

Global Sourcing Fairs

Exhibitor Manual

Global Sourcing Fair: Mobile & Wireless

August 27-29, 2014

Shenzhen Convention & Exhibition Center

Shenzhen, China

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global sources

Mobile & Wireless

Global Sourcing Fair

Official Service Providers



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

Pico IES Group (China) Co. Ltd

Pico Creative Centre, 99 Caoan Road Lane 4499, Anting Town, Jiading District, Shanghai 201804, China

Tel: (86-21) 6010 8791

Fax: (86-21) 6010 8601

E-mail: eamon.yu@cn.pico.com

Contact: Eamon Yu

Freight Forwarder

BALtrans Exhibition & Removal Ltd

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

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BALtrans Exhibition & Removal Ltd
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Kowloon, Hong Kong
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Fax: (852) 2796 5606
E-mail: info.hkg@exhibition.baltrans.com
Contact: Verby Yip/Chris Chan

Guangzhou

BALtrans International Cargo Ltd
Guangzhou Branch
Room 2401 & 2414, 24/F, Yi An Plaza,
No. 33 Jian She 6th Road, Yue Xiu
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Fax: (86-20) 2883 5001
E-mail: info.can@exhibition.baltrans.com
Contact: Fiona Fu

Shanghai

BALtrans International Special
Freight Ltd
1/F, Wang Jiao Plaza, No. 175 East Yan
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E-mail: info.sha@exhibition.baltrans.com
Contact: Shadow Zhu/Alpha Lui

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BALtrans International Cargo Ltd
B11 & B15, 16/F, Han Wei Plaza,
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Contact: Eric Cao

Taiwan

Toll Global Forwarding (Taiwan) Ltd
6/F, No. 301, Section 2, Tiding Boulevard,
Taipei 11493, Taiwan
Tel: (886-2) 8752 0191
Fax: (886-2) 2659 8822
E-mail: anita.huang@tollgroup.com
Contact: Anita Huang

Korea

Sunjin Shipping & Air Cargo Co. Ltd
4/F, Sunjin Building, No. 44-1 Chonho-
Dong, Kangdong-Gu, Seoul, Korea
Tel: (82-2) 2225 9541
Fax: (82-2) 478 8650
E-mail: expo@sunjinsa.co.kr
Contact: J.M. Lim

Hotel Reservation Agent

The Fair Management has appointed **Shenzhen KCMICE Service Co. Ltd** as the official hotel reservation agent for the Fair and can help you with your hotel reservations and provide you with special room rates on selected hotels near Shenzhen Convention & Exhibition Center.

Shenzhen KCMICE Service Co. Ltd

Room 1203, Block A, Fujian Mansion, Caitian Road, Futian District, Shenzhen 518000, China

Tel: (86-755) 8299 7110 (ext. 801/804)

Fax: (86-755) 8299 7113

Email: kc001@kcmice.com / kc002@kcmice.com

Contact: Cassie Tang/Shirly Zheng

Remarks: For more information, please access and download the Online Exhibitors' Manual (<http://globalsourcingfair.com/shenzhen-manual.htm>) or contact your Exhibitor Support Executives.

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1.1 Official fair name

Global Sourcing Fair: Mobile & Wireless

1.2 Fair Management

Global Sourcing Fair: Mobile & Wireless is organized by Global Sources.

For enquiries, please contact our account executives at your nearest Global Sources office, or our Exhibitor Support Executive:

Ms. Daisy Gu

Exhibitor Support Executives

Tel: (86-21) 6263 8872

Fax: (86-21) 5385 4032

E-mail: shenzhen-gsf-service@globalsources.com

Global Sources Exhibitions

27/F, City Point, No. 666 West Huaihai Road,
Shanghai, 200052, China

1.3 Venue

Halls 2 & 3, Shenzhen Convention & Exhibition Center
Fuhua 3rd Road, Futian Central District, Shenzhen 518048 China

1.4 Fair dates and opening hours

August 27-29, 2014 (Wednesday - Friday)

9:30am - 5:00pm daily (open to trade buyers only)

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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.

1.6 Move-in and move-out schedules and arrangements

1.6.1 Move-in and move-out schedules

	Raw-space	Standard / Premium Booth
Move-in schedule:		
Booth construction	August 25, 9:00am - 5:30pm	N/A
Booth decoration	August 26, 9:00am - 5:30pm All booths must be fully decorated by 5:30pm	August 26, 9:00am - 5:30pm All booths must be fully decorated by 5:30pm
Move-in exhibits	August 26, 9:00am - 5:30pm	August 26, 9:00am - 5:30pm
Move-out schedule:		
Move-out exhibits	August 29, 5:00pm - 7:00pm	August 29, 5:00pm - 7:00pm
Termination of booth electricity	August 27-29, 5:15pm	August 27-29, 5:15pm
Booth dismantling	August 29, 7:00pm - 9:00 pm	N/A

1.6.2 Move-in arrangements

Exhibitors should proceed to the on-site exhibitor check-in counters on the move-in day (August 26, 9:00am - 5:30pm) to claim their exhibitor badges. Exhibitors will need to present the booth contract or company name card to the check-in staff in order to collect their badges.

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1.6.3 Move-out arrangements

The Global 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 5:00pm on August 29. The Fair Management will issue move-out permits to all exhibitors on the last event day (August 29) after 4:30pm. Only during the official move-out period (August 29 after 5:00pm) 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 borne 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 before 5:00pm 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 5:00 pm 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 hall before the Fair opening hours to conduct preparation work. Exhibitors are reminded to deploy staff to man and open their booths before 9:30am on each fair day.

