

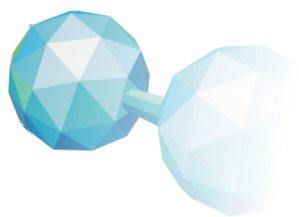


FEVC 2025国际氢能与燃料电池汽车大会暨展览会

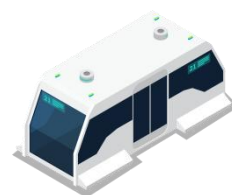
International Hydrogen and Fuel Cell Vehicle Congress & Exhibition 2025

EXHIBITOR MANUAL

June 18th – 20th, Shanghai, China



主办方
Organizer



Dear exhibitor,

Welcome to the International Hydrogen Fuel Cell Vehicle Congress (FCVC)!

The Exhibitor Manual will help you to plan your activities and to get a smooth participation in our exhibition.

The manual includes 3 parts as follows:

- . General Information
- . Important Exhibition Rules & Regulations
- . Service Order Forms and Deadlines

The manual presents a lot of services which can be ordered via the mentioned **forms**. These forms are listed on page 2.

To avoid unnecessary problems, please study it carefully and observe all the mentioned deadlines.

All forms must be submitted as per the deadlines mentioned on the respective form.

We wish you successful **the International Hydrogen Fuel Cell Vehicle Congress (FCVC)!**

International Hydrogen Fuel Cell Association

Contents			
Section 1	General Information	Note	Page
	Contact Address		3
	Deadline for Returning the Following Forms		4
	Show Information		5
	Important Exhibition Rules & Regulations		6
	Venue Information		
	Location of SAEC		10
	Fairground Layout		11
	Exhibition Hall Technical Specification		12
Section 2	Exhibition Services		
	Stand Construction		
	Official Contractor / Recommended Contractors		14
	Fascia Board (Form 1A)		15
	Shell Scheme Configuration		16
	Upgrade Booth Package Configuration		17
	Rules of Shell Scheme		18
	Additional Furniture Rental (Form 1B)		19
	Power Supply (Form 1C)		22
	Air Compressor & Water & Others (Form 1D)		23
	Terms and Conditions for Rental		24
	Exhibitor Appointed Stand Contractor (Form 1E)		25
	Building Approval for Stand Design (Form 1F)		26
	Facilities Location Plan (Form 1G)		28
	Move-in Registration Guide		29
	Rules of Raw Space		34
	Notice for Raw Space Insurance		35
	Forwarding		
	Official Freight Forwarder		36
	General Freight Forwarding Information		37
	SHIPPING MANUAL		38
	Registration		
	Exhibitor Badge (Form 2)		58
Section 3	Other Services		
	Catalogue Entry (Form 3)		59
	Hotel Information		60

Contact Addresses

Organizer	China Society of Automotive Engineers		
	Xingzhi Building, No. 39, Rongxing North 3rd Street, Yizhuang Economic Development Zone, Daxing District, Beijing		
	Tel: +86(0)10 5091 1004		
	Fax: +86(0)10 5095 0095		
	Website: www.sae-china.org		

Exhibition, Sponsorship and Marketing	Mr. Franky Sun	+86 176 0213 1041	Franky.sun@sae-china.org
	Mr. Arthur Jiang	+86 135 2410 3220	Arthur.jiang@sae-china.org
Operator	Ms. Allen Sheng	+86 155 0216 1792	allen.sheng@sae-china.org
	Mr. Terry Zhang	+86 156 1865 2508	terry.zhang@sae-china.org

Official Contractor	The Key Expo (Beijing) Co., Ltd.		
	Rm.2005, Block B, HeMei International Building, ShuangQiao Road, ChaoYang District		
	Beijing 100024, P.R. China		
	Contact: Mr. Qingyu Feng		
	Tel: +86(10) 6466 3316		
	Mobile: +86 172 0038 0781		
	E-mail: fengqingyu@tkexpo.com		

Official Freight Forwarder	Top-Trans Expo Logistics Co., Ltd.	
	Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA	
	Contact Person for Overseas Cargo	
	Ms. Cathy Chen	Mr. Anthony Nie
	Tel: (+86) 21 5835 0858 x 8010	Tel: (+86) 21 5835 0858 x 8004
	Mobile: (+86) 135 8580 2707	Mobile: (+86) 138 1872 1467
	Email: cathy.chen@top-trans.com.cn	Email: anthony.nie@top-trans.com.cn
	Contact Person for Domestic Cargo	
	Mr. Alfa Wang	Mr. Kelvin Sun
	Tel: (+86) 21 5835 0858 x 8012	Tel: (+86) 21 5835 0858 x 8011
	Mobile: (+86) 137 8898 3815	Mobile: (+86) 135 8595 9921
	Email: alfa.wang@top-trans.com.cn	Email: kelvin.sun@top-trans.com.cn

Deadline for Returning the Following Forms

The forms **MUST** be returned before the deadline

Obligatory Forms

Type	Deadline	Item	Form	Page
Shell Scheme	May 9, 2025	Fascia Board	1A	15
	May 23, 2025	Exhibitor Badge	2	57
	May 9, 2025	Catalogue Entry	3	62
Raw Space	May 16, 2025	Power Supply	1C	21
		Exhibitor Nominated Stand Contractor	1E	24
		Building Approval For Stand Design	1F	25
		Facilities Location Plan	1G	27
	May 23, 2025	Exhibitor Badge	2	57
	May 9, 2025	Catalogue Entry	3	58

Optional Forms

Type	Deadline	Item	Form	Page
Stand Construction	May 16, 2025	Additional Furniture Rental	1B	18
		Air Compressor & Water & Others	1D	22
INSURANCE	May 16, 2025	NOTICE FOR RAW SPACE INSURANCE		34
Official Freight Forward	June 1, 2025	Freight forward		35
Hotel Recommendation		Hotel Information		59

General Information

Show Information

Notice:

Name International Hydrogen and Fuel Cell Vehicle Congress & Exhibition 2025

Venue Shanghai Automobile Exhibition Center (SAEC)
No.7575, Boyuan Rd, Anting Town, Jiading District, Shanghai.

Date June 18-20, 2025(Tuesday - Thursday)

Timetable		
Move-in	June 16, 2025 08:30-17:30	Construction/Installation/Exhibit Move-in; Exhibitor Registration (Raw space only)
	June 17, 2025 08:30-17:30	Construction/Exhibit Move-in; Exhibitor Registration (Raw space and shell scheme)
Exchange Badges (For Exhibitors)	June 17, 2025 08:30-17:30	/
Show Time	June 18, 08:30-17:00 June 19, 08:30-17:00 June 20, 08:30-14:00	For Exhibitors
	June 18, 09:00-17:00 June 19, 09:00-17:00 June 20, 09:00-12:00	For Visitors
Move-out	June 20, 14:00-18:00	According to the 'Move-out Notice' on site.

1. All the arrangements above must be strictly complied with exhibitors.
2. Exhibitors, who applied for raw space, are allowed to bring their exhibits in advance if the construction schedule permits. Please contact the official freight forward to arrange for exact details. Exhibitors are required to be on-site when exhibits arrive.
3. In order to ensure the safety of small and valuable exhibits the presence of your representative at the stand is strongly recommendable during all the show time. The standard booth should be dismantled after the official closing of the fair. Exhibitors should remove the useful promotion material and posters.
4. Any conduct of construction and transportation by the relevant staff is prohibited during the opening period of the show.
5. **A formal written application should be submitted before 15:00 p.m. if an overtime work is required by exhibitors. Any cost involved should be paid at the exhibitor's expense. For detailed prices please contact SAE-China.**

Important Exhibition Rules & Regulations

1. General principles

The conditions are coming into effect when the exhibitor signs the booth application form, the same as the items of the application form. All exhibitors, agents and contractors must comply with the general terms and conditions and any modification of related institutions or the Organizer and taking effect from the 1st day of the fair.

If the exhibitor does not comply with the general conditions, the Organizer and related institutions are entitled to demand the closure of part/all of his booths or the removal of part/all of his exhibits. There is no refunding of damages caused by these occasions.

2. Payment

The stand construction and the transportation of exhibits will be permitted after full payment.

3. Construction

All the constructions must comply with the relevant regulations for exhibition construction.

The Key Expo (Beijing) Co., Ltd. is responsible for construction of standard booth. **Exhibitors are strongly recommended to** order all additional services and facilities at The Key Expo (Beijing) Co., Ltd. The show Organizer is not liable for any damages caused by external construction companies. For detailed contact information please refers to “Contact Addresses”.

Exhibitors applying for raw space only are entitled to assign the construction company on his own. The contact information of the external construction company should be provided one month before beginning of the fair. The Organizer is not liable for the exhibitors' construction problem.

4. Pavilion/National pavilion

The Organizer of pavilion/national pavilion ensures that all the exhibitors of pavilion are informed and comply with regulations in this manual.

5. Co-exhibitors

The Organizer allows only one co-exhibiting company per 9 sqm stand booking. A special fee of RMB 1,500 must be paid which covers the same services as for the direct exhibitor.

6. Sublease and transfer

Sublease or transfer the allocated space including stand, office, meeting room and storeroom to a third party, even partially, is not allowed without the permission of the Organizer. The exhibitor provide to the Organizer detailed information on the name of the direct company and the products on display when applying for a booth. When receiving the Organizers' approval before the fair

starting the exhibitor becomes a direct exhibitor of other companies and has the right to display its products after space allocation.

7. Distribution of space

The Organizer reserves the right to alter the size, shape and position of the allocated space.

8. Security

The Organizer will arrange a general supervision in the exhibition centre. Exhibitors are still recommended to make their own precaution security measures at their stands and exhibits, especially on the last day of the fair. Make sure that the items in the booth, in particular private, valuable, hand baggage and rented equipments are kept safe for the entire duration of the fair. The Organizer is not liable for damage, theft or other loss of exhibits and stand equipment and damage.

Warning: Valuable items which can be easily removed should be locked away at night. Exhibitors are responsible for the belongings of the completely open stand space.

9. Garbage disposal

All aisles must be kept free of packaging materials, and other set-up materials during assembly/move-in. Vendors being in charge of raw space or stand assembly will be held liable for keeping aisles free/clean and disposing of packaging material. Paintwork and timber cutting must be handled in designated area.

The construction company is required to clean up all the materials in accordance with “Show time” when the fair is ended. The Organizer reserves the right to charge exhibitors for additional garbage collection such as the disposal of fragments of stand fitting, crates, cartons, packing materials and documents.

10. Booth cleaning

The Organizer arranges cleaning of the hall before/after the opening time, which covers carpet/floor and garbage cleaning except exhibits. Exhibitors are responsible for cleaning of their own booth. Exhibitors who lock their booth over night are required to leave garbage out of the stand space. For more cleaning service please contact construction company in charge and for details please refer to “Contact Addresses”.

11. Entry of exhibits

Please make sure that all the exhibits are consigned to the official forwarder for transportation and entry. For detailed contacts please refer to “Contact Addresses”.

- a. The transportation, loading/unloading can only be carried out in the loading area.

