

# EXHIBITOR'S MANUAL

Exhibition Dates:  
3.29 – 4.1, 2018  
Exhibition Venue:  
Shenzhen Convention & Exhibition Center



[www.simmtime.com](http://www.simmtime.com)

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## **Important Note:**

### **Instruction of Exhibitor's Badge Application (Please refer to Part 2.5 for detailed information)**

1. According to related security regulations, the exhibitor's badges are required to be applied under real-name system by completing the identity information of admission individuals. Exhibitors shall fill out the real name, register online and claim the badge after verification. The badge is only for the exhibitor use in one person. If the badge is checked out to be improperly used, the organizer reserves the right to deny and cancel the badge. The exhibitor's badge will be issued during the booth set-up period.
2. **All the exhibitors shall submit the real identity information to apply for the exhibitor's badge.**
3. The amount of exhibitor's badges is determined by the booth area for free. If over-quota badges are needed, it will be charged for 100 RMB for each extra badge.



Scan the QR code for  
more information in  
the official website

# I Basic Information of the Exhibition

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## **1. Exhibition Introduction**

Shenzhen International Machinery Manufacturing Industry exhibition, which is known for SIMM exhibition, was firstly held in 2000. With the fast development of the manufacturing industry these years, China has stepped into a new era of industry upgrading and technology innovation, which create a good opportunity for SIMM to lead a dramatic expansion and become an industry feast in China. SIMM exhibition is the first international event in South China approved by the UFI. Started from a traditional trade fair, SIMM succeeded in transforming to an international information platform for exchanging ideas of advanced technology and customized manufacturing solutions.

To embrace the era of intelligent manufacturing, SIMM 2018 is ready for the new changes in manufacturing industries. Thus, 3 themed shows at SIMM 2018 come into being with more targeted display categories and professionalism, which are Shenzhen International Industrial Supply Exhibition (ISE), Shenzhen International Machine Tool Exhibition (MTE) and Shenzhen International Robotics and Smart Factory Exhibition (RSE). The birth of the 3 specific themed shows reveals that SIMM is marching on in trends of intelligent manufacturing, lean production and industry transformation.

## **2. Exhibition Outline**

### **2018 Shenzhen International Machinery Manufacturing Industry Exhibition**

#### **Exhibition Lineup:**

2018 Shenzhen International Machine Tool Exhibition

2018 Shenzhen International Robotics and Smart Factory Exhibition

2018 Shenzhen International Industrial Supply Exhibition

#### **Exhibition Dates:**

March 29 – April 1, 2018

#### **Exhibition Venue:**

Shenzhen Convention & Exhibition Center

#### **Exhibition Organizer:**

Shenzhen Xieguang Convention & Exhibition Co.,Ltd

Shenzhen Huanyue Convention & Exhibition Co., Ltd

Website: [www.simmtime.com](http://www.simmtime.com)

### 3. Floor Plan and Pavilions



- Hall 1: Metal Cutting Machine Tool Area
- Hall 2: Laser and Sheet Metal Machine Tool Area
- Hall 3: Sheet Metal and Punch Automation Tool Area
- Hall 4: Precision Machinery Parts and Metal Material Area
- Hall 5: Fastener and Surface Treatment & 3D Printing Industrial Application Area
- Hall 6: Measuring Quality Control & Automation, Transmission Control Area
- Hall 7: Industrial Automation and Robotics Area
- Hall 8: 3C Manufacturing and Robotics Application Area
- Hall 9 and 2/F Precision Avenue: Cutting Tools and Accessories Area

(Note: The floor plan is continuously updating. Please refer to the on-site floor plan or contact your account executive if more details are needed.)

## 4. Show Management Office Contact

|         |  |
|---------|--|
|         | Shenzhen Xieguang Convention & Exhibition Co.,Ltd<br>Shenzhen Huanyue Convention & Exhibition Co.,Ltd                |
| Address | Room 1203-1204, 1218-1219 Tower A, Xinian Center No.6021 Shennan Avenue, Futian District, Shenzhen, Guangdong, China |
| Tel     | 86-755-83458909  |
| Fax     | 86-755-83458708  |
| E-mail  | <a href="mailto:info@simmtime.com">info@simmtime.com</a>   |

|                              | Exhibitions   | Hall     | Contact Person                      | Tel<br>(86-755)                |
|------------------------------|---|----------|-------------------------------------|--------------------------------|
| Exhibiting/Conference Issues | Machine Tool Exhibition (MTE)<br>Metal Cutting Machine Tool Area    | 1        | Ms. Meiling Zeng<br>Mr. Zhihui Zhao | 0755-83708485<br>0755-83458896 |
|                              | Machine Tool Exhibition (MTE)<br>Cutting Tools and Accessories Area | 9<br>2/F | Mr. Yuhang Song<br>Ms. Meilian Wu   | 0755-83027334<br>0755-83449029 |
|                              | Machine Tool Exhibition (MTE)<br>Metal Forming Machine Tools Area   | 2<br>3   | Mr. Yiqiang Chen                    | 83459886                       |
|                              | Industrial Supply Exhibition (ISE)                                  | 4        | Mr. Tianshan Luo                    | 0755-83458906                  |
|                              |   | 5        | Ms. Kecheng Peng                    | 0755-83200557                  |
|                              | Robotics and Smart Factory Exhibition (RSE)                         | 6        | Mr. Jingchang Yao                   | 0755-83459904                  |
|                              |   | 7        | Ms. Renjiao Ye                      | 0755-83458748                  |
|                              |   | 8        | Mr. Gang Wang                       | 0755-83477943                  |
| Advertisement Issues         | /   | /        | Mr. Fei Hu                          | 0755-83459957                  |

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## II Exhibition On-site Guide

### 1. [Move-in/out](#)

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# 1. Move-in/out

## 1.1 Move-in Schedule

| Move-in Schedule                             |   |                                |   |                  |                   |                     |
|--|---|--------------------------------|---|------------------|-------------------|---------------------|
|  |   |                                | 3.25<br>(Sunday)  | 3.26<br>(Monday) | 3.27<br>(Tuesday) | 3.28<br>(Wednesday) |
| <b>Exhibitor Registration Hour</b>           |   |                                | 9: 00-17: 30  | 8: 30-17: 30     | 8: 30-17: 30      | 8: 30-17: 30        |
| <b>Move-in<br/>Schedule</b>                  | Hall 1、<br>2、 3、                        | <b>Notified<br/>Exhibitors</b> | 9: 00-20: 00  | 9: 00-20: 00     | 9: 00-22: 00      | 9: 00-22: 00        |
|  | 6                                       | All Exhibitors                 | -   | 9: 00-20: 00     | 9: 00-22: 00      | 9: 00-22: 00        |
|  | Hall 4、<br>5、 7、                        | <b>Notified<br/>Exhibitors</b> | -   | 9: 00-20: 00     | 9: 00-22: 00      | 9: 00-22: 00        |
|  | 8、 9<br>and<br>2 <sup>nd</sup><br>Floor | All Exhibitors                 | -   | -                | 9: 00-22: 00      | 9: 00-22: 00        |
| <b>Electricity, water and compressed air</b> |   |                                | * Electricity, water and compressed air will be supplied from 28 <sup>th</sup> March in succession. If there are any special requirements, please directly contact the exhibition appointed contractor - Engineering Department of Shenzhen Convention & Exhibition Center. |                  |                   |                     |
| <b>Overtime work (If required)</b>           |   |                                | * Exhibitors shall submit the overtime work application in the contractor service station before 16:00 of the day.<br>*Please refer to the third item in Part 4 of the Exhibitor Manual for more information about the cost of overtime work application.                   |                  |                   |                     |

## 1.2 Move-out Schedule

| Move-out Schedule            |   |   |               |                                      |
|------------------------------|---|---|---------------|--------------------------------------|
|                              |   |   | 4.1 (Sunday)  | 4.2 (Monday)                         |
| <b>Move-out<br/>Schedule</b> | For exhibitors in<br>hall 3,4,5,6,7,8,9<br>and the 2 <sup>nd</sup> Floor<br>Precision Product<br>Avenue | Only for vehicles in<br>blue pass token<br>( There are no<br>traffic controls in<br>Shenzhen in<br>weekends ) | 16: 00-20: 00 | 9: 00-17: 30<br>( All the vehicles ) |
|                              |   | All the vehicles  | 20: 00-24: 00 |                                      |
|                              | For exhibitors in<br>hall 1,2   | All the vehicles  | 22:00-24:00   | 9: 00-17: 30<br>( All the vehicles ) |



## 2. Dates and Hours of Show

| Dates and Hours of Show |  |               |                 |                               |
|-------------------------|--|---------------|-----------------|-------------------------------|
|                         | 3.29 (Thursday)  | 3.30 (Friday) | 3.31 (Saturday) | 4.1 (Sunday)                  |
| Dates and Hours of Show | Show Open hours: 9: 00-17: 00  |               |                 | Show Open hours: 9: 00-16: 00 |
|                         | * Exhibitor working hours: 8: 30-17: 30<br>* Visitor registration will close 30 minutes before the close of halls. |               |                 |                               |

