

PART IV SHIPPING GUIDELINES

1. SHIPPING SERVICE AND AGREEMENT

Welcome to China International Import Expo. The Organizers have designated four official forwarders to offer shipping services for the exhibits at home and abroad, handle business concerning the exhibits shipment and documents, and to provide clearance, shipment and on-site exhibition-related services. In the meantime, the Organizers recommend China Cosco Shipping Group as service provider of international shipping logistics to undertake the maritime transport services of exhibits. To ensure a successful exhibition, the exhibitors should arrange their shipments according to the provisions in this Shipping Guidelines to avoid any delay.

2. THE CONTACT OF FORWARDERS

Relevant contacts will be published later.

3. SHIPPING GUIDELINES FOR INTERNATIONAL EXHIBITS

International exhibits refer to those that originate from countries and regions (including Hong Kong, Macau and Taiwan) outside the Chinese Mainland, and shall go through entry and exit inspection and quarantine as temporary import or export to participate in the expo.

3.1 TIME SCHEDULE

Time Schedule	Deadline for Documents	Deadline for Shipments
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Ocean Freight to Shanghai Port	Oct. 5, 2018	Oct. 16 - Oct. 20, 2018
Air Freight to Shanghai Pudong Airport	Oct. 5, 2018	Oct. 16 - Oct. 20, 2018
Rail Freight to Shanghai Railway Station	Oct. 5, 2018	Oct. 16 - Oct. 20, 2018

3.2 DOCUMENTS REQUIRED

1. One original Bill of Lading
2. One copy of Express Bill of Lading
3. One copy of Air Way Bill
4. One declaration of fumigation (IPPC) for wooden packing or non-wooden packing materials
5. One List of Exhibits (LOE, statutory document examined and approved by the customs. Please refer to Form 18 – List of Exhibits for details.
6. Packing List
7. Other documents required

3.3 CONSIGNMENT INSTRUCTION

All the exhibits must be consigned in “Freight Prepaid” to the following consignees. The official forwarders will impose a 10% outlay commission for the exhibits on a freight collect basis. The official forwarders will charge additional costs incurred due to wrong consignee details:

SHANGHAI EXPOTRANS LTD

Air Freight

on MAWB	
Consignee: SHANGHAI EXPOTRANS LTD. 10/F, NO.555 AN YUAN ROAD SHANGHAI 200040 CHINA TEL:86-21-60131818 FAX:86-21-60131881	Notify Party: SHANGHAI EXPOTRANS LTD C/O: CHINA INTERNATIONAL IMPORT EXPO Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mr. Pan
on HAWB	
Consignee: SHANGHAI EXPOTRANS LTD. 10/F, NO.555 AN YUAN ROAD SHANGHAI 200040 CHINA TEL:86-21-60131818 FAX:86-21-60131881	Notify Party: SHANGHAI EXPOTRANS LTD C/O: CHINA INTERNATIONAL IMPORT EXPO Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mr. Pan
Sea Freight	
Consignee: SHANGHAI EXPOTRANS LTD. 10/F, NO.555 AN YUAN ROAD SHANGHAI 200040 CHINA TEL:86-21-60131818 FAX:86-21-60131881	Notify Party: SHANGHAI EXPOTRANS LTD C/O: CHINA INTERNATIONAL IMPORT EXPO Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mr. Pan

SINOTRANS EASTERN CO., LTD EXPOSITION LOGISTICS BRANCH

Air Freight	
on MAWB	
Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO.,LTD. 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC TEL:86-21-68334798 FAX:86-21-68334796	Notify Party: SINOTRANS EASTERN CO.,LTD EXPOSITION LOGISTICS BRANCH TEL:65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
on HAWB	
Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO.,LTD. 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC TEL:86-21-68334798 FAX:86-21-68334796	Notify Party: SINOTRANS EASTERN CO.,LTD EXPOSITION LOGISTICS BRANCH TEL:65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
Sea Freight	
Consignee: SINOTRANS EASTERN CO.,LTD EXPOSITION LOGISTICS BRANCH 4/F, NO.85 OUYANG ROAD, SHANGHAI 200081 TEL:65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN	Notify Party: THE SAME AS CONSIGNEE

SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD

Air Freight	
on MAWB	
Consignee: SKY INTERNATIONAL LOGISTICS CO.,LTD 506 WAREHOUSE NO.180 AIRPORT HIGHWAY PUDONG INTERNATIONAL AIRPORT SHANGHAI CHINA (201202) TEL:0086-21-5683 3173 FAX:0086-21-5681 2705	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD TEL: 0086-21-6380 3187 FAX:0086-21-62606624 CTC: Ms. June Tang
on HAWB	
Consignee: SKY INTERNATIONAL LOGISTICS CO.,LTD 506 WAREHOUSE NO.180 AIRPORT HIGHWAY PUDONG INTERNATIONAL AIRPORT SHANGHAI CHINA (201202) TEL:0086-21-5683 3173 FAX:0086-21-5681 2705	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD TEL: 0086-21-6380 3187 FAX:0086-21-62606624 CTC: Ms. June Tang
Sea Freight	
Consignee: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD Room 501, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China TEL: 0086-21-6380 3187 FAX: 0086-21-62606624 CTC: Ms. June Tang	Notify Party: THE SAME AS CONSIGNEE

GO-EXPRESS CO., LTD

Air Freight	
on MAWB	
Consignee: SHANGHAI EASTERN FUDART TRANSPORTATION SERVICES CO.,LTD C/O Shanghai Glistening International Logistics Co.,Ltd ADD: SUIT 309,CHINA CARGO AIR BUILDING, PUDONG INTL AIRPORT, SHANGHAI, P.R.CHINA TEL: 0086-21-61512398 FAX: 0086-21-62101853	Notify Party: GO-EXPRESS CO., LTD TEL: 0086-21-65757709 FAX: 0086-21-65757716
on HAWB	
Consignee: GO-EXPRESS CO., LTD TEL: 0086-21-65757709 FAX: 0086-21-65757716	Notify Party: THE SAME AS CONSIGNEE
Sea Freight	
Consignee: GO-EXPRESS CO.,LTD ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA TEL: 0086-21-65757709 FAX: 0086-21-65757716	Notify Party: GO-EXPRESS CO., LTD TEL: 0086-21-65757709 FAX: 0086-21-65757716

3.4 TEMPORARY IMPORT

China Customs allows the exhibits to enter into China on the basis of “temporary imports”. Unless otherwise approved by China Customs, temporary imports are generally allowed for storing for a maximum of six months from the date of arrival at the entry ports of China. Upon the expiry of the six-month period, the exhibits shall be re-exported unless duties and taxes are paid in the event of conversion to permanent import. ATA Carnet is accepted by China Customs, but for “Exhibition Purpose” only. ATA Carnet must be in English and accompanied with an “ATA Carnet Letter of Authority” signed and stamped by the holder.

3.5 LATE ARRIVAL

1. The exhibits arriving after the deadlines as mentioned above will be subject to a 30 % late arrival surcharge on the basic freight.
2. In the event of late arrival, the official forwarders will make all reasonable endeavors to ensure delivery to the booth before the opening

of the expo but without commitment by the official forwarders.

3. The official forwarders will also charge the late arrival surcharges in case the exhibits do not arrive at the booth as scheduled.
4. The official forwarders reserve the right to reject the handling of any exhibit arriving at Shanghai seaport/airport within 7 days prior to the expo's opening. All additional charges incurred due to the late arrival will be borne by the exhibitor(s).

3.6 PACKING/CASE MARKINGS

All packages of shipments must be properly marked for identification upon arrival as follows:

CHINA INTERNATIONAL IMPORT EXPO	
Name of Exhibitor	: _____
Booth Number	: _____
Case Number	: _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

3.7 PRINTED / PUBLICITY MATERIALS

1. Any and all promotional materials to be imported or used as giveaways during the expo must not indicate or be deemed to indicate that Tibet or Taiwan is a country.
2. The Chinese government stipulates that all advertising materials (such as

printed materials and souvenirs) and technical information materials in all media may be allowed for display or use at the expo only after China Customs has examined and approved them in the censorship clearance. The exhibitors are required to submit samples of promotional materials (2 copies each) and souvenirs (2 each) to the official forwarders with the List of Exhibits (LOE) no later than three months before the expo opens. All these materials and items shall be handed over to China Customs for examination and approval in advance.