Supervision is guaranteed by the public security and a coordinator will ensure a smooth and safe process.

- b. Any consignment of exhibitors which are not forwarded on time for transportation are not accepted. The Organizer is not responsible for any damages caused by the negligence while forwarding the consignment.
- c. Exhibitors should enter in accordance with the time of “Show time”.
- d. Please pay attention to your booth during the removal of all hand-held items and the return of all rented equipments. Notice: Small and valuable items can be easily lost at the duration of construction.

12. Organic certification for exhibits

Effective certifications for organic products have to be provided with the application form by exhibitors to ensure the authenticity of exhibits. An inspection of a valid certification license is assured by professional personnel during the fair. The Organizer is entitled to demand the removal of exhibits which prove to be non-organic or even the withdrawal of the booth. The Organizer will not refund the payment of the rental.

13. Dismantling

Make sure the staff and exhibits to be in position during show time. **Removal of exhibits or dismantling of stands before the end of the fair is not permitted.**

14. Customs clearance

All the goods and exhibits imported from abroad must be declared at customs before entering the hall. Exhibitors should make a check with the official forwarder.

Please notice: Any goods and exhibits without a customs declaration will be sequestered.

Exhibitors are strongly recommended to request the official forwarder carrying out transportation, customs clearing and other operations for goods. The official forwarder has capability and is pleased to meet the requirements for transportation and shipping. For the contacts please refer to “Contact Addresses” in this manual.

15. Hand carried exhibits

Exhibitors are strongly advised NOT to hand carry goods to exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment can't be imported as exhibition goods because the list of exhibits of detained goods was not submitted in advance to the customs system at least one month before show.

16. Serving regulations for food and beverage

Cooking: Gas is forbidden. If the exhibitor requires electric power for cooking, please contact the Organizer before May 30, 2024.

Please note: Handing out food in small portions for tasting is allowed. Selling for business is not permitted.

17. Management of the staff

The staff and activities of exhibitors should be restricted within respective areas. All the exhibits should be on display before the end of the fair. Advertising of all kinds, such as the distribution of leaflet, flyer and newspaper, is allowed only within the areas rented. Selection of area agents for products by the exhibitor for the exhibitor's own firm is acceptable. Exhibitors must have appropriate insurance cover for temporary employees and agents.

18. Visa Application

All foreign visitors to PR China MUST apply for a visa and comply with the health requirement on entering into China.

19. Failing to exhibit

If the exhibitor withdraws after confirmation of the application and has not exempted from contract obligation, he must pay the full rental and additional cost to the organizer undertaking in respect that he fails to exhibit. The organizer has the right to utilize this space for other use. Please study carefully our General Terms and Conditions.

20. Liability and insurance

Exhibitors should assure to have all risk insurance for the whole duration of the fair (from arrival to departure) at their own expense. Exhibitors are strongly recommended to keep those items which can be easily moved and are valuable with caution each day. The organizer is not liable for the security of items of exhibitors and which are carried into the hall by exhibitors, agents, visitors and any other persons.

Exhibitors should assure to affect and all risk insurance and assume public responsibility and protection. The exhibitors' liability period may be considered from the time entering the hall, until the time that all the exhibits and items are moved out of the hall.

The Organizer has the right to claim compensation from exhibitors for the loss and relevant expenses caused by the exhibitor and his agents, Construction Company and customers.

Exhibitors are liable for the loss and damage of their own staff and furniture. Necessary actions should be taken by exhibitors to prevent damage of their equipment and exhibit.

21. Damages

The exhibitor is liable for damage of equipment caused by his staff, agents, and construction company. To the exhibitor applying for “standard booth assembly”, the damage resulting from assembly materials such as flooring, lamps and equipments rented will be undertaken at his own expense.

22. Intellectual Property Rights

The exhibitor warrants that the exhibits and packages thereof and the related publicity materials do not in any way whatsoever violate or infringe any third party's rights including trademarks, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organizer and its agents and contractors against all costs, expenses and damages arising from any third party's claim of infringement by an exhibitor and/or the Organizer of such third party rights.

The Organizer has the right to require exhibitors to remove exhibits which are suspected to be violating intellectual property rights or copyright. The Organizer have the right to refuse participation of exhibitors found guilty of infringement of intellectual property rights from participating in future trade fairs.

23. Force majeure

The fair may be relocated in the event of force majeure. The organizer is not liable for direct or indirect damage resulting from: fire, flood, earthquake, storm or other natural disasters, government's actions, verdicts caused by labor dispute and other reasons for which cannot be avoided. The exhibitor has no claim to any refund or cancellation of the stand rental in such cases.

24. Unforeseen circumstances

In the event of any occurrence not foreseen in these 'Rules and Regulations' and the terms of contract stated in the contract, the decision of the Organizer shall be final.

For the rules of shell scheme exhibitors, please refer to page 17.

For the rules of raw space exhibitors, please refer to page 29.

Location of SAEC

How to Get There By Metro:

Take Line 11 (towards Anting)

Line 1 / Line 9 Xujiacui → Line 11

Line 2 to Jiangsu Road → Line 11

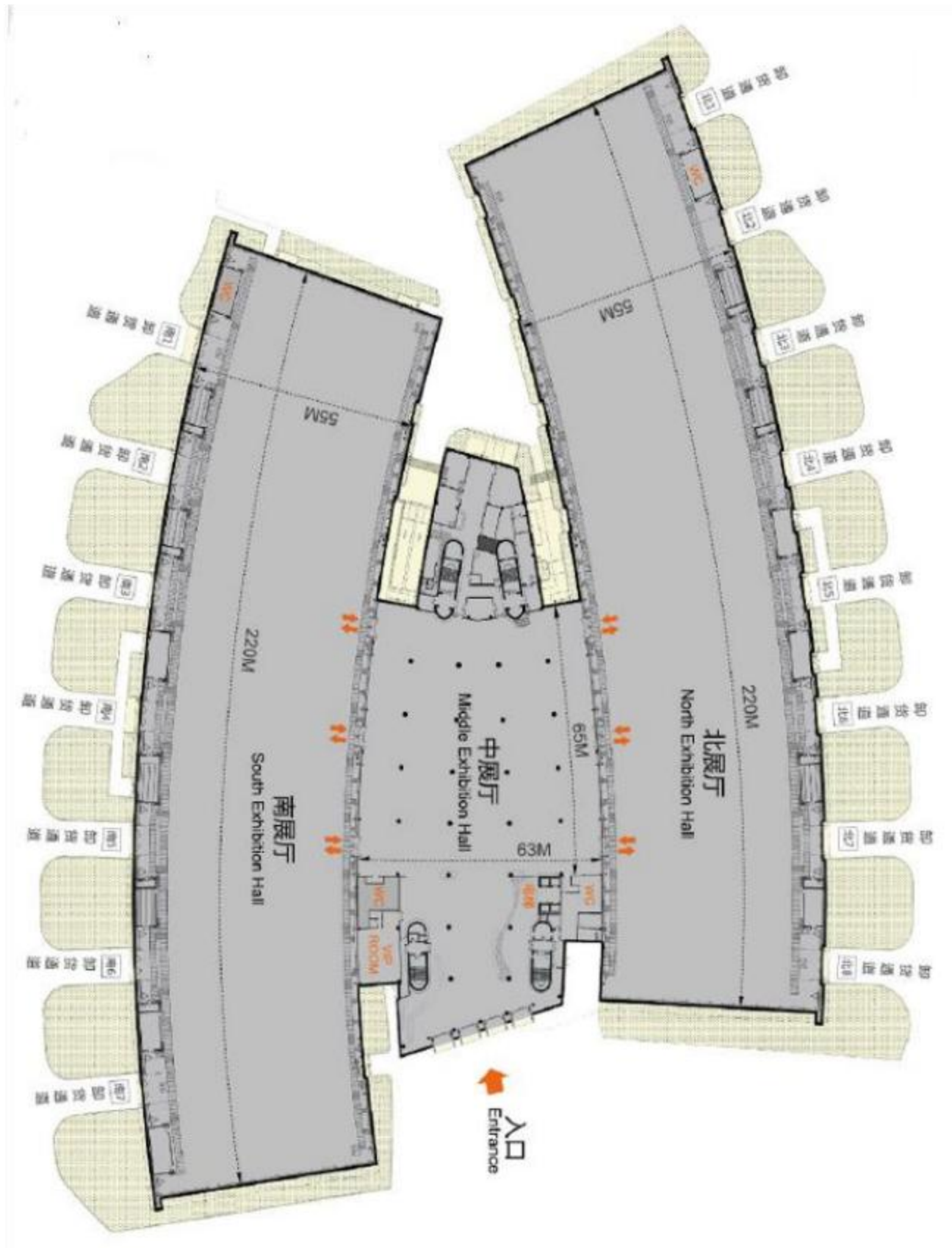
Line 3 / Line 4 to Caoyang Road → Line 11



and get off at Shanghai Automobile City Station. Then take a shuttle bus at Exit 2 to the venue.

Shanghai Railway Station → SAEC over 30km apart.

Venue Layout



Exhibition Hall Technical Specification

Venue	Hall
Height	11M
Freight Lift Path	South Hall 7 Entries & North Hall 8 Entries: 4.4mW x 4.4mH
Floor Type	Solid Concrete
Floor Bearing	1.5T / m ²
Power Supply	3-Phase.5-Line,380V/220V,50Hz
Lighting	300Lux
Water Supply	240 each evenly distributed in the South and North Hall with a diameter of 25mm
Drainage	180 each evenly distributed in the South and North Hall with a diameter of 100mm
Fire Protection	Detection and Alarm System 、 Hydrant、 Central monitoring system
Ventilation	Mechanical
Telephone	South and North Hall 60 each equipped with evenly distributed extension interface
Internet	Wireless network with a Bandwidth 10M
Security System	24 hours security patrol
Broadcasting System	Available
Emergency lighting	Available
Toilet	North and South sides of the Hall

Please contact the organizer to receive parameters in detail.

Official Contractor / Recommended Contractor

The Organizer has appointed **The Key Expo (Beijing) Co., Ltd.** to be the Official Contractor for the construction of stands and booth equipment.

Official Contractor & Recommended Contractor

The Key Expo (Beijing) Co., Ltd.

Rm.2005, Block B, HeMei International Building, ShuangQiao Road, ChaoYang District, Beijing 100024,
P.R. China

Contact: Ms. Amanda Wu

Tel: +86(0)10 64663316*112

Mobile: +86 18610257807

Fax: +86(0)10 64663316*104

E-mail: dan.wu@tkexpo.com

Additional facilities may be ordered from The Key Expo (Beijing) Co., Ltd. on or before **May 16, 2025**. Please check with The Key Expo (Beijing) Co., Ltd. for detailed list of additional booth equipment.

Please be aware that orders received after **May 16, 2025** will be subject to a 50% surcharge.

The Organizer also has appointed **The Key Expo (Beijing) Co., Ltd.** as the Recommended Contractor for the construction of raw space.