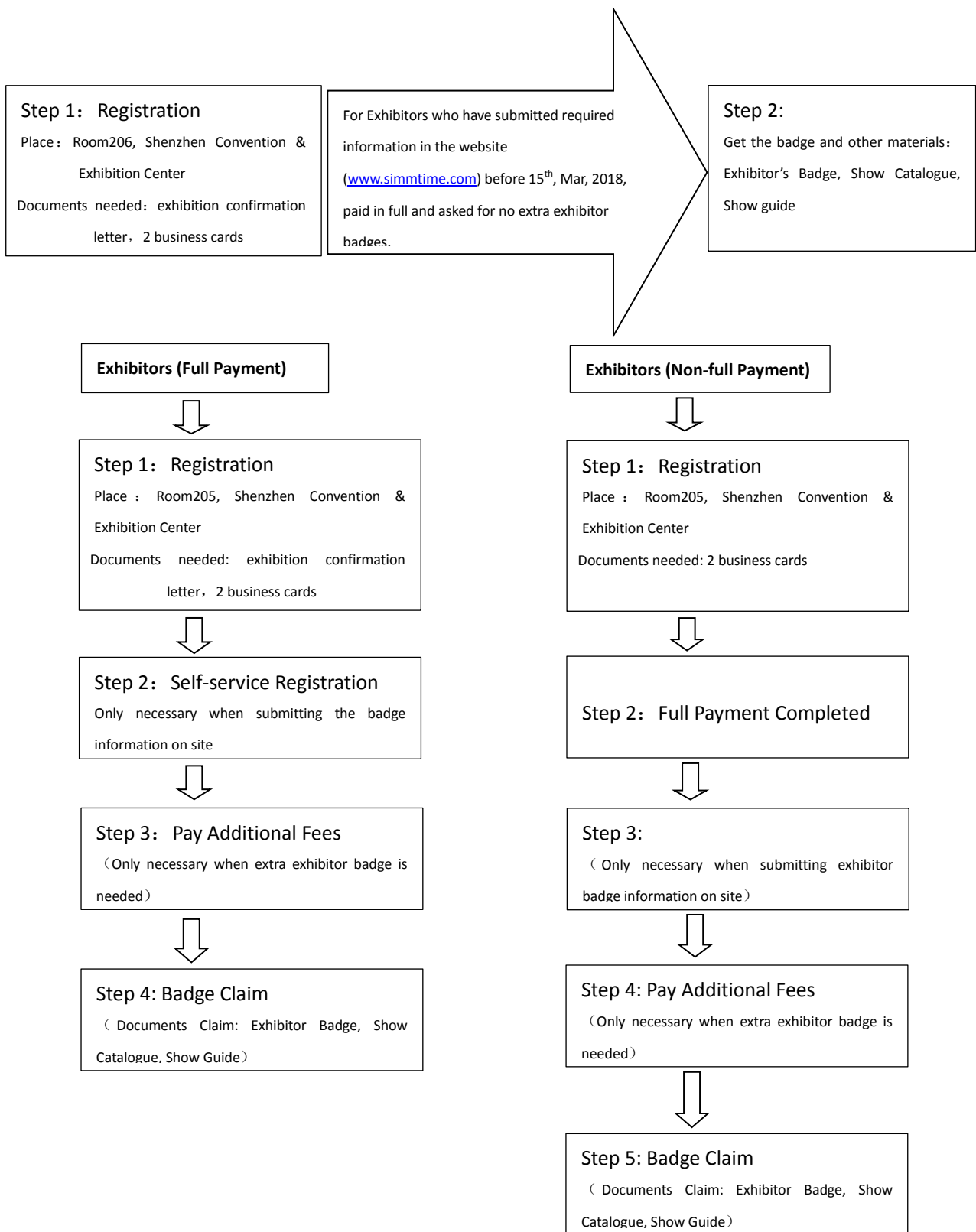
## 3. Exhibition Service Providers

| Services                 | Service Providers   | Contact   | Tel   | E-mail  | Address  | Notes              |
|--------------------------|---|---|---|---|--|--------------------|
| Pavilion Inquiries       | Customer Service of Shenzhen Convention & Exhibition Center       |   | 0755-82848900<br>/82848800                                | /   | Room 209, Shenzhen Convention & Exhibition Center, Fuhua 3th Road, Futian District, Shenzhen |                    |
| Official SIMM Contractor | Engineering Department of Shenzhen Convention & Exhibition Center | Xiaohua Chen  | 0755-82848710<br>13798433293                              | xiaohua@cht.com   | Shenzhen Convention & Exhibition Center, Fuhua 3th Road, Futian District, Shenzhen           |                    |
| Official SIMM Carrier    | Schenker International Ltd (Hall 1,9)                             | Xianxiong Li  | Tel: 852-25859688<br>Mobile: 852-91095056<br>/15507560134 | jason.lee@dbschenker.com  | 35 <sup>th</sup> Floor, Hongtian Square, 39 Wang Kwong Road, Kowloon Bay, Hong Kong          | Overseas Transport |
|                          |   | Baixing Chen  | Fax: 852-28240328<br>15507560567                          | tom.chan@dbschenker.com   |  |                    |
|                          | Long Yu   | Tel:+86(20)83487182<br>Fax:+86(20)83486692<br>Mobile:17220936737<br>E-mail:yu.long@dbschenker.com | nico.zeng@dbschenker.com                                  | Room3401,3402,3408,3409, A Zhongtai International Square, Linhe Rd.W, Tianhe District, Guangzhou, China | Domestic Transport   |                    |
|                          | JES Logistics   | Huadian   | 852-93041713  | jerry@jes.com.hk  | 26 <sup>th</sup> Floor, Winsan   | Overseas           |

|   |  |              |  |  |  |                    |
|---|--|--------------|--|--|--|--------------------|
|   | Limited (Hall 2,3,4,5,6,7,8 and 2 <sup>nd</sup> Floor)                         | Jian         | 13544822380  |  | Tower, 98 Thomson Road, Wanchai, Hong Kong   | Transport          |
|   |  | Xingyou Chen | 13602467623  | you@jes.com.hk   | Room 2005, Dongjian Building, No.501 Dongfeng Middle Road, Guangzhou, China                    | Domestic Transport |
|   |  | Wenfeng Gao  | 020-8355 9738<br>13751750523   | jesgz@jes.com.hk   |  |                    |
|   |  | Qi Zhou      | 15915864275  | qi@jes.com.hk  |  |                    |
| Lease of air compressor                         | Jucai Industry (Shenzhen) Co. Ltd  | Jinhua Deng  | Tel: 0755—27744917<br>Fax: 0755—2774 5556<br>Mobile: 13510339231<br>/13510339232 | /  | /  |                    |
| Hotel & travel services& other on-site services | Shenzhen JL Bestmeeting Service Company Limited                                | Xiaoxia Li   | Hotline:<br>+86-755-82880055/89<br>Fax:+86-88364202                              | <a href="mailto:service@bestmeeting.net.cn">service@bestmeeting.net.cn</a> | Room 213, service area in the 2 <sup>nd</sup> floor of Shenzhen Convention & Exhibition Center |                    |
| Interpreter & Translation On-site Services      |  | Miaoling Du  | Mobile:13533880012<br>Tel:020-34692023   | <a href="http://www.eshowyz.com">www.eshowyz.com</a>                       | Room 1603, No.3 Building, Aoyuan Plaza, Hanxi Avenue, Fanyu District, Guangzhou                |                    |
| Floral services                                 | Shenzhen Xiaoyao Floral Service  | Jun Xiao     | 18926012356  | /  |  |                    |
| Insurance                                       | PICC The People's Insurance Company (Group) of China Limited (Shenzhen Branch) | Decai Kong   | 15814409102<br>0755-95518  | www.e-picc.com.cn  | No.122 Luofang Road, Luohu District, Shenzhen  |                    |

## 4. Exhibitor Registration Process

### 4.1 Quick Registration and Exhibitor Badge Claim



**Notes:**

1. The official contractor shall register at the engineering station.  
Place: Passageways between Hall 1-9 and Hall 1-2.
2. If exhibitors appoint agents to go through the registration formalities and claim the exhibitor's badge or related materials, the agent shall provide the letter of commission with the exhibitor's official seal and two name cards. ( Please look up to Part VIII APPENDIX and download the [Form 7 --- The letter of commission](#) )

## 4.2 Booth Set-up, Exhibition Appliance Rent, Safety Control and Cleaning Deposit Procedures

For exhibitors who book the raw space and its constructors, please go through the procedures before set up the booth and construct. If you need to rent the exhibition appliances, related procedures will also be managed here.

**Registration Place:** The engineering service station counter in the passageways between Hall 1-9 and Hall 1-2.

**Department in Charge:** Official Constructor- Engineering Department of Shenzhen Convention & Exhibition Center

### Procedures:

#### Step 1: Documents Submission

Documents required:

- Copy of business license
- Exhibition and construction qualification certificate
- Construction safety Commitment officially (sealed and signed by the Constructor)
- Copy of the ID card of construction manager
- Power of attorney by the constructor
- Purchased Exhibition Liability Insurance Warranty

#### Step 2: Pay the Fees

#### Step 3: Claim related articles and badges

Documents and badges: deposit credential, labor suit, construction permit

## 4.3 Move-in and Handling of Exhibits Procedures

**Registration Place:** the counter of engineering service station located between Hall 1-9 and Hall 1-2

**Department in Charge:** Official Forwarder – SCHENKER (for exhibitors in Hall 1 and Hall 9)  
- JES (for exhibitors in Hall 2,3,4,5,6,7,8 and 2<sup>nd</sup> Floor)

### Procedures:

#### Step1: Submission of Documents

Documents needed: exhibitor's badge

#### Step 2: Pay the Fees

**Payment:** Payment of hoisting fees of official forwarder (cash)

Payment of management fee of vehicles in halls (cash)

Other items of service fees (pull down, encasement, storage) (cash)

#### Step 3: Claim Related Documents

**Documents:** worksheet of construction, invoice of management fee

**Notes:** The organizer set up the registration desk at Room 205 in the 2<sup>nd</sup> floor of the venue and service counter of [www.simmtime.com](http://www.simmtime.com)

hotel, business trip, ticket at Room 213. Additionally, the information counters are set up in the 2 engineering service station for inquiries of exhibitors.

## 5. Exhibition Badges

### 1. Badge Type

Exhibitor badge, visitor badge, staff card, exhibition service badge, vehicle pass, exhibitor parking permit

### 2. Badge Instructions

**Exhibitor badge** --- For exhibitor staff to get in and out the hall during the show. If lost, please pay attention that the extra badge application will be charged for 100 yuan for one badge.

**Staff card** --- For official organizer and staff use only;

**Exhibition service badge** --- For staff of contractor, carrier and service organizations to work in the hall

**Truck temporary pass** --- For exhibitor's transport use

**Exhibitor parking permit** --- For exhibitors to enter in the parking lot of the exhibition center

#### Notes:

Exhibitors will get the certain amount of exhibitor badges based on the booked booth size. If there are more needs, please log on [www.simmtime.com](http://www.simmtime.com) and enter the exhibitor service system to apply for free badge before 10 March 2018. Please refer to the Exhibitor self-service manual for application process. Please notice that extra badge application will be charged for 100 yuan each.

**The number of exhibitor badge is based on the principle of one badge for every 2.25 m<sup>2</sup>.**

#### Notes:

1. The amount of exhibitor's badges is limited.
2. If the booth area has decimals, the figures are rounded to the nearest. For example, if your booth area is 184 m<sup>2</sup>, you will get 82 badges; If the booth area is 181 m<sup>2</sup>, you will get 80 badges.

## 6. Location of the Construction Service Station



The two Construction Service Stations are in the South of the 1F passage between Hall 1,2 and Hall 1,9



## 7. Temporary Vehicle Permit for Cars from other Cities

Note: For this part, please contact your AE for operation assistance if you are not familiar with the detailed procedures. Our staff will assist you with all the formalities.

