



Exhibitor's Manual for 2015 China Yiwu Imported Commodities Fair

2015.6.4-7

Yiwu International Expo Center



Foreword

2015 China Yiwu Imported Commodities Fair will be held on June 4-7th in Yiwu International Expo Center in Zhejiang. And in order to simplify preparation for participating in the fair, the executive committee office specially compiled the Exhibitor's Manual for 2015 China Yiwu Imported Commodities Fair.

We hope the contents in the manual should help you go through all the procedures smoothly. We are making every effort to perfect the information within, hence we will appreciate it when you contact us if you find any mistakes.

Please read the manual carefully and fill in related forms correctly, then the forms should be faxed to the executive committee office before the deadline which would help you conduct subsequent works. The forms can be achieved directly from the executive committee office.

The manual hasn't included all the services provided by the hosts and hall contractor, we will pay timely attention to your reasonable requests so as to assist you in time. Feel free to contact the executive committee office if there is any problem. We are always at your service.

Every exhibitor having filled the form is regarded as agreeing with the manual and as being going to obey related rules stipulated.

The executive committee office reserves the final interpretation of this manual.

The electronic version of the manual has been uploaded to the homepage of China Yiwu Imported Commodities Fair, which can be downloaded when needed. The homepage of the fair is: <http://www.importfair.cn/en/Exhibitors/Downloadcenter/>.



Service Department for Exhibition

1、 Yiwu International Commodities Fair Co., Ltd

ADD: 2nd Floor, Complex Building, International Expo Center, No 59 Zongze Road, Yiwu