	Exhibitor Access
August 26, 2014 (Move-in Day)	9:00am - 5:30pm
August 27, 2014 (Event Day 1)	8:30am - 5:30pm
August 28, 2014 (Event Day 2)	8:45am - 5:30pm
August 29, 2014 (Event Day 3)	8:45am - 7:00pm

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

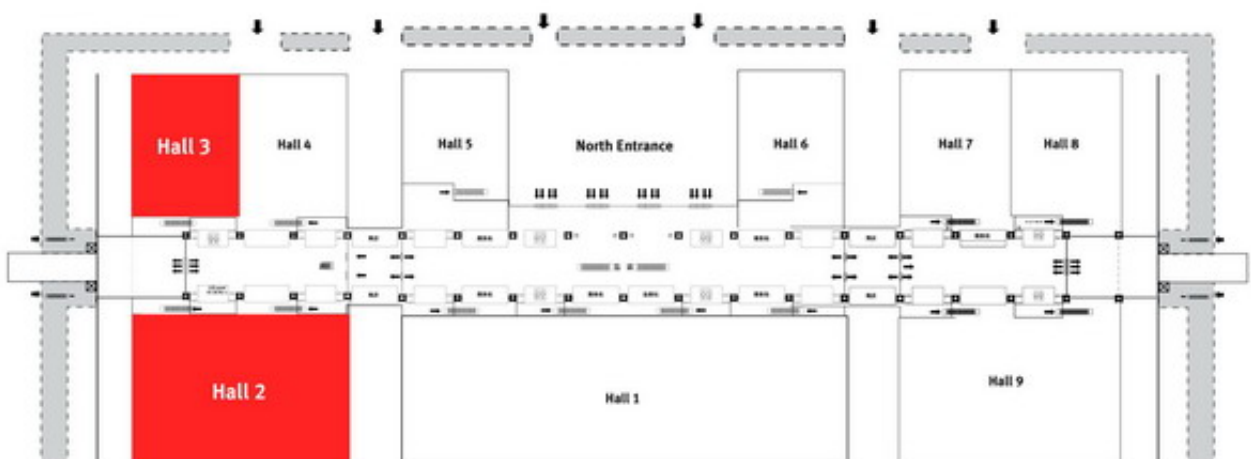
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1.8 Shenzhen Convention & Exhibition Center



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1.9 Floor plan of Shenzhen Convention & Exhibition Center



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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 from the Official Contractors (RMB20 per badge), and return Form 3 to the Fair Management on or before August 1, 2014. Please note that contractor badges are only valid during move-in (August 25-26, 9:00am - 5:30pm) and move-out periods (August 29, 5:00pm - 9:00pm), and are not valid during the Fair period.

2.2 Vehicle permit

All trucks and lorries should unload their freight at the designated area. All vehicles must leave the venue immediately after unloading their freight.

Loading dock: Cargo entrance of Hall 2 & 3

Per traffic control regulations in Shenzhen, trucks can only enter downtown from 9:00pm to 7:00am. The Fair Management will arrange the Truck Entry License on behalf of all raw-space exhibitors so their trucks can enter the vicinity of Shenzhen Convention & Exhibition Center. Please contact the Fair Management for this license on or before August 1, 2014.

2.3 Exhibits storage

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.

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.

2.4 Move-out permit

The Fair Management will issue move-out permits to all exhibitors on the last Fair day (August 29) at 4:30pm.

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 [1.6.2](#) 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.

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2.5 Prohibited / restricted sensitive products

Under the terms of the Global Sourcing Fair exhibition contract, exhibitors are solely responsible for checking and verifying that each and every product that they exhibit in their exhibiting space complies with the laws of the People's Republic of China.

Certain products are determined as "sensitive" products and they may be prohibited, restricted or regulated under the laws of the People's Republic of China.

- **Firearms, replica guns**
- **Stun guns, even if it is substitute or replica toy**
- **Explosives, stun guns, pepper sprays and other weapons, etc.**

Any units or persons cannot manufacture and/or sale these kinds of products without permission.

Exhibitors are strongly advised to check and comply with the relevant laws of the People's Republic of China. Exhibitors are not recommended to display the above or any other prohibited, restricted or regulated products unless they have strictly observed the law. Any failure to abide by the laws of the People's Republic of China could result in possible arrest and criminal conviction. If exhibitors have any queries in this regard, please seek independent legal advice from a lawyer.

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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.

2.7 Use of music or films at the Fair

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 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.

2.10 Food and beverage

According to the regulations of Shenzhen Convention & Exhibition Center, 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.

2.12 Retail sales of exhibits

Exhibitors are strictly prohibited from conducting retail sales at the Fair. The Fair Management reserves the right to terminate the participation of any exhibitor conducting retail sales at the Fair and their participation fee will not be refunded under such circumstances.

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 any way 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.

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 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 Global 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 Executive.

2.17 Smoking, naked flame and dangerous substances

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

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3. Exhibition stands styles and regulations

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- 3.1.2 [Facilities of premium booths](#)
- 3.1.3 [Changes to fascia boards in standard and premium booths](#)
- 3.1.4 [Changes to booth format](#)
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- 3.2.2 [Raw-space contractors](#)
- 3.2.3 [Management fee and site work deposit](#)
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- 3.2.5 [Backside construction](#)
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- 3.2.7 [Electricity](#)
- 3.2.8 [Fire precautions](#)
- 3.2.9 [Occupational Safety and Health Ordinance](#)
- 3.2.10 [Raw-space exhibitors and contractors must adhere to the following](#)

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3.1 Standard and Premium booths

3.1.1 Facilities of standard booths (shell scheme)

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

1. Panel walls
2. Fascia board with company name in English and simplified Chinese
3. One (1) square discussion table
4. Two (2) folding chairs
5. One (1) lockable cabinet (1m long)
6. One (1) 13amp/220v socket (max. 500W)
7. Three (3) 100W spotlights
8. One (1) wastebasket
9. Two (2) layers of display shelves (3m long each with a maximum loading of 2kg)
10. Carpeted floor

Please refer to [3.1.9](#) for standard booth drawings.

A fascia board with company name and booth number will be provided free of charge. Exact wordings of the company 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 (July 8, 2014), 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 and booth number.

3.1.2 Facilities of premium booths

We offer 8 premium booth options for exhibitors to choose. You can differentiate your company with these premium booth options and attract more buyers to your booth. The Official Contractor appointed by the Fair Management will be responsible for the design and construction work of the premium booths. For enquiries, please contact your Global Sources Account Executives.

Please refer to [3.1.10](#) for premium booth drawings and facilities.

A fascia board with company name and booth number will be provided free of charge. Exact wordings of the company 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 (July 8, 2014), 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 and booth number.

3.1.3 Changes to fascia boards in standard and premium booths

Standard and premium 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.