According to regulations issued by Shenzhen Traffic Police department, it is regulated for vehicles from other cities to drive in Shenzhen during traffic control period. Please observe the following rules and schedule:

### Traffic control period:

Morning Rush Hour on Weekdays: 7:00 – 9:00

Evening Rush Hour on Weekdays: 17:30 – 19:30

For exhibitors who need to drive cars to the venue during the show, please apply for the temporary vehicle permit if you drive a car with an ecdemic license. There are two ways to apply for the temporary vehicle permit:

### 1. Authorize the Show Organizer to Handle Your Temporary Vehicle Permit

Please submit the following documents to the show organizer before 5<sup>th</sup> March 2018. The temporary vehicle permit is valid within 7 days (including the weekend). There are two ways of submitting documents:

- A. Please log in the Exhibitor's Self-service System and submit as instructed
- B. Please send the Form 3 ( see the Part VII Appendix) and the picture of your driving license (sample is as follows, dimension of picture no more than 200k, 800\*600 pixel) to [chepai\\_apply@simmtime.com](mailto:chepai_apply@simmtime.com). Please name the subject of the mail as Company name + Booth number. You will receive an autoreply e-mail if successfully sent.



### 2. Self-service On-line Application

Exhibitors can apply for the “One-day Traffic Permit” through the following website:

[https://app4.stc.gov.cn:9080/hlwzh/xwspace/xw\\_getXwclCxdjPage.action](https://app4.stc.gov.cn:9080/hlwzh/xwspace/xw_getXwclCxdjPage.action)

**Note:**

You can only submit the application once every month and the required date for traffic shall be since the next day of application date or next month. Please note that there is no traffic control during the official holidays.

## 8. Venue Parking Lot



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## **III Rules and Regulations**

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# 1. Shipping of Exhibits

- All vehicles must follow the time schedule of the exhibition center and arrangement by the official carrier otherwise the exhibitor shall take the responsibility of any possible situation caused by inobservance.
- According to the regulations by customs supervision, you must provide the equipment instruction of your exhibits in Chinese version (including items of product name, model, specification, application) to import your exhibits (equipment products). The English version instructions of exhibits also work if it is difficult to provide the Chinese version. For all exhibitors, please observe the customs regulations and submit relevant documents to declare your exhibits.
- It is strictly forbidden to conduct hoisting without authority in the pavilion. The hoisting and handling of exhibits is only limited to the appointed freight forwarder. For more information, please refer to the service guide of the appointed carrier. Details are as follows:
  1. It is required to queue in the Waiting Spot outside the venue and forward the exhibits by manpower if there is no transporter needed. If vehicles are needed inside the pavilion to conduct exhibit carriage (vehicles with booth setup materials included), exhibitors shall pay for the management fee in advance. The handbarrows such as the backing roll and screw roll are not permitted.
  2. If the size, weight or bearing capacity of exhibits are out of specification, exhibitors shall contact the official freight forwarder in advance and observe the rules and arrangement otherwise the exhibitor shall take the responsibility for the projected consequences.
  3. The ground bearing pressure of the pavilion is  $3.5\text{t}/\text{m}^2$  for hall 5,6 and  $5\text{t}/\text{m}^2$  for other halls. The largest truck transportation entrance is 4.5m (height) \* 4.8m (width) (the height of exhibit and vehicle is included). The ground bearing pressure of the second floor of the pavilion is  $400\text{kg}/\text{m}^2$ . The largest truck transportation entrance is 2.4m (height) \* 2m (width).
- Note: For further information about the regulations, please see the Part V of the manual.

## 2. Booth Construction

### 1) Standard Booth

- For exhibitors who booked standard booth, please confirm the company name board;
- For exhibitors who want to apply for customized exhibition lintel, please submit relevant documents to the organizer.
- It is strictly forbidden to dismantle or set up the display panel or rack. If you need to make adjustment to the booth, please log in the exhibitor self-service online system to submit the special requirement application form in time.

### 2) Raw Space

- For exhibitors who booked the raw space, please observe the regulations and arrangement and submit relevant documents in time.
- The booth design draft must be approved by the official booth contractor in advance before construction.
- Exhibitors must supervise the appointed contractor to sign the Safety Commitment Contract before construction;
- Please note that all the electricity and water supply must be handled by the official contractor.

Please refer to PartIV for the detailed regulations about booth construction.

## 3. Electricity

For this part, please refer to PartIV for more information about the contractor service guide and venue specification.

- 1) For safety, all the electrical service in the venue is supplied by the official contractor. Please make the electricity and water application in advance for your convenience during your exhibit.
- 2) For exhibitors who need special service( such as different electricity voltage or frequency), please prepare it by yourself in advance or forward your inquiries or needs to the official contractor for assistance.

## 4. Booth Regulations

- 1) Exhibitors shall observe the time schedule of the venue. The booth cannot be run without staff.
- 2) During the exhibition, it is forbidden to transport the exhibits outside the pavilion or the booth without permission of the organizer. Before the closing time of the exhibition, no exhibits or booths can be dismantled.

## 5. On-site Display Regulations

- 1) All the on-site activities must be confirmed and approved by the venue. Exhibitors can conduct activities after the submission of the application.
- 2) Exhibitors shall pay attention to the on-site volume control which is limited to 75 db. The organizer has the right to determine the acceptance level of the volume and terminate on-site activities if necessary.

## 6. Insurance, Duty and Risk

### 1) Required Insurance Items

According to safety regulations, the construction company appointed by the exhibitor shall purchase the exhibition liability insurance. Exhibitors shall submit the assurance warranty when registration.



It is recommended to scan the QR code and conduct as the according to the procedure. (Please note that all the language is in Chinese)

### 2) Recommended Insurance Items

The show organizer strongly recommends that exhibitors or its appointed service provider purchase insurance for the valuable exhibits or goods in case of loss, theft or other damages to the items as well as purchase the third-party and public liability insurance for the staff.

- 3) During the exhibition (especially during move in/out), exhibitors must watch its properties and exhibits in case of loss or damage.
- 4) The organizer will not take any responsibility in the following situations beyond control:
  - Due to limitations or restrictions, the booth construction work doesn't proceed as planned.
  - The staffs of the venue don't provide are not capable of providing any service.

- Cancellation or any temporary close-up of the exhibition due to force majeure.

## **7. Precautions against Hazard**

- 1) Naked flames, equipment with electric heat such as lamps without shade and materials which generate flame or spark such as the use of gaseous, liquid and solid fuel are strictly forbidden in the venue.
- 2) For fire safety reasons, exhibitors shall store the gaseous or lubricant in proper amount for one day.

## **8. Application Guidelines for Using Fire**

- 1) Smoking and any use of naked flame is prohibited in the venue.
- 2) Lubricant and cooling liquid (exhibits excluded) is prohibited in the booth.
- 3) The organizer has the right to make other fire and security announcement according to the order of fire department.
- 4) For raw space, please rent the 5kg/ABC type dry powder extinguisher in accordance with the standard of 1/50 m<sup>2</sup>.
- 5) Builders must wear the safety helmet in the venue during construction.

## **9. Booth Cleaning**

- 1) The organizer is responsible for all the cleaning work of public area. Exhibitors shall place the trash outside the booth in the passage when closing the venue and be responsible for the cleanness of the booth.
- 2) The organizer shall be responsible for cleaning up the package materials, carton, sylphon and construction oddments.

## **10. Safety and Security**

- 1) Exhibitors shall clear out all the belongings in the last day of the show as the contractor will dismantle all the booth display rack.
- 2) The security on duty has the right to check all the cargo taken in or out of the venue.

## **11. Communication Network Service**

There is chargeable communication network service in the venue. Exhibitors can apply for the communication or network wire in the booth and take relevant fees. Due to the limitation of amount, the application will be accepted in sequence order. Please contact the organizer for communication network service in advance in case of any shortage.

## **12. Protection of Industrial Property Rights**

- 1) Exhibitors are held responsible for assuring the protection of industrial property rights (patents, utility model rights, design rights and trademarks) of the products to be displayed at the exhibition. The exhibitor must take necessary actions such as patent applications, prior to participating in the exhibition.
- 2) The organizers of the exhibition shall not be held responsible for protection of industrial property rights on exhibits.

## **13. Promotion**

- 1) Exhibitors can give presentations of their products and technologies to the visitors on the show catalogue, publicity material or advertising spaces.
- 2) It is strictly forbidden to conduct any business or advertising activities outside the booth or in the publicity area. No exhibits or advertisements are allowed outside your own booth.

## **14. Exhibitor Badge and Admittance Instruction**

- 1) The organizer will give out the exhibitor badge for exhibitor admittance during the exhibition. Exhibitor badge shall not be transferred to anyone else. Please inform of the organizer if lost.
- 2) Exhibitors shall inform of the booth contractor to submit the construction documents to the official contractor, pay for necessary fees, sign the letter of safety construction commitment and abide by the exhibition regulations.
- 3) The organizer of the Exhibition will give out a certain amount of show tickets for exhibitors to invite the customers to visit and place orders. The show is not open to anyone under 16 years old for safety reasons.

## **15. Move-out**

- 1) Exhibitors shall observe the move in/out regulations by the organizer when dismantling.
- 2) For raw space, exhibitors shall supervise its booth contractor to clean up the booth with security otherwise the exhibitors shall take all the consequences.
- 3) The organizer and official freight forwarder have the right to dispose all the lost remnant in the pavilions after moving out if there is no notification by exhibitors.

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## IV Booth Construction

1. [Official Contractor](#)
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## 1. Official Contractor

### The official contractor of SIMM2018:

Shenzhen Convention & Exhibition Center, Engineering and Exhibition Department

#### Company name:

Shenzhen Convention & Exhibition Center Co., Ltd.

