



第二十八届
中国国际食品添加剂和配料展览会
暨第三十四届全国食品添加剂生产应用技术展示会
Food Ingredients China 2025

FIC2025
International Exhibitor
Service Manual
(Hall NH, Hall 3, Hall 4.1)

March 17-19, 2025

National Exhibition and Convention Center (Shanghai)
NECC (Shanghai)

No.333 Songze Avenue Shanghai



CFAA service account



CFAA subscription account



FIC Applet



FIC APP

Website

www.cfaa.cn



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Dec. 5, 2024

Dear exhibitors,

FIC2025 will be held in NH, Hall 1.1, Hall 2.1, Hall 3, Hall 4.1 Hall 5.1 and Hall 6.1 of National Exhibition and Convention Center (Shanghai) on March 17-19, 2025.

Please read through the following International Exhibitor Service Manual, and arrange the exhibition booth according to the specified time (exhibitors with space-only booths should be informed of regulations on fire & electricity, and forward the relevant content of the exhibition booth layout in this manual to the construction company), and make preparation for inviting domestic and foreign customers, accommodation reservation and other related work to ensure the smooth progress of the exhibition.

International Exhibitor Service Manual can be found and downloaded on FIC official website www.cfaa.cn by your FIC user and password. You are welcome to follow the CFAA Wechat subscription account, the service account, the FIC Applet, FIC App (see the cover of this Manual for the QR code) and to keep up with the latest FIC news at any time.

Special note: According to the requirement of epidemic prevention of COVID-19, participants should take good personal protection and seek medical treatment in time if anyone has fever symptoms.

Thank you for your support and cooperation. We wish you every success in the show, and look forward to seeing you at FIC2025 in Shanghai!

Yours faithfully,

China Food Additives & Ingredients Association

CCPIT Light Industry Sub-Council

Attachment: International Exhibitor Service Manual

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1. Exhibition Organizers and Contact Information

The Organizers:	<p>China Food Additives & Ingredients Association Contact person: Chen Yanyan, Yin Shengli, Wang Yansong, Zhang Yuechen Tel: +86-10-5979 5833; Fax: +86-10-5907 1335, 5907 1336 Email: cfaa1990@126.com Add: Rm. 1402, Tower 3, Vantone, No. 6A, Chaowai St., Beijing 100020, China</p> <p>CCPIT Light Industry Sub-Council Tel: +86-10-6839 6330, 6839 6468; Fax: +86-10-6839 6422 E-mail: ficchina@126.com Add.: Room 430, 22B FuwaiDajie, Beijing 100833, China Hall 1.1, Ms Xu Yan, +86-10-6839 6039; xuyan@ccpitlight.org Hall 2.1, Mr. Kang Li, +86-10-6839 6433; st6@fi-c.com Hall 3/NH, Mr. Xue Ran, +86-10-6839 6330-207; st4@fi-c.com; Hall 4.1, Ms. Yang Hong, +86-10-6839 6330-206; info@fi-c.com; Hall 5.1, Mr. Zhu zhenpeng, +86-10-6839 6330-203; st@fi-c.com; Hall 6.1, Ms. Chen wenwen, +86-10-6839 6330-202; st2@fi-c.com;</p>
Official Contractor:	<p>AFU EXPO (Shanghai) SERVICES Co., Ltd. Contact Person: Mr Ma fei Mr. Larry Tel: +86-21- 3463 5396/7/8, ext.: 1817/1821 Fax: +86-21-3463 5395 Email: murphy@elanexpo.com; larry@elanexpo.com Add.: Room 410, No. 2, 423 Xincun Rd., Greenland Putuo Commercial Square, Shanghai 200065, China</p>
Official Freight Forwarders:	<p>Beijing JES Logistics Limited Contact person: Ms. Sun Liwei Tel: +86-10-6804 5900, Fax: +86-10-68045900 E-mail: sunliwei@jes.com.hk Add.: Room 6117, Jintai Shangzhiyuan Plaza, No. 10, Wangjiayuan Hutong, Dongcheng District, Beijing 100027</p> <p>Shanghai JES Logistics Limited Contact person: Mr. Wang Jun Tel: 86-21-66569519; 86-13002177110, Fax: +86-21-66569519 E-Mail: jun@jes.com.hk Add.: 1610, Huagong Hotel, No.599, Jiangsu Road, Shanghai</p>
Hotel & Travel	<p>Shanghai Jiecheng Holiday Travel Service Co., Ltd. Contact person: Ms.Tang Tel: +86-21-62319797-804, Fax: +86-21-62308627 Email: tinatang@jcts.sh.cn</p>
Translation & Interpreting	<p>Talking China Language Services Email: miki.hu@talkingchina.com Floor 8, Xin'An Building (East Tower), No. 200 Zhenning Rd., Shanghai 200040, China Tel: +86-21-62473159; 13817274775</p>
Recommended Insurance Company	<p>www.exhibitionguard.com Contact person:Mrs Xieli, Sally. Tel: +86-15800552925 Emal: info@exhibitionguard.com Domestic Hotline:4008325588 Overseas Exhibitor Hotline: +86 -21-31160888</p>

2. Schedule and Special Reminder

2.1 Schedule:

		Date	Time
Move-in	Custom- built booth	Mar. 14, 2025 (Fri.)	09:00 – 17:30
		Mar. 15, 2025 (Sat.)	08:30 – 17:30
		Mar. 16, 2025 (Sun.)	08:30 – 17:30
	Machinery booth	Mar. 14, 2025 (Fri.)	09:00 – 17:30
	Package booth	Mar. 16,2025 (Sun.)	08:30 – 17:30
Show Hours		Mar. 17,2025 (Mon.)	09:00 – 17:30
		Mar. 18, 2025 (Tues.)	09:00 – 17:30
		Mar. 19, 2025 (Wed.)	09:00 – 15:00
Move-out		Mar. 19, 2025 (Wed.)	15:00 – 21:00

2.2 Special Reminder:

2.2.1 **Work overtime.** Please contact the organizer before Mar. 10 to apply and pay the fee if anyone apply unloading or arrange booth in Mar. 13. (Contacts:010-59795833-807). Exhibitors who want to work overtime during Mar. 14-16 should apply and pay the overtime work fee at the organizers' office before 15:00 each day. An additional 50% fee will be charged after 15:00. Add. for application: organizers' office at NH (North Hall).

2.2.2 **Vehicles carry machines** must arrive at 22:00 to wait in the storage area of NECC on Mar.13. All machines and equipment must be in place before the Exhibition Venue closes on Mar. 14, 2025. Machinery cannot be placed in booth on Mar. 15.

2.2.3 Venue opens at 8:30 for exhibitors. No entry of visitors into the Hall 30 min. before closing. FIC will be opened only to professionals. No admissions for minors and elders over 70 years old.

2.2.4 **No move-out before 15:00**, Mar. 19. All exhibits and furniture must be moved out of the Venue by 21:00, Mar. 19. All that's left over will be cleared out as trash after 21:00.

2.3.5 According to the requirement of epidemic prevention of COVID-19, participants should take good personal protection and seek medical treatment in time if anyone has fever symptoms.

2.2.6 Exhibitors must check and resolve disputes, safety issues and other hidden problems that may affect the exhibition in time, so as to ensure the order of the exhibition and maintain the good image of the exhibition. Report immediately in case of sudden problems (contacts: Kangli 18518623850). Any companies will be responsible and listed in the exhibition blacklist if it causes adverse effects during the exhibition.

3. Important Timing for Exhibitors of FIC2025

Items	Deadlines	Requirements	Ways of Submit	Submission to (Recipient)
Submit materials of Technical Seminars online	Jan. 3, 2025		Submit by logging in your company account on FIC official website: Website user login	Organizers
Submit/Modify Company information on Show	Feb. 10, 2025	*must be submitted	Submit by logging in your company account on FIC official website: Website user login (Please contact organizers if have any updates)	Organizers
Submit booth design plan of space-only booths	Feb. 17, 2025	*must be submitted	Submit on FIC official website: space-only booth design plan	Organizers
Booking electricity, water and air compressor	Feb. 17, 2025	*must be submitted	Submit on AFU expo website: http://139.196.110.82/esm-afu/login	Official Contractor
Badges application by real-name registration	Mar. 3, 2025	*must be submitted	Submit on FIC official website: https://dwz.cn/CIzgxUws	Organizers
Arrange shipping	Feb. 7, 2025		Overseas shipment: please see attachment 2	Official Freight Forwarder
	Mar. 5, 2025		Domestic shipment	
Hotel Booking	Mar. 9, 2025		Please see attachment 3	Hotel Agent

Notes:

FIC official website: www.cfaa.cn

1. The **red marks** in this manual are important events of the exhibition. Exhibitors are requested to attach great importance to them so as not to affect or delay the preparation work. The underlined mark font or link can be accessed directly by pressing CTRL click.
2. **Booth design plan submission, electricity, gas, water and other related facilities order** of the space-only booths should be declared on respective website before deadlines. Late booking and payment of booth electricity, gas, water and other related facilities will be charged 50% ~ 100% surcharge.
3. **Please submit booth design plan of space-only booths on FIC official website.**
4. Please check your company information by login your FIC account on FIC official website. Please contact organizers before Feb.10 if any modification.
5. All the participants should go for real-name registration by scan the following QR codes and enter the show by ID cards. Hong Kong, Macao, and Taiwan, China and overseas persons go to Overseas Counter to get the Badge after real-name registration.



Exhibitors



Buyers

4. Exhibitors' Registration and Hall Division

4.1 Registration hours for exhibitors:

Mar. 14, 2025(Fri.)	14:00-17:00
Mar. 15, 2025(Sat.)	09:00-17:00
Mar. 16, 2025(Sun.)	09:00 -17:00

4.2 Exhibitor Registration: North Hall (NH) of NECC(Shanghai)

4.3 Please take booth confirmation (downloaded from FIC website with company account), ID card, company name card for registration. Exhibitors can get Exhibitor Badges, the Show Catalogue, Move-out Notice, FIC2026 application form and other materials.

4.4 **How to apply and use Exhibition Badge:** Exhibitors can apply 6 exhibitors' badges every 9 m² and are required to fill in their real name information on *Exhibitor Registration* before Mar. 3, 2025, and obtain the badges on site. If there are more people on site, they need to register and enter the hall by swiping the ID card and face recognition (or check the passport and identity manually). No admission is allowed if they do not have their real name authentication. Overseas exhibitors complete real-name registration and enter the exhibition hall by following the on-site admission procedures with badges.

4.5 **Quantity of Official Exhibition Catalogue and other materials:** one free copy for booth smaller than 18 sq.m. (≤ 18); two free copies for booth larger than 18 sq.m. (>18). Move-out Notice and FIC 2025 relative materials.

4.6 Hall Division



5. FIC2025 Show Programs

Member Meeting of CFAA	
Time	14:00 – 17:30, Mar. 16, 2025
Location	Meeting Room at Le Meridien Shanghai Minhang Hotel
Contact Number	021-52999999
<p>This meeting will review the development of the food additives and ingredients industry in China, and discuss the problems and solutions. We welcome all member companies and exhibitors from both home and abroad to participate.</p>	
Summit Forums of Academicians in Food Industry	
Time	14:00 – 17:00, Mar. 17, 2025
Location	Meeting Room B0-02, NECC(Shanghai)
<p>We will invite academicians of the Chinese Academy of Engineering and senior experts from home and abroad in the food industry to share their latest scientific research achievements and authoritative views on the theme of technological innovation of food additives and ingredients industry technology and equipment, relevant laws and standards at home and abroad.</p>	
Forum on Chinese and Foreign Regulations and Standards	
Time	09:30 – 12:00, Mar. 18, 2025
Location	Meeting Room B0-02, NECC(Shanghai)
<p>The forum gives full play to the platform and resource advantages of industry associations, and focuses on the similarities and differences between Chinese and foreign regulations and standards, interconnecting and learning from each other. This organically combines the advantages of high-end scientific research talents with the advantages of downstream industries, jointly explores how to balance innovation and risk in the development of the industry, makes efforts to improve the compliance ability of the industry, and carries out steady and long-term development.</p>	
Technical Seminars	
Time	09:15 – 12:00; 13:30 – 16:30, Mar. 17, 2025
	09:15 – 12:00; 13:30 – 16:30, Mar. 18, 2025
Location	Meeting Rooms at NECC(Shanghai) (detailed information will be released at FIC official website in Feb., 2025)
<p>Exhibitors will host and issue the latest research and development and innovation results of products and technologies. For details, please follow FIC official website and Wechat account.</p>	
On-site Consultation with Senior Industry Experts	
Time	Mar. 17-19, 2025

Location	Organizers' office of FIC2025
Senior experts from 12 professional committees of China Food Additives & Ingredients Association will answer questions which companies meet in the process of production and application.	
Note: Please refer to official information if there is any change to the activities' information.	

6. Online Information Modification for the Official Exhibition Catalogue

Company information (company and product profile, contacts, etc.) filled by exhibitors on FIC official website (www.cfaa.cn) will be published in FIC2025 Show Catalogue. Please login "" on www.cfaa.cn for checking your information and contact the organizers for any modification by **Feb. 10, 2025**.

The exhibitor information will be promoted on FIC website and new media before FIC2025 and will be retained on www.cfaa.cn for "*Exhibitor Search*" for one year until FIC 2025 opens.

7. Exhibition Rules and Regulations

- 7.1 The control of the Exhibition is vested, at all times, in the organizers whose decision is final and binding on all Exhibitors and Contractors.
- 7.2 Exhibitors shall abide by the rules and regulations set forth in this Manual and the Amendments to this Manual, and the rules and regulations governing this exhibition released by the organizers after this Manual is being issued.
- 7.3 Upon signing the Application Form and Contract with the organizers, it is regarded that the Exhibitor is willing to accept the rules and regulations governing the exhibition. For exhibitor who violates the rules and regulations set forth in this Manual, the organizers are entitled to close his booth and terminate his participation in the exhibition and to clear out all exhibits, or ask him to partially clear out the exhibits for adjustment. The organizers shall not be held responsible for any loss of the Exhibitor.
- 7.4 If the organizer considers that the exhibits and materials displayed by the exhibitor at its booth do not meet the scope of the exhibition regulations, it has the right to terminate its participation without prior notice to the exhibitor. Upon receipt of the notice of withdrawal from the FIC organizer, the exhibitor in violation of the regulations must immediately withdraw the exhibits from the exhibition hall, and all the exhibition fees paid will not be refund. The organizer reserves the right to additional liability for the exhibitor in violation of the regulations, and will not accept its participation in the future.
- 7.5 Exhibitor shall not sell, transfer or sublet his booth in whole or in part to others.
- 7.6 During the exhibition period, the exhibitor must be responsible for the safety, fire protection and move-in, displaying and move-out of the booth, and take full responsibility for the safety of the exhibitors and hired service personnel. The organizers shall not be liable for any loss or dispute caused to the exhibitor by the service provider designated by the exhibitor.
- 7.7 The organizer shall be responsible for the security of the public areas of the exhibition hall and the security of entering the exhibition hall during the period of move-in, displaying and move-out. Exhibitors must be responsible for the safety of their own booth and the safety of the exhibits. The booth must be on duty. The organizer shall not be liable for any loss or damage to any exhibits or exhibitor's property, or any injury or injury to any person during the period of move-in, displaying and move-out.
- 7.8 The organizers reserve the final right to interpret or modify any content of the Manual. Should the Exhibitor have any doubts about the content of the Manual or the regulations set forth thereof, please contact the organizers for interpretation.

8. Regulations on Booth Construction

8.1 Official Contractor:

AFU EXPO (Shanghai) SERVICES Co., Ltd. (hereinafter "AFU EXPO") has been appointed as the Official Contractor for FIC2025 Overseas Pavilion (North Hall, Hall3, and Hall4.1)

Application for board, furniture, electric box, compressed air, water supply, telephone, network cable and other standard booth construction matters shall be taken care of by the official contractor. See [Attachment 7](#) for details. Please login on [AFU EXPO Platform](#) or <http://139.196.110.82/esm-afu/login> for booking related facilities and paying before **Feb. 17, 2025**.

AFU EXPO (Shanghai) SERVICES			
Add.: Room 410, No. 2, 423 Xincun Rd., Greenland Putuo Commercial Square, Shanghai 200065, China			
Contact Person	Telephone	Fax	Email
Mr Ma fei	+86-21- 3463 5396/7/8-1817	+86-21-3463 5395	murphy@elanexpo.com
Mr. Larry	+86-21- 3463 5396/7/8-1821		larry@elanexpo.com
Application Name		AFU EXPO Platform	
Application Website		http://139.196.110.82/esm-afu/login	

We highly recommend that exhibitors use the services (booth construction, furniture rental, etc) of the Official Contractor so that the rights and interests of exhibitors can be better defended. For the problems or disputes caused by using an Exhibitor Appointed Contractor and for the loss incurred thereof, the organizers and the Official Contractor assume no responsibilities.

8.2 The statutory regulations of the Exhibition: The rules and regulations stipulated in the Manual are all legal regulations governing the Exhibition, and are binding on all exhibitors and their EACs to ensure the legitimate order of the Exhibition.

