



Century City New International Convention and Exhibition Center

Chengdu, China

25-28 April 2018

Exhibitor Manual

Organizers:

Tarsus Hope Exhibition Co., Ltd.

Asia Dental Center

Stomatology of West China Committee

Sichuan Stomatological Association

Shaanxi Stomatological Association

Chongqing Stomatological Association

West China School - Hospital of Stomatology Sichuan University

Hospital of Stomatology - The Forth Military Medical University

The Affiliated Hospital of Stomatology Chongqing Medical University

Supporting partners

Chengdu Municipal Bureau of Exposition

All Members of Stomatology of West China Committee

All Stomatological Associations in West China

Important Notice

This manual contains important information to assist your company in successfully participating at The 17th West China International Exhibition & Symposium on Dental Equipment, Technology & Products

Please read the manual carefully and if you have any questions please feel free to contact us on + 86 27-8736 2620 or alex@hope-tarsus.com

Exhibitors should bring this manual with them to the exhibition.

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Preface

Dear Exhibitors,

We hope the information provided in this Exhibitor Manual is helpful to you in planning your participation at The 17th West China International Exhibition & Symposium on Dental Equipment, Technology & Products which takes place from 25-28 October 2018, Chengdu, China

Please take time to read the manual thoroughly and carefully so as to familiarize yourself with the contents and then complete and return those forms relevant to your requirements. These completed forms and related materials can be sent by email to the organizers as indicated in the Exhibitor Manual. Please retain copies of those completed forms for your files.

If you have any queries or concerns, please do not hesitate to contact a member of our team.

We look forward to meeting with you at the show!

Yours sincerely,

The organizing committee of The 17th West China International Exhibition
& Symposium on Dental Equipment, Technology & Products
2017 November

Section 1 Key Contacts

Organizer

Tarsus Hope Exhibition Co. ltd. www.hope-tarsus.com

Mr. Alex Chen(International Exhibitor Service)

Tel: + 86 27-8376 2620 E-mail: alex@hope-tarsus.com

Ms. Susie Cheng (Marketing)

Tel: +86 27-8736 2550 E-mail: susie.cheng@hope-tarsus.com

Mrs. Connie Hu (Marketing)

Tel: +86 27-8736 2537 E-mail: connie@hope-tarsus.com

Exhibitor Car Parking

Century City New International Convention and Exhibition Center

Tel: +86 028—85380300

Shell Scheme Package/Space Only Stand Build-up & Power Supply

Chengdu Bozhan Exhibition Service Ltd.

Ms Cao xia

Tel: +86 028-83154900 Mobile: +86 135 4040 2588 E-mail: 508250823@qq.com

Furniture & Electrical Equipment Leasing

Chengdu Bozhan Exhibition Service Ltd.

Ms Cao xia

Tel: +86 028-83154900 Mobile: +86 135 4040 2588 E-mail: 508250823@qq.com

Overtime work

Chengdu Bozhan Exhibition Service Ltd.

Ms Cao xia

Tel: +86 028-83154900 Mobile: +86 135 4040 2588 E-mail: 508250823@qq.com

Freight & Logistics Service Provider

Chengdu Longitudinal Exhibition Logistics Co., Ltd www.ues-scm.com

Project Manager: Mr. Wu Dehai

MP:008613983858453

TEL:0086 2367828801

FAX: 0086 2367197866

E-mail : wudh@ues-scm.com

Hotel & Translation Service Provider

Burnaby Solutions China www.burnaby.com.cn

Ms. Amanda Zhou

Tel: +86 10-8460 2478 Mobile: +86 131 4641 0552 E-mail: bj@burnaby.com.cn

On-Site Business Service (Copy & Fax)

Chengdu Bozhan Exhibition Service Ltd.

Ms Cao xia

Tel: +86 028-83154900 Mobile: +86 135 4040 2588 E-mail: 508250823@qq.com

Catering (back end of hall3)

Century City New International Convention and Exhibition Center

Tel: +86 028—85380300

Section 2 Travel Guide



Venue: Century City New International Convention and Exhibition Center
Address: No. 198 century city Road, wuhou District, Chengdu, P.R. China

How to get to the Exhibition Hall

Metro (running time 6: 30-22: 30)

1. Chengdu Shuangliu airport to Century City New International Convention and Exhibition Center(16km)

---Take metro line 10 to Sichuan Gymnasium station, transfer to line 1,get off at Century city station(Exit C2).

2. Tianfu Square (city center) to Century City New International Convention and Exhibition Center

---Take metro line 1 to Century city station(Exit C2).

3. East Chengdu railway station to Century City New International Convention and Exhibition

---Take metro line 7 to South railway station, transfer to line 1,get off at Century city station(Exit C2).

Taxi (Hotline: (+86 028-962999)

Chengdu City taxi charging standard

Day time (06: 00-23: 00) : Initiate rate RMB 8-9 (2km), RMB2/km;

Night time (23: 00-06: 00) : Initiate rate RMB 9-10 (2km), RMB2.5/km

1. Chengdu Shuangliu airport to Century City New International Convention and Exhibition Center(16km)

----Estimated taxi fee RMB 50

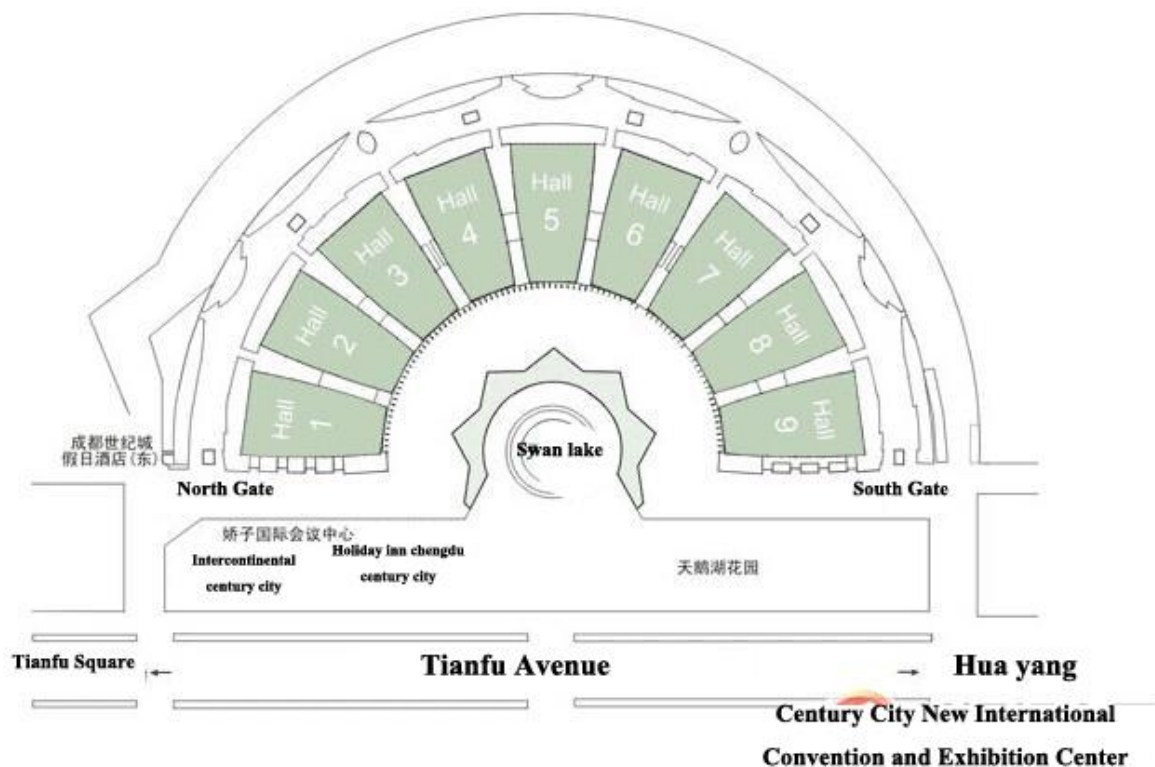
2. Tianfu Square (city center) to Century City New International Convention and Exhibition Center(10km)

