

China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

English | [简体版](#) | [繁體版](#)

November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

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Official Service Providers



Contractor (for any inquiry regarding booth setup and contractor related issues)

Milton Exhibits (Hong Kong) Limited

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506

Fax: (852) 3605 9410 / 3605 9496

E-mail: mhb@milton-hk.com

Contact: Gordon Chan / Denise Lam

Travel Agent

The Fair Management has appointed **Swire Travel Ltd** as the official travel agency for Hong Kong exhibitors and will provide you the travel package service to assist you with round-trip air tickets, hotel accommodations and transportation in Johannesburg.

Swire Travel Ltd

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Tel: (852) 3151 8798 / 3151 8799

Fax: (852) 2590 0011

E-mail: ritawong@swiretravel.com / ericliu@swiretravel.com

Contact: Rita Wong / Eric Liu

Freight Forwarder

APT Showfreight Ltd

The below contact information is subject to change. Please visit www.apshowfreight.com for the most updated contact information.

Hong Kong

APT Showfreight Ltd

Unit B, 8/F, Chinaweal Centre,

414-424 Jaffe Road, Wanchai, Hong Kong

Tel: (852) 2877 0150

Fax: (852) 2877 0505

E-mail: jenny.yau@aptshowfreight.com

Contact: Jenny Yau

Taiwan

Triumph Trans-Link Logistics Co. Ltd

Room 5-2, 5/F, No. 99 Chung Shan

(North) Road, Section 2, Taipei, Taiwan

Tel: (886-2) 2581 1133 ext. 102

Fax: (886-2) 2523 9449 / 2581 9635

E-mail: robert@trans-link.com.tw

Contact: Robert Kuo

Beijing

APT Showfreight Shanghai Co. Ltd –
Beijing Branch

Room 622, No. 19A West Road of Che
Gong Zhuang, Haidian, Beijing 100044,
China

Tel: (86-10) 6870 0901

Fax: (86-10) 6870 0902

E-mail: rain.tian@aptshowfreight.com

Contact: Rain Tian

Shanghai

APT Showfreight Shanghai Co. Ltd

Room 901-902, Modern Plaza Tower 1,

369 Xian Xia Road, Changning District,

Shanghai 200336, China

Tel: (86-21) 6124 0090 ext. 323

Fax: (86-21) 6124 0091

E-mail: jennings.xu@aptshowfreight.com

Contact: Jennings Xu

Shenzhen

APT Showfreight Shanghai Co. Ltd –

Shenzhen Branch

Room 917-920, Building A, South Int'l

Plaza, No. 5088, Yi Tian Road, Futian

District, Shenzhen 518048, China

Tel: (86-755) 8282 4434

Fax: (86-755) 8282 4514

E-mail: jacky.xue@aptshowfreight.com

Contact: Jacky Xue

Remarks: For more information about other Official Service Providers, please access and download the Online Exhibitors' Manual (<http://chinasourcingfair.com/joburg-manual.htm>) or contact your Exhibitor Support Executives.

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1.1 Official fair name

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

1.2 Fair Management

China Sourcing Fair: Electronics / China Sourcing Fair: Solar & Energy Saving Products / China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products / China Sourcing Fair: Baby & Children's Products / China Sourcing Fair: Fashion Accessories / China Sourcing Fair: Garments & Textiles / China Sourcing Fair: Hardware & Building Materials is organized by Global Sources. For enquiries, please contact our account executives at your nearest Global Sources office, or our Exhibitor Support Executives:

Leena Qi / Joann Li / Shirley Lin

Tel: (86-755) 8282 7555
Fax: (86-755) 8282 7575
E-mail: joburg-csf-service@globalsources.com

Hong Kong exhibitor hotline: (852) 8127 0250

Taiwan exhibitor hotline: (886-2) 2712 6877 ext. 377

Global Sources Exhibitions

35/F Shenzhen International Chamber of Commerce Tower,
No. 168, Fuhua 3rd Road, Futian District, Shenzhen 518048, China

1.3 Venue

Gallagher Convention Centre, G/F, Halls 2-5

19 Richards Drive Midrand, Johannesburg, Gauteng, South Africa

1.4 Fair dates and opening hours

November 30 - December 1, 2011 (Wednesday - Thursday)
9:30am - 5:30pm daily (open to trade buyers only)

December 2, 2011 (Friday)
9:30am - 4:30pm (open to trade buyers only)

1.5 Buyer registration

The Fair is open to trade buyers only. All buyers must register and wear the buyer badge during the Fair. No visitors under 18 will be admitted. All trade visitors must present a copy of their business card to gain entry to the event.

1.6 Move-in and move-out schedules and arrangements

1.6.1 Move-in and move-out schedules

	Raw space	Standard / Furnished Booth
Move-in schedule:		
Booth construction	November 28, 2011 10:00am - 8:00pm	N/A
Booth decoration	November 29, 2011 9:00am - 8:00pm All booths must be fully decorated by 8:00pm	November 29, 2011 9:00am - 8:00pm All booths must be fully decorated by 8:00pm
Move-in exhibits	November 29, 2011 9:00am - 8:00pm	November 29, 2011 9:00am - 8:00pm
Move-out schedule:		
Move-out exhibits	December 2, 2011 4:30pm - 10:00pm	December 2, 2011 4:30pm - 10:00pm
Termination of booth electricity	November 30 - December 1, 2011 6:00pm December 2, 2011 5:00pm	November 30 - December 1, 2011 6:00pm December 2, 2011 5:00pm
Booth dismantling	December 2, 2011 5:30pm - 10:00pm	N/A

1.6.2 Move-in arrangements

Exhibitors should proceed to the on-site exhibitor check-in counters (located at Upper Lobby between Halls 2 and 3) on the move-in day (November 29, 9:00am - 6:00pm) to claim their exhibitor badges. Exhibitors will need to present the booth confirmation letter or booth contract or company name card to the check-in staff in order to collect their badges.

The Fair Management will send the booth confirmation letter (included in the Exhibitor Welcome Kit) to exhibitors by mail. Exhibitors should bring this letter to claim their exhibitor badges on-site. If exhibitors require a re-issuance of the booth confirmation letter, please contact your Exhibitor Support Executives prior to the commencement of the Fair. Any requests received after the Fair opens will not be entertained.

1.6.3 Move-out arrangements

The China Sourcing Fair is an international trade event. In order to protect the reputation and image of the Fair and the Fair Management, and to avoid causing disruption or disturbance to other exhibitors and visitors of the Fair, no exhibitor will be allowed to move out or dismantle any part of the exhibits before the official closing time at 4:30pm on December 2, 2011. The Fair Management will issue move-out permits to all exhibitors on the last event day (December 2) after 4:00pm. Only during the official move-out period (December 2 after 4:30pm) will exhibitors be allowed to remove exhibits from the exhibition halls.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be born by exhibitors.

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1.6.4 Early Packing / Move-out from Exhibition Booth Space

If an exhibitor commences move-out packing or removal activities or moves out from its exhibition booth space at or before 4:30pm on the last day of the Fair ("Early Packing / Move-out"), it shall be liable to pay to the Fair Management, immediately upon demand, the following respective amount as compensation ("Compensation Amount"), by way of liquidated damages (and not as a penalty):

Time of Early Packing / Move-out	Compensation Amount
Before 4:30pm on the last day of the Fair	US\$1,000

In addition, the Fair Management shall be entitled (in its sole and absolute discretion) to ban the Exhibitor from any or all future participation in the Fair Management's trade shows.

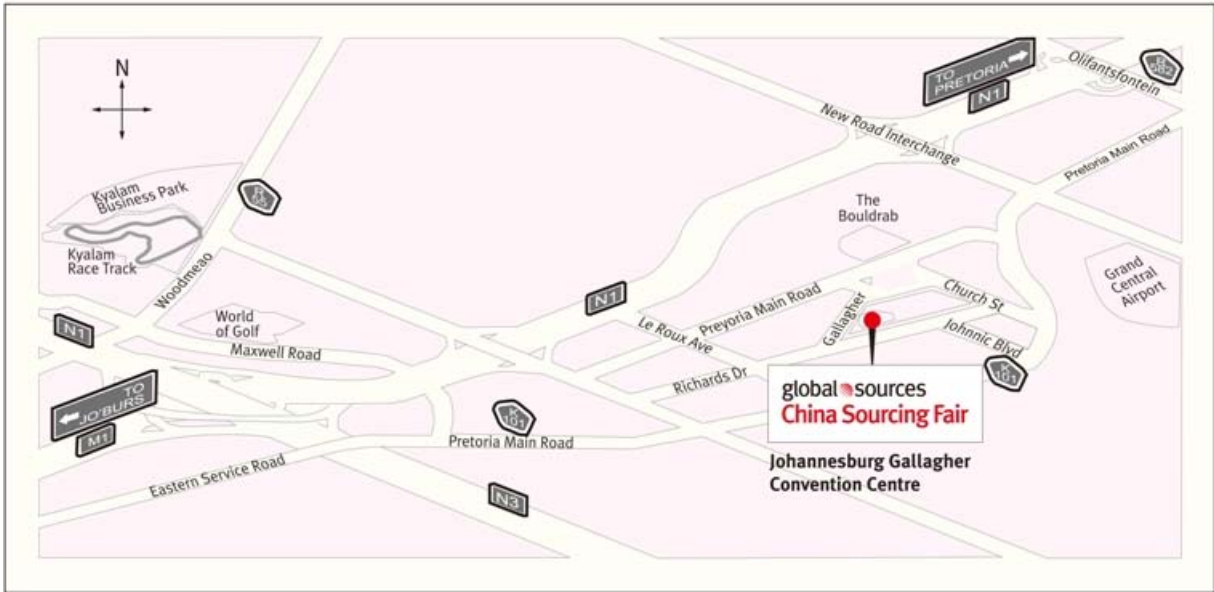
1.7 Exhibitor access

Exhibitors will be allowed to enter the exhibition halls before the Fair opening hours to conduct preparation work.

	Exhibitor Access
November 29, 2011 (Move-in Day)	9:00am - 8:00pm
November 30, 2011 (Event Day 1)	8:30am - 6:00pm
December 1, 2011 (Event Day 2)	9:00am - 6:00pm
December 2, 2011 (Event Day 3)	9:00am - 10:00pm

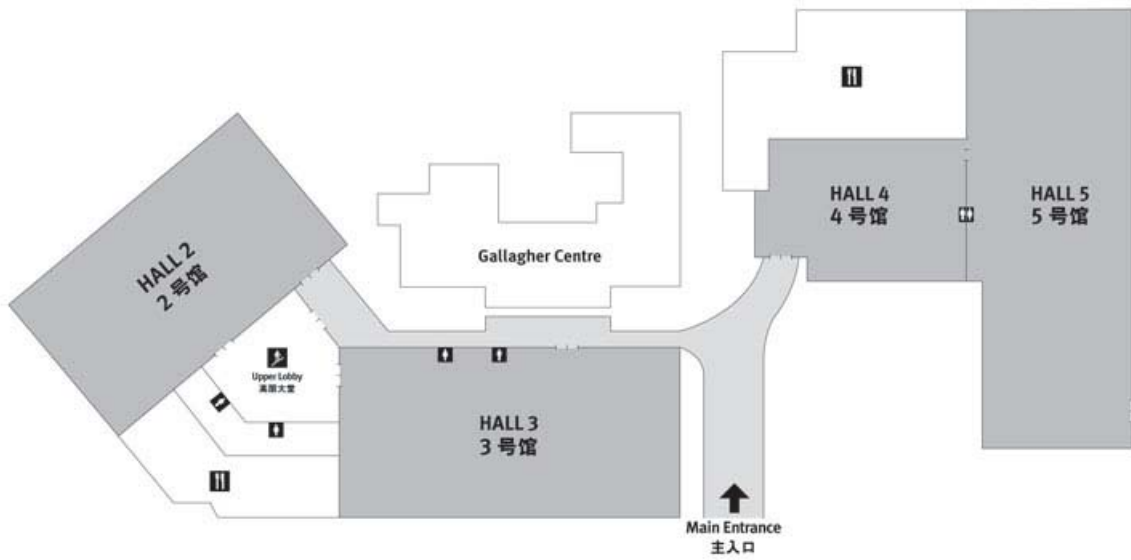
All exhibitors are reminded to wear their exhibitors' badges when entering the venue. No exhibitors under 18 will be admitted.

1.8 Location map



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1.9 Venue map



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2. Rules and regulations

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2.1 Exhibitor badges and contractor badges

All exhibitors and their staff are strictly requested to wear official exhibitor badges at all times during move-in/move-out and throughout the Fair. Each exhibiting company will be given a certain number of exhibitor badges according to their booth size. Only badge holders are allowed to enter the exhibition halls. For security reasons, exhibitors should pass the badges to their staff only.

All non-official contractors should apply for badges by returning Form 3 to the Fair Management on or before October 14, 2011. Please note that contractor badges are only valid during move-in (November 28, 2011 10:00am - 8:00pm and November 29, 2011 9:00am - 8:00pm) and move-out periods (December 2, 4:30pm - 10:00pm), and are not valid during the Fair period.

2.2 Traffic and vehicles

Vehicles can reach the loading area via Richards Drive or Gate 2 on Gallagher Avenue. All vehicles must unload materials at the loading bay and leave immediately after unloading. All vehicles entering the road system of the venue must conform to speed limits, road signs and instructions given by venue security officers and Transport Police. No vehicle will be allowed into the hall without the prior written consent from the Fair Management. Vehicles must not be taken through any of the emergency pedestrian exit

doors from the hall. No vehicles used for delivery of materials or exhibits are permitted to remain in the hall over night.

No vehicles are permitted to traverse the concourse except those fitted with rubber or similar tyres and with a wheel loading of less than 250kg laden. No vehicles are allowed to traverse the concourse areas when any hall is open to the public.

Exhibitors with any petrol fuelled motor vehicles or other petrol engined equipment must apply to the Fair Management 6 weeks prior to the show opens.

2.3 Exhibits delivery, unpacking, storage and removal

Under no circumstances will the Fair Management be responsible for receiving or storing any exhibits or stand materials for exhibitors. All exhibitors are advised to make their own arrangements.

No vehicle will be allowed into the hall without the prior written consent from the Fair Management. Exhibits and similar materials shall only be delivered and unpacked, or packed and collected, at times when the public is not admitted to the hall.

Boxes, cartons, exhibits, food or any other items are not allowed to be stored behind the partitions, in the gangways or any other area except the stand space.

Stand materials must be brought to the hall via the marshalling yard / service yard. No items can be brought in via the hall entrance.

To ensure the safety and security at the exhibition halls during move-in and move-out periods, all on-site exhibits which require the operation of mechanical equipments (such as pallet jack and forklift) must be handled by the Official Freight Forwarder (APT Showfreight Ltd) **from arrival at the marshalling area to the booth and/or vice versa**. Exhibitors using their designated freight forwarders are requested to inform their own forwarders of this arrangement and submit their details to APT using the "Acceptance Form" on or before **November 16, 2011**. Please refer to "[Onsite handling services and rates](#)" for the Acceptance Form and more details. A surcharge will be added to the service after the deadline. Non official freight forwarders are also advised to contact APT as soon as possible for better arrangement and facilitate co-ordination.

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2.4 Move-out permit

The Fair Management will issue move-out permits to all exhibitors on the last Fair day (December 2) at 4:00pm.

No exhibit is allowed to be removed from the venue during the exhibition opening hours. Only during the official move-out period will the exhibitors be allowed to remove exhibits from the exhibition halls by presenting the move-out permits to the security guards. Please refer to [1.6.3](#) for more details.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be born by exhibitors.

2.5 Prohibited / restricted products

Under the terms of the *China Sourcing Fair* exhibition contract, exhibitors are solely responsible for checking and verifying that each and every product that you exhibit in your exhibiting space complies with the laws of South Africa.

Certain products may be prohibited, restricted or regulated, or may subject to various licensing, approval, registration, certification, customs and/or other applicable requirements under the laws of South Africa.

For example, under the laws of some jurisdictions, importing, dealing in or possessing arms or ammunition (including **explosives, stun guns, pepper sprays and other weapons**), without approval of the government authority or an appropriate license, could be a criminal offense that could render an offender liable upon conviction to a fine

and/or imprisonment; or in order to import certain electromedical products, it is necessary to apply for a license in advance.

Exhibitors are strongly advised to check the relevant laws of South Africa, and not to bring any prohibited, restricted or regulated articles into South Africa. Any failure to abide by the laws of South Africa could result in possible arrest and criminal conviction. If you have any queries in this regard, please seek independent legal advice from a lawyer in South Africa.