TEL: +86-579-85415012/888

FAX: +86-579-85415077/518

2、 Zhejiang China Commodities City Group Co., Ltd Trade Mart No.5 Branch

ADD: North Gate, 3F, District 5, International Trade Mart, Yiwu

TEL: +86-579-81065095

FAX: +86-579-81060000

3、 International Expo Center

Contact person: Mr. Fu

ADD: No 59 Zongze Road, Yiwu

ZIP CODE: 322000

TEL: +86-579-85415979

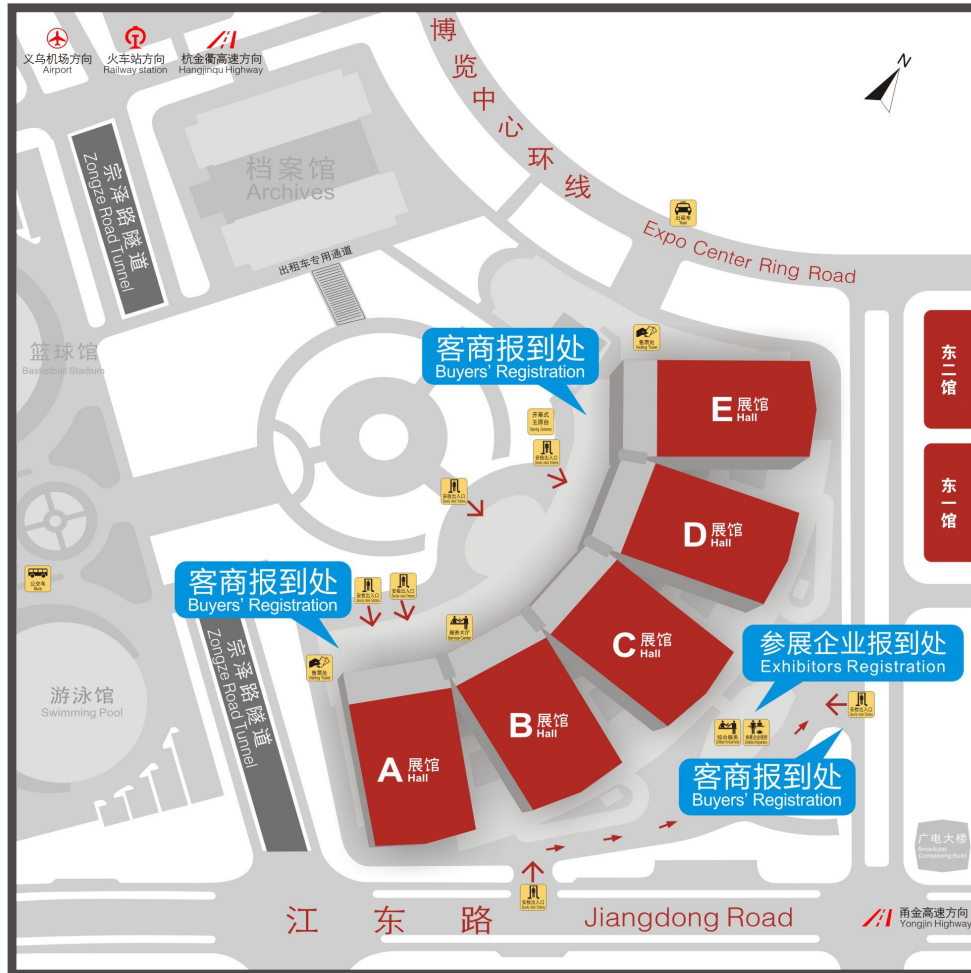
FAX: +86-579-85415555

4、 Exhibition Venue

Yiwu International Expo Center, Zhejiang, China



中国义乌进口商品博览会展馆交通示意图 China Yiwu Imported Commodities Fair's Traffic Diagram





Time Rule of Exhibition Period:

Registration Time and Preparation Time:	
Registration Time	From Jun. 1 to Jun. 3, Daily 8:00 a.m.-5:00 p.m.
Preparation Time	Jun. 1 Time 8:00 a.m.-5:00 p.m. Jun. 2 Time 8:00 a.m.-10:00 p.m. Jun. 3 Time 8:00 a.m.-5:00 p.m.
Exhibition arrangement must be completed at 5:00 p.m. on June 3. The exhibition hall must be closed for the safety inspection at night.	

Opening Time:	
From Jun. 4 to Jun. 6, Daily 9:00 a.m.-5:00 p.m.	
Jun. 7, 8:00 a.m.-2:00 p.m.	
Trading day: from Jun. 4 to Jun. 5	Public open day: from Jun. 6 to Jun. 7
Exhibitors should arrive at Yiwu International Expo Center half an hour before opening time.	

1. Before all flammable materials are transferred into the exhibition hall, they must be applied the fire-retardant coating, otherwise, they shall not be carried into the exhibition hall.
2. Welcome to carry out the reservation for the exhibition equipment in advance, please log on www.cccec-expo.com for the online booking, the reservation for exhibition equipment shall be subject to the reservation form submitted prior to May 22nd, 2015.
3. When enterprises at the raw space paid all exhibition costs, the enterprise must pay RMB 5,000 Yuan of security (clearance) deposit. When refunding the deposit, the original invoice must be taken.
4. Considerations for construction of exhibition arrangement:
 - (1) During the exhibition, no smoking, if there are some violations, the first time will be warned, the second time will be punished for RMB 100 Yuan, and the third time will be doubly punished and cleaned out of the exhibition hall. At the same time, the enterprise will be added to the blacklist.
 - (2) Please do not use naked flames during the exhibition. If you really need to use the open flames and carry out the welding, please you carry out the application in advance.



(3) Do not make the painting for the facing during Construction Site, if there are some violations, the RMB 1000 Yuan of the deposit will be punished. In the case of the serious situations, this may be cleaned out of the exhibition hall.

(4) During the construction, ensure that no damages of facilities and equipments in the exhibition hall, as well as no damage of the building. If there are some damages, please make the compensations in accordance with the original price.

(5) Do not privately move the power supply facilities without the consent, and do not privately connect the electrical equipments.