**Address:** Shenzhen Convention & Exhibition Center, No. 3 Fuhua Road, Futian District, Shenzhen

**Contact person:** Xiaohua Chen

**Tel:** 0755-8284 8710

**Fax:** 0755-8284 8714

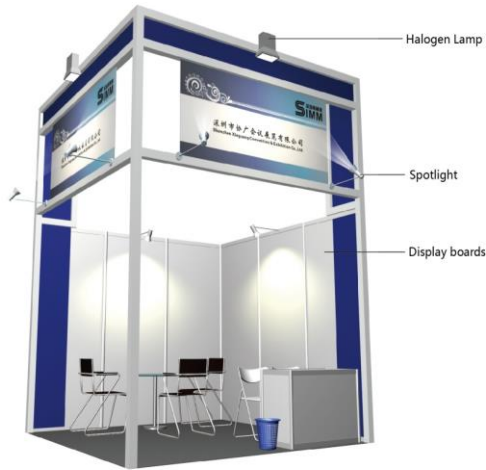
**Website:** www.szcec.com

## 2. Standard Booth Construction

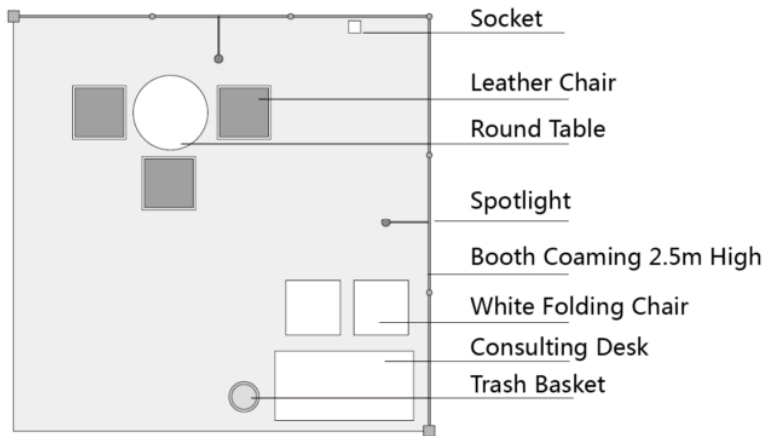
- The official Contractor is responsible for all the standard booth construction;
- Exhibitors and the construction department are not allowed to remove or change the original standard booth layout and facilities. Otherwise, the organizer reserves the right to recover it and the exhibitors are responsible for all the possible cost and consequences.

### 1) Layout and Facilities of Standard Booth ( First Floor )

| Standard Booth Layout (1 <sup>st</sup> floor)         |                  |
|---|------------------|
| Quantity  | 1 booth          |
| Show spaces   | 9 m <sup>2</sup> |
| Company name board<br>(2pcs for two-sided open booth) | 1pc              |
| Spotlight<br>(6pcs for two-sided open booth)          | 4pcs             |
| Halogen lamp<br>(2pcs for two-sided open booth)       | 1pc              |
| Round table   | 1pc              |
| Leather chair   | 3pcs             |
| Information table                                     | 1pc              |
| White folding chair                                   | 2pcs             |
| Power supply ( 220V/500W )                            | 1pc              |
| Garbage bin   | 1pc              |
| Carpet  | 9 m <sup>2</sup> |



该数据仅供参考，实际数据以现场施工为准



### Plan Sketch for the Corner Booth

#### Notes:

1. For customized fascia board and any special needs, please fill in the form "Application for Standard Booth Construction".
2. Any special requests made onsite or submitted after 8 March 2018 to the Official Contractor are subject to fees for set up.
3. First request for onsite changes is free of charge, while the second request is subject to a fee (applicable to these 2 items only): removal of panel wall RMB 50/panel and change of spotlight or socket position RMB30 each.



### **3. Raw Space Construction**

#### **3.1 Rules and Regulations of Booth Construction and Fire Safety**

- 1) Maximum booth height: under normal circumstances, maximum booth height of raw space (including raised platform) is 6m. Maximum height of booths under the escalator, Hall 5 is 4m. Booth width more than 6m should have appropriate support in between.
- 2) Booth construction should not exceed the rented space area or block any passageway, fire control facilities or air conditioner ventilation onsite (booth structure should be set back 1.5m from ventilation).
- 3) It is forbidden to affix anything in the floor, wall or to public facilities. It is prohibited to use single or double faced adhesive tape in the pillar in the hall passage as well as drilling on the wall and floor and painting or spraying on public properties. It is also not allowed to cut, paint or drill on venue panels or materials. Any damages to the venue facilities will be fined with a fee equivalent to 2-5 times the cost of said facility.
- 4) Booth construction should not block or cover the fire control facilities, electrical installations, emergency exits and public gangway. No booths or displays are allowed under the fire shutter.
- 5) For large booths (with width/length over 6m), multi-layer or other complex structures, exhibitors have to prepare the surveyor report issued by qualified contractors and present it to the Organizer upon request onsite. For double-deck booth, area of the second level cannot exceed 1/3 of the ground level area and must be supported by a steel structure.
- 6) For visitors' convenience, it is recommended that the booth number be displayed facing the aisles. It should include the hall and booth number (such as 1A58).
- 7) Any exposed backboard of raw space on the condition that the height of the backboard is not unified between the adjacent booths should be covered by a clean and white material.
- 8) The booth design and exhibit display should not block the view of neighbors and visitors. The construction under the height of 2.5m in a booth should keep at least 1/2 viewing area open to visitors facing the walkway.
- 9) Exhibitors must not use high heat lamps in the hall, such as neon, high-power solar and iodine-tungsten lamps. It is recommended to use cold light source lamps. Combustible materials such as wood, ceiling cloth curtains and lamp box curtains have to be through fire retardant treatment (B1 level). The inside of the structure should not use combustible materials such as paper or sponge. Combustible cloths such as elastic cloth are also forbidden.
- 10) Raw space should be equipped with at least one dry-powder fire extinguisher for every 50m<sup>2</sup>

of exhibition area.

- 11) The capping area of the raw space should not exceed one third of the booth area otherwise the fire-fighting and alert equipment are needed.
- 12) If there is any safety loophole detected by the on-site safety regulators, the contractors must fix the problem unconditionally and accordingly.
- 13) Please follow other related rules and regulations governing booth construction.

## 3.2 Regulations Governing Raw Space Construction

### 1) Raw Space Management Fee

Raw space exhibitors must pay the venue a raw space management fee of RMB20/m<sup>2</sup>/show period (according to the rented space area). To avoid onsite issues or disruptions, the Organizer has already collected the fees on behalf of the venue by including it into the exhibition contract.

### 2) Operational Management Fee

- All vehicles entering the hall for set up must pay the operation management fee of RMB200 per entry;
- The above fee already includes any arrangements with mechanical lifting equipment;
- Upon receipt of the above fee, the Official Forwarder will issue a Vehicle Permit for trucks to enter the exhibition hall.

#### Service Provider by Halls

- SCHENKER: Hall 1, 9
- JES: Hall 2, 3, 4, 5, 6, 7, 8 and 2nd floor

### 3) Guarantee Deposit of Raw Space Safety and Cleaning

The constructor must pay off all the deposit before enter the hall to set up. The deposit is refundable when exhibitors move out after clearing the booth and confirmation of no safety issues.

#### ■ Notes:

The deposit can only be paid by credit or debit card (Debit cards of Agricultural Bank of China and Bank of China can't be used to pay.)

| Booth Area (X)                 | Deposit (RMB) | Reception Organization   |
|--------------------------------|---------------|--|
| $X \leq 100 \text{ m}^2$       | 6200          | Official Contractor:<br>Engineering Department of Shenzhen Convention &<br>Exhibition Center |
| $101 < X \leq 200 \text{ m}^2$ | 8700          |  |
| $201 < X \leq 400 \text{ m}^2$ | 15000         |  |
| $X > 401 \text{ m}^2$          | 20000         |  |

Remarks:

1、 The appointed contractor has to clear all debris during move out. The official contractor will refund the deposit after confirming that the appointed contractor has cleared all the debris during move out.

Otherwise, the following fees will be deducted from the deposit:

Debris removal: RMB600/truck load (1.5T truck)

Damage to venue wall/floor: RMB100/m<sup>2</sup>

2、 The deposit will be refunded if there are no safety issues before-, at- and after the show.

3、 The garbage can be transported and disposed at: Xinkeng Receipt Field, Gaoqiao Sub-District, Pingdi Street Office, Longgang District. Tel: 138-0257-1733

#### 4) Overtime fee

The overtime fee is required during booth construction and dismantling period. The exhibitor should apply for overtime work in advance. Overtime fee is charged as follows:

| Booth area              | Time                  |                       | Remarks   |
|-------------------------|-----------------------|-----------------------|---|
|                         | 17:30~22:00           | 22:00~24:00           |   |
| 36~72 m <sup>2</sup>    | 20 RMB/m <sup>2</sup> | 20 RMB/m <sup>2</sup> | 1. Exhibitors should make advance applications before 16:00 of the day.<br>2. Exhibitors are not allowed to work after 24:00 in rules.<br>3. Air-conditioning service is not provided airing overtime work.<br>4. For booth less than 36 m <sup>2</sup> , the overtime fees are calculated based on 36 m <sup>2</sup> .<br>5. Under special conditions, the overtime work after 24:00 is allowed and the fees are RMB20/m <sup>2</sup> per two hours. |
| 73~100 m <sup>2</sup>   | 18 RMB/m <sup>2</sup> | 18 RMB/m <sup>2</sup> |   |
| Over 101 m <sup>2</sup> | 16 RMB/m <sup>2</sup> | 16 MB/m <sup>2</sup>  |   |

#### 5) Venue Specification

- Floor loading capacity: 400kg/m<sup>2</sup> (2nd Floor), 3.5t/m<sup>2</sup> (Halls 5, Hall 6), 5t/m<sup>2</sup> (other halls)
- Anything weighing above 10 tons is not allowed to be placed above the cover plate of the underground trench in the hall.

- The maximum freight entrance is 4.8m(Width) x 4.5m(Height)
- The maximum freight entrance of the 2/F exhibition area is 2m(Width) x 2.5m(Height)
- The height limit of booth under the elevator platform and in the 2nd floor exhibition area is 4m while the height limit of other construction area is 6m.
- Cover plate of ground cable: 0.7m(Length) x 0.7m(Width) (Nothing above is allowed to cover)
- Fire hydrant inside the hall: 0.8m(Width) x 0.35m(Thickness) x 1.8m(Height)

■ **Notes**

To avoid the cable cover plate being covered by building structures, please make a request to the Organizer for a technical hall plan when designing your booth.

**6) Power Supply Specification**

The power supply in the venue is a three-phase, four-wire system with a voltage of 380V/220V and 50Hz frequency.

**7) Fees for Power Supply before Supply Hours**

Power supply will be provided on 28th March. Any requirements before supply hours are subject to fees listed below (not applicable for raw space exhibitors who have ordered temporary power supply during set up).

■ **Specification**

**Fee:** RMB1.8/degree x hours x kW

If you rent power before the supply hour, the fee will be charged based on the full power electricity consumption of the applied power supply.