8.3 Rules on exhibiting and requirements on booth construction:

- 8.3.1** It's strongly recommended that the company name appeared on the facial board should be in both Chinese and English, and that exhibitors prepare publicity materials in both languages.
- 8.3.2** The company name appeared on the facial board should accord with the one submitted by the exhibitor online and is not allowed to be changed.
- 8.3.3** Sound and light control: Exhibitors are not allowed to use sound devices in the booth that may affect other booths. In case of any violation, the organizers reserve the right to ask the exhibitor to stop using the audio equipment. The maximum volume of each booth's audio equipment is 65 decibels. If receive a complaint, the organizers have the right to ask the exhibitor to turn off the audio equipment or reduce the volume. If the volume exceeds the maximum limit of 65 decibels for three times, the organizers will have the right to cut off the power supply of the booth and impose a fine of 5000 RMB (deducted from the garbage removal fee). If the exhibitor requests to re-connect the power supply, he/she shall guarantee in writing.
- 8.3.4** The maximum volume of each booth equipped with LED screen which its audio equipment is 65 decibels. The sound and light control shall not affect the adjacent booths. No sound equipment shall be connected at the side facing the passage and the adjacent booth. The screen area shall not exceed 6 square meters. The light generated by the screen play shall not affect the adjacent booth.
- 8.3.5** The Exhibitor takes full responsibility for booth fire control and safety during the whole process of exhibiting from move-in to move-out. The Exhibitor shall assume sole and full responsibility for the accidents caused by breaching any set provisions.
- 8.3.6** Booth smaller than 18 sqm. shall not be made a space-only one. The isolation wall facing the adjacent booth must be clean white and not have any words or patterns. The penalty for violation is 3000RMB (deducted from trash deposit). The decoration of the booth should in no way affect the exhibiting of

adjacent booths; no construction materials are allowed to go beyond the limits (horizontally and vertically) of space specified by the organizers.

- 8.3.7** The name of the exhibits or the products appeared in the publicity materials should be the same as the one set out in the National Standard. All exhibitors shall respect and protect IPR, and shall not exhibit fake products or use names not allowed to be used by law. Once found out, the organizers are entitled to request that the products accused of infringement be cleared out of the exhibition.
- 8.3.8** The booth shall not be sold, transferred or sublet by the Exhibitor. Admission badges for exhibitors shall not be lent to non-exhibitors. Please do not take furniture from other booths without permission.
- 8.3.9** Open fire is not allowed for making food at the booth. The exhibitor who wishes to cook or bake food on-site should apply for permission from the organizers before the Exhibition opens. And the cooking work shall not be carried out at the side close to the aisles.
- 8.3.10** Demonstration of machinery and equipment: the machinery in the booth must keep a safe distance from the audience and be equipped with safe operation devices. The personnel operating the equipment must have professional qualifications to ensure that the machinery or exhibits are demonstrated in a safe situation. The air outlet or vent of mechanical equipment should not face the adjacent booth or pedestrian passage. Appropriate measures should be taken before exhibition, sound insulation, heat dissipation or exhaust arrangement if the noise, heat or gas of machine are produced during operation. The maximum noise volume should not exceed 65 db. The organizer has the right to ask the exhibitor to stop the demonstration immediately, and the exhibitor shall bear all losses caused by the violation.
- 8.3.11** Retailing is not allowed at the Exhibition, and products not included in the Exhibition's Exhibit Profile shall not be displayed. If it is violated, the Organizers have the right to request a withdrawal of the product, and no fund will be due to the Exhibitor.
- 8.3.12** Please do not hang, paste or hand out publicity materials, or pile up things in public areas. The Exhibitor shall not ask staff or publicity team to walk around in the Exhibition Venue, or stay in public areas to give out publicity materials. All publicity activities shall only be carried out within one's own booth and the violation of this regulation will result in confiscation of the publicity materials and things and fined 3000RMB.
- 8.3.13** Early move-out is not allowed: The exhibition will end at 15:00 on Mar. 19, 2025. Please be responsible for professional visitors and exhibitors at home and abroad, and maintain the good image and order of the exhibition.
- 8.3.14** Exhibitors and builders should pay attention to and maintain the intellectual property rights of the relevant elements of the exhibition, including but not limited to the exhibition display, booth design and other possible infringements and disputes, such as infringement to the image and order of the exhibition caused adverse effects. Illegal exhibitors and builders will be listed in the exhibition blacklist.

8.4 Responsibilities and Insurance

8.4.1 Responsibilities

- a) If the organizers are claimed compensation for the reason of the Exhibitor and the reason relevant to the exhibiting of the Exhibitor, the Exhibitor should make a compensation for the loss of the former.
- b) The organizers are not responsible for the direct or indirect loss or damage incurred to the Exhibitor, his EAC, Agent and employees and to their properties for the reason of the Exhibition.
- c) Should the Exhibition be canceled or suspended due to force majeure, or the holding of the exhibition cannot be realized at the scheduled time and place due to circumstances beyond the control of the organizers, the organizers shall not be responsible for the loss, damage, delay, or cancellation and has no liability to pay any refund.
- d) The Exhibitor Information shown on the Exhibition Catalogue is provided by the Exhibitor himself online as explained in Section 4 of this Manual. The organizers are not responsible for any mistakes or omission of information in the Catalogue.
- e) The Exhibitor shall be responsible for the insurance for his exhibits, booth and employees, and for the human injury and property loss. The organizers assume neither financial nor legal liability for any

risks concerning the Exhibitor, the Visitors and their personal belongings.

- f) The organizers bear no responsibility for the loss or disputes incurred to the Exhibitor by employing a self-appointed service provider.
- g) The organizers are not responsible for any loss, damage or delay in Exhibits Freighting (including freighting, carrying and customs clearance). The Exhibitor is advised to have the transportation of exhibits fully covered by insurance.
- h) The Exhibitor assumes compensation liability for the damage to the facilities of the Exhibition Venue caused by the Exhibitor and his Agent.

8.4.2 Insurance:

- a) The organizers have placed insurance for the Exhibition Venue and its facilities.
- b) The Exhibitor should buy liability insurance against any economic loss, compensation or personnel injuries incurred to the organizers, the Agent and his staff caused by the Exhibitor.
- c) To safeguard the interests of the Exhibitor, the Exhibitor shall arrange insurance for his staff, exhibits, valuable furniture and things in the booth, and for a third party.
- d) The Exhibitor shall require his EAC to buy Exhibition Liability Insurance, in which space-only exhibitors and contractors are set up as insurer, should cover responsibility of venue, employees and the third party, and is valid for the period of booth move-in, the 3-day exhibition and the booth move-out. The guarantee accumulative amount is not less than 3 million RMB and other requirements shall be carried out in accordance with the relevant regulations of the NECC(Shanghai). Please refer to the "[Exhibition Hall Regulations](#)" in the "space-only Construction Services" on the official website of FIC to protect the rights and personal safety of exhibitors and construction personnel.

www.exhibitionguard.com			
Contact Person	Sally	Direct Line	+86-10-15800552925
Email	info@exhibitionguard.com	Domestic Hotline	4008325588
Website	www.exhibitionguard.com	Overseas Hotline	+86 -21-31160888

8.5 Construction of space-only booth and machinery booth

8.5.1 Inspection of space-only booth design plan and order of electricity, gas, water and fees payment:

The Exhibitor (or his EAC) of space-only booth shall submit to the organizers the booth design plan for approval online before Feb.17, 2025. When it is approved, a "Design Plan Confirmation Notice" will be issued. Then the Exhibitor shall pay construction management fee, power fee and trash deposit to the Official Contractor before he can get the "Construction Permit" from NECC(Shanghai). The price in this manual (See attachment 7 for detailed) is order price. **Surcharge of 50%** will be asked in later order (**Feb.18-Mar. 15, 2025**). **Surcharge of 100%** will be asked in order on **Mar. 16**. On-site cancellations are non-refundable, and existing orders cannot be exchanged for equivalent services or goods.

Construction procedures such as the construction personnel certificates and vehicle certificates can not be handled if space-only booth design plan and payment are not completed.

8.5.2 If the Exhibitor wants to build the booth with aluminum profile, the construction can only be carried out by the Official Contractor.

8.5.3 Official Contractor: AFU EXPO (Shanghai) SERVICES Co., Ltd. is the appointed Official Contractor for FIC2025 Overseas Pavilion. Please refer to page 2 of this Manual for contact information. We highly suggest that the Exhibitor who has booked space-only booth delegate the Official Contractor for booth design and construction, so that the interests of the Exhibitor can be better defended.

8.5.4 To protect the environment, we sincerely encourage the use of environmentally-friendly construction materials. To cut pollution, we suggest that the Exhibitor would use standard aluminum materials for construction, or build space-only booth using standard facilities (materials used for building a package booth). This can not only protect the environment, but also display the company in a personalized way and cut the cost of construction. space-only booth using standard facilities is the

booth being built with big-square aluminum materials, the height being increased to the limit of 4 meters and the color of decorations being decided by the Exhibitor himself. The construction of space-only booth using standard facilities must be carried out by the Official Contractor AFU EXPO, and shall in no way be carried out by an EAC. Please contact AFU EXPO for further information if you'd like to contribute to a greener planet and to cut cost.

8.5.5 EAC: The Exhibitor can appoint his own contractor, but please make sure that you choose a qualified one to ensure safety. Please transfer the manual and advise them to study the specific regulations online. Please rent water, electricity and other related facilities on [AFU EXPO Platform](#) before Feb. 17, 2025. The Exhibitor and his EAC please go through all the procedures for real-name authentication, before the EAC is allowed into the hall for construction.

8.5.6 Regulations on design and construction of space-only booth and machinery booth

- a) The stipulations set by NECC(Shanghai) and the organizers must be complied with while designing and building the booth.
- b) The Exhibitor shall sign agreement with his EAC on fire-control, safety protection and insurance, requiring the EAC to abide by the relevant (fire-control and safety) regulations of the Exhibition and buy insurance for its staff engaging in construction. The Exhibitor and his EAC must accept full responsibility for the fire-control and safety of booth construction, and assume insurance liability.

c) **No balloons** including hydrogen balloons are taking into the exhibitions.

d) Double-storey construction is prohibited within the space.

e) **Structural strength of booth design:** the design should be strong and stable enough to match the loading capacity of the booth. The thickness of the single wall of the three open booths shall not be less than 30 cm, and comply with the relevant national fire regulations.

f) **Height & width limit:** the maximum height of the booth is 4 meters. **The booth shall not exceed 4 meters in height** and no construction material shall go beyond the floor space both horizontally and vertically.

g) **Capping:** top structure shall not exceed 40% of the total booth area, and there should be no all-closed structure in the booth (including storeroom, the inner walls of which have to be painted with fire retardant coating). If a semi-closed exhibiting area is larger than 160 sqm, there should be no less than 2 emergency exits with the width not less than 0.9 meters, and fire extinguisher that has passed annual inspection should be equipped.

h) Regulations on the use of electricity:

The electrical circuits and equipment used by exhibitors should comply with the safety and fire protection regulations of the Exhibition Hall. Please find details on [Exhibition Hall Regulations](#): Construction safety management and fire safety management regulations of NECC(Shanghai). The booth must use smart safety electric box as the first-level electric box for electricity consumption. Power electricity and lighting electricity must be separated and connected to the corresponding smart safety electric box. If any added electricity service items of standard booths and space-only booths, exhibitors need apply in advance or at the contractor on site. People who work on electricity shall have Electrician Certificate issued by relevant technical supervision department and should bring along the Certificate for NECC(Shanghai)'s inspection. People who do not have an Electrician Certificate are not allowed to work on electricity installation; once found out, a fine of RMB 500 will be deducted from the trash deposit.

Any exhibitors, contractors or individuals shall not operate any electrical devices fixed to the Venue unless approved or granted by NECC(Shanghai). If found out, they will be asked to stop construction or electrical supply will be cut off. For every violation of this rule, a fine of RMB 500 will be deducted from the trash deposit and the violator will be held accountable for the loss incurred. Each space-only booth must rent fire protection unit from the Business Center of the Exhibition Hall.

i)

According to the fire-control regulations of the Exhibition Venue, wire used in the booth should be wrapped by protection tube, and the back of the panels should be painted with fire retardant coating and then covered by white cloth or white board before being installed. All finishing materials should be covered, and no character, picture or logo should appear on the side of the partition wall facing to the

adjacent booth. Otherwise, the Exhibitor would be required to make adjustments, and if rejected, power will be cut off and RMB 3,000 will be deducted from the trash deposit as a fine. The Exhibitor who violates this regulation will not be allowed to apply for a space-only booth and the EAC will be listed as a violator and will not be allowed to serve at FIC in the future.

j) Plastering, polishing and large-scale painting are not allowed in the Exhibition Venue. To protect the environment, and to ensure construction safety and good air quality of the Venue, the plastering, polishing and painting must be done in the plant and shall not be carried out in the exhibition hall. Only minor-repairing work is allowed to fix the chips caused in transportation. The Violation of this rule will result in a deduction of RMB 5,000 from the trash deposit as a fine.

k) Construction materials: the materials used for building the booth should be non-flammable (**The fire rating of building materials shall not be lower than B1**). If wood, gauze or other flammable materials has to be used, it should go through fireproof treatment before it is brought into the Exhibition Venue. Wood materials should be coated with fire retardant materials, or covered by fireproof veneer. Cloth, gauze or other textile materials must be treated with fireproof solution. In the on-site burning test, if the material is burnt without open flame, it's then qualified. The staff of NECC(Shanghai) has the right to clear the unqualified materials out of the hall. Flammable materials without fireproof treatment are prohibited in the hall for construction.

The construction materials have to meet the following requirements: ① For some materials (for instance carpet), an authentic test report issued by a national-certified inspection department should be held; ② The materials brought into the hall should match the qualified sample, and the result of the on-site spot test should match that of the test report. The materials should reach fire-control safety level and an Inspection Certificate is needed for entrance. The structure and the materials used for construction should be stable and strong enough to ensure safety.

l) Air compressor: The Exhibitor is not allowed to bring his own air compressor into the hall.

m) Own furniture/flowers and plants into the Venue: NECC(Shanghai) stipulates that furniture and flowers/plants are only allowed into the Venue with the "Permit of Self-owned Furniture and Flowers/Plants into the Hall" issued by the organizers, and these Furniture and Flowers/Plants can be only used within one's own booth.

8.5.7 Submission of design plan for inspection of space-only booth and the relevant regulations

a) Inspection of booth design plan: only when the design plan is approved by the organizers, can the EAC be issued a Construction Permit by the NECC(Shanghai) and allowed into the hall for construction.

Remarks: The organizers will only review the design plan according to the Regulations on Exhibiting. The Exhibitor and EAC should be responsible for the safety and fire-control issues concerning designing and construction, and should abide by the relevant regulations set forth by NECC(Shanghai) and in this Manual.

b) Requirements on submitting design plan: Please submit your design plan to the organizers on and before Feb. 17 2025. Please find in the following chart the materials need to be submitted and the requirements:

No.	Materials to be submitted	Requirements
1	Booth design plan	With the company chop of the Exhibitor; indicate booth number and length, width and height of the booth. The supporting point of the booth shall not press on the trench cover.
2	Front elevation & side elevation	Indicate height
3	Three-dimensional graph in color	Indicate what materials will be used. The fire rating of building materials shall not be lower than B1 and shall be clearly marked. If an LED screen is configured, indicate the location and size of the LED screen.
4	Bird's eye view	Indicate size.
5	Circuit diagram	Indicate the location of power box, water source and air compressor, the power capacity, and the materials to be used;

		indicate the adjacent booth numbers
6	A copy of the business license of the construction company	With company chop
7	A copy of the ID card of the person in charge from the construction company	Including the front and back of the ID card, stamped with the official seal of the constructor.
8	Registration form for space-only booth construction and letter of safety commitment which can be downloaded under construction area at www.cfaa.cn	Please download in FIC website and fill in the form, sign and seal by both exhibitor and EAC.
9	A copy of insurance policy	The policy should cover the holder's booth before, in and after the show and against any economic loss, compensation or personnel injuries incurred within the booth.

c) Issuance of "Design Plan Confirmation Notice": once the design plan is approved, the organizers will issue a "Design Plan Confirmation Notice" to the EAC. EAC can get the "Deposit Receipt", "FIC2025 Truck Pass" and the "Permit of Self-owned Furniture and Flowers/Plants into the Hall" by it at official constructor - AFU EXPO.

The Exhibitor or EAC should pay construction management fee, power fee and the trash deposit before Feb. 17, 2025 to AFU EXPO. With the "Deposit Receipt" and the "Design Plan Confirmation Notice", the Exhibitor or EAC can go to the north gate of NECC(Shanghai) (the Card Center) to apply for Certificate of Personnel or Vehicle.

Please submit all the above-mentioned materials on the official website of www.cfaa.cn. If you have inquiries, please contact the person that in charge of each hall for help.

d) Once approved, the design plan cannot be changed, or else construction of the booth will not be allowed. The organizer shall review the design scheme of the space-only booth construction in accordance with the regulations. The exhibitor and the exhibitor's designated constructor shall design and construct the booth in accordance with the regulations, ensure that the materials used in the construction of the booth meet the requirements of the relevant regulations of the fire department., the structure is solid and safe, the construction standards and safety. The relevant responsibility shall be borne by the exhibitor and its designated constructor.