(6) In carrying out the process of decoration, all electrical wires and cables shall be installed by using the bushing which is passed the test from the Police and Fire Department, do not use three non-product. If finding to use them, such products shall be expropriated, and the RMB 200 Yuan of the deposit shall be punished.

(7) Do not privately move the facilities and equipments for fire fighting, do not occupy fire hydrant.

(8) Clear up all items in accordance with the closing time stipulated by the Organizing Committee.

(9) All exhibition equipments of special installation shall be built when transferring into the exhibition hall, do not use the tools such as electric motor saw and electric planer in the exhibition hall. If you really need to use such tools, they shall be used at the location designated by exhibition hall party.

(10) All enterprise which has carried out the special decoration shall need to equip with portable fire extinguishers by oneself. For fire extinguisher that cannot be carried, you may hire them from the Exhibition Equipment Renting Service. The deposit of hiring each fire extinguisher is RMB 100 Yuan, the rent of the fire extinguisher that is not used will be free, and the rent of the fire extinguisher that has been used shall be charged in accordance with the RMB 50 Yuan per each.

5. Please each exhibitor strictly comply with the time provisions, all exhibitors shall not remove from the exhibition in advance and delay. If there are some violations, this shall be disposed in accordance with the related provisions of the Handbook.



Please contact me, if you have any question.

Company / Department	Contact
Yiwu International Commodities Fair Co., Ltd (Hall C\D\E)	TEL: 0579-85415012 E-mail: import@yiwufair.com
Zhejiang China Commodities City Group Co., Ltd Trade Mart No.5 Branch (Hall A\B)	TEL: 0579-81065095 E-mail: icmall@126.com
Buyer's Service	TEL: 0579-85415888 85415195/196 E-mail: service@yiwufair.com QQ: 435708
Exhibition Depositary	TEL: 0579-85415568 13867904780

Annex and Expiry Date

Annex I: Application Form for Exhibition Equipment Renting & Power Supply (Expiry Date: May 22, 2015)

Annex II: Reservation Form of Translator and Booth Staff (Expiry Date: June 3, 2015)



Flow sheet for the register, arranging exhibition and withdrawing exhibition

Sign the Exhibition Booth Management and Use Method, for *2015 China Yiwu Imported Commodities Fair*

After submitting the Letter of Confirmation of Exhibition Booth, receive the certificate of participating in the exhibition and certificate of arranging the exhibition.

Please take the special design and construction programs drawings audit opinion table, fill in the application form for the temporary construction permit, and then pay related fees to receive the related certificates.

Sign the Letter of Commitment in the exhibition period

Transact the temporary vehicle permits

At the place of site tenancy service: transact the leasing procedures such as power supply of exhibition equipments.

At the place of pick up of the exhibits: submit the evidence materials and pay the related fees, and then take the exhibits.

Submit the Application Form of Work Overtime for the Site, and transact the Work Overtime Procedures

Comply with the exhibition orders, and pay attention to enterprise image.

Pay attention to the safety, and take good care of the valuables

Cooperate with the staff member and carry out all service works.

Transact the tenancy procedures of exhibition equipment at the refund office.

Transact the certificate of exiting the exhibition hall at the service desk of each exhibition hall.

Withdraw the exhibits by the certificate of exiting the exhibition hall

Application of certificate of participating in exhibition

All exhibitors for participating in the China Yiwu Imported Commodities Fair shall take the Certificate of Participating in Exhibition, and they may only free access to the exhibition hall during the China Yiwu Imported Commodities Fair and may carry out their works at the place in the booth. For the certificate of participating in exhibition and all information related to arrangement of various activities, please receive them at the exhibitor's registration desk of Yiwu International Expo Center on June 1-3.



Applicant: including the booth staff of enterprises of participating in the exhibition

Term of validity of certificate

Allocation of quota of people:

One or two certificates of participating in the exhibition may be applied for one standard booth.

If exceeding the above quota of people, receive the RMB 100 Yuan for each certificate.