Exhibitors are also reminded that pharmaceutical or medicinal substances (e.g. antibiotics or Chinese herbal medicines) and poisonous substances are not permitted to be brought to or exhibited at the China Sourcing Fair.

2.6 Photography and video

No photo or video shooting and sound recording will be allowed at the venue, unless prior written approval is obtained from the Fair Management.

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2.7 Use of music or films at the show

Any use, reproduction, public performance, playing or displaying of musical works, films, movies or videos (including for demonstration or background usage purposes) may be subject to licenses or consents being obtained from the relevant licensors, distributors or licensing organizations ("Licenses") and/or licenses, permits or approvals being granted by the relevant governmental or regulatory authorities ("Governmental Approvals").

Exhibitors who intend to or do use, reproduce, publicly perform, play or display musical works, films, movies or videos at the trade show are responsible for ensuring that all applicable Licenses and Governmental Approvals are obtained in advance of the trade show, and shall indemnify, defend and hold harmless the Fair Management and its affiliates (and their respective representatives and contractors) from and against any claims and/or complaints arising from or in connection with any failure to do so.

In addition, the Fair Management reserves the right to prohibit the exhibitor from, or to require the exhibitor to cease and desist from, any use, reproduction, public performance, playing or displaying of any musical work, film, movie or video at the trade show, if:

- (a) the exhibitor is unable to provide the Fair Management with copies of appropriate Licenses and/or Governmental Approvals, upon request by the Fair Management (whether or not any related claim or complaint is received by the Fair Management); or
- (b) in the sole and absolute opinion of the Fair Management, the musical work, film, movie or video, or the subject matter, nature, context or any content thereof (i) is or is likely to be unlawful, obscene, pornographic, immoral, offensive, provocative, in poor taste, against public policy, politically sensitive, disruptive, a nuisance, excessively noisy or distracting, inappropriate, unsuitable, defamatory, derogatory or disparaging of the Fair Management or its trade show(s), product(s) or service(s), or any other person, entity, product or service; (ii) is or is likely to encourage, or has or is likely to have as its purpose or effect the encouragement of, any unlawful, immoral or inappropriate activity or behaviour; (iii) does or is likely to, or is alleged to, infringe or violate any intellectual property or other rights or any applicable law or regulation; or (iv) does not or is unlikely to conform to, or does or is likely to detract from or adversely affect, the subject matter, nature, purpose, image and/or reputation of the trade show.

2.8 Sound level

All audio/visual equipment must be positioned and be kept at an appropriate level of volume in order not to cause any inconvenience to other exhibitors or visitors. It is the exhibitor's responsibility to ensure that the demonstration sound should not exceed a level deemed reasonable by the Fair Management. The Fair Management reserves the right to intervene and stop demonstrations immediately if the sound level causes undue disturbance to other exhibitors and visitors. In this case the exhibitor will not receive a

refund or damage compensation from the Fair Management. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio/visual equipment located in their booth areas.

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2.9 Product demonstration

Exhibitors are allowed to conduct product demonstrations only within their booth areas. For standard and furnished booth exhibitors, their product demonstrations must not exceed the height of 2.5m, which is the height of the panel walls. Exhibitors are not allowed to conduct any product demonstrations in the public areas of the venue, and their product demonstrations must not cause any disturbance to other exhibitors and visitors. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, the Fair Management will require that the presentation be stopped.

The Fair Management has the discretion in determining an acceptable noise level and reserves the right to impose limitation on the operation of the exhibit or presentation if the noise level causes undue disturbances to other exhibitors or visitors. Such noisy machines will only be authorized to operate in accordance to a timetable such as to operate no longer than 10 minutes for every half hour.

Medical devices or equipments: The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working medical devices or equipments. Exhibitors may only demonstrate or operate their own moving or working exhibits subject to the condition that they are duly licensed and/or competent to undertake the operation. Such moving or working exhibits shall not be left running in the absence of such licensed/competent exhibitors. Display of such working or moving exhibits must be subject to the Fair Management's prior written approval. No inflammable or toxic gas is to be used in the working exhibits or exhibition halls at any time.

The use of laser products at the Fair requires prior approval in writing from the Fair Management. Application for approval of such use must be submitted to the Fair Management 6 weeks prior to the Fair opens.

2.10 Food and beverage

According to the regulations of Gallagher Convention Centre, no food or beverage is allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the cafeterias/restaurants inside the venue.

2.11 Distribution of promotional materials

Exhibitors can only distribute promotional materials such as product catalogues, brochures and souvenirs within their own booths, but not in the public areas of the venue.

No person shall distribute or give away any item of food, beverage or tobacco not supplied by Gallagher Convention Centre without the prior written consent of the venue.

2.12 Retail sales of exhibits

Exhibitors are strictly prohibited from conducting retail sales at the Fair. If exhibitors fail to comply, the Fair Management reserves the right to immediately terminate the violators' participation and reject its participation in future exhibitions and events organized by Global Sources.

2.13 Admission

The Fair Management reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are, at the absolute discretion of the Fair Management, regarded as unfit, intoxicated or in anyway likely to create any disturbance or discomfort to the Fair, other exhibitors or visitors. No exhibitor or visitor under 18 will be admitted.

2.14 Sub-letting

It is strictly forbidden for exhibitors to sub-let their exhibition space to any third parties unless a written approval is granted from the Fair Management. The Fair Management

reserves the right to terminate the participation of any exhibitor sub-letting their booth space without obtaining prior approval and their participation fee will not be refunded under such circumstances.

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2.15 Insurance

The Fair Management undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

2.16 Smoking, naked flame and dangerous substances

Smoking and use of naked flame in any part of Gallagher Convention Centre is prohibited. Explosive, radioactive and poisonous articles are not allowed to be stored, used, and displayed in the exhibition halls.

2.17 Caution on third party promotional offers

The Fair Management has learnt that certain third parties have been contacting the exhibitors to try to promote their directory listings, by misrepresenting and/or giving an incorrect or confusing impression that they are somehow associated with or endorsed by Global Sources and/or are responsible for the exhibitors' directory of China Sourcing Fairs or other Global Sources trade shows.

In response to the above, please note that:

1. Global Sources does not have any relationship with and is not in any way associated with any third parties who purport to publish directory listings of exhibitors such as "Expo-Guide" ("<http://www.expo-guide.com>").

2. Global Sources has not appointed or authorized any such third party publishers of exhibition directory listings to contact, solicit and/or obtain or confirm any information from exhibitors. Nor are any such third parties in any way endorsed by Global Sources.

Exhibitors are strongly advised to exercise caution when receiving or dealing with any solicitations, promotional offers, requests and/or correspondence from any such third party publishers of exhibition directory listings. If you have any doubts, uncertainties or suspicions or require any clarification, please do not hesitate to contact your Global Sources Account Executive or Exhibitor Support Executives.

2.18 Cleaning during event

After each Event open period, exhibitors must place any dry refuse from their stand into plastic bags. The plastic bags must then be placed in the gangways within one hour after the closure of the event for removal by cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic bags or at times expressly agreed otherwise.

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3. Exhibition stands styles and regulations

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3.1 Standard and Furnished booths

3.1.1 Facilities of standard booths (shell scheme)

3.1.1.1 Standard booths with shelves

The standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs

6. One 500W power point socket (round pin)
7. Three 100W spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (3m L)
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (September 30, 2011), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

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3.1.1.2 Standard booths with pegboards

The standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One 500W power point socket (round pin)
7. Three 100W spotlights
8. One waste basket
9. One lockable cabinet
10. One pegboard with 10 hooks
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (September 30, 2011), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

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3.1.1.3 Standard booths with horizontal garment rails

The standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One 500W power point socket (round pin)
7. Three 100W spotlights
8. One waste basket
9. One lockable cabinet

10. Horizontal garment rails (3m L)
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (September 30, 2011), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

3.1.2 Facilities of furnished booths

3.1.2.1 Furnished booths with shelves

The furnished booth package [Unit Size: 3m (W) x 3m (D) x 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One 500W power point socket (round pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (6m L)
11. Carpeted floor

Please refer to [3.1.4](#) for furnished booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (September 30, 2011), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

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3.1.2.2 Furnished booths with pegboards

The furnished booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One 500W power point socket (round pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (3m L)
11. One pegboard with 10 hooks
12. Carpeted floor

Please refer to [3.1.4](#) for furnished booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (September 30, 2011), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

3.1.3 Standard booth designs

*** The fascia board and carpet colors shown in the below drawings are for reference only.** [Download color scheme](#) to view the actual colors that will be used onsite.

Standard booths with shelves

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

Standard booths with pegboards

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

Standard booths with horizontal garment rails

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

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3.1.4 Furnished booth designs

*** The fascia board and carpet colors shown in the below drawings are for reference only.** [Download color scheme](#) to view the actual colors that will be used onsite.

Furnished booths with shelves

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

Furnished booths with pegboards

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

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3.1.5 Changes to fascia boards in standard and furnished booths

Standard and furnished booth exhibitors are prohibited from making any changes

to their fascia boards, which includes changing designs, structures, colors or adding any additional structures to them.

3.1.6 Changes to booth format

Exhibitors are not allowed to change the booth format by dismantling the standard or furnished booth structure or removing any integral part of it without prior written approval from the Fair Management. Such applications should be submitted to the Fair Management for approval before October 14, 2011. The Official Contractor will not accept such requests made onsite at the Fair.

3.1.7 Additional electrical services

The power outlet (500W, round pin single phase) in the standard or furnished booth package is only for single electrical appliance other than lighting. Exhibitors who require additional lighting or lighting connections for their own lighting equipment can order directly from the Official Contractor using Form 4A before October 14, 2011. A surcharge will be added to the order after the deadline.

3.1.8 Additional booth facilities

Exhibitors requiring additional facilities (such as showcase, furniture, etc) can order directly from the Official Contractor using Form 5 before October 14, 2011. Full advance payment is required. A surcharge will be added to the order after the deadline.

3.1.9 Changes to facilities in standard and furnished booths

Exhibitors are allowed to change the positions of their booth facilities and furniture (e.g. display shelf, spotlight, and power socket) inside their booths. All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable. Exhibitors should send their requests to the Official Contractor using Form 5 before October 14, 2011. The Official Contractor will charge for this service if the requests are made onsite at the show. Please contact the Official Contractor for more details.

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3.1.10 Standard and furnished booth exhibitors must adhere to the following:

1. No additional booth fittings or facilities are allowed to be attached to the booth structure.
2. No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
3. No free-standing fitment may exceed a height of 2.5m or extend beyond the booth boundaries of the booth allocated. This includes exhibits, company names, advertising material and logos of the exhibitor.
4. Lockable cabinets will be attached to the back panels of the booth. Corner booths will have their lockable cabinets in the same position as other booths in the same row.
5. All exhibits, stand materials and the like shall be removed immediately after the closing of the Fair on the last event day according to the arrangement and within the time limits specified by the Fair Management. Any exhibit or stand material left behind at the venue shall be deemed abandoned, and the exhibitor will be liable for the expenses of disposing these materials.
6. Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations, including lighting fixtures. Exhibitors may engage their own electrical contractor for this work subject to the condition that they are duly licensed to undertake electrical work.
7. All installation of electrical equipment, including lighting fixtures, must have a

valid Certificate of Compliance (South Africa) in respect of such installation. All electrical fitting and wiring work must conform to IEE Wiring Regulations and will be subject to inspection and approval before connection to the mains supply. Exhibitors are advised not to use electrical fittings, which may contain sub-standard circuits in their booth(s). The Fair Management reserves the right to disconnect any installation that in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.

8. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
9. All the standard items and additional orders must be checked by the exhibitors on the last move-in date. Any incomplete order must be informed to official contractor before show opening. Refund request will not be accepted after show opening.

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3.2 Custom-built booths on raw space

Raw space exhibitors will be given a floor space without booth facilities, carpet and power supply. They must design and construct their own booths, lay the carpet and adhere to the regulations stated below, as well as any other rules stipulated by the Fair Management before or during the Fair.

3.2.1 Plan and design proposal

Original plans and design proposals in duplicate must be submitted to the Fair Management for approval together with Form 3 no later than October 14, 2011. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain side, top and perspective views and electrical installation plans. The Fair Management reserves the right to disapprove any booth plans or design proposals, without giving any reason. Any booth structure not built according to the approved layout may be subjected to on-site alterations at the exhibitor's expense.

3.2.2 Raw space contractors

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths; provided however that (i) the contractor is approved by the Fair Management; (ii) the booth design drawings and electrical installation plans are submitted to and approved by the Fair Management; (iii) a "Site Work Deposit" is paid in accordance with paragraph [3.2.3](#) below; and (iv) Form 3 has been duly completed, signed and submitted as stated below.

If exhibitors appoint overseas contractors or contractors with overseas workers, please ensure that they have valid South Africa working visas / permits. Exhibitors shall be solely responsible for, and shall indemnify the Fair Management against, any liability arising from or in connection with any such contractors or workers failing to hold valid South Africa working visas / permits.

Exhibitors should provide their appointed contractor's company name, address, contact persons and telephone number to the Fair Management using Form 3 for the Fair Management's approval by no later than October 14, 2011. The Fair Management reserves the right to disapprove any contractor or any booth design drawings or electrical installation plans, without giving any reason.

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3.2.3 Site work deposit

All raw space exhibitors and their contractors are responsible for ensuring that at the end of the Fair, their raw space sites are clean and clear of any rubbish or litter and no damage whatsoever (including without limitation any damage to the raw space sites or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.

All raw space contractors are required to place with the Fair Management a refundable and interest-free deposit in an amount calculated at a rate of US\$50

per sq. m. to secure the aforesaid obligations ("Site Work Deposit").

If, in the Fair Management's opinion, a raw space site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Fair Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full; and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Fair Management and/or venue management as a result thereof or in connection therewith, charge to and recover from the exhibitor and/or contractor the amount of the shortfall.

The interest-free Site Work Deposit shall be returned to the contractor after the Fair, only if the raw space site concerned is, in Fair Management's view, clean and clear of any rubbish or litter and no damage as aforesaid has been caused.

Raw space exhibitors and their contractors are required to comply with the rules and regulations of the Fair Management and the venue management as stipulated in the Exhibitors' Manual as well as before or during the Fair. If the exhibitor/contractor fails to comply, the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty.

The payment due date, method, procedures and terms for the Site Work Deposit are set out in Form 3. Access to the site and/or construction of the booth shall not be permitted until the Site Work Deposit has been paid as required hereunder. Site Work Deposit will be collected by the official contractor at the check-in counter and will only accept cash payment. Raw space contractors are required to pay the Site Work Deposit to the official contractor before they move in for booth construction. For raw space booths in Halls 2 and 3, please approach the check-in counter located in Upper Lobby (between Halls 2 and 3). For raw space booths in Halls 4 and 5, please approach the check-in counter located in Hall 5 Lobby.

3.2.4 Height limit

The maximum booth height limit is 5 meters.

3.2.5 Backside construction

Raw space exhibitors and their contractors are responsible to provide, set up and decorate their booth participations facing their own booth areas, aisles, and adjacent booths. The size of these partition walls should not exceed the maximum booth height/width allowed and the walls must be furnished and/or covered with plain white fire-proof panel, or KT panel or other materials approved by the Fair Management. No logos, pictures, words are allowed on this back panel board. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.

3.2.6 Suspended fittings

Suspended stand fittings will not be permitted. However, the Fair Management may permit that suspension from the hall roof of banners, lighting fittings or other decorative materials provided that (i) they form part of an overall scheme of decoration proposed by the exhibitors and (ii) the proposed suspended units do not overstress the roof structure and further more, (iii) time is available after the beginning and before the end of the move-out period or the approved contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes, as may be required. Applications should be submitted to the Fair Management for approval together with Form 3 no later than October 14, 2011. The work has to be carried out by the Fair Management at the expense of the exhibitor.

3.2.7 Two-storey structure

Two-storey construction is permitted in the halls with approval by the Fair Management. The second level of the structure should only be used as a meeting

room or lounge area for limited invited guests only. Exhibitors must accept full responsibility for the safety of the structure.

Exhibitor shall ensure that booth is installed and dismantled in a safe, systematic and organized manner, within the designated move-in / out time period. The Fair Management reserves the right to prohibit access to the second level if exhibitors fail to comply with these rules. With regards to other issues in general, the rules and regulations stipulated in this Exhibitors' Manual are still to be compiled with.

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3.2.8 Electricity

Raw space does not come with electricity supply. All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor using Form 4B no later than October 14, 2011. For safety reasons, all electrical works shall be carried out only by the Official Contractor.