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

The Key Expo (Beijing) Co., Ltd.
Contact person: Ms. Yu Kang
Tel: +86(10) 6466 3316
Mobile: +86 133 5160 5893
Email: kangyu@tkexpo.com

Deadline: May 16, 2025

Please fill your company name both in English and Chinese in the following form.

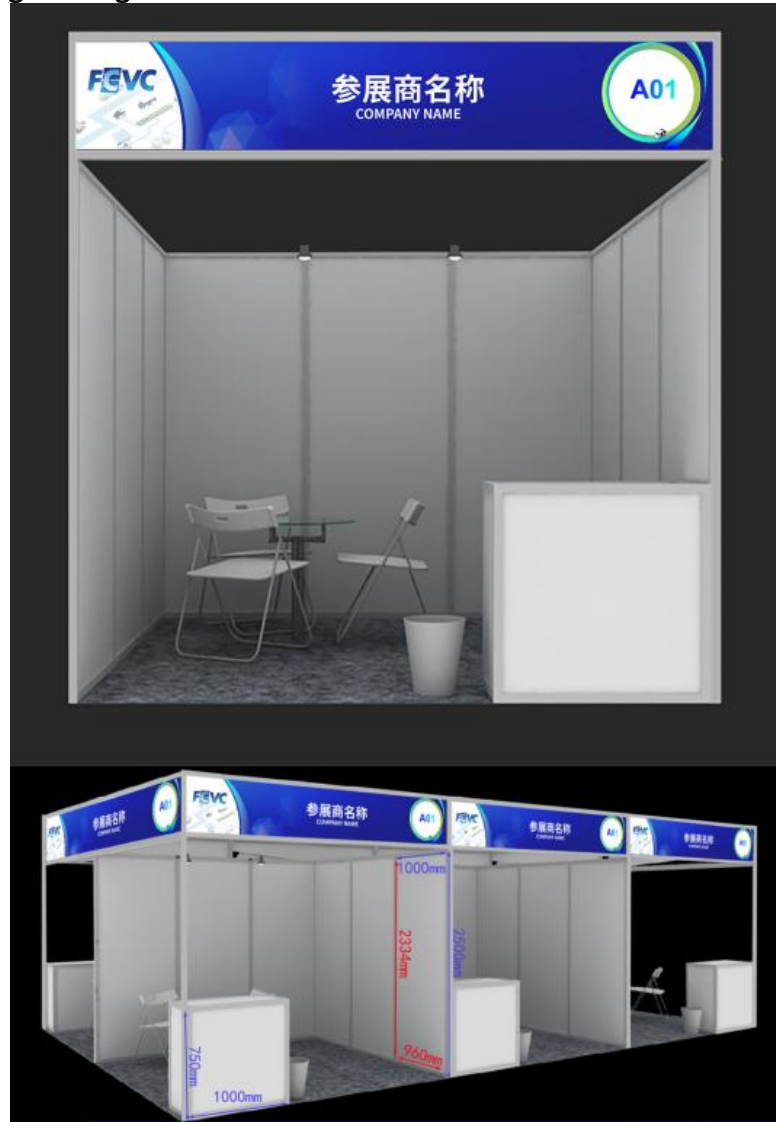
- If we don't receive your Fascia Board details by the above deadline, we will make your Fascia Board according to the information in your application form. An additional fee of RMB 200 will be charged on-site for Fascia Board.

CHINESE: PLEASE INDICATE CLEARLY (MAX 12 CHARACTERS)

ENGLISH: PLEASE USE BLOCK LETTERS (MAX 24 LETTERS if both English and Chinese names are to be shown on the fascia board, MAX 40 LETTERS if ONLY English name is to be shown)

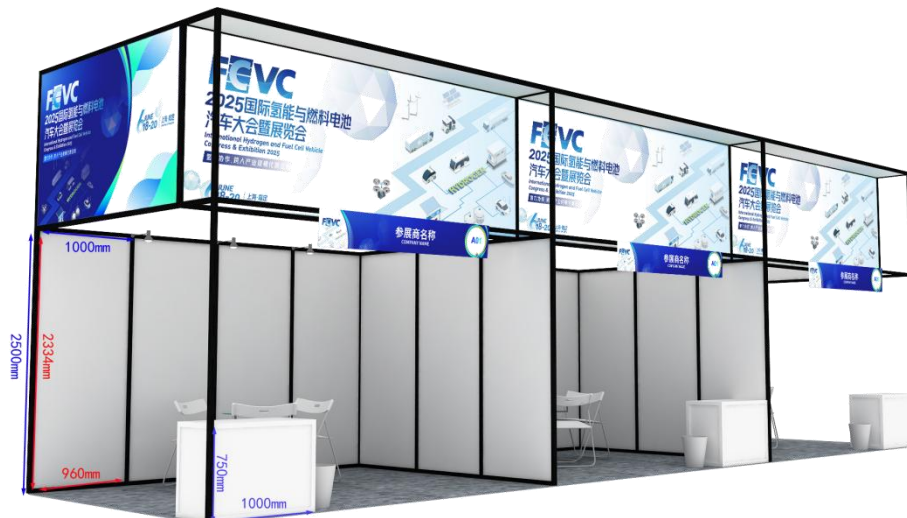
Login URL: <https://sae.corpit.com.cn/FCVCExhibitor/Journal/HomeCn>

Shell Scheme Package Configuration



The height of the booth: 2.5mH	9m ²	18m ²
Carpet	√	√
Wall Panel (white)	√	√
Complimentary furniture:		
Information Counter	1	2
Folding Chair	3	6
Round Table	1	2
Wastepaper Basket	1	2
13W Spotlight	2	4
5A/220V 500W Power Socket	1	2
Fascia Board: Company Name & Booth No.	√	√

Upgrade Booth Package Configuration



The height of the booth: 4mH	12m²
Carpet	√
Banner	√
Wall Panel (white)	√
Complimentary furniture:	
Information Counter	1
Folding Chair	3
Round Table	1
Wastepaper Basket	1
13W Spotlight	3
5A/220V 500W Power Socket	1
Fascia Board: Company Name & Booth No.	√

Rules of Shell Scheme

1. Please refer to Page 16 for the basic equipment of the Shell Scheme. All booths will be designed and built by the Official Contractor.
2. All furnished booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the booth design plan and forward it together with clear instructions to the Official Contractor before May 16 , 2025.
Notification of booth equipment alteration/removal received after the deadline will not be considered.
4. No additional booth-fitting or display may be attached to the shell booth structure.
5. **No free standing booth-fitting or display may exceed a height of 2.5 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.**
6. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. No adhesive pictures or leaflets shall be stuck to any part of the walls of architectures. Residue-resistant single- or double-sided, preferably cloth backed tape is allowed to be used. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
7. The partition as well as the fascia should maintain predominantly the background color. NO company or decoration logo is allowed on the fascia.
8. An exhibitor occupying a booth at the corner can request to open the additional side(s). If the Official Contractor is not being notified in writing before May 16, 2025. it will be assumed that the exhibitor will opt for opening on the additional side(s).
9. **Exhibitors requiring additional equipment should contact the Official Contractor latest by May 16 , 2025. Any onsite requirement should be charged.**
10. No financial credit will be given for any Shell Scheme package item not utilized.



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.

Contact person: Ms.Yu Kang

Tel: +86(10) 6466 3316

Mobile: +86 133 5160 5893

Email: kangyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

Furniture

No.	Item	Size	Price (RMB)	Qty
XC001	Black Leather Arm Chair	(500 x 500 x 820Hmm)	100.00	
XC002	Folding Chair	(400 x 440 x 760Hmm)	50.00	
XC003	Bar Stool	(400 x 400 x 890Hmm)	150.00	
XC004	Wooden Square table	(800 x 750Hmm)	150.00	
XC005	Glass Round Table	(800 x 750Hmm)	150.00	
XC006	Bar Counter	(600 x 980Hmm)	210.00	
XC007	Brochure Rack	(280x1500Hmm)	160.00	
XC008	Big Refrigerator	(500 x 500 x 1280Hmm)	1,500.00	
XC009	Small Refrigerator	(580x 480x 500Hmm)	1,200.00	
XC010	Flat Shelf	(1000x 300Hmm)	60.00	
XC011	Sloped Shelf	(1000 x 300Hmm)	80.00	
MM01	Information Counter	(1030 x 535 x 750Hmm)	130.00	
MM02	Lockable Counter	(1030 x 535 x 750Hmm)	300.00	
MM03	Display Cube	(535 x 535 x 750Hmm)	110.00	
MS01	Standard Glass Showcase	(1030 x 535 x 1000Hmm)	300.00	
MS02	Tall Glass Showcase	(1030x 535 x 2170Hmm)	510.00	

LCD

No.	Item		Price(RMB)	Qty	Amount
1	42" LCD	3 days	1500.00		
2	50" LCD	3 days	2000.00		

**June 18-20, 2025****Shanghai Automobile Exhibition Center (SAEC)****Please Return to:**

The Key Expo (Beijing) Co., Ltd.

Contact person: Ms.Yu Kang

Tel: +86(10) 6466 3316

Mobile: +86 133 5160 5893

Email: kangyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

Spotlight & Socket

No.	Item		Price (RMB)	Qty	Amount
L01	Long-arm Spotlight		120.00		
P01	Power Socket (Square Pin)	Max.500W	100.00		



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.

Contact person: Ms.Yu Kang

Tel: +86(10) 6466 3316

Mobile: +86 133 5160 5893

Email: kangyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

Furniture list

Picture	Item	Picture	Item	Picture	Item
	Black Leather Arm Chair XC001		Folding Chair XC002		Bar Stool XC003
	Square Wooden Table XC004		Round Glass Table XC005		Bar Counter XC006
	Brochure Rack XC007		Big Refrigerator XC008		Small Refrigerator XC009
	Flat Shelf XC010		Sloped Shelf XC011		Information Counter MM01
	Lockable Counter MM02		Display Cube MM03		Standard Glass Showcase MS01
	Tall Glass Showcase MS02		Long-arm Spotlight L01		Power Socket P01



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.
 Contact person: Mr. Qingyu Feng
 Tel: +86(10) 6466 3316*104
 Mobile: +86 172 0038 0781
 Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

Power Point - For Lighting Use

No.	Item	24 hours	Price(RMB)	Qty	Amount
01	32 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	2,490.00		
02	63 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	4,050.00		
03	80 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	5,100.00		
04	150 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	6,450.00		
05	400 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	13,050.00		

Power Point-For Machine Use

No.	Item	24 hours	Price(RMB)	Qty	Amount
01	32 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	2,490.00		
02	63 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	4,050.00		
03	80 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	5,100.00		
04	150 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	6,450.00		
05	400 Amp Three Phase Power Point	Yes <input type="checkbox"/> No <input type="checkbox"/>	13,050.00		



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.
 Contact person: Mr. Qingyu Feng
 Tel: +86(10) 6466 3316*104
 Mobile: +86 172 0038 0781
 Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

Air Compressor Management Fee

No.	Item	Price(RMB)	Qty	Amount
1	0.5HP-5HP	200.00		
2	6HP-10HP	400.00		

Water Supply

No.	Item	Price(RMB)	Qty	Amount
1	Water supply to booth, with 10m pipe up & down, Ø 15mm, P4kg/cm ²	3,120.00		
2	Water supply to machine, with 10m pipe up & down, Ø 20mm, P4kg/cm ²	4,680.00		

Overtime Payment

No.	Item	Price(RMB)	Qty	Amount
1	Overtime payment 17:30-22:30	1000/hour/stand		
2	Overtime payment 22:30-next day 8:30	2000/hour/stand		

Please Note: A formal written application should be submitted before 15:00 p.m. if an overtime work is required by exhibitors. Any cost involved should be paid at the exhibitor's expense.