Method of transaction: each enterprise of participating in the exhibition shall provide each staff's name and the company name, and then the document shall be sent into the mailbox of person in charge in the related pavilion.

Description of the provisions of certificate management

1. The time and use date of entering into the exhibition hall of different documents such as certificate of participating in the exhibition, certificate of arranging the exhibition and construction certificate is inconsistent, please note that the use date marked on the documents, time of entering into the exhibition hall, and scene notice of the organizing committee.
2. When entering into the exhibition hall, the related certificates shall be well worn, and then actively swipe card and cooperate with the security personnel on duty, and together maintain good orders in the exhibition.
3. The various types of certificates are only limited to use personally, and these certificates shall not be lent, changed and altered. In the case of the violation, the related certificates will be expropriated.
4. The related responsibilities shall be investigated for the parties who may violate the management and provisions for the certificates, and who may result in the serious consequences.
5. The exhibition is only limited to the visiting of professionals, trade personnel and commercial audiences. The sponsor is entitled to prohibit the admission of any unrelated persons.

Catalogue Logging

The exhibitors' Chinese and English name, telephone, fax, E-mail, Website, and business profile will be published on the 2015 China Yiwu Imported Commodities Fair Catalogue prepared by the exhibitors. At the same time, they will be shown centrally by Four Advantages Media such as China Yiwu Imported Commodities Fair Official Website, Inquiry



System of Exhibitors' Products, Yiwu Imported Commodities Fair Catalogue and Yiwu Imported Commodities Fair Wechat Platform to purchasers. The detailed and accurate information may make data retrieval more accurate, and make more purchasers choose you.

Translators and service personnel

There will be many foreign traders and purchasers to visit on the exposition. In order to facilitate the communications between domestic exhibitors and foreign businessmen, the exposition organizing committee may provide the translators and booth service personnel for the exhibitors. If you have some demands, please fill in the Registration Form for Translators and Service Personnel (Annex II).

Exhibition project services

1. Service responsibilities

(1) According to the Management Provisions of Construction of Arranging the Exhibition, and Management Regulations of Safety, comprehensively supervise and manage the construction of arranging the exhibition for the construction organization.

(2) Assist to carry out the approvals for the booth construction plans of applying the special installation and refitting, and transact the related procedures.

(3) Provide the services of arranging exhibition such as hiring the exhibition equipment to enterprise of participating in exhibition.

2. Service Items: open the service of long distance call, WAP, and apply the tenancy and consultation of exhibition equipment, freight transport, ticket business, fresh flower lease, ART services, canteen, snack bar, etc.

3. Service location: Exhibition Equipment Renting Service

Site Transit

1. All the exhibits shall be transited by the enterprises of participating in exhibition

2. The Ministry of Justice for exhibition shall be entitled to supervise and punish the violation transits at the site.

Management of vehicle

For the vehicles which are transported separately by the enterprises of participating in the exhibition, the temporary vehicles pass shall be transacted at the registration desk or



exhibition equipment renting services (the related costs of the certificate shall be each RMB 50 Yuan). The vehicles may enter into the exhibition hall by means of the related certificates, while the unloading time shall not be more than one hour, and the drivers shall not leave the unloading place.

Installation and application of telephone for the booth at site

The enterprises of participating in the exhibition may apply for the installation of domestic long distance calls to rental service office at the site, and the related costs shall be calculated on the basis of standard of RMB 100 Yuan per door.

Application of internet service for the on-site

China Yiwu Imported Commodities Fair may provide the broadband access services for exhibitors, and the exhibitors may apply for such installation.

Application procedures: the exhibitor may carry out the application and pay the fees at the on-site renting service office, and the exhibition will provide the booth for applicants.