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3.1.4 Changes to booth format

Exhibitors are not allowed to change the booth format by dismantling the standard or premium 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 August 1, 2014. The Official Contractor will not accept such requests made onsite at the Fair.

3.1.5 Additional electrical services

The power outlet (13amp/220V, max. 500W) in the standard or premium booth package is only for single electrical appliance other than lighting. Exhibitors who require electrical services, additional lighting or lighting connections for their own lighting equipment can order directly from the Official Contractor using **Form 4** before August 1, 2014. A surcharge will be added to the order after the deadline.

3.1.6 Additional booth facilities

Exhibitors requiring additional facilities (such as showcase, furniture, etc) can order directly from the Official Contractor using **Form 5** before August 1, 2014. Full advance payment is required. A surcharge will be added to the order after the deadline.

3.1.7 Changes to facilities in standard and premium 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 premium booths are not exchangeable or refundable. Exhibitors should send their requests to the Official Contractor using Form 5 before August 1, 2014. 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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3.1.8 Standard and premium 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. Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Shenzhen Convention and Exhibition Center. Exhibitors are advised not to use electrical fittings which may contain sub-standard circuits in their booth(s).
7. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.

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3.1.9 Standard booth designs and facilities

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

3.1.10 Premium booth designs and facilities

- [18 sq. m. Premium booth - Option 2A](#)
- [18 sq. m. Premium booth - Option 2B](#)
- [18 sq. m. Premium booth - Option 2C](#)
- [36 sq. m. Premium booth - Option 4A](#)
- [36 sq. m. Premium booth - Option 4B](#)
- [36 sq. m. Premium booth - Option 4C](#)
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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 August 1, 2014.

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.

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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) the "Management Fee" and "Site Work Deposit" are 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 non-official contractors, please ensure that they have valid 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 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 August 1, 2014. 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 Management fee and 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 Venue Management a Management Fee, as well as a refundable and interest-free Site Work Deposit.

Management Fee is at RMB20 per sq.m.

Site Work Deposit is at RMB6,200 per raw-space site.

If, in the Venue Management's opinion, a raw-space site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Venue 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 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 in full to the contractor immediately after the Fair, only if the raw-space site concerned is, in Venue 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 Venue Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty.

Access to the site and/or construction of the booth shall not be permitted until the

Management fee and Site Work Deposit have been paid as required hereunder.

3.2.4 Height limit

The maximum booth height limit is 6 meters.

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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.

3.2.6 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. Per regulations of the exhibition venue, for any enclosed structure, the covered ceiling should not exceed 1/3 of the total floor space in principle. Otherwise, sprinkler and fire alarm system must be installed.

Exhibitors must accept full responsibility for the safety of the structure. Any custom-built structure with access to the second level must also carry a "Safety Report" issued by a Qualified Engineer / Surveyor. Exhibitors will have to submit this Safety Report to the Fair Management by 5:30pm on the last move-in day. The Fair Management reserves the right to prohibit access to the second level if exhibitors fail to comply with these rules.

Exhibitors shall ensure that the booth is installed and dismantled in a safe, systematic and organized manner, within the designated move-in / out time period.

With regards to other issues in general, the rules and regulations stipulated in this Exhibitors' Manual are still to be compiled with.

3.2.7 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 4 no later than August 1, 2014. For safety reasons, all electrical works shall be carried out only by the Official Contractor.

3.2.8 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.

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3.2.9 Occupational Safety and Health Ordinance

Exhibitors and their contractors must abide by the Occupational Safety and Health Ordinance:

- (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.

3.2.10 Raw-space exhibitors and contractors must adhere to the following:

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 strictly prohibited.
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.
7. Any signage at the height over 2.5m facing to adjacent booth must be set back from 0.5m of booth boundary.
8. All electrical fitting and wiring must be installed in compliance with Electricity (wiring) Regulation of Shenzhen Convention and Exhibition Center.
9. 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.
10. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
11. 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.
12. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls.
13. 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.

14. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Fair Management.

15. 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.

Global Sourcing Fairs

Exhibitor Manual

Global Sourcing Fair: Mobile & Wireless

August 27-29, 2014

Shenzhen Convention & Exhibition Center

Shenzhen, China

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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](#)

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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:

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.

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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.

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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.

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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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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 - Fascia Board / Floor Plan Map Entry Form that you submit to us while applying for booth(s). If you submit Form 1 or request changes on Form 1 information later than the deadline (July 8, 2014), the Fair Management cannot ensure that your information be featured on the Floor Plan Map.

6.2 Advertising in Floor Plan Map

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.globalsourcingfair.com. The company information provided by exhibitors will be featured on this website by the Fair Management.

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7. Services for exhibitors

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7.1 Official Contractor

The Fair Management has appointed Pico IES Group (China) Co., Ltd. as Official Contractor of this Fair.

Pico IES Group (China) Co., Ltd.

Pico Creative Centre, 99 Caoan Road Lane 4499, Anting Town, Jiading District, Shanghai 201804, China

Tel: (86-21) 6010 8791

Fax: (86-21) 6010 8601

E-mail: eamon.yu@cn.pico.com

Contact: Mr. Eamon Yu

7.2 Official Freight Forwarder

The Fair Management has appointed BALtrans Exhibition & Removal Ltd. as the Official Freight Forwarder of this Fair.

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

Exhibitors or authorized agents should apply to the Official Freight Forwarder for full information on forwarding procedures. Individual Exhibition Transport Guidelines will be issued to exhibitors. Local exhibitors from mainland China can deliver their exhibits to the venue through the Official Freight Forwarder or their own forwarders.

7.2.1 Contact information for BALtrans Exhibition & Removal Ltd.

The below contact information is subject to change. Please visit www.baltrans-exhibition.com for the most update contact information.

Hong Kong

BALtrans Exhibition & Removal Ltd.

Unit A, 1/F., Sunshine Kowloon Bay Cargo Centre, 59 Tai Yip street, Kowloon Bay, Kowloon, Hong Kong

Tel: (852) 2798 6628

Fax: (852) 2796 5606

E-mail: info.hkg@exhibition.baltrans.com

Contact: Ms. Verby Yip / Mr. Chris Chan

Guangzhou

BALtrans International Cargo Ltd. Guangzhou Branch

Room 2401 & 2414, 24/F Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District Guangzhou, China

Postal Code: 510060

Tel: (86-20) 2883 5008

Fax: (86-20) 2883 5001

E-mail: info.can@exhibition.baltrans.com
Contact: Ms. Fiona Fu

Beijing

BALtrans International Cargo Ltd.

