



FOREWORD

Dear exhibitors,

Thanks for attending The 53rd China International Furniture Fair (Guangzhou) (CIFF), which will be held at the China Import & Export Fair Complex. The CIFF takes place in two phases. The first phase is scheduled from March 18th to 21st, 2024, offering the home furniture, outdoor furniture(outdoor furniture, shading system and leisure products exhibition), home textile and decorative items(Soft Decoration Aesthetic Design Exhibition). The second phase is to be held from March 28th to 31st, 2024, specializing in the office furniture and facilities. It will be held concurrently with the China International Furniture Machinery & Furniture Raw Materials Fair (Guangzhou)/interzum guangzhou 2024.

In order to serve all exhibitors perfectly and betimes and ensure this fair to reach consummation in good order, the organizer specially publishes this Service Manual for exhibitors.

Please read through this Service Manual carefully, so that you can be familiar with the preparations for this Fair. China Foreign Trade Guangzhou Exhibition Co., Ltd. reserves the final explanation rights of this Service Manual.

If you want more assistance and detail information, please contact the organizer or the appointed agency. You can also contact the on-site service office during exhibition period.

Wish your company great success!

The 53rd China International Furniture Fair (Guangzhou)
January, 2024

Flow Chart of Participation for Exhibitors

Procedure	Remark
Apply for a booth.	Visit our official website: ciff.fairwindow.com to download the application forms and fax or email the completed application forms together with your business licenses to our relevant contact persons.
Confirm the booth after paying the deposit.	
Receive the relevant information for participation.	The host will send Vehicle Badges, Invitations and Booth Confirmation by courier.
Transport the exhibits.	Refer to the Exhibitor Manual .
Construct the booth. (Raw Space, Standard Booth)	Submit the drawing verification information and Application for Use of Electricity to the official contractors according to the requirements of the Exhibitor Manual .
Pay the balance for booth.	
Receive the badges for admission (Exhibition Preparation Badge, Exhibitor Badge).	Submit the information such as the Receipt for Raw Space Construction Management Fees and apply for the Exhibition Preparation Badge according to the requirements of the Exhibitor Manual .
Arrange booth and put exhibits in place.	
Attend the exhibition.	On-site Talks
Move Out.	Refer to the Exhibitor Manual for the specific move-out schedule.
Receive the Exhibit/Sample Release Slip.	
Move out the exhibits, samples and display racks.	



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Special Tips

- ❖ The fascia writing will be produced according to the Chinese and English names in the Exhibition Confirmation Form. In case of any changes, exhibitors shall contact the official contractor by themselves.
- ❖ All the constructors that undertake the raw space construction are required to apply for the raw space constructor qualification certification of China Foreign Trade Guangzhou Exhibition Co., Ltd.. Please visit www.fairwindow.com or www.ciff-gz.com for detailed information.
- ❖ All builders must buy the Exhibition Liability Insurance or similar insurance.
- ❖ Please keep an eye on time changes and move in and move out on schedule. Refer to the General Information for the specific move-in/move-out time and the Notices.
- ❖ All raw space builders shall pay the management fees for raw space booth construction based on the charge rate of the China Import & Export Fair Complex (RMB20/m²).
- ❖ Exhibitor's Chinese and English company name in the Invoice will be written on the fascia board. Please contact with the official contractor if the name changes.
- ❖ Please pay attention to the schedule change for timely move-in and move-out. Refer to the General Information and Notices for move-in and move-out time in details.
- ❖ It is required to strictly implement the Rules on Security Management for Exhibition and the Requirements for Booth Construction. The Organizer shall deduct the construction deposit for the violator.
- ❖ Related badges shall be applied for in the designated place on March 24-27, 2024.
- ❖ No show is allowed in any form in or around the booth during the exhibition. The volume of the audio promotion and performance is not allowed to exceed 60 decibels.
- ❖ Adjustment is made for The 53rd CIFF Vehicle Badges, which are divided into Exhibit Vehicle Badges and Construction Vehicle Badges, one vehicle one badge. Refer to the instructions on the Vehicle Badges for details.
- ❖ On-site Security Considerations:
 - (1) Thefts may often occur in the exhibition due to many visitors. All exhibitors shall take care of their personal belongings and exhibits. All halls may provide free computer lock services. The exhibitors with computers can contact our Security Office.
 - (2) All booth security personnel employed by exhibitors shall obey the Organizer's management and are not allowed to hinder the on-site safety and fire control personnel entering the booths for inspection.
- ❖ The cargo size of the cargo elevator in Area B is limited to 3200mm (length) × 2200mm (height) × 2200mm (width).
- ❖ The size of goods entering and leaving the cargo elevator at the north side of Hall 14 (3 sets), southwest side of Hall 15 (3 sets) and southwest side of Hall 16 (3 sets) in Zone C Exhibition hall is limited to 6200mm(length) × 2200mm (height) × 2200mm (width). The weight limit is 10T; The size of goods entering and leaving the other 18 cargo elevators is limited to 3200mm(length) × 2200mm (height) × 2200mm (width). The weight limit is 5T. Please pay special attention to the exhibitors and construction units and make relevant preparations.
- ❖ Exhibitors should note that there are no truck lanes on the 2F, 3F and 4F in Area C. All goods should be transported by elevators (2.3m(width)x3.8m(depth) x2.4m(height)).
- ❖ The maximum point of the booth construction material is prohibited to exceed the specified ceiling height. (Ceiling height for booth construction in Area C is 4.5m. No double-decker booth is allowed in Area C).
- ❖ With the printed confirmation letter or electronic QR code after pre-registering on the website or wechat, visitors can have direct access into the venue.
- ❖ The Canton Fair Pavilion does not allow all participants to bring or order takeaway food from outside the pavilion.



- ❖ During the period of preparation and withdrawal, vehicles entering the second and third floors of the exhibition hall are limited to 10 meters (inclusive) in length, 5 tons in weight and 3.8 meters in height. Over-long, overweight and super-tall vehicles must be unloaded and crossed at the parking lot designated by the exhibition hall (except Area C).
- ❖ The Suspension Points area of the Canton Fair Pavilion only includes the B pavilion and the D pavilion, as detailed in the usage requirements of the Suspension Points (page49 -52)

Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import & Export Fair Complex

All exhibitors and constructors:

In order to purify the exhibition environment of the China Import & Export Fair Complex, strengthen the safety and production of the daily exhibition move-in and move-out and meet the requirements of the traffic police authority that the trucks shall enter the Pazhou area by appointment, the China Import & Export Fair Complex (Areas A, B & C&D) will implement a real-name appointment system for badge application for move-in/out personnel and trucks for daily exhibitions and the timing inspection for trucks starting from the 53rd CIFF (Guangzhou). Given below are the relevant process and charging rates:

I. Types of Badges, Charging Rates and Validity Period

(I) Permits for Move-in/out Personnel

1. Target Users: During the move-in and move-out, those who need to enter the halls for booth installation, goods transportation/loading & unloading and equipment installation shall apply for permits.
2. Charging Rates: RMB40 per badge (free personal accident insurance premium of RMB10).
3. Validity Period of Badges: A permit shall be valid during the move-in and move-out period stated in a badge, and it is not required to reapply for a badge. For the exhibitions to be held in phases, badges are required for each phase.

(II) Badges for Move-in/out Trucks

1. Target Users: The freight vehicles that transport installation materials, exhibits and equipment to enter the Complex during the move-in and move-out.
2. Charging Rates: RMB50 per badge for a vehicle, RMB300 deposit.
3. Validity Period of Badges and Deposit Refund: Every time a vehicle passes the entrance/exit verification timing points during the validity period of the vehicle permit, it shall be regarded as a validity period (a vehicle permit can only enter and exit once). The free stay time of the current admission is 150 minutes, and the overtime fee shall be deducted from the deposit (RMB50 deducted for every more than half an hour).

II. Process for Badge Application

(I) Badges for Construction Personnel and Move-in/out Vehicle Permits (It is required to get the badges in advance before entering the Complex):

1. Log in to the website <https://rczl.ciefc.com> for the daily exhibition badge application system of the China Import & Export Fair Complex to register an account.
2. The on-site person in charge of an entity shall bring the real-name authentication materials to the badge service center to activate the account. Apply for a full-time badge staff card.
3. Each badge applicant shall submit the application for permits for move-in/out personnel and move-in/out vehicle permits through the daily exhibition badge application system of the China Import & Export Fair Complex. After the badge service center has reviewed the badge application materials online, a badge applicant shall print the receipt on the Application Form interface, sign and affix the official seal on the receipt. The full-time badge staff shall present the receipt to the badge service center to pay the fees and collect the badges on the site.



(II) Move-in/out Vehicle Permits:

It is strongly recommended to authorize a constructor or self-register to apply for truck permits in advance according to Item (I) so as not to affect the efficiency of move-in/out.

III. Establishment of Badge Service Centers

The China Import & Export Fair Complex will set up the badge service centers to provide services for all entities of daily exhibitions. Given below are the specific locations:

1. Area A: Counters 6-1 & 6-2, Pearl River Promenade.
2. Area B: Badge Service Center on Zhanchang Road East, Exit A of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).
3. Area C: Hall 16.1, Exit C of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).
4. Area D: Counters 17-2& 17-3, Pearl River Promenade.

IV. Badge Service Time

Starting 10 days before entering the venue, 9:00-18:00 each day.

VII .Traffic hours and road sections of the exhibition trucks

1. Traffic hours:

- (1)From 22:00 in the evening before the day of arrival to 7:00 in the day of arrival and from 9:00 to 15:00 every day during the day of arrival.
- (2)From 22:00 in the evening before the day of the withdrawal to 7:00 in the day of the withdrawal and from 16:00-22:00 every day during the withdrawal.

2. Road section:

During the above period, trucks that have applied for the removal of exhibition trucks permit are allowed to enter and exit the exhibition hall on Xingang East Road (Xinhua Express Road to Modisha Road), Yuejiang Road (East Exhibition Road to Modisha Road), East Exhibition Road, East Nanfeng Road, Middle Fengpu Road and South Exhibition Road.

Goods vehicles that have already applied for the registration and removal of goods vehicles will be fined by the traffic police for taking photos during the remaining hours or on the road.

Note: Certification Center consulting tel: 020-89130186,89071064; Zhu Lu 13570937019, Huang Guoyong 13922252004.

The 53rd China International Furniture Fair (Guangzhou)
January, 2024

The Initiative on “Green Exhibition”

-----Create a Green Exhibition, Implement Green Development

All Exhibitors and Builders:

In order to thoroughly implement the spirit of the 20th CPC National Congress, further promote the comprehensive resource conservation and recycling, reduce the energy and material consumption, improve the utilization and regeneration of resources and create the green CIFF, The 53rd CIFF strongly advocates the concept of “green exhibition”. All exhibitors and builders shall strengthen the construction of green CIFF from the aspects of green move-in, green participation and green move-out and finally achieve the goal of “green exhibition”.

(I)Green Move-in

Exhibitors shall use the non-toxic, harmless, recyclable and eco-friendly materials. The main frames shall be of profiles (steel structures, aluminum profiles). No special board waste shall be generated. No paint or lime wash shall be used. The eco-friendly and energy-efficient lamps shall be used for booth lighting.

(II)Green Participation

1. Exhibitors are encouraged to use green exhibition appliance and equipment that meet national environmental standards to achieve green participation.
2. Exhibitors are encouraged to use the recyclable or degradable packaging materials to reduce the impact on the environment.
3. Exhibition personnel are encouraged to attend the exhibition by public transport as much as possible to achieve green commuting.
4. Control the light and noise pollution during the exhibition to create a comfortable environment for negotiation.
5. Implement waste sorting and recycling to reduce the amount of waste.

(III) Green Move-out

1. Comply with the state safety production laws and regulations, strictly enforce the operating procedures and operate according to rules and regulations; ensure construction safety, protect the personal safety of construction personnel and prohibit the rash and rough construction.
2. Priority shall be given to the recycling and utilization of the degradable, recyclable and decomposable materials to reduce the generation of waste boards and garbage.

**The 53rdChina International Furniture Fair
(Guangzhou)**

January, 2024

Rules on Security Management for Exhibition

To strengthen the construction management for exhibition and guarantee the successful exhibition, the Rules are formulated. It is applicable to the related matters of exhibitors and their authorized construction companies in the course of move-in, move-out and booth management. Exhibitors shall take effective measures to ensure that their authorized construction companies abide by the Rules, make clear the management rights of the Organizer for the construction companies and their staff (hereinafter referred to as guarantee that the construction companies shall assume responsibilities for the Organizer in the course of move-in, move-out and booth management). The Official Contractor shall interpret the uncovered matters hereto.

I. Rules on Safety Construction

1. All construction companies (including the exhibitors for their own move-in and move-out, the same below) are not allowed to enter the construction site unless the **Safety Responsibility Agreement with official seals of exhibitor and construction company (if yes)** (See the Form B7 in detail) are submitted to the Official Contractor for record.
2. All the application forms for raw space decoration, design drawings and the Safety Responsibility Agreement must be submitted to the Official Contractor for preliminary review before **February 28, 2024**. The construction companies that fail to pass the drawing review are not allowed to enter the construction site.
3. The construction personnel must properly wear the qualified safety helmets and badges to enter the construction site during the move-in and move-out. The labor safety products for the construction personnel shall comply with the labor protection requirements.
4. **The ladders and scaffolds on the construction site shall be firm and the connections require rigid staking. Do not use the scaffolds with truckles. Things placed or persons standing on the top are prohibited if the climbing tools are moved.** No wooden ladders shall be used on the site.
5. The construction personnel are **prohibited to fight, come to blows, gamble or have any behavior that violates the Security Management Punishment Law and the Criminal Law**. Once it is found, the Organizer is entitled to drive out the actors from the exhibition hall, confiscate their construction badges and refuse to let them enter the construction site.
6. All specialized construction personnel shall engage in their own specialized construction only. **Interdisciplinary construction is prohibited. The electrical construction personnel shall hold specialized operation certificates issued by the state department concerned and wear badges in the course of electrical construction.** The change in electrical construction personnel by the construction companies shall be applied for beforehand and construction is not allowed unless the relevant construction badge is obtained.
7. The construction companies shall **not carry electric saws, cutters, welders or compressors to the hall for operation without permission.**
8. The overhead work requires use of the qualified and safe lifting tools and operating platforms. The construction personnel working high above the ground shall **tie the safety belts and wear and use the related labor safety tools.** The construction party shall set up the safety zone around the overhead work area and offer clear warning signs as well as send special persons to direct and take care of the related work.
9. The construction companies are **prohibited to use the fairground structure for hanging or binding, etc without authorization.**
10. The booth **with decoration and backboard higher than the adjacent booth shall be treated** to keep the exhibition hall beautiful as a whole.
11. The construction companies shall **neither block the fire facilities in the course of move-in and move-out nor occupy the fire exits, emergency exits and emergency accesses.**
12. The construction companies are **prohibited to use the inflammable, explosive and contraband goods in the course of construction and prohibited to engage in large-area spray paint or paint in the exhibition hall.** If the booth requires water and electricity installation, prior application shall be made and construction shall be done according to the approved design plan. **Connection without permission or overload connection with the electrical equipment is prohibited.**
13. The materials for booths shall be flame retardant or flame resistant in compliance with the national standard for use of temporary building materials and be fire-retardant treated. The high-temperature light boxes and strong lighting in the booths **shall be provided with protective devices and allow for heat dissipation**
14. No open flame operation such as electric welding and gas welding in the hall is allowed.
15. **The construction badges** for the construction personnel shall **never be altered, duplicated or lent.** The construction personnel shall obey the inspection by the Organizer's related personnel when coming in and out of the construction site.
16. **Uncivilized construction, illegal booth construction or dismantling or premature move-out**

against the sponsor's Rules is prohibited.

17. Damage to the hall facilities, equipment or change in their use nature and positions is prohibited.

Once it is found, punishment shall be given according to the seriousness of the case.

18. During the construction and exhibition, in case of on-site fire, work collapse or other major property loss and casualties due to the construction company, the Organizer is entitled to confiscate all its deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute in respect of criminal responsibility if the case is serious.

19. In case of booth breakage, slant or collapse, or other major property loss and casualties during the exhibition, the Organizer is entitled to confiscate all deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute it in respect of criminal responsibility if the case is serious.

20. It is strongly recommended that all exhibitors or construction companies should buy related insurance for their staff, construction personnel, exhibits or other valuables as guarantee for safety, loss, theft, damage and fire.

II. Rules on Booth Cleaning:

1. The construction companies are required to clean up the decoration waste of the booths in move-out and directly put the board waste in the refuse dump designated by the Organizer: **Area A, South Square Blockhouse Bottom, North Square Hall 7.1 Outside; Area B, South Square Blockhouse Bottom.**

2. The construction companies are required to dismantle booths and remove the decoration waste in the specified time. Deposits shall be deducted for delay.

III. Rules on Maintaining On-site Order of the Fair:

1. **The audio promotion and performance volume of the exhibitors in the booths during the exhibition shall not exceed 60db.** The Official Contractor is entitled to take measures for temporary power cut and order the violators to rectify if they fail to correct after warning.

2. **The booths require the licensed electricians on duty during the exhibition.** In the event of any accidents such as power cut or sparks due to electricity overload and improper use of electricity, the Official Contractor is entitled to cut power for the booths of the violators, order them to rectify and ask them to compensate the damaged fairground facilities and equipment arising therefrom.

3. **Special persons are required to take charge of the booths installed with water equipment** in the booths. In the event of the carpet on the exhibition passage soaked with water or damaged hall facilities and equipment caused by water leakage, splash and spill due to improper operation or neglect, the Organizer is entitled to order them to compensate.

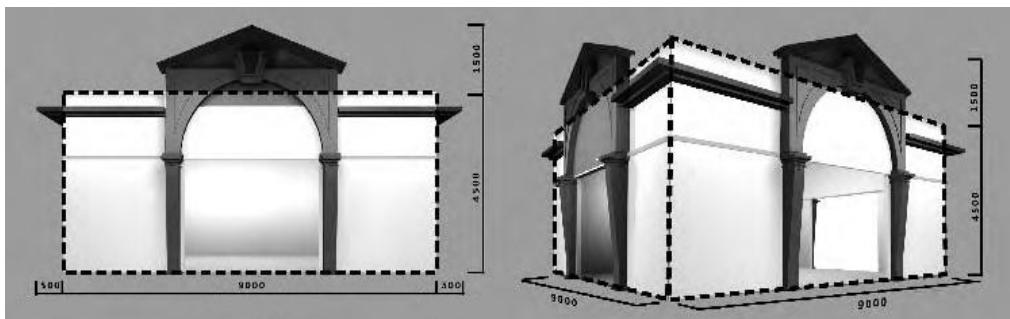
4. **No exhibits, tools and packing materials in the booths shall be placed on the ceiling, back wall and outside the booths. Influence on the exhibition image or blockage in fire access and fairground renovation passage is prohibited.**

5. **The projection area of the booth construction material is prohibited to exceed the rent area.**

6. **The maximum point of the booth construction material is prohibited to exceed the specified ceiling height. (Ceiling height for booth construction: 4.5m for single-decker booth; less than 6m for double-decker booth).**

Key: Booth area 9,000mmX9,000mm, ceiling height for single-decker construction 4,500mm.

(Ceiling height for double-decker construction 6,000mm, by the same rule) The correct construction scope is in the dotted line shown in the figure. Outside the dotted line is the ultra wide and ultrahigh area.



IV. Rules on Application for Intellectual Property Rights

To protect the intellectual property rights (IPRs) and the legal rights and interests of exhibitors and IPR owners, encourage design innovation and maintain the normal transaction order, the CIFF will establish



the IPR record and notice system in accordance with the state related laws. All exhibitors shall provide the photocopies of the related certificates (including: Certificate of Rights, Identity Certificate of Right Owner or Business Registration Certificate, Certificate of Legal Status of Rights and Intellectual Property Right Enforcement Licensing Contract) for the exhibition items related to IPRs and complete the Application Form for Intellectual Property Rights 30 days before the start of the CIFF. Please visit the official website ciff.fairwindow.com for specific rules and application methods.

V. Rules on Quality Requirements for Safety Helmets and Correct Use by Construction Personnel

(I) About Quality Requirements for Safety Helmets:

The safety helmets shall pass the ISO9001:2000 Quality System Certification. Try to avoid high mass impact or puncture. The helmets are required to be replaced after suffering impact or puncture damage. Do not change their structures; or you have to bear all the consequences arising therefrom. No contact with paint, solvent, gasoline or similar substances. Use the neutral detergent or lukewarm water for washing.