Hall	Contact person	Phone Number	Email	QQ
1.1	Ms. Xu Yan	010-68396039	xuyan@ccpitlight.org	80987950
2.1	Mr. Kang Li	010-68396433	st6@fi-c.com	179357429
3/NH	Mr. Xue Ran	010-68396330-207	st4@fi-c.com	3376245307
4.1	Ms. Yang Hong	010-68396330-206	info@fi-c.com	725390346
5.1	Mr. Zhu Zhenpeng	010-68396330-203	st@fi-c.com	849987070
6.1	Ms. Chen Wenwen	010-68396330-202	st2@fi-c.com	403141490

8.5.8 Safety regulations over operation of machinery

- The demonstration and operation of machinery shall not impede the exhibiting of adjacent exhibitors. The demonstration or operation that will cause noise or dust, or that is dangerous, harmful or is not appropriate for on-site displaying, or is reasonably complained by others, is subject to the regulation of the organizers, who shall request the withdrawal of the machinery or a proper adjustment. The loss or expense occurred shall be borne by the Exhibitor himself.
- The Exhibitor should ensure the safety of the demonstration or operation. Safety measures should be taken against any possible harm to visitors or other exhibitors.
- The demonstrating machinery must be controlled by a separate trigger device and should avoid the touch of a visitor or other unauthorized person.

- d) The Exhibitor must ensure that all demonstrating machinery be operated by a designated professional, and the machinery shall not be started without the supervision of that person.
- e) All working machinery must be fastened securely in case it slides to hurt visitors or staff.

Booking of electricity, water and air compressor by exhibitors of space-only or machinery booths:

According to NECC(Shanghai) stipulations, power for lighting and machinery use should not be mixed up. The power box must be fixed in place. All space-only exhibitors please book electricity, water and air compressor from the Official Contractor by submitting on [AFU EXPO Platform](#) before Feb. 17(*FIC2025 Booth Construction & Reservation Form for Furniture, Electricity, Water and Air Compressor*) of this Manual together with the circuit diagram(indicate the location of electricity, water and air compressor, and adjacent booth numbers in order to show the opening of your booth) of your booth to AFU EXPO. As the electricity and water provided by the Exhibition Venue might not be located where you want them to be, the EAC might need to connect to the power box by himself, and bring bridge plate and an extra power box if needed. The power box cannot be placed in the passage, but only in one's own booth.

8.5.9 Trash Deposit: every space-only exhibitor shall pay a deposit for trash to NECC(Shanghai). This fee is collected by AFU EXPO on NECC(Shanghai)s behalf. All of the deposit will be refunded and returned to the original paying bank account within **30** days after the show closing if all construction materials and trash are cleared out of the hall during the stipulated time and if there is no violation of exhibition rules during the whole process of exhibition. The invoice will be mailed within 45 days after show closing when exhibitors provide invoice information and recipients.

8.5.10 Price List for the Items Charged to space-only Exhibitors by NECC(Shanghai)

Item	Type of payment	Fees	Payment time, method and place & other specifications
Construction management fee	Payment	RMB 28/sq.m.	- Pay before Feb. 17, to AFU EXPO together with power fee. The invoice will be issued by AFU.
Trash deposit	Deposit	RMB 10,000 (space<36sq.m.) RMB 20,000 (space<72sq.m.) RMB 30,000 (space \geq 72sq.m.)	- Pay before Feb. 17 to AFU EXPO together with power fee. - You are not allowed to build the booth without paying the deposit - The deposit will be refunded in cash on site if you pay in cash or to your account 30 days after the show if you pay by T/T
Construction Permit	Payment	RMB 30 for each	- Valid for the move-in and move-out period - Go to NECC(Shanghai) for contractor's real-name authentication within 3 months. Applied at the Card Center; the detailed procedure please refer to construction area at www.cfaa.cn - Please pay within 5 work days before move-in.
Loading Area Pass Loading Area Truck Guide	Deposit & Payment	For each truck: RMB 300 as deposit RMB 50 for Permit Certificate	- Every truck needs the "Pass" and "Truck Guide" for entering the loading area - The RMB 30+20 for the "Pass" is not refundable - Time for unloading/loading is 1.5h; RMB 100 will be deducted from the deposit for every extra half hour (counted as a half if less than a half) - Applied at the Card Center, NH of NECC(Shanghai)
Overtime work fee	Payment	17:30 - 22:00, Mar.14-16, RMB 1,000/booth/hr. 22:00 - 08:00 the next day, RMB 2,000/booth/hr.	- Overtime on Mar.13, Please contract 86-10-59795833-807 for applying for working overtime before Mar.10. - Overtime on Mar.14-16, please apply before 15:00. application after 15:00 will be charged an extra 50% by NECC(Shanghai) - Pay at the Organizers' Office, North Hall

Note: The above-mentioned fees are not included in the booth fee.

8.5.11 How to get Deposit Receipt and FIC2025 Truck Pass

EAC can get the "Deposit Receipt", "FIC2025 Truck Pass" and the "Permit of Self-owned Furniture and Flowers/Plants into the Hall" by "Design Plan Confirmation Notice" at official constructor - AFU EXPO. "FIC2025 Truck Pass (Machinery Pavilion)" will be mailed to exhibitors by organizers. Please queue up

in specified parking area after entering according to the driving route on " FIC2025 Truck Pass"(Used in move-in and move-out). Upload and reload the truck by "Queuing Pass" obtained free in queuing area and "Loading Area Pass" & "Loading Area Truck Guide" obtained in certification Center of NH in advance.

8.5.12 How to get Permit of Construction Personnel and Truck Pass

EAC should go through real-name authentication by NECC(Shanghai) (<http://cc.neccsh.com>)before is allowed to carry out construction work in NECC(Shanghai).

A) Permit of Construction Personnel

Online application: Please upload the enterprise's business license, scanned copy of the letter of safety commitment, and the ID card photo of the owner of company, project leader of on-site construction, construction personnel, and fill in vehicle information, and apply for the construction personnel certificate and Truck Pass after approval and paying online. The person in charge of construction with their original ID card, order print and certificate (Design Plan Confirmation Notice, Truck pass or deposit, etc.) to the certification center to receive the personnel documents.

On-site application: the person in charge of construction who has passed the real-name authentication applies for the construction personnel pass at the certification center with the original ID card, the certificate issued by the organizers (deposit receipt, etc.) and the original ID card of all construction personnel.

Notice: Construction personnel certificate application company must be the same as the deposit sheet, otherwise the certificate will not be issued.

B) Loading Area Pass and Loading Area Truck Guide

Online application: EAC should go through real-name authentication by NECC(Shanghai) (<http://cc.neccsh.com>)before is allowed to carry out construction work in NECC(Shanghai). upload the enterprise's business license, real-name authentication form, and scanned copy of safety commitment letter. After passing the authentication, you can pay online for Loading Area Pass and get the Pass by ID card, copy of order form at certificate center.

On-site application:

People who apply the Pass should take the certificate as the following form.

Booth Type	Materials needed		Address
Machinery Pavilion (space-only and standard booths) Exhibitors	FIC2025 Truck Pass Or Booth Confirmation Or Exhibitor Card	Vehicle information, annual inspection report, vehicle license, driver certificate, and copy of exhibition liability insurance policy.	Add.:Certificate Center at NH(2nd Floor of West Side). Tel:021-67008487
space-only Contractor	Trash Deposit after real-name authentication		
Exhibitors	Booth Confirmation Or Exhibitor Card		

C)Charging standard of Certificate Center: 30RMB/ Personnel Badge, valid for the booth move-in and move-out.

Loading Area Pass and Loading Area Truck Guide: 50RMB/Vehicle/Badge and 300RMB for deposit. Valid for once for one day and 90mins.

Notice: Loading Area Pass and Loading Area Truck Guide are used together. If the pass is lost or damaged, you need to re-apply for the certificate. The deposit will not be returned. If the guide pass is lost, the deposit of 50RMB will be deducted. The remaining deposit will be returned to the payment account when paying online. The driver of the vehicle can get the deposit from certificate center when paid in cash.

8.5.13 Certificate of Special Operators: All enterprises that apply for the construction certificate of special operation personnel need to log in to "NECC (Shanghai) Enterprise Customer Online Self-service Platform" (platform website: <http://cc.neccsh.com>) carry out the real-name authentication of the enterprise and the person in charge of construction. Upload the enterprise business license, real-name authentication form, scanned copy of safety commitment letter and ID card photo of the person in charge of construction. After passing the authentication, you can choose to apply online. Upload photos of special operation certificates issued by the state (electrician's certificate, aerial work

certificate, welding certificate, forklift license and mobile crane driver's license are supported), and apply for special operation personnel construction certificate and pay online after approval. The applicant can get the certificate at the certification center with the original ID card and the printed copy of the order. Charge standard: 30 RMB/badge.

8.5.14 NECC(Shanghai) Safety Regulations on Construction

EAC should be aware of all the safety regulations on Construction set forth by NECC(Shanghai).

Please find Regulations on website [Exhibition Hall Regulations](#).

8.6 Technical Data and Height Limit NECC(Shanghai)

Hall	NH	1.1	2	3	4.1	5.1	6.1
Freight Gate (m: width× height)	8×6.5	8×4.5		8×6.5			
Area (m ²)	10463	26439	27010	26829	26193	26193	26867
Column Network (m× m)	/	9×18	9×18	/	27×36	27×36	27×36
Hall Height (m)	18	12	12	32	12	12	12
Booth Height Limit (m)	4	4	4	4	4	4	4
Loading Capacity (t/ m ²)	3.5	5	5	5	5	3.5	3.5
Lighting (LX)		300					
Transport method		The height of truck should not exceed 4.5m					

8.7 Package booth and its alteration

AFU EXPO is responsible for the building of all package booths in the Overseas Pavilion of FIC2025. Other construction companies or Exhibitor himself are not allowed to build the package booth or make any alterations to it. If some alteration needs to be made to the booth (for instance to increase the height or to add some decorations), the design and construction work have to be carried out by the Official Contractor. If you want to change package booth to space-only booth, please apply to the organizers in advance to get an approval for change. Please note that booth smaller than 18 sq.m. is not allowed to be made a space-only one.

8.7.1 The color of fascia board is pink with the words in white. The carpet is light blue.

8.7.2 Arrangements in the booth are decided by the Exhibitor himself, so please make good preparations in advance. Just some reminders: introduction to the company and products is better made in both English and Chinese concisely with the emphasis on product introduction. It would be the best if the pictures are bright-colored, clear and match the overall color of the Exhibition.

8.7.3 **Alteration to the package booth** has to be carried out by the Official Contractor AFU EXPO. If you want to increase the height, add some decorations or restructure your package booth, please contact AFU EXPO directly before **Feb. 17, 2025**. There are also some more choices that you can choose online to make alternative change for your standard booth. For details, please visit [Package booth and its alteration construction service](#).

8.7.4 **Standard items we provide for package booth:** please see [Attachment 7](#).

8.7.5 Furniture rental of package booth:

Besides the standard items provided by us, the Exhibitor can rent other furniture or facilities, for example, electricity for special uses, spotlight, light box, water, laminated panel, etc. from AFU EXPO. If you have extra needs, please rent water, electricity and other related facilities on [AFU EXPO Platform](#) before Feb. 17, 2025. When submitting the reservation form, please indicate the location of power source, the added spotlight and water, etc. if you need to rent extra laminated panel, please indicate its location and its height above the floor. After payment, please email or fax the bank slip to AFU EXPO for payment check. Please apply for the exhibition equipment rental from the AFU EXPO before the booth move-in. The application may not be available on site after the booth move-in. Please go to the business center of the exhibition hall if you need additional furniture during the exhibition.

8.7.6 The do's and don'ts for package booth exhibitors

- a) Please don't dismantle the booth or alter the structure on your own. If you'd like to make any alterations to the booth, please contact AFU EXPO before **Feb. 17, 2025**. After all the proper procedures, AFU EXPO will be responsible for all the construction work. Standard booths are forbidden to use the back or side wall structure of adjacent booths as adhesive materials to achieve publicity purposes.
- b) The pictures cannot be stuck on the wall directly, but can be made into a panel and hung on the wall with a hook.
- c) The non-lighting electrical appliances brought into the hall by the Exhibitor (for example, TV, VCD and refrigerator, etc.) must be approved by the Official Contractor. Please do not use power installation whose electric circuit is incompatible with the one provided in the booth.
- d) If a wall blocks the fire hydrant or power cabinet, the very wall will be replaced by an active plate, a folding door or a white cloth curtain that can be removed easily at any time.

8.7.7 Regulations on package booth alteration & restructuring, fascia board, furniture and electricity:

- a) The structure of the booth and the fascia board cannot be changed unless the change is notified to the organizers, and then from the organizers to the Official Contractor.
- b) Please do not bring into hall booth building materials, lights, tables, chairs, cupboards or cabinets similar to the ones used by the Official Contractor. If you have to, please register at the Service Counter of AFU EXPO to declare ownership, otherwise the above-mentioned items will not be allowed to be taken out after the show. All furniture brought in by the exhibitors is not allowed to be fixed to the booth structure supplied by the Official Contractor in case there might be a collapse.
- c) Please do not paste or write anything on the panels or furniture provided by the Official Contractor, or drill holes in them. Please do not do damage to the panels or furniture, or else a compensation will be claimed by AFU EXPO according to the company stipulations.
- d) Please do not connect wires or use extra lighting without permission. The power socket rented cannot be used for lighting. Its capacity is 500 watts, so please don't use electrical equipment the power of which exceeds 500 watts. A plug board is not allowed to be used in a package booth. If the above-mentioned rules are violated, the organizers have the right to cut off the power and the rental will not be refunded. All the electrical appliances equipped in the booth cannot be dismantled or removed without permission.
- e) A separate power box has to be installed if the power exceeds 500 watts.
- f) The light box, panels, decorations cannot be stuck out of the booth to block the passage.

8.8 Policies adopted by the organizers towards violations of regulations:

- 8.8.1** If the international exhibitors who should participate in the international exhibition area participate in the domestic exhibition area, they must pay the full fees according to the international exhibition area charge standard, otherwise, the electricity transmission will be stopped.
- 8.8.2** If the Exhibitor violates any regulations set forth in this Manual, power supply will be cut off. The organizers will request adjustments; if rejected, the organizers will have to cancel the Exhibitor's participation in FIC2025. The booth fee will not be refunded, and the exhibits and promotional materials shall be moved out of the Exhibition Venue, otherwise will be detained provisionally by the security guard of the hall.
- 8.8.3** If a space-only exhibitor violates any regulations, power supply will be cut off. If an EAC violates any regulations, he will be listed as a violator and will not be allowed to serve at FIC in the future. The deposit will be returned after deducting fines.
- 8.8.4** The Exhibitor will not be allowed to participate in FIC2025 if he violates any regulations set forth in this Manual.
- 8.8.5** If the space-only booth is not built according to the design plan submitted to and approved by the organizers in terms of structure, size, materials, etc., the EAC will be listed as a violator and will not be allowed to serve at FIC in the future, and the trash deposit will not be refunded.

8.9 Booth cleaning

- 8.9.1** The Organize will arrange for basic cleaning of the passages and other public areas in the hall before the opening of the Exhibition, and before & after the show every day.
- 8.9.2** The Exhibitor should be responsible for the cleaning within the booth and is advised to keep the booth clean and tidy.
- 8.9.3** Please throw trash or waste into the waste sorting basket inside the booth or the public trash can in the hall. Every day after the show, you can put the waste basket in the passage outside of your booth, and the cleaner will help clean it.

9. Move-out Procedures

8.1 The Exhibitors must exhibit until 15:00, Mar. 19 2025. No Exhibitor is allowed to move out his exhibits before 15:00, Mar. 19. During the move-in, on-show and move-out period, someone must stay in the booth on the Exhibitor's behalf. The Exhibitor and EAC have to move all exhibits out of the Exhibition Venue before 21:00 on Mar. 19, 2025; otherwise, all that's left in the hall will be cleared out as trash after 21:00.

8.2 Move-out procedures:

Package booths and space-only booths on the main passages shall move out first.

Machinery booths: to facilitate their move-out, a "FIC2025 Truck Pass" with a special mark will enjoy priority driving out.

space-only booths: please put down the exhibition appliances first, but please do not put them on the passages or near any gates. To avoid jam, please start moving out only when it's about your truck's turn.

8.3 Move-out Truck: Machinery Pavilion (space-only and standard booths) Exhibitors should get the Loading Area Pass in advance and wait their turn at 22:00 in Mar. 18.

10. Shipping Information

To assist exhibitors in forwarding exhibits, we've appointed JES Logistics Limited as our Official Freight Forwarder. Please see page 2 of this manual for the contact of JES for exhibits forwarding. Please refer to Attachment 2 (Overseas Shipping Information) and Domestic Shipping for details.

11. Catering Stipulations and Service Supply

1. To ensure food safety, NECC(Shanghai) stipulates that all external food (including the food by non-designated fast-food companies) is not allowed into the Exhibition Venue. During the show time, exhibitors can buy food at the Food Court (location and ordering information to be notified) where Chinese, Western and Halal fast food will be served.

Please do not eat in the booths to show good company image and respect to visitors and to maintain a good environment for exhibiting. Staff can take turns to eat at the public catering service area.

2. Plant Rent:

Shenghao Gardening; contact person: Li An, Tel:15618826886, locate at Gate 21, near Hall5.1, 0m level of West Platform.