B11 & B15, 16/F., Han Wei Plaza, No. 7 Guang Hua Road, Chao Yang District, Beijing, China
Postal Code: 100004
Tel: (86-10) 6561 4171
Fax: (86-10) 6561 4170
E-mail: info.bjs@exhibition.baltrans.com
Contact: Mr. Eric Cao

Shanghai

BALtrans International Special Freight Ltd.

1/F, Wang Jiao Plaza, 175 East Yan An Road, Shanghai, China
Post Code: 200002
Tel: (86-21) 6228 1933 ext. 5765 / 5761
Fax: (86-21) 6229 3933
E-mail: info.sha@exhibition.baltrans.com
Contact: Ms. Shadow Zhu / Mr. Alpha Lui

Taiwan

Toll Global Forwarding (Taiwan) Ltd.

6/F, No. 301, Section 2, Tiding Boulevard, Taipei 11493, Taiwan
Tel.: (886-2) 8752 0191
Fax: (886-2) 2659 8822
E-mail: anita.huang@tollgroup.com
Contact: Ms. Anita Huang

Korea

Sunjin Shipping & Air Cargo Co. Ltd

4/F, Sunjin Building, No. 44-1, Chonho-Dong, Kangdong-Gu, Seoul, Korea
Tel: (82-2) 2225 9541
Fax: (82-2) 478 8650
Email: expo@sunjinsa.co.kr
Contact: Mr. J.M.Lim

U.S.A.

Airways Freight Corp.

3849 W. Wedington Dr. Fayetteville AR 72704, U.S.A.
Tel: (1-479) 442 6301
Fax: (1-479) 442 6080
Email: jimkelty@aol.com; bradw@airwaysfreight.com
Contact: Mr. Jim Kelty / Mr. Brad Watson

Japan

Blue Line Co. Ltd

3/F, Saga-cho MD Building, 1-18-8 Saga, Koto-ku, Tokyo 135-0031, Japan
Tel: (81-3) 5646 4775
Fax: (81-3) 5646 4776
Email: info@blue-line.jp
Contact: Mr. Toshihiro Sasahara

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7.2.2 Shipment rates and deadline

1. Basic service charge: RMB600/consignment/exhibitor

2. From Hong Kong to Shenzhen

Freight charges from BALtrans warehouse in Hong Kong to the exhibition stand at the venue in Shenzhen, including packing/unpacking, delivery, customs clearance, and storage of empty carton boxes. Port charges excluded.

By surface: RMB950/cbm (min. 2cbm/consignment/exhibitor)

3. Shipment deadline:

By surface to Shenzhen: July 29-30, 2014 (arrival BALtrans' warehouse in Hong Kong)

7.3 Telephone and internet access

All telecommunication installation work can only be carried out by Pico IES Group (China) Co., Ltd. If you need to install

All telecommunication installation work can only be carried out by PICO IES Group (China) Co., Ltd. If you need to install telephone/fax/Internet lines or other communications facilities in the exhibition booth, please submit your request to Pico IES Group (China) Co., Ltd. directly using Form 4 no later than August 1, 2014. All orders must be accompanied with full payment.

Pico IES Group (China) Co., Ltd.

Pico Creative Centre, 99 Caoan Road Lane 4499, Anting Town, Jiading District, Shanghai 201804, China
 Tel: (86-21) 6010 8791
 Fax: (86-21) 6010 8601
 E-mail: eamon.yu@cn.pico.com
 Contact: Mr. Eamon Yu

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7.4 Official Hotel Reservation Agent

The Fair Management has appointed **Shenzhen KCMICE Service Co., Ltd.** as the Official Hotels Reservation Agent for the Global Sourcing Fairs. Shenzhen KCMICE Service Co., Ltd. can help you with your hotel reservations, and provide you with special room rates on selected hotels near Shenzhen Convention & Exhibition Center (SCEC).

If you want to reserve hotel rooms at the below special discounted rates, please complete and submit [Hotel Reservation Form](#) to Shenzhen KCMICE Service Co., Ltd. on or before July 18, 2014. Room booking request subjects to hotel's availability and final written confirmation. Please make sure you book your room early.

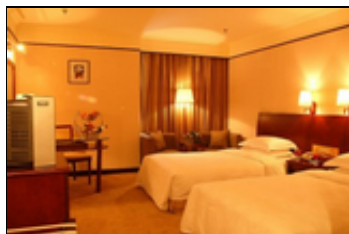
Hotel rates and other details are subject to change without prior notice.

For details or enquiries, please contact:

Shenzhen KCMICE Service Co., Ltd.

Address: Room 1203, Block A, Fujian Mansion, Caitian Road, Futian District, Shenzhen
 Tel: (86-755) 8299 7110
 Fax: (86-755) 8299 7113
 Email: kc001@kcmice.com / kc002@kcmice.com / kc@kcmice.com
 Contact: Ms. Cassie Tang / Ms. Shirley Zheng

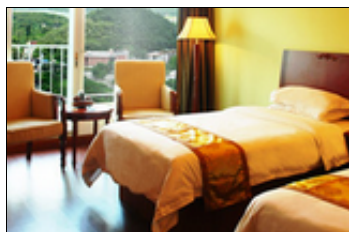
Royalty Hotel



Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus
Single Room	RMB 398	Included	Free	Excluded
Double Room	RMB 428			

Address: No.199, Fumin Road, Futian District, Shenzhen, China
 Distance with SCEC: About 3 minutes ride

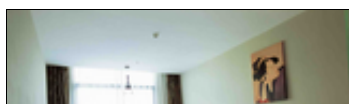
Shenzhen WeiYeNa Hotel (FuHua)



Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus
Standard Room (Single / Double)	RMB 378	Included	Free	Excluded

Address: No.73, Fuhua Road, Futian District, Shenzhen, China
 Distance with SCEC: About 8 minutes ride

Shenzhen Luohu Shanshui Trends Hotel



Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus



Standard Room (Single)	RMB 345	Included	Free	Excluded
Standard Room (Double)	RMB 355			