----Estimated taxi fee RMB 40

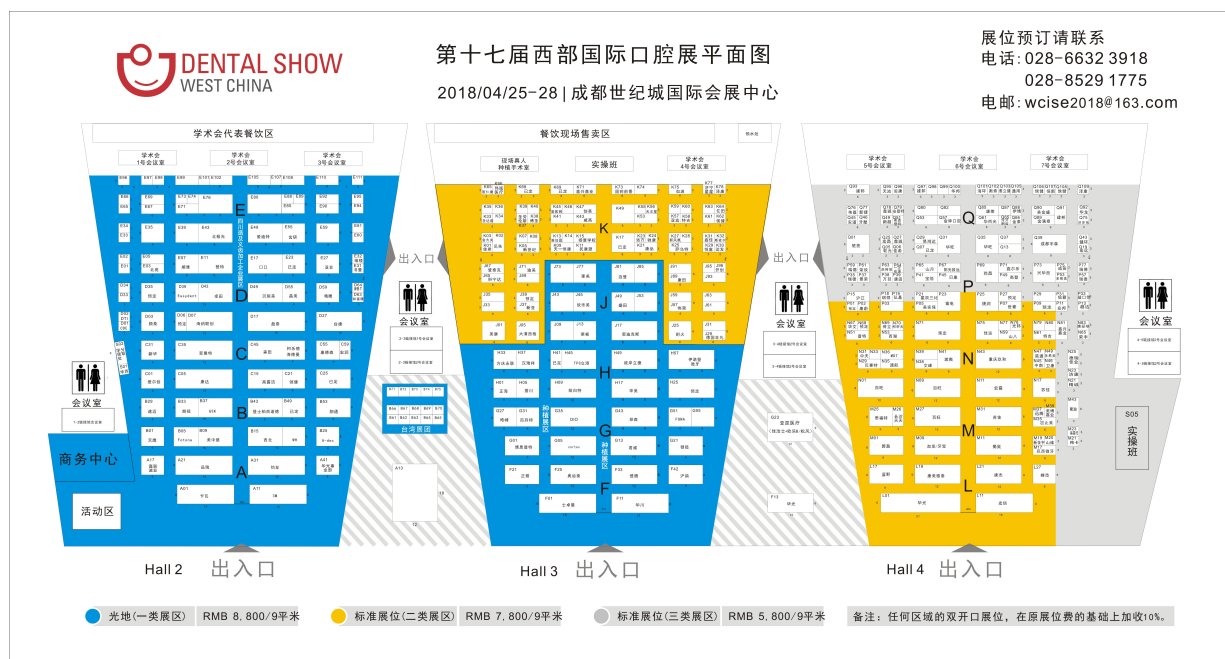
3. East Chengdu railway station to Century City New International Convention and Exhibition Center(10km)

----Estimated taxi fee RMB 40

Railway ticket booking: 12306



Exhibition center



Floor plan

Section 4 Registration

4.1 Exhibitor Registration Time

The Exhibitor's registration time is April 24th -25th 09:00 to 17:00

4.2 Registration Place

The exhibitor will register in the registration area at the gate of hall 2 of the century city new international convention & Exhibition center. The Exhibitors will obtain badges (max 4 badges per booth) and relevant documents of the exhibition.

4.3 Identity

- Exhibitor badges will be available for collection from the registration area from 09:00 to 17:00 on April 24th -25th.
- Exhibitor Badges are valid throughout the build-up, open periods & dismantling period.

4.4 Payment Deadline

All exhibitors should pay the full cost of their stand as per their exhibitor contract. If we do not receive your payment in accordance with these specified timings, the show organizer has the right to cancel your booth and a cancellation fee equal to the full amount stated on the exhibitor contract will be liable for payment by you.

Section 5 Build-up & Move-in

5.1 Build-Up Time

Monday 23rd April 09:00 – 16:00 hrs
Tuesday 24th April 09:00 – 21 hrs

5.2 Overtime Work

If you need to work later than the specified times, please contact the official contractor of the exhibition before 16:00

- Late applications may not be accepted or will be subject to a surcharge of 50%.
- All orders will be confirmed by full payment and cancellation is not refundable.

5.3 Allocation of Stand

- The booth will be arranged by Tarsus Hope Exhibition Co., Ltd according to the contract.
- In order to ensure that the overall look and effectiveness of the exhibition meets the standard expected of an international trade event, the Organiser reserves the right to relocate exhibitor

stands before and during the build-up period.

- Exhibitors should build up their stands in strict accordance with their contract, if you have any questions on this please contact the Organizer as early as possible.

5.4 Shell Scheme Package Stand Build-up

5.4.1 Shell Scheme Package Stand Build-up Regulations

- To assure your legitimate right, please order rental furniture and fittings from the official contractor of this exhibition
- In order to prevent panels from being damaged, exhibitors are not allowed to use any adhesive (including foam-type double-sided tape) except Velcro or double-sided tape. Any self-adhesive materials such as stickers must be mounted on a base and then fixed onto the panels by Velcro or double-sided tape. Further, it is the exhibitors' responsibility to remove all the Velcro or double-sided tape before they leave at the end of the exhibition. Failure to comply with any of the above-mentioned conditions will result in a penalty cost being levied upon the exhibitor.
- No painting is allowed on the existing panels.
- Please do not use our lights as a support to hang anything and make sure our furniture items can support your products. No compensation will be given by the Organiser for goods damaged.
- Screwing, drilling or nailing on any of the aluminum frames and panels of the shell scheme booth is not allowed. Otherwise, the exhibitors or their appointed contractors shall be liable for the total loss resulting in and charge for the damage will be made as follows:
 - Wall panel RMB 500.00/unit (1*2.5mht)
 - Aluminum beam RMB 300.00/Mmi (minimum 0.5m)
 - Aluminum upright RMB 500.00/unit (2.5mht)
- The Organiser, official contractor of this exhibition and Venue will not undertake any financial or legal responsibility for any of the exhibitor's personal belongings and exhibits. Exhibitors are therefore responsible for taking care of their property including those personal belongings, displays and exhibits.
- In order to clear the hall venue and hand over to hall management in time, exhibitors are requested to remove their personal belongings and exhibits immediately after the official closing time. Should exhibitors wish to keep their personal belongings and exhibits beyond the official closing time, please apply well in advance to make the necessary arrangements.
- Any relocation on site is subject to a service charge. For relocation of items not listed above, please check with the site office of the official contractor of this exhibition.