3.2.9 Fire precautions

Raw space contractors, with wooden materials construction involved, are required to have a fire extinguisher within the assigned area during the construction period for safety reasons. All materials used in the construction and the decoration of exhibition stands or set-ups shall be flame retardant. Exhibitors having other materials or equipment on their stands which may likely to be a source of danger must submit details of such materials or equipment to the Fair Management prior show. Any extra costs incurred in providing special types of extinguishers or standby fire crew will be charged to the exhibitor.

3.2.10 Local and site regulations

Exhibitors and their contractors must abide by the local and site regulations with respect to safety, law and order:

- (a) Make sure the workplace is safe;
- (b) Provide safe working equipment;
- (c) Appoint a person to supervise the on-site construction and dismantling works.

3.2.11 Raw space exhibitors and contractors must adhere to the followings:

The Fair Management may require amendments to be made to the design plans before giving approval. No custom-built stand will be permitted at the Fair without the approval from the Fair Management.

Raw space exhibitors must ensure that their contractors are aware of the following rules and regulations. Failure to observe these rules and regulations can result in costly on-site alterations being required by the Fair Management, which will be entirely at the exhibitors' expense.

1. Site measurements are given in meters. Exhibitors or their contractors, upon arrival and before commencing their construction work, are required to check if the site is set out as per the plan issued by the Fair Management, and are required to report any errors or discrepancies to the Fair Management immediately.
2. No structure may extend beyond the boundaries of the site allocated. This includes exhibits, the exhibitor's name and logo.
3. Suspension from the ceiling of the exhibition hall is subject to the approval of the Fair Management and Venue management.
4. Fixtures of any kind are strictly forbidden to be affixed to the floor, wall or any part of the hall structure. Exhibitors are liable for any damage caused.
5. The company name and booth number of the exhibitor must be prominently displayed facing to the aisle(s). If this rule is not observed, the Fair Management reserves the right to affix the company name and booth number as they consider fit and to charge the cost incurred to the exhibitor.

6. Exhibitors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Fair Management. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.
7. Any signage at the height over 2.5m facing to adjacent booth must be set back from 0.5m of booth boundary.
8. Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations, including lighting fixtures. Exhibitors may engage their own electrical contractor for this work subject to the condition that they are duly licensed to undertake electrical work.
9. All contractors who do electrical installation work must have a valid Certificate of Compliance (South Africa) in respect of such installation work. All electrical fitting and wiring work must conform to IEE Wiring Regulations and will be subject to inspection and approval before connection to the mains supply. Exhibitors are advised not to use electrical fittings, which may contain sub-standard circuits in their booth(s). The Fair Management reserves the right to disconnect any installation that in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.
10. All lighting fixtures should be installed at least 2.2m above the ground. Otherwise, they should be well protected so as not to cause danger to the general public.
11. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
12. All materials used in the construction and decoration of the exhibition stands or set-ups must be flame retardant and subject to inspection by the Fair Management.
13. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls.
14. All booth areas must have either carpet or other suitable floor covering. These can be affixed with adhesive tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors are liable for any damage caused.
15. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Fair Management.
16. Removal of construction waste and packaging materials is the responsibility of the exhibitors and their nominated contractors. The Fair Management reserves the right to charge the exhibitor for the removal of excessive waste and garbage.

Standard booth - color scheme for fascia board and carpet:

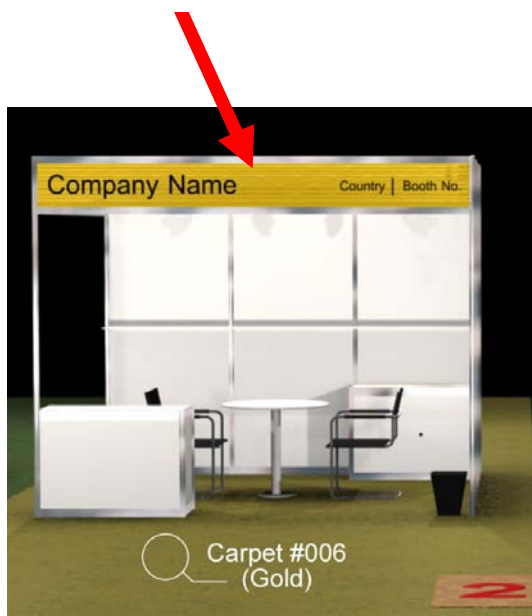
现场标准摊位楣板及地毯颜色：

Electronics /
Solar & Energy Saving Products

Gifts & Premiums / Home Products /
Fashion Accessories / Garments & Textiles



Baby & Children's Products /
Hardware & Building Materials



*Please note above color scheme is not necessarily accurate to the material colors and should be used for guidance only.

以上颜色色调只作参考用。

Furnished booth - color scheme for fascia board and carpet:

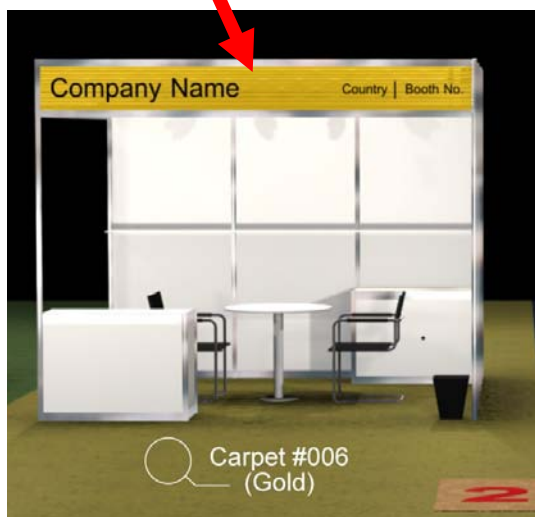
现场精装摊位楣板及地毯颜色：

Electronics /
Solar & Energy Saving Products

Gifts & Premiums / Home Products /
Fashion Accessories / Garments & Textiles



Baby & Children's Products /
Hardware & Building Materials



*Please note above color scheme is not necessarily accurate to the material colors and should be used for guidance only.
以上颜色色调只作参考用。

*Please refer to Sec 3.1.4 for facilities of furnished booths with shelves and with pegboards.
请查阅3.1.4部分之精装摊位搁板及洞洞板方案的摊位设施。

China Sourcing Fairs

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Exhibitor Manual

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China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

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November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

4. Intellectual property compliance policy

As a professional manager of an international trade show, we observe, and would expect our exhibitors to observe, high standards of legal compliance. This means we are committed to ensuring that the lawful rights of intellectual property owners are respected and that complaints of intellectual property violations are investigated and appropriately dealt with in a timely manner.

This section sets out our intellectual property compliance policy. Our aim is to uphold and safeguard the legitimate rights of intellectual property owners, as well as the rights and interests of our exhibitor participants, who should not be unduly interfered with by unfounded infringement complaints. The procedures and requirements in this policy are designed to help facilitate a fair, prompt and expeditious handling of Infringement Complaints.

All exhibitors are required to comply with this policy, and all exhibitor participation at our trade show shall be subject to the provisions of this policy.

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4.1 [Definitions](#)

4.1.1 [Unless the context otherwise requires, words and expressions used in this policy shall have the following respective meanings](#)

4.2 [Exhibitor's warranty and indemnity](#)

4.2.1 [Exhibitor's representation and warranty](#)

4.2.2 [Exhibitor's indemnity](#)

4.2.3 [Infringements by other exhibitors](#)

4.3 [Procedure for handling Infringement Complaints](#)

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4.3.2 [If you have an Infringement Complaint against another exhibitor](#)

4.3.3 [Our handling of Infringement Complaints](#)

4.3.4 [Relevant Information](#)

4.3.5 [Relevant Documents](#)

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4.4 [Rights of investigation and co-operation](#)

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4.6 [Right to require proof or assurances](#)

4.1 Definitions

4.1.1 Unless the context otherwise requires, words and expressions used in this policy shall have the following respective meanings:

1. "Exhibitor Material(s)" means any exhibit and/or sponsorship and/or advertising material(s), good(s) or product(s) (including any packaging thereof), as the case may be, and any other material(s), good(s) or product(s) used, displayed, exhibited, advertised, marketed, promoted, reproduced, published, distributed, circulated, offered, sold or provided by an exhibitor at or in connection with our trade show, collectively.
2. "Indemnitees" means the Fair Management and its affiliates, and its and its affiliates' directors, officers, employees, agents, representatives, contractors and service providers (including but not limited to any legal advisors), collectively.
3. "Infringement Complaint" means any complaint that any Exhibitor Material and/or any Relevant Activity infringes the Intellectual Property Right(s) of a third party (including but not limited to any other exhibitor at our trade show).
4. "Infringement Evidence" has the meaning ascribed thereto in section [4.3.5.4](#) below.
5. "Intellectual Property Right" means any type of intellectual property right, including (but not limited to) any copyright, trademark right or patent right.
6. "Law" means any applicable law or regulation.
7. "Liabilities" means any claims, demands, damages, losses, liabilities, suits, actions, proceedings, judgments, fines, penalties, costs and/or expenses (including legal fees and expenses on a full indemnity basis), collectively.
8. "Relevant Activities" means the use, display, exhibit, advertising, marketing, promotion, reproduction, publication, distribution, circulation, offer, sale and/or provision of any Exhibitor Material, collectively.
9. "Relevant Information" means relevant information pertaining to an Infringement Complaint, as listed in section [4.3.4](#) below.
10. "Relevant Documents" means relevant documents pertaining to and in support of an Infringement Complaint, as listed in section [4.3.5](#) below.
11. "Territory" means the jurisdiction in which our trade show is held.
12. The words "we", "us", "our", "ourselves" and "Fair Management" are used to refer to us, the fair management of this trade show.
13. The words "you", "your" and "Exhibitor" are used to refer to you, an exhibitor at this trade show.

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4.2 Exhibitor's warranty and indemnity

4.2.1 Exhibitor's representation and warranty

You represent and warrant that your Exhibitor Materials and your Relevant Activities do not and shall not: (a) infringe any Intellectual Property Right or any other right of a third party (including but not limited to any other exhibitor at our trade show); or (b) violate any Law.

4.2.2 Exhibitor's indemnity

You shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with: (i) any Infringement Complaint; and/or (ii) any complaint that any of your Exhibitor

Materials and/or Relevant Activities violates any Law; and/or (iii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, an Infringement Complaint and/or this policy (or the implementation thereof).

4.2.3 Infringements by other exhibitors

You agree that neither we nor any other Indemnitee shall be responsible or liable for or in connection with, and you hereby waive any claim you may have against us or any other Indemnitee in respect of, any actual or alleged infringement of any of your Intellectual Property Rights arising from or in connection with any Exhibitor Material or any Relevant Activity of any other exhibitor at our trade show.

In addition, you agree to indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with, any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, your Infringement Complaint and/or this policy (or the implementation thereof).

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4.3 Procedure for handling Infringement Complaints

4.3.1 If you receive an Infringement Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to us, at our designated office located in the exhibition venue. We shall then handle the Infringement Complaint in accordance with the procedure set out in section [4.3.3](#) below.

4.3.2 If you have an Infringement Complaint against another exhibitor

In the event you have an Infringement Complaint against another exhibitor, you must contact us at our designated office located in the exhibition venue, and provide us with all Relevant Information and Relevant Documents. We shall then handle your Infringement Complaint in accordance with section [4.3.3](#) below.

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4.3.3 Our handling of Infringement Complaints

In the event we receive an Infringement Complaint, we may require the complainant to complete and sign a complaint form (as prescribed by us) and shall check to see if all Relevant Information and Relevant Documents have been provided.

If the complainant refuses or fails to satisfactorily complete and sign any complaint form prescribed by us, or if, in our sole and absolute opinion, any of the Relevant Information and/or Relevant Documents provided are or appear to be incorrect, incomplete, invalid, inapplicable, unsatisfactory or insufficient, we reserve the right to refuse to handle the Infringement Complaint unless and until the complaint form has been satisfactorily completed and signed or all further clarification, details or documents requested by us are provided by the complainant.

If a complaint form is prescribed by us and is satisfactorily completed and signed, and if we, in our sole and absolute opinion, are satisfied that correct, complete, valid, applicable, satisfactory and sufficient Relevant Information and Relevant Documents have been provided, we shall then handle the Infringement Complaint as follows:

1. If the Infringement Complaint was received directly by us from the complainant, we shall notify the exhibitor concerned of the Infringement Complaint and provide the exhibitor concerned with the Relevant Information and Relevant Documents received by us.
2. The exhibitor concerned shall be required, upon our request, to provide us with

either one of the following:

- (i) A declaration that it has already removed (or intends to remove) the Exhibitor Material(s) concerned and ceased (or intends to cease) all Relevant Activities relating to the Exhibitor Material(s) concerned, in which case, it must confirm the date and time at which it has done so (or intends to do so).

In this case, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Exhibitor Material(s) concerned or any other written undertaking as may be requested by the complainant or by us. In such event, we shall have the right to furnish the complainant with a copy of such undertaking.

- (ii) An explanation as to why the Infringement Complaint is unfounded, together with all relevant details, information and documents evidencing that the Infringement Complaint is unjustified and without merit, e.g. an explanation of how and why the Exhibitor Material(s) and/or Relevant Activities concerned do not infringe, or documentary proof that the exhibitor concerned owns the Intellectual Property Right(s) in the Exhibitor Material(s) concerned or has the intellectual property owner's permission to use the Exhibitor Material(s) concerned.

In this case, we shall consider and assess the explanation in the light of the Infringement Complaint, and if we (in our sole and absolute opinion) determine that the exhibitor concerned has not adduced satisfactory and sufficient evidence to prove that the Infringement Complaint is unjustified and without merit, then the exhibitor concerned shall, upon request by us, immediately remove the Exhibitor Material(s) concerned and cease all Relevant Activities. In addition, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Material(s) or any other written undertaking as may be requested by the complainant or by us. We shall have the right to furnish the complainant with a copy of such undertaking.

3. We shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter. If there is any written undertaking provided by the exhibitor concerned (as referred to in subsection (2) above), we shall also provide the complainant with a copy thereof.

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4.3.4 Relevant Information

Relevant Information shall include the following:

1. The date and time the Infringement Complaint was received.
2. The name of the person submitting the Infringement Complaint, together with his/her company's name, address and contact number(s). If the complainant is also an exhibitor at our trade show, then the complainant's booth number should also be provided.
3. The company name and booth number of the exhibitor whose Exhibitor Material (s) and/or Relevant Activities are alleged to infringe the complainant's Intellectual Property Right(s).
4. The specific Exhibitor Material(s) and/or Relevant Activities complained of.
5. The specific Intellectual Property Right(s) on which the Infringement Complaint is based (e.g. copyright, trademark right or patent right).

6. Such other relevant information as may be reasonably requested by us or by the exhibitor concerned.

4.3.5 Relevant Documents

Relevant Documents shall include the following:

1. Evidence of the complainant's Intellectual Property ownership.
 - i. In the case of copyright, this would be: evidence of the original creation and initial publication of, and the complainant's ownership of copyright in, the work or other subject matter concerned.
 - ii. In the case of trademark rights, this would be: the certificate of trademark registration and other relevant documents issued by the applicable authorities in the Territory.
 - iii. In the case of patent rights, this would be: the certificate of patent grant (complete with all relevant claims, specifications and drawings), and other relevant reports, issued by the applicable authorities in the Territory.
 - iv. In the case of any other type of Intellectual Property Right, we shall have the right to determine what shall constitute appropriate evidence of ownership.
 - v. In all cases, if the registrant named in an intellectual property registration certificate is other than the complainant, evidence must be provided that the registrant has assigned its ownership to the complainant (e.g. an assignment agreement or deed) or has appointed the complainant to handle the Infringement Complaint on the registrant's behalf (preferably, a power of attorney, duly executed so as to have legal effect and recognition in the Territory, e.g. by notarization, if required).
2. Certificate of due incorporation or registration of the complainant company.
3. Evidence of the Exhibitor Material(s) and Relevant Activities concerned e.g. photographs, samples, brochures, sales contracts or invoices, etc.
4. If applicable and available, legally valid and binding evidence (either originating from or legally recognized in the Territory) that the Exhibitor Material(s) and/or Relevant Activities concerned have infringed the complainant's Intellectual Property Right(s), or that the exhibitor concerned has admitted to such infringement, or that the exhibitor has undertaken to or agreed with the complainant not to carry on any Relevant Activities in relation to the Exhibitor Material(s) concerned. Examples of such evidence ("Infringement Evidence") would be:
 - a court judgment, decision or order granted to the complainant against the exhibitor concerned;
 - an arbitration decision or award granted to the complainant against the exhibitor concerned;
 - an administrative decision obtained by the complainant against the exhibitor concerned, from an applicable governmental authority;
 - a written admission of infringement from the exhibitor concerned; or
 - a settlement agreement between the complainant and the exhibitor concerned.
5. Such other relevant documents as we may reasonably request.

