



第二十九届  
中国国际食品添加剂和配料展览会  
暨第三十五届全国食品添加剂生产应用技术展示会  
Food Ingredients China 2026

**FIC2026**  
**International Exhibitor**  
**Service Manual**  
(Hall NH, Hall 3, Hall 4.1)

March 17-19, 2026

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](http://www.cfaa.cn)

**Organizer:**



China Food Additives & Ingredients Association  
Rm. 1402, Tower 3, Vantone, No. 6A, Chaowai St.  
Beijing 100020, China  
Tel: +86-10-5979 5833  
Fax: +86-10-5907 1335, 5907 1336  
E-mail: cfaa1990@126.com

**Co-organizers:**

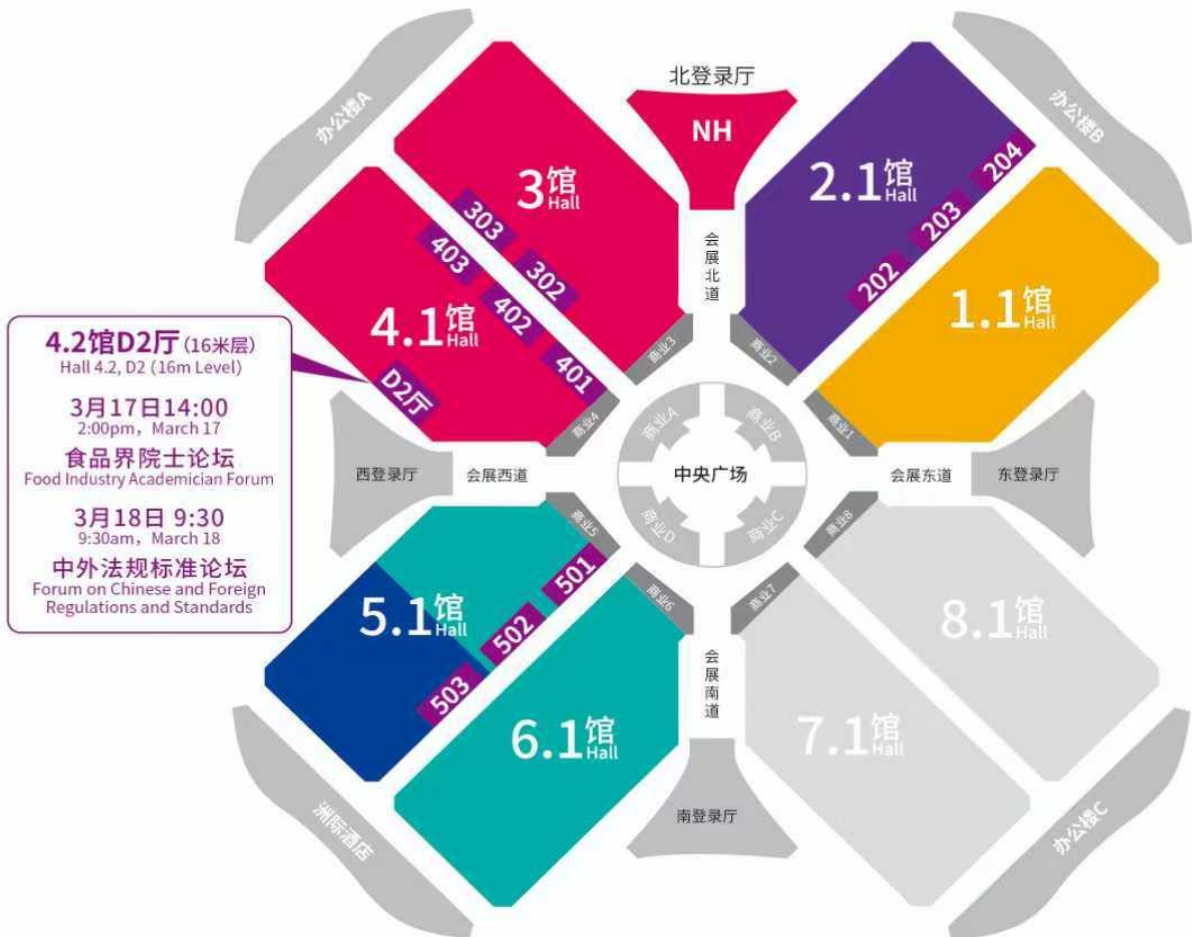


CCPIT Light Industry Sub-Council  
Rm. 430, 22B, Fuwai Dajie, Beijing 100833, China  
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CFAA Convention & Exhibition Company  
China Food Additives Journal Co., Ltd.



# 第二十九届 中国国际食品添加剂和配料展览会 (FIC2026) Food Ingredients China 2026

2026.3.17~19 国家会展中心(上海)  
March 17-19, 2026 National Exhibition and Convention Center (Shanghai)



### 1.1馆 (Hall)

国内香精香料和调味料展区  
Domestic Fragrances, Flavors and Condiments Pavilion

### 2.1馆 (Hall)

国内天然及功能性产品展区  
Domestic Natural & Functional Products Pavilion

### NH/3/4.1馆 (Hall)

国际贸易展区  
Overseas Pavilion

### 5.1馆 (Hall)

国内综合产品展区、机械设备和检测仪器展区  
Domestic Comprehensive Products Pavilion,  
Domestic Machinery & Testing Devices Products Pavilion

### 6.1馆 (Hall)

国内综合产品展区  
Domestic Comprehensive Products Pavilion

### 会议室 (Conference Rooms)

新产品新技术发布会会议室: 202-503 (8米层)  
New Technical Seminars Conference Rooms: 202-503 (8m Level)  
论坛会议室: 4.2馆D2厅 (16米层)  
Forum Conference Room: Hall 4.2, D2 (16m Level)

Dec. 5, 2025

Dear exhibitors,

FIC2026 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, 2026.

Please read through the following International Exhibitor Service Manual, and arrange relevant preparation works including booth construction, catalogue information submission, inviting clients, accommodation reservation, etc according to the specified time. Exhibitors with space-only booths should inform the regulations of booth construction to their designated contractors.

International Exhibitor Service Manual can be found and downloaded on FIC official website [www.cfaa.cn](http://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.