Please return to Chengdu Bozhan Exhibition Service Ltd. Ms Cao xia Tel: +86 028-83154900 E-mail: 508250823@qq.com and Mr. Alex Chen(International Exhibitor Service) Tel: + 86 27-8376 2620 E-mail: alex@hope-tarsus.com	Company: Contact: Tel: Fax: Email: Hall & Booth No.:
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5.4.2 Fascia Board for Deluxe ready Stand

Fascia Board & Badge Registration Form

- The Company name and booth number will appear in English and Chinese on the fascia board. A maximum of 24 English letters and 12 Chinese characters only can be accommodated.
- Design pictures of the standard booth are shown on the next page.
- If your fascia name details are not received by the deadline (**15th Feburary 2018**), the company name and details as shown in your application form/exhibitor contract will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.
- We will keep the partition walls for you if you do not tick the option boxes in ‘point 5’.
- Late orders: a 30% penalty fee will be charged for any late orders received after the deadline (15th March 2018). On-site orders: a 50% penalty fee will be charged for any on-site orders.

1. English Letters

Limited to 24 English letters; The letters are only accepted in text print font or in block letters. Please pay attention to the capitalization and spaces.

2. Chinese Characters

Limited to 12 Chinese characters; The Chinese characters are only accepted in text print font.

3. Company Logo (charge: 100 CNY / piece)

Please save a big drawing or vector drawing of your company logo.

4. Booth No. _____

5. Partition walls between standard stands needed ☐Yes ☐No

Exhibitors who reserved two or more standard stands please fill out.

6. Required number of exhibitor badge:_____ pcs (max 4 pcs each booth)

7. Placement of Spotlight and Socket

Please refer to the below design pictures.

- ☐ We need to change the placement.
- ☐ We do not need to change the placement.

Deluxe ready stand



Deluxe ready stand contains the list of items

name	Item number and description
Carpet	Grey Exhibition carpet
Walls	
Fascia (including Chinese and English company name and booth number)	On all the open sides
Consulting desk	1
White Folding Chair	2
Waste Paper Basket	0
5 A / 220V Single Phase Power Socket	1
Spotlight	2
Round Table	0

5.5 Space Only Stand Build Up & Power Supply

Chengdu Bozhan Exhibition Service Ltd will take the responsibility to approve design and build up of the custom-built booths for this exhibition. Exhibitors should submit booth design/layout and application forms **before 15th March 2018** to Chengdu Bozhan Exhibition Service Ltd

. For detailed information, please contact:

Chengdu Bozhan Exhibition Service Ltd.

Ms Cao xia

Tel: +86 028-83154900 Mobile: +86 135 4040 2588 E-mail: 508250823@qq.com

And

Mr. Alex Chen(International Exhibitor Service)

Tel: + 86 27-8376 2620 Mobile: +86 138 1699 8616 E-mail: alex@hope-tarsus.com

5.6 electrical equipment/Furniture Leasing

<p>Please return to Chengdu Bozhan Exhibition Service Ltd. Ms Cao xia Tel: +86 028-83154900 E-mail: 508250823@qq.com and Mr. Alex Chen(International Exhibitor Service) Tel: + 86 27-8376 2620 E-mail: alex@hope-tarsus.com</p>	<p>Company: Contact: Tel: Fax: Email: Hall & Booth No.:</p>
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Furniture Rental Application Form

	NO	Item Name	Price (RMB)	Qty	Total
	1	Alu chair&table set	100.00		
	2	Business chair&table set	140.00		
	3	Alu chaire&table set with table cover	120.00		
	4	White plastic chair&table set	100.00		
	5	White plastic chair &table set with table cover	120.00		
	6	Black leather chair&table set	100.00		
	7	Sofa chair&table set	260.00		
	8	Banquet chair&table set	200.00		
	9	Banquet chair	50.00		
	10	Banquet table	120.00		
	11	Bar table & bar stool set	350.00		
	12	Bar stool	100.00		
	13	Bar table	100.00		
	14	Sofa set (white/black)	1000.00		
	15	Single Sofa (white/black)	280.00		
	16	Double Sofa (white/black)	400.00		
	17	Side table	150.00		
	18	Low glass cabinet(white/black)	150.00		
	19	Turnable cabinet(gold/black)	300.00		
	20	Square cabinet(gold/black)	260.00		
	21	High glass cabinet(gold/black)	300.00		
	22	Alu frame consulting table	100.00		
	23	Exhibition chair	40.00		
	24	Removable Shelves	40.00		
	25	Rack	120.00		

	26	Display stand	50.00		
	27	T shape stage	350.00		
	28	Short wall spotlight	80.00		
	29	LED spotlight	150.00		
	30	Water dispenser	120.00		
	31	TV set	1000.00		
	32	Podium	200.00		
	33	Isolation belt	40.00		
	34	Beauty bed	300.00		
	35	Butterfly palm	60.00		
	36	Japonica	40.00		
	37	Christmas flower	40.00		
	38	Table flower	150.00		
	39	Brooch	15.00		
				Total:	

Payment:

All orders must be accompanied with full payment either Cash or telegraphic transfer to the following bank address:

Name: Bank of Communications Sichuan provincial Branch

Add: No.211 XiYulong street,chengdu,china

SWIFT BIC: COMMCNSHCDU

Beneficiary : Hubei Tarsus Hope Exhibition Co., Ltd. Chengdu Branch

Account Number : 5116 1001 5018 1703 92892

Beneficiary full name & address : 419, zhonghang City Plaza, No. 88 Fucheng Avenue of Hi Tech Zone, Chengdu City

Notice:

- Orders will be confirmed by full payment. Cancellation is not refundable.
- Late orders: penalty fee will be charged for any late orders received after the deadline 15th **March 2018**). On-site orders: penalty fee will be charged for any on-site orders.
- The listed prices are for rental for the entire exhibition period.
- **If you have additional requirements (Internet/telephone etc), please contact the official contractor & exhibition organizer.**

Rental item details:

	Photo	Specification
	 <p>1.铝合金桌椅 规格：桌面直径700mm 桌高700mm 价格：100元/套</p>	<p>Alu chair&table set Table diameter 700mm Table height 700mm Price:100 rmb/set</p>
	 <p>2.商务椅(含桌布) 规格：桌面直径700mm 桌高700mm 价格：140元/套</p>	<p>Business chair&table set Table diameter 700mm Table height 700mm Price:140 rmb/set</p>
	 <p>3.铝合金桌椅(含桌布) 规格：桌面直径700mm 桌高700mm 价格：120元/套</p>	<p>Alu chair&table set with table cover Table diameter 700mm Table height 700mm Price:120 rmb/set</p>
	 <p>4.白色塑料椅 规格：桌面直径700mm 桌高700mm 价格：100元/套</p>	<p>White plastic chair&table set Table diameter 700mm Table height 700mm Price:100 rmb/set</p>
	 <p>5.白色塑料椅(含桌布) 规格：桌面直径700mm 桌高700mm 价格：120元/套</p>	<p>White plastic chair &table set with table cover Table diameter 700mm Table height 700mm Price:120 rmb/set</p>
	 <p>6.黑皮椅 规格：桌面直径700mm 桌高700mm 价格：120元/套</p>	<p>Black leather chair&table set Table diameter 700mm Table height 700mm Price:100 rmb/set</p>