Address: No.1098, Yanhe Road South, Changhu Building, Luohu District, Shenzhen, China

Distance with SCEC: About 25 minutes ride

Shenzhen WeiYeNa Hotel (HuaZhiSha)



Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus
Deluxe Room (Single/Double)	RMB 338	Included	Free	Excluded
Standard Room (Single/Double)	RMB 298			

Address: No.28, Xinzhoujiujie, Futian District, Shenzhen, China

Distance with SCEC: About 10 minutes ride

Guangsheng Hotel

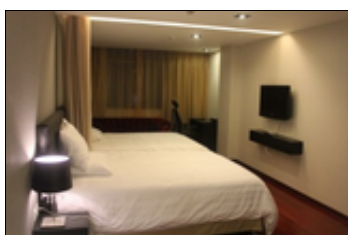


Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus
Superior Room (Double)	RMB 238	Excluded	Free	Excluded
Standard Room (Double)	RMB 208			

Address: No.1032, Heping Road, Luohu District, Shenzhen, China

Distance with SCEC: About 15 minutes ride

FX Hotel



Room Type	Room Rate (per room per night)	Breakfast	Internet	Shuttle Bus
Single/Double Room	RMB 258	Included	Free	Excluded

Address: No.7-5, Taining Road, Luohu District, Shenzhen, China

Distance with SCEC: About 20 minutes ride

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7.5 Business Centre

Business Center will be available at the Fair and can provide services including fax, photocopying, scanning, printing and local / overseas postal and courier.

7.6 Food and beverage

Cafeterias and restaurants will be available in the venue during the Fair.

7.7 Booking of air and train tickets

If you need to book air or train tickets, you can contact:

Shenzhen KCMICE Service Co., Ltd.

Address: Room 1203, Block A, Fujian Mansion, Caitian Road, Futian District, Shenzhen

Tel: (86-755) 8299 7110

Fax: (86-755) 8299 7113

Email: kc001@kcmice.com / kc002@kcmice.com / kc@kcmice.com

Contact: Ms. Cassie Tang / Ms. Shirley Zheng

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7.8 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.

7.9 Parking

The parking lot is located on the ground floor and underground of the venue, approximately 1,800 parking spaces available.

The G/F car park can be accessed from the east, west, north 1 and north 2 gates, connecting to Jin Tian Road, Yi Tian Road and Fu Hua Road, respectively. The underground car park entrance/exit is located at Fu Hua 3rd Road and Bin He Avenue, and it is restricted to small vehicles of height limit not exceeding 2.2m. Passengers can take No. 7-14 lifts from the car park to the different floors at the venue.

Parking fee is RMB10/10 hours and RMB1/hour thereafter in excess of 10 hours during working days

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August 27-29, 2014

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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.

[Close this window](#)

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9. Information about Shenzhen

- 9.1 [Profile](#)
- 9.2 [Airport](#)
- 9.3 [Railway station](#)
- 9.4 [Taxi service](#)
- 9.5 [Long-distance bus station](#)
- 9.6 [Transportation by Metro](#)
- 9.7 [Day trip](#)

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9.1 Profile

Located at the southern coastal area of Guangdong, Shenzhen is China's major export and industrial city. It is just cross the borders of Hong Kong and travelers can take a bus directly from the HK airport to Shenzhen. Regular buses, trains and sea services are also conveniently available.

Shenzhen has a long history and beautiful scenery. Since becoming a Special Economic Zone (SEZ) in 1980, Shenzhen has experienced spectacular growth and today, the SEZ is home to some 15 million people who produce more than USD271.37 billion a year in exports.

9.2 Airport

Situated in Baoan District, Shenzhen Bao'an International Airport is 35kms away from the center of the city. You can take either of the following vehicles to reach the venue:

1. By taxi: It will take 50 minutes from the airport to Shenzhen Convention & Exhibition Center by taxi. Taxi fare will be around RMB120.
2. By Airport Bus lines: You can take Airport Bus Line 9 and drop at Huizhan Zhongxin stop. The one-way ticket fare is RMB20. You can then take a walk to the venue, which is within 15 minutes' distance.
3. By Metro Luobao Line: You can also take Metro Luobao Line to Huizhan Zhongxin station. About 10-minute walk from the station (Exit D) to venue.

9.3 Railway station

Shenzhen Railway Station is conveniently located in Luohu District, within walking distance from the Hong Kong border. It is a major stop in the Beijing to Kowloon route. You can take either of the following vehicles to reach the venue:

1. By taxi: It will take 20 minutes from the railway station to the venue by taxi. Taxi fare will be around RMB30.
2. By Metro Luobao Line: You can take Metro Luobao Line at the railway station to Huizhan Zhongxin Station. The one-way ticket fare is RMB4. You can then take a walk to the venue, which is within 10 minutes' distance.

9.4 Taxi service

Taxis are plentiful in Shenzhen and a very convenient and inexpensive way to get around the city. Note that different colored taxis indicate the areas in which they are permitted to operate.

Red — able to access the six districts of Shenzhen

Yellow — able to access all districts except Baoan and Longgang

Green — operate in Baoan and Longgang only

Taxi charges a uniform standard rate according to the meter. Minimum Charge (first 2 kilometers) is RMB10, and RMB2.40 for each additional kilometer. A 30% surcharge applies from 11:00pm to 6:00am. An extra fuel tax at RMB3 will also be charged.

Receipts are available upon request.

No matter what kind of taxis you select, please ask for the invoice before getting off.

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9.5 Long-distance bus station

There are many long-distance bus stations in the urban district of Shenzhen leading to other cities within and outside the province.

Luohu Bus Station

1/F, Luohu Commercial City, East square of Railway Station, Luohu District, Shenzhen
Tel: (86-755) 8232 1670

Huanggang Bus Station

East side of Post Comprehensive Building, Huanggang Port, Futian District, Shenzhen
Tel: (86-755) 2862 6888

9.6 Transportation by Metro

The current system has five lines, including Luobao Line, Shekou Line, Longgang Line, Longhua Line and Huanzhong Line, which provides a relatively fast and economical way of traveling in east-central part of Shenzhen, compared to buses and taxis. The Luobao and Longhua Lines also run to the border crossings between Shenzhen and Hong Kong at Luohu/Lo Wu and Futian Checkpoint/Lok Ma Chau, where riders can transfer to Hong Kong's MTR East Rail Line for travel onward to Hong Kong. Each of the five lines intersects all of the other four lines at least once.