Thank you for your support and cooperation. We wish you every success in the show, and look forward to seeing you at FIC2026 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

<b>The Organizers:</b>	<b>China Food Additives &amp; Ingredients Association</b>
	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
	<b>CCPIT Light Industry Sub-Council</b>
	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
<b>Official Contractor:</b>	Hall 1.1, Ms Xu Yan, +86-10-6839 6039; <a href="mailto:xuyan@ccpitlight.org">xuyan@ccpitlight.org</a> Hall 2.1, Mr. Kang Li, +86-10-6839 6433; <a href="mailto:st6@fi-c.com">st6@fi-c.com</a> Hall 3/NH, Mr. Xue Ran, +86-10-6839 6330-207; <a href="mailto:st4@fi-c.com">st4@fi-c.com</a> ; Hall 4.1, Ms. Yang Hong, +86-10-6839 6330-206; <a href="mailto:info@fi-c.com">info@fi-c.com</a> ; Hall 5.1, Mr. Zhu zhenpeng, +86-10-6839 6330-203; <a href="mailto:st@fi-c.com">st@fi-c.com</a> ; Hall 6.1, Ms. Chen wenwen, +86-10-6839 6330-202; <a href="mailto:st2@fi-c.com">st2@fi-c.com</a> ;
	<b>AFU EXPO (Shanghai) SERVICES Co., Ltd.</b>
	Contact Person: Mr Ma fei Mr. Larry Tel: +86-21- 3463 5396/7/8, ext.: 1817/1821 Email: <a href="mailto:murphy@afuexpo.net">murphy@afuexpo.net</a> ; <a href="mailto:larry@elanexpo.com">larry@elanexpo.com</a>
<b>Official Freight Forwarders:</b>	<b>Beijing JES Logistics Limited</b> Contact person: Ms. Sun Liwei Tel: +86-10-6804 5900, Fax: +86-10-68045900 E-mail: <a href="mailto:sunliwei@jes.com.hk">sunliwei@jes.com.hk</a>
	<b>Shanghai JES Logistics Limited</b> Contact person: Mr. Wang Jun Tel: 86-21-66569519; 86-13002177110, Fax: +86-21-66569519 E-Mail: <a href="mailto:jun@jes.com.hk">jun@jes.com.hk</a>
<b>Hotel &amp; Travel</b>	<b>Shanghai Mengxuan Exhibition Services Co., Ltd.</b>
	Contact person: Ding Yuanyuan;Li Lu Tel: +86-21-51877530, 13774314909; 400 114 8966; 13564372191 Email: <a href="mailto:dyy@mxydt.com">dyy@mxydt.com</a> ; <a href="mailto:Lilu@mxydt.com">Lilu@mxydt.com</a>
<b>Translation &amp; Interpreting</b>	<b>Talking China Language Services</b>
	Tel: +86-21-62473159; 13817274775 Email: <a href="mailto:miki.hu@talkingchina.com">miki.hu@talkingchina.com</a>
<b>Recommended Insurance Company</b>	<a href="http://www.exhibitionguard.com">www.exhibitionguard.com</a>
	Contact person:Mrs Xieli, Sally. Tel: +86-15800552925 Emai: <a href="mailto:info@exhibitionguard.com">info@exhibitionguard.com</a> Hotline: +86 -21-31160888

## 2. Schedule and Special Reminder

### 2.1 Schedule:

		Date	Time
Move-in	Space-only booth	Mar. 14, 2026 (Sat.)	09:00 – 17:30
		Mar. 15, 2026 (Sun.)	08:30 – 17:30
		Mar. 16, 2026 (Mon.)	08:30 – 17:30
	Package booth	Mar. 16, 2026 (Sun.)	08:30 – 17:30
Show Hours		Mar. 17, 2026 (Tues.)	09:00 – 17:30
		Mar. 18, 2026 (Wed.)	09:00 – 17:30
		Mar. 19, 2026 (Thur.)	09:00 – 15:00
Move-out		Mar. 19, 2026 (Thur.)	15:00 – 21:00

### 2.2 Special Reminder:

2.2.1 Unloading in advance. Please contact the organizer before Mar. 12 to apply and pay the fee if wish to unload before move-in. (Contacts: 010-59795833-807).

2.2.2 Exhibitors who want to work overtime during Mar. 14-16 should apply at the organizers' office before 15:00 each day. An additional 50% fee will be charged after 15:00.

2.2.3 **Vehicles carry machines** must arrive at and wait in the storage area of NECC on Mar. 14. All machines and equipment must be in place before Mar. 14, 2026.

2.2.4 Exhibitors can enter the exhibiting hall at 08:30 each day. No entry of visitors 30 min. before closing on March 19. FIC is for professional visitors only, minors under 18 years old are prohibited from entering. No admissions for minors and elders over 70 years old.

2.2.5 **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.

## 3. Important Timing for Exhibitors of FIC2026

Items	Deadlines	Requirements	Ways of Submit	Submission to (Recipient)
Technical Seminars Application	Jan. 5, 2026		Applying by logging in your company account on FIC official website: <a href="#">Website user login</a>	Organizers
Submit/Modify Company information of Exhibition Catalogue	Feb. 6, 2026		Submit by logging in your company account on FIC official website: <a href="#">Website user login</a> (Please contact organizers if have any updates)	Organizers
Booking electricity, water and air compressor	Feb. 6, 2026	*Mandatory for space-only exhibitors	Submit on AFU expo website: <a href="http://139.196.110.82/esm-afu/login">http://139.196.110.82/esm-afu/login</a>	Official Contractor

Submit booth design plan of space-only booths	Feb. 9, 2026	*Mandatory for space-only exhibitors	Submit on FIC official website: <a href="#">space-only booth design plan</a>	Organizers
Shipping	Feb. 16, 2026		<a href="#">Please see attachment 2</a>	Official Freight Forwarder
Badges application by real-name registration	Mar. 3, 2026	*Mandatory	Submit on FIC official website: <a href="https://dwz.cn/7CITqK8I">https://dwz.cn/7CITqK8I</a>	Organizers
Hotel Booking	Mar. 9, 2026		<a href="#">Please see attachment 3</a>	Hotel Agent

Notes:

FIC official website: [www.cfaa.cn](http://www.cfaa.cn)

1. The **red marks** in this manual are very important notes . Please pay great attention in order 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. Orders received between 7<sup>th</sup> Feb. to 15<sup>th</sup> March will be charged 50% additional charges . Orders received after 16<sup>th</sup> March will be charged 100% additional charges.
3. **Please submit booth design plan of space-only booths on FIC official website.**
4. Please check your company information by logging on FIC account and contact organizer before Feb. 06 for any modification.
5. All participants and attendees must complete real-name registration before entering. Please scan QR codes at below to finish and carry passport to Overseas Counter to exchange badges onsite.



Exhibitors' Registration



Visitors' Registration

## 4. Exhibitors' Registration and Hall Division

### 4.1 Registration hours for exhibitors:

Mar. 14, 2026(Sat.)	14:00-17:00
Mar. 15, 2026(Sun.)	09:00-17:00
Mar. 16, 2026(Mon.)	09:00 -17:00

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

4.3 **Materials for registration:** booth confirmation (can be downloaded from FIC website with company account)/ID/business card

4.4 **Materials will be collected:** Exhibitor Badges, Show Catalogue, Move-out Notice, FIC2027 application form,etc.