	 <p>7.沙发椅 规格：桌面直径700mm 桌高700mm 价格：260元/套</p>	<p>Sofa chair&table set Table diameter 700mm Table height 700mm Price:260 rmb/set</p>
	 <p>8.宴会椅 规格：桌面直径700mm 桌高700mm 价格：200元/套</p>	<p>Banquet chair&table set Table diameter 700mm Table height 700mm Price:200 rmb/set</p>
	 <p>9.宴会椅 价格：50元/把</p>	<p>Banquet chair Price: 50 rmb /pc</p>
	 <p>10.宴会桌 规格：长1200mm宽600mm 高700mm 价格：120元/张</p>	<p>Banquet table L 1200mm W600mm H700mm Price: 120 rmb/pc</p>
	 <p>11.吧桌与吧椅 规格：可升降 价格：350元/套</p>	<p>Bar table & bar stool set Adjustable height Price: 350 rmb/set</p>
	 <p>12.吧椅 规格：可升降 价格：100元/把</p>	<p>Bar stool Adjustable height Price: 100 rmb/pc</p>

	 <p>13.吧桌 规格：桌面直径700mm 可升降 价格：100元/张</p>	<p>Bar table Diameter 700mm Adjustable height Price: 100 rmb/pc</p>
	 <p>14.沙发（白/黑） 规格：单双组合 价格：1000元/组</p>	<p>Sofa set (white/black) Price: 1000 rmb/set</p>
	 <p>15.单人沙发（白/黑） 规格：1000mmX1100mm 价格：280元/张</p>	<p>Single Sofa (white/black) 1000mm*1100mm Price: 280 rmb/pc</p>
	 <p>16.双人沙发（白/黑） 规格：1800mmX1100mm 价格：400元/张</p>	<p>Double Sofa (white/black) 1800mm*1100mm Price: 400 rmb/pc</p>
	 <p>17.茶几 规格：长1200mm宽600mm 价格：150元/张</p>	<p>Side table L1200mm W600mm Price: 150 rmb/pc</p>
	 <p>18.矮玻柜（白/黑） 规格：长1000mm宽500mm 高1000mm 画面尺寸： ① 长930mm高630mm ② 长430mm高630mm 价格：150元/个</p>	<p>Low glass cabinet(white/black) L1000mm W500mm H 1000mm Picture area 1. 930mm*630mm 2. 430mm*630mm Price: 150 rmb/pc</p>

	 <p>19.方形转柜 (金/黑) 规格：长450mm宽450mm 高2000mm 层面间隔:360mm 备注：每层承重2.5kg 价格：300元/个</p>	<p>Turnable cabinet(gold/black) L450mmW450mm H 2000mm Layer distance 360mm Layer Bearing weight 2.5kg Price: 300 rmb/pc</p>
	 <p>20.方形高柜 (金/黑) 规格：长450mm宽450mm 高2000mm 层面间隔:360mm 备注：每层承重2.5kg 价格：260元/个</p>	<p>Square cabinet(gold/black) L450mmW450mm H 2000mm Layer distance 360mm Layer Bearing weight 2.5kg Price:260 rmb/pc</p>
	 <p>21.高玻柜 (金/黑) 规格：长950mm宽400mm 高2000mm 层面间隔:330mm 画面尺寸： ① 长880mm高110mm ② 长330mm高110mm ③ 长880mm高370mm ④ 长330mm高370mm 备注：每层承重10kg 价格：300元/个</p>	<p>High glass cabinet(gold/black) L950mmW400mm H 2000mm Picture area 1. 880mm*110mm 2. 330mm*110mm 3.880mm*370mm 4. 330mm*370mm Layer bearing weight 10kg Layer distance 330mm Price: 300 rmb/pc</p>
	 <p>22.铝框咨询桌 规格：长970mm宽475mm 高760mm 画面尺寸：① 长900mm高685mm 价格：100元/张</p>	<p>Alu frame consulting table L970mm W 475mm H 760mm Picture area L900mm*685mm Price: 100 rmb/pc</p>
	 <p>23.展会椅 价格：40元/把</p>	<p>Exhibition chair Price: 40 rmb/pc</p>

	 <p>24.活络架板 规格：990mm*300mm 承重1.5KG 价格：40元/张</p>	<p>Removable Shelves 990*300mm Bearing weight 1.5kg Price: 40 rmb/pc</p>
	 <p>25.货架 规格：高1700mm宽800mm 层高400mm 价格：120元/张</p>	<p>Rack H1700mm W 800mm Shelves distance 400mm Price: 120 rmb/pc</p>
	 <p>26.资料架 规格：高1200mm宽300mm 价格：50/个</p>	<p>Display stand H 1200mm W 300mm Price: 50 rmb/pc</p>
	 <p>27.T型台 规格：长1200mm宽300mm 高300mm 600mm 900mm 三层可分开 价格：350元/组</p>	<p>T shape stage L 1200mm W 300mm H 300mm/600mm/900mm Price: 350 rmb/set</p>
	 <p>28.短壁射灯 规格：60W 价格：80元/盏</p>	<p>Short wall spotlight Spec 60W Price: 80 rmb/spc</p>
	 <p>29.LED射灯 规格：40W 光色：白光/黄光 价格：150元/盏</p>	<p>LED spotlight Spec 40W Price: 150 rmb/pc</p>
	 <p>30.饮水机 规格：含1桶水 价格：120元/套</p>	<p>Water dispenser Include 1 bottle of water Price: 120 rmb/set</p>

	 <p>31.电视机 规格：42寸、50寸、52寸 价格：700/900/1000元/套</p>	<p>TV set Spec 42inch/50inh/52inch Price: 700/900/1000 rmb/set</p>
	 <p>32.演讲台 规格：高1120mm宽690mm 价格：200元/张</p>	<p>Podium H 1120mm W 690mm Price: 200 rmb/pc</p>
	 <p>33.隔离带 规格：高1000mm长1500mm 价格：40元/根</p>	<p>Isolation belt H 1000mm L1500mm Price: 40 rmb/pc</p>
	 <p>34美容床 价格：300/张</p>	<p>Beauty bed Price: 300 rmb/pc</p>
	 <p>35.散尾葵 规格：高1200mm-1800mm 价格：60元/盆</p>	<p>Butterfly palm H 1200mm - 1800mm Price: 60 rmb/pc</p>
	 <p>36.万年青 规格：高300mm-500mm 价格：40元/盆</p>	<p>Japonica H 300mm - 500mm Price: 40 rmb/pc</p>
	 <p>37.一品红 规格：高300mm-500mm 价格：40元/盆</p>	<p>Christmas flower H 300mm - 500mm Price: 40 rmb/pc</p>

	 <p>38.台花 价格：150元/束</p>	<p>Table flower Price: 150 rmb/pc</p>
	 <p>39.胸花 价格：15元/朵</p>	<p>Brooch Price: 15 rmb/pc</p>

5.7 Move-in Regulations

- Please move-in at the times indicated in the exhibition schedule.
- Move-in of large exhibits will be coordinated by Tarsus Hope Co. Ltd. and the show's official freight forwarder.

If any exhibitor needs an early move-in please contact Tarsus Hope Co. Ltd. by no later than **15th March 2018**. If any exhibitor needs to work overtime for move-in or breakdown, please apply to Chengdu Bozhan Exhibition Service Ltd before 16:30 of that day. The relevant additional costs will be borne by the exhibitor.