Terms and Conditions for Rental

- . Please make sure the payment has to be made **before May 16, 2025**, and please fax your bank slip indicating your booth No. and the show name for our reference. If we are unable to receive your payment **before May 16, 2025**(based on our bank's record), your order will be cancelled automatically.
- . **Late orders: 50% surcharge will be charged for any late orders received after deadline.**
70% rental fee will be charged as punishment for any cancellation of orders.
- . Exhibitors are not allowed to carry these equipment by themselves. If exhibitor has any special order in furniture rental, please contact us directly.
- . Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. **For high power equipments, please order power supply additionally.**
- . Main power for lighting/ for machine should be ordered separately. **All raw space exhibitors must order one number power main for lighting if they need power.**
- . For water supply and air compressor, exhibitors are required to bring along their adaptor for connection to their equipment. (All rental charges are for the whole exhibition period.)
- . Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
- . The deposit for the IDD/DDD should be remitted together with the rental fee. Correspondence will be charged separately. We will return the rest of the correspondence to your remittance account.
- . All items ordered are on rental basis. Exhibitors will therefore have to make a good of any damages or losses; otherwise Key-Expo has the right to charge the compensation

All orders must be accompanied with full payment:

Beneficiary Name: THE KEY EXPO (BEIJING) CO., LTD.

Beneficiary Address: Rm.2005, Block B, HeMei International Building, ShuangQiao Road, ChaoYang District, Beijing

Bank Name: CHINA MINSHENG BANK, BEIJING BRANCH

Bank Address : No.128, JianGuo Road, ChaoYang District, Beijing

Account No.: 0129014170012374

SWIFT BIC: MSBCCNBJ001



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.
 Contact person: Mr. Qingyu Feng
 Tel: +86(10) 6466 3316*104
 Mobile: +86 172 0038 0781
 Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____
 Contact person: _____ Booth number: _____
 E-mail: _____ Phone: _____
 Date: _____ Company stamp and authorized signature: _____

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

Important Notice:

- Exhibitors who have booked RAW SPACE stands may use either the official stand contractor or appoint another contractor of their choice.
- Exhibitors who choose the unofficial contractor must provide the qualifications to The Key Expo (Beijing) Co., Ltd., and get confirmation to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments..**
- All stand construction companies must take up insurance for their employees working on the stand construction during build-up / show / dismantling period (please consult the insurance companies for more details-**Page 34**.).
- For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
- Electrical power supply must be ordered through the organizer only.
- All electrical connections must be inspected by the official contractor before circuits are activated.
- For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.

Please fill the information below:

Stand contractor:		
Address:		
Contact person:	On site phone no.:	Fax:
Email:	Electrician on duty:	On site phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Contact person:	Tel.:	Fax:
Company stamp and legally binding signature of exhibitor:		



For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts when working on construction in height.



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.

Contact person: Mr. Qingyu Feng

Tel: +86(10) 6466 3316*104

Mobile: +86 172 0038 0781

Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

The design drawings must be completed and returned by **ALL Raw Space Exhibitors / Contractors**.

- Maximum height 4m for the stand.
- The wall facing the aisle must be at least 50% open.
- The roof structure covering the booth area can't be more than 40%.
- All two-storey stand **must be reviewed and approved by Grade A National Registered Structural Engineer.**

The provisions of the booth design drawings:

A. File: no larger than 5MB.

The file should be named by "Booth number + Exhibitor name + date"

B. Please submit the following drawings in duplicate:

- a. Booth perspective drawing (1 front-side & two sides)
- b. Floor plan
- c. Structural drawing with dimension
- d. Detailed booth materials checklist
- e. Facilities location

C. All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. DO NOT only specify by grid, in which case, the drawings may be returned without approval. All drawings must be specified in detailed dimensions (M)

D. The documents must have signature & company chop, or we will not acceptable. The builder shall be responsible for any delay thus caused.

Specially notes:

1. All the raw space exhibitors should submit the design drawings to the **The Key Expo (Beijing) Co., Ltd.** by themselves or the contractors. All the drawings must be reviewed by **The Key Expo (Beijing) Co., Ltd.**, or you cannot be permitted to enter into the venue to construct.
2. You cannot deal with move-in without anyone of the **Final Drawings** and **Special decoration booth design building regulation**. Please send all to us before deadline.



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.
 Contact person: Mr. Qingyu Feng
 Tel: +86(10) 6466 3316
 Mobile: +86 172 0038 0781
 Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____

Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

Date: _____ Company stamp and authorized signature: _____

The exhibitors and contractors are strictly committed to obeying the following rules and submit the following form.
 (Please stick "V" under the item of "I AGREE")

	ITEM	REGULATION	I AGREE
1	THE MAXIMUM HEIGHT FOR BOOTH CONSTRUCTION	According to the organizer of the limited high requirements, and the higher is not be allowed	
2	EXTINGUISHER	≤30sqm at least one pair >50sqm at least two pairs	
3	BANNED MATERIALS	All materials used in the construction and decoration of an exhibitor must be flame retardant.	
4	WALL REQUIREMENT	All exposed walls must be finished on all sides at the expense of exhibitor who owns the walls (fire prevention)	
5	ADDITIONAL APPROVAL	Apply to The Key Expo (Beijing) Co., Ltd. Before the deadline	
6	LOCATION PLAN	Mark location of the Additional facilities on the floor plan, otherwise The Key Expo (Beijing) Co., Ltd. will install at their discretion	
7	BOOTH CARPET	All the carpeting and floor coverings must have class B1 flame spread rating	
8	ELECTRICIAL REQUIREMENT	All wires must wear tube processing	

Notes:

- All the requirements should be examined and accomplished, otherwise the construction is not allowed.
- Person in charge of the construction must sign and stamp the form, otherwise the construction is not allowed.
- If there is any problem of safety during the construction on site, damage to the exhibition hall or dealing with the back of booth not according to the requirement, the organizer and the official constructor have the right to deduct the fine in the deposit of construction according to the damage degree or practical situation after consulting with each other.
- The on site builder, especially involving with electrician or welder, must have the perfect instrument after professional trained. Relevant measures should be taken when emergency happens.
- Person should examine the power load situation and close all the power in the booth every day after the exhibition is closed.

Special reminding: Shanghai Fire Bureau emphasizes that the Raw Space Stands are demanded to **"Not covering the top, using Flame-retardant (B1) carpet, pasting fire proof painting on wooden backdrop, not using stretch fabric"**. A regulatory team combined by INTEX and fire department will check the stands on site at the due time. **The stand will be adjusted or even removed if there's any violation. The relating exhibitor will not only being affected for the participation, but also receive high penalty probably.**

Booth Number: _____

Contact person Signature: _____

The contractor Signature: _____

On site Mobile Phone: _____

DATE: _____



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

Please Return to:

The Key Expo (Beijing) Co., Ltd.
 Contact person: Mr. Qingyu Feng
 Tel: +86(10) 6466 3316
 Mobile: +86 172 0038 0781
 Email: fengqingyu@tkexpo.com

Deadline: May 16, 2025

Company name: _____


Contact person: _____ Booth number: _____

E-mail: _____ Phone: _____

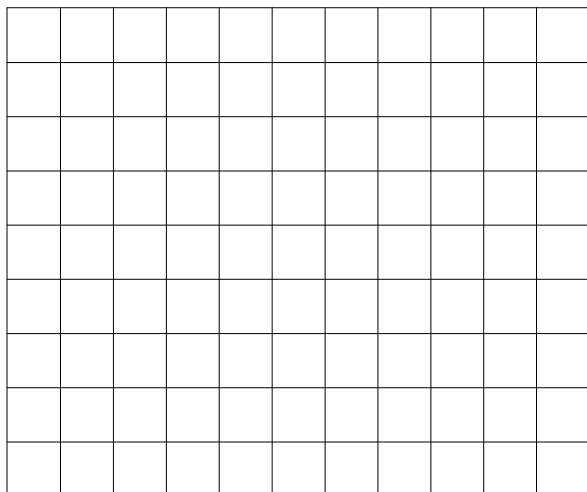
Date: _____ Company stamp and authorized signature: _____

If you have ordered some service, please fill in completely and returned before the **deadline**.

All items must be marked on the location plan below.

 (Scale: 1 = 1 square meter)

Top View



Illustration

	Longarm Spotlight 长臂射灯
	PowerSocket 220V插座
	40W Fluorescent Tube 日光灯
	Shelf 平/斜层板
	____ A/380V Switch Box(24hr) 24小时三相电源
	____ A/380V Switch Box 三相电源
	Compressed Air 空气压缩机
	Water Supply 给排水
	Telephone 电话
	Internet 网络

CONDITIONS

The conditions for rental of furniture and electrical installation are:

- All items ordered are on rental basis and those items will have to be without any damages or losses when return.
- Any failure regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise all items are deemed that be received in good order.
- Exhibitors are not permitted to fix their own spotlight or fluorescent light. Special lighting by exhibitors should be handled by **The Key Expo (Beijing) Co., Ltd.** for installation at a nominal price.
- Exhibitors are required to mark the position of their electrical requirements on the above location plan.
- If exhibitors don't return the plan to us, we will set the equipment in proper position. If you want to change the position on site, **100%** surcharge will be imposed for relocation.

Move-in Registration Guide

- All design drawing for raw space and shell scheme reconstruction **must be submitted** to The Key Expo (Beijing) Co., Ltd. for approval.
- The contractors should pay fairground management fee, raw space deposit and the cost of water, electricity, compressed air etc. in advance, and then register with the receipt of your payment.

Item	Details
Fairground Management Fee	RMB 20/sqm. Please go to The Key Expo (Beijing) Co., Ltd. to hand in the fee.
Raw Space Deposit	<p> ≤100 sqm RMB 20,000 >100 sqm RMB 20,000(every 100 sqm) </p> <p>Exhibitors or contractors should hand in the deposit in full to The Key Expo (Beijing) Co., Ltd. before the day/during the period of entry. Meanwhile, exhibitors will receive deposit receipt.</p> <p>After the dismantling, exhibitors can get the refund at The Key Expo (Beijing) Co., Ltd. with the deposit receipt signed by Venue.</p> <p>The Key Expo (Beijing) Co., Ltd. will refund exhibitors in one month after show.</p> <p>After the dismantling, if exhibitors who have not cleaned the booth, according to the requirements of the fairground, they will be charged a fine from the deposit.</p> <p>According to the situation, other activities against the Rules and Regulations will be charged from the deposit.</p>
Water, Electricity, Compressed air, etc	Please refer to the Payment Notice issued by The Key Expo (Beijing) Co., Ltd..
Working Pass	RMB 50/person. Raw space exhibitors shall submit their workers' name lists as well as ID copies to The Key Expo (Beijing) Co., Ltd. one (1) week prior to the move-in, so that The Key Expo (Beijing) Co., Ltd. can produce Contractor Badge for them.
Vehicle pass	RMB 100/Vehicle. Row space exhibitors shall inform The Key Expo (Beijing) Co., Ltd. to submit the number of the vehicle as well as plate number to The Key Expo (Beijing) Co., Ltd. one (1) week prior to the move-in, so that The Key Expo (Beijing) Co., Ltd. can produce Freight Vehicle Badge for them.