- 4.5 Exhibitor Badge Regulation:** Exhibitors can apply 6 exhibitors’ badges every 9 m<sup>2</sup>. Exhibitor badge is not allowed to transferred to others. Extra personnel can register as visitors to enter the hall.
- 4.6 Hall Division**



## 5. FIC2026 Show Programs

Member Meeting of CFAA	
Time	14:00 – 17:30, Mar. 16, 2026
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, 2026
Location	Meeting Room D2, Hall 4.2, 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,</p>	

relevant laws and standards at home and abroad.	
<b>Forum on Chinese and Foreign Regulations and Standards</b>	
Time	09:30 – 12:00, Mar. 18, 2026
Location	Meeting Room D2, Hall 4.2, 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>	
<b>Technical Seminars</b>	
Time	09:30 – 12:00; 13:30 – 16:30, Mar. 17, 2026
	09:30 – 12:00; 13:30 – 16:30, Mar. 18, 2026
Location	Meeting Rooms at NECC(Shanghai) (detailed information will be released at FIC official website in Feb., 2026)
<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>	
<b>On-site Q&amp;A of Senior Industry Experts</b>	
Time	Mar. 17-19, 2026
Location	Organizers' office(North Hall) of FIC2026
<p>Senior experts from 12 professional committees of China Food Additives &amp; Ingredients Association will answer questions which companies meet in the process of production and application.</p>	
<p>Note: Please refer to official information if there is any change to the activities' information.</p>	

## 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](http://www.cfaa.cn)) will be published in FIC2026 Show Catalogue. Please login "" on [www.cfaa.cn](http://www.cfaa.cn) for checking your information and contact the organizers for any modification by **Feb. 6, 2026**.

The exhibitor information will be promoted on FIC website and new media before FIC2026 and will be retained on [www.cfaa.cn](http://www.cfaa.cn) for "*Exhibitor Search*" for one year until FIC 2026 opens.

## 7. Visitor Registration and Visa Invitation Letter

### 7.1 Visitor Registration:

Pre-registration: there are three ways for you to get registered.

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.
- Free for professional visitors and no admission to children

7.2 **Business invitation for overseas professional visitors and exhibitors:** Click [Visit-Invitation Letter](#) to apply visa invitation letter online if in need.

## 8. Academic Papers and Technical Seminars

### 8.1 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.

### 8.2 Submission and approval of academic papers

**8.2.1 Submission:** any exhibitors who are interested in submitting an academic paper, please email the [Attachment 5](#) to [cfaa202110@126.com](mailto:cfaa202110@126.com) before Jan. 5, 2026 and send content (Format: word) to [cfaa202110@126.com](mailto:cfaa202110@126.com) before Jan. 20, 2026 for approval. Please note the subject of your email as "FIC2026 Academic Paper". Contact number is 010-59070332, Xuchen and Li Zhen.

**8.2.2 Approval & Requirements:** the academic papers will be approved by CFAA; once selected, they will be published free of charge on *FIC2026 Academic Papers*. If the academic paper is approved, the organizers will inform the author through email. Contacts: Ms. Xu Chen, Li Zhen.

### 8.3 Technical Seminars

During FIC2026, we'll continue to hold academic conference and technical seminars, and we'll publish *FIC2026 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.

### 8.4 Time and location

#### 8.4.1 Time:

Technical seminars: 09:30-12:30, 13:30 – 16:30, Mar. 17 and Mar. 18, 2026;  
Paid broadband network and video conference are provided in meeting room.

#### 8.4.2 Location: Meeting Rooms at NECC(Shanghai)

### 8.5 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. 5, 2026. Contact Person: Chen Yanyan, Tel: 010-59795833, Email: [cfaa202110@126.com](mailto:cfaa202110@126.com).

#### 8.5.1 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 – FIC2026 Academic Papers*. And please send your Publication to [cfaa202110@126.com](mailto:cfaa202110@126.com) by Jan. 5, 2026. Contents received after Jan. 20, 2026 will not be published

E) The company who apply the technical seminar can get a free AD. in *FIC2026 Academic Papers*.

The content of AD. (size:210mm\*285mm; 300dpi, PDF or JPG) can be sent to [cfaa202110@126.com](mailto:cfaa202110@126.com) before Jan.20.2026. Contents received after Jan. 20, 2026 will not be published.

## 9. Promotion

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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](http://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



协会服务号



协会订阅号

FIC展小程序  
及FIC展APP



[ FIC展 ]

[ FIC-健康展 ]



FIC展小程序



FIC展APP

- 9.5 Professional media publicity:** The organizers will publicize FIC and the industry on various professional media at both home and abroad.
- 9.6 Preparation of materials by exhibitors**

**9.6.1** 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.

**9.6.2** 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.

## 10. Advertising

- 10.1 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. 6, 2026.
- 10.2 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. 20, 2026.

**10.3 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. 6, 2026.

Please send a fax of Attachment 1 to exhibition office, and email to [cfaa2013@126.com](mailto:cfaa2013@126.com), and pay to the designated account.

**10.4 Folding Invitation and Visitor Invitation :** each over 20000 copies will be mailed to all the previous professional visitors.

**10.5 Badge lanyard:** Exhibitors can price company logo or slogan is on the lanyard of a Visitor Badge. Please apply before Jan. 12, 2026.

**10.6 Advertisement on visitor ticket and invitation:** Please apply before Jan. 20, 2026.

**10.7 Advertisement on canvas bag and computer backpack:** Please apply before Jan. 12, 2026.

**10.8 Advertisement on FIC official website:** The price can be referred to Attachment 1.

**10.9 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.

**10.10 Contacts:** Wang Yansong: 86-10-59795833, +86-13801048510; [cfaa2013@126.com](mailto:cfaa2013@126.com)

Kang Li: 86-10-68396433, +86-13810551495; [st6@fi-c.com](mailto:st6@fi-c.com)

## 11. Exhibition Rules and Regulations

**11.1** The organizer of the exhibition have control over the entire process of the exhibition and the decision are final, binding and enforceable on all exhibitors and their contractors.

**11.2** 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.

**11.3** 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.

**11.4** 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.

**11.5** Exhibitor shall not sell, transfer or sublet his booth in whole or in part to others.

**11.6** 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.

**11.7** 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.

**11.8** Exhibitors must strengthen the inspection of risks and hidden dangers during the exhibition period and solve any problems found in a timely manner. In case of any disputes, conflicts or other emergencies, they must be reported to the organizing unit immediately. Contact person: Kang Li, contact number: 18518623850.

**11.9** 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.

## 12.Regulations on Booth Construction

### 12.1 Official Contractor:

**AFU EXPO (Shanghai) SERVICES Co., Ltd. (hereinafter "AFU EXPO") has been appointed as the Official Contractor for FIC2026 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. 6, 2026**.