(II) Rules on Correct Use of Safety Helmets by Construction Personnel

- (1) Adjust the adjustable bands behind the helmet to the proper position according to your head shape before wearing it. Fasten the elastic straps in the helmet. The degree of tightness of the inner cushion is adjusted by the straps. The vertical distance from your head to the top of the helmet shall be between 25-50mm and not less than 32mm so that the helmet can have enough space to cushion in case of impact and help ventilation between your head and the helmet.
- (2) Do not have your helmet on crooked. Do not put the brim behind on the back of your head, or its protection against impact will be reduced.
- (3) The lower strap of the helmet must be fastened securely under your jaw. The degree of tightness shall be proper to prevent the helmet from being blown away by the wind or from being knocked by other impediment or from coming off due to your head turning up and down.
- (4) The top of the helmet is provided with harness inside. Some have a small vent for ventilation. Do not make an opening in use for ventilation, which will reduce the strength of the helmet.
- (5) The helmets will gradually be damaged in the process of use. Check regularly whether there are chaps, depression, cracks or wear & tear. Replace them if any abnormal phenomenon is found. Do not use them any more. The helmets that suffer any impact or cracks shall be discarded regardless of damage or not.
- (6) Do not use the helmets with only chin strap connected with shell, namely the helmets without inner cushion.
- (7) The construction personnel in the on-site operation are not allowed to take off their helmets, lay aside or use them as cushion.
- (8) Most helmets are made of high-density low-pressure polyethylene plastic and have the properties of hardening and deterioration. Do not expose them to the sun for a long time.
- (9) For the new helmets, first check whether they have the certificates for production permitted by the Labor Department and the certificates of quality, and then check any damage or uneven thickness or inner cushion, adjustable bands and elastic straps are complete and effective. Replace them immediately if they fall short of the requirements.
- (10) It is also required to wear the helmets for indoor operation on site. Wear them carefully especially for indoor live-wire operation because the helmets can prevent collision and provide insulation protection.
- (11) Keep the helmets clean in use. No contact with the source of fire. Do not paint them randomly. Do not use them as stool to prevent loss. In case of loss or damage, reissue or replace them immediately. Persons without helmets are not allowed to enter the construction site.

VI. Method of using safety rope

- (1) Each user uses a fixed set of safety rope.
- (2) Take some necessary preventive measures before each use, and ensure safe rescue if necessary.
- (3) The safety rope is only used by one person at a time, and the user should know how to use it.
- (4) Before each use, check the safety rope. If in doubt, replace the safety rope immediately. - During use, take all necessary measures to avoid damage to the equipment. - Avoid contact with sharp objects and corrosive substances.
- (5) A safety rope conforming to EN354 may be used in conjunction with a shock absorber provided that the total length of the connection to the fall safety belt (connected via a connector) does not exceed 2 metres.
- (6) If the safety rope is adjustable, check the position of the regulator regularly during use.



- (7) After a fall accident, the safety rope cannot continue to be used.
- (8) Do not replace the parts on the safety rope.
- (9) Choose an object with a high bearing capacity (at least 10kN). The support point should be above the user.
- (10) The safety rope without shock absorber is not used as an anti-fall system.

The 53rd China International Furniture Fair (Guangzhou)



GUIDE

Please Note >>>>>>

- Move-in & Move-out Time ----Refer to Page 16 for details.
- New Method for Visitor Check-in and Invitation Distribution ----Refer to Page 17 for details.
- Contact List of Expo's Venue Contractors and Freight Forwarders ----Refer to Page 22 for details.
- Move-in & Move-out Notice and Attention to Move-out ----Refer to Page 25-26 for details.
- Construction Registration Form ----Refer to Page 35 for details.
- Fire Control Requirements ----Refer to Page31 for details.
- Interim Provisions for Protection of Intellectual Property Rights ----Refer to Page 28-30for details.
- Hygiene Guarantee Work ----Refer to Page 33 for details.

The raw space booth exhibitors should note >>>>>>

Regulations for Raw Space Ceiling Height and Construction Requirements----- Refer to Page 42-43 for details.

- 4.5m for single-decker booth, less than 6m for double-decker booth.
- Construction of 2 decks is only allowed for the booth area over 100 square meters.
- The exhibition area of the second deck shall not be more than 50% of the first deck or less than 50 square meters.
- In case of breach of the said provisions, CIFF shall deduct 50% or above of the construction deposit according to the seriousness of the case. CIFF shall reject the application for participation of the enterprises with continuous violation.
- All closed raw spaces should have at least two gateways.
- All fitting-out and decoration materials are made from noncombustible or flame-retardant materials.
- Do not block the fire hydrants. Do not occupy the fire exits.
- Do not install power supply or connect wires without authorization.
- Electricians shall go on duty with certificates.

Construction Requirements for Double-deck Raw Space Refer to Page 44-45for details.

Booth Construction Requirements for Floating Sills in Area A/B Area C north corridor/flyover boot
Refer to Page 46 for details.

Requirements for use of Suspension Points - Refer to pages 47-50

Application for Raw Space Fitting-out Refer to Page 51 for details.

Application for Rental of Electric Power for Raw Space Refer to Page 53-56 for details.

The shell scheme booth exhibitors should note >>>>>>

Shell Scheme Booth Specification Refer to Page38 for details.

Fascia Board Refer to Page 39 for details.

Furniture Rental and other service Refer to Page 41 for details.



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中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 1 General Information



1. FAIR TITLE

The 53rd China International Furniture Fair(Guangzhou)-Phase 2

2. VENUE

China Import & Export Fair Complex

Add: No. 382, Yuejiang Zhong Road, Haizhu District, Guangzhou, China

3. HALL ARRANGEMENT

Hall 1.1-8.1, Hall 1.2-5.2, Hall 9.2-12.2, Hall 17.1-20.1, Hall 17.2-20.2

4. OPENING DATES & HOURS

Opening Dates: March 28-31, 2024

Opening Hours:	Exhibitor:	08:30-18:00 March 28-30, 2024
		08:30-17:00 March 31, 2024
	Professional Visitor:	09:30-18:00 March 28-30, 2024
		09:30-17:00 March 31, 2024

5. MOVE-IN & MOVE-OUT SCHEDULE

a) Apply for exhibition certificate

09:00-17:00 March 24-25, 2024

08:30-23:00 March 26-27, 2024

b) Move-in and Booth Arrangement (for raw space booth exhibitors)

09:00-17:00 March 24-25, 2024

08:30-23:00 March 26-27, 2024

c) Move-in and booth decoration (for shell scheme booth exhibitors only)

08:30-23:00 March 26-27, 2024

d) Move-out

17:00-24:00 March 31, 2024

e) Decoration material:

09:00-18:00 April 1, 2024

f) Early admission fee RMB 41 / m² / 8 hours (if the exhibition hall has a schedule, according to this fee standard. If the booth area is less than 500M², it is charged by 500M², if it is more than 500M² and less than 1000M², it is calculated by 1000M², and so on.)

g) Over Time (Charged)

* If over time is required by the exhibitor for booth construction, exhibitors must contact the Official Contractor in one hour before closing. Without this procedure, we can't arrange staff to work over time.

Charge Rate:

Within the specified time :

RMB 21 / m² / 6 hours (Applicable only from 17:00 to 23:00 on the day of application, cannot be split and extended. If the booth area is less than 100M², it is calculated as 100M², if it is more than 100M² and less than 200M², it is calculated as 200M², and so on)

RMB 14 / m² / 3 hours (Only applicable from 23:00 to 8:00 on the day of application. If the booth area is less than 100M², it will be calculated as 100M². If the booth area exceeds 100m², it will be charged according to the actual area. 3 hours as billing period, less than 3 hours as 3 hours)

Over time application:

RMB 27 / m² / 6 hours (The application conditions are consistent with the application within the specified time)

RMB 18 / m² / 3 hours (The application conditions are consistent with the application within the specified time)

Exhibitors must finish move-out before April 1, 2024. Any application for move-out delay will not be accepted. If exhibitors cannot move out their exhibits and fittings on time, staff employed by the host will enforce clearance. Exhibitors must pay the clearance fee.

6. HOW TO GET TO THE VENUE

China Import & Export Fair Complex is situated at No. 382, Yuejiang Zhong Rd., Haizhu District, Guangzhou. Exhibitors can get to the venue by the following routes:

A) You may take Line 8 to Xingangdong Station Exit A or Pazhou Station Exit A or B (If you take Line 1 first, transfer to Line 2 at Gongyuanqian Station and then transfer to Line 8 at Changgang Station; if you take Line 3 first,

transfer to Line 8 at Kecun Station)

B) If you drive to the venue, you can get to Xingang Dong Rd. via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave. or Huanan Thruway. (Huanan Thruway is charged highway).

7. OFFICIAL BADGES (All badges can be obtained free of charge.)

a. Type of official badges & instructions:

*Exhibitor badges:

Less than 60M2 (including 60M2): 3 badges will be assigned to every 9sqm,

More than 60M2: 21+one more badge every 30sqm if the booth is over 60sqm.

*Contractor badges: (same as above) for raw space exhibitors only.

*VIP badges: For distinguished guests specially invited by the organizer.

*Staff badges: For staff of the organizer.

*Professional Visitor badges: used by domestic/overseas visitors with business cards.

*General spectator: Visitors at home and abroad without business cards..

*Press badges: Specially invited media and journalists.

*Prepare and withdraw exhibition car permits badges: For the collection and withdrawal of vehicles used, is the collection and withdrawal of exhibition vehicles to transport exhibition racks, exhibits into the exhibition hall voucher (by the Canton Fair pavilion unified handling and production)

Official badge management & regulations:

*Before exhibitors register, each participant must complete online real-name registration.

* Exhibitors need to present the original booth confirmation (copy with official seal) and company name card to the exhibitor registration center (Counter 5-5 of Pearl River Promenade in Area A, counter 11-1 of Pearl River Promenade in Area B, Hall 16.1 of Area C, counter 20-1 of Pearl River Promenade in Area D) to get the paper certificate.

* During the exhibition, all personnel must present the second-generation ID card, wear the relevant paper certificate on the chest, and consciously cooperate with the security personnel to check, otherwise they are not allowed to enter the exhibition. All certificates are strictly prohibited to lend, sell, alter, offenders will be prosecuted.

* The exhibition car license must be completed in advance before the entrance and collected at the designated registration point.

b. Application and use of building permit:

In order to prevent miscellaneous personnel from entering the hall and ensure the good order of the exhibition site, the construction certificate is issued by the Canton Fair Pavilion, and the construction company is put on record, and the construction personnel's real name system is implemented:

* Before registration, each site construction personnel must complete online real-name registration.

* Paper certificates shall be used by special persons and shall not be borrowed or exchanged. If they flow into the hands of illegal persons and cause losses to the exhibition, they shall be held jointly and severally liable. For a well-ordered exhibition locale, this contractor badges will implement the new measure of putting the construction companies on records and take provisions on the Real Name of the contractor.

8. INVITATION FOR EXHIBITORS

The conference also provides merchants with more convenient ways to handle: online pre-registration and wechat pre-registration. Merchants can log in the official website of the Home Expo(www.ciff-gz.com) or follow the official wechat account of EXPO China (wechat ID: CIFF) to pre-register.



9. OFFICIAL HOTELS

The Organizer has secured favorable rates from selected hotels near the fairground. Please order with Form A4, and fax it to the official hotel to get confirmation.

10. FREIGHT / EXHIBITS TRANSPORTATION

- a) Power supply: The conference provides basic exhibition hall lighting. The standard power supply is: three-phase five-wire system, 380 volts /220 volts (V) 50 Hertz (Hz), maximum load 100 amps, if there is a larger power demand, should be applied in advance.
- b) The power supply of the booth will be closed immediately after the end of the exhibition every day, if you need 24 hours of power supply or delayed power supply, please contact the contractor as soon as possible, at your own expense.
- c) In order to ensure safe power consumption and adequate power supply, all additional power supply and power consumption of electrical equipment must be reported to the conference contractor in advance and can be supplied only after its permission.
- d) Must be selected to meet the quality standards of relevant national products, its installation, wiring and demolition must be constructed and tested by certified technicians, and accept the supervision of relevant departments. During the normal power supply process, exhibitors have the obligation to maintain the exhibition hall's power distribution equipment.
- e) The wire must use ZR-BVV (refractory double plastic copper core wire) and sheathed wire. Do not use flowers and aluminum wires.
- f) Single-phase load more than 10A current, three-phase power supply design should be used, and three-phase average distribution of booth load.
- g) Metal protection pipe and metal components must be electrical jumper, and do safety grounding.
- h) Each electrical circuit must have a special protection ground wire, and may contact with the leakage of metal objects connected.
- i) Downlights, quartz lights to have asbestos pad protection; The advertising light box and lamp post shall have convection heat dissipation holes. Lamp rectifier and trigger must be selected fire department inspection products.
- j) Fluorescent lamp ballasts and daylight lamps must be separated and installed, not bundled together.
- k) The use of high-power heating lamps should be equipped with protective cover (such as 100W or more tungsten iodide lamp). It is forbidden to use high-power lamps above 500W.
- l) All exhibitors and construction units should pay attention to the electrical facilities of the exhibition hall, and are not allowed to pull randomly. Once found, they will be punished by power failure. The exhibitor shall be responsible for the compensation for the loss caused to the exhibition hall.
- m) The electrical appliances and lines, switches and other power distribution facilities in the booth, to consciously accept the assembly electrician inspection. Found hidden dangers, to cooperate with the rectification, shall not refuse to check or excuse not to rectify.
- n) The booth must have its own booth power control electrical box (secondary electrical box), equipped with safe and reliable air circuit breaker and leakage protector (30mA, operation time is less than 0.1S), installed in a safe, obvious, convenient operation and inspection position; In principle, the distribution box shall not be installed in a closed space. If it is required to be installed, the room shall not be locked and the door shall be marked with words such as "distribution room". The protection setting value of the total switch of the booth power control box should be lower than or equal to 80% of the protection setting value of the fixed power switch of the access exhibition hall to ensure the safe operation of the power supply system of the exhibition hall. If the booth switch protection setting value is not suitable, the Exhibitor or the construction contractor shall adjust the electricity consumption until this requirement is met; General lighting, mechanical power, frequency conversion equipment, thyristor control equipment, stage dimming equipment, amplification equipment and 24-hour electrical equipment should be set up according to the classification of independent circuits, strictly prohibited to share the same circuit. For important electrical equipment and important occasions, power supply should be installed with one main and one standby double circuit.
- o) A socket can only be used for a power within 500 watts of the display equipment, it is strictly prohibited to use multi-purpose sockets, to prevent overload caused by short circuit.



11. FREIGHT / EXHIBITS TRANSPORTATION

- a) Except with special approval from the Host, no additional exhibits are allowed to enter the fair has opened. No exhibits are allowed to be taken away from the hall before the Fair ends.
- b) Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair. Exhibitors are requested to obtain Move-out passes with their business cards at the Official Contractor Office after 15:00 on March 31, 2024.
- c) Exhibitors can use the underground freight elevator to send their goods to the exhibition hall, also can use the trolley to transport the light goods to the booth.
- d) Exhibitors are not allowed to use their own mechanical freight vehicles such as hook trucks, boom trucks, forklifts, hydraulic trucks, iron wheel trolleys, etc. to transport heavy exhibits in the exhibition hall (if you need to transport heavy exhibits, please contact the conference carrier).

12. ELECTRICAL SUPPLIES, INSTALLATION & REQUIREMENTS:

- a. Basic hall lighting will be provided, standard electricity supplies are: 220 volt 50 Hz for single phase
- b. Electricity supply will be switched off **after the exhibition closes each day**. 24-hour supply will be provided by the Official Contractor by prior arrangement with **extra charge**.
- c. To ensure the maximum safety and sufficient supply of electricity, all the electricity installation and The capacity of electricity used must be reported to the Official Contractor in advance and under Supervision.
- d. All the electrical facilities and materials **must be up to the requirements of the Quality Standard** and Fire Safety Standard of the nation. All the electrical facilities installation or dismantling must be carried out and tested by the licenced engineers. The exhibitors are under an obligation to maintain the distribution equipment of the hall in the course of normal power supply.
- e. To avoid short circuits overload, please use only one socket for one displaying equipment (Maximum power is 500W), **Multi-function sockets are not allowed to use**.
- f. Electrical wire must be ZR-BW and jacketed. Wire with aluminous core is not allowed.
- g. Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10Aelectric current.
- h. 30 mA creepage prevention switchcase must be set at visible and safe position of exhibition, for the convenience of operation and examination.
- i. The metal protector tubes and metal components must have electric jumper and protection earthing.
- j. All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leak metal component.
- k. The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l. There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).
- m. The exhibitors and constructing company should use the electric installations in the fair with care. The electrical box could not be arranged by selves, and a power cut punishment will make if anybody is found to break the rules. Inaddition, the exhibitor concerned should compensate the organizer for the lost.
- n. The organizer will check up the power supply distribution in the booth, please necessary. Cooperate with the electrician and support our work if any hidden trouble is found.
- o. Daylight lamp rectifier shall be fixed away from the daylight lamp, fixing together is not allowed.
- p. The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like electricity room if such room locking is really necessary.
- q. One socket is only used for one display equipment with power less than 500W. The use of multipurpose sockets is prohibited to prevent overload from causing short circuit.

13. VENUE SPECIFICATION & EQUIPMENT:

Subject	Details
Floor Loading	Ground floor: 5000kg/sqm. First floor: 1500kg/sqm.
Floor Structure	Concrete floor by hardener
Entrance for Move-in Exhibits	Two main entrances in each exhibition hall (south and north.) Ground floor: Either entrance is open for exhibitors and move-in of exhibits. First floor: South entrance is open for move-in of exhibits only North entrance is open for exhibitors only. Entrance Specifications: Ground floor: 10M (wide) x 5.5M (high) First floor: 10M (wide) x 4.8M (high)
Electricity Supplying	Booth electricity is supplied by underground power source case, mass capacity electricity is supplied by power source case in the western part of each exhibition hall. Remarks:10 circuits 16A single-phase 3 wire socket 1 circuit 16A three-phase 5 wire socket 1 circuit 32A three-phase 5 wire socket for each power case
Elevator (for public use)	Passage Elevator: 29 sets, escalator: 46 sets.
Ventilation (for public use)	Central air-conditioner (8 sets for 2000t & 2 sets for 1000t refrigeration) Hall ventilated by nature wind
Fire Protection (for public use)	Siemens fire protection system, including temperature inductive smoke inductive & manual alarm annunciator and fire hydrant
Security System (for public use)	Closed-circuit television system, IC card lock, integration guar against theft and alarm system, electrical patrol system.
Emergency Lighting (for public use)	Emergency lighting for accidents, generate electricity set, EPS muti-function power supply.

14. INSURANCE & LIABILITY

- a)During the exhibition, exhibition and withdrawal period, the exhibitor shall bear and be responsible for compensating the expenses or compensation claims caused by its related persons and shopping. So as to protect the interests of the organizers and venue leaders.
- b)All construction units must buy exhibition liability insurance or similar insurance. Among them, the compensation limit for personal injury or death is not less than 500,000 yuan/person, and the cumulative compensation limit for personal injury or death per accident is not less than 1.5 million yuan. The insured shall include on-site construction personnel of the construction unit and on-site staff of the exhibitor; The insurance coverage shall include the area of the booth and the surrounding area.
- c)The Conference strongly recommends that all construction units purchase for their booths, including but not limited to public liability insurance, employer liability insurance, and project all insurance.
- d)Under the circumstances beyond the control of the organizer, the organizer shall not be responsible for the inability of the booth to be constructed, reconstructed or dismantled, or the inability of the exhibition center to provide a certain service, or any changes in regulations and codes due to any conditions.
- e)The organizer reserves the right to cancel the exhibition completely, cancel part of the exhibition or postpone the exhibition. The booth fee will be arranged according to the specific situation.



15. SECURITY

- a) The security of the venue is arranged by the conference, and special security guards patrol the venue 24 hours a day. The exhibition has public liability insurance and will do its best to ensure the safety of the venue and exhibits during the exhibition. However, the Conference is not responsible for injuries to staff, loss or damage to exhibits.
- b) The exhibition has a large flow of people, complex personnel, and theft incidents occur from time to time. Please ensure that exhibitors take good care of their personal belongings and exhibits.
- c) During the exhibition, exhibitors must be responsible for the safety of their exhibits. If necessary, exhibitors can hire individual security guards.
- d) If you find any suspicious person, please inform the security guard on site.
- e) After the exhibition, please do not leave valuables in the booth and ensure that all display cases are locked. It is the responsibility of exhibitors to keep their valuables safe.

16. STAND CLEANING

The Host will arrange for the general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter. Exhibitors, forwarders and agents are responsible for removing packing materials, empty cartons, wooden crates, etc. before the exhibition opens daily. **Extra removal charges will be incurred** if the above items are discarded in any part of the exhibition hall.

17. SALES OF EXHIBITS & STORAGE

- a) Retail of exhibits at the fair is not allowed.
- b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their forwarders or agents for storage of their properties and packing cases.