- Exhibitors with light exhibits can move-in on 24th April 2017.
- Exhibitors are not allowed to switch or substitute stands without official permission of the Organiser. Exhibitors who rent a standard package are not allowed to construct or dismantle stand structures without a permit. Exhibitors who rent more than two stands should specify whether they need partition walls between stands or not at the time of their booking. Any costs incurred as a result of a breach of this regulation will be the sole responsibility of the exhibitor.
- When moving-in, it is forbidden to stick, nail, affix or damage in anyway the outside and inside structure of the exhibition hall and exhibition facilities. If anyone breaks the rule or makes any damages, he will be liable for the corresponding monetary penalty.
- Without a permit from the Organiser, it is strictly prohibited to put advertisements/posters in a public place which is outside of your own stand boundaries in the exhibition hall.
- Fire protection. Fire proofed materials should be used to construct and decorate stands. It is forbidden to use inflammable or flammable materials to construct and decorate stands. If any inflammable or flammable materials are required to be used in special situations, exhibitors should apply to the Organiser or exhibition venue. With approval, inflammable or flammable materials are still required to be coated/painted with fire protection paint before use.
- Do not use fire or naked flame at any time or bring any inflammable and explosive materials into the exhibition hall. Anyone who breaks this rule will be fully and solely liable for any fines, compensation and penalties resulting from their action.
- Electrical appliances used in the venue must be in strict observance of the security regulations. Super heat, light & electrical appliances are strictly required to use, wire on the ground and must be packed by a protection cover. The use of twisted wire & rubber wire are not allowed. Electric distribution boxes should be equipped with air switch and release switch. A permit is required if flammable operations such as electric welding, oxy-acetylene welding, is to be used.
- Please pay attention to the safety and security advice in relation to the use of electricity and electrical appliances. Only one electrical appliance should be plugged into one electrical outlet. Multifunctional electrical outlets are forbidden to be used.
- During the whole move-in period, exhibitors cannot bring any related exhibition products and materials out of the exhibition hall unless they have applied to the Organiser and got the relative certification for checking out at the Organiser's Office at the main entrance of Hall

E4.

- Insurance Cover. Tarsus Hope Exhibition Co., Ltd. will not take financial or legal responsibility for the risks incurred by individual exhibitors and visitors, and/or their belongings. Exhibitors are required to provide their own insurance cover for exhibits, exhibition equipment, exhibition facilities, staff, other third party personnel and visitors.
- Off-stand storage of packaging, promotional materials etc. is only permitted in the specified areas and it is strictly forbidden to leave anything in security access areas, such as elevators and stairs, exits etc.

Section 6 Participation

6.1 Show Opening Times for Exhibitors

Wednesday	25 th	April	08:30 – 17:00
Thursday	26 th	April	08:30 – 17:00
Friday	27 th	April	08:30 – 17:00
Saturday	28 th	April	08:30 – 14:00

6.2 Power to Stands

Power to stands will be switched off each evening at 17:00, therefore please ensure you close down exhibits, computers etc. prior to this time.

6.3 Participants Behaviour

- Participants are expected to observe the civic laws of the time and conduct themselves accordingly.
- Obey every regulation set by the Organiser and venue management.
- Pay attention to appearance, keep the exhibition hall clean, put waste into dustbins in appointed places, and do not have meals on stands.
- Century City New International Convention and Exhibition Center, will not take responsibility for cleaning the inner area of exhibitor stands. If the inner area of the stand should need to be cleaned, exhibitors should make separate arrangements.
- No smoking in the exhibition hall.
- No tear-down ahead of schedule. No reselling of stands. No change in exhibit range from the original contract.
- During the exhibition period, exhibitors should wear their exhibitor badge at all times; contractors and move-in staff should wear move-in badges. For security, the Organiser has the right to forbid entry to the hall to people without an appropriate badge. Also it is forbidden to lend exhibitor badges and move-in badges to other people.
- During the exhibition period, exhibitors are required to enter the exhibition hall no later than 09:00 and leave the exhibition hall after 17:00.

- During the exhibition period, exhibitors should take care of their exhibition stands, exhibits, equipment including rented items and their private belongings. If there are any expensive/valuable exhibits or equipment that need to be removed from the exhibition hall, exhibitors need to apply to the Organiser to get the relevant certification for checking out at the Organiser's Office at the main entrance of Hall 2.
- Valuable or portable exhibits which are to be left in the exhibition hall overnight are required to be covered by the exhibitors through their own insurance cover and security arrangements and at their own expense.

Section 7 Dismantling & Move-out

7.1 Stand dismantling Time

Saturday 28th April 14:00 – 17:30 Stand dismantling

7.2 Dismantling Regulations

- Please dismantle the stand according to the schedule. Exhibitors are not allowed to do this before the set scheduled times.
- Large-scale exhibition products should be moved out in the order shown in the move out schedule.
- When exhibition products and materials need to be moved out of the exhibition hall, exhibitors are required to fill out a break down exhibits list at the organiser office at the main entrance of Hall 2. Once Tarsus Hope Exhibition Co., Ltd. has stamped to approve the list, security can allow exhibitors to move their exhibition products and materials out of the exhibition hall.
- During the dismantling period, all exhibitors should nominate at least one employee to look after the stand security so as to avoid losing personal belongings or exhibits etc.
- All products, stand fitting and waste must be removed from the hall by exhibitors and/or their appointed contractor by the evening of saturday 28th April. Exhibitors and/or their appointed contractor are responsible for the removal of all items from their stand.
- They include waste material such as carpet – fines will be imposed by the venue on any exhibitor or their appointed contractor for not removing all items relating to their stand/stand construction.

Section 8 Freight & Logistics

8.1 Official Forwarder Shipping Guideline

8.1.1 Communication

Chengdu Longitudinal Exhibition Logistics Co., Ltd is the official freight forwarder for the exhibition. Exhibitors can contact them for full information about their services and relevant cost. Due to the variable standard of service, all exhibitors are recommended to use a reputable and industry approved logistics service provider.

To ensure smooth return transit of the exhibits during the move-in and move-out period at the exhibition, **Chengdu Longitudinal Exhibition Logistics Co., Ltd** will provide folding, unpacking and transportation service at airports, harbours, train stations and in the exhibition venue. If you need the above services, Please address all your correspondence concerning the Exhibition Freight Forwarding matters to:

Chengdu Longitudinal Exhibition Logistics Co., Ltd

Address: 104-1-12, boutique Street, chengdu century city new international exhibition center, sichuan, China

Project Manager: Mr. Wu Dehai

MP:008613983858453

TEL:0086 2367828801

FAX: 0086 2367197866

E-mail : wudh@ues-scm.com

Logistics Guide for Overseas Exhibits

Respected Exhibitors & Customers:

Chengdu Longitudinal Exhibition Logistics Co., Ltd has been nominated to be the exhibition logistics supplier by organizing committee of the exhibition to offer exhibitors with exhibits transportation, Customs Clearance, Inspection & Quarantine, picking up and delivery goods to designated booth, and other one-stop services . If your exhibits need to do clearance, please read carefully the guide and actively cooperate with us according to the requirements.

A Shipping of Exhibits.

Project Manager: Mr. Wu Dehai

MP:008613983858453

TEL:0086 2367828801

FAX: 0086 2367197866

E-mail : wudh@ues-scm.com

2, Exhibits Documents

Please complete the “Application of exhibits customs clearance ”and send it with your item list to email box (wudh@ues-scm.com) for Customs confirmation in advance before 23rd February 2018. Please do not ship your cargo without confirmed notice.

3,Label:

Please ensure all boxes or cartons must have shipping mark on three sides of each outer packing, also make sure labels should be properly affixed to withstand transportation and normal handling of the item.