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		<a href="#">AFU EXPO Platform</a>	
Application Website		<a href="http://139.196.110.82/esm-afu/login">http://139.196.110.82/esm-afu/login</a>	
Onsite Service Counter		①West side of NH;②Passway between Hall 3&4.1	

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.

**12.2 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.

### 12.3 Rules on exhibiting and requirements on booth construction:

- 12.3.1** 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.
- 12.3.2** 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.
- 12.3.3** 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.
- 12.3.4** 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.
- 12.3.5** 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.

- 12.3.6** 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.
- 12.3.7** 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.
- 12.3.8** 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.
- 12.3.9** 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.
- 12.3.10** 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.
- 12.3.11** 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.
- 12.3.12** 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.
- 12.3.13** Early move-out is not allowed: The exhibition will end at 15:00 on Mar. 19, 2026. Please be responsible for professional visitors and exhibitors at home and abroad, and maintain the good image and order of the exhibition.
- 12.3.14** 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.

## **12.4 Responsibilities and Insurance**

### **12.4.1 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.

**12.4.2 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 15 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.

<a href="http://www.exhibitionguard.com">www.exhibitionguard.com</a>			
Contact Person	Sally	Direct Line	+86-10-15800552925
Email	<a href="mailto:info@exhibitionguard.com">info@exhibitionguard.com</a>	Domestic Hotline	4008325588
Website	<a href="http://www.exhibitionguard.com">www.exhibitionguard.com</a>	Overseas Hotline	+86 -21-31160888

**12.5 Construction of space-only booth and machinery booth**

**12.5.1 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.9, 2026. 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. On-site cancellations are non-refundable, and existing orders cannot be exchanged for equivalent services or goods.

Before the design plan inspection and payment is finished, workers' pass and vehicle certificates can not be issued to exhibitors or their EAC.

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

**12.5.3 The use of environmentally-friendly construction materials.** we suggest space-only booths to use standard materials which means building the booth with big-square aluminum materials increasing the height to limit of 4 meters from 2.5 meters and with custom color. The construction of space-only booth using standard facilities must be carried out by the Official Contractor AFU EXPO. Please contact AFU EXPO for further information if you'd like to contribute to a greener planet and to cut cost.

**12.5.4 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. 6, 2026. 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.

#### 12.5.5 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 5000 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) **Safety helmets must be worn when entering the construction site during the setup and dismantling period. Air compressor:** The Exhibitor is not allowed to bring his own air compressor and folklift into the hall. Balloons are not allowed to be brought into the exhibition hall. The use of hydrogen balloons, KT boards and artificial green plants for booth decoration is prohibited. All bare floor booths need to rent a three-piece set of smart fire protection units from the business center of the exhibition 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.

#### 12.5.6 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. 9 2026. 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 the basic dimensions of the booth's length, width and height, as well as other structural dimensions. If electronic screens are configured inside the booth, the screen size and area must be indicated. The height limit for the special decoration and construction of all bare floor booths is 4 meters. The thickness of a single wall for a three-sided open booth must not be less than 30cm.
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 <a href="http://www.cfaa.cn">www.cfaa.cn</a>	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. The total cumulative guarantee amount shall not be less than 15 million RMB, and the limit for each person per accident shall not be less than 2 million RMB.

#### Important Reminder

1. Fixed facilities in the exhibition hall: If there are exhibition hall columns, fire protection facilities, etc. inside the booth, a surrounding construction structure can be designed to enclose them. The construction structure must not have any connection with the fixed facilities. Fire manual alarm devices and fire sound and light alarm devices must be drilled and dug out, with a hole spacing of no less than 15cm×15cm.
2. No hanging points will be allowed throughout the exhibition, and no double-layer booths can be set up.
3. The exhibition hall has revised and added a number of regulations related to construction management and booth design and construction management, including the installation and use of glass materials, wooden structures, steel structure TRUSS frames, LED installation, truss structure design and construction, etc. Construction companies must strictly abide by them in the design and construction stages. For detailed regulations, please refer to the FIC official website under "Special Booth Construction Services - Exhibition Hall Regulations - Construction Management Regulations of the NECC (Shanghai)".

**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", "FIC2026 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. 6, 2026 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](http://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. The organizer shall check the design scheme in accordance with the plan during construction. Any fee or losses resulting from on-site rectification 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

### 12.5.7 Safety regulations over operation of machinery

- a) 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.
- b) 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.
- c) 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. 6(FIC2026 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.

**12.5.8 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.

### 12.5.9 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. 6, 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. 6 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 <a href="http://www.cfaa.cn">www.cfaa.cn</a> - Please pay within 5 work days before move-in. - 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)
Loading Area Pass  Loading Area Truck Guide	Deposit & Payment	For each truck: RMB 300 as deposit RMB 50 for Permit Certificate	
Overtime work fee	Payment	17:30 - 22:00, Mar.14-16, RMB 2,000/booth/hr. 22:00 - 08:00 the next day, RMB 3,000/booth/hr. Mar 19;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.

### 12.5.10 How to get Deposit Receipt and FIC2026 Truck Pass

EAC can get the "Deposit Receipt", "FIC2026 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. "FIC2026 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 "FIC2026 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.

### 12.5.11 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	FIC2026 Truck Pass Or Booth Confirmation Or Exhibitor Card	Vehicle information, annual inspection report, vehicle license, driver certificate, and copy of	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	exhibition liability insurance policy.	
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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.

**12.5.12 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.necesh.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.

**12.5.13 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](#).

**12.6 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 <sup>2</sup> )	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
<b>Booth Height Limit (m)</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Loading Capacity (t/ m <sup>2</sup> )	3.5	5	5	5	5	3.5	3.5
Lighting (LX)	300						
Transport method	The height of truck should not exceed 4.5m						

**12.7 Package booth and its alteration**

AFU EXPO is responsible for the building of all package booths in the Overseas Pavilion of FIC2026. 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.

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

**12.7.2** Decoration of the booth should be responsible by the Exhibitor himself. We suggest bilingual posters and files.

**12.7.3 Alteration to the package booth:** only the official contractor---AFU EXPO can make alteration to the package booths. Please contact AFU EXPO directly before **Feb. 6, 2026** if you wish to make some

alternations. For details, please visit *[Package booth and its alteration construction service.](#)*

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

**12.7.5 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. 6, 2026. 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.

**12.7.6 The do's and don'ts for package booth exhibitors**

- a) Standard booth exhibitors are strictly prohibited from privately or by entrusting unidentified construction personnel to alter the booth structure, randomly connect wires, add lighting fixtures, or move the wiring or electrical facilities within the booth without permission. For such violations, the organizing committee and the main venue construction company will notify the rectification. For those who refuse to cooperate with the rectification, The main venue builder will remove the power sockets at the booths or cut off the power supply of the exhibition stands before the event starts. Any safety responsibilities, economic losses, etc. caused thereby shall be borne by the exhibitors. The organizing unit and the main venue builder shall not bear any responsibility. The exhibitors involved will be included in the list of violations at the exhibition.
- b) 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. 6, 2026**. 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.
- c) The pictures cannot be stuck on the wall directly, but can be made into a panel and hung on the wall with a hook.
- d) 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.
- e) 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.