18. GENERAL REGULATIONS

- a) Exhibitors must **abide national laws and regulations** such as intellectual property rights. Otherwise, they must undertake full responsibilities.
- b) No business or promotional activity shall be conducted by any exhibitor and/or his staff outside the allocated booth area. Distribution of product catalogues and brochures can **only be conducted within the exhibitor's own stand**. No activity which, in the opinion of the Organizer amounts to a nuisance or annoyance to the visitors or other exhibitors, shall be conducted by the exhibitors within the vicinity of the fair.
- c) No-exhibitors are strictly forbidden to effect sales or any kind of promotional activity in the fairground which will be prejudicial to the interests of the exhibitors of the fair. Exhibitors are requested to report such activities to the fair management.
- d) Unauthorized photo/video shooting and sound recording in the venue is **NOT ALLOWED**. Exhibitors should place a notice on their stand if necessary.
- e) If demonstration & introduction of machines/exhibits or products on site is needed, exhibitors must abide the Rules For Fire Prevention and the acoustics should not disturb the conversation of the other exhibitors.



- f) **Smoking is strictly forbidden** in the fairground. Exhibitors should protect the public facilities and fire protection equipments in venue and coordinate with the host in preventing fires. No activity, which move fire protection and destroy the fire accident signs on the ground, is allowed. The violators will be fined, compensated for damage or assumed relevant responsibility.
- G) **Do not post up notice with discrimination in the booth.** Organizer has the right to require the exhibitor to remove this kind of notice. Exhibitor may deal with buyers by “For Reservation Visitors Only” instead of posting up notice such as “For Export Only” or “For Buyers Only”. Please treat all the visitors fairly and in a polite way.
- h) No explanation from the exhibitors who have not registered 24 hours before the opening ceremony. The host is authorized to re-arrange the booths, **No withdraw of the paid booth** cost is permitted.

19. Contact List of Expo's Venue Contractors and Freight Forwarders

a) OFFICIAL CONTRACTORS

OFFICIAL CONTRACTOR IN AREA A: Guangdongtali Expotech Co.,Ltd

Add: Room 601, Building 10, No.728, Shibe Industrial, Dashi Street, Panyu District, Guangzhou

Plan approval system: <http://www.tglfair.com/>

Contact: Ms. Wu (86)18026368437

E-mail: service2@tgl-expo.com

Account bank: China Merchants Bank Guangzhou Tiudong Road Sub-Branch Branch

Account No: 120913027810901

OFFICIAL CONTRACTOR IN AREA B: Canton Fair Exhibition Design and Construction Co.,Ltd.

Add: 3.1th pearl Promenade, Guangzhou International Convention And Exhibition Centre, Guangzhou P.R. China

Plan approval system: <http://selfservice.cantonfairedc.com>

Builder QQ group: 713337529

Email: cfedc01@cfedc.net

Contact: 1st Floor (9.1-11.1) Mr. Yuan 020-89139630, (12.1-13.1) Miss Guo 020-89139626

Second Floor (9.2-11.2) Mr. CAI 020-89139723, (12.2-13.2) Mr. Du 020-89139527

3rd Floor (9.3-11.3) Mr. Mok 020-89139626

Account bank: BANK OF CHINA, Guangzhou International Convention And Exhibition Centre Sub-Branch

Account number: 680857744434

OFFICIAL CONTRACTOR IN AREA C: Guangzhou Gaoyi Chuangzhan Design Making Co.,Ltd.

Add: 10th Floor, Baogong Building, No. 363 Longkou East Road, Tianhe District, Guangzhou City, China

Tel: (86)20-87556680

Fax (86)20-85573690

E-mail: gaoyi_zc@163.com

Contact: Mr. Liu (86)18011954753 / Ms. Wu (86)18024069235

Account bank: Industrial And Commercial Bank Of China Yuexiu Branch

Account number: 3602880319100073533

OFFICIAL CONTRACTOR IN AREA D: Guangdong Mejoy International Exhibition Co., Ltd

Add: Room 507, Floor B1, No. 2707, Kaichuang Boulevard, Wanda Plaza, Luogang

District, Guangzhou, Guangdong, China

Plan approval system: expo.mjyint.com

E-mail: meijiayi2023@126.com

Contact Person: Mr. Zhong (86)18620210522 / Ms. Zhong (86)18502081845 / Mr. Zhang (86)18598160123

Account bank: Industrial and Commercial Bank of China Limited Guangzhou Development Zone Branch

Branch Account No: 3602005719200625124

OFFICIAL CONTRACTOR IN AREA E: Guangzhou Beaye Exhibition Service Co., Ltd.

Add: Room 708, Block C, Poly World Trade Center, No. 1000, Xingang East Road, Haizhu District, Guangzhou



City, Guangdong Province

Tel: (86)20-82579588

Fax (86)20-84121421

E-mail: 261877245@qq.com

Contact: Mr. Zhou(86)13527798086/Miss. Wang (86)13360589798

Account bank: Bankofchina, Guangjiaohui Sub-Branch

Account number: 663973945217

OFFICIAL FORWARDERS (The exhibitors shall decide whether to select the Organizer's official forwarding agent for their exhibit transportation. Any arrangement between an exhibitor and the forwarder shall be the problems between the two parties. In case of any accidents or disputes in the course of transportation, the Organizer shall assume no responsibility except assistance in helping them solve problems.)

OFFICIAL FORWARDER IN AREA A/D: BEX Logistics Co.,Ltd.

Domestic:

Add: No. 382 Yuejiang Middle Road, Area B, Pazhou, Guangzhou, China

Contact person: Mr. James Liang 020-34393631/13719339035

Fax: (86) 020-34393829

Email: james@bexlog.com.hk

Overseas: BEX Logistics Co.,Ltd

Address: No. 382 Yuejiang Middle Road, Area B, Pazhou, Guangzhou, China

Contact Person: Ms. Yan(86)020-34393829/18998403870

Tel: (86)020-34393829

Fax: (86) 020-020-34393829

E-mail: rebecca@bexlog.com.hk

OFFICIAL FORWARDER IN AREA B/C: Guangzhou Zhuoyi Logistics & Forwarding Co.Ltd.

Domestic:

Address: 315 Fengling Commercial Building, No. 715 Gangqian Road, Huangpu District, Guangzhou City, Guangdong Province

Tel: 18933911486/18927505057

Fax: 020-82286935

Contact: Chen Zetian 13719239600/ Hu Ziyuan 13922279697

E-mail: exhibition@zhuoyiwuliu.com/herry_hu@zhuoyiwuliu.com

Overseas :

Address:Room 826, 8 / F, Ocean Centre, Harbour City, 5 Canton Road, Tsim Sha Tsui, Kowloon

Contact Person: Matt13143749974 / Gabi13316272270

E-mail: matt_xiang@zhuoyiwuliu.com/gabi_ma@zhuoyiwuliu.com

c)The Official Catalogue Service Provider :HuaKan Publishing (Guangzhou)Fair Service Co.,Ltd.

Tel: 15018751067

Fax: 020-39096607

E-mail: info@huakan2010.com Contact: Mr. Zhang

Address: No.140 haixiang street, nansha district, guangzhou



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 2 Notices

Move-in & Move-out Notice

● Move-in (March 24-27)

1. Move-in Schedule:

March 24-25, 2024 09:00-17:00

March 26-27, 2024 08:30-23:00

- 2.** The exhibitors who have paid up relevant cost shall pick up their badges by original Booth Confirmation or a duplicate copy with an official seal and business card at the Exhibitor Registration Desk. The contractor badges shall be issued based on the Construction Deposit Receipt, Safety Responsibility Agreement(Form B7), completed Construction Registration Form, Receipt for Raw Space Construction Management Fees, the ID copy of the construction personnel and the Photocopy of the Electrician License.
- 3.** Exhibitors should abide the Rules For Fire Prevention.
- 4.** Exhibitors should protect the public facilities and fire protection equipments in halls. Do not move fire protection and destroy fire accident signs on the ground, otherwise, the exhibitor will be fined.
- 5.** All booths must be installed in certain assembled parts. Any cutting or sawing work in the halls is not recommended.
- 6.** The location of the Exhibitor Registration Counter.
 - a. Exhibitor Registration Counter in Pearl Promenade of **Area A**: Counter 1-1,5-5
 - b. Exhibitor Registration Counter in Pearl Promenade of **Area B**: Counter 11-2
 - c. Exhibitor Registration Counter of **Area C**: 16.1 hall
 - d. Exhibitor Registration Counter in Pearl Promenade of **Area D**: Counter 20-1
- 7.** Service Provider's On-site Office:
Official Contractor's On-site Offices: Counter 2-1 & 2-2 at Pearl Promenade, Area A;
Counter 12-2 at Pearl Promenade, Area B; Central Platform between Hall 15.3 and Hall 16.3, Area C;
Counter 19-5 at Pearl Promenade, Area D;
Official Forwarder's On-site Office: Counter 2-5 at Pearl Promenade, Area A; Counter 12-1 at Pearl Promenade, Area B; Central Platform between Hall 15.3 and Hall 16.3, Area C.
Counter 19-1 at Pearl Promenade, Area D;
- 8.** On-site storage services are provided, and the cost is borne by exhibitors. (Please contact home carrier for details)
- 9.** Vehicles must operate in accordance with the guidelines printed on the reverse of their passes, any changes please abide the notice declared by the host in the venue.

● Move-out (March 31-April 1)

- 1.** Move-out starts from 17:00 on March 21. The move-out schedule:
17:00-24:00 March 31, 09:00-18:00, April 1, 2024
- 2.** All packing materials may be forwarded to the venue by handcart starting from 17:00 on March 31. Those with packing materials stored at the storage house may ask for assistance from exhibition contractors. Meanwhile, the move-out passes, which are obtained at the exhibition contractors' office, must be presented to security-man for final check.
- 3.** All exhibits must be checked by the guard with the Exhibit Release Slip before they can be released. Exhibitors can go to the site office of the corresponding home contractor to receive the exhibit release slip.
- 4.** Exhibitors will bear the responsibility for any sales of their exhibits. Any buyer must leave the exhibition hall with receipts for their purchases after 17:00 on March 31.
- 5.** Vehicles must operate in accordance with the guidelines printed on the reverse of their passes, any changes please abide the notice decided by the host in venue.
- 6.** The "Vehicles route during the move-in & move-out days" is printed on the back of Vehicle Certificate

Move-out Notice

I. All vehicles must enter the venue by passes during the move-out period and are not allowed to enter the Complex 30 minutes before the end of the specified move-out time. Vehicles shall go, queue up and wait for further instructions according to the guidelines printed on the reverse side of the Manual and are not allowed to be parked in any other places. For the vehicles that arrive early and fail to wait in the staging area according to regulation or are parked outside the staging area, our staff is entitled to instruct the drivers to drive back to the staging area and re-queue up. Those who fail to follow the instructions shall be treated by traffic police. Exhibitors should note that the vehicles to enter the truck lanes on the 2F and 3F shall not exceed 10 meters (inclusive) in length according to regulations of the Complex.

II. Exhibitors shall increase and provide sufficient manpower during the move-out period.

Move-out must be completed in the time arranged by the Organizer. Overtime application is not allowed. To reserve space for vehicle dispatch, no exhibits or decoration materials are allowed to be piled around the entrances/exits on the south and north sides of the Complex.

III. Exhibitors may move the packing materials to the booths by handcart from 17:00 on the closing day (March 31). Those with packing materials stored at the store house can ask the official contractor to assist in transportation, but packing materials cannot be transported to the venue using vehicles. The Exhibit Release Slips can be obtained from the Organizer's official contractors at the information desk in Zhujiang Walkway from 15:00. All exhibits shall be released by Exhibit Release Slips subject to the final check of the security man.

IV. Waste clean-up and dismantling standard booths & all electrical equipment will start from 17:00 on March 31. Exhibitors must complete clearance in the specified time on April 1.

V. The trucks with a carrying capacity less than one ton (exclusive) are not allowed to enter the 2F and 3F for handling. The non-trucks or the trucks less than one ton (exclusive) may enter from the P1 underground parking garage to transport goods. When using the elevators to transport and handle goods, the drivers shall not leave their cabs so as to leave on schedule and follow the temporary parking space allocation.



VI. During the move-out period, exhibitors shall designate special personnel in charge of looking after valuables, exhibits or decoration materials and of commanding the dismantling work. Split disassembly shall be used if the display racks with larger areas or higher walls are dismantled. The tall and big display racks may be dismantled in batches. The dismantling area shall not exceed the booth area. Do not push the walls to the adjacent booths to cause safety accidents. Exhibits, decoration materials and tools are not allowed to be piled on the passage to cause blockage and affect move-out.

VII. Exhibitors must dismantle, clean up and carry away the display racks, exhibits and decoration materials. If an exhibitor fails to clean up on schedule or piles the decoration materials on the passage or the road, the Organizer will clean up, and the exhibitor shall pay the clean-up fees and be penalized according to the degree that affects the move-out. The penalty and clearance fees shall be deducted from the clearance deposit. The exhibitor shall pay the shortage separately.

VIII. Since the cargo transport passages on the 2F and 3F are too narrow to park more vehicles, please follow the direction of our staff. The handling time of vehicles on the 2F shall not exceed 1.5 hours. The violators shall be forced to leave. During the move-out period, all vehicle passes are required to be put in the obvious places of cabs for inspection. Vehicles without passes are not allowed to enter the handling areas. Please be noted that the exhibitor related personnel shall take care of the passes and no vehicles are allowed through without passes. Passes may be obtained at the place designated by the Organizer in case of loss or missing. (Deposit is required.)

IX. Exhibitors and their authorized builders shall strictly comply with the relevant regulations of the Organizer. All vehicles must go and queue up according to the “Vehicle Routes and Parking Map” on the reverse side of their passes as well as follow the direction of the traffic police and traffic commander; otherwise the exhibitors shall accept the consequences of time delay.

Exhibitors can visit our official website: www.ciff-gz.com to check the “Vehicle Routes and Parking Map” and the relevant regulations of the Organizer.

Intellectual Property Rights Protection

In order to strengthen the protection of intellectual property rights during the exhibition, encourage design innovation, standardize the market order, and establish a good image of the exhibition in the protection of intellectual property rights, the exhibition makes the following provisions on the protection of intellectual property rights during the exhibition:

1. Exhibiting enterprises shall consciously abide by the laws and regulations of our country concerning the protection of intellectual property rights and the relevant regulations of the conference on exhibiting exhibits (including but not limited to exhibits posted and placed inside the booth and publicity pictures, data and unpacked items) and intellectual property management, and cooperate with the protection of intellectual property rights of the exhibition.

2. Exhibitors shall strictly examine the intellectual property status of exhibits and prohibit exhibits or promotional materials that infringe others' intellectual property rights. Without the permission of the intellectual property right holder, the exhibiting enterprise shall not exhibit, offer prices or conclude transactions on products with intellectual property rights of others.

3. If the exhibitor has intellectual property rights or is legally authorized to possess any part of its exhibits, exhibit packaging, promotional materials and booth, the exhibitor shall fill in the "Intellectual Property Information Registration Form of the Exhibitor" 30 days before the opening of the exhibition, and provide legal and effective proof of intellectual property rights to the exhibition organizer for record and publicity. If the exhibitors do not submit intellectual property records, it will not affect the handling of complaints during the exhibition.

4. The exhibition organizer will strengthen on-site supervision, strictly examine the exhibits, display boards, related promotional materials and other conditions during the preparation and exhibition, and have the right to request rectification if suspected infringement is found and report to the relevant management department in a timely manner.

5. The Complainant must provide a guarantee to the exhibition organizer. If the malicious complaint causes losses to the exhibition organizer or the respondent, the Complainant shall bear the corresponding legal responsibilities to the organizer and/or the respondent.

6. The complained exhibitors and their participants must actively cooperate with the inspection work of the intellectual property management department or the field office to ensure the smooth progress of the exhibition. The intellectual property management department and the Conference may ask the public security and the pavilion security personnel to cooperate and assist them when performing their relevant duties.

7. The exhibition site set up intellectual property office (referred to as the "field office"), the field office is composed of the exhibition organizer and its hired professionals and local intellectual property management department and other personnel, is the only exhibition site to accept the exhibition hall during the exhibition suspected intellectual property infringement complaints.

8. Conditions for acceptance of intellectual property infringement disputes in the field office

(1) If the following conditions are met, the on-site office shall accept complaints or handling requests for infringement of intellectual property rights:

- According to laws and regulations, the identity of the complainant shall be the intellectual property right holder or the intellectual property licensee with independent claims or the legal heir of the intellectual property right;
- Where a foreigner or a foreign enterprise has no habitual residence or business establishment in China to complain about an infringement case, it shall entrust an agency lawfully established in China to handle it;
- There is a clear person requested;
- There are clear requests and specific facts, reasons;
- The parties have not brought a suit in the people's court for the dispute.

(2) Under any of the following circumstances, the on-site office will not accept complaints or handling requests for infringement of intellectual property rights:

- The parties have filed a lawsuit with the court;
- The party concerned has filed a complaint with the intellectual property administration department;
- The patent right is in the process of invalidation request;
- There is a dispute over the ownership of the patent right, which is under the trial procedure of the people's court or the mediation procedure of the patent administration

department;

- Where a registered trademark is subject to review or trial by a people's court after being revoked or confirmed to be invalid;
- Cases that can only be handled under the jurisdiction of specialized agencies according to law, or where the use of people's mediation is prohibited by laws and regulations;
- The same complainant makes repeated complaints to the same respondent regarding the same intellectual property rights;
- Involving large machinery and equipment, precision instrument internal structure, product manufacturing methods and other difficult to determine the site;
- others should not be mediated by the field office.

9. Measures for handling suspected intellectual property infringement

(1). Participants who hold valid documents to participate in the exhibition can complain to the on-site office (or local intellectual property office) if they find suspected infringement of the exhibits, promotional materials and display parts displayed on the booth in the exhibition hall. The field office does not accept complaints by phone, email or other forms.

(2).When the complainant makes a complaint, Should first of all to the office staff to show the identity certificate (natural person's identity certificate, stamped legal person or other organization registration certificate copy and legal representative or responsible person's identity certificate) to enjoy the rights of the proof (including the certificate of rights, legal status of rights or licensing contract or legal inheritance of intellectual property documents), authorization information (power of attorney, Agent identification).

(3).Where a utility model patent or a design patent is involved, the field office may require the complainant to submit a patent right evaluation report issued by the patent administration department under The State Council.

(4).For complaints of alleged infringement of the internal structure of the product and the manufacturing method of the product, the field office may require the complainant to submit further evidence proving the alleged infringement in addition to the required complaint information.

(5).After the above relevant documents are validated by the staff, the complainant shall fill in the Complaint Request as required.

(6).After receiving the Request for Complaint and relevant supporting materials, the office will arrange staff to deal with the complaint request as soon as possible.

(7).The office can take photos, audio and video to the suspected infringement of the exhibition booth on-site evidence, can also cooperate with the administrative and judicial departments for on-site evidence, or cooperate with the notary department for notarization, exhibitors should cooperate. The office shall be responsible for keeping confidential the information obtained through photography, audio and video recording, and shall not provide it to the public without going through legal procedures.

(8).The field office handles suspected infringement cases, and the respondent shall actively assist the office staff to inspect the suspected exhibits after being informed that the exhibits on display are suspected of infringement. If the respondent believes that the complained product does not infringe, it shall promptly produce relevant evidence and provide proof of non-infringement.

(9). If the respondent is unable to provide effective evidence of "no infringement" to the alleged infringing exhibits on the spot, the office staff has the right to cover the alleged infringing exhibits, withdraw the exhibition and other handling measures. The respondent shall sign the Notice of Assistance in Investigation and Processing, promising not to operate or exhibit the alleged infringing exhibits during the exhibition. If the respondent fails to cooperate in taking measures to cover up or withdraw the exhibition, or displays the suspected infringing exhibits again after the on-site mediation, causing losses to the exhibition organizer or the Respondent, the respondent shall bear the corresponding legal liabilities to the exhibition organizer and/or the Complainant.

(10).If the respondent has objections to the processing results, it can submit supplementary evidence of non-infringement to the field office within 24 hours. If the evidence is valid, the office will immediately revoke the relevant treatment measures and allow them to continue to be displayed; If the evidence is invalid, overdue or does not provide additional evidence, the General Assembly has the right to maintain the relevant measures.

(11).Exhibition intellectual property protection is a temporary relief measure, the field office handles suspected infringement cases, and the office staff makes a preliminary judgment of the infringement according to their professional knowledge and experience, and informs the complainant of the reasons for the judgment. If the complainant does not accept the result of the handling, it may bring a suit directly to the people's court for the alleged infringement of the respondent or file a request for handling with the department responsible for the administration of intellectual property rights. The complainant shall not disturb the order of the exhibition and the on-site office, otherwise he shall bear the corresponding responsibility to the exhibition organizer.

(12). If the time for processing the request submitted by the complainant is less than 24 hours from the end of the exhibition, the on-site office will not accept the request.