Rules of Raw Space

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Rules and Regulations of the venue as well as any conditions, which the Organizer may specify before, or during the Exhibition.

Contractors

For the construction, erection and decoration of stands, all contractors appointed by the Exhibitors will use only materials acceptable to the Authorities, and are not allowed to enter without badge issued by SAEC. Each contractor shall guarantee that the stand construction is finished and that all waste and unwanted materials are removed by the stipulated opening time of the Exhibition. The contractor shall dismantle and remove the stand together with all waste, within the take-down period as specified under the in-Hall Operations schedule section of this service manual. Absolutely no construction and stand fitting work will be allowed during the opening hours of the Exhibition.

All contractors will have to comply with the following rules and regulations.

1. Flooring of stands must be covered in carpet or other suitable material.
2. The Organizers reserve the right to request the Exhibitor to change, modify, lower or shorten any back wall or sidewall proposed in the Raw Space Stand design if, in the opinion of the Organizer, such back wall or sidewall will obstruct the reasonable exposure of any adjacent Exhibition stands. In addition, the external side of any wall, which faces another Exhibitor or a public area must also be finished to a quality acceptable to the Organizer.
3. All stands must be constructed with a back wall and 2 sidewalls, except island stands, which do not require any wall. In case of a one-corner open stand, a back wall and sidewall must be constructed, while a two –corner or peninsula stand requires only a back wall.
4. Each Exhibitor is responsible for providing their own walls. Where stands are adjacent, an Exhibitor may not use the reverse of the neighboring stand's wall.
5. The name and stand number of the Exhibitor must be prominently displayed. If this requirement is not observed, the organizers reserve the right to affix stand numbers as they deem fit and to charge the cost to the Exhibitor.
6. Display of Exhibitor's name, logo, etc. is not permitted on the back or sidewalls of neighboring booths.
7. Official Stand Constructor will issue Booth Construction Guideline to all exhibitors who reserved space only.

Stand Construction and Dismantling**1. Stand Construction**

Exhibitor or his contractor will be allowed to decorate his stand upon the rules from organizers and exhibition site. No structure in their stand fitting may exceed a height limit 4 meters for normal stand

Stand Fitting & Boundaries

All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island stands and national pavilion structures, a back wall must be installed for all other stand structures. Stands with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries.

Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the Halls / Rooms is not allowed. Any temporary structures erected must allow a minimum clearance of 1.2 meters (4feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points.

2. Open Frontages / General stand appearance

Sides of stands facing the aisles must be of transparent design. Walls bordering aisles should be made more interesting by introducing showcases, recesses, displays and so on. Long, closed lengths of stand partitioning are not allowed along the aisles.

Every visible surface must be made presentable. At the neighboring stands or towards unrented, empty areas, partitions or similar elements at least 2.50m high must be erected to block the view. Any parts of back stand walls visible about a height of 2.50m must be of clean appearance and have a solid, neutral color.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries.

3. Painting

Major painting work on displays and Exhibition materials is not permitted in the Exhibition hall and the Centre. However, 'touch-up' painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in Period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- (a) Painting in an area which is properly ventilate
- (b) Use of Non Toxic Paints
- (c) Covering the concrete floor with plastic overlaid with drop sheets
- (d) No painting near the Centre's vertical structure (i.e. Walls)

- (e) No washing of paint material within or surrounding the Centre

Electrical Supply and Installation

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 Organizer's appointed licensed engineers prior to turning on the electricity supply.

All electrical supplies must be ordered from the Organizer's appointed contractor.

Exhibitors 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 identity card / passport numbers and electrical operation certificate 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 tripped fuses/circuit breakers and thus to interrupted power supply. Severe interruptions may take hours to rectify, thereby causing inconvenience to many Exhibitors.

During the move-out period, temporary supply can be arranged by prior arrangements (at least 24 hours) with the Organizers.

The Organizers reserve the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultants, is deemed dangerous or likely cause to inconvenience Exhibitors or visitors.

Removal of Waste

During the set-up and take-down days of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors building Raw Space stands or stand interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas outside the Exhibition

hall.

At the end of the Exhibition, contractors must remove from the site all the materials especially the double sided carpet tape used from their clients' stands by the respective timings stated in the Operations Schedule.

Obstruction of Aisles or Nearby Booths

No part of any stand or exhibit structure including fascia, signs, lighting, wiring, corner posts or other fitting, shall project into or overhang any aisle or obscure any fire or exit signs. No objects are to be attached to or suspended from the fire sprinkles or light fixtures on the ceiling.

All entrances and exits of the Exhibition hall should be kept unimpeded and the width of the public passageway (aisle) must be at least 3m in width. Where there is a column in the passageway, a minimum aisle width of 3.5m must be maintained. A 50 cm passage between the back wall of the stand and the walls of the Exhibition hall building should be reserved for security inspection purposes.

Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times.

Exhibitors and their agents and employees shall keep all aisles and gangways clear of materials, packing cases, waste and equipment. The Organizers reserve the right to remove any obstruction which contravenes this regulation and to charge the Exhibitor responsible for the cost of so doing without prejudice to any claim for damages which the Organizers or any other person(s) may have by reason of such obstruction.

Any demonstration, live performance or other activity which results in obstruction of aisles or which prevents ready access to a neighboring booth shall be suspended by Organizers.

Fire & Safety Regulation

All exhibitors must strictly observe the fire safety regulations. Construction and decoration materials must be non-flammable or fire retardant. (Fireproof grade B1 or above) Wooden stands and timber surfaces of booth stands must be non-flammable therefore, flammable stretch fabric, stretch fabric and

1. nylon fabrics are strictly prohibited. Wooden structures must be painted with fire retardant coating; smoking and any fire-related activity is strictly prohibited inside the exhibitor hall; any work involving electricity, water or compressed air must be operated by licensed professionals; every specially designed booth should be equipped with at least one fire extinguisher, and if there is storage or other closed space inside the booth, those closed spaces should be equipped with a fire extinguisher.
2. According to fire safety regulations, permitted cables and sheathed cables must be used for electrical wiring. Twisted pair and aluminum wires are strictly prohibited. Cable connections must

be solid and reliable. Cable docking must use ceramic or plastic fittings with certified insulation protection measures in place. Inflammable goods are strictly prohibited around the distribution box.

3. According to fire safety regulations, all of the carpeting used at the booth must be of fireproof grade B1 or above (flame retardance). Please have relevant carpeting inspection reports and carpet sample at the exhibition hall for the purposes of fire inspection.
4. During booth construction, no fire safety facilities, electrical equipment, emergency exits or audience access may be covered or blocked by building contractors.
5. Permitted safety tools and platform lift must be used by all building contractors who work at high levels; safety belts and helmets must be properly worn by operating personnel. For the protection of personal safety, a safety area should be set up around the area, and attended by professionals. Clear safety signs should be in place at the safety area.
6. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.

Construction Liabilities

1. The Exhibitor and its Self-selected Contractor shall be fully responsible for construction liabilities which including but not be limited to:
2. Personal injuries or property damage suffered by the Exhibitor or its Self-selected Contractor (including without limitation their personnel, employees, workers, guests, suppliers) on the construction site;
3. Personal injuries or property damage suffered by any third parties caused by or related to the action or inaction of the Exhibitor or its Self-selected Contractor or the construction built by the Self-selected Contractor.
4. The Exhibitor agrees to fully indemnify and keep fully indemnified the Organizer, its Official Contractors, employee and agent against any and all costs, expenses (including legal costs) and damages arising from any Construction Liabilities set forth above.

Insurance

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during the move-in days, each raw space exhibitor is required to purchase a liability insurance plan.

Please find details on P34.

NOTICE FOR RAW SPACE INSURANCE

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than **RMB 8 million** against public liability.

Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizers will not be held responsible for any loss of or damage to, exhibits and personal items.

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

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during the move-in days, each raw space exhibitor is required to purchase a liability insurance plan. Each liability insurance plan should be reviewed and approved by our officially appointed insurance company, **Exhibition Risk Management Website**, before processing its application such as getting booth design approval, ordering electricity and settling hall management fees, etc prior to moving-in.

As the officially appointed insurer for the Exhibition, **Exhibition Risk Management Website** will provide the most preferential conditions and insurance services to the Exhibition, including on-site insurance applications, on-site supervision on safety, dealing with insured accidents and claim payments etc. Their contact details are as below:

Exhibition Risk Management Website

Address: Suite 507-508, Hongqiao Yincheng
Tower, No.933 Zhongshan West Road, Shanghai,
200051, P.R.China

Tel: +86 21 51113250

Mobile: +86 182 1773 1507, 182 1773 0796

Attn: kaelyn

Email: yzerm1@vip163.com

1. All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.
2. The liability insurance plan of each raw space exhibitor should cover the following:
 - 2.1 All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in the exhibition area. Cumulative compensation shall not exceed RMB 1,000,000;
 - 2.2 All compensation, medical expenses and any other related fees caused by personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB3,000,000; and the cumulative compensation per person shall not exceed RMB1,000,000;
 - 2.3 All compensation, medical expenses and any other related fees caused by personal injury suffered by any third party; Cumulative compensation shall not exceed RMB 4,000,000 and the cumulative compensation per person shall not exceed RMB1,000,000;
 - 2.4 The insurance premium for such liability insurance plan shall be no less than USD 100.

Official Freight Forwarder

Dear Exhibitor:

We are pleased to announce that **Top-Trans Expo Logistics Co. Ltd.** has been appointed by the show organizer as the Official Freight Forwarder of this exhibition to be responsible for the freight service, on-site exhibits handling and customs clearance.

If you have any questions regarding freight forwarding matters, please feel free to contact,

Top-Trans Expo Logistics Co. Ltd.

Rm.1507, New Bridge Building, No.68 Xinqiao Road, HuangPu District, Shanghai 200003

Contact person for domestic cargo

Mr. Alfa Wang

Mobile : 137 8898 3815

Tel : 021-5835 0858 x 8012

Fax : 021-5835 0929

E-mail: alfa.wang@top-trans.com.cn

Mr. Kelvin Sun

Mobile : 135 8595 9921

Tel : 021-5835 0858 x 8011

Fax : 021-5835 0929

E-mail: kelvin.sun@top-trans.com.cn

Contact person for overseas cargo

Ms. Cathy Chen

Mobile : 135 8580 2707

Tel : 021-5835 0858 x 8010

Fax : 021-5835 0929

E-mail: cathy.chen@top-trans.com.cn

Mr. Anthony Nie

Mobile : 138 1872 1467

Tel : 021-5835 0858 x 8004

Fax : 021-5835 0929

E-mail: anthony.nie@top-trans.com.cn

Notice:

All the exhibits, promotion material, printed matters, videos and slides must receive the customs check and get the admission declared by the nominated logistics company. Anything being found to be presented during the fair without an admission will be sequestered by the relevant government department.