**12.7.7 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.

### **12.8 Policies adopted by the organizers towards violations of regulations:**

- 12.8.1** 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.
- 12.8.2** 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 FIC2026. 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.
- 12.8.3** 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.
- 12.8.4** The Exhibitor will not be allowed to participate in FIC2026 if he violates any regulations set forth in this Manual.
- 12.8.5** 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.

### **12.9 Booth cleaning**

- 12.9.1** 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.
- 12.9.2** The Exhibitor should be responsible for the cleaning within the booth and is advised to keep the booth clean and tidy.
- 12.9.3** 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.

## **13. Move-out Procedures**

**13.1** The exhibition will be closed at 15:00, Mar. 19 2026. No Exhibitor is not allowed to move out before 15:00. The Exhibitor and EAC have to move all exhibits out of the hall before 21:00 on Mar. 19, 2026; otherwise, all that's left in the hall will be cleared out as trash after 21:00.

**13.2** Move-out order:

- Package booths and space-only booths at the main passage way;
- Machinery booths;
- space-only booths

**13.3** 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.

## **14. 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.

## 15. 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: Liu, Tel:13795244941, locate at Gate 21, near Hall5.1, 0m level of West Platform.

**Yingxin Flowers and Plants**; contact person: Manager Tang, Tel:15026778977, 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; Gate 4 of Hall 4.1; Gate 4 of Hall 6.1.

4. Medical Service: 0m level of Central Platform of Hall 7.1 and 16m level of Gate 4 of Hall 4.2.

## 16. Accommodation and Transportation

**16.1** Shanghai Jiecheng Holiday Travel Service Co., Ltd. is appointed as the official agent for accommodation & travel. Please refer to Attachment 3 for details.

**16.2** Transportation

**16.2.1** By Subway:

Take line 2 and get off at exit No.4, 5, 6 of NECC(Shanghai), which is close to Western Entrance, Hall4.1 and Hall5.1.

Take line 17 and get off at exit No.15,16 of NECC(Shanghai), which is close to North Hall, Hall2.1 and Hall3.

**16.2.2** By Taxi: get off at Gate 10 of NECC(Shanghai), which is close to North Hall, Hall2.1, Hall3.

**16.2.3** By car: Enter in Gate 9 and park in North Square.

**Attachments:**

**Attachment 1 FIC2026 Advertisement Order**

**Attachment 2 FIC2026 Overseas Shipping Information**

**Attachment 3 FIC2026 Hotel & Travel Services**

**Attachment 4 FIC2026 Receipt of Academic Paper**

**Attachment 5 FIC2026 Sample Application Form for Technical Seminar**

**Attachment 6 FIC2026 Interpreter/Translator Hiring**

**Attachment 7 FIC2026 Booth Construction & Reservation Form for Furniture, Electricity, Water and Air Compressor**

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

**Attachment 1 FIC2026 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: 010-59795833,13801048510  
 Kang Li, Tel: 010-68396433, 13810551495  
 Email: [cfaa2013@126.com](mailto:cfaa2013@126.com); [st6@fi-c.com](mailto: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 426 mm × 291mm	15,000		
			Hall Page, 216 mm × 291mm	10,000		
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 <a href="http://fic.cfaa.cn">http://fic.cfaa.cn</a>		200,000		
		Home Page Scrolling Logo		50,000		
		Sub-page Ad. / 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 <sup>2</sup> ) 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 walls of the open yard	Open yard of North Path	2.2m(H)×12m(W) (position N3)	30,000	2		
			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 m<sup>2</sup>, 30-40 dpi for size bigger than 20

m<sup>2</sup>; 100-150 dpi for indoor advertisement.

3. 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.
4. 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 <sup>2</sup>	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 <sup>2</sup>	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 FIC2026 Overseas Shipping Information

# FOOD INGREDIENTS CHINA 2026

## 第二十八届中国国际食品添加剂和配料展览会

2026 年 3 月 17 日至 19 日

中国·国家会展中心（上海）



### A. 进口展品运输指南 FORWARDING INFORMATION & HANDLING TARIFF

大会指定展品承运商（进口展品）

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](mailto:terruce@jes.com.hk)

Ctc: Mr. Terruce Chan 陈国雄

上海联系单位（展品现场操作）

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](mailto:jun@jes.com.hk)

Ctc: Mr. Wang Jun 王俊

### B. 运输指示及货运途径 SHIPPING SCHEDULE

#### 1b. 进口展品到达上海（海运及空运） SHIPMENT ARRIVING SHANGHAI (sea and air)

##### 进口展品文件及到货日期（上海） DOCUMENTS & CONSIGNMENT DEADLINES TO SHANGHAI

1. 审阅报关文件（展品装箱列表表格B）		
Review of customs documents (List of Exhibit - FORM B)	<b>Submission Deadline</b>	<b>16 February 2026</b>
2. 进口展品到达上海码头（整箱）		
Sea freight arriving Shanghai port (FCL)		<b>24 - 25 February 2026</b>
3. 进口展品到达上海机场（空运）		
Air freight arriving Shanghai airport (AIR)		<b>27 - 28 February 2026</b>

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)

进口展品直发至上海 Shipment arriving Shanghai port / airport

Consignee \_\_\_\_\_ (海运 by sea)

Sinotrans Eastern Company Ltd. Non-Trade

Logistics Division USCI: 91310115684076419B

Notify \_\_\_\_\_ Party

Shanghai JES Exhibition Services Ltd.