4.3.6 Timetable

In order to facilitate the timely handling of Infringement Complaints, the time-table and requirements set out below shall apply. However, this is only meant as a general guideline, and we reserve the right to adapt or revise it, as circumstances warrant.

1. All Infringement Complaints, together with all Relevant Information and Relevant Documents, must be received by us at latest by the second (2nd) last day of our trade show.
2. We would require at least half a day (within the trade show duration) to complete our review of the Infringement Complaint, the Relevant Information and the Relevant Documents, and to request and receive further clarifications, details or documents from the complainant.
3. We shall then give the exhibitor concerned at least half a day (within the trade show duration) to respond appropriately, in accordance with the requirements set out in section [4.3.3](#) above.
4. Thereafter, we shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter, either before the end of the trade show (if time permits), or after the end of the trade show.

As the trade show duration is limited, we reserve the right to reject, or to suspend or discontinue our handling of, any Infringement Complaint if: (i) any of the timing or other requirements set out above are not complied with; or (ii) in our sole and absolute opinion, such requirements cannot (or it is likely that such requirements cannot be) met or achieved; or (iii) in our sole and absolute opinion, there is (or it is likely that there would be) insufficient time for us to complete our handling of the Infringement Complaint, for whatever reason. In such event, we shall not be required to account for, nor shall we be liable or responsible for or in connection with, such rejection, suspension or discontinuance.

4.3.7 Repeated Infringement Complaints

We reserve the right not to entertain any Infringement Complaint at this trade show, which is identical or similar to, or based upon, an earlier complaint already received by us at or in connection with one of our previous trade shows, if:

1. the earlier complaint was rejected by us for reasons or circumstances which are similarly recurring at this trade show; and/or
2. at the time of our previous trade show, appropriate Infringement Evidence was not available, and has still not been obtained before or at the time of this trade show.

4.4 Rights of investigation and co-operation

- 4.4.1** In the course of investigating any Infringement Complaint, we shall have the right to take samples or photographs of the Exhibitor Material(s) concerned, and may furnish the same to the complainant.
- 4.4.2** The complainant and the exhibitor complained of shall provide all reasonable cooperation, assistance, information, clarification and documents as may be requested by us, for the purposes of or in connection with any such investigation.
- 4.4.3** We shall be entitled to co-operate with the complainant and/or any governmental, regulatory, judicial, police, prosecution or enforcement authorities, in connection with their investigations into, or in connection with any suit, action or proceeding taken by them relating to, the alleged infringement, in any manner that we (in our sole and absolute discretion) may deem fit. Such co-operation may include

(without limitation) our provision to them of any relevant information, details, documents and Material(s), relating to the exhibitor concerned, the Exhibitor Material(s) and/or Relevant Activities concerned, and/or the exhibitor's participation at the show, which we (in our sole and absolute discretion) may deem appropriate.

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4.5 Non-compliance by exhibitor

4.5.1 If the exhibitor who is the subject of an Infringement Complaint fails to comply with any of the requirements or provisions of this policy, then (in addition to any other rights and/or remedies which we may have) we shall have the right to:

1. remove the Exhibitor Material(s) concerned and do all things appropriate or necessary to prevent the continuance of all Relevant Activities; and/or
2. suspend or terminate the right of the exhibitor concerned to participate in the trade show for the rest of the trade show's duration, without being required to refund any payments already made by such exhibitor, whether in whole or part; and/or
3. ban the exhibitor concerned from any or all future participations in trade shows organized by us or our affiliates.

4.5.2 In addition, you shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with:

- (i) your failure to comply with any of the requirements or provisions of this policy; and/or
- (ii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) as a consequence of or in connection with such failure.

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4.6 Right to require proof or assurances

At any time before and/or during our trade show, we shall be entitled to request that you produce and provide (i) such documentation or other evidence as may be satisfactory to us, in order to verify your intellectual property ownership or license status in respect of any of your proposed or actual Exhibitor Material(s); and/or (ii) such written representations, indemnities and/or undertakings, signed by you, as may be required by us, in order to provide us with satisfactory assurances against any actual or potential claim of intellectual property infringement in relation to any of your proposed or actual Exhibitor Material(s).

If you fail to comply with such request, we shall be entitled to: (i) refuse to allow any Relevant Activities in relation to, or remove, the Exhibitor Material(s) and do all things appropriate or necessary to prevent the commencement and/or continuance of any Relevant Activities; and/or (ii) terminate your contract and your right to participate in this trade show, without being required to refund any payments already made by you, whether in whole or in part; and/or (iii) ban you from any or all future participations in trade shows organized by us or our affiliates.

China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

English | [简体版](#) | [繁體版](#)

November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

5. Fair security

The Fair Management would like to remind all exhibitors to pay special attention to the security of their booths and belongings. Please do not leave your laptop computers, mobile phones, exhibits or other belongings unattended. You are also advised to bring all valuable items with you when you leave the venue at the end of each event day. In displaying valuable exhibits during the Fair opening hours, please keep them secured in your booth at all times (e.g. place them inside a lockable glass showcase).

The Fair Management will arrange security guards to patrol the exhibition halls and to be stationed at the main entrances. However, the Fair Management does not guarantee the effectiveness of such security arrangements and will not be responsible or liable for any damage to or loss of any property during the Fair. In the event of any emergency and suspicious circumstances occurring during the Fair opening hours, exhibitors are advised to report the matter immediately to the Fair Management.

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China Sourcing Fairs

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Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

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6. Publicity

6.1 Floor Plan Map

The Fair Management will publish an official Floor Plan Map to feature all exhibitors' company information. Your information on the Floor Plan Map comes from the Form 1 - Floor Plan Map Entry Form that you submit to us while applying for booth(s). The Fair Management cannot ensure that your information be featured on the Floor Plan Map if Form 1 is submitted after September 30, 2011.

6.2 Floor Plan Map advertisement

Exhibitors can advertise in the official Floor Plan Map. Please refer to Form 2 for details.

6.3 Event website

The official event website is www.chinasourcingfair.com/southafrica. The company information provided by exhibitors will be featured on this website by the Fair Management.

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China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
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7. Services for exhibitors

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7.1 Official Contractor

The Fair Management has appointed Milton Exhibits (Hong Kong) Limited as Official Contractor of this Fair.

Milton Exhibits (Hong Kong) Limited

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong
Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

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7.2 Official Freight Forwarder

The Fair Management has appointed APT Showfreight Ltd as the Official Freight Forwarder of this Fair.

The Fair Management or Gallagher Convention Centre will not be responsible for receiving or storing any exhibits sent by the exhibitors. Please do not consign shipments to the Fair Management or Gallagher Convention Centre.

Exhibitors or authorized agents should apply to the freight forwarder for full information on forwarding procedures. Individual Exhibition Transport Guidelines will be issued to exhibitors.

On-site handling services

To ensure the safety and security at the exhibition halls during move-in and move-out periods, all on-site exhibits which require the operation of mechanical equipments (such as pallet jack and forklift) must be handled by the Official Freight Forwarder (APT Showfreight Ltd) **from arrival at the marshalling area to the booth and/or vice versa**. Exhibitors using their designated freight forwarders are requested to inform their own forwarders of this arrangement and submit their details to APT using the "Acceptance Form" on or before **November 16, 2011**. Please refer to "[Onsite handling services and rates](#)" for the Acceptance Form and more details. A surcharge will be added to the service after the deadline. Non official freight forwarders are also advised to contact APT as soon as possible for better arrangement and facilitate co-ordination.

The Fair Management shall not be liable for any loss of or damage to, or any delay in, the exhibitor's shipments to or from the event venue (including but not limited to any loss, damage or delay arising from or in connection with the transportation, delivery or customs clearance of the exhibitor's shipments). The exhibitor shall be responsible for making, at its own cost and expense, all appropriate and adequate arrangements for its shipments to and from the event venue (including but not limited to transportation, delivery, customs clearance and insurance arrangements).

7.2.1 Contact information for APT Showfreight Ltd

The below contact information is subject to change. Please visit www.apshowfreight.com for the most updated contact information.

Beijing

APT Showfreight Shanghai Co. Ltd - Beijing Branch
Room 622, No. 19A West Road of Che Gong Zhuang, Haidian, Beijing 100044, P.R. China
Tel: (86-10) 6870 0901
Fax: (86-10) 6870 0902
E-mail: rain.tian@apshowfreight.com

Contact: Rain Tian

Shanghai

APT Showfreight Shanghai Co. Ltd
Room 901-902, Modern Plaza Tower 1, 369 Xian Xia Road, Changning District, Shanghai 200336, P.R. China
Tel: (86-21) 6124 0090 ext. 323
Fax: (86-21) 6124 0091
E-mail: jennings.xu@aptshowfreight.com
Contact: Jennings Xu

Shenzhen

APT Showfreight Shanghai Co. Ltd - Shenzhen Branch
Room 917-920, Building A, South International Plaza, No. 5088, Yi Tian Road, Futian District, Shenzhen 518048, P.R. China
Tel: (86-755) 8282 4434
Fax: (86-755) 8282 4514
E-mail: jacky.xue@aptshowfreight.com
Contact: Jacky Xue

Hong Kong

APT Showfreight Ltd
Unit B, 8/F, Chinaweal Centre, 414-424 Jaffe Road, Wanchai, Hong Kong
Tel: (852) 2877 0150
Fax: (852) 2877 0505
E-mail: jenny.yau@aptshowfreight.com
Contact: Jenny Yau

Taiwan

Triumph Trans-Link Logistics Co. Ltd
Room 5-2, 5/F, No. 99 Chung Shan (North) Road, Section 2, Taipei, Taiwan
Tel: (886-2) 2581 1133 ext. 102
Fax: (886-2) 2523 9449 / 2581 9635
E-mail: robert@trans-link.com.tw
Contact: Robert Kuo

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7.2.2 Shipment rate and deadlines

7.2.2.1 Beijing

Deadline for documents (copies of Commercial Invoice and packing list)

	Temporary Export	Permanent Export
Seafreight consignment	August 31, 2011	September 7, 2011
Airfreight consignment	October 17, 2011	October 24, 2011

Consignment deadline

	Temporary Export	Permanent Export
Seafreight consignment	September 7, 2011	September 14, 2011
Airfreight consignment	October 24, 2011	October 31, 2011

From arrival APT Showfreight Beijing warehouse up to delivery to booth in South Africa or vice versa.

Basic handling rate:

Seafreight consignment: RMB2,600 per CBM or 1000kgs whichever is the greater (minimum charge: 1.5 CBMS per consignment per exhibitor)

Airfreight consignment: RMB60 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is RMB10 per kg based on actual weight or volumetric weight whichever is the greater.

The above is only the main charges for reference. Additional costs such as ATA Carnet handling, Permanent Import, Temporary Import Bond Fee, Import Duties / Taxes will incur. Please check with our Official Freight Forwarder, APT for full tariff.

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7.2.2.2 Shanghai

Deadline for documents (copies of Commercial Invoice and packing list)

	Temporary Export	Permanent Export
Seafreight consignment	September 15, 2011	September 22, 2011
Airfreight consignment	October 17, 2011	October 24, 2011

Consignment deadline

	Temporary Export	Permanent Export
Seafreight consignment	September 19, 2011	September 26, 2011
Airfreight consignment	October 24, 2011	October 31, 2011

From arrival APT Showfreight Shanghai warehouse up to delivery to booth in South Africa or vice versa.

Basic handling rate:

Seafreight consignment: RMB2,600 per CBM or 1000kgs whichever is the greater (minimum charge: 1.5 CBMS per consignment per exhibitor)

Airfreight consignment: RMB60 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is RMB10 per kg based on actual weight or volumetric weight whichever is the greater.

The above is only the main charges for reference. Additional costs such as ATA Carnet handling, Permanent Import, Temporary Import Bond Fee, Import Duties / Taxes will incur. Please check with our Official Freight Forwarder, APT for full tariff.

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7.2.2.3 Shenzhen

Deadline for documents (copies of Commercial Invoice and packing list)

	Temporary Export	Permanent Export
Seafreight consignment	September 15, 2011	September 15, 2011

Airfreight consignment	October 17, 2011	October 24, 2011
------------------------	------------------	------------------

Consignment deadline

	Temporary Export	Permanent Export
Seafreight consignment	September 19, 2011	September 20, 2011
Airfreight consignment	October 24, 2011	October 31, 2011

From arrival APT Showfreight Shenzhen warehouse up to delivery to booth in South Africa or vice versa.

Basic handling rate:

Seafreight consignment: RMB2,600 per CBM or 1000kgs whichever is the greater (minimum charge: 1.5 CBMS per consignment per exhibitor)

Airfreight consignment: RMB60 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is RMB10 per kg based on actual weight or volumetric weight whichever is the greater.

The above is only the main charges for reference. Additional costs such as ATA Carnet handling, Permanent Import, Temporary Import Bond Fee, Import Duties / Taxes will incur. Please check with our Official Freight Forwarder, APT for full tariff.

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7.2.2.4 Hong Kong - [Download Shipping Manual](#)

Deadline for documents (copies of Commercial Invoice and packing list)

Seafreight consignment	September 29, 2011
Airfreight consignment	October 29, 2011

Consignment deadline

Seafreight consignment	October 6, 2011
Airfreight consignment	November 5, 2011

From arrival APT Showfreight Hong Kong warehouse up to delivery to booth in South Africa or vice versa.

Basic handling rate:

Seafreight consignment: HKD2,960 per CBM or 1000kgs whichever is the greater (minimum charge: 1.5 CBMS per consignment per exhibitor)

Airfreight consignment: HKD68 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is HKD12 per kg based on actual weight or volumetric weight whichever is the greater.

The above is only the main charges for reference. Additional costs such as ATA Carnet handling, Permanent Import, Temporary Import Bond Fee, Import Duties / Taxes will incur. Please check with our Official Freight Forwarder, APT for full tariff.

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7.2.2.5 Taiwan - [Download Shipping Manual](#)

Deadline for documents (copies of Commercial Invoice and packing list)

Seafreight consignment	September 26, 2011
Airfreight consignment	November 3, 2011

Consignment deadline

Seafreight consignment	October 3, 2011
Airfreight consignment	November 7, 2011

From arrival APT Showfreight / Triumph Trans-link Taiwan warehouse up to delivery to booth in South Africa or vice versa.

Basic handling rate:

Seafreight consignment: USD380 per CBM or 1000kgs whichever is the greater (minimum charge: 1.5 CBMS per consignment per exhibitor)

Airfreight consignment: USD8.8 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor) Fuel and insurance surcharge is USD1.5 per kg currently, based on actual weight or volumetric weight whichever is the greater. Will be billed to exhibitor at cost as per outlay at the time being.

The above is only the main charges for reference. Additional costs such as ATA Carnet handling, Permanent Import, Temporary Import Bond Fee, Import Duties / Taxes will incur. Please check with our Official Freight Forwarder, APT for full tariff.

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7.3 Official travel agent

The Fair Management has appointed three travel agencies for exhibitors from Mainland China, from Hong Kong and from Taiwan, respectively. Please apply for your travel visa (for mainland China & Taiwan exhibitors only) and book the trip directly with your travel agency by using Form 8 no later than the deadline specified on the respective forms.

7.3.1 Official travel agent for exhibitors from Mainland China

Shanghai CITS Outbound Travel Center

3/F, Shanghai CITS Building, 1277 Beijing Road (West), Shanghai, 200040

Tel: 400 630 4630 (Toll free)

(86-21) 6289 6375 / 6289 8555

Fax: (86-21) 6247 2377

E-mail: csfinb@scits.com

Contact: Fang Yiting / Song Xiaobin

7.3.2 Official travel agent for exhibitors from Hong Kong

Swire Travel Ltd.

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay

Tel: (852) 3151 8798 / 3151 8799

Fax: (852) 2590 0011

E-mail: ritawong@swiretravel.com / ericliu@swiretravel.com

Contact: Rita Wong / Eric Liu

Click here for the [Travel Package \(for Hong Kong exhibitors\)](#) Information. Please submit [Form 8A](#) directly to Swire Travel Ltd. before **October 21, 2011** to book the travel package.