**Example:** If the applied power supply is 380V/60A, the full power is  $380 \times 60 = 22.8\text{kW}$ . Fees will be calculated from the time of application until the close time of the hall. Additional electricity fees will be charged for overtime work.

■ **Regulations**

Booth set up time: 9:00-20:00, 26 -27, Mar

9:00 - 22:00, 27 -28, Mar

**Example:** If an exhibitor ordered a 380V/60A power supply before 8 March (pre-show order price is RMB 3,600 during exhibition period – 20% less than the onsite order the supply of which is not guaranteed) can apply for advanced power supply before 15:30 on 27 March.

**Fee:**

RMB1.8/degree x 17.5 hours (4.5 hours from 15:30 to 20:00 on 27th, Mar and 13 hours from 09:00 to 22:00 on March28th) x 22.8 KW (380V/60A full power) = RMB718.2

If the exhibitor applies for overtime work from 22:00 to 24:00, an additional fee will be charged and the calculation is as follows:

RMB1.8/degree x 2 hours (from 22:00 to 24:00 on 28 March) x 22.8kW = RMB82.08

**Fee:**

- a) If the power is in supply until the normal closing time, the fee is RMB718.2.
- b) If there is overtime work till 24:00, the total fee is RMB800.28 (RMB718.2 + RMB82.08).

### 3.3 Raw Space Construction Process

|  |
|--|
| <p><b>1. Submission of raw space booth design draft</b><br/>Deadline: 10 Mar, 2018<br/>Required materials: 3D design drawings in color, 2D plan, elevation (with detailed dimension and information on materials used), structural plan and electrical installation plan<br/>Please send drawings to: <a href="mailto:2767529476@qq.com">2767529476@qq.com</a><br/>E-Mail subject: SIMM2018 Shenzhen Machinery Exhibition+ XX Company + Booth number</p> |
| <p><b>2. Construction Procedure</b><br/>The appointed contractor should submit the following materials to the official contractor:<br/>The copy of business license, certificate of qualification of exhibitor and contractor, form II <i>Letter of Commitment of Booth</i> (duly endorsed by the appointed contractor), copy of contractor's ID and letter of authorization issued by constructor.</p>  |
| <p><b>3. The following fees should be paid before booth construction:</b><br/>Cleaning deposit (paid by card), Workers' uniform.</p>   |
| <p><b>4. Booth Construction</b><br/>Upon the completion of the above procedures, workers must wear safety helmet and uniforms to enter the hall to work.</p>   |

### 3.4 Water/Electricity/Gas Supply

Exhibitors shall complete all the formalities and reservations on the SIMM Exhibitor Self-service Online System before 8<sup>th</sup> Mar, 2018. Please refer to Part VI for more information.

[BACK TO PART IV](#)

# V Shipping and Handling of Exhibits

1. [Regulations Regarding Hoisting](#)
2. [Freight Forwarder Service Guide \(Overseas\)](#)

# 1. Regulations Regarding Hoisting

## Announcement Regarding Regulations of Hoisting

Dear exhibitors,

For the following reasons, it is forbidden to operate hoisting without permission in the venue since 2013.

- 1). Shenzhen Exhibition & Convention Center locates on the CBD of the city. The traffic is under strict supervision. By the venue regulations, hoisting without permission is forbidden.
- 2). According to regulations, the official freight forwarder is responsible for all the exhibit hoisting.

Therefore, the on-site hoisting operation will be in control of the appointed freight forwarder.

- Hoisting is forbidden in the venue. After the entrance of vehicles, the forwarder will be responsible for the handling of exhibits.
- If no electricity is needed, please move in exhibits in manpower in the appointed area.
- If vehicle in venue, you need to pay for the management fee for handling of exhibits.

Please be prepared for exhibit handling in the venue.

November, 2017

## 2. Freight Forwarder Service Guide (Overseas)

### 2.1 Information of Appointed Forwarder of Exhibit

|  |   |
|--|---|
| <b>Schenker International (H.K.) Ltd., G.P.O.<br/>Box 6611, H.K.</b>   | <b>JES Logistics Services Limited Hong Kong</b>   |
| Schenker Int'l (H.K.) Ltd.<br>35/F., Skyline Tower,<br>39 Wang Kwong Road,<br>Kowloon Bay, Hong Kong<br>Tel. : (852) 2585 9688<br>Fax: (852) 2824 0328<br>Mobile: (852) 9109 5056<br>E-Mail : jason.lee@dbschenker.com<br>tom.chan@dbschenker.com<br>Contact Person :<br>Mr. Jason Lee Yin Hung<br>Mr. Tom Chan Pak Hing | JES Logistics Services Limited<br>26/F., Winsan Tower, 98 Thomson Road,<br>Wanchai,<br>Hong Kong<br>Tel.: (852) 2563 6645<br>Fax: (852) 2597 5057<br>E-Mail : jerry@jes.com.hk<br>Contact Person :<br>Mr. Jerry Kan |

### 2.2 Delivery Deadline

|   |                   |
|---|-------------------|
| Arrival Date of Files                                   | 17-18, Feb, 2018  |
| Arrival Date of Exhibits                                |                   |
| a. Overseas Shipping of Exhibits to Hong Kong           | 8 - 9, Mar, 2018  |
| b. Overseas Air Transportation of Exhibits to Hong Kong | 8 - 9, Mar, 2018  |
| c. Exhibits from Hong Kong                              | 12 -13, Mar, 2018 |

- Notes: Letter of Authorization and list of exhibits shall be faxed within 3 working days to appointed service provider.

### 2.3 Exhibits Transportation and Documents

It is recommended that all the exhibits be imported into Hong Kong and then delivered to Shenzhen by land.

#### 1) Shipping Document

Please fill the Bill of Lading or Airway Bill with the following consignee



|   |   |
|---|---|
| <b>全球国际货运有限公司</b><br><b>SCHENKER (Service Provider of Hall 1/9)</b>   |   |
| Consignee:<br>Schenker Int'l (H.K.) Ltd.<br>Fairs, Events & Special Products Dept.<br>35/F., Skyline Tower,<br>39 Wang Kwong Road,<br>Kowloon Bay, Hong Kong<br>Tel. : (852) 2585 9688<br>Fax : (852) 2824 0328 | Notify Party:<br>Schenker Int'l (H.K.) Ltd.<br>C/O : SIMM 2018 Exhibition<br>Exhibitor : XXXX ,<br>Booth No. XXXX |
| <b>金怡国际展运有限公司</b><br><b>JES (Service Provider of Service Provider of 2,3,4,5,6,7,8 and 2nd Floor)</b>   |   |
| Consignee:<br>JES Logistics Limited<br>26/F., Winsan Tower,<br>98 Thomson Road,<br>Wanchai, HK<br>Tel.: (852)2563 6645<br>Fax: (852) 2597 5057  | Notify Party:<br>JES Logistics Limited<br>C/O: SIMM 2018 Exhibition<br>Exhibitor: XXXX ,<br>Booth No. XXXX        |

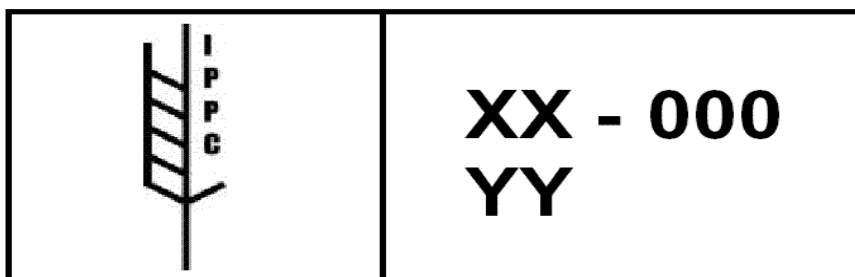
Cargo Description: Urgent Exhibition Goods.

- 2) Customs Clearance Documents – List of Exhibits (Appendix): Triplicate
- 3) Exporting Country: Certificate of Fumigation, Certificate of Non-wood Packaging

Wood-packaging – PQIR

Please notice that all the exhibits imported to China must meet the requirement of quarantine and fumigation.

- a) Fumigation Certificate should be marked with IPPC (International Plant Protection Convention)



- b) Non Wood Packing Material Declaration

Notes: The above certificate shall all be the original copy and taken with the cargo to destination port. The copy shall be sent to the organizer.

## 2.4 Fees

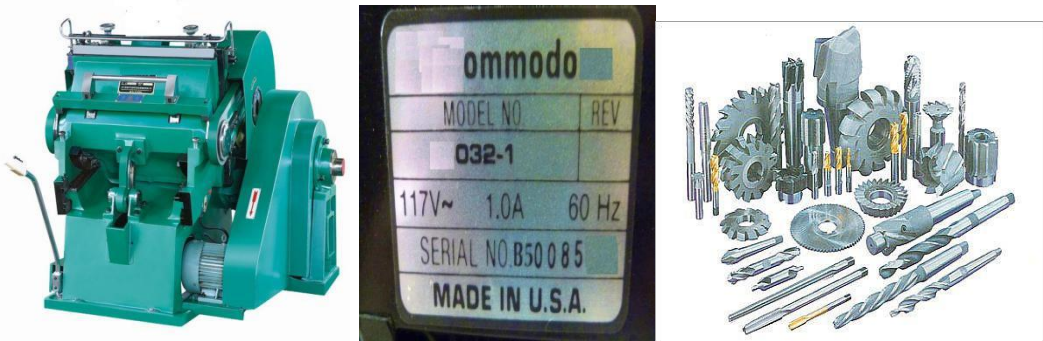
### 1) Move-in Fee

|   |   |  |
|---|---|--|
| A | Schenker and JES will be responsible for classifying, packaging and delivering the exhibits to the venue including unloading, sorting and delivering to the booth stands. Additionally, we will assist exhibitors with unpacking and customs clearance. | 850 RMB/m <sup>3</sup><br>Minimum Charge: 850 RMB for one exhibitor per parcel cargo |
| B | Basic Service Fee   | 400RMB for one exhibitor per parcel cargo  |

### 2) Move-out Fee

|   |                             |                         |
|---|-----------------------------|-------------------------|
| A | Returned Cargo to Hong Kong | Same as the Move-in Fee |
|---|-----------------------------|-------------------------|