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

5<sup>th</sup> Floor, Sinotrans Shanghai Tower, 777 Guozhan Road, Pudong District, Shanghai, China 200126  
 Tel: 86 - 21 - 2055 0263  
 Fax: 86 - 21 - 6521 4083

Bao Shan District, Shanghai, China 201999  
 Tel: 86 - 130 0217 7110  
 Fax: 86 - 21 - 6656 9519  
 c/o **FIC 2026 - 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  
 Shanghai, China 201202  
 Attn: Mr. Lu Wei Wei /  
 Tel: 86 - 21 - 6833 4798  
 Fax: 86 - 21 - 6833 4796

**Notify Party**

**Sinotrans Eastern Company Ltd.**  
**Non-Trade Logistics Division**  
 5<sup>th</sup> Floor, Sinotrans Shanghai Tower, 777 Guozhan Road, Pudong District, Shanghai, China 200126  
 Tel: 86 - 21 - 2055 0263  
 Fax: 86 - 21 - 6521 4083  
 c/o **FIC 2026 - Shanghai**

**3b. 提单上货物申报 DESCRIPTION OF GOODS**

Please state in the OBL or AWB: Exhibition Goods. (for FIC 2026 - 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**

**进口展品 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** US\$ 80.00 / exhibitor / consignment  
**Basic service charge** (communication & documentation fee) 展商 / 票货  
  
 报关手续费 US\$ 80.00 / exhibitor / consignment  
**Customs clearance handling charges** 展商 / 票货
  
2. **进口展品从境外直发上海口岸费率**  
**Shipment arriving Shanghai port / airport**  
 展品由上海码头或机场提货至展台就位。包括海关清查, 协助开箱及空箱材料移到馆外存放处。  
 From free arrival Shanghai seaport or airport delivery up to exhibition stand including customs clearance, assistance with unpacking, removal empty to the onsite storage place.  
US\$ 135.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
 海运拼箱 LCL 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  
**Surcharges will be imposed for handling LCL shipments.** 40' 标准集装箱最低收费按 46 立方米  
  
 空运 Air US\$ 1.50 / 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
  
- ◇ 进口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% 海关的临近保证金。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过 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 另做报价
  
  - 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  
Translation of list of exhibits
- US\$ 6.00 / page 页  
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  
Storage charges in bonded warehouse
- US\$ 20.00 / cbm / day 立方米 / 天  
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  
Return empty container to / from Shanghai depot
- US\$ 350.00 / 20' GP container 标准集装箱  
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 shipment sent under HAWB
- US\$ 120.00 / exhibitor / consignment  
展商 / 票货
- f.** 商检费  
Merchandise inspection fee
- US\$ 20.00 / cbm 立方米  
min 1 cbm / exhibitor / consignment  
最低收费 1 立方米 / 展商 / 票货
- g.** 报检预入录费  
EDI customs handling fee
- US\$ 100.00 / exhibitor / consignment  
最低收费 US\$ 100.00 / 展商 / 票货
- h.** 检疫费 (木箱 / 木托盘)  
Quarantine inspection handling service  
(carton with wooden packing materials & case)
- US\$ 20.00 / item 件  
min US\$ 130.00 / exhibitor / consignment  
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
- 进口展品如需在上海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. 进口展品留购或申请转关函手续费用，以便按其服务要求个别地安排及报价。  
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. 进口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。

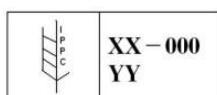
All above service charge will be plus 6% for VAT RMB invoice. (where applicable)

**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<br>批准的木质包装生产企业编号    | License no. assigned to<br>the company that fumigated   |
| ■ 却赢得检疫除害处理方法，如溴甲烷熏蒸为 MB，<br>而热处理为 HT | Fumigation method<br>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**

上海海关规定所有进口展品必须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，所有进口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，所有机械展品必须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装及注明箱上防压标志。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.

### **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。修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， 请参展商务事先向我司提供相应的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， 期限为 30 天。如遇特殊情况， 并得海关同意， 可申请延期。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， 展商需要自行承担。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缺少， 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。确切运输路线视当时可适用的运输情况为准。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. 建议参展商不要把进口展品船运拼箱 (LCL) 发运到上海码头，因为清关时间与商检查验会比较长及手续繁复。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. 所有进口展品的往返空运或海运提单运费，必须“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. 如进口展品属于危险品，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的情况下，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](http://www.jes.com.hk) 或备案。 All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

**进口展品托运 / 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：✓ 请在对应的方格内画
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.  我司会自行安排购买保险。  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

\_\_\_\_\_

Name in full and Business title

Date: \_\_\_\_\_



## Introduction of Mengxuan

Shanghai Mengxuan Exhibition Service Co.,Ltd. (hereinafter referred to as Mengxuan) is a professional service provider deeply involved in the exhibition industry, specializing in hotel reservation, business travel arrangement, meal supply service, and event planning for business travel clients during the exhibition period. Mengxuan dedicate to serving exhibition organizers, and solving pain points for exhibitors and visitors in terms of food, accommodation, and transportation.

Mengxuan has 17 years of professional experience in exhibition hotel booking and operation. It improves operational capabilities and solves the problem of finding a car relying on information technology. With the mission of "committed to providing a better exhibition experience", and through continuous innovation, integration, and sharing, Mengxuan has been recommended as a business travel service provider for numerous exhibitions in Beijing, Shanghai, Guangzhou, and Shenzhen. Mengxuan has served over 1 million customers worldwide for 56,000 exhibitions and conferences, offering personalized services on meal, accommodation and transportation for the exhibition industry.

Mengxuan specializes in group booking of high-quality hotels around national exhibition halls, shuttle bus transportation, VIP customization and other services. We have advantages in the one-stop services including hotel and venue booking, business travel, vehicle rental, catering, translation, visa, etiquette, event planning during exhibitions. Mengxuan can coordinate the vehicle and connect with high-quality hotels on travel service guarantees.

Our vision: To build a service platform between exhibition organizers and participants.

Our mission: Committed to providing a better exhibition service and offering comprehensive solutions for food, accommodation, and transportation for the exhibition industry.

Think of things that should have been thought of for the customer.

Doing things for customers that they want to do but haven't achieved.

To provide customers with high-end, customized and high-quality "housekeeper style" services.

**Free Shuttle bus during the exhibition are provided.**

We believe that on-site exhibition services are only one aspect of the work, while services outside the exhibition hall are the key and difficult points to reduce the burden on customers.

Contacts:

Shanghai Mengxuan Exhibition Services Co., Ltd.

Room607 No. 158 ShuangLiang Road Shanghai

Tel.: +86 18019768582

+86 (0)21- 51877530 ext.0

E-Mail: Lxing@mxydt.com

Contact Person: Ms. Li

Online booking link:



<https://www.mxydt.com/enhotel?exhibitionId=56754&empId=10210&SiteId=1&isHost=true&lang=en>

Submission  
deadline  
**March 7, 2026**

**Attachment 4 FIC2026 Sample Application Form for Technical Seminar**

Please login on [www.cfaa.cn](http://www.cfaa.cn) and submit online

**FIC2026 Application Form for Technical Seminar (Sample Form)**

**Special Tip:** Please login on [www.cfaa.cn](http://www.cfaa.cn) and submit online

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

Company (Chinese)			
Company (English)			
Nationality		FIC2026 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.5, 2026. The meeting room will be chosen after the theme of seminar is approved. The contact person is Ms.Chen Yanyan; Tel: +86-10-59795833 Fax: +86-10-59071335, 59071336
2. Please send the whole paper to [cfaa202110@126.com](mailto:cfaa202110@126.com) before Jan. 20, 2026, if approved. The paper will be published on *FIC2026 Academic Papers*. Contents received after Jan. 20, 2026 will not be published
3. All approved companies can send a free one-page advertisement (300 dpi, 216\*291mm of size for PDF or JPG format) to [cfaa202110@126.com](mailto:cfaa202110@126.com) before Jan. 20, 2026 and release on *FIC2026 Academic Papers* for free. Contents received after Jan. 20, 2026 will not be published

**Attachment 5 FIC2026 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](mailto:cfaa202110@126.com) before Jan. 5, 2026 and the whole paper (Format: word) before Jan. 20, 2026. If approved, the paper will be published on *FIC2026 Academic Papers*. Please note the subject of your email as “FIC2026 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.