(13).To withdraw the complaint, the complainant shall submit the Application for Withdrawal of the Complaint during the development period, and the withdrawal application not submitted during the development period will not be accepted by the field office.

(14). In order to maintain the order of the conference, the Complainant shall not take further

actions (except notarization and evidence collection) against the respondent at the exhibition site until the end of the exhibition after the office has made the processing and the respondent has accepted the processing.

10.These Provisions shall take effect as of the date of promulgation. In case of any conflict between the previous relevant provisions and these Provisions, these Provisions shall prevail. Where these provisions are not provided for or conflict with the relevant national laws and regulations, the relevant national laws and regulations shall prevail.

Note: Exhibition Enterprise Intellectual Property Information Filing Form can be downloaded from <https://www.ciff-gz.com/download>



Rules For Fire Prevention

- 1.Smoking is strictly prohibited. Anyone breaking this rule will be punished according to the seriousness of the case.
- 2.The main entrances should not be blocked and must be at least three-meters wide. Emergency exits must be kept unlocked and must not be obstructed.Displays are forbidden to be placed on the entrances or in front of the lifts and stairs.
- 3.The installation of any electric equipment or wiring is strictly forbidden without the permission of the organizing committee.
- 4.Exhibitors must apply to the exhibition corporation and security department for permission before decorating and setting up booths and advertising displays. Fireproof boards and materials must be used for decoration.
- 5.Do not damage or obstruct any fire-fighting facilities. Maintain a distance of at least 80 centimeters from the ceiling. Do not cover the booth or the tops of the stands as this may prevent smoke sensors and water sprinklers from working.
- 6.High-voltage electrical facilities are forbidden. Neon lights are forbidden on the first floor and above.
- 7.Dangerous articles are strictly forbidden.
- 8.Containers and exhibition samples must be disposed of properly before leaving.
- 9.Do a good job of clearing the site to ensure safety after work.
The key points are:
 - (1) cleaning up flammable debris, tinder and other hazards.
 - (2) Cut off the power.
 - (3) Close the doors and Windows.
- 10.Open flames are not allowed to be used during construction and performance in the exhibition area. Violators will be held accountable.
Please pay attention to the above provisions and strictly implement, if there is a violation of economic and legal responsibility.



Responsibilities for Management of Electricity Use

I. Exhibitor's Responsibilities

- (I)Responsible for the safety of electricity consumption during the exhibition construction and exhibition;
- (II)Urge the commissioned booth contractor to comply with these regulations and implement the work of electricity safety;
- (III)Urge the commissioned booth contractor to implement the rectification requirements put forward by the exhibition hall to eliminate security risks;
- (IV)Together with the commissioned booth contractor sign and submit the "Exhibition safety electricity Responsibility Letter".

II. Contractor's Responsibilities

(I)Official Contractor's Responsibilities

The official contractors, authorized by the host (organizer) to manage the electricity use for the exhibition, shall be responsible for the safety of all electrical facilities and lines installed in the venue. The main person in charge shall assume direct responsibility for on- site electrical safety. The official contractors are entitled to exercise the compulsory management means for unsafe behaviors in the area under their jurisdiction.

- 1.To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
- 2.To assist the host/organizer in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
- 3.To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
- 4.To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex.

(I) Booth Contractor's Responsibilities

- 1.The booth contractors, as the electrical installation organizations for booths authorized by exhibitors, shall be responsible for electrical safety for booth construction during the move-in construction and exhibition.
- 2.To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
- 3.To assist the host (organizer) in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
- 4.To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
- 5.To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex



Health Security Work

- I.** The Organizer designates the exhibitor's leaders as the persons in charge of health, who shall be responsible for health security work of their own enterprises and keep informed on the health status of their staff. All participants shall consciously obey management of the persons in charge of health, cooperate with them and provide personal information about sanitation and epidemic prevention.
- II.** Participants shall maintain good working and living environment and personal hygiene, take preventive measures if in public places, pay attention to dietetic hygiene, natural ventilation indoors, climate changes, cold prevention and warmth retention, strike a proper balance between work and rest, take care of themselves and shall not dine out casually or go on working in spite of illness.
- III.** In case of fever, cough, headache, vomit, diarrhea or other discomfort in the hotel, report to the persons in charge of health immediately and go to the nearby hospital for check and treatment immediately. Do not go on working in spite of illness and do not enter the Complex. If the said symptoms occur in the Complex, report to the Organizers' health security duty room immediately to arrange check and treatment in the designated hospital.
- IV.** To ensure the hygienic safety of the Complex, exhibitors shall cooperate with the security staff in prohibiting takeaway in the Complex. Participants shall dine at the canteen provided by the Organizer as far as possible. Do not bring the food such as box lunch to the Complex if eating out.
- V.** Participants shall strictly comply with the rules and regulations of the Organizer concerning health security, strengthen organization discipline, safeguard the normal order consciously and shall not discuss, inquire or disseminate relevant information casually.
- VI.** The Organizer shall publicize the knowledge about personal hygiene and disease prevention and publish the relevant health security information through the relevant media. Participants shall keep abreast of the health trends and disease prevention knowledge and enhance awareness of disease prevention.
- VII.** The Organizer sets up a clinic on the Zhujiang Walkway.
- VIII.** The Organizer prohibits participants from bringing food to the halls. Exhibitors may provide their clients with food such as cakes subject to the approval of the authority concerned such as Health Supervision Department.
- IX.** Everyone is the first person responsible for his/her own health. He/she should adhere to good hygiene habits such as wearing masks and washing hands frequently. He/she should keep a distance between people in public places and complete vaccines and immunization in a timely manner. When the epidemic is severe, the elderly, pregnant women and children with underlying diseases should minimize their visits to crowded places. Asymptomatic infected persons and mild cases should take home self-care, reduce contact with fellow residents, rationally use symptomatic drugs according to relevant guidelines, do a good job of health monitoring, and promptly go to a medical institution if the condition worsens.



Information Kit

About Guangzhou (Canton)

Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macao. Traditionally known as the gateway of China to the outside world, Guangzhou is the center of economy, culture and finance of Southern China. As a frontier of China's reform and opening policy, Guangzhou experienced a tremendous improvement in the aspects of economy, transport, catering and other infrastructure in the past decade.

Transport

*Guangzhou Baiyun International Airport is located 45 minutes taxi journey from the official hotels and the fairground. It offers regular flights to and from the major Southeast Asian cities, including HK. Visitors are also advised to fly to Guangzhou via HK.

*Eastern Guangzhou Railway Station is only 20 minutes taxi journey from the official hotels and the fairground. There are express trains travelling every 2 hours between the station and Hong Kong Hung Hom Station. The trip takes nearly 90 minutes.

*Shuttle buses between Guangzhou and HK are very frequent. Visitors can take such buses at China Hotel and Dong Fang Hotel.

Language

Chinese is the official language, but it has many dialects. Cantonese is a dialect spoken in Guangzhou & HK. English is an international business language but it is not widely spoken. Interpretation is still needed in most business transactions in China.

Interpreter & receptionist

For interpreter receptionist and hiring, please complete form A2 in page 84, and send them to the host by fax before Feb , 2024. The host will be able to arrange interpreters upon requests.

Currency

The currency used in China Mainland is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to take some cash and to exchange money while possible. The exchange rate is approximately USD 1≈6.7 RMB.

Visa

Visas are required for all visitors to China Mainland. For application, please approach the nearest Chinese Embassy two weeks before your departure. Please contact the host for official invitations, which are sometimes needed for visa issuing.

Time

China is eight hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.



APPENDIX I

The contractor badges shall be issued based on the **Safety Responsibility Agreement, Construction Registration Form**, Receipt for Raw Space Construction Management Fees, ID copy of the construction personnel and the Photocopy of the Electrician License. Please complete the Construction Registration Form and prepare the ID copy before proceeding to the Exhibitor Registration Desk to get the contractor badges. The contents in the Construction Registration Form must be true and complete and list the information of construction principal and all personnel in detail.

CONSTRUCTION REGISTRATION FORM

Booth No.: _____ Exhibitor: _____

Construction Company: _____ Construction Team Leader: _____

ID No.: _____ Mobile Phone No.: _____

Contractors List:

Name	Sex	Age	Name	Sex	Age	Name	Sex	Age
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
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	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
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	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	

Construction Company must abide the General Regulations such as the rules for fire prevention, Electricity and so on and coordinate with the host to put the Move-in rules into effect. The construction company shall assume all responsibilities for any problems during the move-in, exhibition and move-out.

Signature: _____

Construction Company: (Official Seal): _____

Date: _____



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 3 General Guide to Booth Construction



General Guide to Booth Construction

This Decoration Guide is to assist exhibitors in decorating their booths. Please complete and return all the forms to the Official Contractor Directly before the DEADLINE, and follow his payment instructions .

	Shell Scheme Booth Form	Deadline
B1	Fascia Board (Optional)	February 28, 2024
B2	Service Location Plan (Must be returned)	March 5, 2024
B3	Furniture Rental (Optional)	March 5, 2024

	Raw Space Form	Deadline
B4	Raw Space Construction Application(Must be returned)	February 28, 2024
B5	Power for Lighting Rental (Must be returned)	February 28 2024
B6	Telephone Rental (Optional)	February 28, 2024

All the application forms should be completed and returned in good time to ensure prompt attention and save the exhibitor's additional expenses. Any consequences resulting from the late delivery should be at exhibitor's responsibility.

Please complete and return forms (if applicable) by fax to the Official Contractor.

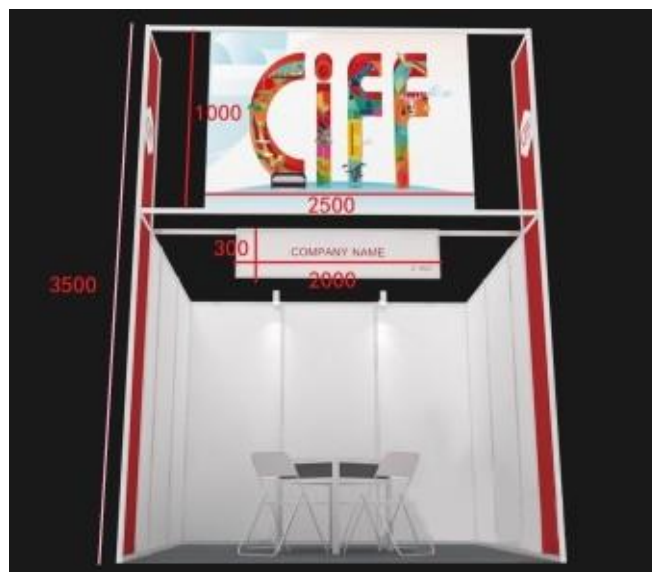
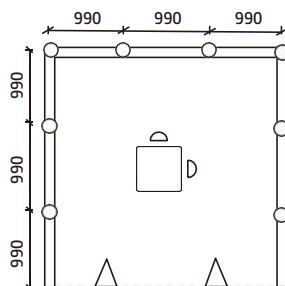
Shell Scheme Booth Specification

The basic design for each shell scheme booth (3m x 3m) consists of :

Fascia Board:	Standard fascia board with booth number and exhibitor's name in both Chinese and English
Wall Paneling :	A fascia board, three-side walls (white laminated panels) held by aluminium modular system.
Furniture:	One Square Table (aluminum), two folding chairs, one waste basket and booth carpet.
Electrical Items :	Two 100W spotlights.

- A) Booths which are less than 18sqm will have the standard furniture provided for 9sqm. Only booths diploid in size of 9sqm will receive the diploid amount of furniture.
- B) Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining standard booths will choose to delete the partitioning panels in between.
- C) No additional booth-fitting or display may be attached to the shell booth structure.
- D) The exhibitors should not change the electronic equipments and lights on the fair ground. The electronic box should not be used for the booths illuminating lamp and should be used within allowed maximal 500W. The own brought electronic box is prohibited.
- E) The exhibitors should not change the electronic equipments that are fixed in the booth, taking these equipments away from the fair ground is especially forbidden.
- F) The exhibitors should apply for the permission if non-illuminated wiring is necessary. Use any other wirings in the booth without permit is not allowed.
- G) If the exhibitor would like to hire the items that were not published in the list, please make a direct inquiry with the organizer.
- H) No hammering of nails, drilling or making holes on wall partitions is permitted. All items on rental basis must be returned in good conditions.

Note: The final effect is subject to the actual construction on site





Please return by February 28, 2024

Fascia Board

B1

Booth No : _____

Please indicate below the exact words of your Chinese (no more than 20 characters) and English (no more than 40 letters) company name to be written on the standard fascia board (please use BLOCK letter)

Exhibitors participating at domestic prices are not allowed to include the words of foreign countries in their company names on the fascia board.

Chinese

English																			

Remark: A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____



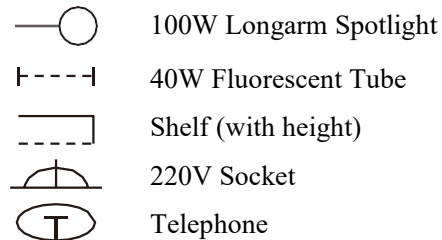
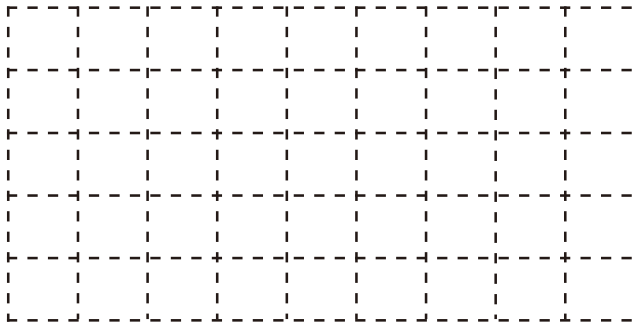
Please return by March 5, 2024

Service Location Plan

B2

Booth No : _____

Please indicate the position of water points, spotlights, sockets, electrical orders, telephone and shelves (with height) etc. on the plan below including both the standard provision and any extra items you have ordered. If you have booked a corner booth, please indicate on the diagram below if side wall(s) are required.



PLAN OF BOOTH (Scale: 1 box=1sqm)

- Notice:
1. If the location plan of any service is not submitted, services will be placed at the discretion of the Official Contractor and any relocation on site will be at the exhibitors' expense.
 2. All electricity power points installed are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own spotlight / fluorescent tubes for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor.
 3. Any extra items indicated on the above plan will be accepted only when the related forms are sent back to the Official Contractor before deadline.
 4. Exhibitors should submit the equipment and remit beforehand. All the expense should be remit at least 3 days before the exhibitors' registration . The official contractor will only arrange for the expense-confirmed equipment.

Remark: A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____

***Please return by March 5, 2024***

Furniture Rental

B3

Booth No : _____

DESCRIPTION	RENTAL / UNIT	QTY	AMOUNT(USD)
FURNITURE RENTAL	RMB		
Lamps and lanterns rental	80		
3A/220V Socket(not for lighting use)	100		
Showboard 100(W) x 250(H)cm	30		
Shelf100(L) x 30(W)cm	30		
Square Table(aluminum)68(L) x 68(W) x 78(H)cm	100		
Metal Round Tale(aluminum)95(L) x 45(W) x 76(H)cm	100		
Steel Folding Chair	15		
Carper 450g	16		
Folding Door 100(W) x 250(H)cm	100		
Showcase 100(L) x 50(W) x 250(H)cm	215		
		Total:	

Remarks:

1. All applications with the payments shall be valid before March 5. A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.
2. Please mark all applied items on the Location Plan and confirm the implementation with the Official Contractor before move-in.
3. All standard booth supporting facilities (including furniture and electric appliance) are not replaced. Surcharge shall be imposed for on-site replacement.
4. Submit the payable cash to the Official Contractor.
 - a. In case of payment in cheque or remittance, send the remittance slip and this application form to the Official Contractor before March 5. Payment in cheque or remittance shall be rejected after March 5.
 - b. In case of payment in cash, please go to the Official Contractor on site.
5. The Official Contractor must reply the applicants in 3 working days after confirming receipt of their application forms; otherwise the contractor shall bear all costs arising therefrom.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____

Raw Space Construction Regulations

If exhibitor constructs the booth by himself or his own contractor, he is requested to abide the following regulations & return **Form B4 to B5** to the Official Contractor in due time.

1. Anything mentioned in 《Regulations for Stand Construction & Decoration》 is to be abide.
2. The construction must be constructed to comply with the dimensions of the space allocated. It's vertical projection cannot be over boundaries of this line.
3. Fire safety requirements for special booth erection:
 - a. Height limit for booth construction: single-layer booth height is 4.5 meters, and the highest point of Double-Decker booth shall not exceed 6 meters. If the booth is built too high, the on-site fire department will investigate and handle all responsibilities and consequences at the exhibitors' own responsibility (all booths in Halls 1.1 to 5.1 in Zone A are limited to 4.5m in height; All booths in South Plaza 10.0 and 11.0 in Zone B are limited to 4.5m in height and 60KG/ m2 in weight).
 - b. All closed special booth, at least two entrances and exits.
 - c. Installed under 2 meters and a single glass area of more than 3 square meters, or installed in a position above 2 meters, regardless of the size of the area, all need to use tempered glass.
 - d. The decoration of the use of wood materials should be according to 0.5 kg per square meter of fire retardant paint for flame retardant treatment; With cloth material decoration and capping, there should be 0.2 meters between cloth and cloth, and spray flame retardant according to 5 square meters/kg (nylon cloth, mesh cloth according to 8 square meters/kg).
 - e. All decoration and decoration materials must be made of non-combustible or non-combustible materials. The exhibition hall is not allowed to use non-flame retardant treatment of grass, rattan, paper, bark, foam, reed, bamboo, combustible plastic board (Bandong board, KT board, sunshine board), combustible carpet, cloth and wood for decoration and decoration materials.
 - f. Billboards, light boxes, lamp posts must have convection heat dissipation holes, fluorescent lamp ballast should be used fire research units qualified products.
 - g. Each booth downlights, spotlights, quartz lights and other lamps must be installed with exhibits, ornaments, etc. at a distance of more than 0.3 meters, and should be installed with junction boxes, wires should not be exposed.
 - h. The use of inflammable, explosive and dangerous chemical products is prohibited. Including tenna water, pine water, alcohol and lighter gas, hydrogen, oxygen and other volatile flammable solutions, flammable gases.
 - i. The backboard of the booth must be beautified and decorated to maintain the overall beauty of the exhibition hall.
 - j. Shall not be in the exhibition hall pedestrian passage, stair intersection, elevator door, fire facilities, air conditioning machine return air outlet and other areas at random, random hanging, random nail all kinds of exhibits, promotional materials or other signs.
 - k. The special booth structure shall not block or cover the ground electric wellhead, lighting, power box, telephone distribution box. Do not block the fire hydrant, do not occupy the fire channel.
 - l. The electricians of the exhibition unit must hold valid certificates to work, otherwise they are not allowed to enter the museum for construction.
 - m. No open fire is allowed in the exhibition.
 - n. The conference does not advocate special booth capping. If you need to cap, you must install hanging automatic fire extinguishers (6 kg) according to fire regulations, 1 per 20 square meters, 2 per 20-30 square meters, and so on.
 - o. The installation of electricity in the exhibition site must be declared to the home contractor in advance, after review, under the supervision of the assembly electrician can be implemented, it is strictly prohibited to install power and pull wires without authorization. The exhibitor is responsible for connecting the pile under the switch of the electric box. The builder shall bring his own electric box to connect with the electric box provided by the exhibition hall. Direct connection with the electric box provided by the exhibition hall is strictly prohibited.
 - p. Booth drawings include front, side and section, indicating size, materials, text description and power load, and attached circuit diagram. All drawings must be submitted to the site contractor by February 28, 2024. For the design drawing that does not meet the requirements, the home contractor has the right to reject the approval of the drawing and ask the exhibitor to make amendments.
 - q. Enter the construction site personnel must wear a good helmet in accordance with the regulations. The material and construction of the scaffold must meet the requirements of the construction code and be firm and reliable. It is forbidden to use a step ladder with a length of more than 2 meters. When working at height of more than 2 meters, you must use scaffolding and other climbing facilities, and there must be personnel standing by to watch over the operation. The workers working at height must wear safety belts correctly according to the principle of "high hanging and low use". It is forbidden to use scaffolding with safety risks. The ladder used for construction must be strong and reliable. Safety



helmet must be worn when working on stairs.