Yingxin Flowers and Plants: contact person: Manager Huang, Tel:13501611091, locate near back door of NH, 0m level of NECC(Shanghai).

3. Business Center: Add.: back door of NH at 0m level. (left escalator at Central Plaza), Nearby Gate 19 of Hall 2.1

12. Inviting Professional Visitors and Sending Invitations

12.1 How to get registered:

Pre-registration: there are three ways for you to get registered for mailed Visitor Badge

- A) Log on our website: *Pre-registration*;
- B) Follow CFAA official Wechat account or Scan the QR Code on the cover of this Manual;
- C) Download and register FIC App or FIC Applet;
- D) Obtain visitor badge by scanning QR Code on site.

Admission is free for professional visitors (after real-name registration); not open to children.

12.2 Invitations: to strengthen publicity and to attract more professional visitors and buyers, we have made English & Chinese bilingual invitations and visitor tickets. We will send these invitations to professional visitors at both home and abroad in Jan., 2025 to welcome them to come and visit FIC2025

12.3 Inviting for Chinese and foreign Clients: we will send electronic invitations to you for inviting clients to FIC in Jan., 2025. You can contact 86-10-68396330-206 or email to info@fi-c.com.

12.4 Business invitation application for overseas exhibitors and visitors can be visit by Visit-Invitation Letter.

12.5 Business invitation for overseas professional visitors and exhibitors: To help foreign exhibitors and visitors with their visa application, business invitation application for overseas exhibitors and visitors can be visit by Visit-Invitation Letter.

13. Academic Papers and Technical Seminars

13.1 Subjects for academic papers and technical seminars:

- a) To secure food safety through food ingredients and additives and promote the development of the industry;
- b) New developments on the R&D of food ingredients and additives in the world;
- c) The application and development trend for food ingredients and additives in the world;
- d) Managerial experience on the production of food ingredients and additives in the world;
- e) The regulations, standards and management of food ingredients and additives in the world;
- f) Analysis, forecast of the industry trend and recommendations;
- g) Other papers on food ingredients and additives, or on equipment and food testing, etc.
- h) Development trend on food and beverage in the world and the research and paper on market of food ingredients and additives.

13.2 Submission and approval of academic papers

13.2.1 Submission: any exhibitors who are interested in submitting an academic paper, please email the Attachment 5 to cfaa202110@126.com before Jan. 3, 2025 and send content (Format: word) to cfaa202110@126.com before Jan. 27, 2025 for approval. Please note the subject of your email as "FIC2025 Academic Paper". Contact number is 010-59070332, Xuchen and Li Zhen.

13.2.2 Approval & Requirements: the academic papers will be approved by CFAA; once selected, they will be published free of charge on *FIC2025 Academic Papers*. If the academic paper is approved, the organizers will inform the author through email. Contacts: Ms. Xu Chen, Li Zhen.

13.3 Academic conferences and technical seminars

During FIC2025, we'll continue to hold academic conference and technical seminars, and we'll publish *FIC2025 Academic Papers*.

The academic conference will discuss the latest research findings and the rules and standards of both home and abroad. The organizers will invite experts and scholars to deliver speeches.

The technical seminars are held by exhibitors to publicize their products or techniques and open for application. The price for each session of the seminar is RMB 10,000. Each session lasts for three hours at most.

13.4 Time and location

13.4.1 Time:

Technical seminars: 09:15-12:00, 13:30 – 16:30, Mar. 17 and Mar. 18, 2025;
Paid broadband network and video conference are provided in meeting room.

13.4.2 Location: Meeting Rooms at NECC(Shanghai)

13.5 Submission and approval of applications for technical seminars

A) Submission: any exhibitors who are interested in holding a technical seminar, please log on website user login and send your application online before Jan. 3, 2025. Contact Person: Chen Yanyan, Tel: 010-59071335/59071336, Email: cfaa202110@126.com.

13.5.1 Approval & requirements:

B) Please refer to Attachment 4 for details.

C) You will receive a confirmation message after application.

D) Once your application is approved, we'll contact you to choose a conference room. The content of the seminar can either be in paper or in PPT form, and they will be published free of charge on *China Food Additives Journal – FIC2025 Academic Papers*. And please send your Publication to cfaa202110@126.com by Jan. 3, 2025. Contents received after Jan. 27, 2025 will not be published

E) The company who apply the technical seminar can get a free AD. in *FIC2025 Academic Papers*. The content of AD. (size:210mm*285mm; 300dpi, PDF or JPG) can be sent to cfaa202110@126.com before Jan.27.2025. Contents received after Jan. 27, 2025 will not be published.

14.Promotion

14.1 Exhibitor Highlights: To help publicity for new products & techniques: while filling out your company information online by clicking spotlight button, please highlight your new products or techniques, especially the ones that have filled the gap of the Chinese market or are world-leading. This information will be selected and publicized on various occasions before the show, such as news media, FIC official website and promotional brochures.

14.2 Website publicity: to better publicize the food additives and ingredients industry and FIC, and to help with before-show publicity of exhibitors, we have put all our exhibitors' information on Exhibitor Search for free publicity.

14.3 CFAA Official Wechat Account: to increase publicity of FIC, and to facilitate exchanges between the organizers, the exhibitors and professional visitors, CFAA have initiated Wechat Official Account to release FIC news, show programs, exhibitor information and visitor pre-registration information, etc. Please follow us on Wechat by scanning the QR code to get the latest news and information about FIC.

14.4 FIC Mini Programs and Mobile App: To better promote the exhibition and service exhibitors, we have initiated the FIC Mini Programs, and FIC APP. Users can scan the QR code to download FIC app, and real-time search exhibitors and exhibits information, exhibition activities, exhibition hall and booth location, FIC navigation, transportation and hotel reservation information and other expo-related information.

中国食品添加剂和配料协会
&食品添加剂和配料资讯网 www.cfaa.cn



各类广告条点击可直接进入公司门户网站,方便客户查询。

微信公众号



FIC展小程序
及FIC展APP



14.5 Professional media publicity: The organizers will publicize FIC and the industry on various professional media at both home and abroad.

14.6 Preparation of materials by exhibitors

14.6.1 Company and product profile shall be in both Chinese and English: as we are having more and more

professional visitors from overseas, to facilitate the visiting of them, we highly recommend that the company names appeared on the fascia board and the product profiles be in both Chinese and English. We have appointed *Talking China as our Translation & Interpreting* service provider. If you need this service, please refer to [Attachment 6](#) for details.

- 14.6.2** Materials preparation: according to past experiences, we may expect many visitors from both home and abroad, so exhibitors should bring enough promotional materials with you.

15. Advertising

- 15.1 Directory or the Official Exhibition Catalogue(bilingual) advertising & company logo/trade mark advertising:** 6,000 copies of the Catalogue will be printed and distributed to exhibitors. The deadline of advertisement application is Feb. 21, 2025.
- 15.2 Fair Bulletin (Chinese, 4 colors)advertising:**20,000 copies will be printed and sent to food producers and professional visitors in mainland China before the show The Bulletin is 210mm×285mm large. The deadline of advertisement application is Jan. 24, 2025.
- 15.3 Show Daily (Chinese, 4 colors) advertising:** one edition will be issued with being printed 20,000 copies and distributed to visitors free of charge on the show. The deadline of advertisement application is Feb. 21, 2025.
- Please send a fax of [Attachment 1](#) to exhibition office, and email to cfaa2013@126.com, and pay to the designated account.
- 15.4 Badge lanyard:** Exhibitors can price company logo or slogan is on the lanyard of a Visitor Badge. Please apply before Jan. 12, 2025.
- 15.5 Advertisement on visitor ticket and invitation:** Please apply before Jan. 24, 2025.
- 15.6 Advertisement on canvas bag and computer backpack:** Please apply before Jan. 12, 2025.
- 15.7 Advertisement on FIC official website:** the banner on the homepage is 200,000RMB, can be kept for one year. Ad. On Subpage is 30,000RMB and rolling sub-page Ad. is 5000RMB. Please send the advertisement to cfaa1990@126.com, and pay the fees to the exhibition account. The price can be referred to [Attachment 1](#).
- 15.8 On-site advertising:** to assist exhibitors in on-site publicity, we have several designated places where exhibitors can place advertisement. Please refer to [Attachment 1](#) or our website for detailed information.

16. Hotel & Travel Services

- 16.1** To meet the accommodation, need of exhibitors and professional visitors, and to provide better hospitality services, we have appointed Shanghai Jiecheng Holiday Travel Service Co., Ltd. as our official agent for hotels & travel. They will be responsible for hotel booking and reception. Please refer to [Attachment 3](#) for details.
- 16.2** Travel Services
- National Convention and Exhibition Center (Shanghai) is about 4.5 km away from Hongqiao Airport Terminal 1 and is about 2 km from Hongqiao Airport Terminal 2. It's about 60 km from Pudong International Airport which both can be reached by subway or taxi. It's about 6 km from Shanghai Hongqiao Railway Station and is about 25 km from Shanghai Railway Station. It is about 23 km away from Shanghai South Railway Station which can be reached by subway or taxi.
- 16.2.1** A) Taking Subway line 2 and getting out at exit No.4, 5, 6 of NECC(Shanghai), which is nearby Western Entrance, Hall4.1 and Hall5.1.
 B) Taking Subway line 17 and getting out at exit No.15,16 of NECC(Shanghai), which is nearby North Hall, Hall2.1 and Hall3.
- 2.1.1** Taxi: Please get off at Gate 10 of NECC(Shanghai), which is nearby North Hall, Hall2.1, Hall3.
- 2.1.2** Shuttle Bus: Please go in from Gate 9 and park in North Square.

Attachments:

Attachment 1 FIC2025 Advertisement Order

Attachment 2 FIC2025 Overseas Shipping Information

Attachment 3 FIC2025 Hotel & Travel Services

Attachment 4 FIC2025 Sample Application Form for Technical Seminar

Attachment 5 FIC2025 Receipt of Academic Paper

Attachment 6 FIC2025 Interpreter/Translator Hiring

Attachment 7 FIC2025 Booth Construction & Reservation Form for Furniture, Electricity, Water and Air Compressor

Attachment 8 Route for Trucks & Out of NECC(Shanghai) & Notice



Attachment 1 FIC2025 Advertisement Order

Company Name: _____ **Contact Person:** _____
Phone: _____ **Email:** _____

Please fill in the form and email it to the following address:
 Contact Person: Wang Yansong, Tel: 010-59795833, 1380104851
 Kang Li, Tel: 010-68396433, 13810551495
 Email: cfaa2013@126.com; st6@fi-c.com

Advertisement Order

No.	Item	Form	Size	Price (RMB)	Quantity	Cost (RMB)
1	Visitor Ticket	Mail to all the pre-registration and potential visitors.	216mm×96mm	30000		
2	Invitation		106mm×216mm	20000		
3	Fair Bulletin	Before-show publicity (to be sent to food producers and potential visitors in China in large quantities)	Full page, 4 colors 216 mm × 291mm	15,000		
4	Official Exhibition Catalogue	Inside full page, 4 colors	216 mm×291 mm	6,000		
		Inside full page, B/W	216 mm×291 mm	3,000		
5	Show Daily	2 Full page, 4 colors	426 mm ×291 mm	18,000		
		1 Full page, 4 colors	216 mm ×291 mm	15,000		
6	China Food additives Journal	Cover/Back Cover	216 mm×291 mm	10000/8000		
		Color Insert/Black&White Insert		5000/2500		
7	Official Website	Home Page Fixed Ad. on http://fic.cfaa.cn		200,000		
		Home Page Scrolling Logo		50,000		
		Sub-page Ad. or Sub-page logo Ad.		30,000/5,000		
8	Ad. on Visitor Badge Lanyard	Worn by all visitors during the show	920 mm×20 mm	50,000		
9	Ad. on Canvas Bag	Given out during the show		40,000		
10	Ad. on Backpack	Exhibitors, VIP buyers, and Professionals of technical seminars		50,000		

Notes: Please submit JPG/PDF file of 300 dpi and CMYK color model.

On-site Advertisement

No	Name	Location	Specification	Price (RMB/PC/Show period)	Max. Amount	Quantity	Total (RMB)
1	2A Floor back board	No. 6 exits of subway station	3m(H)×5m(W)	22,000	1		
2	2B Floor back board	No.4&No.5 exits of subway station	3m(H)×6m(W)	23,000	12		
3	4 North Square Floor back board	North Square	4m(H)×8m(W)	36,000	10		
4	18B North hall glass wall	Near Escalator of North Hall	10.85m(H)×8m(W) Clearable Stickers	65,000	17		
5	18D west hall glass wall	Outside glass wall of west hall	13m(H)×8m(W) Clearable Stickers	78,000	17		
6	19C South Square LED Screen	Glass wall of South Entrance	9m(H)×14m(W) Pixels:2304×3584	65,000/15 seconds	1		
7	27A Light Box	Truck-way between halls at 0m level	2.2m(H)×4m(W) Light boxes	8,800	15		
8	27B Light Box	Truck-way between halls at 0m level	2.34m(H)×3.91m(W) (9.15 m ²) Aluminium Light boxes	10,000	4		
9	29 Escalator body	Escalator of West and North Hall	1.5m(H)×14m(W) Clearable Stickers (position 8/9)	18,000	8		
			1.5m(H)×15m(W) Clearable Stickers (position 7/10)	20,000			
			1.5m(H)×13m(W) (position 5/6) 1.47m(H)×15m(W) (position 11/12)	16,000			
10	37 South Square LED Screen	South Entrance	3.95m(H)×27.18m(W) Pixels:1216×7680	40,000/15 seconds	1		
11	38C Hanging board on the walls of the open yard	Open yard of West Path	2.8m(H)×17m(W) (Position w3)	38,000	6		
			2.8m(H)×17m(W) (Position w6)	45,000			
			2.8m(H)×11m(W) (position w1/2/4/5)	28,000			
12	38E Hanging board on the	Open yard of North Path	2.2m(H)×12m(W) (position N3)	30,000	2		

	walls of the open yard		2.2m(H) × 13m(W) (position N4)	32,000			
13	56B NECC Plaza area LED	NECC Plaza area	2.98m(H) × 5.86m(W) Pixels:1152 × 2304	10,000/15 seconds	6		

Please provide:

- Files in JPG, TIF, or PDF form. If the file is in TIF or PDF form, please also submit a small JPG picture for double check.
- Required precision: outdoor airbrushing: 50dpi for size smaller than 20 m², 30-40 dpi for size bigger than 20 m²; 100-150 dpi for indoor advertisement.
- The size of the above-mentioned file is 1:1 to that of the airbrushing. If the airbrushing needs to be zoomed large, the precision needs to be multiplied correspondingly.
- NECC(Shanghai) needs to approve the content of the advertisement, so please send the files to the organizer 20 working days before the show so that the files can be submitted to NECC(Shanghai) for approval.

On-site LED Screen Advertisement

No	Form	Location	Size of LED Screen	Image Resolution	Showing time	Price (RMB)	Vacancies	Quantities	Cost (RMB)
A	9 Double-sides soundless LED color screens with 18 sides displayed simultaneously	Passageways on the 0-meter floor	8M × 1.2M Total size 260 m ²	2496 × 384 dpi(4/16) 1600 × 224dpi(1) 1984 × 288(2/3/5/6/7/14/15)	Loop play for 15s per appearance, more than 200 times a day	72,000/9 pieces/15 seconds	10		
B	Soundless LED color screens, altogether 6 screens with 12sides displayed simultaneously	Passageways on the 8-meter floors	10M × 2M 5/7/9/11)	1984 × 384 dpi(5)		60,000/6 pieces/15 seconds	10		
			10M × 1.5M 8/10/12)	2496 × 480 dpi(7/11)					
			Total size 250 m ²	2496 × 352dpi(6/8/12)					
C	Audio LED screens (1 Screen)	West Square (Near Hall Gate No. 7)	4m(H)x8m(W)	1280 × 640 dpi; Jpg/mp4	Loop play for 15s per appearance, more than 180 times a day	30,000/ piece//15 seconds	10		
D	Audio LED screens (2 Screens)	Both sides close to escalator of visitor registration hall in West Square	3m(H)x15m(W)	1792 × 352 dpi; Jpg/MP4		35,000/ 2 pieces//15 seconds	10		
E	Audio LED screen (2 Screen)	West side of North Square	10m(H)x6m(W)	1184 × 720 dpi;Jpg/MP4		35,000/ piece//15 seconds 60,000/ 2 pieces//15 seconds	10		

Notes:1. All advertisement materials can be in JPG or MP4 form.

2. MP4 file shall not exceed 10MB in size.The frame number does not exceed 24 frames/ second. Files in JPG shall not exceed 2MB in size and 72dpi.