**Attachment 6 FIC2026 Interpreter/Translator Hiring**

Food Ingredients China (FIC) 2026

March 17-19, 2026

Request for translation or interpretation services

Please submit this form by March 3, 2026

Please photocopy one copy for filing and return this form to the following address:

TalkingChina Language Services Co., Ltd.  
Address: 8th Floor, East Tower, Xin'an Building, No. 200 Zhenning Road, Shanghai  
Tel: 021-6247 3159, 13817274775  
Website: www.talkingchina.com



● Email: miki.hu@talkingchina.com

**designated translation and interpretation service supplier, TalkingChina Language Services Co., Ltd.:**

**I. Translation Services**

Type	Unit Price (RMB)	Daily Capacity
EN → CN	RMB 140 per 1000 Chinese characters	Minimum 10,000 characters per day; no upper limit.
CN → EN	RMB 160 per 1000 Chinese characters	Minimum 10,000 characters per day; no upper limit.
Minor Language Translation	Including but not limited to Japanese/Korean/Russian/Indonesian, etc. Please inquire for detailed pricing.	

**II. Interpretation Services**

Type	Unit Price (RMB)	Interpreter Qualifications
English Booth Interpretation	RMB 800 per day (8 hours)	Excellent postgraduate students majoring in the target language, with 2+ years of experience, capable of handling in-depth business negotiations;
Minor Language Booth Interpretation	RMB 950 per day (8 hours)	
Formal Meeting Consecutive Interpretation	RMB 3000 per day (8 hours)	Trained professional consecutive interpreters with 2+ years of experience;
Minor Language Booth Interpretation	Including but not limited to Japanese/Korean/Russian/Indonesian, etc. Please inquire for detailed pricing.	

**Note:**

The above lists only the translation and interpretation services for main languages. We can also provide: 1) Translation and interpretation services for other minor languages; 2) Typesetting and printing of exhibition promotional materials; 3) Translation and post-production of audio-visual products such as VCDs. Please consult the TalkingChina contact person for specific needs.

**Specific Workflow and Payment Methods:**

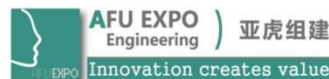
Payment Methods:

For all translation and interpretation services, domestic clients shall pay a 50% deposit within three working days after signing this order. The balance shall be settled on-site on the first day of this event. A contact person from TalkingChina Language Services Co., Ltd. will be on site to handle liaison and management. International clients shall pay a 100% deposit within three working days after signing this order. The above quoted prices are exclusive of tax. International clients will receive international invoices, and domestic clients will receive receipts; if domestic clients require official invoices, an additional tax of 8% to 10% will be applied.

**Attached: Company Account Information**

Company Name: TalkingChina Language Services Co., Ltd.  
Bank: Industrial and Commercial Bank of China Limited, Shanghai Yanping Road Sub-branch  
Account Number: 1001267609206924829

## Attachment 7 FIC2026 Booth Construction & Reservation Form for Furniture, Electricity, Water and Air Compressor



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

### 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](http://www.afuexpo.net/esm-afu/login)

Contact Person: MS. CICI

E-mail: [cici@afuexpo.net](mailto:cici@afuexpo.net)

#### RAW SPACE BOOTH PACKAGES DESIGN exhibitors please contact:

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

**ACKAGES: Shanghai elan Exhibition Services Co., Ltd.**

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

Shanghai 200065, China

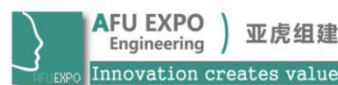
Tel no. (+86-21) 3463 5397, 3463 5398, ext: 1818

Fax no. (+86-21) 3463 5395

Website: [www.afuexpo.net/esm-afu/login](http://www.afuexpo.net/esm-afu/login)

Contact Person: Ms. CICI

E-mail: [cici@afuexpo.net](mailto:cici@afuexpo.net)



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

## 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 6, 2026** 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:

<b>Order received on or after 7<sup>th</sup> February, 2026</b>	<b>50% surcharge</b>
<b>Order received on or after 16<sup>th</sup> March, 2026</b>	<b>100% surcharge</b>

### 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.

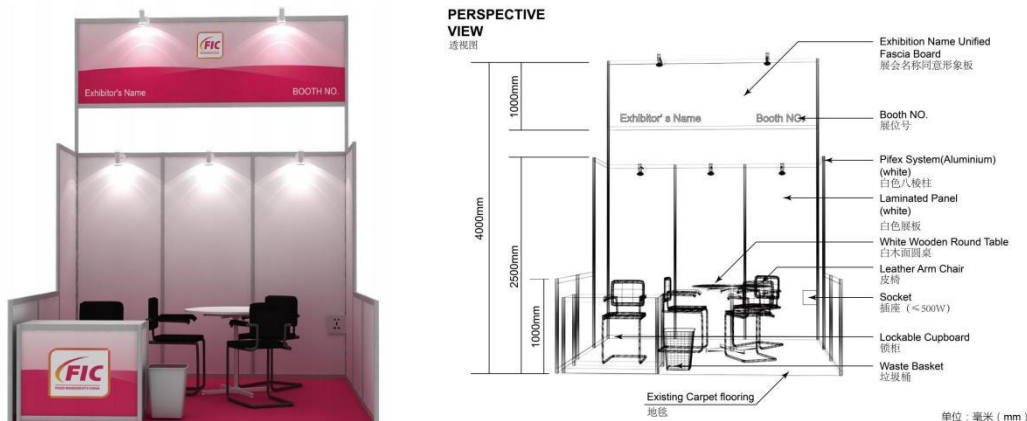
### 5) IMPORTANT NOTES

- 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 6, 2026**.
- Suspensions from the hall ceiling and other structural parts of the hall ( such as pipes and ducts ) are not permitted.
- 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.
- 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.
- 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.