4. Strengthen the civilized management of the construction site, shall not wear slippers, light limbs into the construction of the museum.
5. All construction materials and exhibits must be evacuated and properly disposed of by exhibitors before the specified time on April 1, 2024; Additional charges apply if processed by the Conference.
6. No construction, construction or assembly is allowed in the lobby without permission. The structure of the floor, walls, doors, Windows or other parts of the building shall not be altered. No nails, screws or holes shall be driven into any part of the building. Losses caused by violations shall be borne by the responsible party.
7. Do not use the main equipment and facilities of the exhibition hall to rely on the exhibition frame of the booth. It is strictly forbidden to hang objects on fire sprinkler facilities or lamps. Construction units are not allowed to hang or pull heavy objects on the grid, and once they are found hanging without permission, they shall be removed immediately and fined.
8. Only non-residual single-sided or double-sided cloth sole tape is allowed to be used to fix carpets and other floor coverings to the cement floor. Do not use adhesive on stone floors or walls. It is not allowed to use sticky (pastable) patterns or promotional materials on the back to any part of the building. In case of violation, the cleaning fee will be paid by the exhibitor.
9. Please do not bring the same or similar display tools and aluminum materials to the exhibition hall for construction. If the above items are needed for construction, the exhibition hall should be checked and prepared by the staff of the property Department before entering the exhibition hall, otherwise the exhibition hall has the right to deny the release of the above materials when the exhibition is withdrawn. shall not wear slippers, light limbs into the construction of the museum

Double-Decker Booth Construction Requirements

With regard to safety and fire protection, double-decker booth construction is not permitted in principle. If double-decker booth is requested, please submit a special application in written form. All double-decker booth designs should abide by the following rules.

1. The special decoration unit to build a Double-Decker booth must have the following qualifications:
 - a. With independent legal personality, through the special qualification audit of A-level units, at the same time by the industrial and commercial departments to engage in construction and exhibition engineering professional companies;
 - b. The registered capital must be more than 2 million yuan (including 2 million yuan);
 - c. With more than 3 years of experience in large-scale exhibition special installation construction.
2. The booth area is not less than 180 square meters can apply for the construction of Double-Decker booth.
3. The Double-Decker booth must be designed and built by a professional company with relevant qualifications, and the total height of the Double-Decker part of the booth cannot exceed 6 meters (if the above provisions are violated, the exhibition will deduct 50% or more of the construction deposit according to the circumstances; Continuous violation of the enterprise, the exhibition will reject its application for participation).
4. The approval of whether to build a Double-Decker booth will refer to the following relevant factors:
 - a. The position and occupied area of the booth in the exhibition hall.
 - b. whether it affects the overall effect of the pavilion, whether it blocks the relevant signs of the pavilion, whether it affects the visual impact of the adjacent booth.
5. The area of the second floor booth shall not be greater than 50% of the area of the first floor booth, and shall not be less than 50 square meters. The height of the booth on the second floor shall not be less than 2.5 meters from the ground to ensure the safe structure of the booth.
6. Double-decker booth materials and electricity safety requirements:
 - a. Double-decker booth bearing structure must be built with steel, and do a good job of anti-leakage protection grounding.
 - b. Decorative materials must be non-combustible or non-combustible materials, electrical parts must be constructed in strict accordance with the requirements of electricity.
 - c. The material standards used in the booth construction must comply with the corresponding national regulations on the floor, coaming and ceiling.
7. Fire extinguisher configuration: Due to the Double-Decker booth blocking the fire sprinkler, in order to ensure safety, the first-layer booth must be equipped with a hanging fire extinguisher (6 kg), one for every 20 square meters, two for 20-30 square meters, and so on.
8. The booth on the second floor is limited to business negotiation, no exhibition samples are allowed, and no electric heating appliances are allowed; It is strictly prohibited to carry out other activities deemed unsafe by the public security and fire departments, and it is prohibited to engage in various demonstration activities.
9. The double-storey stand must be designed so that it can be installed and removed within the specified time, the upper level of the stand cannot cross the corridor of the exhibition hall, and the stairs, open exhibition areas and meeting areas must be at least three meters away from the corridor.
10. There should be at least 3 meters between the adjacent booth spacing, if you can not maintain this spacing, you should install not less than two meters high screen so that the two booths are completely isolated, and the side facing the adjacent booth should be white, clean and blank appearance. The adjacent booth can use this side for promotional purposes.
11. The railing of the second floor shall not be less than 0.9 meters. The ground at the opening of the booth on the first floor shall be equipped with 0.05m high anti-shaking wood blasting strips. The railing should be made into a circular arc to prevent objects from slipping off the railing.
12. Bearing: the application documents submitted should indicate the specified purpose of the upper booth, the second floor booth can only be used for negotiations, meetings, not for storage and other purposes, and the upper booth bearing capacity shall not be less than 200 kg/square meter; All stairs must be built according to DIN18065 with a carrying capacity of not less than 200 kg/m²; The design of the railings and pillars shall ensure that a force of 1000 n/m² can be applied horizontally at the handrails.
13. The escape route from the farthest point of the upper booth to the corridor should be less than 25 meters away.
14. When the booth area of the second floor is less than 100 square meters, there should be a staircase; If the upper booth area is more than 100 square meters, there should be at least two ladders or an evacuation width greater than 2M. If necessary, the organizer has the right to require exhibitors to add additional safety or fire protection facilities until the design of the entire stand meets the fire protection requirements.
15. The drawings for the Double-Decker exhibition stand must be approved by a professional company with relevant qualifications, and the relevant costs shall be borne by the exhibitors.
16. Where the construction unit of the Double-Decker booth, must have experience in the construction of

17. large-scale exhibition, have the ability and promise to bear the responsibility for all accidents that occur. In the implementation of the construction and use, must be subject to the supervision of the General Assembly.

18. To build a Double-Decker booth, an application must be submitted to the contractor of the conference before February 28, 2024, and the following information must be provided when applying: (and all drawings must have the seal of the design institute above Class B (including Class B) and the seal of the national first-class registered structural engineer).

- Two copies of "Double-Decker booth special decoration application" form.
- Original and photocopy of the business license of the construction unit (with official seal).
- Two copies of color stereoscopic renderings of the booth (including bird 's-eye view).
- Four copies of the floor plan of the first floor booth.
(size and material indicated on the drawing).
- Four copies of the floor plan of the second floor booth.
(size and material indicated on the drawing).
- Four copies of the structure of the combination of beam, column and floor, .
- Four copies of front elevation drawing and side elevation drawings
(the height and material are indicated on the drawing).
- Two copies of electrical distribution diagram and distribution system diagram.
(the diagram indicates the electrical materials).
- Four copies of section view in quadruplicate.
- Two copies of static load test report or static load calculation and material instructions
(Grade B or above < including Grade B > design institute seal, national level 1 registered structural engineer seal).
- Two copies of booth planning manual and erection material technical data report.
- Two copies of safety responsibility letter, in duplicate, stamped with the official seal of the construction unit, and the person in charge signature, leave contact information.

Construction Requirements for Floating Sill Booths in Area A/Area B/ Area C north corridor/flyover booth

Based on fire and security reasons, the exhibitors for floating sill booths in Area A/Area B shall abide by the following requirements during the booth construction and management:

- I. The height of north floating sill booth in Area A/Area B/ flyover booth shall be less than 2.5m. The height of Area C north corridor booth shall be less than 2.8m. Enough passage shall be provided during move-out.
- II. The north floating sill booths in Area A/Area B/ flyover booth require strict control of electricity use. The maximum shall be less than 54A and 380V (namely 85% of 63A/380V). The floating sill booths in Area B have no power supply. Installation cost shall be paid separately in case of use (63A power supply).
- III. No water supply and drainage facilities will be provided for the floating sill booths in Area A/Area B/ flyover booth.
- IV. The opening of the floating platform booth is retracted into the floating platform 1 meter, and the booth tables and chairs cannot be placed in the booth, so as not to affect the evacuation of people in the aisle.
- V. One meter aisle is set aside at the back of the floating platform booth to prevent falling objects.
- VI. In case of any activities arrangement during the CIFF, it is necessary to submit the related activities plan and go on subject to the approval of the sponsor.
- VII. No show in any form shall be arranged in or around the booths during the CIFF. The audio promotion and performance volume in the booth shall be less than 60db.
- VIII. It is required to arrange security guards to take care of the booths in the evening. No valuables shall be stored. In the event of lost goods in the booth, the exhibitors shall be held responsible for all the consequences.

Requirements for the Use of Suspension Points

Only in Area B and Area D of the Canton Fair Complex support suspension service. Service providers are authorized by the Canton Fair Complex, responsible for the marketing, operation, and execution of suspension points within exhibition halls. Suspension service is applied for by exhibition/event organizers or venue contractors to service providers.

I. Suspension Parameters

1. Area B: Suspension points cover the entire area. Each suspension point has a load capacity of 200kg. The height from the upper edge of the hanging structure to the floor is ≤ 6.5 meters for single-layer and double-layer booths in first-floor and second-floor exhibition halls, and ≤ 6.5 meters for single-layer booths and ≤ 8 meters for double-layer booths in third-floor exhibition halls.
2. Area D: Suspension points cover the entire area. Each suspension point has a load capacity of 200kg. The height from the upper edge of the hanging structure to the floor is ≤ 6.5 meters for single-layer booths and ≤ 8 meters for double-layer booths.

II. Responsibilities

Suspension service providers install slings and hoists and place them at designated heights. Users of the suspension points provide suspended objects below the hoist hook and are responsible for device safety.

III. Guidelines to Structural Suspension Service

1. Suspension requirements of structural lifting points
 - (1) Structural hanging points can be suspended including: lamps, projectors, light boxes, signboards, ceiling ceilings, LED screens and trusses and metal frame structures for hanging the above equipment
 - Suspension shall be prepared and assembled by the user of the lifting point.
 - The hangings must be solid and reliable metal or steel and wood assembly structure, shall not hang pure wood structure, ultra-low sound and linear array sound.
 - The lifting point cannot be used for lifting other non-hanging objects and equipment.
 - The suspension shall be in a static display state and shall not be used for any active structure or equipment suspension.
 - The suspension structure shall be an independent suspended structure and shall not be connected with the ground structure.
 - The facilities and equipment affecting the safety of the Canton Fair exhibition hall shall not be suspended.
 - (2) The size of the hanging structure must not exceed the size of the booth.
 - (3) The load of the hanging structure must be evenly distributed. Uneven load causing structural instability or other safety hazards is not allowed.
 - (4) If the suspended objects involve electrical connections, the wiring should be neat. High-voltage wires must be laid in conduits, while low-voltage signal wires may be laid without conduits but must be arranged neatly. Electrical wire joints are not allowed to be wrapped with tape and must be connected using insulated terminals. An independent power control switch must be installed on the ground.
 - (5) The connection between the hanging structure and the truss must be firm and reliable.
 - (6) The connection between the hanging structure and the hoist hook must use a dedicated lifting shackle, and detailed drawings should be provided.
 - (7) Each device installed on the hanging structure must be equipped with a separate steel wire safety device (as shown in the drawing).
 - (8) The fire resistance rating of the hanging materials must reach Class B1 or above.
 - (9) Detailed construction plans and techniques, as well as structural load calculation documents (bearing the stamp of a registered first-level structural engineer), must be provided for complex booths.
 - (10) Special trusses must be used for the main load-bearing truss structure, meeting national specifications and having a firm and reliable connection. The material specifications and models of the load-bearing truss, as well as detailed connection diagrams, must be provided. Self-welded trusses

are strictly prohibited.

(11) The span of the 200mm aluminum frame should be within 4 meters, that of the 300mm aluminum frame should be within 6 meters, and that of the 400mm aluminum frame should be within 9 meters, based on actual suspension plan.

2.Requirements for Structural Suspension Equipment

(1) When using more than 16 suspension points for a single structure, electric hoists should be used to ensure the safety during lifting and lowering. Electric hoists used for the entire structure should be of the same brand and specification.

(2) The hanging structure should adhere to the principle of vertical suspension, with one suspension point assigned to each hoist. Tilting or pulling at an angle is not allowed.

(3) For the use of suspension points, please rent electric hoists or manual hoists from the Canton Fair Complex. Suspension service providers of the Canton Fair Complex are responsible for the installation of suspension points (sling), hoist installation, and hoist collection. After the hanging structure is suspended, the chain from the floor to the suspended object should be taken care of by the booth contractor. Lifting and lowering of suspended objects using rented electric hoists is carried out by suspension service providers of the Canton Fair Complex. The lifting and lowering of suspended objects using rented manual hoists in the booth is carried out by the user of the suspension points under the supervision of the suspension service provider.

3.Application for Suspension Service

(1) The user of suspension points should submit the application for suspension service to the exhibition organizer or venue contractor. Booth contractors of the Canton Fair Complex must submit the application for suspension service and equipment rental to the suspension service provider 20 calendar days before the start of the exhibition, along with the initial version of application materials and drawings (electronic version). Please refer to item (4) "Checklist for Application Documents for Suspension Service". The number and locations of suspension points must be confirmed. Finalized application materials and drawings (two hard copies with official seals) should be submitted to the suspension service provider 7 calendar days before the start of the exhibition.

(2) For special exhibitions with consecutive exhibition periods, the deadline for suspension point and equipment rental applications will be adjusted by the Canton Fair Complex based on scheduling. The specific dates will be announced after consultation between the suspension service provider and the Canton Fair Complex.

(3) Applications for suspension service must be submitted in advance within declared time. On-site suspension point applications submitted after the deadline will not be accepted. Suspension point locations and equipment rental applications that are submitted after the deadline or not completed within the specified time must be reviewed and approved by the suspension service provider based on the feasibility of on-site execution before the order can be confirmed. Suspension service providers of the Canton Fair Complex have the right to unconditionally reject applications for suspension point locations and equipment rental submitted after the deadline or not completed within specified time.

(4) Checklist for Application Documents for suspension service:

Num ber	Category	Description
1	Suspension Service Confirmation Form	The confirmation form should be submitted in hard copy with the official seal of the suspension point user.
2	Suspension Service Safety Commitment Letter	The safety commitment letter should be submitted in hard copy with the official seal of the suspension point user.
3	Approval Certificate for Suspension Point Structure at the Booth	The finalized version should be submitted in hard copy with the official seal of the exhibition/event organizer or venue contractor (they can create their own version).
4	Booth Construction Insurance	The insurance should cover the installation and dismantling of suspension points.
5	Drawings for Suspension Point Structure	1. Overall layout of suspension points in the entire exhibition hall (orientation diagram). 2. Multi-angle renderings of suspension point booths. 3. Dimensional distribution diagram of suspension points (drawn according to the available suspension point locations in the exhibition hall, clearly indicating the positions of all suspension point booths and the distances from the four sides of the booth). 4. Detailed list and description of material and weight for suspended objects. 5. Data list for suspended objects (clearly indicating the dimensions,

		weight, material specifications of each structure, equipment models, specifications, quantities, and self-weight on the structure). 6. Connection methods between suspension structures, hoist hooks, and trusses. 7. Blueprint of booth suspension structure and suspension point load-bearing report designed by a qualified design entity, with design stamps on the drawings and reports.
6	Application Form for Suspension Point Lifting	The application should be submitted 4 hours in advance and in hard copy with an official seal (can be provided on-site).

(5) The suspension point user must ensure the authenticity and accuracy of the declared information and must not make unauthorized changes. Once the suspension plan is approved, the on-site construction must be carried out according to the confirmed plan. If it is found that the on-site construction deviates from the originally submitted plan or the suspended objects exceed the declared weight, the exhibition hall has the right to stop on-site construction. The suspension point user must reduce the weight of suspended objects or add suspension points as required. Additional cost for suspension points on-site will be charged at 2.5 times the original price.

(6) The suspension point user is responsible for any related costs incurred due to late application caused by the disapproval of the suspension plan or other reasons. The suspension point user is also responsible for any rectification costs and other losses incurred due to failure to implement declared weight.

(7) Booth contractors are responsible for the electrical distribution, testing, and commissioning of hanging equipment. If this affects the lifting of booth structure, the booth contractor shall bear the responsibility.

(8) If the booth contractor rents manual hoists from suspension service provider, once the hanging structure is in place, the hoist chains should be properly stored by the booth contractor according to requirements.

4. Workflow for Structural Suspension Service

(1) The suspension point user (exhibitor/booth construction entity) submits the application for suspension service to the venue contractor of the Canton Fair Complex.

(2) The main contractor of the Canton Fair Complex conducts initial review of the documents and drawings, compiles qualified booth information, and submits the application to the suspension service provider.

(3) The suspension service provider reviews the application materials and communicates with the main contractor and the suspension point user to make any necessary modifications or supplementary submissions for problematic booths. For booths that pass the initial review, the suspension service provider provides review opinions and a suspension point layout plan to the main contractor for confirmation.

(4) The main contractor of the Canton Fair Complex and the suspension point user confirm the suspension point plan, conduct a re-examination of the application materials, and submit both the hard copy and electronic version of the application materials to the suspension service provider. The suspension point layout plan must be confirmed and stamped by the exhibitor/booth construction entity.

(5) Booth layout is marked on-site. Suspension point user, venue contractor of the Canton Fair Complex, and suspension service provider jointly determine the location of hanging structure and suspension points.

(6) The suspension service provider installs suspension straps and hoists.

(7) After the booth contractor completes installation of the hanging structure and self-inspection of suspension point bindings, it applies for lifting of the hanging structure. The lifting can be carried out only upon joint inspection and approval by the main contractor of the Canton Fair Complex and the suspension service provider.

(8) If the booth contractor rents manual hoists from the suspension service provider, the lifting operation is conducted under the joint supervision of the main contractor of the Canton Fair Complex and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lifting of the hanging structure.

(9) Once the booth's hanging structure is lifted into place, venue contractor of the Canton Fair Complex submits the booth suspension service confirmation form to the suspension service provider to confirm the completion of suspension point lifting and specify the quantities of suspension points, rented trusses, hoists, straps, and chain bags.

- (10) After the exhibition concludes, the booth contractor dismantles the ground exhibition structure and levels the area. Once the floor meets the requirements for lifting operations, the booth contractor applies to the venue contractor of the Canton Fair Complex for lowering the suspending structure.
- (11) The venue contractor of the Canton Fair Complex and the suspension service provider conduct an on-site inspection. The lowering of the suspending structure is allowed if the ground meets the requirements for lifting.
- (12) If the booth contractor rents manual hoists from the suspension service provider, the lowering of the suspending structure is conducted under the joint supervision of the venue contractor of the Canton Fair Complex and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lowering of the suspending structure.
- (13) After the booth contractor completes the dismantling of the hanging structure, the suspension straps and hoists are collected by the suspension service provider.
- (14) The venue contractor of the Canton Fair Complex signs and confirms the exhibition's suspension service contract with the suspension service provider, verifying the workload and concluding the suspension service.

5. Fees

No.	Suspension Point	Fees
1	200 KG capacity suspension point	2,000 CNY/Unit/Exhibition
2	Manual chain hoist with 10-12m chain (1 ton)	300 CNY/Unit/Exhibition
3	Manual chain hoist with 15-20m chain (1 ton)	450 CNY/Unit/Exhibition
4	Electric chain hoist with 10m chain (1 ton)	1,200 CNY/Unit/Exhibition
5	Electric chain hoist with 20m chain (1 ton)	1,500 CNY/Unit/Exhibition
Notes: 1. Structural suspension points refer to suspension points for hanging booth structures, lighting fixtures, sound equipment, and other non-lightweight items. 2. The above prices include installation fee for the hoist. When applying for suspension points, it is mandatory to rent the hoist equipment provided by the Canton Fair Complex and use of self-provided hoists is not allowed. 3. All drawings of suspension points must be submitted for approval at least 20 calendar days before entering the venue. The quantity and locations of the suspension points must be confirmed at least 7 calendar days before entering the venue. On-site suspension point applications will not be accepted. 4. Suspension point fees are charged based on the number of mother points used. For safety reasons, a single conversion frame can have a maximum of two contact points with hanging items. If there are more than two contact points, the suspension service provider will assess safety factors such as load capacity. If conditions permit, the number of contact points under the conversion frame can be increased, and the suspension point fees will be charged based on the number of contact points under conversion frame.		