### 3) Additional Service Fee ( Please make an appointment 48 hours in advance)

|  |  |   |
|--|--|---|
| A  | <b>Exhibits shall be pictured and examined in advance</b>  |   |
|  | Shenzhen Customs strictly require that exhibitors provide the photos of encasement and exhibit model, of which clearly shows the brand, model, machine number and location. Please provide the photos to us and post it up on the boxboard. If exhibitors can't provide, we will unpack the cargo, check the model of the machine and take photos in advance as required. The fees are as follows: |   |
|  | - <b>Unpacking and Encasement</b>  | 350 RMB/Exhibitor per parcel cargo                              |
|  | <b>- Overweight Fees</b>   |   |
|  | 5001-10000 kg  | RMB 2,500 per parcel cargo                                      |
|  | 10001-20000 kg   | RMB 4,000 per parcel cargo                                      |
|  | Over 20000 kg  | Separate quote  |
| Photo Samples:   |  |   |
|  |  |   |
| B  | Receiving and Delivering in Hong Kong  |   |
|  | - Shipping or Local Pick-up  | RMB 200/m <sup>3</sup><br>( Minimum charge RMB 780 every time ) |

|   |   |  |
|---|---|--|
|   | - Air-courier   | RMB 2.3/kg<br>(Minimum charge RMB 780 every time)          |
|   | <b>- Overweight Fees</b>                                |  |
|   | 2001-5000kg per cargo                                   | RMB 780  |
|   | 5001-10000kg per cargo                                  | RMB 1950   |
|   | Over 10000kg per cargo                                  | Separate quote   |
| C | Ware In-out Fee   | RMB 130/m <sup>3</sup><br>(Minimum charge RMB 130)         |
| D | Translation Fee of Exhibits List                        | 人民币 35/页 RMB 35/page<br>(Minimum charge RMB 210/exhibitor) |
| E | ATA Certificate   | RMB 650  |
| F | Quarantine<br>(The actual fumigation fee excluded)      | RMB 65<br>RMB 800/20', RMB 1,500/40'                       |
| G | China Customs Inspection Fee                            | RMB 65/m <sup>3</sup><br>(Minimum charge RMB 65)           |
| H | Commercial Inspection                                   | RMB 65/m <sup>3</sup><br>(Minimum charge RMB 65)           |
| I | Bulky Additional<br>Over: 6m long, 2.2m wide, 2.2m tall | 30% * A  |
| J | Over Weight Surcharge                                   |  |
|   | 5001-7000kg   | RMB 45/100 kg  |
|   | 7001-9000kg   | RMB 58/100 kg  |
|   | 9001-10000kg  | RMB 65/100 kg  |
|   | Over 10000kg  | Separate quote   |
| K | Foreman Fee (if needed)                                 | RMB 55/foreman/hour<br>(Minimum charge 4 hours)            |
|   | Workman Fee(if needed)                                  | RMB 35/worker/hour<br>(Minimum charge 4 hours)             |
|   | Truck Fee (3t) (if needed)                              | RMB 120/hour, ( Minimum charge 4 hours )                   |
|   | Truck Fee (5t) (if needed)                              | RMB 145/hour, ( Minimum charge 4 hours )                   |
|   | Truck Fee (20t-25t) (if needed)                         | RMB 410/hour, ( Minimum charge 4 hours )                   |
|   | Truck Fee (30t-35t) (if needed)                         | RMB 520/hour, ( Minimum charge 4 hours )                   |

#### 4) Bank Information

|  |
|--|
| 全球国际货运有限公司 SCHENKER  |
| Deutsche Bank Ag, Hong Kong Branch<br>SCHENKER INTERNATIONAL (H.K.) LTD<br>Bank Account:<br>Swift Code: DEUTHKHH HKD A/C No.: 0080820-000<br>USD A/C No.: 0080820-050<br>RMB A/C No.: 0080820-038  |
| 金怡国际展运有限公司 JES   |
| Hang Seng Bank, Kowloon Bay Branch, P18 Telford Gardens, HKSAR<br>USD Account: 235-8-710222 (USD) / SWIFT Code: HASEHKHH<br>HKD Account: 235-9-077555 (HKD)<br><br>RMB Account Information:<br>Account Name: 广州金怡展览服务有限公司<br>Bank Name: 广州银行达信支行<br>Account: 800067278209011 |

5) Note

|    |   |
|----|---|
| 1  | The above transportation fee is calculated by per exhibitor or per parcel cargo   |
| 2  | Air-courier fee is calculated by chargeable weight ( Volume : Weight = 6:1 )  |
| 3  | The above fee doesn't include the import and export and transit fee of clearance of goods. (calculated by price of goods 0.1%, minimum transportation RMB 650). The rate doesn't include the fee of shipping or air-courier of freight station or the tax of goods.                 |
| 4  | The rate is calculated by the cargo capacity. (unit: chi=1/3 meter)<br>20 chi is calculated at 23m <sup>3</sup> , 40 chi is calculated at 46m <sup>3</sup> , other specification is calculated at 50m <sup>3</sup> .<br>Returned fee of empty container: RMB 1,630/20' or 2,280/40' |
| 5  | Early Arrival Fee<br>- LCL: RMB 20/m <sup>3</sup> /day;<br>- FCL: RMB 330/20'/day;<br>- LCL: RMB 460/40'/day;<br>- Air Courier : RMB 0.52/kg/day;   |
| 6  | Late Arrival Fee: 30% plus  |
| 7  | The transportation fee of exhibits shall be paid off before the opening of the show. Any delay of payment will be charged with 2.5% reimbursed expense.   |
| 8  | The above fee is calculated on common goods. For large and special machine considering the instruments needed, we will charge at the actual price.  |
| 9  | Exhibits shall be well packaged in advance. Exhibitors shall take the responsibility of exhibits of no package.   |
| 10 | For dangerous exhibits, 100% extra fee will be charges. It also depends on the cargo ship and air courier to determine the acceptance and transportation of exhibits or whether more fees will be charged.  |

- The exhibits transportation operation is based on the Standard Trading Conditions. The brochure is open to access online.
- The move-in and move-out fee of exhibits shall be paid off before delivery of the cargo.
- Exhibitors shall make well arrangement of the transportation of exhibits including the insurance.

[BACK TO PART V](#)

# VI Exhibitor Self-service System Instruction

1) For this part, please contact your account executive for assistance before you come to exhibit at show because the system operating language is Chinese only. You can seek assistance of operation on the website for the following issues:

- Completion of Exhibitor Information
- Application of VIP Badge
- Application of Featured Admission Ticket
- Application of Booth Set-up
- Application of On-site Service (Water, Electricity, Gas)

2) Price Listings of Rental Service

## Sheet 1: Exhibition Appliance Price

| No. | Article   | Specifications    | Price before 8th March | Price between 9th-20th March | Price after 20th March and during exhibition period |
|-----|---|-------------------|------------------------|------------------------------|---|
| 1   | Folding chair                                       | White             | 25                     | 28                           | 30  |
| 2   | Rectangular desk                                    | H0.75X0.5X1m      | 80                     | 88                           | 96  |
| 3   | Reception table                                     | H1X0.5X1m         | 150                    | 165                          | 180   |
|     |   | H1X0.5X0.75m      | 100                    | 110                          | 120   |
| 4   | Arc-shaped reception desk                           | H1m               | 500                    | 550                          | 600   |
| 5   | Layer board   | straight plate    | 50                     | 55                           | 60  |
|     |   | skew plate 1X0.3m | 60                     | 66                           | 72  |
| 6   | Tall display cabinet (with 60W long-beam spotlight) | H2.5X0.5X1m       | 650                    | 715                          | 780   |
| 7   | Short display cabinet (with 25W daylight lamp)      | H1X0.5X1m         | 450                    | 495                          | 540   |
| 8   | Short cabinet                                       | H0.75X0.5X1m      | 200                    | 220                          | 240   |
| 9   | Carpet  | in all colors     | 15                     | 17                           | 18  |
| 10  | Square table  | 0.7X0.7X0.7m      | 100                    | 110                          | 120   |
| 11  | Spotlight   | 60W               | 80                     | 88                           | 96  |
| 12  | Quartz lamp   | 35W               | 80                     | 88                           | 96  |
| 13  | Daylight lamp                                       | 40W               | 80                     | 88                           | 96  |
| 14  | Sunlamp   | 300W              | 250                    | 275                          | 300   |
| 15  | Daylight lamp in cabinet                            | 0.9M long, 40W    | 80                     | 88                           | 96  |

|    |                         |        |     |     |     |
|----|-------------------------|--------|-----|-----|-----|
| 16 | Quartz lamp in cabinet  | 35W    | 100 | 110 | 120 |
| 17 | Halogen lamp            | 150W   | 400 | 440 | 480 |
| 18 | Folding door(with lock) | 1X2.5m | 200 | 220 | 240 |
| 19 | Display panel           | 1X2.5m | 100 | 110 | 120 |

## Sheet 2: On-site Service Program and Price

| No. | Name           | Specifications | On-site Price    |  |
|-----|----------------|----------------|------------------|--|
| 1   | Leather Chair  | Black          | 100+200 deposit  | Please apply for the services and pay the fees and deposit at onsite service desk. |
| 2   | Round Table    | ∅ 0.7          | 180+200 deposit  |  |
| 3   | Telephone Wire | LDD            | 500+1000 deposit |  |
|     |                | DDD            | 600+1000 deposit |  |
|     |                | IDD            | 600+3000 deposit |  |
| 4   | Material frame | /              | 150+200 deposit  |  |