7.3.3 Official travel agent for exhibitors from Taiwan

Thomasland Travel Service Co., Ltd.
5/F, No.51, Sung Chiang Road, Taipei, Taiwan
Tel: (886-2) 2517 2366
Fax: (886-2) 2508 4994 / 2507 9019
E-mail: fair2@ms74.hinet.net / fair2alan@pchome.com.tw
Contact: Alan Chang / Peter Chang

7.3.4 Hotel booking

Swire Travel Ltd. will assist you with your hotel reservation, and provide you with special room rates on below selected hotel near the venue, Gallagher Convention Centre.

If you would like to reserve hotel rooms at the below special rates, please complete and submit the hotel reservation form ([Form 8D](#)) directly to Swire Travel Ltd. by **October 21, 2011**. All reservations are on first-come-first-served basis.

For details or enquiries, please contact:

Swire Travel Ltd.
6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay
Tel: 3151 8798 / 3151 8799
E-mail: ritawong@swiretravel.com / ericliu@swiretravel.com
Contact: Rita Wong / Eric Liu

Featured Hotels:

Park Inn Sandton Hotel

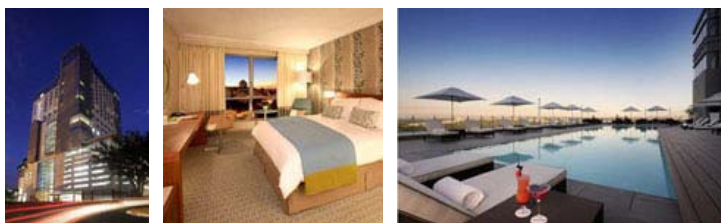
Address: 118 Katherine Street, Sandton, Johannesburg, South Africa
Tel: (27) 11 303 1000
Fax: (27) 11 303 1001
Distance to venue: around 20 minutes drive
Check-in date: November 28, 2011
Check-out date: December 3, 2011 (5 nights)



Room type	Room rate with breakfast (per room per night)
Single	From HKD1,200
Twin	From HKD1,300

Radisson Blu Sandton Hotel

Address: Corner Rivonia Road & Daisy Street, Sandton, PO Box 653148, Benmore, 2146 Johannesburg, South Africa
Tel: (27) 11 245 8000
Fax: (27) 11 245 8099
Distance to venue: around 20 minutes drive
Check-in date: November 28, 2011
Check-out date: December 3, 2011 (5 nights)



Room type	Room rate with breakfast (per room per night)
Single	From HKD2,150
Twin	From HKD2,450

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7.4 Telephone and internet access

The Fair Management has appointed Milton Exhibits (Hong Kong) Limited as official supplier for telephone and fax services of this Fair. If you

need to install telephone or fax lines in the exhibition booth, please submit your request to Milton directly using Form 6 no later than October 14, 2011.

If you need internet services on-site, you may purchase Telkom 3G cards at the Main Reception Counter located at the G/F of the Gallagher Centre ([location map](#)). The operating hours of the Main Reception Counter is 8:00am-5:00pm, November 30 - December 2.

After registering the 3G card number on www.telkom.co.za, you will have internet access for the duration purchased. There are two types of 3G cards: 1 day and 3 days access. The prices for 1 day and 3 days access 3G cards are R80 and R235 respectively. User of the 3 days card will need to register the 3G card number on Telkom website daily.

7.5 Temporary staff agency (for reference only)

If you need to hire any temporary staff or translators, please submit your request to **To The Top Entertainment** directly using Form 7 no later than October 28, 2011. All orders must be accompanied with full payment.

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7.6 Business Center

Business Center will be available at the Fair and can provide services including fax, photocopying, scanning, printing and internet access. The business center is located next to the Main Reception Counter at the G/F of Gallagher Centre ([location map](#)). The operating hour of the business center is 8:00am - 5:00pm, November 30 - December 2.

7.7 Stand cleaning

The Fair Management will arrange for the general cleaning of the exhibition floor aisles and stands (excluding exhibits), prior to the opening of the Fair and daily thereafter.



China Sourcing Fair – Johannesburg 2011 / 30 Nov – 2 Dec 2011 Gallagher Convention Centre, Johannesburg, South Africa

APT Showfreight Ltd. is appointed as the **Sole Official Freight Forwarder and On-Site Handling Agent** of the above show. To ensure the safety and security of the exhibits to the show, all on-site exhibits required mechanical equipments, such as pallet jack and forklift, must be handed-over to APT Showfreight Ltd for handling from arrival marshalling area to booth and/ or vice versa. Handling charges as follows:

安普特物流有限公司為大会指定的唯一运输及现场操作代理. 为确保所有展品及展馆场内之安全操作, 所有需以机力 (如油压车, 铲车) 操作之展品, 于到达展馆卸货区至展台之操作, 须交由安普特物流有限公司安排, 反之亦然. 有关收费如下:

ON-SITE HANDLING SERVICES 现场服务费用

1) On-site handling services inclusive of delivery of exhibits from arrival marshalling area to booth or vice versa, and handling of empty cases during the show period. 现场服务包括: 展馆卸货区送至展台及展会期间暂存空箱, 反之亦然.

Handling Rate (LCL)	ZAR 600.00/ cbm
基本操作费用 (散貨)	南非蘭特 600.00/ 立方米
Minimum Charge	2.00 cbm /consignment/exhibitor
最低收费 (散貨)	2.00 立方米/ 每票/ 每展商

FCL container handling charges: will be quoted upon request. 整箱货柜现场操作费: 将另行报上

The above charge excludes 14% Value Add Tax (VAT) in South Africa. 以上费用不包括南非的 14% Value Add Tax (VAT)

2) Heavy-lift surcharges 超重/超大附加费

Exhibits in excess of 2,000kg or dimensions 200 (L) x 150 (W) x 150 (H) cm per package will be additionally charged, relevant charges will be quoted upon request. 展览品中有任何单一件展品(连包装箱计算在内)超过2,000 公斤或 200 (長) x 150 (闊) x 150 (高), 我司将加收超重及/ 或 超大附加费. 有关费用将另行报上.

SERVICES INCLUDE 服务包括

Inbound 进馆

- Unloading 卸车
- Handling from marshalling area to booth 卸货区至展台
- Storage of empty cases during show period 空箱保存

Outbound 出馆

- Loading 装车
- Handling from booth to marshalling area 展台至卸货区
- Return empty cases to booth 送反空箱至展台



SERVICES EXCLUDE 服务不包括

- Unpacking/ Packing 开箱及包装
- Provision of packing material 提供包装物料
- Assembling/ Dismantling 组装及拆卸

ADDITIONAL SERVICES 其他服务

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.
如有任何上述未有提及之服务，我司将再另行报价。

TERMS OF PAYMENT 支付条款

All payments should be settled before delivery to booth.
所有费用均须於送货上展台之前付清。

CONFIRMATION DEADLINE 确定日期: 16 November 2011/ 2011 年11月16日

On-site service confirmation after 16 November 2011 will subject to 20% surcharge.
所有于 2011年11 月16 日后确定之现场服务须另付 20% 之附加费。

To confirm engage our on-site service, you are required to fill in, complete and return to us the enclosed '**Acceptance of Quotation for On-Site Service**' no later than 16 November 2011. 若贵司确定以上现场服务，须于 2011 年11 月16 日或以前填妥并回传附页之 '**Acceptance of Quotation for On-Site Service**' 予我司。

Should you have any question, please feel free to contact us: 若有任何疑问，请随时与我司联系:

Ms Jenny Yau 游静雯小姐

Direct Line 电话: +852 2877 0150

Direct Fax 传真: +852 2877 0153

Email 电邮: jenny.yau@aptshowfreight.com

TO: APT SHOWFREIGHT LTD

**China Sourcing Fair – Johannesburg 2011 / 30 Nov – 2 Dec 2011 /
Gallagher Convention Centre, Johannesburg, South Africa**

ACCEPTANCE OF QUOTATION FOR ON-SITE SHIPMENT

Name of Exhibitor:					
Contact Person:					
Email:		Mobile Phone:		Booth Number:	
No. of package		Volume (CBM)		Weight (KG)	
Cargo arrival time/ date at Johannesburg fairground:					

Contact details of authorized forwarder (if any):

Name of authorized forwarder:			
Contact Person:		Mobile Phone:	

On-site payment to be settled by: Exhibitor Authorized Forwarder

EXHIBITOR'S ACCEPTANCE

Use of APT Showfreight Ltd's services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the Standard Trading Conditions and the terms listed below.

STANDARD TRADING CONDITIONS

All business is transacted in accordance with Standard Trading Conditions. A copy is available upon request.

TERMS OF PAYMENT

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Payment can be made by Bank Draft or Telegraphic Transfer to our account as follow, remitting bank charges are to be borne by the exhibitor:

Beneficiary Bank Name: HSBC Hong Kong
Beneficiary Bank Code: 004
SWIFT Address: HSBCHKHKKH
Account Number: 813-221496-838 (USD/HKD)
Account Name: APT SHOWFREIGHT LTD

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile / exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges. APT Showfreight Limited can offer the exhibitor insurance coverage at competitive premiums upon receiving request. We hereby confirm our acceptance of APT Showfreight Ltd's quotation, and agree to engage APT Showfreight Ltd to perform the requested services.

Signature and stamp of Company

Date

(Please print name of signatory)

Upon acknowledgement of this ACCEPTANCE OF QUOTATION, please fax it back to us at 852 2877 0505

China Sourcing Fairs – Johannesburg 2011

November 30 – December 2, 2011

Hong Kong Exhibitors Travel Package

Thank you for your participation in China Sourcing Fairs – Johannesburg 2011. In order to facilitate your participation at the show, Swire Travel Ltd. is appointed as the official Hong Kong travel agency that will provide you the travel package service to assist you in round-trip air tickets, hotel accommodations and transportation in Johannesburg.

Please refer to the travel package information listed below. Tour fees are inclusive of Hong Kong to Johannesburg round trip air ticket, hotel accommodation and round trip airport / hotel transfer. November is the Johannesburg peak season and the demand for air ticket and hotel is extremely high during this period.

If you would like to reserve the travel package, please download the booking form (Form 8A) and fax the completed booking form back to Swire Travel on or before **October 21, 2011.**

Swire Travel Ltd.

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Contact:

Rita Wong

(852) 3151-8798

ritawong@swiretravel.com


Eric Liu

(852) 3151-8799

ericliu@swiretravel.com

Fax:

(852) 2590-0011



**Deadline is Oct 21
Book now!**

8 Days 5 Nights Package (November 27 – December 4, 2011)

A. Flight Schedule – Cathay Pacific Airways (CX)

Date	From / To	Flight	Departure / Arrival Time	Flying Hours
November 27, 2011	Hong Kong / Johannesburg	CX749	2345 / 0635 +1	12 hours 50 mins
December 3, 2011	Johannesburg / Hong Kong	CX748	1235 / 0705 +1	12 hours 30 mins

* +1 means arrival on the next day

Conditions of group fare

1. Air ticket is NON-endorsable, NON-reroutable, NON-refundable
2. Fixed date departure
3. Return date can be changed with surcharge of HKD1,300 (subject to availability)
4. Validity: Minimum 5 days, Maximum 45 days
5. Group fare only applies to economy class
6. Air ticket will be issued 14 working days before departure
7. Flight schedule is subject to change without prior notice

Baggage allowance

Hong Kong / Johannesburg

CX749

20kg

Johannesburg / Hong Kong

CX748

20kg

B. Hotel Accommodation

1. Park Inn Sandton Hotel

Address: 118 Katherine Street, Sandton, Johannesburg, South Africa

Tel: (27) 11 303 1000 Fax: (27) 11 303 1001

Distance to Gallagher Convention Centre: within 20 minutes drive (transfer will be provided)



2. Radisson Blu Sandton Hotel

Address: Corner Rivonia Road & Daisy Street, Sandton, PO Box 653148, Benmore, 2146 Johannesburg

Tel: (27) 11 245 8000 Fax: (27) 11 245 8099

Distance to Gallagher Convention Centre: within 20 minutes by coach (transfer will be provided)



C. Itinerary

8 Days 5 Nights Package stay at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 1 – November 27, 2011 (Depart for Johannesburg)

Evening	Depart Hong Kong to Johannesburg by CX749 (2345 / 0635+1)
	Overnight on board

Day 2 – November 28, 2011 (Arrive Johannesburg)

Morning	Meet and greet at airport
	City orientation in Johannesburg and Pretoria
Afternoon	Lunch by own arrangement
	Transfer to hotel for check-in
Evening	Free time for leisure
	Overnight at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 3 – November 29, 2011 (Move-in)

Morning	Breakfast at hotel
	Coach transfer from hotel to Gallagher Convention Centre
Afternoon	Lunch by own arrangement
	Coach transfer from Gallagher Convention Centre to hotel
Evening	Dinner by own arrangement
	Overnight at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 4 – November 30, 2011 (Exhibition period)

Morning	Breakfast at hotel
	Coach transfer from hotel to Gallagher Convention Centre
Afternoon	Lunch by own arrangement
	Coach transfer from Gallagher Convention Centre to hotel
Evening	Dinner by own arrangement
	Overnight at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 5 – December 1, 2011 (Exhibition period)

Morning	Breakfast at hotel
	Coach transfer from hotel to Gallagher Convention Centre
Afternoon	Lunch by own arrangement
	Coach transfer from Gallagher Convention Centre to hotel
Evening	Dinner by own arrangement
	Overnight at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 6 – December 2, 2011 (Last day of exhibition)

Morning	Breakfast at hotel
	Coach transfer from hotel to Gallagher Convention Centre
Afternoon	Lunch by own arrangement
	Coach transfer from Gallagher Convention Centre to hotel
Evening	Dinner by own arrangement
	Overnight at Park Inn Sandton Hotel or Radisson Blu Sandton Hotel

Day 7 – December 3, 2011 (Departure back to Hong Kong / optional tour)

Morning	Breakfast at hotel
	Coach pick up at hotel and transfer to Johannesburg Airport
	Depart for Hong Kong by CX748 (1235 / 0705+1)
	Overnight on board

Day 8 – December 4, 2011 (Arrive Hong Kong)

Morning	Arrive Hong Kong at 0705
----------------	--------------------------

D. Package Fare

8 Days 5 Nights tour package

Package	Sharing Twin Room (per person)	Single Room (per person)
A) Stay at Park Inn Sandton Hotel	HKD15,050	HKD18,050
B) Stay at Radisson Blu Sandton Hotel	HKD19,250	HKD24,250

Package fare includes

1. Hong Kong – Johannesburg round trip economy class air ticket on Cathay Pacific Airways (group ticket)
2. Five (5) nights hotel accommodation with daily breakfast
3. Half day city tour in Johannesburg and Pretoria on day 2
4. Transfer services as specified in the itinerary
5. Round trip airport transfer to and from hotel
6. Meet & greet services on arrival
7. 0.15% levy franked by Travel Industry Council of Hong Kong (TIC)
8. Basic group travel insurance

Package fare does not include

1. Hong Kong and Johannesburg airport taxes, security charges and airlines fuel surcharge (approx. HKD2,076 per person)
2. Travel document and visa fee
3. Optional tour & activities, transfers and other services not specified in the itinerary
4. Expenditure of personal nature such as meals, drinks, telephone calls, mini bar, laundry etc...
5. Cost incurred due to the delay of air/land carriers that are beyond our control

E. Visa Requirement

1. Below nationalities do not require visa (for 3 months stay) but must have at least one valid clear / blank visa page for entry:
Andorra, Argentina, Australia, Austria, Belgium, Botswana, Brazil, Bulgaria, Canada, Chile, Czech, Denmark, Ecuador, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Jamaica, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Netherlands, New Zealand, Norway, Paraguay, Portugal, San Marino, Singapore, Slovenia, Spain, St. Vincent & the Grenadines, Sweden, Switzerland, Uruguay, USA, United Kingdom, Venezuela
2. Below nationalities do not require visa (for 1 month stay) but must have at least one valid clear / blank visa page for entry:
Antigua & Barbuda, Barbados, Belize, Benin, Bolivia, Cape Verde, Costa Rica, Cyprus, Gabon, Guyana, HKSAR, HKBN(O), Hungary, Jordan, Korea (South), Lesotho, Malawi, Malaysia, Maldives, Mauritius, Namibia, Peru, Poland, Seychelles, Slovak, Swaziland, Thailand, Turkey, United Nation – Laissez-Passer, Zambia
3. Below nationalities other than the above must obtain a visa:
Taiwan, China, India, Pakistan, Bangladesh, Indonesia, Philippines, Colombia, and etc.