Example of Shipping Mark:

Name of Exhibition: xxxxxxxxxxxxxxxxxxxxxx

Exhibitor Name : xxxxxxxxxxxxxxxxxxxxxx

Exhibition Hall No. : xxxxxxxxxxxx

Booth No. : xxxxxxxxxxxxxxxxxxxx

Total No. of Pieces.: xxxxxxxx

No. : xxxxxxx

For exhibits safety during transport and handling, please mark with necessary symbols such as UP, FRAGILE, WET, GRAVITY etc.

4, Packing:

Packing should be suitable for long-distance transportation and against the rain and the moisture, it can be loading & unloading repeatedly, valuables goods should not be packed in boxes & cartons.

5 Port of Destination

For air shipments : **Chengdu Shuangliu International Airport**

For sea shipments: **Chongqing Port (Chongqing Cuntan Port)**

6, Consignee on B/L or Air Waybill : Chengdu Longitudinal Exhibition Logistics Co., Ltd.

Add: **104-1-12, boutique Street, chengdu century city new international exhibition center, sichuan, China**

TEL: 00862367828801

FAX: 00862367828801

7, Please immediately send copy of B/L or Air waybill to e-mail box at wudh@ues-scm.com

B Arrangements for cargo arrival and Customs documents:

1, All relevant Customs documents must be received properly in Chengdu before **14th April, 2018**

2, Deadline of arrival Chengdu for air cargo : **16th April 2018**

Deadline of arrival Chengdu for sea cargo : **14th April 2018**

Please be advised we are unable to guarantee the cargo can be finished Customs Clearance in time if your cargoes miss above deadline in Chengdu.

C Required documents for Customs Clearance.

1, Original Invoice and Packing list, Bill of lading or Air waybill.

Note: Basically, Value of goods, HS code should be shown on invoice, item name, specification, quantity etc. on packing list.

2, Power of attorney for both customs declaration and Inspection & Quarantine

3, Item name must be in both English and Chinese.

Need both paper and electronic file (Word or Excel), If no Chinese name, please translate it into Chinese.

4, Certificate (original) : Certificate of origin, Hygienic License.

Note: Cargo cannot be picked up from bonded warehouse until duty & tax are completed to Customs in Chengdu. In order to save time, we strongly recommend our customer to prepay a certain sum of money to us for a quickly payment to customs.

Due to the particularity of exhibition cargo, high demands on time. For customs clearance smoothly before exhibition opening, we request our clients provide us detailed cargo information before **23th February 2018**. We will do check and verify item's name, quantity, HS code ...etc. preliminary, and need to correct or complement Customs documents if necessary.

D, Import Customs clearance procedures:

Basic process: Initial review - Examination - Duty & Tax - Release

Initial review: All required documents will be handed over to Customs broker who will fill a declaration form properly. After checking & verification carefully, and there are not any mistakes, broker feeds the form data into computer and send EDI to customs examination center for a electronic declaration.

(Note: For foods and wood products, mostly should do import inspection and quarantine and get a Customs Clearance of Entry Commodities).

Examination: After EDI is accepted by customs system, the original invoice & packing list, air waybill or B/L ...etc. would be submitted to on-site customs officer for verification.

Duty & Tax : Field officer will check and calculate defined rate of duty & tax for commodity according to HS code and goods value. Then they print out duty invoice for collection and advise consignee complete payment at nominated bank.

Release : After Duty & tax to Bank, officer will seal a release chop on the original waybill, Then consignee can pick up cargo from bonded warehouse with it.

E, Import Inspection & Quarantine Procedures:

Submit cargo's invoice & packing list, Certificate of origin, Hygienic License...etc. documents to China Entry-Exit Inspection and Quarantine Bureau for declaration. C.I.Q. will verify commodities' origin, quantity, names. After checking and inspection, a Customs Clearance of Entry Commodities would be signed according to P.R.C regulations, then consignee can do customs clearance with this paper.

Due to exhibits are special cargoes, exhibitor mostly be requested to provide a certification which issued by organizer of this exhibition to customs & C.I.Q. for proving exhibitor and commodity are authenticity, this will help broker speed up cargo release and delivery.

F, Shipment Delivery.

When shipment is released by Customs, it will be picked up and move it to exhibition hall warehouse. Once exhibitor finishes all exhibition formalities and charges, it can be moved to exhibitors booth.

G, Operation Charges

- 1, Customs Clearance: RMB 800 / shipment
- 2, Inspection & Quarantine : RMB 800 / shipment
- 3, Paper Work : RMB 500 / shipment
- 4, Import trade agent fee: RMB 2000 / shipment
- 5, Terminal fee or THC : at cost (as per invoice)
- 6, Delivery charge
from airport to exhibition hall: RMB 5 /kg, min: RMB 500 / shpt
from Port to exhibition hall : RMB 2000 / 20'GP
- 7, Handling charge to booth: RMB 500 /M3,
Min: RMB 500 / shpt
- 8, Warehouse fee: RMB 30 /M3 / day
- 9, Physical examination for Customs & Inspection and other charges are incurred at port : at cost (as per invoice)
- 10, Customs tax deposit should be paid by the exhibitors. Or you may pay it to us in advance and we will help you do payment to Customs.
- 11, Above charges are only for imported cargo, cargo export(return) charges are as same as above quote.

H, Terms of payment.

All related charges and Customs Clearance fee should be settled to our account before **14th April 2018**, only accept cash and bank transfer.

展品清关申请表

Application of exhibits' customs clearance

参展商名称 Name of exhibitor		展位号 Booth No.	
联系人 Linkman		联系电话 Phone number	
传真号 Fax		Email	
起运港 Port of loading		目的港 Destination post	
运输方式 Transport means	海运 Ocean shipping <input type="checkbox"/> 空运 Air transportation <input type="checkbox"/> 公路 highway <input type="checkbox"/> 其他 else <input type="checkbox"/>	预计到港时间 ETA	
件数 No. of cases		重量/体积 Weight/volume	
贸易方式 Mode of trade	暂时进出口 Temporary import and export <input type="checkbox"/> 一般贸易 General trade port <input type="checkbox"/> ATA 单证册 ATA carnet <input type="checkbox"/>		
展品处置方式 Treating method of goods after exhibition	原样返回 backhaul <input type="checkbox"/> 留售 stay for sale <input type="checkbox"/> 赠送 present <input type="checkbox"/> 销毁 destroy <input type="checkbox"/>		
随附单证 Documents needed	装箱单、形式发票、货运单 Please attach packing list 、commercial invoice and waybill shipping list		
备注 Remark			

If you need customs clearance service, please fill in this form, and Email to wudh@ues-scm.com before **February 23, 2018.**

Section 9 Hotel & Translation

9.1 Hotel Introduction

InterContinental Century City Chengdu 成都世纪城天堂洲际大饭店(5*standard)



InterContinental Century City Chengdu brings together the best of European tradition and Chinese hospitality. It stands out as an exciting new landmark in the capital of Sichuan Province, China. With 555 well appointed guests room and suites, InterContinental Century City Chengdu offers 6 outstanding restaurants and bars, stylish Spa and hi-tech meeting facilities. All of this can be enjoyed in luxurious comfort with a taste of true Sichuan hospitality. The Hotel is within a walking distance to the Chengdu International Exhibition Centre and the metro station and just 20 minutes drive from the Airport, which makes the Hotel an ideal venue for the business and leisure travelers.