We wish you every success in the exhibition and look forward to seeing you in Shanghai.

Yours faithfully!

General Freight Forwarding Information

Overseas Exhibits

This Exhibition has been registered in Customs and Inspection and Quarantine Bureau, and the organizer has appointed **Top-Trans Expo Logistics Co. Ltd.** as official freight forwarder whom does the process of import declaration, quarantine inspection and bounded supervising during the exhibition period and shipping cargo back, which is approbated by the above department.

In order to effectively supervise temporarily imported exhibits, the China Customs, requires cash deposit for all temporarily imported shipments without ATA carnet by relevant exhibitors. The amount of cash deposit is about 35% of CIF value.

The official freight forwarder will import exhibits by “temporary import” as bounded cargo, transport the exhibits to the exhibition hall at the period of the decoration, unpacking and position as the exhibitors’ requirement and repacking the exhibits and return it to the assigned destinations after the exhibition follow the exhibitors order.

During the exhibition, the whole exhibition hall has the function of temporary bonded warehouse. The exhibits which enter into the exhibition halls with the Customs clearance problem need provide the related documents before they leave the hall with control of the Customs and the commission company. If the exhibits are imported by other ways, please take the related documents of Customs clearance for checking.

A modicum of temporary import showing materials, stationery and other expendable as the exhibits usually do not need to pay the tax and duty. For keeping the exhibition order, we do not encourage the exhibitors to send mass souvenirs except for a modicum of presents for guests. Exhibitor wants to export any irrelevant souvenirs, please handle the export Customs declaration of ordinary goods.

During the exhibition, all the manuscripts, slides, videos and movies from abroad must be submitted to the national Customs for examining first.

This exhibition is a commercial action, so there should not be anything reference to politics and any characteristics which are not be accepted by government during the exhibition.

All the exhibits should accord with the related regulates and laws of Chinese Customs’, Inspection and Quarantine Dept.’s and Public Health Dept.’s. All the exhibits must communicate with the official freight forwarder on this issue.

We strongly suggest the exhibitors do the exhibits loading, Customs clearance and other operations with our official freight forwarder.

The official freight forwarder, who is willing to provide their service for you, has enough ability to meet your requirements.

SHIPPING MANUAL

FOR DIRECT SHIPMENTS TO SHANGHAI AIRPORT / SEAPORT

A. SCHEDULE

	For air shipments	For sea shipments
CARGO RECEIVING PERIOD	6th of June 2025	2nd of June 2025
Documents reaching TOP-TRANS		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before	18th of May 2025	18th of May 2025
Inbound Payment on or before	15th of June 2025	

****Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment. Especially for cargoes which needed 3C certification, such as computer, cable, plug, etc. pls send us the LOE as soon as possible and follow our schedule.**

- Above schedule is subject to the final decision of move-in dates from the organizer.
- Holiday Adjustments during Chinese New Year, Labour Day, Dragon Boat Festival, and National Day definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to the above documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay.

B. DOCUMENTS CHECKLIST

Documents including	Remarks	details in section
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)/ATA Carnet	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3/4
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to TOP-TRANS	E
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	F

Original "Fumigation Certificate" for wooden packing / products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to TOP-TRANS ; - 1 copy by fax or by email in advance.	J
Insurance Policy (if insured)	- 1 copy brought to fair site	O

C. DOCUMENTATION

1. CONSIGNMENT INSTRUCTION

*****SHIPMENTS SENT BY COURIER WILL NOT BE ACCEPTED!*****

<p>For air shipments - to Shanghai Airport:</p> <p>Master Air Waybills:</p> <p>CONSIGNEE:</p> <p>JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC SHANGHAI BRANCH(KSF) RM.A615 NO.1333 WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201202) ATTN: CANDY TEL:+862150962051 USCI+91310115X07304429N</p> <p>NOTIFY PARTY:</p> <p>TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: CATHY&ANTHONY TEL: (+86) 21 5835 0858 FOR: FCVC 2025 USCI+91310115MA1H82265B</p> <p>House Air Waybills:</p> <p>CONSIGNEE:</p> <p>TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road,Shanghai 200003, CHINA ATTN: CATHY&ANTHONY TEL: (+86) 21 5835 0858 FOR: FCVC 2025 USCI+91310115MA1H82265B</p> <p>NOTIFY PARTY:</p> <p>SAME AS CNEE</p>	<p>For sea shipments - to Shanghai Seaport:</p> <p>CONSIGNEE & NOTIFY PARTY:</p> <p>TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road,Shanghai 200003, CHINA ATTN: CATHY&ANTHONY TEL: (+86) 21 5835 0858 FOR: FCVC 2025 USCI+91310115MA1H82265B</p>
--	--

The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOODS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. **The consignee on MAWB and HAWB are not the same.** Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by wrong waybills of lading.

All shipments must be consigned "Freight prepaid" to the above consignee.

2. PRE-ALERT OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

****According to the New Customs Regulation, the customs declaration must commence immediately after the cargo arrives. Therefore, the pre-alert must reach us as soon as possible according to the schedule.**

. For air shipments - to Shanghai Airport:

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Flight number of aircraft.
- b. Date of departure from foreign airport and date of arrival Shanghai
- c. Master airway bill no. & House Airway Bill No.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

For sea shipments - to Shanghai Seaport:

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Name of vessel and voy. no.
- b. Date of departure from foreign seaport and date of arrival Shanghai
- c. Ocean bill of lading no.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

3. LIST OF EXHIBITS (LOE)

Please complete one “LIST OF EXHIBITS” for each package (except literature) and return to TOP-TRANS according to the schedule herein.

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed precisely, including the Brand value, net weight, HS code number to identify the tax rate for Customs data entry.

. MODEL and SERIAL Numbers of Equipment

Please be informed that, for all exhibitions in China, exhibitor must provide the **MODEL and SERIAL numbers** of their exhibiting equipment with declared value at or over US\$500.00 (per unit).

Customs officers will record the **MODEL and SERIAL numbers** of all the equipment (especially of machinery products) during their inspection when import. This record will be checked again during the export.

In such case, it is strongly recommended that the exhibitor should print the **MODEL and SERIAL numbers** of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return / re-export / transfer / sold exhibits.

. Material of the Exhibits

Exhibitors must declare the material of each exhibit on the LOE (especially for stand fitting materials. E.g. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

4. ATA CARNET

ATA Carnet is accepted for temporary import in China, but ONLY for purpose as ‘Exhibition & Fairs’.

For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a ‘MUST’ to have ATA Carnet number on HAWB or B/L.

Original signed power of attorney with company stamp should be attached with ATA.

The shipment under ATA Carnet **MUST** totally return after the exhibition, all listed items can not consumed on-site. If necessary, please issue one HAWB for consumed items, and one HAWB for ATA shipment, under one MAWB.

Exhibits import under ATA Carnet can only be re-exported as one shipment and can’t be separated for return to different destination port or airport.

All listed items on ATA Carnet **MUST** totally same as the exhibits.

D. PERMANENT IMPORT

For permanent import, Chinese buyers have to be involved as actual consignee. Before shipment B/L issued, Top-Trans need exhibitor's confirmation who will pay for import duty & tax with buyer's contact details and buyer need to provide trading import documents for submit to the customs.

If no confirmed buyers yet but the exhibitor still want to permanent import, we can introduce a third party trading agent to act as proforma import agent & provide import documents based on LOE (list of exhibits) from exhibitor and then pay duty & tax on behalf of exhibitors. But please note in this situation, the trading agent can't arrange: overseas payment to sellers/exhibitors or issue VAT CNY invoice or change customs duty sheet title to final buyers in China when exhibitors finally confirmed buyers and sell to those buyers during or after exhibition. The exhibitor and buyer need to arrange above trading issue and overseas payment by themselves.

Without correct documents, exhibits can't be permanently imported.

E. CENSORSHIP ITEMS

All promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country such as 'ROC'.

It is stipulated by the General Administration of Press and Publication of the People's Republic of China (hereafter as GAPP) and the Chinese Customs that : Advertising materials and technical information materials including but not limited to literature, films, slides, audiotapes, videotapes, photos, advertising gifts, map illustrations, directions and other publicity materials shall not be allowed for display or use or distribution at the exhibition before approved by GAPP in Beijing. **The Chinese Customs has the right to reject import if prior approval is not granted.** Therefore, it is **not** recommended to ship these items to the exhibition directly. Top-Trans will not take any responsibility of the shipment detained/delayed due to lack of media products import license.

If any books/magazines with ISBN or ISSN (bar) code, it could not be imported under the show but through a book trader agent instead.

Please be aware that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs and the cost is for account of the exhibitors. Individual duty receipt is not available, full commodity assessment will take place for the entire show. Electronic products such as USB flash disk, mobile charger & portable battery charger/bank can't be consumed as CCC is mandatory. Only brochure (with/without catalogue bag, less than 100pcs/exhibitor) and pen (less than 50pcs/exhibitor) can be consumed. All non-consumable exhibits must be re-exported after the exhibition

F. DANGEROUS GOODS / HAZARDOUS GOODS

Corresponding IMCO certificate is a must for any dangerous goods / hazardous goods dispatched. The original certificate must be attached to the original airway bill or ocean bill of lading sending to the consignee. Please send a copy of this document to **TOP-TRANS** by fax or by email before the original is sent out.

Surcharge for handling of dangerous cargo will incur. Please refer to the attached tariff for the rate.

G. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment can't be imported as exhibition goods because the list of exhibits of detained goods was not submitted in advance to the customs system at least one month before show.

H. PACKING INSTRUCTIONS

It is recommended that whenever possible, freight must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced. Any damage and claims will not be accepted caused by unsuitable packing. Please ensure the followings:

- . All cases should be bolted rather than screwed or nailed.
- . Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.
- . If cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- . Exhibitor, at their discretion, may plan to exhibit equipment on skid, as the floor may not always be completely level. These skids must however be suitably covered to preserve the overall presentation of the exhibition.
- . To minimize risk of loss, damage or delay, please avoid shipping your cargoes in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). We recommend you use big strong cases with small cartons collected together inside.
- . It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.
- . **Protection against Damage and Rain**

Please be advised that cargoes will be placed outdoors many times including open-air storage at the exhibition site. It is recommended that the packing of case must be strong enough to protect the cargoes from damage and rain. Packing in cartons is not recommended, as it is not suitable for repeated handling and repacking.

When cargoes are repacked with used packing materials, these packing are regarded as no longer suitable to protect cargoes against damage / moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

- . **Heavy and Oversized Cargoes**

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **TOP-TRANS** in advance. For quotation of hiring such equipment, please refer to the attached tariff. A detailed layout should also be provided to **TOP-TRANS** for better on-site operations.