9.7 Day trip

Shenzhen has a long history and developed culture. The cultural relics and historical sites are abundant. There are lots of scenic spots like the temples of Jin Dynasty, Sui Dynasty, and the Haiguang Temple, Lingdu Temple of Tang Dynasty, etc. Shenzhen also offers glamour through its famous theme parks like Windows of the World, Splendid China, China Folk Culture Village and Safari Park. One can also take a trip back to nature in Dameisha and Xiaomeisha beach tourist resorts.

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10. Order Forms

Order Form	Form Name	Deadline
1	Fascia board / Floor Plan Map entry	July 8, 2014
2	Floor Plan Map advertisement	July 1, 2014
3	Raw-space exhibitor-appointed contractor	August 1, 2014
4	Additional electrical services	August 1, 2014
5	Additional furniture rental	August 1, 2014
6	Hotel reservation form	July 18, 2014

[Close this window](#)

Form 1 (Fascia board / Floor Plan Map entry)

- You have submitted Form 1 - Fascia Board / Floor Plan Map Entry 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, **July 8, 2014**.

Exhibitor Support Executive: Ms. Daisy Gu

Tel: (86-21) 6263 8872

Fax: (86-21) 5385 4032

E-mail: shenzhen-gsf-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 July 8, 2014.

[Close this window](#)

Form 2

Floor Plan Map advertisement

Deadline:
July 1, 2014

Return to: Daisy Gu
Global Sources

Tel: (86-21) 6263 8872
Fax: (86-21) 5385 4032
E-mail:
shenzhen-gsf-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 (0.5pts)

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:
August 1, 2014

Return to: Daisy Gu
 Global Sources

Tel: (86-21) 6263 8872
 Fax: (86-21) 5385 4032
 E-mail:
 shenzhen-gsf-service@
 globalsources.com

- This form must be signed and returned by the exhibitor occupying raw-space and by their appointed contractor on August 1.
- Raw-space does not come with electricity supply. Please have your contractor order the appropriate electricity supply from the Official Contractor by using Form 4.
- 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 venue management a Management Fee and Site Work Deposit.
 Management Fee is at RMB20 per sq.m.
 Site Work Deposit is at RMB6,200 per raw-space site. The Site Work Deposit shall be returned in full to the contractor immediately after the Fair, only if the raw-space site concerned is, in the venue 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)).
- By signing this form, we, as Exhibitor and Contractor respectively, acknowledge that we understand and agree to abide and be bound by all the rules and regulations of the exhibition (including those contained in the Exhibitors’ Manual), the matters set out above and the terms and conditions in the following page.

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

Name of contractor	
Contact person	
Position	
Address	
Telephone	
Fax	
E-mail address	
On-site supervisor	
On-site supervisor mobile phone	
Signature	

Form 3 (page 2 of 2)

**Raw-space exhibitor –
appointed contractor**

**Deadline:
August 1, 2014**

Return to: Daisy Gu
Global Sources

Tel: (86-21) 6263 8872
Fax: (86-21) 5385 4032
E-mail:
shenzhen-gsf-service@
globalsources.com

Terms & Conditions for raw space exhibitors & appointed contractors:

1. All workers employed in the construction of the exhibition stand should wear contractor badges at all times when they are at the venue.
2. The contractor is required to place with the venue management a Management Fee and 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 Management Fee and Site Work Deposit have 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 on-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 venue management's opinion, the site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the venue 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 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. Any such on-site 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.
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 prohibit their participation in any future events.
9. The raw-space exhibitor and its appointed contractor agree to be jointly responsible and liable to the Fair Management for all matters stated herein.

Submitted by

Exhibiting company _____ Booth no. _____

Contact person _____ Title _____

Tel _____ Fax _____

E-mail _____

Signature _____ Date _____

Form 4 (page 1 of 2)

Additional electrical services

**Deadline:
August 1, 2014**

Return to:
 Pico IES Group (China) Co., Ltd.
 Pico Creative Centre, 99 Caoan
 Road Lane 4499, Anting Town,
 Jiading District Shanghai 201804,
 China

Contact: Eamon Yu

Tel: (86-21) 6010 8791
 Fax: (86-21) 6010 8601
 E-mail:
 eamon.yu@cn.pico.com

- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All orders must be accompanied with full payment. Payment can be made to below bank account:
 Payees name: Pico IES Group (China) Co., Ltd.
 Bank name: Standard Chartered Bank Shanghai Branch
 Account no: 409474014301 (USD)
 Switch code: SCBLCNSXSHA
- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after August 15.
- Orders which are cancelled in writing after August 1, will be subject to a cancellation fee of 30%. No cancellation will be accepted after August 15.
- All raw-space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor, Pico IES Group (China) Co., Ltd.
- 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 _____

Signature _____
Date _____

Item	Description	Unit Price (RMB)	Deposit (RMB)	Qty	Total (RMB)
1	Fluorescent tube (40W)	100			
2	Soptlight (100W)	100			
3	Long-arm spotlight (100W)	120			
4	5Amp/220V single phase socket (max.500W)	120			
5	5Amp/220V single phase socket – 24 hours (max.500W)	200			
6	15Amp/380V 3/P Main power (for lighting)	1,800			
7	30Amp/380V 3/P Main power (for lighting)	3,000			
8	60Amp/380V 3/P Main power (for lighting)	5,500			
9	Temporary electricity in move-in period (15Amp/380V)	500			
10	Broadband (1M)	4,500			
11	Additional lighting connections fee for exhibitors' own lighting equipment:				
	a) below 100W	120			
	b) 100-300W	160			
Sub-total					
30% surcharge for orders received after August 1					
50% surcharge for orders after August 15					
Total amount					

Remarks: Wireless route is prohibited on the exhibition floor. 1M internet provide up to 5 dynamic IP addresses.