F. Travel Insurance

Swire Travel can arrange Travel Safe Insurance for exhibitors. This provides protection against unpredictable expenses and losses that can occur while you are traveling. For details, please contact Swire Travel.

G. Registration and Payment

November is the Johannesburg peak season and the demand for air flight and hotel is extremely high during this period. Please complete the attached booking form and fax it back to Swire Travel on or before **October 21, 2011**. All services reserved must be guaranteed by a non-refundable deposit HKD 10,000 per person and please send it to Swire Travel no later than **October 21, 2011**. All reservations are on first-come-first-serve basis.

The cheque should be payable to:

Pay to: Swire Travel Ltd.
Address: 6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong
Attention: Rita Wong / Eric Liu

Balance payment should be made to Swire Travel in according to our final invoice no later than **November 4, 2011**. Swire Travel Ltd. reserves the right to release your reservation for any case of late payment without full payment refund. For any special requests or inquiries, please contact Swire Travel Ltd.

** There are other travel packages available. Please check with Swire Travel Ltd. for details.

China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

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November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

8. Liability

1. The Fair Management and its affiliates, employees, representatives, agents and contractors, shall not be responsible or liable for any delay, theft, loss, damage or injury suffered by or caused to any exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors) or any of its exhibits or other materials.
2. The exhibitor shall be responsible and liable for, and shall indemnify, defend and hold harmless the Fair Management and its affiliates, and their directors, officers, employees, agents, representatives and contractors from and against, any and all property loss or damage (including but not limited to damage caused to the building installation or equipment within the event venue) or any personal injury or death, caused by or arising from any of its exhibits or any act or omission of the exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors). The Fair Management and its affiliates, and their directors, officers, employees, agents, representatives and contractors, shall not be liable or responsible for any such property loss or damage or personal injury or death.
3. The Fair Management reserves the right to postpone, curtail, suspend, extend, abandon, cancel, or alter the character or scale of, the event, or to close individual or all event sections temporarily or permanently, without any liability to the exhibitor, if in the Fair Management sole and absolute opinion it is necessary, appropriate or expedient to do so, due to any emergency, or any cause, reason or event which is unforeseen or beyond the Fair Management's reasonable control. In such event, the exhibitor shall not be entitled to a refund of any fees already paid for its event participation (whether in full or in part) or to claim any compensation from the Fair Management.
4. Should the event be suspended or cancelled, for whatever reason, the Fair Management shall not be liable for any damage or loss whatsoever (including but not limited to any direct, indirect, consequential, incidental, secondary, special, punitive or exemplary damage or loss; or any loss of use, business, opportunity, revenue or profit; or any financial or economic loss) suffered by any exhibitor as a result thereof. In such cases, the Fair Management may require exhibitors to bear a reasonable share of the cost incurred by the Fair Management in preparing for the event.
5. The Fair Management shall be responsible for, and shall be entitled to act as, the party in possession and control of the event premises throughout the event period. This shall include (without limitation) the right to issue instructions, rules and regulations regarding the use by exhibitors of their booths or any other part of the event premises, or the conduct of exhibitors at the event premises.
6. The decision of the Fair Management in relation to any problem or dispute arising at or in connection with the show shall be final and binding upon all exhibitors.

7. The Fair Management shall not be liable for any error or omission in the Floor Plan Map.
8. The Fair Management shall not be liable for any loss of or damage to, or any delay in, the exhibitor's shipments to or from the event venue (including but not limited to any loss, damage or delay arising from or in connection with the transportation, delivery or customs clearance of the exhibitor's shipments). The exhibitor shall be responsible for making, at its own cost and expense, all appropriate and adequate arrangements for its shipments to and from the event venue (including but not limited to transportation, delivery, customs clearance and insurance arrangements).
9. The Fair Management shall have the right to exercise a general lien over any property the exhibitor has in the event venue in respect of all monies due to the Fair Management (including claims for damages) in connection with the event.
10. The Fair Management shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the event.

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November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

9. Information about Johannesburg

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9.1 Profile

Johannesburg is the largest metropolis in South Africa, with around 3.8 million populations. The city is well known as the "City of Gold" and is the capital of Gauteng province, the economic hub of South Africa. Johannesburg is located in the northeastern part of South Africa and is 35-45 minutes' drive away from the national capital, Pretoria.

Johannesburg is recognized as the financial capital of South Africa and is the home to many Corporate Headquarters. Being the most cosmopolitan and wealthiest city, Johannesburg houses Johannesburg Securities Exchange (JSE) which is the largest stock exchange in Africa and one of the top 20 exchanges in the world in terms of market capitalization. In addition to the financial achievement, the city's profusion of trees, at approximately six million, makes it the largest, man-made forest in the world.

9.2 Languages

In South Africa, there are 11 official languages including English, Afrikaans, Ndebele, Northern Sotho, Southern Sotho, Swati, Tsonga, Tswana, Venda, Xhosa and Zulu. All of them are spoken in Johannesburg. Among which, English and Afrikaans are the most widely spread languages and English is understood anywhere and is the predominant language of the government, business and media.

9.3 Currencies

Rand is the local currency in Johannesburg. One Rand comprises 100 cents. The currency consists of five notes including 10, 20, 50, 100 and 200 rands. Coins are available at 1, 2, 5 rands and 1, 2, 5, 10, 20, 50 cents.

Foreign currency and travelers' cheques can be exchanged at local banks, Bureaux de Changes and some hotels. The exchange rate of Rand fluctuates against the US dollar (approximately US\$1 = ZAR 7.3).

Major credit cards such as American Express, Diners Club, MasterCard and Visa are widely accepted.

9.4 Banking facilities (for reference only)

Banks offer the full range of commercial and personal banking services.

General banking hours:

Monday to Friday:	9:00am – 3:30pm
Saturday:	9:00am – 11:00am
Sunday & Public holidays:	Closed

ATMs are available at the airport, in most shopping malls and the Gallagher Convention Centre main entrance. ATMs will have a set daily limit for cash withdrawals.

9.5 Local time

The local time of Johannesburg is 2 hours ahead of GMT.

9.6 Electricity

220 volts, 50 Hz. Most plugs are 15 amp 3-prong or 5 amp 2-prong, with round pins.

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9.7 Climate

Due to the city's high altitude, the climate in Johannesburg is nice throughout the year.

During the summer months, between October and March, the days are not too hot and the nights are pleasantly cool. Average daytime temperature is 28°C / 82°F. Most of Johannesburg's rainy weather takes place during the summer, which can range from light showers to thunderstorms.

In winter from April to September, there are sun shines in daytime but the nights can be quite cold. The winter climate in Johannesburg is generally warm and dry with daytime temperatures of 25°C / 77°F. It can feel quite chilly during the evening and it is common to experience freezing temperatures at night.

9.8 Clothing

The seasons in the Southern Hemisphere are directly opposite to those of the Northern Hemisphere. In December, it is summer in South Africa and cool and comfortable clothes like cottons and linens are preferred and short-sleeved clothes are best. A light jacket or wrap is a good precaution for the cooler evenings. Bringing along a compact umbrella or rain jacket will be important since it is rainy in Summer time. The winters are generally mild with freezing night temperature. Warmer clothes will be needed and jerseys or jackets are preferred.

The sun can be strong throughout the year. Sunglasses, hat and sun block will be essential. A little formal dressing for trendier eateries and formal suits for business is recommended.

9.9 Customs

Duty free allowance per person:

- Personal effects, sporting and recreational equipment*
- Other new or used goods in accompanied baggage to the total value of R3,000**
- 2 litres wines

- 1 litre spirits and other alcoholic beverages
- 200 cigarettes and 20 cigars
- 250g cigarette or pipe tobacco
- 50ml perfume and 250ml eau de toilette

* Visitors may be required to pay cash deposit to cover the duty and Value Added Tax on expensive personal articles (e.g. video cameras) temporarily imported into South Africa. The deposit will be refunded when visitors leave the country and the goods are proof to be re-exported from South Africa.

** Goods exceeding the R3,000 allowance (up to R15,000) will incur a flat-rate duty charge of 20%. The R3,000 duty free allowance and the flat-rate assessment are only valid once per person during a period of 30 days and will not apply to goods imported by persons entering South Africa after an absence of less than 48 hours.

For details, please visit the website of South African Revenue Service:
www.sars.gov.za.

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9.10 Value-Added-Tax (VAT)

A Value-Added-Tax (VAT) is currently set at 14% and is included in the price of most good and services. Foreign visitors to South Africa may claim refunds on VAT paid on items to be taken out of the country when the total value of items purchased exceeds R250 and within 90 days of purchase. VAT is refunded at the major international departure points provided the original Tax Invoices and items on which VAT refunds are claimed are presented for examination. Note that services rendered or good consumed in South Africa do not qualify for a VAT refund.

9.11 International Airport

O.R. Tambo International Airport (www.acsa.co.za) in Johannesburg serves as the primary airport for domestic and international travel to/from South Africa and caters for more than 17 million passengers each year. There are world-wide flights from all major cities landing at O.R. Tambo International Airport daily.

The airport is about 30-45 minutes from the city's centre and easily accessible by car, metered taxis and buses which operate to various parts of the city.

The airport has two terminals: Terminal A receives international traffic and Terminal B handles domestic flights. The airport boasts a world-class variety of amenities, business centres, retail centres, restaurants and bars, as well as a five-star hotel.

9.12 Local transportation (for reference only)

Modes of traveling in Johannesburg consist of metered taxis, minibus taxis, buses and the Rea Vaya Bus Rapid Transit System (BRT), Metrorail and Gautrain rapid rail.

Metered taxis:

Metered taxis are recognizable by the yellow "taxi" lights on the car roofs. They are conventional metered taxis, but unlike in many other countries, these do not cruise around the streets in search of passengers, and must generally be called and ordered to a destination. Major hotels often reserve bays for taxi companies. Otherwise, the reception staff can quickly make the arrangements for visitors. Hotel concierges will have a list of reliable taxi service providers. Below are a few for reference:

- Corporate Cabs (www.corporatecabs.co.za)
- Rose Radio Taxi (www.rosetaxis.com)
- SACAB (www.sacab.co.za)
- Airport Taxi Hire Transfers Services (www.taxihire.co.za)

All fares including the luggage fee need to be confirmed before accepting the ride or while on the phone with the operator.

Minibus taxis:

Minibus taxis are cheap and popular form of public transportation in South Africa. They are small-scale bus services operating with neither timetables nor formal stops.

Tourists are advised to take the minibus taxis only if you are accompanying by a local because the drive requires knowledge of local hand signs to indicate the way. Minibus taxis tend to be old and in poor condition and drivers tend to rush to the destinations in order to maximize the returns.

Buses:

Metrobus is wholly owned by the City of Johannesburg with 532 buses running 80 scheduled routes and 130 school routes. It is the second largest municipal bus operator in South Africa and carries about 90,000 passengers daily. The routes cover six zones with most of the routes starting from the inner city. For more details of the routes and fare, please visit <http://www.joburg.org.za>.

Rea Vaya Bus Rapid Transit System:

The Rea Vaya Bus Rapid Transit System (BRT) (www.reavaya.org.za) is new transport system developed to combat the traffic congestion in Johannesburg. BRT will be implemented in phases. Phase 1A started operations in September, 2009 with services from Thokoza Park to Ellis Park. Phase 1B will be completed in early 2012 with 102 stations. The whole Phase 1 was planned to be launched in 2013 with total 150 stations.

Trunk buses will run on exclusive and dedicated main trunk routes with Rea Vaya Stations. Smaller complimentary feeder buses will pick up passengers from the outer areas to the Rea Vaya Stations on the main trunk routes. The trunk route services run from 4:50am-9pm on weekdays and 6am-6pm for Saturdays and Sundays. Trains will run every 5-20 minutes in peak times and in 16-30 minute intervals during off peak times. BRT operates from Monday to Sunday including public holidays. There are 3 kinds of tickets available: Blue, Red and Green with fares of R9.5, R6 and R5 respectively.

Metrorail:

Metrorail (www.metrorail.co.za) is the cheapest form of transport in Johannesburg connecting the central Johannesburg to Soweto, Pretoria and most of the satellite towns along the Witwatersrand.

Gautrain rapid rail:

The Gautrain Rapid Rail Link (www.gautrain.co.za) is a state-of-the-art rapid rail network planned in Gauteng to ease the traffic congestion between Johannesburg and Tshwane. The rail connection comprises of two links, namely a link between Tshwane (Pretoria) and Johannesburg and a link between O.R. Tambo International Airport and Sandton.

The Gautrain has commenced its Phase 1 operations on the section between O.R. Tambo International Airport and Sandton Station. Phase 2, that is for the full Gautrain system, is planned to be completed by June 2011.

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9.13 Visas

Visa requirements vary according to the nationality of the passport holder and the purpose and duration of the visit. Passport holders of certain countries are exempt from visa requirements. To determine whether you require a visa to enter South Africa, please visit the South African Department of Home Affairs at www.home-affairs.gov.za or the City of Johannesburg official website at www.joburg.org.za/visitors.

HKSAR and HKBNO passport holders do not require a visa for an intended stay of 30 days or less in South Africa. China and Taiwan passport holders will need a visa before travelling to South Africa. Applicants may submit their visa applications directly to their local South African diplomatic or consular representative. Enquiries can be directed to:

South African Consulate-General, Hong Kong

27/F, Great Eagle Centre, Room 2706-10, 23 Harbour Road, Wanchai, Hong Kong

Tel: (852) 2577 3279

Fax: (852) 2890 1975

Website: www.saembassy.org.cn/hongkong.html

South African Consulate-General, Shanghai

Room 2706, 27/F, Bund Center, 222 Yan An Road East, Shanghai 200002, China
Tel: (86-21) 5359 4977
Fax: (86-21) 6335 0930
Website: www.saembassy.org.cn/shanghai.html

South African Embassy in Beijing

No. 5, Dongzhimenwai Dajie, Beijing 100600, China
Tel: (86-10) 8532 0000
Fax: (86-10) 6532 7319
Website: www.saembassy.org.cn

Liaison Office of South Africa in Taiwan

Suite 1301, 13/F, 205 Tun Hwa North Rd., Taipei 105, Taiwan
Tel: (886-2) 2715 3251 / 4
Fax: (886-2) 2712 5109
Website: www.southafrica.org.tw

9.14 Mobile phone (for reference only)

There are five major mobile operators in Johannesburg: MTN (www.mtn.co.za), Vodacom (www.vodacom.co.za), Cell C (www.cellc.co.za), Virgin Mobile (www.virginmobile.co.za) and 8ta (www.8ta.com) that all offer mobile phone services. MTN, Vodacom and 8ta are available at the airport. Pre-paid SIM cards for tourists are available at respective providers' shop/distributors. International exhibitors are reminded to contact your local mobile operator to activate the roaming service before traveling to Johannesburg.

9.15 Tourist spots

There are plenty of popular attractions in Johannesburg including Gold Reef City theme park, Montecasino Bird Park, Apartheid Museum at Gold Reef City, Hector Pieteron Memorial Monument, Mandela House Museum, Johannesburg Zoo, Lion Park, Johannesburg Planetarium, Johannesburg Art Gallery, James Hall Transport Museum, SA National Museum of Military History, Bernberg Museum of Fashion, Museum Africa, Constitution Hill, Bruma Flea Market, and Ubuntu Kraal.

China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

English | [简体版](#) | [繁體版](#)

November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

10. Order Forms

Order Form	Form Name	Deadline
1	Fascia board / Floor Plan Map Entry Form	September 30, 2011
2	Floor Plan Map advertisement	September 19, 2011
3	Raw space exhibitor-appointed contractor	October 14, 2011
4A	Additional electrical services (standard and furnished booths only)	October 14, 2011
4B	Additional electrical services (raw space only)	October 14, 2011
5	Additional furniture rental	October 14, 2011
6	Additional communications facilities	October 14, 2011
7	Temporary staff request form	October 28, 2011
8A	Travel package application form (applicable to HK exhibitors only)	October 21, 2011
8D	Johannesburg hotel booking form	October 21, 2011
	South Africa Visa invitation letter	October 14, 2011
	On-site handling services acceptance form	November 16, 2011

[Close this window](#)

China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

Exhibitor Manual

China Sourcing Fair: Electronics
China Sourcing Fair: Solar & Energy Saving Products
China Sourcing Fair: Gifts & Premiums
China Sourcing Fair: Home Products
China Sourcing Fair: Baby & Children's Products
China Sourcing Fair: Fashion Accessories
China Sourcing Fair: Garments & Textiles
China Sourcing Fair: Hardware & Building Materials

English | [简体版](#) | [繁體版](#)

November 30 - December 2, 2011
Gallagher Convention Centre
Johannesburg, South Africa

11. Application for South Africa Visa Invitation Letter

This Letter of Invitation is for you to use as supporting document when applying for an appropriate South Africa entry visa. You will not need to apply for this Invitation Letter if you have already applied your South Africa Visa through our [Official Travel Agents](#). (Note: South Africa Visa applications may take up to 21 working days to process. Some applications may take a longer processing time and you are advised to plan and apply well in advance.)