3. Brochures, giveaways or souvenirs may be subject to import duties as assessed by China Customs. Please contact the official forwarders in time for clearance documents required for special shipments such as alcoholic drinks, tobacco, food, and cosmetics.

3.8 HAND-CARRY EXHIBITS

The Organizers strongly recommend the exhibitors should not hand-carry the exhibits to China as China Customs may detain them at the airport. In case of such detaining, the exhibitors should promptly hand over the detention receipt issued by China Customs and the duly filled LOE to the official forwarders to go through clearance and loading at the airport. These exhibits shall then have to be returned through freight channel. The freight charges for the hand-carry items arriving at Shanghai airport shall be the same as charged by the official forwarders as those for the exhibits delivered by air, along with late arrival surcharges if applicable.

3.9 OVERWEIGHT AND OVERSIZE EXHIBITS

In case of the overweight and oversize exhibits (i.e. a single exhibit exceeds 3,000 kg in weight or 5 m * 2.4 m * 2.4 m in dimension), the exhibitor(s) shall come to the site as early as possible for uncrating and positioning. If a crane or a forklift is required for equipment installation, please notify the official forwarders as early as possible for earlier arrangement.

3.10 OUTER PACKING OF EXHIBITS

The exhibitors shall be responsible for the consequences of improper packing.

3.10.1 PROTECTION AGAINST DAMAGE AND RAIN

As the exhibits undergo repeated loading and unloading during shipping, it is inevitable that they are subject to shocks and bumps. In addition, the exhibits may be placed outdoors many times, including the storage in the open air of the exhibition hall before and after the expo. Therefore, the exhibitors must take necessary precautions against damage or rain in advance. The Organizers will not assume any liability for any damage, especially when the return exhibits are to be packed with used packing materials (more often than not, the case as well as aluminum foil, plastic covers, etc., would have been already damaged during unpacking).

3.10.2 PACKING CASE

The packing cases must be solid enough to avoid damage during shipping as well as unpacking, and in particular, be suitable for repacking the return exhibits and for their sale after the expo. Carton boxes are not suitable

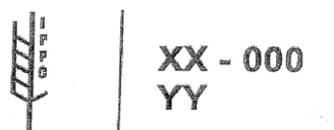
for repeated handling and shipment, especially for valuable and delicate equipment.

3.10.3 FUMIGATION RULES IN CHINA

1. The Chinese government requires that all entry shipments with wooden packing materials (WPM) (WPM herein refers to wooden materials used to carry, pack, pad, support and reinforce shipments, such as wooden case, crate, pallet, frame, barrel, wooden shaft, wedge, chock, sleeper and crosser etc.), must be handled by the enterprises and recognized by the plant inspection and quarantine authorities in the countries or regions of origin pursuant to the inspection and quarantine methods confirmed by China.

2. To ensure the WPM of all entry shipments is treated either by Heat Treatment (HT) or Methyl Bromide (MB) fumigation in the countries of origin, all WPM must be marked with the IPPC stamps as below that have been approved by the government plant inspection and quarantine authorities:

1. IPPC Logo ()
2. ISO country code (XX)
3. A Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT - Heat Treatment or MB - Methyl Bromide (YY)



To ensure smooth customs clearance, the exhibitor shall submit a

declaration certificate of fumigation printed on the paper with the company letterhead of the exhibitor. Such certificate shall be attached to the original Master Airway Bill (for airfreight consignment) or enclosed with the original Bill of Landing (for sea freight shipments) or couriered to the official forwarders. The certificate must be prepared pursuant to the following template:

To:
Name of exhibitor:
Booth Number:
Name of exhibition:
Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages with wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and are marked with xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).
Authorized Signature
Endorsed by Company Chop (Stamp).
Date.