Fabrication and modification for fascia board text

The primary data of fascia board text for the booth of each enterprise of participating in exhibition shall derive from the data declared by the enterprises of participation in exhibition. The fascia board of standard booth shall be made uniformly by the exhibition, and it shall not be made bold to carry out the covering and modification without the approvals. If the fascia board needs to be modified or re-produced, please report it to exhibitor's registration desk, after verified and approved, it will be uniformly arranged and modified by the exhibition.

Note: if the primary data on the fascia board is correct and the error is occurred in the process of fabrication, the fees shall not be charged for modification. If not due to production errors, modification or re-production, the production fees of RMB 60 Yuan per piece shall be charged.

Use and management of booth

China Yiwu Imported Commodities Fair booth is only limited to the uses of enterprises of participating in the exhibition which have passed the qualification review, checking and putting on records. The name of actual user of booth shall be consistent with the name of enterprise of participating in exhibition marked on the fascia board of booth, and the



enterprise of participating in exhibition shall comply with the provisions of the Organizing Committee. In addition, the following actions will be banned.

1. Prohibit transferring or subletting illegally the booth. If the actual user of booth is not consistent with the enterprise of participating in exhibition marked on the fascia board, and then the booth will be deemed to be transferred or sublet illegally. In which, this will include:

- (1) In the name of the joint operation, transfer booth to Joint Ownership Units for the uses;
- (2) In the name of supply or collaboration (inclusive of cooperation), transfer the booth to supply, collaboration and cooperation units for the uses;
- (3) In the name of non-enterprise of participating in exhibition (it refers to the related companies which have not passed the qualification review, checking and putting on records), sign the Contract;
- (4) In the name of borrowing, transfer (lend) the booth to other companies for uses;
- (5) Without the approvals, privately exchange and trade the booth;
- (6) The booth fees or costs of participating in exhibition which is charged in high prices by supply, joint-owned units and cooperation units;
- (7) Other behaviors of illegally transferring or subletting (selling) the booth.

2. Strictly prohibit occupying the roadside for doing business, and selling commodities;

3. Strictly prohibit using the lamps and acoustic devices as well as electric heaters with high power (below 60 decibels), that may impact the neighboring exhibitors for normal participation;

4. Strictly destroy the Exhibition Equipments and related facilities in the exhibition hall, and the exhibition area must be cleaned when leaving the exhibition hall. In addition, the certificates must be correctly used in accordance with the related provisions;

5. Strictly prohibit exhibiting and selling the products that do not belong to the exhibition exhibits;

6. Strictly prohibit violating the management regulations of Exhibitor Manual and Intellectual Property Protection;

7. Strictly prohibit violating other laws and regulations prescribed by the State.

(II) For the companies of violating the rules, the Organizing Committee will handle as follows:

- (1) Warn and expropriate the certificates of entering into exhibition hall;
- (2) Close in the booth, and take back the rights to use the booth;
- (3) Temporarily leave over items on display for the inspection, the Organizing Committee will



examine and transact after carrying on the exhibition;

(4) Cancel the next qualification of participating in the exhibition.

(5) Report and hand over the Economic Inspection Department or Association of Consumers for the disposal according to laws.

(III) During the exhibition, the Exhibition Affair Department of Organizing Committee office will be entitled to inspect the service condition of booth and order of the exhibition, and to register and transact the bad behaviors of corporation.

The exhibitor must withdraw the booth within the last day of the exhibition, and not withdraw in advance the booth for any reason.

When the exhibits are shipped out the entrance door of exhibition hall, please you transact the Certificates of Accessing the Exhibition Hall at the service desk of each exhibition hall, and the gatekeeper will check and let you pass on the basis of the Certificates of Accessing the Exhibition Hall.

If the exhibitors can not complete the withdrawal of the exhibition and not put forward any application to sponsors and exhibition organizers, and the goods left at the booth shall be deemed to the abandoned goods, the exhibition organizers shall charge related cleaning fees from the exhibitors.

After all enterprises which have carried out the special decoration complete to withdraw the booth within the prescribed time, please you go to Exhibition Equipment Renting Service for the withdrawal of the deposit. If the booth of special installation is not withdrawn within the prescribed time, the deposit will not be refunded.