Please return by February 28, 2024

Raw Space Construction Application

B4

Booth No : _____

Booth Location:		Net Area:	
Name of Exhibitor:			
Contact Person:	Mobile:	Tel:	
Name of Contractor:			
Mobile:		Fax:	
Tel:		Email:	
Contact Person:		Position:	
Equipment being used:			
Construction Plan (Plan & isometric view, electric illustration.)		Must Enclose	

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____

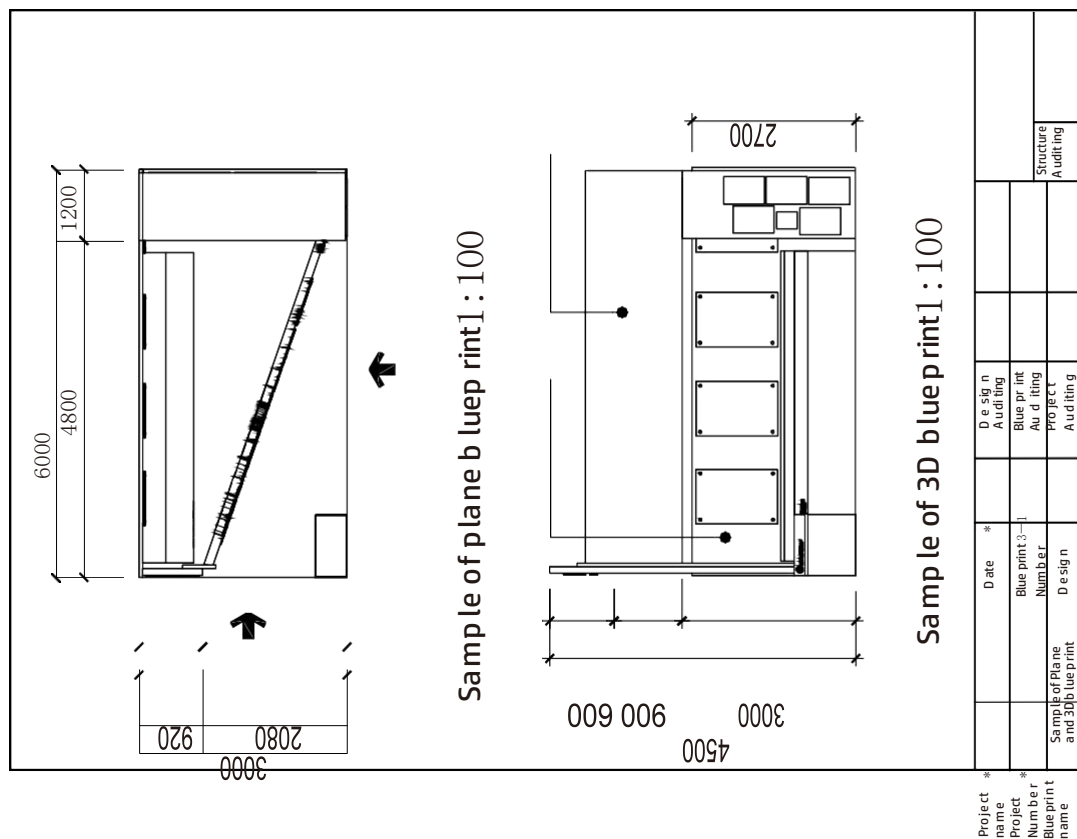
Blueprint design plan Sample of special designing booth

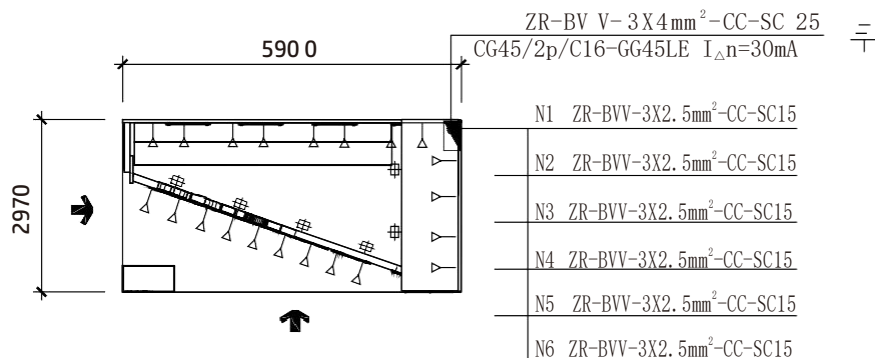
220V

Sample of plane and 3D blueprint
(only for reference)



Sample of 3D image blueprint(only for reference)





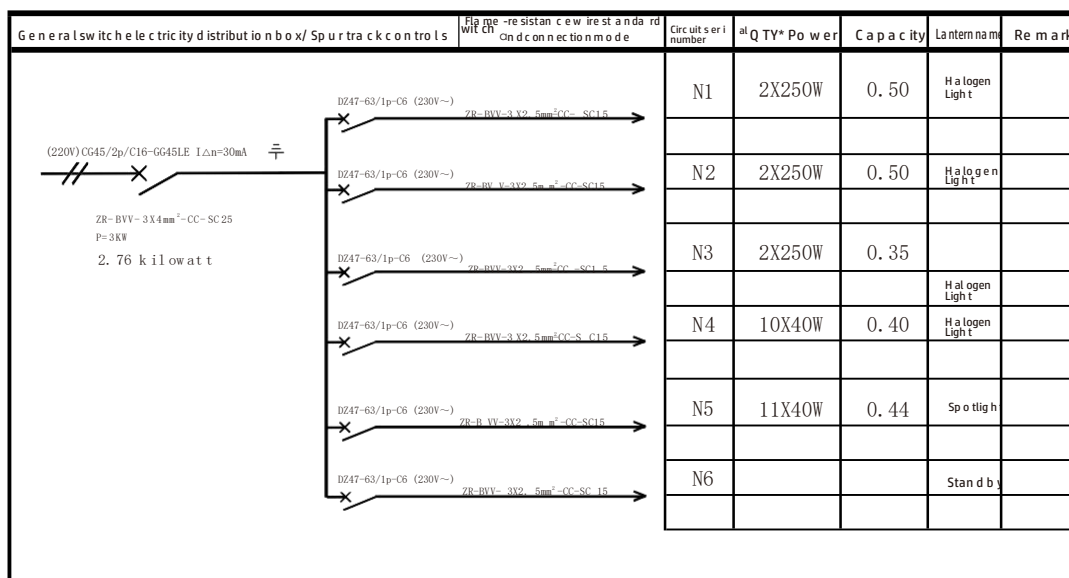
Floor plan of electrical layout (only for reference)

1:100

Switch electricity distribution box: (220V)
POWER (KW) : 3
Electricity (A) : 16

Symbol	Name	Power	QTY
	Halogen Light	250W	6
	Spotlight	60W	21
	Switch electricity distribution box	220V 16A	1
	of electricity	2.76KW	

Project name	Date	Auditing
Project Number	Blue print Number	Examine and Approve
Blue print name	Design	
		Blue print of electrical



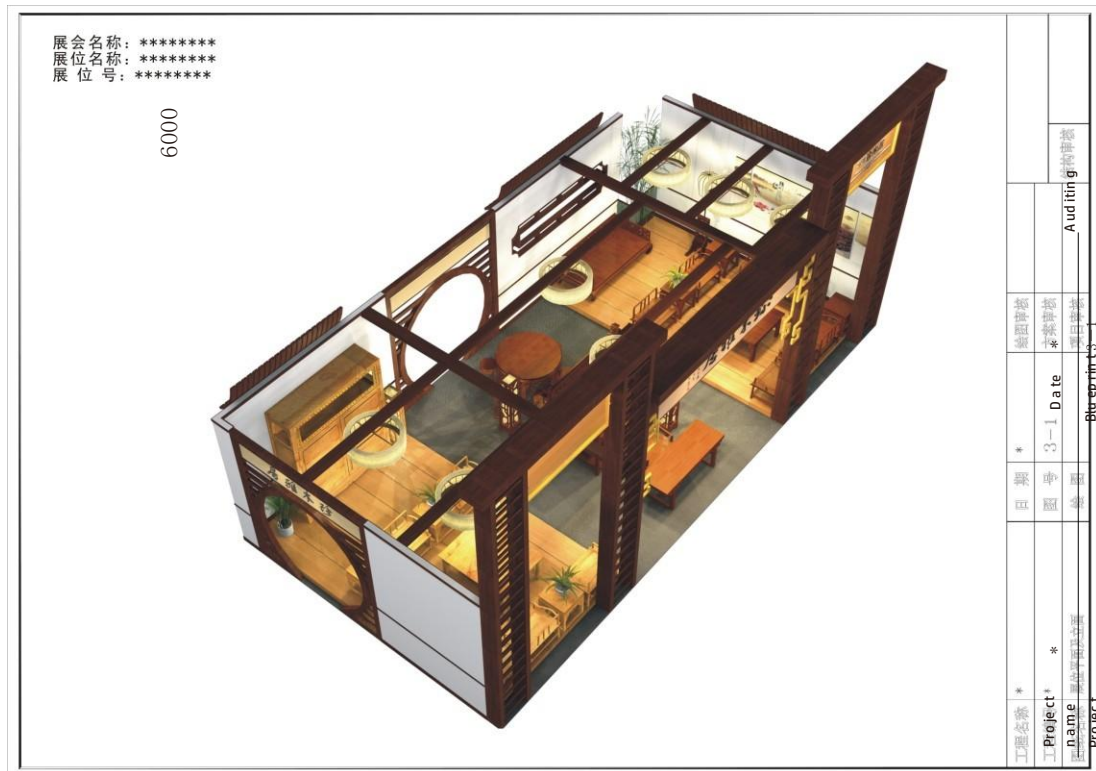
Blue print of special designing switch system (only for reference)

Project name	Date	Auditing
Project Number	Blue print Number	Examine and Approve
Blue print name	Design	
		Blue print of special designing switch system

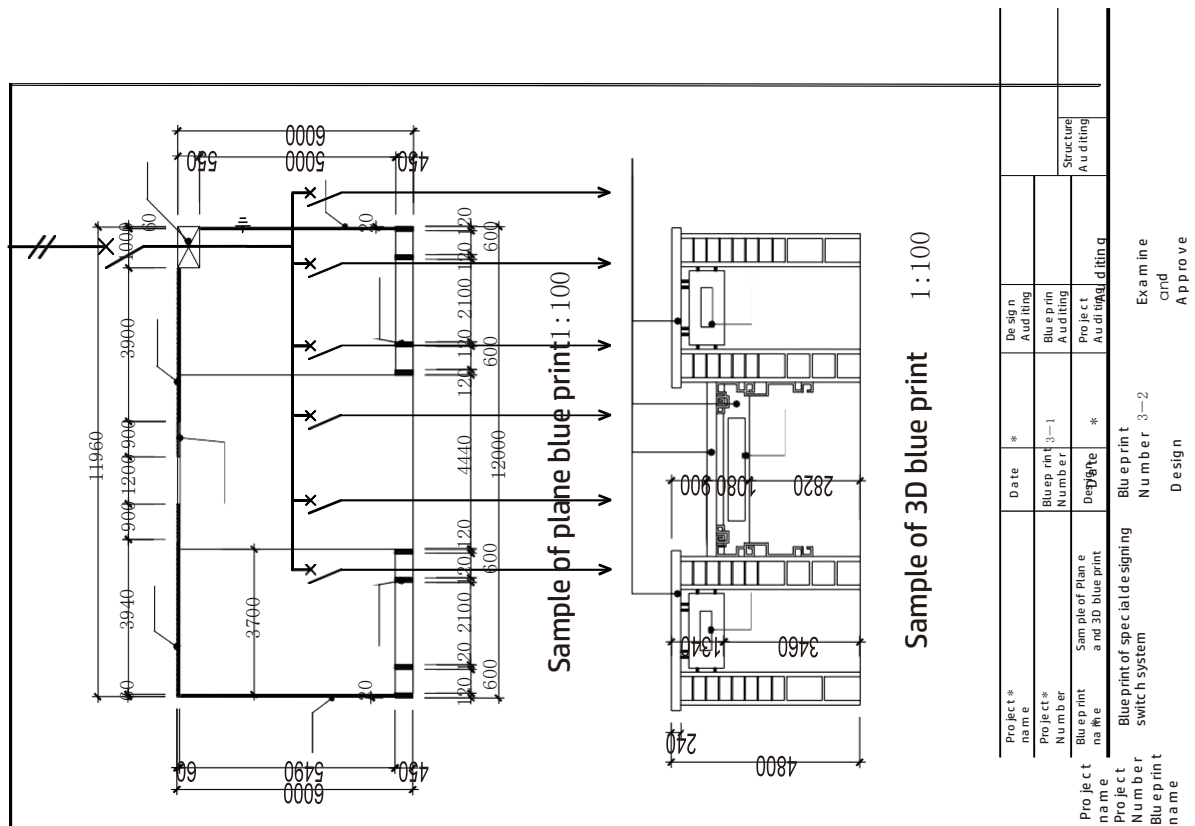
Blueprint design plan Sample of special designing booth

380V

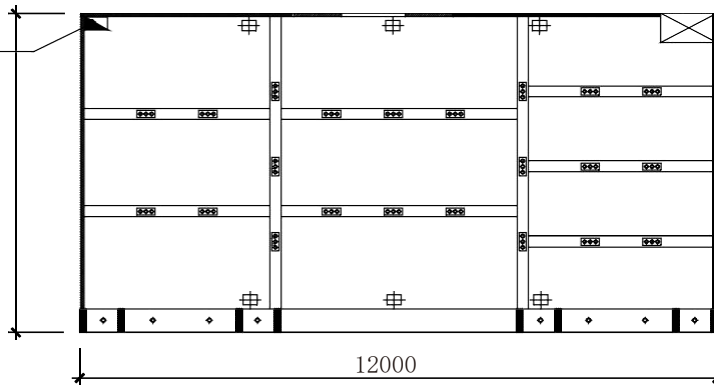
**Sample of plane and 3D
blueprint (only for
reference)**



Sample of 3D image blueprint(only for reference)



Switch electricity
distribution box
GG45/3p/C16-GG45LE I_{Δn}=30mA
ZR-BVV-5X4mm²-CC-SC25



Floor plan of electric
(only for reference)

1:100

Sym bol	Na me	Pow er	Q TY
	Ha lo gen Li gh t	250W	6
	Th re e- h ea d li gh t	60W	20
	sw it ch e le ct ri ci ty di st ri bu ti on b ox	380V 16A	1
	A ct u al vo lu m e of e le ct ri ci ty	5.60KW	

General switch electricity distribution box/Spur track control switch	Flame-resistance wire standard and connection mode	Circuit series number	QTY*Power	Capacity	Lantern name	Remark
<p>(220V) GG45/2p/C16-GG45LE I_{Δn}=30mA</p> <p>ZR-BVV- 3 X 4 mm² - CC- SC 25</p> <p>P= 8 KW</p> <p>5.60 kilowatt</p>	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N1	3X250W	0.75	Halogen Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N2	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N3	20X40W	0.80	Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N4	3X250W	0.75	Halogen Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N5	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N6	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N7	5X150W	0.75	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N8	5X150W	0.75	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm ² -CC-SC15	N9			Standby	

Blue print of special designing
switch system(only for reference)

***Please return by February 28, 2024***

Power Rental

B5

Booth No : _____

DESCRIPTION	UNIT(RMB)	QTY	AMOUNT
6A/220V (<1.3 KW)	350		
10A/220V (<2.2 KW)	450		
16A/220V (<3.5 KW)	610		
6A/380V (<3 KW)	620		
10A/380V (<5 KW)	850		
16A/380V (<8 KW)	1,050		
20A/380V (<10 KW)	1,250		
25A/380V (<13 KW)	1,560		
32A/380V (<16 KW)	1,800		
40A/380V (<20 KW)	2,270		
50A/380V (<25 KW)	2,820		
63A/380V (<30 KW)	3,400		
100A/380V (<50 KW)	5,450		
150A/380V (<75 KW)	7,950		
200A/380V (<100 KW)	10,900		
250A/380V (<125 KW)	13,650		
Deposit for power source case	800		
Movement of Booth Distribution Box	150	Total:	

Remark:

1. 20% surcharge will be imposed for late order, 50% surcharge for on-site order.
2. Exhibitors are required to rent the electrical cabinets of the Complex. The connection from the electrical cabinets to the fixed facilities of the Complex shall be done by the Complex electricians. The positions of the electrical cabinets shall be distributed by the Official Contractor according to the fairground well conditions. Exhibitors shall be responsible for the electrical connection for lower piles for electrical cabinet switches. The contractors shall provide electrical cabinets to connect those provided by the Complex. Direct connection with the electrical cabinets provided by the Complex is prohibited.
3. The above rate includes one electrical cabinet and 10m cable (from power supply point in the hall to the electrical cabinet). The cable more than 10m shall be charged based on the following standard: 32A and below: RMB20/m; 63-100A: RMB25/m; 150A: RMB40/m; 200A: RMB50/m; 250A: RMB70/m; 300A and more: RMB90/m.
4. If 24-hour UPS is required, charge according to the triple of the above rate.
5. All applications are valid subject to full pay.
6. All technical specifications for the lower electric boxes shall not be more than 80% of those for the upper electric boxes to ensure the safe operation of the power supply system in the halls.
7. All applied electrical cabinets are not replaced. 50% surcharge shall be imposed for on-site replacement.
8. Submit the payable cash to the Official Contractor.
 - a. In case of payment in cheque or remittance, send the remittance slip and this application form to the Official Contractor before **February 28**. Payment in cheque or remittance shall be rejected after March 5.
 - b. In case of payment in cash, please go to the Official Contractor on site.
9. The Official Contractor must reply the applicants in 3 working days after confirming receipt of their application forms; otherwise the contractor shall bear all costs arising therefrom.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____



Please return by February 28, 2024

Application for Telephone

B6

Booth No : _____

DESCRIPTION	RENTAL / UNIT (RMB)	QTY	AMOUNT(USD)
Local Phone(direct)	650		
Deposit for IDD	2,000		
Deposit for telephone	500		
ADSL	750		
Wi-Fi	550		
Deposit for ADSL	1,000		
Total:			

Please indicate the position of telephone on the below plan:



- Deposit will be refund upon returning of the telephone.
- No cancellation on telephone application.
- Exhibitors should submit the equipment and remit beforehand. All the expense should be remit at least 3 days before the exhibitors' registration. The official contractor will only arrange for the expense-confirmed equipment.

① Telephone

Remark: 20% surcharge will be imposed for late order, 50% surcharge for on-site order.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____



Please return by February 28, 2024

Safety Responsibility Agreement

B7

Booth No : _____

Exhibitor's Promise

We promise to have understood the *Service Manual* in detail, conscientiously manage and supervise the construction company to design and do construction in accordance with the state related compulsory technical specifications & standards for construction engineering and the requirements of the *Service Manual*, obey the management of the CIFF departments concerned on the construction site, provide fire extinguishing appliance according to rules and wear safety helmets to access the site. We shall be held responsible for any violation. In the event of self-construction, we shall sign and assume responsibility for safety of the construction company.

Principal's Signature: _____

(Company Seal)

Construction Company's Promise

We promise to have understood the *Service Manual* in detail. Upon signature of the Agreement, we shall automatically become a person-in-charge for safety of booth construction, water & electricity use, fire and public security and manage the booth production & construction safety, fire safety and exhibition safety & move-out safety during the CIFF. We manage and do construction in the light of the safe, civilized, economic and effective principle, avoid casualties and property damage accidents in the course of construction and promise as follows:

- ① Be held responsible for safety of our own property and staff, conduct safety production education for the staff beforehand, provide necessary safety measures and buy insurance for them and bear the cost arising therefrom.
- ② Ensure the compliance with all safety rules and assume all responsibilities for booth related safety & fire accidents and accidents and for all consequences arising from booth construction quality problems during the exhibition.
- ③ In the event of any booth related casualties and accidents, we shall assume all related loss arising therefrom.
- ④ We promise to accept the supervision and management of the Official Contractor and Convention & Exhibition Center, implement the safety guarantee & rectification measures, eliminate potential hazards any time and guarantee the Complex safety. In the event of any potential safety hazard, we shall conscientiously obey the compulsory management means of the Official Contractor.
- ⑤ In the event of accidents, we shall spare no effort to cooperate with the Organizer in emergency measures and all the aftermaths such as medical and compensation work.

