip.

Note: Payment via credit card and telegraphic transfer is subject to a 3% administrative fee.

Special notes from you if any: _____

Please complete the above form in Block letters and fax to +86-21-64644008

Order form only valid with complete company details

Company Name: Stand No:
 Fax: Tel: Email:
 Contact: Date & Signature:

18 Hotel Reservation & Travel Services



To be returned by: **30 September 2015**

Please complete and return to:
 Orient Event Service.
 Attn: Ms. Sue Xue
 Tel: +86 21 51099795
 Fax: +86 21 64644008
 Email: booking@orient-explorer.com.cn

18.4 Hotel Introduction

Hotel	Intro & Address
	<p>Xijiao State Guest Hotel (5*) Shanghai Xijiao State Guest Hotel founded in 1960, is the largest 5 star garden guest house in Shanghai. The hotel covers an area of 1200 mu which is covered by trees, flowers and grasslands. 2001, an informal meeting of the membership state council of Shanghai Cooperation Organization, the fifth anniversary event of Shanghai Cooperation Organization and APEC Summit were held in the hotel. The hotel was having welcomed around 100 passels of important national guests such as Queen Elizabeth II, the Emperor of Japan, US President Barack Hussein Obama and other foreign celebrities. Chairman Mao, Chairman Deng all have been stayed in the hotel. Address:1921 Hongqiao Road</p>
	<p>Renaissance Yangtze Shanghai Hotel (5*) The Renaissance Yangtze Shanghai Hotel (Yangzjiang Wanli Dajiudian) is a five-star hotel featuring an elegant fusion of Eastern and Western décors. Boasting a convenient location with easy access to many of Shanghai's business districts, trade zones and convention centers, it is also popular with leisure travelers. The Renaissance Yangtze's 521 rooms and 23 suites include smoking and non-smoking floors. The exclusive Club Lounge serves a complimentary breakfast and evening cocktails for Club Floor guests, which also features elegant boardrooms, a mini-library and a business center with broadband internet access. Address: No. 2099 Yan An Road West, Shanghai</p>
	<p>Renaissance Zhongshan Park Hotel (5*) The Renaissance Shanghai Zhongshan Park Hotel (Shanghai Longzhimeng Wanli Jiudian) is located by the Zhongshan Park Metro Interchange where Metro Lines 2, 3 and 4 meet, making travel to the majority of Shanghai points of interest a breeze. The hotel is also just a 20-minute drive from Shanghai's Hongqiao Airport. Address:1018 Changning Road</p>
	<p>Grand Mercure Hongqiao Shanghai The Grand Mercure Hongqiao Shanghai (Hongqiao Meijue Jiudian) is located the center of Shanghai's western Hongqiao District, putting it just 10 minute drive from the city's domestic Hongqiao Airport. The hotel is located between stations on Shanghai Metro Lines 2 and 10. Events facilities at this Shanghai hotel cover more than 1, 000 sq m (10, 764 ft) including a grand ballroom and ten meeting rooms. Business support servi are also available to guests. Address: 369 Xianxia Road (Xianxia Lu)</p>

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	<p>Holiday Inn Express Shanghai New Hongqiao The Holiday Inn Express Shanghai New Hongqiao (Xinhongqiao Kuaijie Jiari Jiudian) is a business hotel a 15-minute drive from Shanghai Hongqiao Airport. Qingpu Industrial Park, Shanghai West Industrial Park and ChipPAC Shanghai's main plant are just a 5-minute drive away. Rooms in this Shanghai hotel come equipped with LCD TVs with cable and satellite TV, as well as free internet and all the standard amenities. Guests can make use of complimentary wifi in some rooms and public areas of the hotel. Children under 12 can stay for free on their parents' sofa bed. Address:1917 Huqingping Road (Huqingping Gonglu), Qingpu District</p>
	<p>Ruitai Hongqiao Hotel (4*) The Ruitai Hongqiao Hotel (Ruitai hongjiao jiudian) is located near the Hongqiao Development Area, a stone's throw from the Shanghai International Exhibition Center. The Hotel 5km from the airport and 10 minutes drives to the city center. There are more than 250 guestrooms that offer all basic amenities, such as air conditioning, satellite TV, minibar, tea & coffee making facilities, as well as direct dial phone. The hotel has Chinese and western restaurants as well as a coffee shop. The hotel also cater well for its business facilities. Address:555 Shuicheng Road, Shanghai</p>
	<p>Shanghai Institute of Foreign Trade International Exchange Center Hotel The Shanghai Institute of Foreign Trade International Exchange Center Hotel (Shanghai Duiwai Maoyi Xueyuan Guoji Jiaoliu Zhongxin Jiudian) is a business hotel located within the Institute of Foreign Trade in Shanghai's Gubei District. Within easy reach is the International Exhibition Center, only a few blocks away. On offer are various well-appointed rooms with complimentary broadband internet access, satellite TVs and international telephones. This Shanghai Hotel houses buffet restaurant that serves both Chinese and Western cuisines. 11 conference rooms of different sizes are provided in addition to a business center. Address:620 Gubei Road (Gubei Lu)</p>
	<p>Shanghai Xitianyou Hotel The Shanghai Xitianyou Hotel (Shanghai Xitianyou Dajiudian) is located inside the campus of Donghua University, opposite the station for Pudong Airport Bus No. 3. The hotel is also within walking distance of West Yan'an Road Station on Metro Lines 3 and 4. Guestrooms in this Shanghai hotel are equipped with flatscreen TVs and free Internet access. This hotel also houses dining facilities, function rooms and karaoke facilities.</p>

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	<p>Address: 827 West Zhongshan Road (Zhongshan Xi Lu)</p> <p>JinJiang Inn (Hongqiao Hub Qixin Road) Jinjiang Inns is the budget brand from leading Asian hotel group Jin Jiang Hotels, and offers simple, clean, safe and comfortable rooms for business and leisure travelers.</p> <p>Address: 6468 Qixin Road (Qixin Lu)</p>
	<p>JinJiang Inn (Hongqiao Hub) Jinjiang Inns is the budget brand from leading Asian hotel group Jin Jiang Hotels, and offers simple, clean, safe and comfortable rooms for business and leisure travelers.</p> <p>Address: 888 Jidi Road</p>

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