Form 4 (page 2 of 2)

Additional electrical services

**Deadline:
August 1, 2014**

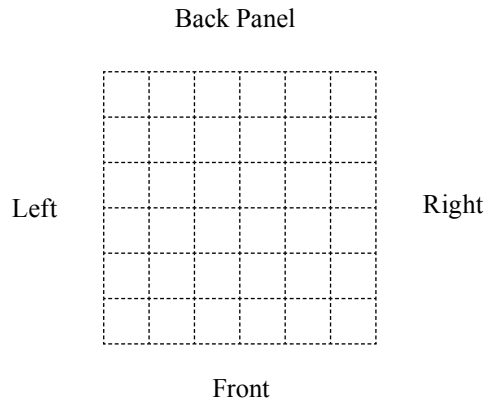
Return to:
 Pico IES Group (China) Co., Ltd.
 Pico Creative Centre, 99 Caoan
 Road Lane 4499, Anting Town,
 Jiading District Shanghai 201804,
 China

Contact: Eamon Yu








Tel: (86-21) 6010 8791
 Fax: (86-21) 6010 8601
 E-mail:
 eamon.yu@cn.pico.com

Please indicate the location of items you ordered on the plan below. Pico IES Group (China) Co., Ltd. will install at its discretion if no drawing/sketch is received. It will be free for the 1st request for on-site re-positioning. Additional re-positioning requests will be subject to RMB80 extra charge.

Top elevation



Keys

- | | | | | | |
|-------------------|---|--------------------|---|------------------|---|
| Fluorescent tube |  | Long-arm spotlight |  | Flat/Slope shelf |  |
| 5Amp socket |  | Spotlight |  | Wall panel |  |
| Lockable cupboard |  | | | | |

Remarks

1. All furniture and electrical items included in the Shell Scheme package 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 (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 point 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 condition.

Submitted by

Exhibiting company _____

 Booth no. _____
 Contact person _____

 Title _____
 Tel _____
 Fax _____
 E-mail _____

 Signature _____
 Date _____



CC-05
皮椅
Black Leather Arm Chair
570W*440D*455SH mm



EC-07
白折椅
White Folding Chair
510L*470D*450SH mm



EC-12
S型吧椅
Bar Stool (Black/White)
370Φ*790SH mm



PF-01
资讯桌
Information Counter
1030L*535W*750H mm



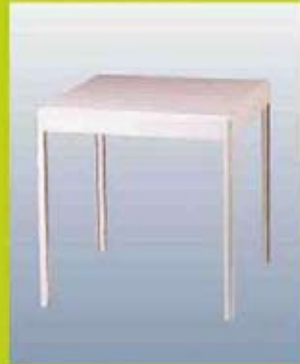
PF-02
低玻璃展示柜
Low Glass Showcase
1030L*535W*1000H mm



PF-03
锁柜
Lockable Cupboard
1030L*535W*750H mm



PF-04
高玻璃展示柜
Tall Glass Showcase(W/two down light)
1030L*535W*2170H mm



PF-12
方桌
Square Table
650L*650W*750H mm



SS-01/FS-01
斜/平层板
Sloped Shelf/Flat Shelf
1000L*300W mm



PB-01/PB-02
洞洞板
Pinboard
1000W*1000/2000H mm



ET-06
白圆桌
Round Table
800Φ*780H mm



ED-01
铝门
Lockable Door
950W*1910H mm



ED-02
折门
Folding Door
950W*2000H mm



CH-04
资料架
Magazine Rack(Black/Silver)
310L*310D*1420H mm



SL-001
40W日光灯
40W Fluorescent Tube
(1200 mm)



SL-006/SL004
100W长/短臂射灯
100W Spotlight
100W Long Arm Spotlight

Form 5 (page 1 of 2)

Additional furniture rental

Deadline:
August 1, 2014

Return to:
 Pico IES Group (China) Co., Ltd.
 Pico Creative Centre, 99 Caoan
 Road Lane 4499, Anting Town,
 Jiading District Shanghai 201804,
 China

Contact: Eamon Yu

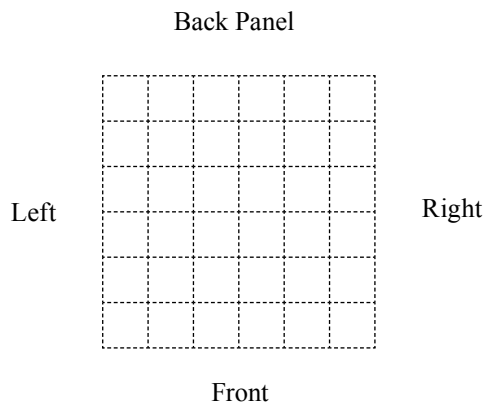
Tel: (86-21) 6010 8791
 Fax: (86-21) 6010 8601
 E-mail:
 eamon.yu@cn.pico.com

- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All orders must be accompanied with full payment. Payment can be made to below bank account:
 Payees name: Pico IES Group (China) Co., Ltd.
 Bank name: Standard Chartered Bank Shanghai Branch
 Account no: 409474014301 (USD)
 Switch code: SCBLCNSXSHA
- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after August 15.
- Orders that are cancelled in writing after August 1 will be subject to a cancellation fee of 30%. No cancellation will be accepted after August 15.
- All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- 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 condition.
- All furniture and electrical items included in the Shell Scheme package are not exchangeable or refundable.








Please indicate the location of items you ordered on the plan below. Pico IES Group (China) Co., Ltd. will install at its discretion if no drawing/sketch is received. It will be free for the 1st request for on-site re-positioning. Additional re-positioning requests will be subject to RMB80 extra charge.