Wooden packing materials without acceptable fumigation stamps or not complying with above requirements will be destroyed right on the spot or re-exported by china entry-exit inspection and quarantine bureau and china customs.

For entry shipment with non-wooden packing materials, the shipper must provide the effective certificate or declaration on non-wooden packing materials. The original of the certificate or declaration must be chopped with the company stamp/seal and attached to the original Airway Bill or Bill of Landing or couriered to the official forwarders.

3.11 MOVE-IN EXHIBITS

Exhibits will be generally delivered to the exhibition venue during the move-in days. The official forwarders will help the exhibitors with the move-in logistics including unpacking and temporary storage of empty cases (if the venue permits). However, the exhibitor must be on site during the move-in period for supervision. Under some circumstances, however, the customs at the ports or at the exhibition hall may inspect the shipments without the presence of the exhibitor.

3.12 MOVE-OUT EXHIBITS

1. Prior to the expo's closing, the exhibitors will receive a Return Shipment Instructions from the official forwarders to fill in on the basis of the List of Exhibits (LOE) provided at the time of the exhibits' entry into China. The exhibitors are required to advise the official forwarders if the exhibits will be re-exported, consumed or sold, as applicable, so as to make proper arrangement for the exhibits after the expo.
2. On the expo's closing day, the official forwarders will return the empty cases to the exhibitors and help them repack as applicable. In order to ensure a successful closing of the expo, those exhibitors with overweight and oversize exhibits may repack their exhibits the next day. Our on-site operation staff will inform the exhibitors of the exact arrangements.
3. In case of no receipt of the Return Shipment Instructions from the exhibitors, the official forwarders will turn all the exhibits left on site over to the customs for disposal. Any costs or expenses such as taxes incurred

shall be borne by the exhibitors.

4. For the exhibits sold or given away free of charge to domestic companies, the exhibitors should go through import formalities and pay the duties according to the regulations of China Customs after the move-out. No exhibitor may move any exhibit out of the exhibition venue or the designated place under the supervision of China Customs prior to the completion of the import formalities.
5. Abandoned exhibits, bonded imported booth set-up materials and other items shall be reported to the Organizers and the official forwarders in advance. The exhibitors shall not dispose of any item on their own and shall hand them over to the official forwarders who will transfer the same to China Customs on the move-out day.
6. All exhibitors should keep in proper custody the exhibits and may still pay the duties to China Customs for any lost import exhibits.
7. The exhibitors shall pay special attention to the following customs regulations:
 - 1) Items other than declared exhibits (e.g. personal effects or souvenirs bought within the border of China) may not be re-exported along with the exhibits.
 - 2) Violation of the aforesaid will result in confiscation or heavy fines imposed by China Customs.

3.13 RE-EXPORT/SOLD EXHIBITS/ABBADONED EXHIBITS

1. It will take at least 2 weeks to go through the formalities prior to the

exhibits re-export. In case of the urgent need to re-export any exhibit, the exhibitor shall notify the official forwarders in advance, and send all the instructions and documents to the forwarders before the expo's opening.

2. All sold exhibits shall be subject to the import duty and 17% VAT on the declared value or appraised value by the customs. The procedures to dispose of the sold exhibits are as follows:

- 1) The exhibitor is required to submit one copy of the sales contract related to the sold exhibits and contact information of the buyer to the official forwarders before the end of the expo.
- 2) The buyer is required to go through the import formalities of the exhibits concerned, present required documents such as the sales contract and LOE to the customs and pay the related import duties.
- 3) After completing the import procedures and duty payment, the buyer may arrange to take the delivery from the customs bonded warehouse.
- 4) All sold exhibits will be sent to the customs bonded warehouse for temporary storage for a maximum of six months. The exhibits shall be re-exported in case the import formalities cannot be completed within six months. Otherwise the customs may confiscate them. The shipping costs from the exhibition venue to the bonded warehouse and the storage fee shall be borne by the exhibitor or the buyer.

3.14 CONTROLLED ITEMS IN CHINA

1. In order to avoid the detention by reason that any items controlled by the Chinese Government is contained in the exhibits, we strongly

recommend that the exhibitors fax or email the LOE/commercial invoices and packing list to the official forwarders for earlier checking and confirmation before the shipment's departure from the country of origin.