Attachment 2 FIC2025 Overseas Shipping Information



第二十七届中国国际食品添加剂和配料展览会

FOOD INGREDIENTS CHINA 2025

17 – 19 MARCH 2025

NECCS, SHANGHAI, CHINA



海外展品运输指南 FORWARDING INFORMATION & SHIPPING TARIFF

Official Freight Forwarder

金怡国际展运有限公司

JES Logistics Limited

香港湾仔谭臣道98号运盛大厦26楼

26/F, Winsan Tower

98 Thomson Road

Wanchai, Hong Kong

电话 Tel: (852) 2563 6645

传真 Fax: (852) 2597 5057

电邮 Email: terruce@jes.com.hk

联系人 Ctc: Terruce Chan 陈国雄

Beijing Office

北京金怡展运展览有限公司

Beijing JES Logistics Limited

电话 Tel: (86-10) 6804 5900

传真 Fax: (86-10) 6804 5900

电邮 Email: sunliwei@jes.com.hk

联系人 Ctc: Sun Li Wei 孙立为

Shanghai Office

上海金怡展览服务有限公司

Shanghai JES Exhibition Services Limited

电话 Tel: (86) 130 0217 7110

传真 Fax: (86-21) 6656 9519

电邮 Email: jun@jes.com.hk

联系人 Ctc: Wang Jun 王俊

A. 海外展品运输指南 FORWARDING INFORMATION & HANDLING TARIFF

大会指定展品运输商 (香港, 境外展品)

金怡国际展运有限公司

Official Freight Forwarder
JES Logistics Limited

26/F, Winsan Tower

98 Thomson Road

Wanchai, Hong Kong

Tel: 852 - 2563 6645

Fax: 852 - 2597 5057

 Email: terruce@jes.com.hk

Ctc: Mr. Terruce Chan 陈国雄

国内联系单位

上海金怡展览服务有限公司

Shanghai office
Shanghai JES Exhibition Services Limited

Room 105, No. 4 Building,

785 Tie Li Road, Bao Shan District,

Shanghai, China 201999

Tel: 86 - 130 0217 7110

Fax: 86 - 21 - 6656 9519

 Email: jun@jes.com.hk

Ctc: Mr. Wang Jun 王俊

B. 运输指示及货运途径 SHIPPING SCHEDULE
1b. 境外展品到达上海 (海运及空运) Overseas shipment arriving Shanghai (for sea and air)
展品文件及到货日期 (上海) DOCUMENTS & CONSIGNMENT DEADLINES TO SHANGHAI

1. 海关审查文件 (展品清单表格 B)	最晚递交 Submission Deadline	
Customs documents for pre-clearance by sea & air (FORM B)		15 February 2025
2. 境外货品到达上海码头 (整箱)		
Overseas shipment arriving Shanghai port (FCL)		24 – 25 February 2025
3. 境外货品到达上海机场 (空运)		
Overseas shipment arriving Shanghai airport (AIR)		27 – 28 February 2025

货运委托书及展品装箱清单 (表格 A & B) 必须在货到前 3 个工作日 (电邮或传真: 852-2597 5057) 到我司香港办事处。所有展品必须按上述运货时间表抵达。晚于截止日期会加收 30% 的晚到附加费, 且不保证送货至展台时间。展品早于在收货期之前抵达将会产生额外仓储费用。Please email or fax us + 852 2597 5057 your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo. Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES Logistics will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incurred storage fee.

2b. 上海收货人 (海运或空运) CONSIGNEE IN SHANGHAI (sea and air)
境外展品直发至上海 Overseas shipment arriving Shanghai port / airport
Consignee (海运 by sea)
Sinotrans Eastern Company Ltd. Non-Trade
Logistics Division USCI: 91310115684076419B

 5th Floor, Sinotrans Shanghai Tower, 777 Guozhan

Road, Pudong District, Shanghai, China 200126

Tel: 86 - 21 - 2055 0263

Fax: 86 - 21 - 6521 4083

Notify Party
Shanghai JES Exhibition Services Ltd.

Room 105, No. 4 Building, 785 Tie Li Road

Bao Shan District, Shanghai, China 201999

Tel: 86 - 130 0217 7110

Fax: 86 - 21 - 6656 9519

 c/o **FIC 2025 - Shanghai**
2b. Consignee (空运 by air)
SSF / Sinotrans Shanghai Int'l Forwarding Co., Ltd.
USCI: 9131011579705737XH

904 No. 180 Ji Chang Ave., Pudong Int'l Airport

Notify Party
Sinotrans Eastern Company Ltd.
Non-Trade Logistics Division

 5th Floor, Sinotrans Shanghai Tower, 777 Guozhan

Shanghai, China 201202
 Attn: Mr. Lu Wei Wei /
 Tel: 86 - 21 - 6833 4798
 Fax: 86 - 21 - 6833 4796

Road, Pudong Distance, Shanghai, China 200126
 Tel: 86 - 21 - 2055 0263
 Fax: 86 - 21 - 6521 4083
 c/o **FIC 2025 - Shanghai**

3b. 提单上货物申报 DESCRIPTION OF GOODS

Please state in the OBL or AWB: Exhibition Goods. (for FIC 2025 - Shanghai)

请电邮或传真有关发货通知至香港金怡国际展运有限公司

Pre-advice should be sent to JES Logistics Limited (email or fax: 852-2597 5057) as soon as available.

- ◇ 展品收货人名称请按此标准填写, 不得写具体人姓名. 同时谨记不要将展览会或展馆名称, 参展商及主办单位作为收货人, 以免提货困难及延误到场布展, 若需更改收货人名称将会加收附加费. Neither freight to be shipped to another consignee, nor is freight to be shipped and consigned to the exhibitor himself c/o the exhibition. Additional charges will be incurred for any wrong consignee details.

- 4b. 文件 DOCUMENTS** (申报清单文件的重量必须与海运提单或空运单相同 Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB) 请把下列清关文件必须在货到前 3 个工作日电邮或传真到我司办事处. Please email or fax us the following documentation to consignee at least 3 working days prior to the arrival of shipment.

电放海运提单	(Surrendered Ocean Bill of Lading)	(1份 copy)
空运直达提单	(Master Airway Bill)	(1份 copy)
委托书, 表格 A	(Form A)	(1份 copy)
展品清单, 表格 B	(Form B)	(1份 copy)
保险单, 已投保	(Insurance Policy, if insured)	(1份 copy)
海关审查产品目录及小礼品	(Catalogues & Souvenirs for customs censorship)	(2份 copies)

5b. 货运预告 PRE-ALERT

- i.) 海运 - 请确保货物抵达目的港口前 3 个工作日, 电邮或传真 1 份电放海运提单及 2 份展品清单 (**表格 B**) 给收货人. Sea shipment - 1 copy of surrendered Ocean Bill of Lading plus 2 copies of List of Exhibits **FORM B** must be email or facsimile to consignee at least 3 working days before shipment arrives.
- ii.) 空运 - 办理货物托运时, 请附加 2 份展品清单 (**表格 B**) 与空运单正本一起发运. 并在货物抵达机场前时内电邮或传真空运提单及展品清单给收货人. Air shipment - Original AWB and HAWB plus 2 copies of List of Exhibits **FORM B** must be attached to all air shipments and email or a facsimile advice giving AWB no. and details of consignment must be sent to us at least 48 hours prior to the arrival of cargo.

C. 来程费率 FREIGHT HANDLING TARIFF - INWARD MOVEMENT

展品来自境外 / 香港 FREIGHT FROM OVERSEAS / HONG KONG

按一般展示用品 FOR GENERAL EXHIBITS & DISPLAY ITEMS ONLY.

食品添加剂按个别要求须另行报价.

FOR FOOD INGREDIENTS ITEMS, TO BE QUOTED UPON REQUEST.

1. 基本费及文件通讯费

Basic service charge (communication & documentation fee)

报关手续费

Customs clearance handling charges

US\$ 75.00 / exhibitor / consignment

展商 / 票货

US\$ 75.00 / exhibitor / consignment

展商 / 票货

2. 展品从境外至上海口岸费率

Overseas shipment arriving Shanghai

展品由上海码头或机场提货至展台就位.含海关清查,协助开箱及空箱材料移到馆外存放处.

From free arrival Shanghai port or airport delivery up to exhibition stand including customs clearance, assistance with unpacking, removal empty cases to the on site storage place.

海运拼箱 LCL

US\$ 135.00 / cbm 立方米

min 2 cbm / exhibitor / consignment

最低收费 2 立方米 / 展商 / 运次

海运整箱 FCL

min 23 cbm / 20' GP container

min 46 cbm / 40' GP container

➤ 海运拼箱须加收附加费及货代分运单费用另计.

20' 标准集装箱最低收费按 23 立方米

40' 标准集装箱最低收费按 46 立方米

Surcharges will be imposed for handling LCL shipments.

空运 Air

US\$ 1.45 / kg 公斤

min 250 kgs / exhibitor / AWB

➤ 只限航空公司直达总运单 **On Direct MAWB only.**

最低收费 250 公斤 / 展商 / 票货

✧ 境外展品运至上海仅属临时进口性质, 按上海海关的规定办理展品进口手续时, 货主须交纳货价 CIF 之 30% 海关的临进保证金. 如展品清单 (表格B) 所列价值偏低, 海关有可能对货物重新估价计算保证金. 代货主暂交纳有关临进保证金, 计算以展品抵达上海口岸日期为期 3 个月, 收取保证金的3%垫付息, 最低收费 US\$60.00 按每展商每运次. For all goods imported to Shanghai on temporary entry basis, the temporary customs bond fee payable is 30% of declared CIF value on LOE (Form B). Declared value is subject to the final assessment and approval by the customs. To apply for temporary bond fee on behalf of a shipper, we shall levy 3% outlay interest fee on the shipment CIF value for the first 3 months and subject to adjustment in later months. A minimum charge of US\$60.00 applies per exhibitor per consignment.

3. 超重或超限度附加费

Overweight / oversized cargo handling surcharge

a. Weight of each single package over 2000 kgs 每件展货物重量如超于 2000 公斤

2001 kgs - 4000 kgs 公斤

US\$ 8.00 / 100 kgs 公斤

4001 kgs - 5000 kgs 公斤

US\$ 10.00 / 100 kgs 公斤

Over 5001 kgs 公斤以上

to be quoted upon request 另作报价

b. 每件货物如体积超于 (长) 300 cm, (宽) 220 cm 或 (高) 220 cm

Size of each single package over L 300 cm, W 220 cm or H 220 cm

单一展品限度数值超过上述所列的体积, 均视为超限. 则需加收 US\$20.00 立方米超限附加费.

If one dimension exceeds the above, surcharge of US\$20.00 / cbm will be imposed.

4. 可供选择额外服务 (如需)

Others (where applicable)

a. 清单翻译费

US\$ 6.00 / page 页

- Translation of list of exhibits min US\$ 35.00 / exhibitor / consignment
最低收费 US\$ 35.00 / 展商 / 票货
- b. 海关监管仓费用 US\$ 18.00 / cbm / day 立方米 / 天
Storage charges in bonded warehouse min 1 cbm / day / exhibitor / consignment
最低收费 1 立方米 / 天 / 展商 / 票货
- c. 上海码头, 机场处理费 (实报实销)
Terminal handling charges (Shanghai) at cost
➤ 不包括货运站处理费, 理货费, 仓库杂费, 滞箱费, 换单费及车场登记费, 需按实际发生额支付相关费用。
All THC / CFS, D/O fee, OBL / AWB documents, container detention fee, consolidators fee, gate charges, demurrage, warehouse registration fee etc. (if any) incurred in the pick up location will be billed according to actual expenses.
- d. 从上海堆场提取或回运空集装箱费用 US\$ 350.00 / 20' GP container 标准集装箱
Return empty container to / from Shanghai depot US\$ 530.00 / 40' GP container 标准集装箱
➤ 从扬山港码头提取集装箱, 将加收附加费 US\$300.00 / 20' 标准集装箱或 US\$400.00 / 40' 集装箱。
Surcharge for FCL directly to Shanghai Yangshan port will be US\$300.00 / 20' GP & US\$400.00 / 40' GP / HC container.
- e. 更改直达总运提单收货人或分运单附加费
Surcharge for incorrect consignee on direct MAWB US\$ 120.00 / exhibitor / consignment
shipment sent under HAWB 展商 / 票货
- f. 商检费 US\$ 20.00 / cbm 立方米
Merchandise inspection fee min 1 cbm / exhibitor / consignment
最低收费 1 立方米 / 展商 / 票货
- g. 报检预入录费 US\$ 100.00 / exhibitor / consignment
EDI customs handling fee 最低收费 US\$ 100.00 / 展商 / 票货
- h. 检疫费 (木箱 / 木托盘) US\$ 20.00 / item 件
Quarantine inspection handling service min US\$ 130.00 / exhibitor / consignment
(carton with wooden packing materials & case) 最低收费 US\$ 130.00 / 展商 / 票货
US\$ 280.00 / 20' GP container 标准集装箱
US\$ 380.00 / 40' GP container 标准集装箱
➤ 境外展品如需在国内进行检疫熏蒸及消毒费用按报实销。
The cost of quarantine treatment such as fumigation and disinfection will be collected as per actual expenses.
➤ 申请食品添加剂检验报告(如需), 时间约14个工作日. 检验费用将实报实销。
Application of food ingredients for testing (if required) takes 14 working days. The cost of testing fee will be billed according to actual expenses.
- i. 境外展品留购或申请转关函手续费用, 以便按其服务要求个别的安排及报价。
Sold / donated goods in Shanghai or preparation of customs envelope for freight transfer to / from other exhibition (if required) an individual handling charges will be given upon request.

- j. 展品从香港提货至上海货运费用如需, 可向我司索取有关服务的报价。
Cargo pick up in Hong Kong (if required) an individual handling charges will be given upon request.

D. 回程费率

FREIGHT HANDLING TARIFF - RETURN MOVEMENT

回程与来程收费相同


Same as inward movement above with reversed services.

如需开具体的人民币发票, 所有上述收费项目须相应加收 6% 增值税。

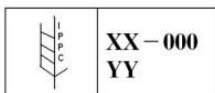
All above service charge will be plus 6% for VAT RMB invoice. (where applicable)

E1. 货物熏蒸 FUMIGATION

所有木质包装货物 (如木箱、木托盘、木架) 必须要熏蒸。箱外要有以下标记 All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing.

- | | |
|--|--|
| ■ <国际植物保护公约> 英文缩写 IPPC 印记 | IPPC logo () |
| ■ 国际标准化组织 (ISO) 规定的 2 个字母国家编号 | ISO country code (XX) |
| ■ 输出国家或地区官方植物检疫机构
批准的木质包装生产企业编号 | License no. assigned to
the company that fumigated |
| ■ 确应的检疫除害处理方法, 如溴甲烷熏蒸为 MB,
而热处理为 HT | Fumigation method
HT or MB treatment used |

熏蒸标记 SAMPLE OF MARKING



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

E2. 海关查验 CUSTOMS INSPECTION

上海海关规定所有展品必需在展馆现场开箱查验, 查验时如发现装箱清单与货物不符, 货物将会被海关扣留或没收而不能如时送到展台, 所有责任由参展商自负。按海关查验科的要求, 所有展品装箱清单必须填写准确货物名称, 机械品牌, 型号, 机身编号及其组装配件和件数, 均须如实申报。为方便海关现场查验, 所有机械展品必需提供说明书及其组装配件的相片附装箱清单(表格 B)。The Shanghai customs are strict and through in their inspection of goods. All packages can be expected to be opened and contents checked against the List of Exhibits (Form B). Exhibitors must provide us with the brand name, model number, serial number of machine and quantity of equipment / parts in the List of Exhibits form. Please ensure that the brand name, model number or serial number can be found on the machine and equipment itself to facilitate customs inspection. In order to obtain early release of goods from customs, machine catalogues or photo of equipment / parts must be attached with List of Exhibits.

E3. 宣传资料及小礼品 CATALOGUES AND PUBLICITY MATERIALS - CENSORING

产品目录及小礼品, 例如: 原子笔, 钥匙圈, 宣传资料等等.. 此类物品若在展览会期间散发必须由中国

海关

审核其数量及价值或征税后才可派发. 请展商提交 2 份各项散发样品供海关审查. 海关审查费 US\$25.00 / 项 / 展商. 严禁光盘, 记忆棒与杂志进口作展览用途, 须申领特别许可证. Brochures and souvenirs items are permitted entry into China giveaways e.g., souvenir (i.e., pens, key chains, note pads etc.) with reasonable quantities and low value may be duty-exempted. It is, however, subject to China customs approval. Therefore, all exhibitors should prepare an envelope containing 2 samples of each giveaway items for censoring. Customs censorship handling charges US\$25.00 per item / exhibitor. Please do not send CDR, USB and magazine to the exhibition, as special permit is required.

E4. 展品包装, 现场开箱或装箱 **PACKING, UNPACKING OR REPACKING ON -SITE**

由于在运输途中所有展品将经过多次装卸, 开箱查验和展览会后重新包装, 馆外或货场暂存. 因此包装箱必须要结实以便保护展品不会破损以及雨淋. 展品可使用结实木箱或铝箱包装并适合反复装卸, 纸板箱不适宜长途运输. 所有包装箱内须有防水, 防潮或真空包装并在箱外注明易碎展品包及注明向上防压标志. 在进出馆期间, 我司会协助参展商开箱就位及会后装箱等服务. 请参展商安排有关人员现场督导回运装箱, 对于包装箱已经破损, 残旧或无包装材料的回运展品, 如货物发生破损, 短缺, 丢失等情况, 参展商并应对该操作负有全责. 无包装的回运展品如非由整体装集装箱载运, 我司不会安排配载. Please ensure your equipment is packed in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Shocking and bumping will sometimes be inevitable and cases may be placed in open air storage without cover, therefore exhibitors must take the necessary precautions against damage and rain. We will assist in physical unpacking and installation of exhibits; however, exhibitors must supervise and be responsible for those operations. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the contents against damage and or moisture compared with the original. Exhibitors should therefore bear the responsibility for any consequences arising therefrom. We will not arrange stowage for no packaging of the return exhibits if not by the full container load.