Official Website

English: <http://www.ichotelsgroup.com/intercontinental/en/gb/locations/chengdu>

Chinese: <http://cn.ichotelsgroup.com/hotels/ctuha/hoteldetail>

Address in Chinese: 中国 四川省 成都市高新区世纪城路 88 号

Sheraton Chengdu Lido Hotel 成都天府丽都喜来登饭店 (5*standard)



The Sheraton Chengdu Lido Hotel boasts 387 rooms and suites, all beautifully – appointed with high quality furnishings and fittings. There are floors are designated as Executive Floors for discerning business travelers. There are dedicated non-smoking floors as well as specially-designed rooms for physical inconvenient guests.

Hotel is conveniently located in the central business and commercial center. It's 30-minutes's drive from Chengdu International Airport and close to local attractions like the Panda Research Base, Wenshu Temple and the Temple of Marquis Wu.

Official Website

English: <http://deals.sheraton.com/Sheraton-Chengdu-Lido-Hotel-1296/so.htm>

Chinese: http://deals.sheraton.com/Sheraton-Chengdu-Lido-Hotel-1296/so_zh.htm

Address in Chinese: 中国 四川省 成都市人民中路一段 15 号

Minyoun Suniya Hotel 成都明宇尚雅酒店 (5* standard)



Minyoun Suniya Hotel owned by Minyoun Group, created as an international five-star standard business hotel, ideally located in city center, overlooking the tranquil Jinjiang River, with easy access to Chunxi Road shopping center, provincial municipal governments and business center is only 30 minutes to Shuangliu International Airport by vehicle, with convenient traffic, Minyoun Suniya Hotel is a perfect choice for business and leisure travelers.

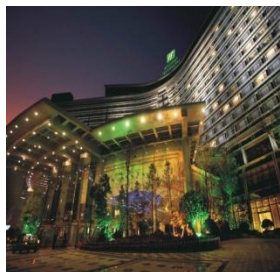
Official Website

English: http://www.minyounhotels.com/category_cat.php?id=27

Chinese: http://www.minyounhotels.com/category_cat.php?id=27

Address in Chinese: 中国 四川省 成都市临江西路 1 号

Holiday Inn Chengdu Century City-West 成都世纪城假日酒店-西楼(4*standard)



The hotel is ideally located in the Century City complex in southern Chengdu, which features the New Chengdu International Exhibition & Convention Center and Causeway Bay Shopping Mall. The hotel has 5 outstanding dining options to suit different tastes. Each restaurant possesses its own unique attributes and identity, brings you specific culinary experience. Opened in 2006, the hotel has 780 guestrooms of newly decorated. The Concierge Attendants provide you the warm-hearted luggage service, car rental, message service, magazine and newspaper services.

Official Website

English: <http://www.holidayinn.com/hotels/us/en/chengdu/ctuhi/hoteldetail>

Chinese: <http://www.holidayinn.com/hotels/cn/zh/chengdu/ctuhi/hoteldetail/directions>

Address in Chinese: 中国 四川省 成都市天府大道中段 1 号

Chengdu Cosy City Hotel 成都瑞熙城市酒店 (3*standard)



Cosy City Hotel is inside in the first-rate Kehua Tiancheng office building which is located on NO.139 Middle Kehua road in Wuhou district and nestled both in Chengdu Business District (CBD) on South Renmin Road and in the international business center of southern Chengdu. It is 12 km from Shuangliu International Airport; 4 km from the South Railway Station and only 1 km from downtown.

Cosy City Hotel is designed, decorated and appointed by the standard of a four-star hotel, the appearance of the hotel is bright, tall and straight, the atrium has leisure area, both ends of the corridor have hanging Gardens, each even floor has leisure area, and every odd floor has hanging Gardens. There are independent business rooms (single rooms, standard rooms, apartments and suites), which are specifically created for city businessmen, giving you more convenience and joy when you conduct your business here.

Official Website

English: http://www.cosycityhotels.com/introduce_en-us.php#

Chinese: <http://www.cosycityhotels.com/index.php?Locale=zh-cn>

Address in Chinese: 中国 四川省 成都市科华中路 139 号 (中央商务区)

Hospitality BOOKING FORM (1/2)

Hotel booking Details:

Guest Name: _____

Hotel Preferred: 1st choice _____ 2nd choice _____

Room type and notes: _____ No of room(s): _____

Check in date and time (China local time) _____ check out date _____

Airport Limousine service:

1. Chengdu Shuangliu International Airport

(CNY350 net per way by car/van for 1-3 persons; CNY450 net per way by mini bus for 4-6 persons)

(CNY650 net per way by car/van for 7-12 persons; CNY750 net per way by mini bus for 12-19 persons)

I need for ☐ Arrival ☐ Departure Number of person(s): _____ **Mobile number** _____

Arrival flight no. _____ Arrival local date _____ Estimated arrival time _____

Departure flight no. _____ Departure time _____

Local Tours: (Gathering at appointed point, Seat-in-coach Tour, Minimum 5 PAX)

1. Jiuzhaigou National Park, & Huanglong Scenic area 4 days tour – CNY1500 per person including group lunch

Number of person(s): _____ Preferred Date _____

2. Mount Emei & Leshan Buddha 2 days tour – CNY900 per person including group lunch

Number of person(s): _____ Preferred Date _____

3. The dujiangyan dam & Mount Qingcheng 1 day tour – CNY480 per person including group lunch

Number of person(s): _____ Preferred Date _____

4. Panda Base & Sanxingdui Museum 1 day tour – CNY580 per person including group lunch

Number of person(s): _____ Preferred Date _____

5. Best of Chengdu 1 day tour – CNY380 per person including group lunch

Number of person(s): _____ Preferred Date _____

Interpretation and Hostess service:

- ☐ Basic English Hostess – CNY600 net per day within 8 hours from April ____ to ____
- ☐ Ordinary English interpreter – CNY900 net per day within 8 hours from April ____ to ____
- ☐ Advanced English interpreter – CNY1200 net per day within 8 hours from April ____ to ____
- ☐ Ordinary Korean interpreter – CNY1400 net per day within 8 hours from April ____ to ____
- ☐ Ordinary Japanese interpreter – CNY1400 net per day within 8 hours from April ____ to ____
- ☐ Ordinary French interpreter – CNY1400 net per day within 8 hours from April ____ to ____
- ☐ Ordinary German interpreter – CNY1600 net per day within 8 hours from April ____ to ____
- ☐ Ordinary Spanish interpreter – CNY1600 net per day within 8 hours from April ____ to ____

If you need interpretation service of other languages, please contact organizer/Burnaby for quote & booking.

PAYMENT BY CREDIT CARD

I hereby authorize Burnaby Solutions to debit my card (details as follows) for all above bookings arranged:

- ☐ Visa Card ☐ Amex Card ☐ Master Card

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

Credit Card Number: _____ CVV Code: _____

Credit Cardholder's Signature: _____

PAYMENT BY TELEGRAPHIC TRANSFER:

Pls. indicate guest name/event name/hotel booked on transfer slip.

Note: Payment via credit card and telegraphic transfer is subject to a 3.2% administrative fee.