Take good care of all facilities at the exhibition hall, not take them away, and also not damage these facilities. The violator will be given the severe punishments according to the severity of the situation, except for the compensation in accordance with the original price.

Charge standards of related services

1. Charge Standards of Exhibition Equipment Leasing:

1. In order to facilitate arranging exhibition of corporation, the sponsor will provide the exhibition equipment leasing services, and the charge standards of leasing fees will be shown on Annex I. For the enterprises of participating in exhibition that needs to rent the exhibition equipments, please make a reservation in advance. If you need to make online reservation, please enter www.cceec-expo.com for online reservation. In addition, for the reservation of



exhibition equipment, the order form submitted prior to May 22, 2015 shall be deemed to be valid. If exceeding the time limit, please you go to service hall for transacting the leasing procedures.

2. Charge standards for construction of the special booth:

(1) Construction management fees: before entering into the exhibition hall for the construction, the Form of Fees Transaction of Raw Space (Special Decoration Enterprises) entrance for the Construction shall be filled in by non-official contractor for the raw space booth, and then transact the Construction Permit and pay the Construction Management Fees. The charge standard is 20yuan/sq.m (net area of booth).

(2) Electricity fee: for the electricity use at the special booth, the supply power shall be applied in accordance with the actually electric power consumption;

(3) Deposit for the special equipments: the safety deposit for the booth with special equipments shall be paid in accordance with the standards of RMB 5,000 Yuan per exhibitor. After the exhibitors complete the withdrawal of the booth according to the related regulations, the exhibitors shall go to the nearby Exhibition Equipment Renting Service or Exhibition Service Department on the 4th Floor of Complex Building of International Expo Center for transacting the related procedures of refunding the deposit.

3. Charge standards for the fabrication and modification of fascia board:

If the fascia board of corporation requires to be modified, and the exhibitors should make the application at the exhibitor's registration desk. In addition, the exhibitors shall pay RMB 60 Yuan of the fabrication fees.



Annex I: Application Form for Exhibition Equipment Renting & Power Supply

**Deadline
2015. 5. 22**

Dept.: Exhibition Service Dept. Reservation Tel: 0579-85415961

	Name	Spec.	Unit	Reservation Rental Price	Rental Price on the Spot	Deposit	Qty.	Remarks	
Exhibition Equipment	Adjustable Shelf	990L×300W×10Hmm	pic	40.00	50.00	50.00		Bearing < 5 kg	
	Negotiation Table	650L×650W×680Hmm	pic	100.00	120.00				
	Information Desk	974L×474W×760Hmm	pic	100.00	120.00				
	Folding Chair		pic	30.00	40.00	50.00			
	Low Glass Cabinet	1000L×500W×800Hmm	pic	160.00	200.00				
	High Glass Cabinet	1030L×535W×2500Hmm	pic	400.00	400.00				
	Glass Tea Table	Diameter 600mm		pic	80.00	100.00	100.00		
		Diameter 700mm		pic	90.00	110.00	100.00		
		Diameter 800mm		pic	100.00	120.00	100.00		
	Steel-wood Tea Table	Diameter 800mm	pic	120.00	150.00	100.00			
	Key Orifice	950mm×1400mm	pic	100.00	120.00	200.00			
	Mesh Panel	1000mm×1500mm	pic	20.00	25.00	20.00		With two hooks	
	Goods Shelf	1000L×350W×2050Hmm		pic	150.00	180.00			
		1500L×350W×2050Hmm		pic	200.00	240.00			
		1200×500W×2000Hmm		pic	280.00	300.00			
High Exhibition Booth	1000L×535W×800Hmm	pic	100.00	120.00					
Low Exhibition Booth	1000L×535W×500Hmm	pic	100.00	120.00					
Laptop Lock		pic	10.00	10.00	50.00				
Fire Extinguisher		pic	10.00	10.00	100.00		Rental price after starting the uses 50.00		
Power Supply Electrical Appliances	Television	37 inch	pic	1500.00	1800.00	10000.00			
	Long-beam Spotlight	40W	pic	60.00	60.00	50.00			
	Fluorescent Lamp	40W	pic	60.00	60.00	50.00			
	Single-Phase Source	5A/220V	pic/phase	200.00				Standard Booths Rent	
	Three-Phase Source	15A/380V	pic/phase	1000.00				June 1-7 (8:30-17:00)	
	Three-Phase Source	30A/380V	pic/phase	1500.00					
	Three-Phase Source	60A/380V	pic/phase	2000.00					
	Three-Phase Source	120A/380V	pic/phase	3500.00					
	Three-Phase Source	200A/380V	pic/phase	5500.00					
	Compressor	pipe diameter 8mm		pic/phase	1200.00				
pipe diameter 10mm			pic/phase	1800.00					
pipe diameter 20mm			pic/phase	3600.00					
Communication	Domestic Toll Call		day/pic	100.00		100.00			
	Network Port		pic/phase	500.00					
	WIFI		pic/phase	500.00		200.00			