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

Top elevation



Keys

- | | | | | | |
|-------------------|---|--------------------|---|------------------|---|
| Fluorescent tube |  | Long-arm spotlight |  | Flat/Slope shelf |  |
| 5Amp socket |  | Spotlight |  | Wall panel |  |
| Lockable cupboard |  | | | | |

Form 5 (page 2 of 2)

Additional furniture rental

**Deadline:
August 1, 2014**

Return to:
 Pico IES Group (China) Co., Ltd.
 Pico Creative Centre, 99 Caoan
 Road Lane 4499, Anting Town,
 Jiading District Shanghai 201804,
 China

Contact: Eamon Yu

Tel: (86-21) 6010 8791
 Fax: (86-21) 6010 8601
 E-mail:
 eamon.yu@cn.pico.com

Item No.	Description	Unit Price (RMB)	Qty	Total (RMB)
CC-05	Black leather arm chair	120		
EC-05	Bar stool	120		
EC-07	White folding chair	40		
ET-06	Round table (800 x 780Hmm)	120		
PF-12	Square table (650L x 650W x 750Hmm)	120		
PF-01	Information counter (1030L x 535W x 750Hmm)	100		
PF-03	Lockable cupboard (1030L x 535W x 750Hmm)	120		
PF-02	Low glass showcase (1030L x 535W x 1000Hmm)	200		
PF-04	Tall glass showcase (1030L x 535W x 2170Hmm)	300		
FS-01	Flat shelf (1000L x 300Wmm)	40		
SS-01	Slope shelf (1000L x 300Wmm)	40		
PB-01	Pinboard including 10 hooks (1000L x 1000Wmm)	175		
PB-02	Pinboard including 20 hooks (1000L x 2000Wmm)	350		
	Hook for pinboard (piece)	8		
ED-01	Lockable door (950W x 1910Hmm)	250		
ED-02	Folding door (950W x 2000Hmm)	150		
CH-04	Magazine rack (310L x 310D x 1420Hmm)	150		
	Wall panel(950W x 2470Hmm)	150		
	Carpet/sq.m	25		
Sub-total				
30% surcharge for orders received after August 1				
50% surcharge for orders after August 15				
Total amount				

Submitted by

Exhibiting company _____

Booth no. _____

Contact person _____

Title _____

Tel _____

Fax _____

E-mail _____

Signature _____

Date _____



CC-05
皮椅
Black Leather Arm Chair
570W*440D*455SH mm



EC-07
白折椅
White Folding Chair
510L*470D*450SH mm



EC-12
S型吧椅
Bar Stool (Black/White)
370Φ*790SH mm



PF-01
资讯桌
Information Counter
1030L*535W*750H mm



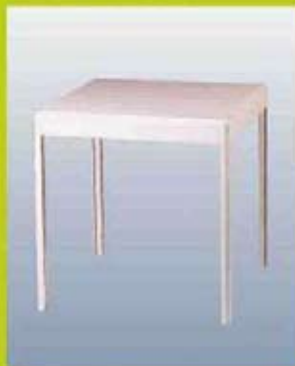
PF-02
低玻璃展示柜
Low Glass Showcase
1030L*535W*1000H mm



PF-03
锁柜
Lockable Cupboard
1030L*535W*750H mm



PF-04
高玻璃展示柜
Tall Glass Showcase(W/two down light)
1030L*535W*2170H mm



PF-12
方桌
Square Table
650L*650W*750H mm



SS-01/FS-01
斜/平层板
Sloped Shelf/Flat Shelf
1000L*300W mm



PB-01/PB-02
洞洞板
Pinboard
1000W*1000/2000H mm



ET-06
白圆桌
Round Table
800Φ*780H mm



ED-01
铝门
Lockable Door
950W*1910H mm



ED-02
折门
Folding Door
950W*2000H mm



CH-04
资料架
Magazine Rack(Black/Silver)
310L*310D*1420H mm



SL-001
40W日光灯
40W Fluorescent Tube
(1200 mm)



SL-006/SL004
100W长/短臂射灯
100W Spotlight
100W Long Arm Spotlight



深圳康程会议服务有限公司
SHENZHEN KCMICE SERVICE CO., LTD.

Room 1203, Block A, Fujian Mansion,
Caitian Road, Futian District, Shenzhen

Shenzhen office: Cassie Tang / Shirley Zheng Tel: (86-755) 8299 7110

Fax: (86-755) 8299 7113

Email: kc001@kcmice.com / kc002@kcmice.com / kc@kcmice.com Website: www.kcmice.com

Zhuhai office: Sophia Liu

Tel: (86-756) 887 3073

Email: kc003@kcmice.com / kc005@kcmice.com

Hotel Booking Form for the Global Sourcing Fair in Shenzhen

Fair name: Global Sourcing Fair: Mobile & Wireless

Venue: Shenzhen Convention & Exhibition Center

Fair date: August 27-29, 2014

Deadline: July 18, 2014

The Fair Management has appointed **Shenzhen KCMICE Service Co., Ltd.** as the Official Hotels Reservation Agent for the Global Sourcing Fair. Shenzhen KCMICE can help you with your hotel reservations, and provide you with special room rates on selected hotels near Shenzhen Convention & Exhibition Center.

Company Information:							
Company Name:							
Company Address:						Booth No.:	
Contact:		Tel:		Mobile Phone:			
Email:		Fax:		MSN:			
Booking Information:							
Hotel:							
	Full Name (as shown on Passport)	Gender	Check-in Date	Check-out Date	Room Type	Share room with (if applicable)	Gender
ROOM1					<input type="checkbox"/> Single <input type="checkbox"/> Double		
ROOM2					<input type="checkbox"/> Single <input type="checkbox"/> Double		
ROOM3					<input type="checkbox"/> Single <input type="checkbox"/> Double		
ROOM4					<input type="checkbox"/> Single <input type="checkbox"/> Double		

Remarks:

- Hotel room rates are inclusive of service charge and government tax.
- Hotel rates are valid for August 27-29, 2014 on run-of-the-house basis, applicable for reservations made through Global Source exhibitors and registered buyers. Rooms are offered on a first-come-first-served basis. If hotel room blocked is full, Shenzhen KCMICE will advise the availability of other room type/rates or arrange refund. The refund amount might be deducted the bank charges before returning to customer.
- All reservations will only be processed if the required payment is settled by the deadline, otherwise, the application will automatically be cancelled and rooms will be released.
- Please fax back the completed form (Bank Slip). Fax No: (86-755) 8299 7113. Shenzhen KCMICE will reply to guest at the earliest time once received the reservation form.

Airport pick-up service

Airport <--> Hotel	Seat: 9 seats or below	Rate (RMB): RMB750 per ride
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Telegraphic Transfer (TT) Payment

U.S. Dollar Account:	Name of Company:	SHENZHEN KCI MICE TOURISM CO., LTD.
	Bank Account:	755917092110502
	Name of Bank:	CHINA MERCHANTS BANK
	SWIFT CODE:	CMBCCNBS