## Sheet 3: Utility Price

| No. | Item  | Specification     | Price before 8th , March | Price between 9 - 20 , March | Price after 21, March and during exhibition period |
|-----|---|-------------------|--------------------------|------------------------------|--|
| 1   | Exhibit Power Supply (indoors)                  | 15A/380V          | 1100                     | 1210                         | 1320   |
|     |   | 20 A/380V         | 1500                     | 1650                         | 1800   |
|     |   | 30 A/380V         | 2000                     | 2200                         | 2400   |
|     |   | 60 A/380V         | 3600                     | 3960                         | 4320   |
|     |   | 100 A/380V        | 6800                     | 7480                         | 8160   |
|     |   | 150 A/380V        | 10000                    | 11000                        | 12000  |
| 2   | Lighting Power Supply (indoors)                 | 10A/220V          | 450                      | 495                          | 540  |
|     |   | 15A/220V          | 700                      | 770                          | 840  |
|     |   | 20 A/220V         | 1100                     | 1210                         | 1320   |
|     |   | 30 A/220V         | 1400                     | 1540                         | 1680   |
|     |   | 60 A/220V         | 2200                     | 2420                         | 2640   |
| 3   | Temporary Electricity during Booth construction | 15A/220V          | 300                      |                              |  |
|     |   | 15A/380V          | 400                      |                              |  |
| 4   | Water supply                                    | DN15mm (4 inches) | 1080                     |                              |  |
|     |   | DN20mm (6 inches) | 1200                     |                              |  |
|     |   | DN25mm (1 inch)   | 1440                     |                              |  |

|   |  |   |      |
|---|--|---|------|
| 5 | Drainage   | DN40mm ( one inch and a half lining wire hose ) | 480  |
|   |  | DN20-25mm ( 6 inches lining wire hose )         | 240  |
| 6 | Temporary Drainage   | DN20-25mm ( 6 inches wire hose )                | 120  |
|   |  | DN40mm ( one inch and a half lining wire hose ) | 60   |
| 7 | Fixed compressed air in the hall (unit m <sup>3</sup> /min) only for hall 2. If the total amount of central compressed air supply is less than 5000 m <sup>3</sup> /min, the hall will use the mobile air compressor for substitution. | Displacement 0.3                                | 1080 |
|   |  | Displacement 0.6                                | 1440 |
|   |  | Displacement 1.0                                | 1800 |
| 8 | INTERNET port  | Shared network with 100M                        | 480  |

■ Notes:

- 1) Temporary Electricity Supply can be booked at least for 2 days. For every extra day, fees will be 150RMB/day for 220V and 200RMB/day for 380V.
- 2) Electricity supply in halls is prohibited outside. If you need electricity supply outside the hall, please make an application for "Outside Electricity Usage" while extra 100RMB will be charged.
- 3) At-show electricity (temporary electricity supply excluded) will be on lot-by-lot test after 12:00 am on 28<sup>th</sup> Mar, 2018.
- 4) The central gas supply will be open during 29<sup>th</sup> Mar to 1<sup>st</sup> Apr. The earliest supply time is the afternoon of 28<sup>th</sup> Mar. (Please rent the compressed air if needed before the supply time.)

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# VII Travel & Accommodation Service

## 1. Hotel Reservation

Please contact the following information for hotel reservation, car rental and other services if you need.

**Show Appointed Service Provider:**

Shenzhen JL-Conference and Exhibition Service Company Limited

Contact: Xiaoxia Li

Tel: +86-755-82880055/89

Fax: +86-88364202

E-mail: [service@bestmeeting.net.cn](mailto:service@bestmeeting.net.cn)

Website: <http://miceclouds.com/bookingquery.htm?id=319>

Scan the QR code below for travel & accommodation service.



## 2. Designated Hotels of SIMM 2018

| Hotel  | Room Rate(USD)     | Address  | MRT Station Nearby            | Distance(km)                    |
|--|--------------------|--|-------------------------------|---------------------------------|
|  | For Reference Only |  |                               | From Hotel to Exhibition Center |
| <b>5-star hotel</b>  |                    |  |                               |                                 |
| Sheraton Shenzhen Futian Hotel                             | \$119              | Great China International Exchange Squar Fuhua Road, Futian, 518048 Shenzhen, China  | Convention & Exhibition Cente | 0.6                             |
| The Langham, Shenzhen                                      | \$141              | 7888 Shennan Ave, Futian, Shenzhen, Guangdong, China, 518040   | Chegongmiao                   | 4.1                             |
| Shenzhen Futian Asta Hotel                                 | \$84               | No. 28 Fumin Rd, Futian, Shenzhen, Guangdong, China  | Fumin                         | 0.8                             |
| Four Seasons Hotel Shenzhen                                | \$169              | No.138, Fuhua 3 Road, Futian District, Futian, 518048 Shenzhen, China  | Convention & Exhibition Cente | 0.3                             |
| Hilton Shenzhen Futian                                     | \$100              | Tower B, Great China International Financial Center, No 1003 Shennan Avenue, Futian, 518000 Shenzhen,                        | Gangxia North                 | 1.3                             |
| The Ritz-Carlton Shenzhen                                  | \$192              | No.116 Fuhua San Road, Futian, 518048 Shenzhen, China  | Convention & Exhibition Cente | 0.4                             |
| Marco Polo Shenzhen  | \$98               | Fuhua 1st Road, Futian, 518048 Shenzhen, China   | Convention & Exhibition Cente | 0.9                             |
| Shenzhenair International Hotel                            | \$78               | No.6035, Shennan Road, Futian, 518040 Shenzhen, China  | Chegongmiao                   | 5                               |
| Futian Shangri-La Hotel Shenzhen                           | \$179              | 4088 Yi Tian Road, Futian, 518048 Shenzhen, China  | Convention & Exhibition Cente | 0.7                             |
| Wongtee V Hotel  | \$223              | No.2028 Jin Tian Rd, Futian, 518043 Shenzhen, China  | Convention & Exhibition Cente | 0.4                             |
| Grand Mercure Oriental Ginza Shenzhen                      | \$88               | Shennan Boulevard West (near Zhu Zi Lin metro station), Futian, 518040 Shenzhen, China                                       | Zhu zi lin                    | 4.9                             |
| Shenzhen Futian Wyndham Grand                              | \$137              | 2009, Caitian Road, Futian Distrit , Futian, 518033 Shenzhen, China  | Gangxia                       | 1                               |
| <b>4-Star Hotel</b>  |                    |  |                               |                                 |
| Grand Holiday Hotel  | \$74               | Block B, United Plaza, No. 5022, Binhe Av., Futian, 518026 Shenzhen, China   | None                          | 1                               |
| Vienna Hotel Shenzhen Huazhisha                            | \$53               | Huazhisha No.28 Xinzhou ninth street Futian district Shenzhen, Futian, 518000 Shenzhen, China                                | Shopping Park                 | 0.6                             |
| Shengang Hotel Apartment Shenzhen Convention Centre Branch | \$42               | Room 16D, Building 16, Jiazhoufuyuan, Intersection of Binhe Ave and Xinzhou 2nd Road, Futian, Futian, 518000 Shenzhen, China | Shixia                        | 1.5                             |
| Huaqiang Plaza Hotel Shenzhen                              | \$103              | No. 1019 Huaqiang North Road, Futian, 518031 Shenzhen, China   | Yannan                        | 3.1                             |
| Grand Skylight Hotel Shenzhen (Huaqiang)                   | \$111              | No. 3024 Shennan Central Road, Futian, 518031 Shenzhen, China  | Science Museum                | 3.3                             |
| LVGEM Hotel  | \$133              | No. 3099 Xinzhou Road, Futian, 518000 Shenzhen, China  | Yitian                        | 1.6                             |
| <b>3-Star Hotel</b>  |                    |  |                               |                                 |
| Shun Liu Hotel   | \$31               | Room205, Fuyuan Building,Caitian South Road, Futian District, Futian, 518026 Shenzhen, China                                 | Gangxia                       | 1                               |
| Leisurelyness Hotel  | \$47               | Zhaoheng Building Haibin Square South Caitian Road, Futian, 518003 Shenzhen, China   | None                          | 1                               |
| Shenzhen Xiangzhang Business Hotel                         | \$51               | 10F, Building A Jinzhonghuan, No.3037 Jintian Road, Futian, 518000 Shenzhen, China   | Gangxia                       | 0.5                             |
| Shenzhen Shangpin Hotel                                    | \$38               | F3, Gao Ke Li Building, No.2001, Huanggang Road, Futian, 518000 Shenzhen, China  | Gangxia                       | 1.4                             |
| Norinco Hotel  | \$59               | No.3003 Shen Nan Zhong Rd, Futian, 518000 Shenzhen, China  | Huaqiang Road                 | 2.8                             |
| Shenzhen Shanghai Hotel                                    | \$62               | No.3022 Shennan Middle Road, Futian, 518000 Shenzhen, China  | Huaqiang Road                 | 2.5                             |

Remarks:

1. The above price includes the hotel service fee and tax. All the fees shall be settled in RMB.

2. The Above price is the advance price for room reservation. Room will not be reserved if no advance payment is received.

3. Room reservation of 10 or above will get the group price. For details, please contact the agency of the show.

### 3. Interpretation and Reception Service

Please contact the following information for interpretation and reception service

**Show Appointed Service Provider:**

**ESHOW Exhibition Services Co. Ltd.**

Contact: Miaoling Du

Mobile: 135-3388-0012

Tel: +86-20-3469-2023

E-mail: crystal.du@eshowyz.com

Website: www.eshowyz.com

Wechat:Eshowyizhi



1) Payment: remittance, alipay, cash

| Bank Information  | Alipay                            |
|---|-----------------------------------|
| Payee: 广州宜至会展服务有限公司<br>Account: 3602 0150 0920 1164 277<br>Bank Name: 中国工商银行（广州市粤秀支行） | Account: 13533880012<br>Name: 杜妙玲 |

2)

#### Interpreter/Receptionist Application Form

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Signature or Stamp: \_\_\_\_\_

Please send this form to [joanna.zhou@eshowyz.com](mailto:joanna.zhou@eshowyz.com)

[www.simmtime.com](http://www.simmtime.com)

| Language                       | Daily Rate (RMB)  | Number Required | Gender | Date |
|--------------------------------|-------------------|-----------------|--------|------|
| Chinese/English                | 600               |                 |        |      |
| Chinese/Japanese, Korean       | 1,000             |                 |        |      |
| Chinese/French                 | 1,200             |                 |        |      |
| Chinese/German                 | 1,200             |                 |        |      |
| Chinese/Russia                 | 1,200             |                 |        |      |
| Chinese/Italian                | 1,400             |                 |        |      |
| Chinese/Spanish                | 1,400             |                 |        |      |
| Receptionist/hostess/mod<br>el | Starting from 500 |                 |        |      |

**For more information, please contact:**

Joanna Zhou  
 ESHOW Exhibition Services  
 Email: joanna.zhou@eshowyz.com  
 Mobile: +86-159-1581-1021  
 Website: www.eshowyz.com

WeChat Official Account:

Eshowyizhi



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## VIII APPENDIX

Form 1 [Truck Pass Declaration \(for yellow plate\)](#)

Form 2 [Special Requirements for Standard Booth Declaration](#)

Form 3 [Temporary Pass for Nonlocal Vehicle Application](#)

Form 4 [List of Shipping of Exhibits](#)

Form 5 [Installation of Electricity Box](#)

Form 6 [Waive of Electric Leakage Protection](#)

Form 7 [Letter of Commission](#)

Important Note:

You will also need to sign a letter of commitment regarding construction safety before move in and set up the booth. The letter of commitment is in Chinese version. Please contact your AE if you need any help.