To apply, please submit the completed [Invitation Letter application form](#) to the Exhibitor Support Executives on or before the deadline, **October 14, 2011**. The application may take up to 5 working days to process provided that the submitted form is complete and information is accurate.

Leena Qi / Joann Li / Shirley Lin
Exhibitor Support Executives
Tel: (86-755) 8282 7555
Fax: (86-755) 8282 7575
E-mail: joburg-csf-service@globalsources.com

Hong Kong exhibitor hotline: (852) 8127 0250

Taiwan exhibitor hotline: (886-2) 2712 6877 ext. 377

For enquiries, please contact the Exhibitor Support Executives.

[Close this window](#)

Form 1 (Fascia board / Floor Plan Map Entry Form)

- You have submitted Form 1 - Fascia Board / Floor Plan Map Entry Form previously with your booth contract.
- The information provided in this form will be featured in the fascia board and official Floor Plan Map. Please contact the Exhibitor Support Executives for any change on this form before the deadline, **September 30, 2011**.

Exhibitor Support Executives: Ms. Leena Qi / Ms. Joann Li / Ms. Shirley Lin

Tel: (86-755) 8282 7555

Fax: (86-755) 8282 7575

E-mail: joburg-csf-service@globalsources.com

- The Fair Management cannot ensure that the information be featured on the Fascia board and Floor Plan Map if Form 1 or request changes on Form 1 is submitted after September 30, 2011.

[Close this window](#)

Order forms

Form 2

Floor Plan Map advertisement

Deadline:
September 19, 2011

Return to: Leena Qi /
Joann Li /
Shirley Lin
Global Sources

Tel: (86-755) 8282 7555
Fax: (86-755) 8282 7575

E-mail:
joburg-csf-service@
globalsources.com

The Floor Plan Map will feature general information of the event and the company entries of all exhibitors. Advertise in the floor plan maps to reach more buyers than you had imagined. Thousands of floor plan maps are available to all visitors of the Fairs. Copies are given away before and during the Fairs in selected locations frequented by buyers.

Specifications
• Actual size: 123mm (W) x 193mm (H)
• Bleed size: No bleeding Area
• Color: 4C + 4C
• Frame: Solid black

Please check the box if you would like to advertise in the floor plan map

Contact your Global Sources Account Executive today to get details and advertising rates of Floor Plan Map advertisements.

Submitted by

Exhibiting company _____ Booth no. _____

Contact person _____ Title _____

Tel _____ Fax _____

E-mail _____

Signature _____ Date _____

Form 3 (page 1 of 2)

Raw space exhibitor – appointed contractor

**Deadline:
October 14, 2011**

Return to: Leena Qi /
Joann Li /
Shirley Lin
Global Sources

Tel: (86-755) 8282 7555
Fax: (86-755) 8282 7575

E-mail:
joburg-csf-service@
globalsources.com

- This form must be signed and returned by the exhibitor occupying raw space and by their appointed contractor by October 14, 2011.
- Raw space does not come with electricity supply. Please have your contractor order the appropriate electricity supply from the Official Contractor by using Form 4B.
- Please return this form together with your booth design drawings with dimensions and electrical installation plans for the Fair Management’s approval.
- Raw space contractors are required to place with the Fair Management a refundable and interest-free Site Work Deposit in an amount calculated at a rate of US\$ 50/sq.m. The Site Work Deposit shall be returned in full to the contractor after the Fair, only if the raw space site is, in the Fair Management’s view, clean and clear of any rubbish or litter and no damage whatsoever has been caused (including without limitation any damage to the raw space site or any part of the venue building(s), structure(s) or content(s)).
- Site Work Deposit will be collected by the official contractor at the check-in counter and will only accept cash payment. Raw space contractors are required to pay the Site Work Deposit to the official contractor before they move in for booth construction. For raw space booths in Halls 2 and 3, please approach the check-in counter located in Upper Lobby (between Halls 2 and 3). For raw space booths in Halls 4 and 5, please approach the check-in counter located in Hall 5 Lobby.
- Please indicate in the form below the number of contractor badges you are applying. The badges will be given only to approved contractors who have paid the Site Work Deposit. Badges will be available for collection on November 28, 2011 at the check-in counters of respective halls.
- By signing this form, we, as Exhibitor and Contractor respectively, acknowledges that we understand and agree to abide and be bound by all the rules and regulations of the exhibition (including those contained in the Exhibitor’s Manual), the matters set out above and the terms and conditions on the following page. If Exhibitor or Contractor fails to comply, the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty.

Submitted by

Exhibiting company _____

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Signature _____

Date _____

Name of contractor	
Contact person	
Position	
Telephone	
Fax	
E-mail address	
On-site supervisor	
On-site supervisor mobile phone	
No. of contractor badges required	
Deposit amount	
Signature	

Form 3 (page 2 of 2)

Raw space exhibitor – appointed contractor

**Deadline:
October 14, 2011**

Return to: Leena Qi /
Joann Li /
Shirley Lin
Global Sources

Tel: (86-755) 8282 7555
Fax: (86-755) 8282 7575

E-mail:
joburg-csf-service@
globalsources.com

Terms and Conditions for raw space exhibitors & appointed contractors:

1. All workers employed in the construction of the exhibition stand shall wear contractor badges at all times when they are at the venue.
2. The contractor is required to place with the Fair Management a refundable and interest-free “Site Work Deposit” in accordance with the terms set out on the previous page. Access to the site and/or construction of the booth shall not be permitted until the Site Work Deposit has been paid.
3. During the move-in period, the contractor shall be responsible for the day-to-day removal of rubbish (e.g. empty paint cans, lumber scrap, etc.) and shall be liable for the rubbish removal fees charged or costs incurred by the Fair Management if they fail to do so.
4. At the end of the exhibition, it shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule. They shall also be responsible for the removal of all rubbish and litter at our site, and shall ensure that no damage whatsoever (including without limitation any damage to the raw-space site or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.
5. If, in the Fair Management’s opinion, the site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Fair Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full; and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Fair Management or Venue Management as a result thereof or in connection therewith, charge to and recover from either the exhibitor and/or contractor the amount of the shortfall.
6. The Fair Management has the right to alter or remove parts of the raw space booth should its construction fail to meet the requirements or acceptable standards of the Fair Management and/or Venue Management. Any such onsite alteration costs will be entirely at the exhibitors’ expense.
7. Exhibitors/contractors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Fair Management. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor’s costs. Such costs and/or expenses will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.
8. If the exhibitors/contractors fail to comply to the rules and regulations of the exhibition (including those as contained in the Exhibitors’ Manual), the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty and prohibit their participation in any future events.
9. The raw space exhibitor and its appointed contractor agree to be jointly and severely responsible and liable to the Fair Management for all matters stated herein.

<p>Submitted by</p> <p>Exhibiting company _____</p> <p>_____</p> <p>Booth no. _____</p> <p>Contact person _____</p> <p>_____</p> <p>Title _____</p> <p>Tel _____</p> <p>Fax _____</p> <p>E-mail _____</p> <p>_____</p> <p>Signature _____</p> <p>Date _____</p>
--

Order forms

Form 4A (page 1 of 3)

Additional electrical services – Standard and furnished booths only (Johannesburg)

Deadline:
October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

- This form is only applicable for standard and furnished booth exhibitors.
- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, the Official Contractor reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and the Official Contractor.
- Payment can be made by:

(i) Cheque (payable to "Milton Exhibits (Hong Kong) Limited"). Please put the show name, booth number and company name at the back of the cheque when sending, or

(ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 14, 2011.

Bank name: The Hongkong and Shanghai Banking Corporation Limited
Tai Yau Street Branch

G/F, 26-28 Tai Yau Street, San Po Kong, Kowloon

A/C no: 004-191-700947-838 (HKD & Multi-Currencies, except RMB)

Swift code: HSBCHKHCHKH

Payees name: Milton Exhibits (Hong Kong) Limited, or

(iii) Payment made thru credit card:

Name of card holder _____

Signature _____

VISA / MASTER card no. _____

Amount US\$ _____ Expiry date _____

- 30% surcharge will be added for all orders received after October 14, 2011.
- 50% surcharge will be added for all orders received after November 14, 2011.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 14, 2011, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 14, 2011. In any event, no cancellation shall be effective unless the Official Contractor confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- The electrical services for all exhibitors should be carried out by the Official Contractor.
- Any request to dismantle or remove the standard or furnished booth facilities and furniture (e.g. shelf, spotlight, cabinet) must be made to the Official Contractor in writing before October 14, 2011. Requests made after the deadline or on-site may result in a service delay.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.

Submitted by

Exhibiting company _____

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Address _____

Signature _____

Date _____

Order forms

Form 4A (page 2 of 3)

Additional electrical services – Standard and furnished booths only (Johannesburg)

Deadline: October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

	Ref.	Description	Unit cost (US\$)	Qty	Amount
*	E23	Double tube fluorescent light (1220mm) (white light)	35		
*	E6	100W Spotlight (yellow light)	35		
*	E20	150W Metal halide	140		
*	E11	50W Downlighter	40		
*	E8	100W Track spotlight – open (single light only, 1 meter of track included)	32		
*	E14	500W Flood light	42		
*	E15	1500W Flood light	63		
*	E13	Plug point (not for lighting, max. 500w)	32		
		Electricity & visible wiring to each light (100 watt included, US\$21 for each additional 100 watt power consumption. For neon lights, price should be subject to prior confirmation) (Installation of light is not included)	20		
Sub-total					
30% surcharge for orders received after October 14, 2011					
50% surcharge for orders received after November 14, 2011					
Total amount					

Submitted by

Exhibiting company

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Address _____

Signature _____

Date _____

Order forms

Form 4A (page 3 of 3)

Additional electrical services – Standard and furnished booths only (Johannesburg)

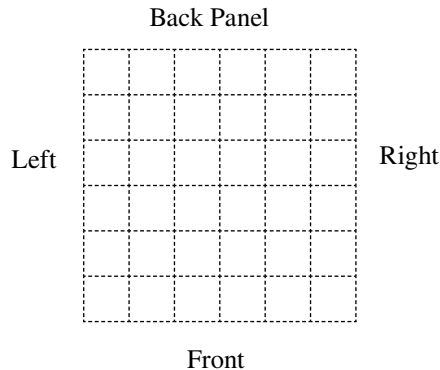
Deadline:
October 14, 2011

Return to:
 Milton Exhibits (Hong Kong) Limited
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong






Tel: (852) 3605 9695 / 3605 9506
 Fax: (852) 3605 9410 / 3605 9496
 E-mail: mhb@milton-hk.com
 Contact: Gordon Chan / Denise Lam

Please indicate the location of items with “*” on the plan below. Milton Exhibits (Hong Kong) Limited will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$12 per piece per item.

Top elevation



Keys:

Fluorescent tube  Spotlight  Plug point 
 Pegboard  Flat/Slope shelf 

Submitted by

Exhibiting company _____

 Booth no. _____
 Contact person _____

 Title _____
 Tel _____
 Fax _____
 E-mail _____

 Address _____

 Signature _____
 Date _____

Remarks:

1. All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.
2. If exhibitors or non-official contractors bring their own lighting devices, they must order the lighting connection service or main electrical power supply main (for lighting) from the official contractors. Exhibitors/non-official contractors are not allowed to install any additional lighting devices without prior application/notification to the official contractors. Penalty fee will be applied if such situation is found.
3. The necessary cable connecting the power supply to the electrical appliance/machine must be prepared by exhibitors/appointed contractor.
4. One socket or power supply is for the use of one electrical appliance/machinery only. No multi-plug is allowed.
5. All complaints must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.



Rental Furniture & Fittings



MA01
Information Counter



H42
Round Table on Milan Base



H85
Lockable Cupboard



H02
Black Leather Chair



H87
Octanorm Glass Top Counter



H89
Octanorm Showcase Large



H107b Sloped Shelf
H107a Flat Shelf



MB20
Pegboard (with 30 hooks)



MM001
Folding Door



MM002
Lockable Door



MP003
System Ceiling Beam



E23
Double Tube Fluorescent
Lighting



E6
100W Spotlight



E8
100W Track Spotlight--Open



E14
500W Flood Light



E13
Plug Point

Order forms

Form 4B (page 1 of 3)

Additional electrical services – Raw space only (Johannesburg)

Deadline: October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

- This form is only applicable for raw space exhibitors.
- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, the Official Contractor reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and the Official Contractor.
- Payment can be made by:

- (i) Cheque (payable to "Milton Exhibits (Hong Kong) Limited"). Please put the show name, booth number and company name at the back of the cheque when sending, or
- (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 14, 2011.

Bank Name: The Hongkong and Shanghai Banking Corporation Limited
Tai Yau Street Branch

G/F, 26-28 Tai Yau Street, San Po Kong, Kowloon

A/C No: 004-191-700947-838 (HKD & Multi-Currencies, except RMB)

Swift Code: HSBCHKHHHKH

Payees Name: Milton Exhibits (Hong Kong) Limited, or

- (iii) Payment made thru credit card:

Name of card holder _____

Signature _____

VISA / MASTER card no. _____

Amount US\$ _____ Expiry date _____

- 30% surcharge will be added for all orders received after October 14, 2011.
- 50% surcharge will be added for all orders received after November 14, 2011.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 14, 2011, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 14, 2011. In any event, no cancellation shall be effective unless the Official Contractor confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Raw space does not come with electricity supply. All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor, Milton Exhibits (Hong Kong) Limited.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.

Submitted by
Exhibiting company

Booth no. _____
Contact person _____

Title _____
Tel _____
Fax _____
E-mail _____

Address _____

Signature _____
Date _____

Order forms

Form 4B (page 2 of 3)

Additional electrical services – Raw space only (Johannesburg)

Deadline: October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

	Description	Unit cost (US\$)	Qty	Amount
*	32Amp single phase power (for lighting)	190		
*	32Amp three phase power (for lighting)	300		
*	63Amp three phase power (for lighting)	600		
*	Electricity & visible wiring to each light (100 watt included, US\$21 for each additional 100 watt power consumption. For neon lights, price should be subject to prior confirmation) (Installation of light is not included)	20		
Sub-total				
30% surcharge for orders received after October 14, 2011				
50% surcharge for orders received after November 14, 2011				
Total amount				

Submitted by

Exhibiting company _____ Booth no. _____

Contact person _____ Title _____

Tel _____ Fax _____ E-mail _____

Address _____

Signature _____ Date _____

Order forms

Form 4B (page 3 of 3)

Additional electrical services – Raw space only (Johannesburg)

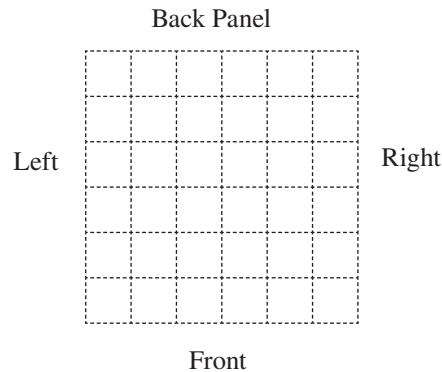
Deadline:
October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

Please indicate the location of items with “*” on the plan below. Milton Exhibits (Hong Kong) Limited will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$12 per piece per item.

Top elevation



Remarks:

1. If exhibitors or non-official contractors bring their own lighting devices, they must order the lighting connection service or main electrical power supply (for lighting) from the official contractors. Exhibitors/non-official contractors are not allowed to install any additional lighting devices without prior application/notification to the official contractors. Penalty fee will be applied if such situation is found.
2. The necessary cable connecting the power supply to the electrical appliance/machine must be prepared by exhibitors/appointed contractor.
3. One socket or power supply is for the use of one electrical appliance/machinery only. No multi-plug is allowed.
4. All complaints must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.

Submitted by

Exhibiting company _____ Booth no. _____

Contact person _____ Title _____

Tel _____ Fax _____ E-mail _____

Address _____

Signature _____ Date _____

Form 5 (page 1 of 2)

Additional furniture rental – Standard and furnished booths only (Johannesburg)

Deadline: October 14, 2011

Return to:
 Milton Exhibits (Hong Kong) Limited
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
 Fax: (852) 3605 9410 / 3605 9496
 E-mail: mhb@milton-hk.com
 Contact: Gordon Chan / Denise Lam

- This form is only applicable for standard and furnished booth exhibitors.
- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, the Official Contractor reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and the Official Contractor.