Cases for heavy cargoes should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

I. MARKING INSTRUCTIONS

Shipping labels are provided (Appendix II). Please apply a minimum of two shipping labels per package.

. SPECIAL MARKINGS

Please indicate below markings on the sides of the crates/cases if applicable:

- . Label **Fragile** items on all sides.
- . Items, which must be kept in upright position, on 2 sides, label **This Side Up**.
- . Items which cannot be stored outdoors must be marked on 2 sides with **the umbrella symbol**.
- . Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label **SLING** in the proper location.
- . Cases containing spare parts must be marked **SPARE PARTS** and contain only spare parts.
- . **CENTER OF GRAVITY, FRONT, BACK** and **LIFTING POINT** signs must be clearly marked externally for uneven loads and bulky items.
- . Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

J. DECLARATION OF WOODEN OR NON-WOODEN PACKING

. Observe District

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

. Observe Scope

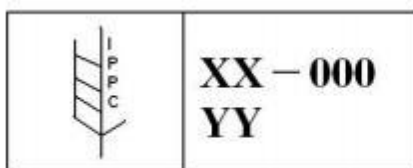
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

. Exempted Scope

- Those wooden composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard.
- Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

. Observe Requirement

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned to the origin.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be

sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

. Non-Wooden Packing Materials

For goods that are not packed with wooden packing materials or are not loaded on a wooden pallet, exhibitors are required to issue a "Declaration of non-wooden packing materials". Please issue 2 originals with company stamp and signature. One original must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

If failed to make the necessary arrangement for the handling of wooden packing goods, exhibitor should be responsible for the penalties from Chinese Authorities and the delay of exhibits delivery to stand.

K. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS

TOP-TRANS will deliver cargoes to stands, assist unpacking and repacking and customs clearance against signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives be present on-site during move-in and move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitor's risk. **TOP-TRANS** will not be responsible for delay of customs clearance and positioning / displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through **TOP-TRANS** as they are imported to China on the basis of temporary importation permission. **TOP-TRANS** will not be responsible for any confiscation and / or fines arising therefrom.

During the move-in and move-out, all exhibitors or their authorized agents should defer to the on-site arrangement of **TOP-TRANS'** staff on site strictly. If exhibitors or their authorized agents take action without the permission of **TOP-TRANS'** staff on site, **TOP-TRANS** will not be responsible for any result and / or damage therefrom.

L. STORAGE OF EMPTIES

In order to eliminate fire hazards and ensure safety of on-site construction, according to the regulations of the venue, all empties storage shall be managed and related charges be collected by the Official Forwarder.

All empty cases must be placed within the designated yellow line in loading area, and follow the arrangement of the official forwarder.

Any loss, liability, and / or consequences rose from disobedience of the above shall be borne by the exhibitor. The Organizer and Official Forwarder therefore takes no responsibility thus from.

M. MOVE-OUT

Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform **TOP-TRANS** earlier for earlier arrangement; while the final decision is subject to the Customs' approval. Surcharge for priority or express service applies. Please refer to the attached tariff for the rate.

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Therefore, if shipment has to stay in China permanently after the show, please contact us in advance before shipping to check the feasibility of permanent import. Pls refer to section D for details on permanent import.

Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, toner or ink cartridge, liquid and gel are controlled dangerous cargo by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing**, if exhibitors can't provide certificate for safe transport of chemical goods.(Such as: batteries in the computer motherboard, mouse, keyboard, etc.)
- As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Please pay attention that **the new customs system requires one temporary import shipment should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled** after show close.

N. PAYMENT**. Payment terms**

Inward: Cargoes will be delivered to fair booth upon full payment is settled according to **the schedule**.

Outward: Return shipment will be effective and / or Airway Bills or Ocean Bills of Lading will be released upon receipt of full payment.

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

Please kindly pay off all the charges timely and send the bank slip by email. **TOP-TRANS** is entitled to cancel the services without any liability if the charges fail to reach **TOP-TRANS** in time.

Account details:

Account	TOP-TRANS EXPO LOGISTICS (HONG KONG) COMPANY LIMITED
Company Address	Room 1002, David House, 8-20 Nanking street, Jordan, Kowloon, Hong Kong.
Bank Name	Hong Kong and Shanghai Banking Corporation Ltd.
Bank Address	No. 1, Queen's Road Central, Hong Kong
Account No.	801-084-898-838
Swift code	HSBCHKHHHKH
Remark	Charges for "FCVC 2025"

(Remitting bank charges are to be borne by the payer)

O. INSURANCE & CONDITIONS OF BUSINESS

All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey.

If any loss or damages occur, please inform **TOP-TRANS** timely and **TOP-TRANS** will inform the Customs for handling. As the procedure is complicated, please take care of your goods during the fair to avoid such case happen. Please be kindly noted that even the exhibits are insured, the relevant tax and duty are still inevitable.

All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.

Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

SERVICES AND RATES

For General Cargoes

I. INWARD MOVEMENT

(for individual exhibits not exceeding 4,000 kg)

From arrival Shanghai Seaport/Airport to exhibition stands.

1) Seafreight

Consignment service charge		RMB450.00 per consignment per exhibitor
Basic handling rate		RMB700.00 per cbm or 1,000 kg, whichever is the greater
Minimum charge	LCL	RMB2,100.00 per consignment (HBL) per exhibitor
Minimum charge for FCL	FCL 20'	RMB16,100.00 per 20' container (Min 23 cbm)
	FCL 40'	RMB32,200.00 per 40' container (Min 46 cbm)
LCL terminal handling charge		RMB400.00 per cbm or 1,000 kg, whichever is greater
Minimum charge		RMB1,200.00 per consignment (HBL) per exhibitor
Delivery order fee		RMB1,200.00 per consignment
FCL terminal handling charge		RMB2,726.00 per 20' container
		RMB4600.00 per 40'/45' container

If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay

2) Airfreight

Consignment service charge		RMB450.00 per consignment per exhibitor
Basic handling rate		RMB6.50 per kg based on actual or volumetric weight, whichever is greater
Minimum charge		RMB975.00 per consignment (HAWB) per exhibitor
Airport terminal charge		RMB2.80 per kg based on actual or volumetric weight, whichever is greater
Minimum charge		RMB420.00 per consignment (HAWB) per exhibitor

If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay

II. OUTWARD MOVEMENT

Services and rates same as Inward movement (item I)

ONSITE HANDLING

1) Basic handling

From transport at venue to exhibitor's booth(including unloading)	RMB170.00 per cbm or 1000kgs, whichever is greater (Min RMB170.00 per consignment per exhibitor)
From exhibitor's booth to client's vehicle(including loading)	RMB170.00 per cbm or 1000kgs, whichever is greater (Min RMB170.00 per consignment per exhibitor)
Handling of empty cases during show period(on venue or elsewhere)	RMB130.00 per cbm or 1000kgs, whichever is greater (Min RMB130.00 per consignment per exhibitor)
Packing or unpacking charges	RMB130.00 per cbm or 1000kgs, whichever is greater (Min RMB130.00 per consignment per exhibitor)

2) Heavy-Lift Surcharges

Exhibits in excess of 4,000kg per package will be additionally charged as follows:

Weight Per Package	Heavy-Lift Surcharges
From 4,001 to 6,000 kg	RMB39.00 per 100kg
From 6,001 to 8,000 kg	RMB52.00 per 100kg
From 8,001 to 10,000 kg	RMB65.00 per 100kg
From 10,001 kg or more	To be advised

3) Oversized surcharge

For any one single piece of exhibits exceeding L 5m x W 2.1m x H 2.1m, Oversized surcharge will be levied

Oversized surcharge	10% surcharge on each one of these dimensions
---------------------	---

III. BASIC SERVICE CHARGE

Basic service rate	RMB450.00 per consignment per exhibitor
--------------------	---

IV. MISCELLANEOUS CHARGES

1) EDI customs fee

(Applicable to both inward and / or outward movement)

a) Handling

Air freight		RMB240.00 per consignment per exhibitor
Land / Sea Freight	Container	RMB40.00 per cbm or 1,000kgs, whichever is greater
	LCL / Break bulk	RMB400.00 per consignment per exhibitor

b) Input data fee

Input data on "List of Exhibits" into Customs computer	RMB40.00 per page
--	-------------------

2) Quarantine Declaration Fee

(Applicable to both inward and / or outward movement)

a) Handling

Air freight		RMB240.00 per consignment per exhibitor
Land / Sea Freight	Container	RMB40.00 per cbm or 1,000kgs, whichever is greater
	LCL / Break bulk	RMB400.00 per consignment per exhibitor

b) Input data fee

Input data on "List of Exhibits" into Customs computer	RMB40.00 per page
--	-------------------

3) Translation Service

If translation to the Chinese language is required, our fee for translation service is:

Translation fee	RMB65.00 per page
-----------------	-------------------

4) Fill-in the H.S.No. on "List of Exhibits" form

Service rate	RMB65.00 per page
--------------	-------------------

5) Re-completion of "List of Exhibits" form

(Applicable only to any submission in the format other than EXCEL, in computer typing, or by e-mail)

(Applicable to inward movement only)

Service rate	RMB65.00 per page
--------------	-------------------

6) Temporary Import Fee/ATA Carnet Handling Fee

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is as follows. Please ensure the language of ATA Carnet is English or Chinese and applicable to use in China, other country language is not applicable to used by Chinese Customs.

Temporary import fee / ATA carnet handling fee	RMB650.00 per carnet per entry or exit
--	--

7) Quarantine Handling

If any shall be additional at:

Per package	Non-wooden case	RMB26.00 per package
	Wooden case	RMB85.00 per package
Per 20' container		RMB450.00 per 20' container
Per 40' / 45' container		RMB580.00 per 40'/45' container

8) Storage at Shanghai warehouse

Arrived by sea	RMB65.00 per cbm per week (min. 1cbm)
Arrived by air	RMB4.20 per kg per week (min. 100kgs)
Arrived by land	RMB65.00 per cbm per week (min. 1cbm)

Warehouse handling

Handling rate	RMB50.00 per cbm per time
Minimum charge	RMB50.00 per consignment per exhibitor

If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay

9) Return of FCL container to Shanghai Seaport or vice versa

20' container	RMB1,755.00 per 20' container
40' container	RMB2,665.00 per 40'/45' container

10) For tax / duty payable items

Handling rate	RMB800.00 per consignment per exhibitor
Tax / duty	at cost
Commission if paying tax / duty on the behalf	5% of tax / duty to pay

REMARKS

- Above charges exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties or any items not covered in this tariff. Exhibitors should reimburse TOP-TRANS for the cost if they incur, plus 5% commission.
- In order to effectively supervise temporarily imported exhibits, the China Customs requires cash deposit for all temporarily imported shipments without ATA carnet by relevant exhibitors. The amount of cash deposit is about 35% of CIF value (refundable). If the exhibitor requests Top-Trans to prepay the customs bond on its behalf, Top-Trans will charge the exhibitor 5% of the amount deposited with the customs department as a commission. Min. RMB1200.00 per consignment per exhibitor. (non-refundable).
- Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.
- All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis.
- To ensure safe and orderly quality on-site operation, all shipments consigned to the subject exhibition are requested to be communicated with TOP-TRANS in advance. Failure in doing that or the inconsistency in cargo details that is considered to interrupt normal operation may lead to delay in operation. TOP-TRANS does not take any responsibility for anything thus caused.
- Additional charges incurred for wrong consignee details will be **RMB1,200.00 per consignment per exhibitor**.