2. If required, the official forwarders can help the exhibitors apply for necessary import license/permit. However, under no circumstances shall the official forwarders guarantee that such license/permit will be granted.
3. The exhibitors shall apply for the import permit for shipments such as food, beverages, CDs, watches and cosmetics in China even for exhibition purpose only.
4. The shipments aforesaid may not be distributed/tasted/sold or consumed during the expo without approval and authorization of China Customs.
5. In case of the need to ship any controlled items to China, the exhibitors must submit the following documents/information to the official forwarders 30 days prior to the shipment's departure:
 - 1) Catalogue/Brochure of Products
 - 2) Export Permit issued at the Products' Place/Countries of Origin
 - 3) Certificate of Origin and Health Certificate
 - 4) Commercial Invoice and Packing List / List of Exhibits (LOE)

3.15 INSURANCE

The exhibitors shall take out insurance to cover their exhibits from the origin to the destination, the whole exhibition period, exhibits' re-exporting to the origin or to the place of receipt after they have been sold at the exhibition hall as well as the handling at the hall. The official forwarders may

take out insurance for shipments on behalf of the exhibitors upon the written request of the exhibitors.

3.16 PAYMENT TERMS

Payment for inbound journey : After submittal of bills and prior to delivery to the booth.

Payment for outbound journey: After submittal of bills and prior to return to the destination.

All payments must be made without any deduction or delay on account of any claim, counterclaim or compensation.

3.17 MISCELLANEOUS

1. All operations are carried out in accordance with the forwarder's Standard Terms and Conditions with full text available upon request.
2. Use of the official forwarders' services, in part or in full, and any requirement for additional services at any time before or after the expo in the oral, written or conduct form implies your acknowledgement and acceptance of above mentioned terms.
3. The official forwarders will not be liable for:
 - 1) The exhibits that are rejected by the Organizers or China Customs for sale or display at the expo;
 - 2) Any tax/duty from the selling of the exhibits
 - 3) Any stolen exhibits while they are on display at the venue

4. FREIGHT RATES FOR INTERNATIONAL EXHIBITS

4.1 SERVICE AND RATES FOR INBOUND EXHIBITS

1. For exhibits arriving at Shanghai Port/Airport before the expo's opening, the official forwarders will ship them from the storage site at the port/airport to the warehouse under the customs' supervision, assist the customs and authorities of inspection and quarantine with inspection, devanning, sorting, and delivery to the booth. The forwarders will also assist the exhibitors with unpacking, positioning (excluding assembly), removing empty cases and packing materials to the on-site storage place.

1	Exhibits arriving at Shanghai Port	RMB 390.00 per CBM, min. 1 CBM per consignment per exhibitor 20ft container calculated as 23 CBM; 40ft container calculated as 46 CBM; other special-type containers calculated as 50 CBM
2	Exhibits arriving at Shanghai Pudong Int'l Airport	RMB 4.50/kg, min. 200.00 kg per consignment per exhibitor

2. FCL,LCL AND MAWB, HAWB TERMINAL HANDLING CHARGES (THC)

1	THC for LCL Shipments	RMB 300.00 per CBM, min. RMB 600.00 per consignment per exhibitor
2	THC for FCL Shipments	RMB 1,500.00 /20ft; RMB 2,500.00 /40ft; RMB 3,000.00 /40ft HC
3	Airport Service Charge	RMB 2.50/kg, min. RMB 500.00 per consignment per exhibitor

4.2 SERVICE AND RATES FOR OUTBOUND EXHIBITS

The services and rates are the same as those for inbound exhibits.

4.3 INSPECTION, QUARANTINE AND FUMIGATION CHARGES FOR PLANTS AND ANIMALS

Charges shall be billed as per actual expenses incurred.

4.4 AIRPORT/TERINAL STORAGE FEE FOR EARLY/LATE ARRIVALS

Charges shall be billed as per actual expenses incurred.