FOOD INGREDIENTS CHINA

E5. 超重或超大件展品 **HEAVY AND OVERSIZES EXHIBITS**

有重型展品及单一体积超过 1000 公斤或 5 立方米及其需用汽车吊和铲车在展场组装的展品之展商须及早到达展场, 以便指导重型展品的拆箱和就位. 如需用汽车吊和铲车来对这些超重或超大件展品的拆箱就位和安放, 展商必须提前与我们联系及提供详细的超重或超大件展品示意图以便我司展场操作. 展商如有需要, 可向我司索取有关服务的报价. This applies to any single exhibit in excess of 1000 kgs and 5 cbm, that requires the use of a forklift or mobile crane for installation. Exhibitors with heavy and oversized exhibits must be on-site early to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

E6. 回运展品 **RE-EXPORT**

在展览会闭幕前, 我司会派发展品回运委托书给各参展商填写展品回运方式. 复出口的海关及检验检疫手续至少需要 14 个工作天的时间. 如有任何急需回运或转展的展品, 请参展商务必事先向我司提供相应运输时间和特别的安排. 若不按照此程序, 我们只能于展览会结束后办理. Disposal and forwarding instructions will be discussed with you during the course of exhibition. Re-export formalities will require at least 14 working days. Therefore, please do not make any plan on receiving the exhibits soon after the exhibition. We hold no liability for when the exhibits would be back to the desired final destination after the exhibition closes. If you need the exhibits to be re-exported urgently or transfer

to other exhibitions, please contact our on-site representative of your request as applicable.

E7. ATA 单证册 ATA CARNET

展品临时进口中国可用 ATA 单证册. 但展品不能在中国出售或留购, 必须在展览会闭幕后原数复出. ATA 进出口单证报关费 US\$450.00 每运次. To co-ordinate the complete process of temporary import by ATA Carnet is US\$450.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.

E8. 留购展品程序 SOLD CARGO PROCEDURE

展馆为海关监管场地, 所有展品必须得到海关许可, 才可移离展馆. 展商如欲将展品留购, 可通过大会指定运输代理向海关申请暂存保税仓, 以便办理有关正式永久性的进口手续, 限期为 30 天. 如遇特殊情况, 并得海关同意, 可作申请延期. 如未能在限期完成, 有关展品必须复运出口. 在申请手续期间, 所产生之费用, 如移离货品到保税仓运费, 仓存费, 有关课税, 展商须要自行承担. 如有需要, 展商须提供有关销售合同, 以便海关计算税值. The exhibition venue is a custom bonded area and no cargoes may be removed without the permission of Chinese Customs. For sold cargoes, the exhibitor is allowed to sign contract and sell cargoes during or after the show. It is, however, subject to Customs approval. The exhibitor will have 30 days from the date of the show end to find out the buyer or complete the transaction. After this deadline, the shipments have to be re-exported out of China unless there is an extension permit from authorized organization. Sold cargoes will not be released until all taxes and customs fees have been paid by your buyer. It is likely that your exhibits will need to be repacked and removed to the customs bonded warehouse until all necessary domestic customs formalities have been finalized. Sold cargoes pending for import license will be delivered to the customs bonded warehouse. All charges will be for the exhibitor account. A sales contract is required by the Customs in order to calculate duties / taxes if any.

E9. 保险 INSURANCE

我司的货运收费是以展品的体积或重量收取, 而不是按展品的价值来计算. 因此, 所收取的费用不含保险费在内. 为维护参展商权益, 展商应自行购买展品的全程保险 (建议通过由中国人民保险公司为代理的保险公司办理保险), 包括展期内保险及责任事故的保险. 展商请备妥保险合同正本或其副本, 以备可能在展览会现场发现短少, 残损时申报检验之用. Please note that our freight charges do not include insurance coverage and all work is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period), preferably through a company of which the People's Insurance Company of China is the agent in China. For routing of shipments, it is advisable to cover insurance both by air and surface (sea / road), as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to China. It will be useful in case exhibitors require filing a claim for damage or loss in China.

E10. 付款条款 PAYMENT TERMS

使用金怡公司或其指定代理的展商, 将会收到金怡公司或其指定代理的付款通知发票; 没有通过金怡公司或其指定代理的展商, 必须在展览结束前, 付清全额费用. Companies using JES Logistics or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us either on-site at the exhibition or in Hong Kong before the close of the exhibition.

F. 注意事项 IMPORTANT NOTES

1. 展览会布展进出馆日期按主办单位最后通知为准, 布展日期如有所调动将可能不再另行通知. 确切运输路线视乎当时可适用的运输情况下为准. The exact move-in / move-out schedule is subject to the Organizer's final arrangement and subject to change with or without prior notice. The exact routing is subject to availability.
2. 货物转展, 展商需要预先向我司提供相应运输时间和安排. 因所有转展或回运展品只能在完成海关清关及

检验检疫手续后约 14 个工作天的时间. All return shipments will only be arranged when all customs clearance

procedures are completed and all exhibits handed over to us. As the demand for transportation facilities in China is great, exhibitors must not make any plan on receiving exhibits soon after the exhibition, since it may take over 14 working days for re-export.

3. 建议参展商不要把境外展品船运拼箱 (LCL) 发运到上海码头, 因清关时间与商检查验会比较长及手续烦覆. 海运拼箱须加收附加费 US\$95.00 / 立方米 / 展商. Exhibitors are not advised to send sea shipment by (LCL) to Shanghai directly. The customs clearance time is not predictable. Surcharge for LCL shipment is US\$95.00 / cbm.
4. 空运货体积、重量按 6:1 换算 (1 立方米 = 166.7公斤), 对于空运单的重量收费按择大计收. 海运、陆运货按 1 立方米或 1000 公斤收费, 按择大计收. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater. The charges for sea / land cargo is based on 1 cbm or 1000 kgs whichever yields the greater.
5. 无外包装展品将在可以接受运载的情况下则需另加收 20% 的额外附加费. 对无外包装的展品如发现短少或残损, 金怡公司及其代理对此将不负任何责任. Unpacked cargo – there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.
6. 所有境外展品的往返空运或海运提单运费, 必需 “运费预付”, 若由我司代垫付运费后, 将收取 10% 作为附加费用. All cargo must be sent with Freight Prepaid for inward movement a 10% surcharge will be imposed for any shipment sent with Freight Collect.
7. 如展品属于危险品, 将在可以接受运载的情况下则需另加收 100% 的额外附加费. Dangerous goods - there is a 100% surcharge will be levied and the carriers will only accept dangerous cargo subject to availability.
8. 大件展品如需用吊机摆放就位, 展商需要向我司提供相应细节及就位图以便操作. 租用起重设备的价格将视乎当时可适用工具的要求报价. Companies requiring assembling or lifting equipment for erection of exhibits (positioning is included in the basic price) are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
9. 对于进馆的展品, 可能有一段时间之间展品运送到展台与展商到达展台的时间会有时间差别. 类似的情况, 对于出馆的展品, 会有可能展商完成了展品包装但是我司或其分包商不能马上到展台上收货. 在这种情况下, 而展商先行离去, 展品将留在展台无人看管. 发生破损、短缺、丢失等情况, 我司及其分包商将不会承担任何责任, 或者展品送到展台后发生损坏、短缺, 也不是我司及其分包商所承担的责任. 因此, 在展台接货的时候, 我司或其分包商将核对展商提交的装运清单与实际展品是否有差异. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor's representative at the booth. Similarly, relative to out-going shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that the Company and its sub-contractors are not liable for the loss of disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are the Company and its sub-contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to the Company or its sub-contractors

by Exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.

10. 我司的货运收费是以展品的体积或重量收取, 而不是按展品的价值来计算. 因此所收取的费用不含保险费在内, 为维护参展商权益, 展商应自行购买展品的全程保险 (建议通过由中国人民保险公司为代理的保险公司办理保险) 包括展期内保险及责任事故的保险. 展商请备妥保险合同正本或其副本以备可能在展览会现场发现短少或残损时申报检验之用. Please note that our freight charges do not include insurance coverage and all work is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period), preferably through a company of which the People's Insurance Company of China is the agent in China. For routing of shipments, it is advisable to cover insurance both by air and surface (sea / land), as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to China. It will be useful in case exhibitors require filing a claim for damage or loss in China.
11. 所有费率在非我司控制的特殊因素影响而情况下, 将会有所调整, 汇率变动, 燃油涨价, 运费增加, 保险费增加等等. 任何上述以外的货运服务, 展商必须预先通知我司, 以便按其服务要求个别的安排及报价. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges adjustments insurance premiums or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee. For additional services not listed above, an individual quotation will be given upon request.
12. 请各展商必须仔细阅读本运输指南并严格遵守上述各项条款. 我司所提供的一切服务和经营活动皆遵照金怡公司标准 营业贸易条款进行. 若要查阅我司标准营业贸易条款, 请登入 www.jes.com.hk 或备索. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site www.jes.com.hk or contact us for the details.

境外展品托运 / 货运预告 (表格 A)

我司现委托大会指定展览品运输承运商 **JES LOGISTICS LIMITED** 金怡国际展运有限公司, 负责处理及安排我司展品的运输事项及海关, 商检开箱查验事项. 我司保证所申报的货物内容均属实, 如因不属实出现的一切后果及额外费用则由我公司承担. 所有的费率是按照展览品的体积或重量来收取与展览品的价值及保险无关.

a. 我司展览品将委托金怡展运用以下方式运抵上海:

1. 展品自发海运到上海接货至展台就位 海运整箱 (FCL) 来程 回程

2. 展品自发空运到上海接货至展台就位 空运 来程 回程

b. 金怡展运能为您提供全程货运保险包括展场的水险和火险. 请选择下列您所需要投保的项目:

1. 来回程保险包括展场 (投保额: _____): 投保时之保费金额为 0.6%

2. 单程保险包括展场 (投保额: _____): 投保时之保费金额为 0.35%

◇ 最低收费每投保单 US\$60.00 (每次事故绝对免赔额为投保额的 US\$630.00 or 10% 按货物类别而定)

3. 我司会自行安排购保险. 请在对应的方格内画

我司保证所申报的货物内容均属实, 如因海关或商检查验时发现展品清单与货物不符, 展品会被扣留或没收所有责任由我司自负。而产生任何额外的费用或罚款则由我司承担全数支付。

展 商 名 称 : _____ 展 台 号 : _____

地 址 : _____

联 络 电 话 : _____ 传 真 : _____ 电 邮 : _____

公司盖章及签署 : _____

姓名及职位正楷书写 : _____ 日期 : _____

TRANSPORT ORDER / SHIPMENT PRE-ADVICE (FORM A)

To: JES Logistics Ltd (email or fax no. + 852 2597 5057)

We hereby authorize JES Logistics Ltd to deliver our exhibits as per the attached List of Exhibits to the exhibition and to unpack our cargo for customs inspection. All the charges are on our accounts and insurance coverage is not included.

a. Our exhibits are to be transported to destination country as follows: please tick where applicable

From abroad to Shanghai by:

- 1. sea (FCL) inward return
- 2. air inward return

b. JES Logistics Ltd is pleased to provide all risks insurance coverage including exhibition risks. Please simply choose the coverage below:-

- 1. Round trip insurance coverage (insured value: _____) 0.6% on total sum insured
- 2. Single trip insurance coverage (insured value: _____) 0.35% on total sum insured

◇ Min. charge US\$60.00 policy (Deductible US\$630.00 or 10% on adjusted value on every claim / loss)

3. We will arrange the insurance coverage by ourselves. please tick where applicable

We certify that our List of Exhibits attached is true and correct. We will be fully liable if the customs find any discrepancy or any cargo

not declared. Any additional costs or penalty incurred will be on our account.

Exhibitor: _____ Booth No: _____

Address: _____

Contact No Tel: _____ Fax : _____ E-mail:

Authorized Signature with Company stamp

Date: _____

Name in full and Business title



Charging standards and services with the indicated hotel of FIC2025

序号 No	酒店 Hotel	房型 Type	美金 USD	地址 Address
1	PRIMUS Hotel Shanghai Hongqiao ☆☆☆☆☆	Superior room	\$205	No.100 Lane1588, Zhuguang Road,Shanghai,China
2	The QUBE Shanghai Hongqiao ☆☆☆☆	Superior room	\$170	No.188 Lane 1588, Zhuguang Road, Shanghai, China
3	InterContinental Shanghai NECC ☆☆☆☆☆	Superior room	\$270	No.1700 Zhuguang Road, Shanghai, China
4	Metropark Hotel Hongqiao Shanghai ☆☆☆☆	Superior room	\$115	No.299Lane1, Xumin Road, Shanghai, China
5	Kew Green Hotel Hongqiao Shanghai)Road ☆☆☆☆	Superior Room	\$89	No.388, Panlong Road, Shanghai,China

【Reservation notice】

- 1、 The payment of the hotels including breakfast(BF), service charge,urban construction fee
- 2、 Please send the reservation to the mail of Shanghai Jiecheng Holiday Travel Service Co. Ltd before **9 Mar.,2025**. We will advise you on mail as soon as possible.
Booking mail: finatang@jcts.sh.cn; jerrycai@jcts.sh.cn
- 3、 Please pay all charge of the payment within 3 days after you receive our confirmation.
- 4、 Please guarantee at least two room nights during the period of the EXPO.
- 5、 Once your reservation has been confirmed by the hotel, non-cancelled and non-refund.
- 6、 Remitting bank shall be borne by your company.
- 7、 Please pay 6% tax if you need value-added tax special invoice.
- 8、 We only provide invoice confirmation for the international exhibitors, no tax invoice.

FIC2025 HOTEL BOOKING(Form)

International booking

TO: JCTS

FAX: 021-62308627

Company		Contact	
Telephone		Fax	
Mobile phone		E-mail	
Name of hotel			
Style of hotel		Number of rooms	
Date of Check-in		Date of Check-out	
Remark			

Reservation notice

(1) Please fill in the FIC2025 Hotel Booking Form and send to tinatang@jcts.sh.cn or jerrycai@jcts.sh.cn before **Mar. 9, 2025**.

Confirmation will be provided according to the full payment received. Add 6% invoice tax if value-added tax invoice needs to be provided.

Name of Company: SHANGHAI JIECHENG HOLIDAY TRAVEL SERVICE CO.LTD

Account Number: 1001210009024883737

Bank: 022100—CHANGSHOU ROAD BRANCH OF SHANGHAI ICBC

License Number: L—SH—GH638

Registration Mark: 3101072009044

Telephone: +86-21-62319797, 62308636 FAX: 021-62308627

(2) According to hotel set, 2 room nights should be guaranteed, please contract Jerry due to any changes or cancels.

(3) Check-in with your identification or passport.

(4) Contact time: 09:30am-17:30 pm, Monday to Friday

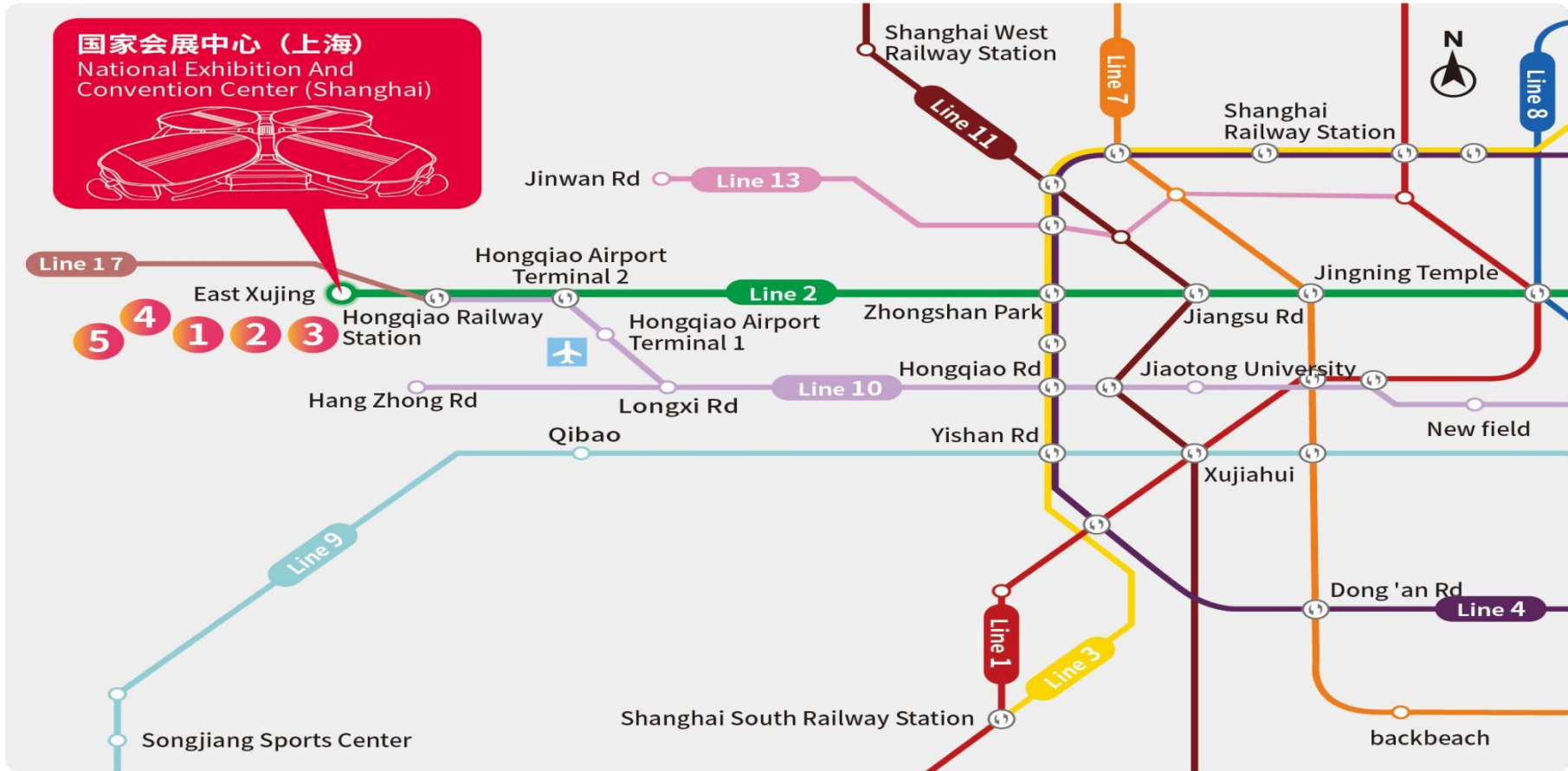
(5) Hotline: +86-21-62319797; Contact person: jerrycai@jcts.sh.cn Fax: 021-62308627
 Arrange same level hotel if original hotel is not available.