7. All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at RMB4.00 per kg (Min. charge: RMB1,200.00 per HAWB) and vice versa.
8. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, consignment service charge and EDI customs fee (Min. RMB800.00 per consignment per exhibitor)** will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
9. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, temperature-controlled cargo, valued goods, additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
10. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. while the final decision is subject to the Customs' approval.
11. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult TOP-TRANS for the rate.
12. No unpacked cargoes without container are accepted.
13. Exhibitors will be charged overtime surcharge for working on non-official working hours, e.g. beyond normal working / opening hours of official move-in, move-out, holidays, as well as show period. Rates are subject to separate quotation.
14. According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide

for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by **TOP-TRANS** will be subject to 6% VAT.
15. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
16. **TOP-TRANS** is only responsible for the conditions of out-packages, which exempt their liabilities from any damage or loss of the contents.
17. **TOP-TRANS** does not take any responsibility for:
18. a) any exhibits not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
19. b) any tax / duty for sold exhibits.
20. This tariff is compiled on volume or weight basis and has no correlation with the value of cargoes, thus no insurance coverage is included. All cargoes are requested for fully covered insurance
21. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
22. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

-The end-

Local Exhibits

The official freight forwarder provides two kinds of services on local exhibits:

a. From warehouse

If you need the official freight forwarders receiving cargo service, please fill in the form on Page.38 and contact with them directly to inquire the detail of consigning the B/L, marking on the case and the quotation.

The official freight forwarder transports the exhibits to the exhibition hall in the move-in period after it receives the goods, and provides on-site service.

The organizer and the exhibition hall do not provide the service of consigning for shipment for any exhibitor, and also not be responsible for the mistake of transport.

b. On-Site

The exhibitors or service companies transport the exhibits to the exhibition loading area, and entrust the official freight forwarder with the services of loading, packing, empty storage service during the move-in period; And empty deliver, repacking, loading service during the move-out period.

Time and Place

1. The exhibits can only be loaded or be transported in the loading area. The security will control and lead the trucks at the loading area to keep the whole flow fluent and safe.
2. The exhibitor should arrange the exhibits transport into the exhibition hall in the limited time follow the In-Hall Operation Schedule. The exhibitors should pay the expanse to exhibition hall for the overtime charge if they need work over time. While there are large exhibits arrive during the exhibition period, the transport is not allowed at the consideration of safety. The transport can be done as overtime work when that day's exhibition is closed, and the exhibitor should pay the expanse of the extra work.
3. Every exhibitor must assure that there are exhibits and staff at the stand before the end of the exhibition. An empty booth before the end of the exhibition is not permitted. The official freight forwarder will provide the out-door-permit and deliver the empties strictly follow organizer's schedule.

4. Please contact the official freight forwarder about the cargo receiving deadline. If the exhibits arrive in Shanghai or the designated warehouse after the deadline, the official forwarder cannot guarantee the on-time delivery of the exhibits to the fair ground.

Floor Loading**Floor Loading: 1.5T / sqm**

1. For exhibits with moving parts, the above mentioned floor load capacity shall be reduced by 50%. These loads are to be taken into account for the installation of exhibits / displays and also for the handling of equipment and exhibits.
2. Special arrangements may be required for any exhibit exceeding these limits. The Organizers must be consulted prior to the moving in of such exhibits and any special arrangements needed for displaying and moving in of these heavy exhibits must be made in advance.
3. In order to avoid clogging and ensure the integrity of the facilities, only the items that will not cause damage to the venue and the ground when unpacking can be unpacked / packed inside the exhibition hall. Scratches to the ground can incur heavy fines.

Storage

1. Cartons, crates, cases, packing materials and containers used for storage and consignment of exhibits should not be stored within the Exhibition hall. Prior arrangements for safekeeping such items must be made with the Official Freight Forwarder. **Storage fee: RMB 20/m³/day.**
2. The Organizers reserve the right 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.

SERVICES AND RATES

For Handling of Domestic Exhibits

I) INBOUND MOVEMENT

Method A (From free arrival the loading area of venue to booth)

Receiving the goods at unloading area and delivery to booth.

Basic Handling Rate	RMB100.00 / cbm / piece
Minimum Charge	RMB100.00 / consignment / exhibitor

Method B (From our warehouse in Shanghai to the loading area of venue)

Documentation handling, unloading of the exhibits in our warehouse, transport from warehouse to the loading area of venue.

Basic Handling Rate	RMB135.00 / cbm / piece
Minimum Charge	RMB405.00 / consignment / exhibitor
Warehouse entry/exit fee	RMB45.00 / cbm
Storage fee after exhibits arrive at Top-trans warehouse	RMB10.00 / cbm / day

II) OUTWARD MOVEMENT

Services and rates same as Inward movement (item I).

III) Over-weight / over-size surcharge

For any one single piece of exhibit exceeding 5.0M (L) x 2.3M (W) x 2.5M (H), or 3tons, over-weight / over-size surcharge will be levied.

One single exhibit				Surcharge		
Weight (or above)	Length (or above)	Width (or above)	Height (or above)	Reaching or exceeding any one	Reaching or exceeding any two	Reaching or exceeding any three or four
3ton	5m	2.3m	2.5m	10%	20%	30%
5ton	5m	2.3m	2.5m	10%	20%	40%
10ton	5m	2.3m	2.5m	10%	20%	40%

IV) On-site operation

. **On-site handling**

Assisting in unpacking; positioning of heavy exhibits (assembly & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Basic Handling Rate	RMB50.00 / cbm / piece
Minimum Charge	RMB50.00 / consignment / exhibitor

. **Storage for empty cases and packing materials**

Basic Handling Rate	RMB20.00 per cbm per piece per day
Minimum Charge	RMB20.00 per consignment per exhibitor per day

. **Crane and forklift**

5-ton Forklift	RMB 150.00 per hour per equipment (Min 4 hours)
10-ton Forklift	RMB 300.00 per hour per equipment (Min 4 hours)
25-ton Crane	RMB 400.00 per hour per equipment (Min 4 hours)
50-ton Crane	RMB 700.00 per hour per equipment (Min 4 hours)

Trolley rental

Basic service charge	RMB 50.00/vehicle/hour (less than 1 hour will be counted as 1 hour)
Remark	Valid ID card is required for rental.

SPECIAL NOTICE

Please be reminded that only lifting equipment provided by the official freight forwarder may be used in the exhibition halls. Any damage or liabilities caused in violation of this regulation will be on the exhibitor's own risk.

REMARKS

1. According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by us will be subject to 6% VAT.
2. Above rates apply to domestic / non-customs-supervised cargoes of Chinese exhibitors.
3. The above rates are applicable to any single piece of exhibit not exceeding length =5.00 meters, width =2.30 meters, height =2.50 meters.
Any exhibitor whose exhibits' individual dimension exceeds the above-mentioned or weight exceeds 3 tons, please contact Top-Trans in advance. If the exhibitor sends the over-sized exhibits to the exhibition without contacting Top-Trans in advance, the exhibitor shall be responsible for the consequences arising therefrom.

4. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, a 100% additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
5. Exhibitors will be charged overtime surcharge for working on non-official working hours, e.g. beyond normal working / opening hours of official move-in, move-out, holidays, as well as show period. Rates are subject to separate quotation.
6. To ensure safe and orderly quality on-site operation, please duly complete <Transport Order - Domestic exhibits> (Please contact us) and return to **Top-Trans** according to the above schedule. If exhibits transport or on-site handling cannot proceed normally causing by not informing in advance or not providing accurate information, **Top-Trans** cannot guarantee immediate operation. **Top-Trans** will not be responsible for any responsibilities caused by the above reason and a 50% additional charges will be levied.
7. For the safety of the exhibition hall, you need to fill in the exhibition car application form and send it back to **Top-Trans**. The fee for each car pass is RMB 800. For details, please refer to the application form for vehicle entry into the exhibition hall.
8. An extra charge of RMB 50.00/cbm (minimum charge of RMB 50.00/exhibitor) will be charged for devanning from enclosed van.
9. Exhibitors, who use their own vehicles to transport to Shanghai, please take into account the traffic control policies in Shanghai.
10. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
11. **TOP-TRANS** is only responsible for the conditions of out-packages, which exempt their liabilities from any damage or loss of the contents.
12. This tariff is compiled on volume or weight basis and has no correlation with the value of exhibits, thus no insurance coverage is included. All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey. Under any circumstance, the compensation for all damages proved to be caused by our fault, of any reason, of any nature, should not exceed the CIF value of the goods or RMB1,500 per 1,000kgs of the goods gross weight, whichever is lower.
13. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
14. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

-The end-

Exhibitor Badge**(All Exhibitors) Obligatory Form 2**

**June 18-20, 2025****Shanghai Automobile Exhibition Center (SAEC)**

SAE CHINA

Contact person: Mr. Arthur Jiang

Tel: +86 135 2410 3220

Email: arthur.jiang@sae-china.org

Deadline: May 23, 2025

Exhibitor Badge

Allocation scheme are as follows:

Size(sqm)	Quantity (piece)
9	5
18	8
21-50	10
51-100	15
>100	20

Please fill in the badge information as below:

(Please make sure the ID/PASSPORT number is correct. Every exhibitor, visitor, and the expo staff must be consistent with their own ID number and original ID card with face recognition to get badge on-site.)

Login URL: <https://sae.corpit.com.cn/FCVCExhibitor/Journal/HomeCn>

If you want to apply for additional badges, please name the quantity. Each badge required additionally is charged at RMB 20 / piece.

- Exhibitors' badges are strictly for staff manning the Exhibition stands. Only contracted companies are eligible to apply for these badges.
- Badge is required for accessing fairground and other networking events.



June 18-20, 2025

Shanghai Automobile Exhibition Center (SAEC)

SAE CHINA

Contact person: Mr. Arthur Jiang

Tel: +86 135 2410 3220

Email: arthur.jiang@sae-china.org

Deadline: May 9, 2025

- **400 Chinese Characters / 800 English Characters** of Company Profile Free of Charge (Chinese / English cannot be replaced by the other, including spaces and punctuations).
- **Contact information, necessary and not included** in the character count of Company Profile:
 - a) Company address b) Website c) Info Email d) Contact person and Tel/Mob

Login URL: <https://sae.corpit.com.cn/FCVCExhibitor/Journal/HomeCn>

Hotel Information

1. Accommodation reservation

We recommended the following accommodation hotels for the participants, and provided the shuttle bus from the hotel to the venue (Shanghai Automobile Exhibition Center) from June 4-6. Please booking as soon as possible.

Booking URL: <https://shkidea.jinshuju.com/f/zlwncg>

Or scan the “QR Code”