- Note: 1. The reservation form shall be submitted prior to the deadline for the reservation of exhibition equipments;
2. The applicant shall transact the payment and related procedures of exhibition equipment reservation at the service hall during the Expo;
3. The applicant's name, number of booth, and contact telephone shall be indicated on the reservation form;
4. The deposit will be refunded on the day of withdrawal of booth. If it is overdue, the deposit will not be refunded.

● 现场展具租赁价目表



折叠椅 40元



咨询桌 (974L×474W×760Hmm) 120元



玻璃茶几 (直径 800mm) 120元



洽谈桌 (650L×650W×680Hmm) 120元



低玻璃柜 (1030L×535W×800Hmm) 200元



活络搁板 (990L×300W×10Hmm) 50元



高玻璃柜 (1030L×535W×2500Hmm) 400元



货架 (1030L×350W×2050Hmm) 180元
(1500L×350W×2050Hmm) 240元



高展台 (1030L×535W×800Hmm) 120元



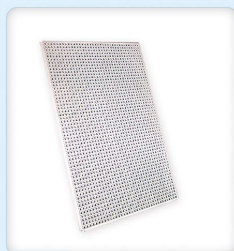
低展台 (1030L×535W×500Hmm) 120元



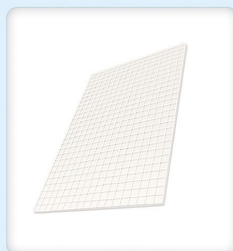
长臂射灯 60元



日光灯 60元



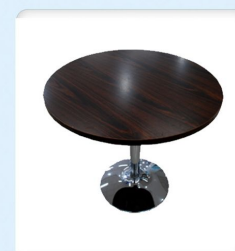
匙孔板 (1400mm×950mm) 120元



网片 (1500mm×1000mm) 25元



货架 (1200L×500W×2000Hmm) 300元



钢木茶几 (直径800mm) 150元



Annex II: Reservation Form of Translator and Booth Staff

Please tick in the appropriate place

Deadline
2015. 6. 3

Translator

Male _____人

Female _____人

RMB300/perday/
person (English)

3/Jun	4/Jun	5/Jun	6/Jun	7/Jun	Number of required personnel	Date	Required amount	Languages

Booth staff

Male _____人

Female _____人

RMB150/perday/person

4/Jun	5/Jun	6/Jun	7/Jun	Number of required personnel	Date	Required amount

1. The translators usually engage in the interpretation work of the daily language in English. If there are some other requirements, please specify the type of language: _____
2. Payment method: Payment at the on-site
3. The above works will be limited into the normal working hours of the Expo. If the time runs out, 50% of the accessory charges will be charged.