• Payment can be made by:

- Cheque (payable to "Milton Exhibits (Hong Kong) Limited"). Please put the show name, booth number and company name at the back of the cheque when sending, or
- Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 14, 2011.

Bank Name: The Hongkong and Shanghai Banking Corporation Limited
 Tai Yau Street Branch
 G/F, 26-28 Tai Yau Street, San Po Kong, Kowloon

A/C No: 004-191-700947-838 (HKD & Multi-Currencies, except RMB)

Swift Code: HSBCHKHCHKH

Payees Name: Milton Exhibits (Hong Kong) Limited, or

(iii) Payment made thru credit card:

Name of card holder _____

Signature _____

VISA / MASTER card no. _____

Amount US\$ _____ Expiry date _____

- 30% surcharge will be added for all orders received after October 14, 2011.
- 50% surcharge will be added for all orders received after November 14, 2011.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 14, 2011, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 14, 2011. In any event, no cancellation shall be effective unless the Official Contractor confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- Any request to dismantle or remove the standard and furnished booth facilities and furniture (e.g. shelf, spotlight, cabinet) must be made to the Official Contractor in writing before October 14, 2011. Requests made after the deadline or on-site may result in a service delay.
- Any complaints regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.

<p>Submitted by Exhibiting company _____ _____ Booth no. _____ Contact person _____ _____ Title _____ Tel _____ Fax _____ E-mail _____ _____ Address _____ _____ Signature _____ Date _____</p>

Form 5 (page 2 of 2)

Additional furniture rental – Standard and furnished booths only (Johannesburg)

Deadline: October 14, 2011

Return to:
 Milton Exhibits (Hong Kong) Limited
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
 Fax: (852) 3605 9410 / 3605 9496
 E-mail: mhb@milton-hk.com
 Contact: Gordon Chan / Denise Lam

	Ref.	Description	Unit cost (US\$)	Qty	Amount
*	MA01	Information counter (1030L x 535W x 750Hmm)	46		
	H42	Round table on milan base	37		
*	H85	Lockable cupboard (1010L x 500W x 750Hmm)	81		
	H02	Chrome & leather chair	40		
*	H87	Octanorm glass top counter (1030L x 530W x 900Hmm)	105		
*	H89	Octanorm showcase large (1030L x 530W x 2000Hmm) with 2 x 50W halogen downlights	230		
*	H107b	Slope shelf (1000L x 300Wmm) Please indicate the height of shelf on the plan below.	22/m		
*	H107a	Flat shelf (1000L x 300Wmm) Please indicate the height of shelf on the plan below.	22/m		
*	MB20	Pegboard with 30 hooks (1000W x 2200Hmm)	44		
*	MP001	Single wall panel (1000W x 2500Hmm)	32		
*	MP002	Half wall panel (500W x 2500Hmm)	19		
*	MM001	Folding door with lock (1000W x 2000Hmm)	153		
*	MM002	Swing door with lock (1000W x 2000Hmm)	178		
	M16	Wastebasket	5		
*	MP003	Ceiling support	24/m		
*		Horizontal garment rail (per meter-run)	28/m		
		Mannequin – full body (male / female)	160		
Sub-total					
30% surcharge for orders received after October 14, 2011					
50% surcharge for orders received after November 14, 2011					
Total amount					

Submitted by

Exhibiting company

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Address _____

Signature _____

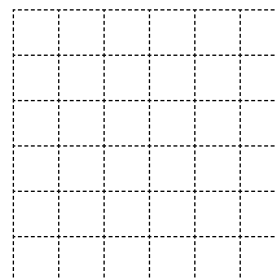
Date _____

Please indicate the location of items with “*” on the plan below. Milton Exhibits (Hong Kong) Limited will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$12 per piece per item.

Back Panel

Top elevation

Left



Right

Front

Keys:

Fluorescent tube

Spotlight

Plug point

Pegboard

Flat/Slope shelf



Rental Furniture & Fittings



MA01
Information Counter



H42
Round Table on Milan Base



H85
Lockable Cupboard



H02
Black Leather Chair



H87
Octanorm Glass Top Counter



H89
Octanorm Showcase Large



H107b Sloped Shelf
H107a Flat Shelf



MB20
Pegboard (with 30 hooks)



MM001
Folding Door



MM002
Lockable Door



MP003
System Ceiling Beam



E23
Double Tube Fluorescent
Lighting



E6
100W Spotlight



E8
100W Track Spotlight--Open



E14
500W Flood Light



E13
Plug Point

Order forms

Form 6 (page 1 of 3)

Additional communications facilities (Johannesburg)

Deadline:
October 14, 2011

Return to:
Milton Exhibits (Hong Kong) Limited
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan / Denise Lam

- Orders must be faxed or e-mailed directly to Milton. Submitted orders will be processed within 7 days.
- All payments should be settled on or before the date shown on the invoice, failing of which, Milton reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site unless otherwise agreed in writing between exhibitor and Milton.

• Payment can be made by:

- Cheque (payable to "Milton Exhibits (Hong Kong) Limited"). Please put the show name, booth number and company name at the back of the cheque when sending, or
- Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 14, 2011.

Bank Name: The Hongkong and Shanghai Banking Corporation Limited
Tai Yau Street Branch

G/F, 26-28 Tai Yau Street, San Po Kong, Kowloon

A/C No: 004-191-700947-838 (HKD & Multi-Currencies, except RMB)

Swift Code: HSBCHKHCHK

Payees Name: Milton Exhibits (Hong Kong) Limited, or

(iii) Payment made thru credit card:

Name of card holder _____

Signature _____

VISA / MASTER card no. _____

Amount _____ Expiry date _____

- 30% surcharge will be added for all orders received after October 14, 2011.
- 50% surcharge will be added for all orders received after November 14, 2011.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted before October 14, 2011, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 14, 2011. In any event, no cancellation shall be effective unless the Official Contractor confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- Any complaints regarding communications facilities must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.

Submitted by

Exhibiting company

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Address _____

Signature _____

Date _____

Order forms

Form 6 (page 2 of 3)

Additional communications facilities (Johannesburg)

Deadline:
October 14, 2011

Return to:
Milton Exhibits (Hong Kong)
Limited
3/F, Midas Plaza, 1 Tai Yau Street,
Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
Fax: (852) 3605 9410 / 3605 9496
E-mail: mhb@milton-hk.com
Contact: Gordon Chan /
Denise Lam

Ref.	Description	Unit cost (US\$)	Deposit (US\$)	Quantity	Amount (US\$)
1	Telephone line with handset – local calls only (Out-going calls will be charged separately. Local call: USD 0.278cent/sec. Charges will be deducted from deposit)	222	700		
2	Fax transmission line with fax machine – local fax only (Power supply excluded)	360	700		
Sub-total					
30% surcharge for orders received after October 14, 2011					
50% surcharge for orders received after November 14, 2011					
Total amount					

Submitted by

Exhibiting company _____ Booth no. _____

Contact person _____ Title _____

Tel _____ Fax _____ E-mail _____

Address _____

Signature _____ Date _____

Form 6 (page 3 of 3)

Additional communications facilities (Johannesburg)

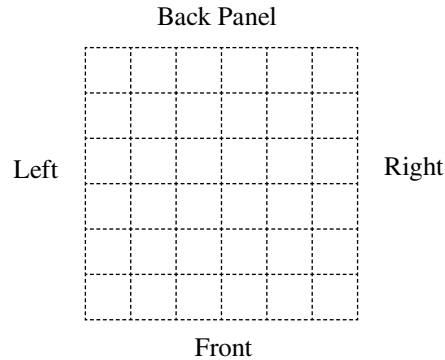
Deadline: October 14, 2011

Return to:
 Milton Exhibits (Hong Kong) Limited
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 3605 9695 / 3605 9506
 Fax: (852) 3605 9410 / 3605 9496
 E-mail: mhb@milton-hk.com
 Contact: Gordon Chan / Denise Lam

Please indicate the location of items with “*” on the plan below. Milton Exhibits (Hong Kong) Limited will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$12 per piece per item.

Top elevation



Remarks:

1. All orders must be attached with a drawing indicating the exact location of the services required.
2. Telephone lines should not be used for facsimile or any other data transmissions.
3. Power supply should be ordered separately whenever required for the ordered facility.
4. Telephone services will be terminated one hour before the exhibition closes on the last day. Telephone set or fax machine must be returned to Milton Exhibits (Hong Kong) Limited on-site service counter located inside the venue.
5. For telecom services, Milton Exhibits (Hong Kong) Limited shall be under no liability for any loss or damage, whether direct, indirect or consequential which the Hirer may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of Milton. Any claims against Milton shall not exceed the total amount charged for the services provided.
6. A penalty charge will be imposed for lost or damaged telephone sets and fax machine. (The penalty charges are: US\$77 for telephone set and US\$380 for fax machine)
7. International calls will be blocked for all lines provided. Exhibitors who need IDD services are requested to approach Milton's on-site service counter and sign an indemnity form to apply for the IDD services.

Submitted by

Exhibiting company _____ Booth no. _____
 Contact person _____ Title _____
 Tel _____ Fax _____
 E-mail _____
 Signature _____ Date _____

Form 7 (page 1 of 2)

**Temporary staff
request form**

**Deadline:
October 28, 2011**

Return to:
Bingi Mavi/Michael Ndlovu
To The Top Entertainment

Tel: (27) 74 181 5855/
82 569 5986
(27-11) 726 5048/
726 4660

Fax: (27) 86 655 2173

E-mail:
bingi@promotionettes.co.za/
promotionettes.wol.co.za

- Rates: The rate is US\$120 per day per temp staff (6 hours minimum per day) and payable prior to the event.
- The above is the flat rate for Stand Show hostess. Please note that other requests such as Translators or Models will be counted separately and the invoice will be made accordingly.
- All the rates are exclusive of VAT 14% tax.
- Special requests may be charged and invoiced separately.
- Cancellation of order will only be accepted in writing before November 10, 2011. No cancellation or request of refund will be entertained on or after November 10, 2011.
- Full payment (exempt from any bank charges) must be made by bank transfer within 1 week after the issue date of invoice. Orders without remittance will be treated as invalid. Payment must be made by bank transfer directly to the account below. Please send bank transfer receipt/notification to To The Top Entertainment by fax or e-mail.

Beneficiary name: To The Top Entertainment
Account number: 62159521527
Bank: First National Bank
Corner 3rd Avenue & Main Road,
Melville, 2109, Johannesburg, South Africa
Swift code: FIRNZAJJ
- Please indicate in the table below the number of temporary staff required as well as their main duties/tasks to be performed (such as host/hostesses, receptionist, data entry operator, secretary, sales person, etc.) in order to enable us to allocate individuals with the appropriate skills.

Order forms

Form 7 (page 2 of 2)

Temporary staff request form

**Deadline:
October 28, 2011**

Return to:
Bingi Mavi/Michael Ndlovu
To The Top Entertainment

Tel: (27) 74 181 5855/
82 569 5986
(27-11) 726 5048/
726 4660

Fax: (27) 86 655 2173
E-mail:
bingi@promotionettes.co.za/
promotionettes.wol.co.za

Duties	Languages	No. of staff	Dates		Temp staff timings
			From	To	
Hostess					
Registration					
Ushers					
Translator (Subject to languages required)					
Qualified personnel / Supervisors					
Models					
Others (Please specify)					
Dress code					
Specific requirements					

Submitted by:

Exhibition name China Sourcing Fairs – Johannesburg	Exhibition date November 30 – December 2, 2011
Type of event Sourcing Fair	Place of event Gallagher Convention Centre
Company name	
Company industry field	Booth no.
Contact person	Title
Address	PO Box number
City	Country
Telephone	Mobile
E-mail	Fax
Signature	Date

Order forms

Form 8A

Johannesburg Travel Package booking form (for Hong Kong exhibitors)

China Sourcing Fairs – Johannesburg 2011

Deadline: October 21, 2011

Return to:
Rita Wong / Eric Liu
Swire Travel Ltd

Tel: (852) 3151 8798 /
3151 8799
Fax: (852) 2590 0011

E-mail:
ritawong@swiretravel.com /
ericliu@swiretravel.com

Booking form

Please fax back the completed booking form to Rita Wong / Eric Liu **on or before October 21, 2011.**

Company name _____ Booth no. _____

Company address _____

Fair attending: Electronics Solar & Energy Saving Products
 Gifts & Premiums Home Products
 Medical & Health Products Baby & Children's Products
 Fashion Accessories Garments & Textiles
 Hardware & Building Materials

Contact person _____ Position _____

Contact number _____ Fax number _____

E-mail address _____

8 Days 5 Nights Package (November 27 – December 4, 2011)

Please the selected itinerary

Package A: Accommodation at Park Inn Sandton Hotel

Single Room (HK\$18,050 per person) x _____ (Person) = HK\$ _____

Twin Room (HK\$15,050 per person) x _____ (Person) = HK\$ _____

Package B: Accommodation at Radisson Blu Sandton Hotel

Single Room (HK\$24,250 per person) x _____ (Person) = HK\$ _____

Twin Room (HK\$19,250 per person) x _____ (Person) = HK\$ _____

Please settle the non-refundable deposit at HK\$10,000 per person on or before **October 21, 2011** to Swire Travel Ltd for reservation.

The above listed package prices do not include Hong Kong & Johannesburg airport taxes, security charges and airlines fuel surcharge (approx. HK\$2,076 per person).

		Passenger Name (as shown in Passport)		Room Type	Date of Return Flight	Hotel Check-out Date	Type of Passport	Require Visa (Yes / No)
		Last Name	First Name					
Room 1	Mr / Ms			Single Room/ Twin Room				
	Mr / Ms							
Room 2	Mr / Ms			Single Room/ Twin Room				
	Mr / Ms							
Room 3	Mr / Ms			Single Room/ Twin Room				
	Mr / Ms							
Room 4	Mr / Ms			Single Room/ Twin Room				
	Mr / Ms							

Remark: All exhibitors must ensure that they have the valid travel documents (including South Africa Visa) before entering Johannesburg. Swire Travel and the event organizer will not be liable for any cost incurred on trip cancellation or delay due to invalid travel documents.

Signature _____ Date _____ (YY) _____ (MM) _____ (DD)
(With company chop)

Order forms

Form 8D

Hotel booking form

China Sourcing Fairs – Johannesburg 2011

**Deadline:
October 21, 2011**

Return to:
Rita Wong / Eric Liu
Swire Travel Ltd
6/F, Cambridge House,
Taikoo Place, 979 King's
Road, Quarry Bay,
Hong Kong

Tel: (852) 3151 8798 /
3151 8799

Fax: (852) 2590 0011

E-mail:
ritawong@swiretravel.com /
ericliu@swiretravel.com

Booking form

Please fax back the completed booking form to Rita Wong / Eric Liu **on or before October 21, 2011.**

Company Name		Booth No.	
Company Address			
Contact Person		Position	
Contact Number		Fax Number	
E-mail Address			

Please the selected itinerary

A: Accommodation at Park Inn Sandton Hotel

- Single Room (from HKD 1,200 per room) x __ (nights) x __ (person)=HKD ____
- Twin Room (from HKD 1,300 per room) x __ (nights) x __ (person)=HKD ____

B: Accommodation at Radisson Blu Sandton Hotel

- Single Room (from HKD 2,150 per room) x __ (nights) x __ (person)=HKD ____
- Twin Room (from HKD 2,450 per room) x __ (nights) x __ (person)=HKD ____

Once booking is confirmed, non-refundable full payment is required on/ before October 21, 2011.

		Passenger Name (as shown in Passport)		Room Type	Date of Return Flight	Hotel Check-out Date	Type of Passport
		Last Name	First Name				
Room 1	Mr / Ms			Single Room/ Twin Room			
	Mr / Ms						
Room 2	Mr / Ms			Single Room/ Twin Room			
	Mr / Ms						
Room 3	Mr / Ms			Single Room/ Twin Room			
	Mr / Ms						
Room 4	Mr / Ms			Single Room/ Twin Room			
	Mr / Ms						

Remark: All visitors must ensure that they have the valid travel documents (including South Africa Visa) before entering Johannesburg. Swire Travel and the event organizer will not be liable for any cost incurred on trip cancellation or delay due to invalid travel documents.

Signature _____ Date _____ (YY) _____ (MM) _____ (DD)
(With company chop)