4.5 WAREHOUSE STORAGE CHARGE

1	Storage charge	RMB 3.00 per CBM (Min charge: RMB100 /entry)
2	Warehouse in/out fee	RMB 45.00 per CBM

4.6 OVERWEIGHT AND OVERSIZED SURCHARGES

Any single exhibit that exceeds 3,000 kg in weight, or 5 m (L) x 2.4 m (W) x 2.4 m (H) in dimension (including the packing cases) shall be subject to overweight/oversize surcharges on the basic service charge. Please contact the official forwarders for details.

4.7 OTHER SERVICE CHARGES

1. The dangerous, refrigerated or valuable exhibits will be charged double basic freight for inbound or outbound shipment.
2. The exhibits arriving after the deadline will be subject to 30% surcharge based on basic freight.
3. A 10% outlay commission will be added for the transshipment or return shipment that requests us to pay for sea freight, air freight or duties per entrustment.
4. If some exhibits require reinforcement through lashing or padding inside the containers (including dry cargo container, flat rack and open top) per operation guidelines, the charges will be levied as per actual expenses incurred.

5. If any exhibit arrives at/departs from Shanghai Yangshan Seaport, the following additional charges will be levied:

1	LCL Shipment	RMB 40.00 per CBM
2	FCL Shipment	RMB 800.00 per 20ft container RMB 1,600.00 per 40ft container

6. Translation Fee: RMB 30.00 per page

7. ATA Carnet Registration Fee RMB 500.00 per Carnet/Exhibitor

4.8 REMARKS

1. Minimum chargeable dimension:

1) TEU – The minimum chargeable dimension of a 20ft container is 23 CBM; the minimum chargeable dimension of a 40ft container is 46 CBM.

2) The minimum chargeable dimension of a 20ft flat-rack or open-top container is 23 CBM; the minimum chargeable dimension of a 40ft flat-rack, open-top, or high cube container is 50 CBM.

2. The conversion between size and weight for air freight: $6 \text{ m}^3 = 1,000 \text{ kg}$

3. Our company will not be liable for any potential damage due to improper packaging.

4. The above rates do not include the insurance covering the shipment from Shanghai Port/Airport to the booth at the exhibition hall as well as the charges for all on-site handling, and vice versa.

5. All charges shall be subject to 6% VAT.

5. SHIPPING GUIDELINES AND RATES FOR DOMESTIC EXHIBITS

Domestic exhibits refer to those made in the Chinese Mainland (excluding Hong Kong, Macau and Taiwan), or made in other countries or regions (including Hong Kong, Macau and Taiwan) other than the Chinese Mainland, but have already undergone the customs formalities (or duties/taxes paid) before the expo's opening.

5.1 DELIVERY FROM RAILWAY STATION/AIRPORT/IN-CITY WAREHOUSES TO BOOTH

1. Services are as follows:

- 1) Handling of related documents after the exhibits arrive in Shanghai;
- 2) Taking delivery of the exhibits from the in-city freight depots or designated warehouses to the booth;
- 3) Storing the exhibits before entering the exhibition venue and delivering them to the booth after the venue opens;
- 4) Assisting exhibitors with unpacking and positioning;
- 5) Delivering empty cases and packing materials to the storage site of the exhibition hall.

3. Charges:

- 1) RMB 230/CBM, min. 1 CBM
- 2) Pick-up/storage charge: Charges shall be billed as per actual expenses incurred.

4. Consignee's information:

In order not to deliver the exhibits to the wrong consignee(s), please contact the official forwarders in charge of the corresponding area.

Remarks: Please confirm with the official forwarders before arranging the consignment. After the exhibits are consigned, please send the information of shipment (including delivery date, estimated date of arrival, waybill number, total number of packages, dimensions and weight) and shipping documents to the official forwarders 3 days prior to the arrival; otherwise the official forwarders will bear no liability for the delay. In case of air freight, please indicate “Freight Pickup at Airport” on the waybill.