Contact: Mr Xing Chen

Tel: 0(86)-755-83458743

All trucks with yellow plate shall submit related documents to the Shenzhen Traffic Administration Bureau to get pass into Shenzhen city during move-in and move-out and observe the traffic schedule and routes in the city. **The organizer will not take any responsibility if there is resulting penalty due to overdue submission of documents.**

**Submission Deadline:**Move-in: 12:00am 24<sup>th</sup>, MarMove-out: 12:00am 31<sup>st</sup>, Mar**How to Submit:**

Email: mkt46@simmexpo.com (only e-mail accepted before 24th Mar)

Fax: 0755-8284 8912 (only available during 26th -31st Mar)

Tel: 0755-8284 8913

**Please confirm the truck plate information before submission as there will be no revision.**

| Exhibitor               | (company name)           | Booth No.     |         |
|-------------------------|--------------------------|---------------|---------|
| Move-in Truck Plate No. | Move-out Truck Plate No. | Driver's Name | Contact |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |
|                         |                          |               |         |

Remarks: For truck plate No. including “挂”, please follow the format: 粤 Axxxxx挂xxxx

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name Board:

A. Customized Board. Please submit the design document with right size. Requirements are as follows:

1. Board Size: width 2400mm \* height 950mm;

2. Format: a) CDR source file (converted)

b) JPG, 1:1, above 72dpi ( if the picture size is less than the brushed size, the pixel shall be above 5 million)

3. Light Box Board Design:

Format: width 297cm \* Height 142cm; 4cm bleed, lighting size: width 289cm \* height 134cm.

( Note: Deep color is not recommended as the transmitting of light box. The image accuracy shall be above 300dpi and submission of source file is also accepted.

**Submit to:** 2199615769@qq.com

B. Standard Board:

Company Name (Chinese) : \_\_\_\_\_

Company Name (English) : \_\_\_\_\_

Special Requirements:

1. Please tick the unnecessary part in the standard booth facilities.

 Company Name Board    Display Rack    Spotlight    Carpet    Round Table    Halide Torch

 Outlet ( 220V/500W )    Negotiating Table    Folding Chair    Wastepaper Basket    Leather Chair

2. Increase and decrease display rack.

Description: \_\_\_\_\_

3. If the exhibit is ultrahigh or overweight, exhibitors shall follow the move-in order of laying carpet, moving in exhibits and build the display rack.

Carpet laying application time: \_\_\_\_\_ (please follow the move-in time)

4. Other requirements

**Please fill in the form and then submit to: 2199615769 @qq.com**

|               |  |  |
|---------------|--|--|
| <b>Form 3</b> | <b>Temporary Pass for Nonlocal Vehicle Application</b> | <b>Submission Deadline</b><br><b>5 Mar, 2018</b> |
|---------------|--|--|

Way of Application :

1. Log in <http://zs.simmtime.com> and operate as instructed
2. Please submit documents as the following requirements.
  - 1) Send this form and scanning copy of driving license to [chepai\\_apply@simmtime.com](mailto:chepai_apply@simmtime.com);
  - 2) Please name the e-mail subject as Company name + Booth Number
  - 3) The application deadline is 24:00, 5th March.

**Note: The chart is only for the use of collecting car plate information.**

|  |                      |          |             |  |
|--|----------------------|----------|-------------|--|
| Company Name   |                      |          |             |  |
| Booth No.  |                      | Contact  |             |  |
| Our company needs to apply ___ (amount of cars) for temporary traffic pass during the show. (Note: This application is only applicable for non-local cars) |                      |          |             |  |
| 1  | license plate number | 粤 A12314 | Plate owner | Please fill in the name of the driving license |
| 2  | license plate number |          | Plate owner |  |
| 3  | license plate number |          | Plate owner |  |
| 4  | license plate number |          | Plate owner |  |



Exhibitors can apply for the “One-day Traffic Permit” through the following website:

[https://app4.stc.gov.cn:9080/hlwzh/xwspace/xw\\_getXwclCxdjPage.action](https://app4.stc.gov.cn:9080/hlwzh/xwspace/xw_getXwclCxdjPage.action)

Note:

You can only submit the application once every month and the required date for traffic shall be since the next day of application date or next month. Please note that there is no traffic control during the official holidays.



**Form 4****List of Shipping of Exhibits****Submission Deadline****10 Mar, 2018**

| Company Name |          |              | Hall                       |  | Booth # |     |
|--------------|----------|--------------|----------------------------|--|---------|-----|
| Contact      |          |              | Tel                        |  |         | Fax |
| No.          | Exhibits | Weight (ton) | Size (length*width*height) |  | Amount  |     |
| 1            |          |              |                            |  |         |     |
| 2            |          |              |                            |  |         |     |
| 3            |          |              |                            |  |         |     |
| 4            |          |              |                            |  |         |     |
| 5            |          |              |                            |  |         |     |
| 6            |          |              |                            |  |         |     |

- Please fill out the form and E-mail/fax it to the appointed freight forwarder before 10<sup>th</sup>, Mar 2018. Overdue submission will lead to unscheduled shipping and handling of exhibits

**Schenker International (H.K.) Ltd., G.P.O. Box 6611, H.K. (Hall 1, 9)**

**JES Logistics Services Limited (Hall 2,3,4,5,6,7,8 and 2nd Floor Avenue)**

Contact: Haifeng Zeng  
Tel: + 86-(20)8348-6293  
Fax: + 86-(20)8348-6692-13  
E-mail: [nico.zeng@dbschenker.com](mailto:nico.zeng@dbschenker.com)  
Mobile: 139-2954-9220

Contact:  
Qi Zhou: 159-1586-4275  
Wengfeng Gao: 137-5175-0523  
Xingyou Chen: 136-0246-7623  
Tel: + 86 (20)8355 9738  
Fax: + 86 (20)8355 3765  
E-mail: [qi@jes.com.hk](mailto:qi@jes.com.hk)  
[feng@jes.com.hk](mailto:feng@jes.com.hk)  
[you@jes.com.hk](mailto:you@jes.com.hk)

- To guarantee the on-site order and safety control, exhibitors shall observe the on-site rules and regulations. Otherwise, anyone who breaks the rules shall bear the responsibility.
- Please add columns as you need to fill in the form.

**Form 5**

# Installation of Electricity Box

**Submission Deadline**

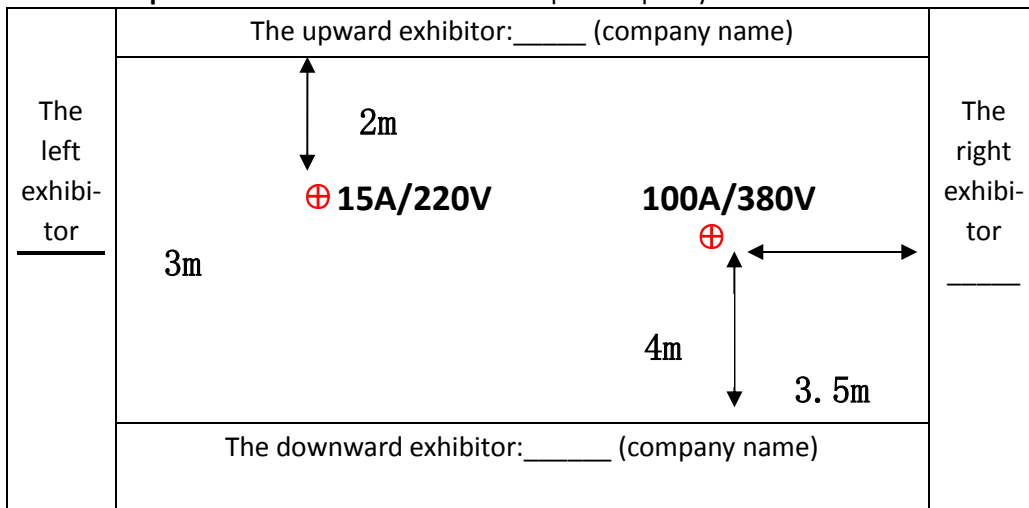
**8 Mar, 2018**

For exhibitors who need to apply for the electrical service, please submit the Electrical Box Location Plan to the show organizer. All the adjustment expenses due to overdue or false submission which influences the regular use of rental electricity shall be undertaken by exhibitors.

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth area: \_\_\_\_\_sqm

|                    |  |                     |
|--------------------|--|---------------------|
| The left exhibitor | The upward exhibitor: _____ (company name)   | The right exhibitor |
|                    | <b>Booth</b>                                 |                     |
|                    | The downward exhibitor: _____ (company name) |                     |

**Example** (Note: for booth area  $\geq 36m^2$ , please specify the location of electrical box)



**Legend:** ⊕ Power and Illumination Electrical Box Site (electric current/voltage)

**Note:**

\*Please use the legend and put the rent electrical box in the proper position.

(Note: the form is not the confirmation of rental affairs.)

\*To prevent power distribution plate from being covering, please ask for the booth structure size drawing from the show organizer when designing the booth.

**Contact:** Xing Chen

**Tel:** 0755-8345 8743

**QQ:** 2199615769

**E-mail:** 2199615769@qq.com

The commitment is to clarify that the electricity protection mode of the equipment we utilize during the exhibition is not adaptive to the distribution box (with the electrical leakage protector) provided by the venue, which can't run normally when using. Therefore, our company hereby promises to use of distribution box without the electrical leakage protector instead of the one equipped with electrical leakage protector provided by the venue. Thereby, we will be responsible for any possible consequences such as equipment breakdown, casualty, property loss and other safety issues.

Company Name:

Booth #:

Acceptor:

Tel:

Company Seal:

Date:

**Contact:** Xing Chen

**Tel:** 0755-8345 8743

**QQ:** 2199615769

**E-mail:** 2199615769@qq.com

There is hereby \_\_\_\_\_ (*Name of Agent*) from \_\_\_\_\_ (*Company Name*), Mobile \_\_\_\_\_, ID card No. \_\_\_\_\_, appointed by the exhibitor \_\_\_\_\_ (*Company Name*), to register at SIMM2018 and claim the exhibitor's badge and other materials.

Entrusting Party (Signature and Seal):

Agent (Signature):

Date:

Date:



**Exhibition Organizer:**  
Shenzhen Xieguang Convention & Exhibition Company  
Shenzhen Huanyue Convention & Exhibition Company



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