Remark:

- 1、 The payment of the hotels includes breakfast, service charge, urban construction fee.
- 2、 The shuttle-bus from hotel to venue will be free during three days period except special remarks.
- 3、 Two room-nights must be ensured with the deposit of whole payment during exhibition period. Shanghai JieCheng holiday travel service co., ltd. will provide reserve confirmation if the cost payment is received.
- 4、 We shall arrange rental bus and city tour according to your requirements.

国家会展中心（上海）交通及指定酒店位置示意图

Map of the Transportation and Hotels for the NECC (Shanghai)



- 1 上海虹桥绿地铂瑞酒店 (诸光路1588弄100号) ☆☆☆☆☆**
PRIMUS Hotel Shanghai Hongqiao (No.100 Lane1588,Zhuguang Road,Shanghai,China)
- 3 国家会展中心洲际酒店 (诸光路1700号) ☆☆☆☆☆**
InterContinental Shanghai NECC (No.1700 Zhuguang Road , Shanghai, China)
- 5 上海虹桥睿景酒店 (上海青浦区蟠龙路388号) ☆☆☆☆☆**
Metropark Hotel Hongqiao Shanghai (No.299Lane1,Xumin Road, Shanghai, China)

- 2 上海虹桥绿地铂骊酒店 (诸光路1588弄188号) ☆☆☆☆☆**
The QUBE Shanghai Hongqiao (No.188 Lane 1588, Zhuguang Road , Shanghai, China)
- 4 上海虹桥维景酒店 (上海青浦区徐民路299弄1号) ☆☆☆☆☆**
Kew Green Hotel Hongqiao Shanghai Road (No.388, Panlong Road, Shanghai,China)

Attachment 4 FIC2025 Sample Application Form for Technical Seminar

Please login on www.cfaa.cn and submit online

FIC2025 Application Form for Technical Seminar (Sample Form)

Special Tip: Please login on www.cfaa.cn and submit online

(The price for each session of the seminar is RMB 10,000)

Company (Chinese)			
Company (English)			
Nationality		FIC2025 Booth No.	
Title	Chinese:		
	English:		
Main contents (within 500 words)			
Keywords			
Contact information:			
Name			
Company Name			
Address			
Mobile phone		Telephone	
E-mail		Wechat/QQ	
Keynote speaker information:			
Name			
Company Name			
Position/Title			
Research area/Major job			
Mobile phone			
E-mail			

Notes:

1. Please submit online before Jan.3, 2025. The meeting room will be chosen after the theme of seminar is approved. The contact person is Ms.Xu Yan; Tel: +86-10-68396039 Fax: 010-68396422
2. Please send the whole paper to cfaa202110@126.com before Jan. 27, 2025, if approved. The paper will be published on *FIC2025 Academic Papers*. Contents received after Jan. 27, 2025 will not be published
3. All approved companies can send a free one-page advertisement (300 dpi, 210*285mm of size for PDF or JPG format) to cfaa202110@126.com before Jan. 27, 2025 and release on *FIC2025 Academic Papers* for free. Contents received after Jan. 27, 2025 will not be published

Attachment 5 FIC2025 Receipt of Academic Paper

Title	Chinese(required):
	English(required):
Content:	
Keywords:	
Profile of the author	Please write in order the author's name, company name, year of birth, gender, position/title, research area or the major job he/she engages in.
Contact of the author	Please write in order the author's name, telephone, mobile phone, fax, email, address, and zip code.
Contact of the liaison person	Please write in order the following info of the contact person: name, company, telephone, mobile phone, fax, email, address, and zip code.

Note:

1. Please email this form to cfaa202110@126.com before Jan. 3, 2025 and the whole paper (Format: word) before Jan. 27, 2025. If approved, the paper will be published on *FIC2025 Academic Papers*. Please note the subject of your email as “FIC2025 Academic Paper”. Tel: +86-10-59070332, Contact Persons: Ms.Xuchen, Ms.Lizhen.
2. Please make sure that the title, author, company, abstract and keywords are in both Chinese and English. The format of academic paper can be referred to China Food Additives Journal.

FOOD INGREDIENTS CHINA 2025

Mar. 17-19, 2025

TRANSLATOR HIRING

Deadline: Mar. 3, 2025

Please return this form to the following address:

Talking China Language Services

Address: Rm. Floor 8, Xin'An Building (East Tower), No. 200 Zhenning Rd., Shanghai 200040, P.R.China
 Tel: +86-21-62473159,13817274775
 Fax: +86-21-6289 4308
 Email: miki.hu@talkingchina.com

We require the translators as follows:

Language	Normal Rates USD/ per source word	Word Amount (K)	Date (From)	Date (To)	Cost USD
1. English-Chinese	USD 0.055	_____	_____	_____	_____
2. French/Germany - Chinese	USD 0.070	_____	_____	_____	_____

Total: USD _____

NOTE:

For quotations of translating other languages than the above, please contact Talking China Language Services Co., Ltd for details. Talking China can also provide to you: 1) other languages 2) DTP and printing; 3) VCD transcription and pot-production.

Working Process and Payment:

- a. Working Process: Clients Inquiry → Talking China Account Executives provide solutions → Contract → Talking China AE makes arrangement.
- b. Payment Term: All orders for translation service shall be submitted and then 100% paid to Talking China International Corporation directly.
- c. In case of payment by foreign currency remittance from overseas, all the bank charges shall be borne on the client, i.e. the remittance finally got by Talking China shall be the FULL amount of the contract price. Otherwise the client shall compensate the deficient part.
- d. The order shall be faxed to Talking China with an E-mail notice and Talking China will sign and send it back. Once the order is signed and the translation fee is received, Talking China will arrange translators.

Bank details:

RMB & US\$ Account No.: 1001267609206924829
 Account Name: Talking China Translation Services Co., Ltd.
 Bank Name: Industrial and Commercial Bank of China Shanghai Branch Bank Jing'an Sub-bank
 Yanpinglu Small Branch
 Bank Address: No. 396, Yan'an Rd.(W), Shanghai, P.R.C.
 Swift Code: ICBKCNBJSHI

Signed by Talking China Representative: _____ Date: _____

The following blanks are to be filled by companies requesting translators. Handwritten filling is not accepted.

Authorized by:	
Company: _____	Booth No.
Contact person: _____	Position: Mobile: _____
Tel: _____	Fax: _____
Email: _____	
Signature: _____	Date: _____

Attachment 7 FIC2025 Booth Construction & Reservation Form for Furniture, Electricity, Water and Air Compressor



17th - 19th MARCH, 2025

BOOTH CONSTRUCTION SPECIFICATIONS

Official Stand-building Contractor:

We have appointed AFU EXPO (ShangHai) SERVICES CO., LTD. as our official stand-building contractor to provide following services:

- 1) Construction of ALL standard shell-scheme booths:
- 2) Rental services of additional furniture, electrical, AV and some communication items;
- 3) **It required, AFU EXPO can offer services to Raw Space Exhibitors for design, construction & cleaning of their booth space. Please find further details of RAW SPACE BOOTH PACKAGES DESIGN and FORM 3 -1 & 2.**

INTERNATIONAL exhibitors please contact:

SHELL-SCHEME BOOTH : AFU EXPO (ShangHai) SERVICES CO., Ltd.

Address: Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square Shanghai 200065, China

Tel no. (+86-21) 3463 5397, 3463 5398, ext: 1818

Fax no. (+86-21) 3463 5395

Website: www.afuexpo.net/esm-afu/login

Contact Person: MS. CICI

E-mail: cici@afuexpo.net

RAW SPACE BOOTH PACKAGES DESIGN exhibitors please contact:

RAW SPACE BOOTH AFU EXPO (ShangHai) SERVICES CO., Ltd.

PACKAGES: Shanghai elan Exhibition Services Co., Ltd.

Address: Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square Shanghai 200065, China

Tel no. (+86-21) 3463 5397, 3463 5398, ext: 1818

Fax no. (+86-21) 3463 5395

Website: www.afuexpo.net/esm-afu/login

Contact Person: Ms. CICI

E-mail: cici@afuexpo.net



17th - 19th MARCH, 2025

BOOTH CONSTRUCTION SPECIFICATIONS

1) SHELL SCHEME BOOTH & RAW SPACE BOOTH: RENTAL OF ADDITIONAL FURNITURE, ELECTRICAL, AV & SOME COMMUNICATION ITEMS

In addition to items provided for the basic standard shell-scheme booth, AFU EXPO can also supply additional furniture / electrical / AV / communication items on rental basis. Should you need additional items, please study AFU EXPO's catalogue on following page and return **Form 4-1 & Form 4-2** to AFU EXPO directly before **Feb 17, 2025** If you need to bring your own furniture and plants into the exhibition booth, must fill in the application **Form 5**. All late orders received after the deadline will subject to AFU EXPO's surcharge:

Order received on or after 18th February, 2025	50% surcharge
Order received on or after 16th March, 2025	100% surcharge

2) RAW SPACE EXHIBITORS

Raw Space Exhibitors can appoint AFU EXPO or their own contractors for stand building.

3) RAW SPACE BOOTH CONSTRUCTION HEIGHT LIMIT

The height limitation for booth construction $\leq 4.0M$.

4) HALL MANAGEMENT FEE & RUBBISH CLEANING/TRANSPORTATION DEPOSIT

All Raw Space Exhibitors or their appointed contractors have to pay a hall management fee of RMB 28.00/sqm & RMB10000.00-30000.00 for rubbish cleaning / transportation deposit.
Levied by the venue operator.

5) IMPORTANT NOTES

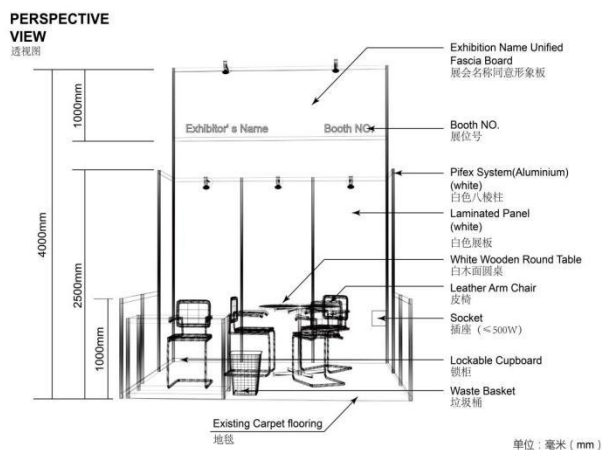
- a) All raw space booth design and height of construction are subject to Venue Manager's approval. Exhibitors should submit their finalized booth design layout together with their electrical layout plan to organizer on or before **Feb 17, 2025**.
- b) Suspensions from the hall ceiling and other structural parts of the hall (such as pipes and ducts) are not permitted.
- c) Space Only Exhibitors must build & decorate their own wall, if it is adjacent to a shell-scheme booth. No characters, pictures or paintings are allowed to appear on the partition board facing to the adjacent booth. They cannot use the reverse of their neighbor's wall.
- d) Audio equipment should not be used in the booth in order to avoid interfering the exhibition of other companies. The Organizers have right to ask the exhibitor to stop the use of the audio equipment.
- e) Exhibitors should not damage facilities (including walls, flooring, pillar, ceiling, pipes & ducts etc.) of the venues and should not obstruct gangway / exit in any sense.



17th - 19th MARCH, 2025

BOOTH CONSTRUCTION SPECIFICATIONS

SHELL-SCHEME BOOTH SPECIFICATIONS



Fascia: 1000mmH	a. Exhibitor's name on front panel: pink fascia board with the characters in white b. Booth number(s) on front panel.	SIZE OF SHELL SCHEME			
Wall Panel:	Three sides walls(white panels) held by system. The size of tall wall panel is 950mm X 2340mmH. The size of short wall panel is 950mm X 860mmH.			9M²	18M²
Carpet:	pink needle punch carpet covering the entire floor area of the booth.				
ITEM	DESCRIPTION	9M ²	18M ²		
1	100 spotlight	5	10		
2	Socket (max 500W)	1	2		
3	Lockable Capboard	1	1		
4	Black Leather Arm chair	4	8		
5	Round Table	1	2		
6	Waster paper basket	1	2		

***Booths double in size of the above will receive the double amount of the above-mentioned item.**

Shell Scheme booth CONDITIONS:

- 1) Please refer to the above booth structure fir the exhibits layout. Please contact AFU EXPO if you have any problems.
- 2) Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any damages or losses.
- 3) Shell scheme booth : 2.5MHigh.



17th - 19th MARCH, 2025

TO: AFU EXPO	
e-mail: cici@afuexpo.net	
Booth no.:	FORM 2
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
DEADLINE: 17th February, 2025	

《FORM 1》 SERVICE LOCATION PLAN /SHELL SCHEME BOOTH

This form is only for SHELL SCHEME BOOTH.

For the RAW SPACE BOOTH please fill FORM 2.

- 1) Exhibitors are requested to indicate on the plan below the position of all electrical items, wall fittings and shelving. Please complete and returned before deadline. If you have any problems please contact AFU EXPO.
- 2) It must be marked company name and booth no.
- 3) It must be marked the stand no. of the other exhibitor next to you or entrance.

Every cell is 1sqm. Please outline the scope of your booth space with solid line and mark the stand no. of the other exhibitor next to you.

相邻展位号(上方): _____

俯视图
Platform

相邻展位号(下方): _____

标准展位正视图 (铝合金标准材料)
Front View of shell scheme (Alco Standard Materials)

左侧板 Left Boards 右侧板 Right Boards

单位: 毫米 (mm)

设施标识
Facility Marks

	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

The conditions for rental of furniture and electrical installation are:

- 1) You are requested to send your stand layout showing your main supply points (electricity, furniture, etc.).
- 2) All lighting must be put on the panel or fascia board.
- 3) Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- 4) Not received the service location plan (FORM 1) before deadline, the items will be installed at AFU EXPO's discretion. If the items needs to be moved on-site, 100% order price will be charged as a management fee.
- 5) Exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors should be declared and handed over to AFU EXPO for installation at a nominal price. Otherwise the exhibitors should take all responsibilities and compensate for losses.

Shell Scheme exhibitors please contact:

AFU EXPO (ShangHai) SERVICES CO., LTD.

Address: Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square Shanghai 200065, China

Tel/Fax: (+86-21) 3463 5397, 3463 5398 ext: 1818 (+86-21)3463 5395

Web: www.afuexpo.net/esm-afu/login

Contact: MS. CICI

E-mail: cici@afuexpo.net



17th - 19th MARCH, 2025



To: AFU EXPO	
e-mail: cici@afuexpo.net	
Booth no.:	FORM 2
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
DEADLINE:	17th February, 2025

《FORM 2》 Service Location Plan / Raw Space Booth

This form is only for RAW SPACE BOOTH.

For the SHELL SCHEME please fill FORM 1.

- 1) Exhibitors are requested to indicate on the plan below the position of all electrical items, wall fittings and shelving. Please complete and returned before deadline. If you have any problems please contact AFU EXPO.
- 2) It must be marked company name and booth no.
- 3) It must be marked the stand no. of the other exhibitor next to you or entrance.
- 4) You are requested to send your stand layout showing your main supply points (electricity, water, internet, etc.)
(Every cell is 1sqm. Please outline the scope of your booth space with solid line and mark the stand no. of the other exhibitor next to you.)