4. The exhibits should arrive in Shanghai no later than October 20th, 2018.

5.2 DELIVERY FROM TEMPORARY STORAGE AT DESIGNATED WAREHOUSES TO BOOTH

1. Services are as follows:

- 1) The exhibitors shall be responsible for shipping the exhibits to the official forwarders' warehouses in Shanghai.
- 2) The official forwarders shall be responsible for unloading and storing the exhibits after they arrive at the warehouse.
- 3) The forwarders will deliver the exhibits to the booth after the exhibition venue opens.
- 4) The forwarders will assist exhibitor with unpacking and positioning.
- 5) The forwarders will also send empty cases and packing materials to the storage site of the hall.

2. Charges: RMB150/CBM

- 1) Storage fee: RMB5/CBM/Day (Min. RMB 20)
- 2) Warehouse in/out fee: RMB 45/CBM (Min. RMB45)

3. Consignee's information:

Please contact the official forwarders in charge of the corresponding area

Warehouse business hours: 9:00 am – 4:00 pm from Monday to Friday

Remarks: Please confirm with the official forwarders before arranging the consignment. After the exhibits are consigned, please send relevant freight information (including delivery date, estimated date of arrival, waybill number, total number of packages, dimensions and weight) to the official forwarders 5 business days prior to the arrival.

4. Exhibits should arrive at the warehouse no later than: October 25th, 2018

5.3 DELIVERY FROM EXHIBITION HALL ENTRANCE TO BOOTH (EXHIBITORS SHALL ARRANGE DELIVERY TO EXHIBITION HALL)

1. Services are as follows:

- 1) Assisting with unloading and delivering the exhibits to the booth;
- 2) Assisting the exhibitor with unpacking and positioning;
- 3) Delivering empty cases and packing materials to the storage site of the exhibition hall.

2. Charges: RMB90/CBM (min. 1 CBM)

3. The exhibits should arrive at the exhibition hall entrance between November 1st and November 4th, 2018

5.4 MOVE-OUT SERVICE FEE

The fee is the same as that for move-in service.

5.5 OTHER SERVICE FEES

1. Overweight Surcharge:

Overweigh surcharge will apply to any single exhibit (including the packing case) that exceeds 3,000 kg in weight or L5 m × W2.4 m × H2.4 m in dimension.

Single Exhibit			Oversized Surcharge		
Length (m)	Width (m)	Height (m)	1	2	3
≥5	≥2.4	≥2.4	10%	20%	30%

2. Fees for relocating, special assembly, and machine rental:

10 ton forklift RMB 420/hour (min. 2 hours)

25 ton crane RMB 450/hour (min. 4 hours)

50 ton crane RMB 900/hour (min. 4 hours)

5.6 CASE MARKING

1. The exhibitors shall print marks in the following format on the outer package of the exhibits (on two sides at least):

Exhibition Name: China International Import Expo	
Exhibitor Name:	
Exhibition Hall No.:	Booth No.:
Container No.:	
Dimension: Length * Width *Height	Gross Weight: KG

2. The overweight exhibits shall be marked with wordings such as “Lift Here”, “Fragile” and “Water Proof” on the packing case and “Face” (on the

outer packing). The exhibits that cannot be placed upside down shall be marked with special signs.

5.7 INSURANCE

The exhibitors shall take out insurance to cover the exhibits against risks during inbound and outbound shipment and risks of storage during the expo. In case of any accident happens to the exhibit(s), the exhibitors shall settle the claim with the insurer(s) on their own.

5.8 REMARKS

1. Rates are computed based on freight tons, i.e. the conversion between volume and weight is $1,000 \text{ kg} = 6 \text{ m}^3$, whichever is higher.
2. The forwarders shall only be responsible for delivery with intact outer packing. The official forwarders bear no liability for any quality issues, damaged shipments or shortage of shipments inside. The exhibitor shall make a claim with the insurer.
3. Any and all fees incurred at the train station, airport and place of delivery shall be billed as per actual expenses. Sundry charges such as inbound service fees and above mentioned pick up charge will be collected when the exhibits move in.
4. All fees and charges shall be settled before the exhibits move in.
5. All exhibitors are advised to contact the official forwarders promptly after receiving the shipping guidelines and rates for domestic exhibits and to ensure all mechanical arrangements can be made appropriately before the expo.

6. All services are subject to 6% VAT.