PAYMENT BY PAYPAL ACCOUNT: Pls. indicate your Paypal account: _____

Special notes if any: _____

Please fill up the above form in Cap letter, email us or fax to +8610 84602480

Or scan the copy and email to bj@burnaby.com.cn And alex@hope-tarsus.com

Hospitality BOOKING FORM (2/2)

Official Hotels	Estimated travel Time to Exhibition center	Cost Per Room Per Night		Other benefits
		Single Room	Twin/double Room	
Intercontinental Century City Chengdu(5*) Superior room	2 minutes by walking	CNY1350	CNY1450	Breakfast included, Free internet broadband access
Sheraton Chengdu Lido Hotel (5*) Superior room	20 minutes by car	CNY1250	CNY1250	Breakfast included, Free internet broadband access
Minyoun Suniya Hotel (5* standard) standard room	15 minutes by car	CNY950	CNY950	Breakfast included, Free internet broadband access
Holiday inn Century Hotel West Building (4*) Standard room	2 minutes by walking	CNY750	CNY850	Breakfast included, Free internet broadband access
Cosy City Hotel Chengdu (4* standard) Standard room	20 minutes by car	CNY580	CNY580	Breakfast included, Free internet broadband access

Note:

1. Rates quoted are in Chinese currency. Payment collection will base on market exchange rate.

Currency Exchange (approximately): US\$1 = CNY6.6

Terms and Conditions

- Hotel reservations and arrangements are the sole responsibility of exhibitors / visitors.
- Room reservations are confirmed with a **ONE NIGHT deposit** made followed by balance payment on and before **April 11, 2018**.
- In the event that your travel dates change after submitting this form, please notify Orient Explorer immediately.

Payment Policy

- All hotel accommodation payment must be settled 2 weeks before event commence, i.e., **April 11, 2018**.

Cancellation Policy

- Any cancellation made **after April 11, 2018**, is subjected to one night room charge.

Refund Policy

- Any shortened stay with 14 days notification by writing in advance will be refunded.
- In the event of early departure after guest check-in, the **full length of stay** based on the original reservation request at the time of booking will be levied.
- Should there be a no-show in the case of confirmed reservations, no refund will be extended.

Booking deadline: Reservations received after **April 11, 2018**, is subject to room availability and revised rates.

Section 10 On-site Business Service & Catering

10.1 On-Site Business Service

During the entire exhibition period, exhibitors can get copy and fax services in Hall 5.

10.2 Catering

During the entire exhibition period, Century City New International Convention and Exhibition Center will provide Fast Food and Hot and Cold Beverage in Hall 3.

Section 11 Visa Invitation Service

Visa Application Letter Form

Date: DD____/MM____/YY____

To: China Embassy in _____ (which country)

Tarsus-Hope Exhibition Ltd. is pleased to extend an official invitation for attendance and participation in Dental show West China 2018 which will be held 25th – 28th April 2018 at Century City New International Convention and Exhibition Center, Chengdu, China

Please fill in the form below and send to Alex Chen at alex@hope-tarsus.com **before 15th Feburary 2018** so we can prepare an official invitation letter.

Company Name								
Company Add								
Contact Person								
Tel				E-mail				
Estimated Arriving Date in China		Departing Date		Duration of Staying in China			days	
No.	Full Name of Applicant	Sex	Nationality	Date of Birth	Position	Passport Number	Passport Issue Date	Passport Expiry Date
● PLEASE USE EXTRA PAPER IF NECESSARY.								

Section 12 Security and Safety Guide

12.1 Exhibition Hall Specifications

Entrance& Exit	Number	42
	Max size	8m×8m
	Min size	5.4m×8m
parameter	Ground bearing	2000kg/m ² -5000kg/m ²
	Indoor height	Tallest point 21m, lowest point 12m
	Max height of the booth	6m
	Voltage	220V、380V, 1200KVA
	Power access	Surface borehole
	Water supply	Y
	Water drainage	Y
	Gas supply	N
	Air-conditioner	Central air-conditioning
	Communication facility	Y
	technological device	TV monitor,broadcast,internet
	Other technological device	N

Please Notes:

- The above information is correct at the time of distribution and may be subject to change without prior notice.
- Any stand structure, exhibit or display e.g. towers / logos, exceeding 2.4m high must be at least one meter away from the neighboring partition wall.

12.2 Aisle Width

All aisles have a minimum width of 3.5m.

12.3 The Organizer's Office

The Organizer will have a field office/desk at the main entrance of Hall 2. Exhibitors can go there for consultation.

12.4 Admission

Professionals, trade and business visitors are admitted into the show free of charge. The Organizer reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the build-up and dismantling periods. For safety reasons, children below the age of 16 will not be allowed to accompany exhibitors into the exhibition halls at any time, from build-up

to dismantling period.

12.5 Exhibits

- Exhibitors shall complete registration for portable exhibits and relevant equipment (not declared to the Customs).
- It is not allowed to take the above items out of the exhibition hall during the open period of the exhibition; exhibitors are supposed to take them out of the venue at the close of the fair.

12.6 Promotional Activities

Promotional activities of exhibitors must be confined to its own booth. Exhibitors are not allowed to distribute or place promotional materials outside of its booth.

12.7 Demonstrations and Presentations

In the event of justifiable complaints from other exhibitors, the Organiser reserves the right to determine the acceptable sound level and extent of demonstrations. Any promotional activity involving the demonstration of games, organized competitions or quizzes will need an advance permit from the Organiser.

12.8 Sound Level

The sound level of audio equipment must be tuned to an acceptable volume and conducted in a way, which does not interfere with nor be a nuisance to neighbouring stands. If the Exhibitor continues to refuse to comply with the request to reduce the volume, the Organiser reserves the right to disconnect all power supplies to the stand and no compensation will be made to the Exhibitor.

12.9 Hall Flooring & Cleaning

- Rugs and other floor coverings may not project beyond stand boundaries and must be laid out in such a way that accidents do not occur.
- The Organiser provides general cleaning services on all the areas outside the booths.
- Only adhesive tapes that can be removed without leaving any residue may be used to affix objects. The cleaning agent of exhibition center can be commissioned to clean the stands upon request.

12.10 Smoking

Smoking is strictly prohibited in the exhibition halls at all times throughout the duration of the exhibition.

12.11 Fire Control Devices

Don't press, block up or damage fire control devices.

12.12 Vehicle Permit

The Organiser will not provide free vehicle permit to exhibitors.

12.13 Security

- General security will be provided by the Organiser and venue round the clock.
- Exhibitors and their staff will not be allowed in the exhibition hall after official hours. All personnel in the exhibition halls must wear identification badges. Exhibitor's passes and temporary passes are available from the Organizer's office on site.
- Where necessary, stand security must be organised by the exhibitor. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your booth exclusively for off-show hours, please contact our security staff.
- For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.

12.14 Insurance

- Exhibitors, contractors, visitors/delegates are advised to affect their own personal accident, property and exhibit insurance from their home countries. The Organizer will not accept any liability in any way whatsoever.
- Exhibitors are responsible for public liability insurance against injury to persons and property of others on their booths, along with their exhibits and merchandise moving to and from the show and during the show. Exhibitors should contact their insurance broker to cover their exhibits and exhibition materials. The Organiser will not be held responsible for any loss of or damage to exhibits. Exhibitors are not allowed to build a warehouse in the exhibition halls. The Organiser is not responsible for storing exhibits.

12.15 Climate

The weather is comfortable by the end of april in chengdu, when is the peak season for tourism.

The max temperature is 20 degree, indoor temperature is 15 degree.

12.16 Credit Card & Currency

Currency exchange can be done in most major hotels, banks and the airport. Exhibitors are advised to bring sufficient cash with them as credit cards are only accepted in major hotels, restaurants and shopping centers. Visa, MasterCard and American Express are most commonly used in China.