 17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

## 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 on front panel.		
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.		
Carpet:	pink needle punch carpet covering the entire floor area of the booth.		
ITEM	DESCRIPTION	SIZE OF SHELL SCHEME	
		9M <sup>2</sup>	18M <sup>2</sup>
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, 2026

<b>TO: AFU EXPO</b>	
e-mail: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a>	
Booth no.:	<b>FORM 2</b>
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
<b>DEADLINE: 6th February, 2026</b>	

## 〈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): \_\_\_\_\_

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 (Alnico Standard Materials)

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](http://www.afuexpo.net/esm-afu/login)  
 Contact: MS. CICI  
 E-mail: [cici@afuexpo.net](mailto:cici@afuexpo.net)



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

<b>To: AFU EXPO</b>	
<b>e-mail: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a></b>	
Booth no.:	<b>FORM 2</b>
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
<b>DEADLINE: 6<sup>th</sup> February, 2026</b>	

## 〈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.)

俯视图 Platform

相邻展位号(上方): \_\_\_\_\_

相邻展位号(下方): \_\_\_\_\_

设施标识 Facility Marks

[24HR]	A/380V Switch Box(24hr) 24小时三相电源
[A]	A/380V Switch Box 三相电源
[A]	Compressed Air 空气压缩机
[W]	Water Supply 给排水
[T]	Telephone 电话
[I]	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:**

<b>AFU EXPO (ShangHai) SERVICES CO., LTD.</b>	
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: <a href="http://www.afuexpo.net/esm-afu/login">www.afuexpo.net/esm-afu/login</a>	
Contact: Ms. CICI	
E-mail: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a>	


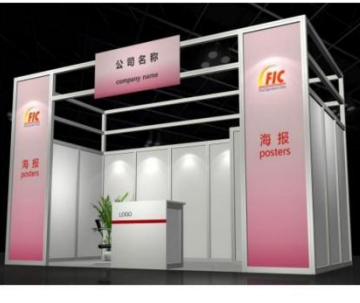


**To: AFU EXPO**

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

 17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

### < 3-1 > RAW SPACE BOOTH PACKAGES DESIGN FORMS

01-Business	Max. stand height 4M	18sqm	≤24sqm	≤36sqm
	Carpet(fireproof) color(grey, blue or red)	√	√	√
	Wall panels(white) 2.5M ht	√	√	√
	<b>Complimentary furniture:</b>			
	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)	√	√	√
<b>(min 18sqm)</b>				
<b>USD 197.00 / Sqm</b>	Logo, poster output, excl.design, incl. production	√	√	√
02-Sparkle	Max. stand height 4M	18sqm	≤36sqm	≤54sqm
	Carpet(fireproof) color(grey, blue or red)	√	√	√
	Wall panels(white) 2.5M ht	√	√	√
	Storage Room: 1M X 2M	√	√	√
	<b>Complimentary furniture:</b>			
	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)	√	√	√	
<b>(min 18sqm)</b>				
<b>USD 226.00 / Sqm</b>	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.

17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

AFU EXPO Engineering 亚虎组建  
Innovation creates value

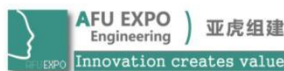
**To: AFU EXPO**  
Contact person: CICI TEL:  
+86-21-34635398-1818  
E-mail: cici@afuexpo.net

< 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	√	√	√	
	<b>Complimentary furniture:</b>				
	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.
- 4) 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.



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

<b>To: AFU EXPO</b>	
<b>e-mail: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a></b>	
Booth Number:	<b>FORM 3-1</b>
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
<b>DEADLINE: 6<sup>th</sup> February, 2026</b>	

### <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](http://www.afuexpo.net/esm-afu/login)

Contact : MS. CICI

E-mail : [cici@afuexpo.net](mailto:cici@afuexpo.net)



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

<b>To: AFU EXPO</b>	
e-mail: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a>	
Booth Number:	<b>FORM 3-2</b>
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
<b>DEADLINE: 6<sup>th</sup> February, 2026</b>	

## <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.
- 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:

<b>AFU EXPO (ShangHai) SERVICES CO., LTD.</b>	
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 <span style="float: right;">(+86-21)3463 5395</span>
Website	: <a href="http://www.afuexpo.net/esm-afu/login">www.afuexpo.net/esm-afu/login</a>
Contact	: MS. CICI
E-mail	: <a href="mailto:cici@afuexpo.net">cici@afuexpo.net</a>



17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

<b>To: AFU EXPO</b>	
<b>e-mail: cici@afuexpo.net</b>	
Booth Number:	<b>FORM 4-1</b>
Exhibitor/Co.:	
Contact Person:	
Tel:	
Fax:	
<b>DEADLINE: 6<sup>th</sup> February, 2026</b>	

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

<b>1) RENTAL FURNITURE</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>AMOUNT</b>
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.**

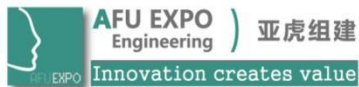
<b>2) RENTAL ELECTRICALS</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>AMOUNT</b>
1) SPOTLIGHT 100W (DE-01A)	US\$ 35.00	_____	_____
2) LONG-ARM SPOTLIGHT 100W (DE-01B)	US\$ 42.00	_____	_____
3) FLUORESCENT TUBE 40W (DE-04)	US\$ 35.00	_____	_____
4) HQI FLOODLIGHT 150W (DE-05)	US\$ 70.00	_____	_____
5) REFRIGERATOR (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	_____	_____
<b>24Hours, 15A/380V Switch box</b>	US\$ 454.00	_____	_____
9) 30A/380V Switch box	US\$ 377.00	_____	_____
<b>24Hours, 30A/380V Switch box</b>	US\$ 612.00	_____	_____
10) 60A/380V Switch box	US\$ 517.00	_____	_____
<b>24Hours, 60A/380V Switch box</b>	US\$ 831.00	_____	_____
11) LIGHTINT CONNECTION (Max 100w, inxlusinf 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.**





17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026



## 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>



















17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026

## FURNITURE & ELECTRICAL CATALOGUE

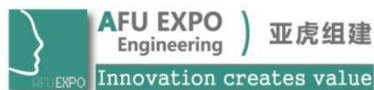


家具电器安装目录  
Furniture & Electrical Catalogue

			
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



















17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026



## 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瓦铲灯 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













17<sup>th</sup> - 19<sup>th</sup> MARCH, 2026



## FURNITURE & ELECTRICAL CATALOGUE

AFU EXPO 组建  
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 投影仪+幕布 Projector &amp; Screen (100")</p>	 <p>EE-07 LED全彩显示屏 LED Screen (F3mm) 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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布、撤展期，货运车辆需凭主办单位寄发的《货车通行证》(供货运车辆进出馆使用，该证讲、撤馆共用一张，请务必转交至货运司机，妥善保管)，按出入证上规定的行车路线进入展馆指定停车场蓄车，凭国家会展中心的《装卸区通行证》和《装卸区车辆引导证》依次进馆卸车、装车。《装卸区通行证》和《装卸区车辆引导证》需提前在国家会展中心北门制证中心办理。