相邻展位号(上方): _____

俯视图
Planform

相邻展位号(下方): _____

设施标识
Facility Marks

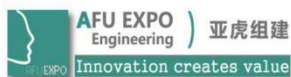
	A/380V Switch Box(24hr) 24小时三相电源
	A/380V Switch Box 三相电源
	Compressed Air 空气压缩机
	Water Supply 给排水
	Telephone 电话
	Internet 网络

The conditions for rental of furniture and electrical installation are:

- 1) All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
- 2) For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment.
- 3) Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
- 4) Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
- 5) No multi-plug is allowed to be used. All sockets for machines operation only, not for lighting. One socket for one machine.
- 6) **Not received the service location plan (FORM 2) before deadline, the items will be installed at AFU EXPO's discretion. If the items needs to be moved on-site, 100% order price will be charged as a management fee.**

Raw Space exhibitors please contact:

AFU EXPO (ShangHai) SERVICES CO., LTD.	
Address: Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square Shanghai 200065, China	
Tel/Fax: (+86-21)3463 5397, 3463 5398	ext: 1823 (+86-21)3463 5395
Web: www.afuexpo.net/esm-afu/login	
Contact: Ms. CICI	
E-mail: cici@afuexpo.net	





To: AFU EXPO

Contact person: CICI
 TEL: +86-21-34635398-1818
 E-mail: cici@afuexpo.net

17th - 19th MARCH, 2025

< 3-1 > RAW SPACE BOOTH PACKAGES DESIGN FORMS

01-Busness	Max. stand height 4M	18sqm	≤24sqm	≤36sqm
 <p style="text-align: center;">(min 18sqm)</p> <p style="text-align: center;">USD 197.00 / Sqm</p>	Carpet(fireproof) color(grey, blue or red)	√	√	√
	Wall panels(white) 2.5M ht	√	√	√
	Complimentary furniture:			
	Reception Desk (System)	1	1	1
	Round Table	2	2	2
	Leather Arm chair	8	8	8
	Waste paper basket	1	2	2
	100W Spotlight	4	6	8
	13A/220V (Max 500W) Socket	2	3	3
	Fascia (single color) , 300mmH, Company name & booth no. (white)	√	√	√
	Logo, poster output, excl.design, incl. production	√	√	√
	02-Sparkle	Max. stand height 4M	18sqm	≤36sqm
 <p style="text-align: center;">(min 18sqm)</p> <p style="text-align: center;">USD 226.00 / Sqm</p>	Carpet(fireproof) color(grey, blue or red)	√	√	√
	Wall panels(white) 2.5M ht	√	√	√
	Storage Room: 1M X 2M	√	√	√
	Complimentary furniture:			
	Reception Desk (System + wooden)	1	1	1
	Round Table	2	3	3
	Leather Arm chair	8	12	12
	Bar Stool	1	2	2
	Waste paper basket	1	2	3
	100W Spotlight	4	6	8
	Top Light	2	4	6
	13A/220V (Max 500W) Socket	2	3	4
	Fascia (single color) , 600mmH, Company name & booth no. (white)	√	√	√
Logo, poster output, excl.design, incl. production	√	√	√	

The conditions for rental of RAW SPACE BOOTH PACKAGES are:

- 1) The above prices excluding the power point fee; Exhibitor should be order the electrical power point.
- 2) All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
- 3) The Exhibitors shall not modify the booth construction without the consent of organizer, including painting, sticking, nailing and drilling. Exhibitors will have to make good of any damages or losses. A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- 4) Socket is not allowed for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket.
- 5) Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- 6) The multinomial sockets are not allowed for use so as to avoid the short circuit due to the overload.
- 7) No lighting fixture is allowed to be connected by exhibitor. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
- 8) On-site move: 100% order price will be charged as a management fee.




17th - 19th MARCH, 2025



To: AFU EXPO

Contact person: CICI TEL:
+86-21-34635398-1818
E-mail: cici@afuexpo.net

< 3-1 > RAW SPACE BOOTH PACKAGES DESIGN FORMS (CONT'D)

03-Deluxe	Max. stand height 4M	36sqm	≤42sqm	≤54sqm	
	Carpet(fireproof) color(grey, blue or re	√	√	√	
	Wall panels(white) 2.5M ht	√	√	√	
	Storage Room: 1M X 2M	√	√	√	
	Complimentary furniture:				
	Reception Desk (System)	1	1	1	
	Round Table	2	3	3	
	Leather Arm chair	8	12	12	
	Bar Stool	2	2	2	
	Waste paper basket	2	2	3	
	100W Spotlight	6	8	10	
	Top Light	4	5	6	
	13A/220V (Max 500W) Socket	3	4	4	
	(mix 36sqm)	Fascia (single color) , 400mmH, Company name & booth no. (white)	√	√	√
	USD: 330.00 / Sqm	Logo, poster output, excl.design, incl. production	√	√	√

The conditions for rental of RAW SPACE BOOTH PACKAGES are:

- 1) The above prices excluding the power point fee; Exhibitor should be order the electrical power point.
- 2) All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
- 3) The Exhibitors shall not modify the booth construction without the consent of organizer, including painting, sticking, nailing and drilling. Exhibitors will have to make good of any damages or losses. A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors. the maximum power of socket.
- 5) Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- 6) The multinomial sockets are not allowed for use so as to avoid the short circuit due to the overload.
- 7) No lighting fixture is allowed to be connected by exhibitor. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
- 8) On-site move: 100% order price will be charged as a management fee.



17th - 19th MARCH, 2025

To: AFU EXPO	
e-mail: cici@afuexpo.net	
Booth Number:	FORM 3-1
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
DEADLINE: 17th February, 2025	

<FORM 3> RAW SPACE BOOTH PACKAGES DESIGN ORDER

THE RAW SPACE EXHIBITOR who would like to order the stand package

Please complete this form and return with the necessary payment.

ITEM	Booth Type	Sqm	Price per Sqm USD Stand package only	Total Price USD
01	Business (min. 18sqm)		197.00	
02	Sparkle (min. 18sqm)		226.00	
03	Deluxe (min. 36sqm)		330.00	

Please find further details and specifications of the above raw space stand packages on the form of RAW SPACE BOOTH PACKAGES DESIGN.

CONDITIONS

- 1) After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of **50% after the deadline**.
- 2) For changes of confirmed and invoiced orders, a **surcharge of 30%** must be levied. If the items needs to be moved on-site, **100% order price** will be charged as a management fee.
- 3) Cancelled orders are not refundable.
- 4) All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good of any damages or losses.

RAW SPACE exhibitors please contact:

AFU EXPO (ShangHai) SERVICES CO., LTD.

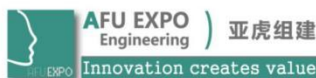
Address : Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square, Shanghai 200065, China

Tel / FAX no: (+86-21) 3463 5397, 3463 5398 ext: 1818 (+86-21)3463 5395

Website : www.afuexpo.net/esm-afu/login

Contact : MS. CICI

E-mail : cici@afuexpo.net



17th - 19th MARCH, 2025

To: AFU EXPO	
e-mail: cici@afuexpo.net	
Booth Number:	FORM 3-2
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
DEADLINE: 17th February, 2025	

<FORM 3-2> RAW SPACE BOOTH PACKAGES DESIGN ORDER

**THE RAW SPACE EXHIBITOR who would like to order the stand package
Please complete this form and return with the necessary payment.**

ITEM	Booth Type	Sqm	Price per Sqm USD Stand package only	Total Price USD
01	A-1	18	414.00	
02	A-2	18	197.00	
03	A-3	18	226.00	
04	A-4	16	414.00	
05	A-5	36	330.00	
06	A-6	18	443.00	
07	B-1	18	229.00	
08	B-2	24	229.00	
09	B-3	24	229.00	
10	B-4	36	229.00	
11	B-5	36	229.00	
12	B-6	36	200.00	

For above design please check our website: <http://en.fic.cfaa.cn/> → Exhibit → Booth Construction to see the effect of these model.

CONDITIONS

- 1) After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of **50% after the deadline.**
- 2) For changes of confirmed and invoiced orders, a **surcharge of 30%** must be levied. If the items needs to be moved on-site, **100% order price** will be charged as a management fee.
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RAW SPACE exhibitors please contact:

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 Address : Room 410, No. 2, 423 Xincun Rd, Greenland Putuo Commercial Square, Shanghai 200065, China
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 E-mail : cici@afuexpo.net



17th - 19th MARCH, 2025

To: AFU EXPO	
e-mail: cici@afuexpo.net	
Booth Number:	FORM 4-1
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
DEADLINE: 17th February, 2025	

<FORM 4-1> ADDITIONAL ORDER FOR FURNITURE / ELECTRICAL ITEMS

1) RENTAL FURNITURE	UNIT PRICE	QTY	AMOUNT
1) FOLDING CHAIR (AE-01)	US\$ 5.00	_____	_____
2) BLACK LEATHER CHAIR (AE-02)	US\$ 15.00	_____	_____
3) BAR STOOL (AE-09)	US\$ 20.00	_____	_____
4) INFORMATION COUNTER (1000mm x 500mm x 750mmH)(BE-01)	US\$ 17.00	_____	_____
5) SQUARE TABLE (800mm x 800mm x 760mmH) (BE-02)	US\$ 17.00	_____	_____
6) GLASS ROUND TABLE (750mm x 700mmH) (BE-09)	US\$ 15.00	_____	_____
7) LOCKABLE CUPBOARD (1000mm x 500mm x 750mmH) (CE-01)	US\$ 30.00	_____	_____
8) LOW GLASS SHOWCASE (1000mm x 500mm x 1000mmH) (CE-02)	US\$ 52.00	_____	_____
9) TALL GLASS SHOWCASE (1000mmx500mmx2000mmH) (CE-03)	US\$ 76.00	_____	_____
10) WALL PANEL (1000mm x 2500mmH)	US\$ 58.00	_____	_____
11) Magazine Rack (260mmL x 1200mmH) (FE-01)	US\$ 50.00	_____	_____
12) CARPET (PER/SQM) (FE-07) COLOR: _____	US\$ 12.00	_____	_____
13) FOLDING DOOR (950mm x 1910mm) (CE-09)	US\$ 80.00	_____	_____
14) SHELF SLOPED OR FLAT (1000mm x 300mmW) (CE-12A/12B)	US\$ 22.00	_____	_____
15) WASTEPAPER BASKET (FE-04)	US\$ 5.00	_____	_____
16) POTTED PLANT, (FE-06) 800mmH	US\$ 20.00	_____	_____
17) CLEANING CARPET (DURATION OF EXHIBITION DAYS)	US\$ 50.00	_____	_____

Apart from the above items, AFU EXPO also provides premium furniture for rental, please find attached brochure for reference and contact AFU EXPO directly for any individual quote.

2) RENTAL ELECTRICALS	UNIT PRICE	QTY	AMOUNT
1) SPOTLIGHT 100W (DE-01A)	US\$ 35.00	_____	_____
2) LONG-ARM SPOTLIGHT 100W (DE-01B)	US\$ 42.00	_____	_____
3) FLUORESCENT TUBE 40W (DE-04)	US\$ 35.00	_____	_____
4) HQI FLOODLIGHT 150W (DE-05)	US\$ 70.00	_____	_____
5) REFRIGERATOR (45Litre)-EXCLUDE POWER POINT (EE-02A)	US\$ 120.00	_____	_____
6) REFRIGERATOR (140Litre)-EXCLUDE POWER POINT (EE-03)	US\$ 220.00	_____	_____
7) Socket (Max. 500W) -Normal Hour	US\$ 58.00	_____	_____
8) 15A/380V Switch box	US\$ 274.00	_____	_____
24Hours, 15A/380V Switch box	US\$ 454.00	_____	_____
9) 30A/380V Switch box	US\$ 377.00	_____	_____
24Hours, 30A/380V Switch box	US\$ 612.00	_____	_____
10) 60A/380V Switch box	US\$ 517.00	_____	_____
24Hours, 60A/380V Switch box	US\$ 831.00	_____	_____
11) LIGHTINT CONNECTION (Max 100w, inlusinf wiring)	US\$ 63.00	_____	_____

Please indicate the location which you want to set up your rental items on Form 1 or Form 2 otherwise the items will be installed at AFU EXPO's discretion.



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FURNITURE & ELECTRICAL CATALOGUE

家具电器安装目录
Furniture & Electrical Catalogue

<p>AE-01 折椅 Folding Chair 450W x 400D x 770H mm</p>	<p>AE-02 黑色皮椅 Black Leather Arm Chair 530W x 440D x 820H mm</p>	<p>AE-03 行政椅 Executive Chair 590W x 500D x 940H mm</p>	<p>AE-04 洽谈椅 Conference Chair 570W x 500D x 960H mm</p>
<p>AE-05 白胶椅 Acrylic Chair 440W x 450D x 810H mm</p>	<p>AE-06 铝椅 Aluminium Chair 490L x 575W x 725H mm</p>	<p>AE-07 太空吧椅 Bar Stool 440ø x 650-870H mm</p>	<p>AE-08 L型吧椅 Bar Stool 360W x 400D x 760-860H mm</p>
<p>AE-09 单人洽谈沙发 Sofa 800L x 730W x 790H mm</p>	<p>AE-10 双人洽谈沙发 Sofa 1300L x 730W x 790H mm</p>	<p>BE-01 咨询桌 Information Counter 1030L x 535W x 800H mm</p>	<p>BE-02 方桌 Square Table 650L x 650W x 700H mm</p>
<p>BE-03 白木面茶几 Tea Table 550L x 550W x 450H mm</p>	<p>BE-04 白木面长条茶几 Long Tea Table 900L x 550W x 450H mm</p>	<p>BE-05 白木面方桌 White Square Table 750L x 750W x 750H mm</p>	<p>BE-06 木纹面方桌 Square Table 750L x 750W x 750H mm</p>



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FURNITURE & ELECTRICAL CATALOGUE

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Furniture & Electrical Catalogue

BE-07 白木面圆桌 White Wooden Round Table 750ø x 750H mm	BE-08 木纹面圆桌 Wooden Round Table 750ø x 750H mm	BE-09 白木面高圆桌 White Tall Round Table 600ø x 1100H mm	BE-10 木纹面高圆桌 Tall Wooden Round Table 600ø x 1100H mm
BE-11 气压高圆桌 Bar Table 600ø x 930H mm	BE-12 长条桌 Rectangle Table 1200L x 600W x 750H mm	BE-13 会议桌 Meeting Table 1400L x 700W x 750H mm	CE-01 电视架 TV-Video Stand 750L x 535W x 1000H mm
CE-02 锁柜 Lockable Cupboard 1030L x 535W x 800H mm	CE-03 低玻璃展示柜 Low Glass Showcase 1030L x 535W x 1000H mm	CE-04 高玻璃展示柜 Tall Glass Showcase 1030L x 535W x 2000H mm	CE-05 低展示台 Low Display Cube 535L x 535W x 500H mm
CE-06 高展示台 Tall Display Cube 535L x 535W x 1000H mm	CE-07 水盆锁柜 Wash Basin 1030L x 535W x 800H mm	CE-08 1米信箱(铁) Catalogue Holder (IRON) 970L x 50D x 280H mm	CE-09 A4信箱(塑料) A4 Catalogue Holder (Acrylic) 235L x 55D x 280H mm













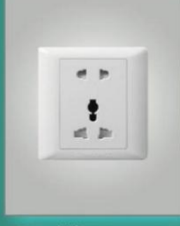





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FURNITURE & ELECTRICAL CATALOGUE

家具电器安装目录
Furniture & Electrical Catalogue

 CE-10 折门 Folding Door 950W x 2000H mm	 CE-11 锁门 Lockable Door 950W x 2050H mm	 CE-12 衣帽挂钩 Coat Hanger	 CE-13A/13B 斜/平层板 Sloped Shelf / Flat Shelf 1000L x 300W mm
 CE-14 天花网格 System Ceiling Grid 1000L x 1000W x 175H mm	 CE-15 层板架 Shelf Rack 1030L x 535W x 2000H mm	 CE-16 展板 Panel 1000W x 2500H mm	 DE-01A/01B 短/长臂射灯 100W Spotlight 100W Long Arm Spotlight
 DE-02 150瓦金卤灯 150W HQI Floodlight	 DE-03 150瓦钨灯 150W HQI Floodlight	 DE-04 50瓦轨道石英灯 50W Halogen Track Spotlight	 DE-05 40瓦日光灯 40W Fluorescent Tube
 EE-01 插座 Power Socket (Max.500W)	 EE-02 90升冰箱 Refrigerator (90 Litre) 500L x 520W x 860H mm	 EE-03 140升冰箱 Refrigerator (140 Litre) 500L x 520W x 1200H mm	 EE-04 饮水机 Water Dispenser













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FURNITURE & ELECTRICAL CATALOGUE

AFU EXPO
INNOVATION CREATES VALUE

家具电器安装目录
Furniture & Electrical Catalogue

 <p>EE-05A/05B 42寸/50寸等离子电视机 Plasma (42"/50")</p>	 <p>EE-06 投影机+幕布 Projector & Screen (100")</p>	 <p>EE-07 LED全彩显示屏 LED Screen (P3mm) 500L x 500W mm x 1Pcs</p>	 <p>OE-01 拉带式链柱 Barricade</p>
 <p>OE-02 不锈钢文件架 Freestanding Catalog Rack 260W x 1150H mm</p>	 <p>OE-03 资料架 Magazine Rack 250W x 1200H mm</p>	 <p>OE-04 轮式衣架 Wheeled Coat Hanger 820W x 1200H mm</p>	 <p>OE-05 废纸篓 Wastepaper Basket</p>
 <p>OE-06 青头 Potted Plant</p>	 <p>OE-07 地毯 Carpet</p>		

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货运车辆进出国家会展中心（上海）路线图及注意事项



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