Principal's Signature: _____

(Company Seal)

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date: _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 4 Overseas Transportation Guideline



Notice on the Entry/Exit Declaration Requirements for Overseas Exhibits

All Exhibitors:

In order to ensure that your overseas exhibits can be transported to the booths smoothly, and to avoid the entry and exit of overseas exhibits in violation of related laws and regulations, resulting in unnecessary losses, in accordance with the provisions of Articles 34 and 35 of the Annex of the **Announcement No.18 (2019) of the General Administration of Customs of the People's Republic of China**, the Standardized Declaration Catalog and Interpretations of the **Customs of the People's Republic of China** for Import and Export of Goods and the Circular of the State Council on Printing and Issuing the Work Program for Optimizing Port Business Environment to Promote Cross-border Trade Facilitation (GF [2018] No. 37), the matters requiring special attention for customs declaration of import and export of overseas exhibits are notified as follows:

I. It is required to truthfully fill out the contents in the list and unify the format of exhibit list.

- (1) Box No----- The number on the outer package.
- (2) Packaging Material-----The actual material of the outer package, such as the wooden outer package must have the IPPC logo.
- (3) Size of Outer Package----- To be filled out truthfully.
- (4) Volume----- To be filled out truthfully.
- (5) Gross Weight-----To be filled out truthfully. Accurate gross weight shall be provided, especially for maritime goods. Each forwarder shall ensure and provide accurate Verified Gross Mass (VGM) data.
- (6) Net Weight----- To be filled out truthfully (In case of multiple items, each item must be filled out)
- (7) Name of Goods in English---To be filled out truthfully.(8) Name of Goods in Chinese-----Please translate carefully. If it is difficult to translate, relevant photos and parameter references shall be provided.
- (9) **Materials in Chinese and English-----For a single material, provide the name of the material. For multiple materials, specify the name of each material and confirm the location of each material (for example: table: glass tabletop, pine wood table frame. If the material is particle board, plywood or MDF, etc., please indicate whether there is a veneer, and state if yes)**
- (10)) Country of Origin-----To be filled out according to the actual origin of the goods.
- (11) Brand-----To be filled out according to the actual brand of the goods. In case of no brand, fill out "No". For a machine, please provide a nameplate photo.
- (12) Model-----To be filled out according to the actual model of the goods. In case of no model, fill out "No". For a machine, please provide a nameplate photo.
- (13) Exhibit Specifications----- Refers to the specifications of the exhibits after assembly. (For example: A table is unpacked to facilitate transportation, but will be reassembled during the actual display. The assembled size is not the outer package size)
- (14) Materials in Latin----- If the goods contain solid wood, please provide the Latin name of the solid wood tree species (For the endangered tree species, the certificate of endangered species shall be provided; otherwise import is forbidden).
- (15) Commodity Code Provide the initial product code truthfully for reference by the customs broker.
- (16) Quantity & Unit----- To be filled out truthfully. "1 Box" shall not be displayed. Clear quantity and unit shall be provided (for example: Catalogs: 1 box. It is wrong, and shall be filled out as: Catalogs:100 copies)
- (17) Unit/Total Prices ----To be filled out according to the actual price of the goods. The price of the goods shall not be deliberately lowered because of the need to pay more taxes or deposits. In case of lower prices, the customs will review the prices and impose penalties, affecting the customs clearance speed. The final prices are based on the prices of the customs database.
- (18) Processing Methods The processing methods will be simplified into 3 categories: a. Sold, b. Return, c. Consumed. Fill it out truthfully. **For wood products, boards and furniture, application for "Consumed" is not allowed. In principle, application for "Consumed" for tax exemption is for the promotional products only.**
- (19) Provide the photos of the goods as far as possible, attach them to the rightmost side corresponding to the name of the goods in the list. 10 to 15 Items are the best per page. In case of any increase, fill out on the next page. The list header shall be filled out truthfully, including name of exhibitor, country of exhibitor, hall number, booth number and name of the exhibition. For goods of CIFF, please specify whether the goods will be displayed in the Phase 1 or Phase 2.
- (20) The declaration norm of each exhibit is different. After receiving the list submitted by an exhibitor according to the said requirements, the customs broker will check the name of the goods again, state the norm that requires other standardized declaration and ask the exhibitor to supplement the relevant materials through the forwarder.

II. The Customs' Requirements for Customs Clearance Time

- (1) Air Import----- It is required to confirm that the list fully meets the declaration requirements before the overseas exhibitors deliver the goods. If an exhibitor delivers the goods in advance without permission and the list fails to meet the declaration requirements, the customs clearance time will be affected and the customs shall not accept the list. The overseas exhibitor and forwarder shall handle the formalities for the goods to be returned or converted to the general trade list.
- (2) Road Import It is required to confirm that the list meets the declaration requirements before declaration for import. For fast customs clearance, the forwarder shall weigh the goods in advance in Hong Kong to provide accurate gross weight of the goods.
- (3) Sea Import Please contact the forwarder to choose the transport method of exhibits:

If transshipment in Hong Kong is chosen, the list and related declaration norm shall be confirmed by the customs broker before the exhibits are arranged to be shipped to Huangpu.

If stand-on vessel is chosen to ship the exhibits, the list and declaration norm shall be confirmed by the customs broker before the exhibits are shipped from the port of departure; otherwise the exhibitor and forwarder shall handle change in the manifests and return by themselves.

All goods shall be declared truthfully, and shall not be concealed or omitted. If the prohibited goods for import are involved, exhibitors shall actively cooperate and shall not import rigidly. If you have any questions, please contact the official forwarder in time (Please refer to Page 61 for detailed contact information).

It is hereby notified.

The 53rd China International Furniture Fair (Guangzhou)
January, 2024



The organizer has appointed Guangzhou BEX Logistics Co.,Ltd. (**Area A/D**)/ Zhuoyi Logistics & Forwarding Co.Ltd. (**Area B/C**) as the Overseas Official Freight Forwarder and On-site Contractor for the captioned fair. All inquiries please address to the overseas forwarders.

I) ROUTING

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

I) DEADLINE FOR EXHIBITS AND CUSTOMS DECLARATION DOCUMENTS:

1. The exhibits must arrive at the said port/airport by the following dates and the documents must be sent to official forwarders by the following dates. (All exhibits shall be consolidated in Hong Kong from where they will be transported overland to the exhibition venue in Guangzhou.)

Time Schedule

- | | |
|--|-------------------|
| (1) Document Deadline: Appendix 3 to 6 | February 24, 2024 |
| (2) Original Bill of Lading and Master Air Waybill | February 24, 2024 |
| (3) Promotion Materials, Gifts and Consumables for
China Customs Censorship | February 24, 2024 |
| (4) Exhibits reach Hong Kong Port/Warehouse (by Air and Ocean) | March 3-5, 2024 |
| (5) Inbound Freight Payment to official forwarders | March 6, 2024 |

Remarks:

*All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).

*Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)

*Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

II) DOCUMENTARY REQUIREMENTS

(1) Shipping Documents:

All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

Area A/D:

Consignee	Notify Party
Attn: Tel: Fax: E-mail:	The 53rd CIFF Exhibitor: _____ Hall & Booth No: _____

Area B:

Consignee	Notify Party
Unit 2105-2107, 21/F., CITIC Telecom Tower, Attn: Tel: (Fax: E-mail:	The 53rd CIFF Exhibitor: _____ Hall & Booth No: _____

Otherwise, we can not be responsible for any delay or complication. Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and insert the clause "FINAL DESTINATION" -(CITY & COUNTRY OF THE FAIR), transhipment for (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.



(IV) CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT :

- 1 set of "Declaration Form for Temporary Import Exhibits"(Refer to Appendix 5)
- 1 copy of "TRANSPORT ORDER TO OFFICIAL FORWARDERS"(Enclosed Appendix 2)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix 4)
- Acknowledgement of Quarantine Inspection & Fumigation Formalities-for details.
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)- Souvenir/Catalogue/ Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each and send to official forwarders before shipment arrival. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

***Remarks:** The full set shipping manual will be provided to each exhibitor upon confirm to participation.
Should you have any query, please feel to contact us by phone number:

Area A/D Fax: 020-34393829, contact: Ms. Yan, Tel: 18998403870

Area B/C Fax: 020-82286935, contact: Matt/Gabi, Tel: 13143749974/13316272270

V) SERVICES AND RATES FOR HANDLING EXHIBITS

1.	INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH <hr/> Receiving exhibits at forwarder' s warehouse, free storage in our warehouse in Hong Kong during receiving period, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair site sorting and delivery to Fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling excluded), customs clearance on a temporary basis, removing empty cases and packing materials to on site storage place (outdoor). By surface Under 3 cbm 3-6 cbm over 6 cbm	US\$57/CBM/OR 1000 KGS US\$57/CBM/OR 1000 KGS US\$56/CBM/OR 1000 KGS
2.	CLOSING SERVICES FOR SOLD EXHIBITS <hr/> Storage charges for empty cases, returning empty cases and packing materials to booth after closing of exhibition, assisting in repacking, moving exhibits to the storage place in exhibition site for sold exhibits and customs formalities. Handling Rate Under 3 cbm 3-6 cbm over 6 cbm	US\$16/CBM/OR 1000 KGS US\$16/CBM/OR 1000 KGS US\$14/CBM/OR 1000 KGS
3.	RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG	Services and rates as Inbound Movement Point (1)
4.	BASIC SERVICE CHARGE <hr/> -Applicable to both inbound and /or return movement	US\$35/EXHIBITOR/ CONSIGNMENT
5.	EDI Customs Declaration Fees	Full Container: USD5.00/m3/exhibitor/lot Bulk: USD45.00/exhibitor/consignment
6.	Customs Data Entry Service Fee	USD5 .00 / p age



7.	Overweight & Overlimit Surcharge					
	Single Commodity Parameters				Surcharge Rates	
	Length (Meter)	Width (Meter)	Height (Meter)	Weight (Ton)	Up to or over any item	Up to or over any 3 items
	≥5 M	≥2.1 M	≥2.1 M	≥3 T	20%	30%
	≥7M	≥2.3 M	≥2.5 M	≥5 T	30%	50%
	≥10 M	≥2.4 M	≥2.8 M	≥10 T	Negotiable Separately	
	Remarks: - Applicable to the said rates (Items 1-3). - Negotiable separately if the weight of single commodity exceeds 10 tons.					

VI) OPTIONAL SERVICES

1	Local transportation from and / or to between Cargo Terminal / clients warehouse (G/F) and warehouse at Tuen Mun, New Territories.	
	Plus additional heavy-lift surcharges for individual package	USD10.00/CBM (MIN.US\$100.00/TIME)
2	Translation of “Declaration Form For Temporary Import Exhibits”	US\$5.00/CASE/PAGE (MAX.US\$30.00/CONSIGNMENT)
3	Storage in Hong Kong: i) Inbound movement before receiving period, or ii) Return movement after free storage period.	US\$10.00/CBM/WEEK OF PART THEREOF US\$10.00/CBM/WEEK OF PART THEREOF

Remarks:

I) Quarantine Inspection and Fumigation: Details please refer to Notice-Page 41.

ii) All Food & Beverage/Plant products:

In accordance to the law of People's Republic of China, all plant / food products are submitted to quarantine authorization before shipment to China and on-site sanitary inspection. (At least one month before import to China)

Important: In order to obtain sanitary import authorization, the "Declaration Form for Temporary Import Exhibits" must be completed in detail and sent to official forwarder in advance. Without or return confirmation plant / food products will not be imported in China. China sanitary laws are particularly strict and we recommend you to detail the exact content of each plant / food product. Handling & service charges will be quoted separately.

VII) REMARKS

1. a. Above rates exclude, air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, airport terminal / freight forwarder warehouse, port management fee pay to China Government, import or re-export declaration fee payable to Hong Kong Government, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Chinese / HongKong Government.
- b. Customs or duty:

All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing , any exhibit is sold or given to domestic company etc., according to the Chinese Custom regulation, tax / duty will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity & value.



2. Minimum 1 CBM /1 METRIC TON Per exhibitor for every surface consignment, whichever is greater, and minimum for 20'container is 23 cbm / freight tons, 40' container is 46 cbm / freight tons for FCL surface shipment.
3. Volume and weight conversion in air freight rate is 6 cbm = 1000 kilo.
4. Cargo arrived beyond deadline, **an additional handling surcharge 30%** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrival the site before the opening of exhibition.
5. All freight charge must be settled in accordance with our schedule mentioned on attachment (TIME SCHEDULE). A2.5% outlay commission will be added for unpaid invoice beyond Fair open date.
6. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.
7. Unpacked cargo without container is accepted.
8. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
9. All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis, otherwise we will levy **3-5% commission** on the freight which we pay on your behalf to the local carriers.
10. Above rates are quoted for all exhibition hall at ground floor, a 20% surcharges for upstairs will be added.
11. Official forwarder reserve the rights to amend the above rates if in case the exhibition is changed its date, city or venue.
12. Surcharges for handling of dangerous cargo will be given upon request.
13. All related shipping documents must be sent to BALtrans Exhibition & Removal Ltd. before the deadline of the "Time Schedule in Shipping Instruction"; otherwise, we will not take any responsibility for the delay transit to exhibition site.
14. Official forwarder reserve the rights to issue separate quotation for individual package with dimensions attaining or exceeding-
LENGTH:5M WIDTH:2.1M HEIGHT:2.1M
15. Official forwarder does not take any responsibility for:
 - a.If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b.Any tax /duty for sold exhibits.
16. Any service required from exhibitors not covered by tariff should be notified official forwarder in advance, quotation will be given upon request.
17. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
18. All transactions are subject to the company' s standard trading conditions (copies available on request from the company)and which in certain cases, exclude or limit the company's liability.

NOTICE

INSPECTION AND QUARANTINE IN CHINA

Effective Date:

Month Day Year (Date of Shipments Arrival China)

Applied Countries, Cities, and Districts:

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

Applied Scope:

All non-processed wooden packing material used to carry, pack, pad and support, and reinforce the goods, such as, but not limit to, wooden case, crate, pallet, frame, beam, skid,, wedge, sleeper and pad.

Exempted Scope:

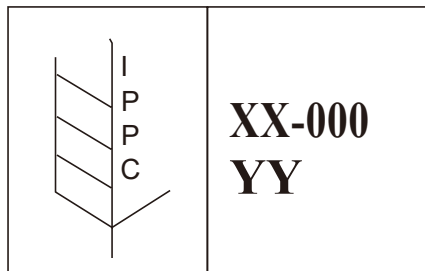
1. Being heated and pressed wooden packing materials, such as: plywood, particleboard, fiberboard, etc.
2. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

Treatment/Fumigation Standard:

Wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the export countries, cities, or districts, and marked with “IPPC” (sample shown as below) on two opposite sides .

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/ treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, or MB)

If the wooden packaging material without the official mark of “IPPC” or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.



Where:

IPPC -Abbreviation of “International Plant Protection Convention” , XX-International Standardization Organization (ISO) two letter country code;

000-Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;

YY-The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment -HT



APPENDIX 2

TRANSPORT ORDER TO OFFICIAL FORWARDERS

Exhibitor: _____

Stand No.: _____

We have participated the mentioned exhibition and we hereby authorize Guangzhou BEX Logistics Co.,Ltd..
(Area A/D) / Zhuoyi Logistics & Forwarding Co.Ltd (Area B/C) to handle our exhibits as per the attached
Declaration Form for Temporary Import Exhibits to the above exhibition. We hereby certify that our
Declaration Form for Temporary Import Exhibits attached is true and correct. We will be fully liable if
the customs finds any discrepancy or mistake, any additional costs incurred will be on our account.
Meantime, we accept the Standard Trading Conditions and understand that the exhibits will not be released
to us until full payment is settled. Also, we understand that the charges are compiled on volume or weight
basis and insurance coverage is not included. All work undertaken by BEX Logistics / Zhuoyi Logistics at
our risks.

☐ We will arrange the insurance coverage for the exhibits by ourselves.

For your information, please transport our exhibits to the exhibition site as follows:

☐ From Hongkong to GUANGZHOU by surface.

Total _____ CBM/KILOS Total _____ packages

☐ From GUANGZHOU Seaport.(FOR FCL ONLY)

Total _____ CBM/KILOS Total _____ packages

☐ From GUANGZHOU Airport.

Total _____ CBM/KILOS Total _____ packages

☐ From the entrance of the exhibition site.

Total _____ CBM/KILOS Total _____ packages

On-site Contact Person(s)

Our representative(s), details as below, shall arrive at the fair site before the Exhibition opens and
Contact **BEX Logistics / Zhuoyi Logistics** for unpacking, repacking, and customs clearance.

Mr./Ms./Mrs. _____ (Mobile No. _____)

Mr./Ms./Mrs. _____ (Mobile No. _____)

Date and Time of their arrival: _____ AM/PM

Signature & Company Chop: _____

Name and Title in Block Letter: _____

Date: _____



Acknowledgement of Customs Clearance Formaliti

Dear Exhibitor,

We are very glad to be appointed the official freight forwarder in the captioned show. This is our honor to provide our quality forwarding services to you. For your information, all overseas exhibits are only allowed to PR China under temporary customs bond, and all of them will be kept under surveillance by the Chinese Authorities. Therefore, strictly abiding by the below formalities will keep you free from facing serious consequences on violating related rules and regulations.

A) Return of Exhibits

Please provide disposal instructions for all of your exhibits, regardless of disposal nature, to before the closing of exhibition. For any emergency needs in return shipments, your instructions MUST reach our company BEFORE the opening of exhibition.

B) Sold

Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.

C) Consumed Exhibits

Promotional Materials: Publicities, Souvenirs, Samples, Visual Aids, or etc.

If an exhibitor has an intent of using visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids CD, VCD, DVD, film, photograph, map, etc. and two samples of publicities catalogue, leaflet, etc. and souvenirs, etc. To (address listed below) on or before the date stipulated in the Time Schedule. BEX Logistics / Zhuoyi Logistics will on forward them to the Chinese Authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies. The censorship usually takes 3-4 working days; and criteria for approval and assessment of tax and duties are the nature of commodity, value, and quantity. Late approval is the result of late submission. Please pay attention All exhibitors shall apply to the domestic forwarding agents as soon as possible.

D) Give-away to Domestic Company

Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in PR China with its exhibits free for the purpose of business development. The clearance procedures are same as Sold exhibits packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, receiver or official importer.

E) Abandoned Exhibits

Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via. Waste treatment charges , storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. You are suggested to submit your declaration to before the opening of the fair. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. After the submission of declaration, no change is accepted by the Authorities.

For further information and queries, please do not hesitate to contact us.

Wish you have every success in the exhibition!

Acknowledged by: _____

Company name: _____

Name of representative: _____

Signature of representative and company chop: _____

Date: _____



APPENDIX 4

Acknowledgement of Quarantine Inspection and Fumigation Formalities

Wooden Materials

Effective from 01 January 2006, it is mandatory to have all exhibits, containing wooden materials internal or external packing or for stuffing purpose; and as minor as wooden chip, beam, etc.-, fumigated before importing to China by the Chinese Authorities. All treated wooden materials must bear the officially recognized mark the attached igation certificate (wood/heat treatment certificate) as an important proof of this undertaking to the Chinese Authorities. **No countries and cities (including Hong Kong SAR, Macau SAR, and Taiwan) are immune from these rules and regulations.**

The acceptance of wood treatment upto the standard is subject to the Chinese Authorities' final decision. Should they feel necessary to enforce the treatment again on the Mainland, all costs of inspection, fumigation handling or's account Any re-treatment, no doubt will affect the timely delivery of exhibits to the exhibitor, for which BALtrans could not be held responsibility and liability. **The Authorities are undergoing rigorous inspection on all exhibits. Negative impact on the exhibitor is consequent on lax with fumigation.**

Used Stuffing and Packing Materials

Under no circumstances could all used stuffing and/or packing materials newspapers, wrapping paper, paper chips, bubble sheets, etc. - be left in China irrespective of disposal nature. Violators will be penalized by the Authorities.

If an exhibitor is having a package of exhibit sold or returned or abandoned, etc., any stuffing and packing materials used to fix and/or wrap the exhibits in the inbound movement are mandatory to be taken away from China by any means, i.e. by shipment or handcarry, at the exhibitor's expenses. For example, an exhibitor has a box of exhibit sold, the exhibits are of course left in China; but the used stuffing or wrapping materials must be taken away of China by any means. **Pay-to-dump in China is prohibited by the Authorities.**

Acceptance of the re-use of original materials may be granted, which is subject to the Authorities' approval. Exhibitor is, therefore, suggested to prepare additional NEW STUFFING AND PACKING MATERIALS in its inbound shipment for repacking its sold and giveaway exhibits, in case the re-use of those materials is not granted.

Meat, Dairy Products, Produce, Plants

None of above categories is permitted to the Mainland.

BEX Logistics(Area A/D)/ Zhuoyi Logistics (Area B/ C)

Acknowledged by: _____

Company name: _____

Name of representative: _____

Signature of representative and company chop: _____

Date: _____

[illegible]

Remarks 注:

1. The brand name(s), model nos., serial nos., must be declared if exhibits are machine, electrical appliances or computers. Al so, such information must be marked on outside packing. 若展品是机械、电器或计算机产品, 均须申报品牌名称、型号及序号。同时须在外箱包装上清楚注明。
2. The form must be completed accurately by typewriting and sent to us by email. 此表格须准确打印输入请勿手写, 并以电邮方式发至我司。
3. The "H. S. No." (Harmonized System) must be completed by an exhibitor or its agent (s). 展商或其代理必须填写"商品代号"栏。
4. Detailed description of exhibits, i.e., Model No. and Serial No. of machines, equipment, accessories, materials of exhibits must be specified. 展品(机器、设备、配件、原材料等)的详细规格资料, 即型号、序号必须详细填报。
5. Non-conformable declaration is at exhibitor's own risk, in terms of customs detention, late delivery, extra cost, etc. 如因填写资料不符而导致的风险, 如海关滞留、延迟交付、额外费用等, 均须由展商自行承担。
6. All Shipping Instructions are subjected to our Standard Trading Conditions, and available on request. 所有货运委托均按我司业务守则办理, 如有其他需要, 可另行提供。

Authorized Signature:
授权人签署:

Date:
日期:



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 5 Advertisement



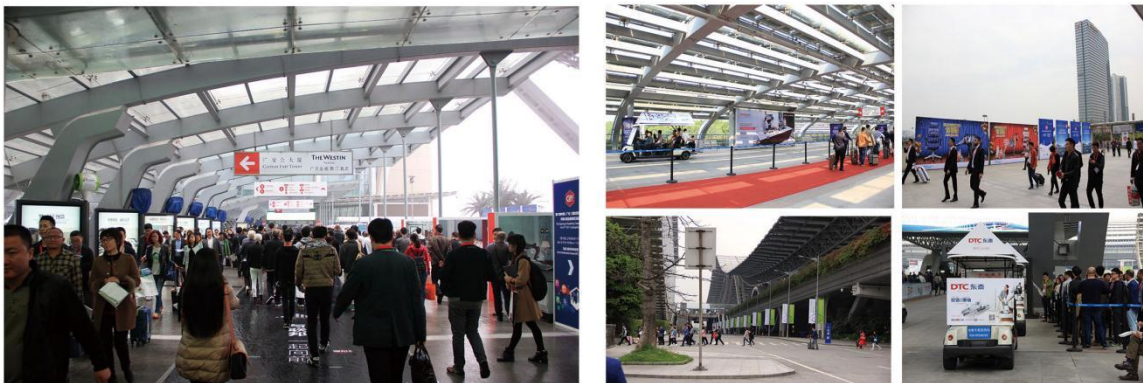
Ciff

**Efficient Brand
Promotion to more than**

380,763 Professional Buyers

**Easier Access to
Business Success
– Onsite Advertisement**

Ciff



More inquiry, please visit
www.ciff-gz.com
 or contact us directly.



Advertisements in Exhibition Catalogue and Buyer's Guide

Advertisers must use the related forms provided, All publishing information should be included in the forms. The forms should be company stamped and verified through fax. Advertisers should supply the positive films. The Publishers will not be responsible for any unpunctual delivery of such materials, or any damaged or imperfection of such materials. The rated items are as followed:

Location	Form	Rate
Back Cover	Single Page	USD3,000
Inside Front Page	Single Page	USD2,000
	Gatefold Page	USD4,700
Inside Back Cover	Single Page	USD1,700
	Gatefold Page	USD4,000
Book Marker	Max Size:143mm(W)*208mm(H)	USD1,700
Home Furniture Page	Single Page	USD1,000
	Gatefold Page	USD2,500
Outdoor & Leisure Page	Single Page	USD700
	Gatefold Page	USD1,700
Homedecor Page	Single Page	USD700
	Gatefold Page	USD1,700
Hometextile Page	Single Page	USD700
	Gatefold Page	USD1,700

Deadline: February 15, 2024

The payment shall be made to China Foreign Trade Guangzhou Exhibition Co., Ltd.

and Order No. shall be indicated. The account information is as follows: **Name:**

HuaKan Publishing (Guangzhou) Fair Service Co., Ltd.

RMB Deposit Bank: Bank of China Guangzhou Junjing Sub-Branch

A/C No.: 6600 6100 5698



Notice of The On-site Advertisements

Advertising Time:

Phase I: March 18-21, 2024

Phase II: March 28-31, 2024

Recommendations for Advertising:

See the On-site Advertising Space Floor Plan for the specific location.

* The advertising expenses include advertising picture production & film costs and advertising costs

* The advertising manuscripts shall be provided by exhibitors (in the form of tiff files or files edited by Photoshop or CorelDraw).

* The first draft and all required proofs must be submitted by January 10, 2024, and completed by February 1, 2024, send to China Foreign Trade Guangzhou Exhibition Co., Ltd. Huajia, A/F, Area C, China Import & Export Fair Complex, No.980 Xingang Road East, Haizhu District, Guangzhou, China

Deadline: **February 1, 2024**

The fees must be remitted to China Foreign Trade Guangzhou Exhibition Co., Ltd. and order number shall be indicated for payment. The bank account information is given below:

A/C Name: China Foreign Trade Guangzhou Exhibition Co., Ltd. Deposit

Bank: Bank of China, Guangzhou Canton Fair Sub-Branch

A/C No.: 631457755129

For details and advertising application, please contact:

China Foreign Trade Guangzhou Exhibition Co., Ltd.

Contacts: Mr.Li/ MS.Chen TEL : (86) 2089128040/89128361

FAX : (86) 2089128222-8118/ (86) 2089128222-8116

E-mail: limt@cftc.com / chenml@fairwindow.com.cn

Company Name				
Contact Person		E-mail		
Tel		Fax		
Interested	Advertisements	Advertising Duration	Location	Quantity
Confirm				(SIGN)



The Official Catalogue Service Provider :

HuaKan Publishing (Guangzhou)Fair Service Co.,Ltd

Contact:Mr.David Zhang, Ms.Jenny Ren

Tel: +86-20-8560 3260 /86-20-8560 3261

Fax: +86-20-8560 3262 /86-20-8560 3263

E-mail: info@huakan2010.com

Remarks:

- 1、 The above rates are for one advertisement in one catalogue.
- 2、 Rates don't include design & developing.
- 3、 4-C & color draft and ready-to-print positive films must be offered.
- 4、 Full page trimmed size should be: 160mm(W)*205mm (L)
- 5、 The exhibitor must submit ads manuscripts.(tiff /jpg /ai format, CMYK 4-color, precision must be 300 dpi at least).
- 6、 The above rates are for exhibition catalogue advertisements. Advertising films shall be provided by exhibitors. If the films are provided by RMB200/page shall be charged for them.
- 7、 Please send the films to before March 10, 2024.

Advertising and Contents for 'Buyers Guide'

'Buyers Guide' is a handbook for the attendees to quickly acquire first-hand information

of the exhibition which includes the Schedule, Activities, Attendees, Location, Maps, Transportations and as well as Guangzhou Guidance.

'Buyers Guide' will be dispensed to each buyer on site. Advertising on the guide will greatly improve the opportunities to attracting potential buyers for business purpose and of course will greatly promote your selling.

'Buyers Guide' Advertisement price list:

Location	Form	Rate
Back Cover	Single Page	USD3,800
Inside Front Page	Single Page	USD2,800
	Gatefold Page	USD6,700
Inside Back Cover	Single Page	USD1,700
	Gatefold Page	USD4,000
Inside Full Page	Single Page	USD1,400
	Gatefold Page	USD3,000
Book Marker	Max Size:143mm(W)×208mm(H)	USD3,500

Notice:

- 1) Trim size for the *Buyers Guide*: 143mm(W)X208mm (H), 3mm bleeding
- 2) Advertising Standard: The exhibitor shall provide the electronic versions (jpg or tiff or ai format, CMY K 4- color, precision 30 0 dpi or above) or the advertising films..
- 3) Please send the films to HuaKan Publishing (Guangzhou)Fair Service Co.,Ltd. **Before Feb 15, 2024.**

The Official Catalogue Service Provider :

HuaKan Publishing (Guangzhou)Fair Service Co., Ltd

Contact: Mr. David Zhang, Ms. Jenny Ren

Tel: +86-20-8560 3260 /86-20-8560 3261

Fax: +86-20-8560 3262 /86-20-8560 3263

E-mail: info@huakan2010.com



Logo Advertising in Catalogue, Buyer's Guide, Visitor's Guide and Booth Floor Plan

Along with continuous economic development, the demands of customers for brand consumption are increasing and buyers also hope to establish long-term partnerships with influential brands. Logo, as a symbol of an enterprise or brand, is an important link to promote brand image. During the exhibition, the Catalogue, Buyer's Guide and Visitor's Guide will be distributed on site and the booth floor plans are available in the halls so that buyers and audience can find the enterprises they are concerned with.

Exhibitors can promote their corporate image by advertising corporate or brand logos and allow buyers and audience to search their booths fast.

I. Logo Locations and Prices:

Advertising Items	Locations	Prices
Catalogue	Logos in Exhibitors Directory (Black & White)	US\$100
	Logos in Brands Directory (Color)	US\$200
	Logos in Booth Floor Plan (Color)	US\$140
Buyer's Guide	Logos in Booth Floor Plan (Color)	US\$140
Visitor's Guide	Logos in Booth Floor Plan (Color)	US\$140
On-site Booth Floor Plan	Logos in On-site Booth Floor Plan (Color)	US\$300
Package		US\$700

II. Logo Locations and Forms

A. Logos in Exhibitors Directory of Catalogue (Black & White)

Location: Exhibitors Directory in catalogue (Arranged in numerical order of booth number)

Expressive Form: Black & white logo and writing

Promotion Form: Black & white corporate or brand logo

Note: The Exhibitors Directory in the catalogue arranges the information about all exhibitors in numerical order of booth number. Logo advertising in the catalogue can promote brand and attract the attention of buyers to your company information.

展位号/Booth No.: 3.2C01

江门健威家具装饰有限公司

KINWAI INTERNATIONAL FURNITURE CO., LTD.

Add: No.399 Jinou Road, Jiangmen, Guangdong, P.R. China

Postal Code: 529040

Tel: +86-750-3870 565

Fax: +86-750-3866 870

Contact Person: Bagjo Ouyang

Title: Director

E-Mail: kinwaiservice@kinwai.com.cn

Website: www.kinwai.com.cn

Brand: Kinwai

Business Nature: Manufacturer

Products Categories: Others

Major Market: China Mainland, U.S.A., Middle East, Europe, Southeast Asia

Products: Modern Furniture

Kinwai
健威人性家具

地址: 中国广东省江门金瓯路399号健威工业城

邮编: 529040

电话: +86-750-3866 884

传真: +86-750-3866 800 *6068 /3866 884

联系人: 李新军

电邮: lixinjun@kinwai.com.cn

网址: www.kinwai.com.cn

品牌: 健威

业务性质: 制造商

产品类型: 其它

主要市场: 中国大陆, 中国港澳台, 日本/韩国, 美国/加

拿大, 中东, 欧洲, 东南亚

主要产品: 现代家具



B.Logos in Brands Directory of Catalogue (Color)

Location: Brands Directory in catalogue (Placed in front of the Table of Contents of the catalogue). Expressive Form: Color logo and writing

Promotion Form: Color corporate or brand logo, brand names in Chinese and English, business names in Chinese and English, Booth No. and in which page of the Exhibitors' Directory.

CIFF 品牌专区 (按品牌英文名称排序) Brand Area (Alphabetical List of Brand Name)	
品牌名称 Brand Name	展位号 / 公司名称 Booth No./Company Name
 FREEZONE 伊藤百三丰	展位号 (Booth No.): 18.2A06 佛山市南海家具实业有限公司 FOSHAN HI-EASE FURNITURE INDUSTRIAL CO., LTD.
 福立达 SANLIN MUYE	展位号 (Booth No.): 5.1D16 吉林省三林木业有限公司 JILIN PROVINCE SANLIN WOOD INDUSTRY CO., LTD.
 GIO-LUZINI	展位号 (Booth No.): 8.1YD1 东莞康亚五金家具有限公司 GIO-LUZINI CON. BHD
 HONLAND 鸿联	展位号 (Booth No.): 2.1A07 江苏南联集团有限公司 JIANGSU HONLAND GROUP CO., LTD.
 金喜轩 JIN XI XUAN	展位号 (Booth No.): 8.1YD8 佛山市顺德区金喜轩家具实业有限公司 JIN XI XUAN FURNITURE INDUSTRY CO., LTD.

CIFF 品牌专区 (按品牌英文名称排序) Brand Area (Alphabetical List of Brand Name)	
展位号 / 公司名称 Booth No./Company Name	品牌名称 Brand Name
展位号 (Booth No.): 4.2D05 佛山市凯的家具有限公司 FOSHAN KEAD CO., LTD.	 kead 可的
展位号 (Booth No.): 12.1B01 江门健威国际家具有限公司 KINWAI INTERNATIONAL FURNITURE CO., LTD.	 Kinwai 健威沙发
展位号 (Booth No.): 8.2C01 江门健威家具服饰有限公司 KINWAI INTERNATIONAL FURNITURE CO., LTD.	 Kinwai 健威人性家具
展位号 (Booth No.): 9.2B03 浙江艾美家居有限公司 ZHEJIANG LE MERIDIEN HOME CO., LTD.	 艾美家居 LE MERIDIEN
展位号 (Booth No.): 18.2C08 宁波梦神床垫机械有限公司 NINGBO MENGSHEN MATTRESS MACHINERY CO., LTD.	 MENGSHEN 梦神床垫

Note: As customers increase brand commodity consumption, buyers prefer to cooperate with influential brands. The Brand Directory is offered between the color-paged advertisement and the Table of Contents in the catalogue to highlight space and facilitate buyer's search. Each page of this area provides the information about five brands so that buyers can search the relevant company information while the brands are promoted.

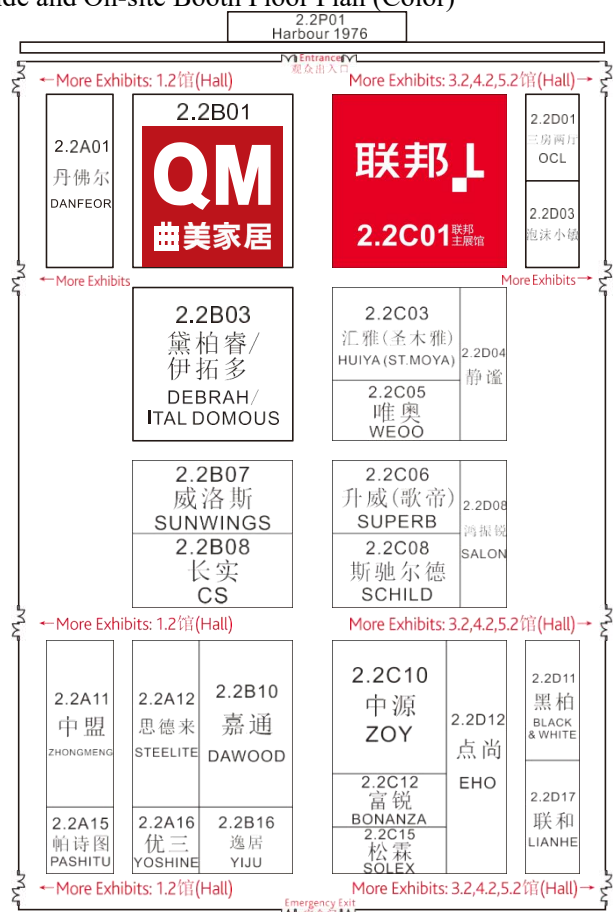
C. Logo Advertising in Catalogue, Buyer's Guide, Visitor's Guide and On-site Booth Floor Plan (Color)

Logo Advertising in Catalogue, Buyer's Guide, Visitor's Guide and On-site Booth Floor Plan (Color)

Location: Catalogue, Buyer's Guide, Visitor's Guide and On-site Booth Floor Plan

Expressive Form: Color logo and writing Promotion Form: Color logo in booth. Logo size depends on booth size.

Note: It is vital to search exhibitor's booth, booth layout and floor plan on site. Logo advertising can promote brand, amplify and attract buyers' attention and allow more buyers to visit your booths.





中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR
(GUANG ZHOU)

Chapter 6 Exhibition Forms



Exhibition Form Checklist

No.	Exhibition Form	Deadline
A1	Application for Temporary Service Personnel	
A2	On-site Activity Collection Form	March 6, 2024
A3	Hotel Reservation Form	

All the application forms should be completed and returned in good time to ensure prompt attention and save the exhibitor's additional expenses. Any consequence resulting from late delivery should be at exhibitor's responsibility.



A1

Application Form For Temporary Personnel

Booth No : _____

The Organizer will be able to arrange temporary personnel for exhibitors. Services available are as follow:

Classification of Personnel	Rate/Day
Interpreter (Chinese / English)	USD65
Interpreter (Chinese / Other languages)	USD180

Please complete the following for services required

Classification of Personnel	Sex	Language Required	Date (From _ _ to _ _)	Cost
Total Cost:				

Notice :

- ☐ Minimum hiring time is one day (8 hours). All overtime will be charged at RMB55 per hour.
- ☐ Order must be placed before the deadline. Late or on-site orders are subject to availability.

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date : _____

Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____



Please return by March 6, 2024

On-site Activity Collection Form

A2

Booth No : _____

Thank you for choosing The 53rd CIFF!

CIFF, known as “Asia's furniture sourcing center”, is a great event in the furniture industry, committed to providing a good platform for trading, exhibition and exchange to domestic and overseas furniture manufacturers, dealers, industry associations, chambers of commerce and designers over a decade.

To meet the demands of industry insiders for display and exchange, the Organizer is collecting the on-site event plans from professional authorities, industry experts and entities, associations and exhibitors. If your plans are selected for the recommended events in the 37th CIFF, the value-added services will be offered:

Venue Support: To help reserve multimedia conference room in China Import & Export Complex that can accommodate 20-300 persons

Magazine and Newspaper Promotion: To have the opportunities to be reported in public media including Guangzhou Daily, Southern Metropolis Daily and Yangcheng Evening News as well as specialized furniture media including Furniture, Furniture & Interior Decoration, Furniture Today and The Home Living.

E-leaflets: CIFF will use the buyer and exhibitor database and issue the E-leaflets to publish the recommended events.

To provide assistance in inviting audience such as CIFF invitations.

Basic Eligibility for Recommended Events:

To discuss the issues concerning the development of furniture industry, share and exchange experience in policy, technology and trends.

Periodical member events and conferences of the industry associations and chambers of commerce.

To present the achievements in research of industry experts and authorities.

Enterprises or individuals interested in participation, please complete the application form and email to: zhangxx@fairwindow.com.cn or fax to (86) 020-89128371 (Contact: Zhang XueXing). The recommended events are limited to ten only. The events that fail to be selected may appear in the global press releases of CIFF according to the themes. Do not miss it!

We are providing the plan and applying for joining the recommended events of CIFF. The event is planned as follows:

Business Name		Booth No.	
Date and Time			
Venue and Equipment Requirements			
Event Scale	Estimated Number of Audience	Name of Moderator/ Keynote Speaker	
Moderator/Keynote Speaker Profile (Background)			
Forms	Industry Seminar Product LaunchConference , Buyer Presentation Other:		
Event Schedule			

Completed by: _____ Date: _____

**Accommodation
Reservation Form****A3**

Booth No : _____

Your room reservation is binding for the days booked. If a booked room is not used, the hotel has the right to claim payment from the client. China Foreign Trade Guangzhou Exhibition Corporation accepts no liability.(Detailed information refers to ciff.fairwindow.com)

Please complete the following form:

Name of Hotel	Type of the Room	Date of Arrival	Date of Departure	Guest's Name	Remarks

Payment/Reservation Guarantee

Type of Card	<input type="checkbox"/> AMEX <input type="checkbox"/> JCB <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> Other	The credit/charge will be used for my room reservation guarantee.
Cardholder's Name		Cardholder's Signature: (signature to correspond with Card Account Specimen Signature) Date:
Card Number		
Expiry Date		
ID Card Number		

Company Name: _____ Zip Code: _____

Address: _____

Contact Person: _____ Date : _____

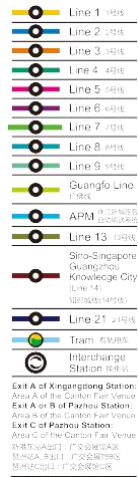
Tel: _____ Fax: _____ E-mail: _____

Company Chop: _____

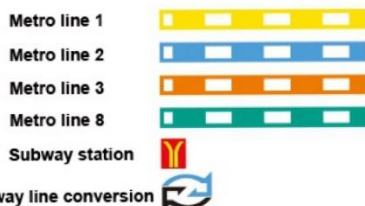


China International Furniture Fair(Guangzhou)-Phase 2 (March 28-31, 2024)

广州地铁线路指南



Route icon



配套服务位置平面图

Layout of Fairground Service Points



	展商报到 Exhibitor Registration		观众办证处 Visitor Registration		机场巴士下客点 Airport Shuttle Bus		柜台编号 Counter number
	主场承建 大会主场承建 Official Contractor		VIP休息室 VIP Lounge		地铁站 Metro Station		咨询处 Information
	主场承运 大会主场承运 Official Forwarder		新闻中心 Press Center		银行 Bank		
	客服中心 现场客户服务中心 Customer care Center		医疗室 Clinic		邮局 Post		

Office and Commercial Space CIFM/interzum guangzhou



Office and Commercial Space

- Office Space 1.1-5.1/2.2-4.2
- Medical & Healthcare Furniture 5.1
- Trendy Design 5.2
- Intelligent Steel Furniture 1.2
- Office Furniture Component 6.1-8.1
- Smart Office 7.1-8.1

- Public Commercial Space/
Hotel Project & Interiors Furnishings 9.2-10.2
- Public Commercial Space/School Space 10.2-11.2
- Trendy Seating 17.1-20.1/17.2-19.2
- International Brands 20.2

CIFM/interzum guangzhou

- Woodworking Machinery 9.1-11.1
- Machinery 12.1
- Mattress & Sewing Machinery 13.1
- Hardware 12.2-13.2/9.3-11.3

- International Hall 14.1-15.1
- Furniture Materials 14.2-16.2/14.3-16.3/
14.4-16.4