2016 China Information Technology Expo

Exhibitors Manual

April 8-10, 2016
Shenzhen Convention & Exhibition Center

Organized by:
Ministry of Industry and Information Technology of the P.R.C
The Municipal Government of Shenzhen

Produced by:
China Electronic Appliance Corporation (CEAC)
Shenzhen Flat Panel Display Industry Association (SDIA)

www.citexpo.org
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Welcome to CITE 2016

Dear Exhibitors:

Welcome to CITE 2016.

In order to assist you in your preparation for the coming Exhibition, we have designed this manual to simplify your arrangements. Exhibitors are strongly recommended to read the contents of this manual carefully and process all relevant matters promptly so that your requests can be prepared smoothly. Please remember to make a copy of the order form for your reference before sending us the duly filled-in form.

Exhibition Information
Exhibition Name: 2016 China Information Technology Expo (CITE 2016)
Exhibition Venue: Shenzhen Convention & Exhibition Center (SZCEC) [www.szcec.com](http://www.szcec.com)
Exhibition Dates: April 8-10, 2016
Exhibition Hours: April 8-9, 2016 9:00 - 17:00
April 10, 2016 9:00 - 16:00

In Hall Operation Schedule
Check in for exhibitors: Exhibition Service Area of SZCEC

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground area Contractor Registration</td>
<td>April 5, 2016</td>
<td>10:00-16:00</td>
</tr>
<tr>
<td>Exhibitors Check in</td>
<td>April 6-7, 2016</td>
<td>08:30-16:00</td>
</tr>
<tr>
<td>Build-up Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Area</td>
<td>April 6, 2016</td>
<td>08:30-17:30</td>
</tr>
<tr>
<td>Standard Booth/Ground Area</td>
<td>April 7, 2016</td>
<td>08:30-22:00</td>
</tr>
<tr>
<td>Exhibition Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Ceremony (April 8, 2016)</td>
<td>April 8, 2016</td>
<td>10:00</td>
</tr>
<tr>
<td></td>
<td>April 9, 2016</td>
<td>08:30-17:30</td>
</tr>
<tr>
<td></td>
<td>April 10, 2016</td>
<td>08:00-16:00</td>
</tr>
<tr>
<td>Tear-down Period</td>
<td>April 10, 2016</td>
<td>16:00-22:00</td>
</tr>
</tbody>
</table>

For further enquires, please contact:
The Organizing Committee of China Information Technology Expo
49 Fuxing Road, Beijing, China  100036
Tel: +86-10-5166 2329 ext. 68/27    Fax: +86-10-6818 9519    Email: cefinfo@ceac.com.cn
Contact: Ms. Seekee Zhang, Ms. Maureen Ma
CITE 2016 Exhibition Confirmation

__________________________________________________________________________:

Welcome to CITE 2016.
We have received the payment from your company.
The booth number for your company is___________.

Please check-in with this confirmation and follow the procedure.

On-site Exhibitor Registration Office:
Counter in 2nd Floor, Service area, Shenzhen Convention & Exhibition Center (SZCEC).
Hall 1: Counter 205, Hall 7/8/9: Counter 201

Date for check-in: April 6, 2016 (ground area exhibitors)
April 7, 2016 (ground area and standard booth exhibitors)

Time for check-in: 09:00-16:00

Early registration will be provided to ground area exhibitors, please get your check-in permission at Counter in Floor 2, Service area, Shenzhen Convention & Exhibition Center (SZCEC) between 10:00-16:00, April 5, 2016.
Hall 1: Counter 205, Hall 4: Counter 216, Hall 6/7/8/9: Counter 201

ATTENTION:

1. Please check in with the original document.
2. Please read carefully and sign the CITE 2016 Exhibition Rules & Regulations. The organizing committee will assume that you understand this regulation before your registration.
3. Please provide your business card when check-in.

The Organizing Committee of CITE
Signature ________________________
Date ___________________________
CITE 2016 Exhibition Rules & Regulations

Exhibitor Name _______________________
Booth Number _______________________

Products of Your Exhibits (please specify in details):

__________________________________________________________________________
__________________________________________________________________________

1. Laws & Regulations
   Please abide by the national and Shenzhen city government law. Please obey exhibition rules set by the organizing committee.

2. Exhibitor Badges
   Exhibitors should wear badges at all times during the exhibition. To ensure your safety, please wear safety cap to the exhibition floor during construction period.

3. Exhibition booth
   Please keep exhibiting products in your booth. It’s not allowed to distribute promotion material outside of your booth. The organizer has the right to clean up non-electronic exhibiting products and block out the exhibit space. No sales activities are allowed in the exhibition site.

4. Dangerous Articles Prohibited
   It’s not allowed to carry flammable explosive, poison products and radioactive sources and materials to the exhibition floor. All construction material must be fire-proofing. Stretch Fabric, Elastic fabric, Spandex Fabric& flannelette are not allowed for the construction.

5. No-smoking, no naked flames on the exhibition floor

6. Intellectual Property
   Please abide by the regulations about the Intellectual Property.

7. Exhibition hours
   Opening hours of exhibitors:  April 8-9 08:30am-17:30pm
                                  April 10  08:30am-16:00pm
8. **Products Take-out List**
Exhibiting products and related equipment are not allowed to move outside of the exhibition hall during the show period. Don’t move any exhibiting products which are not belong to your booth. For small hand-carry products, “Products Take-out List” is needed for caring out.

9. **Tear-down Period**
Dismantling starts at 16:00pm April 10, 2016
The organizing committee begins to issue “Products Take-out List” since 16:00pm April 10 at management office booths in each Hall.

10. **Security Advice**
Exhibitors should take good care of their valuable exhibits and properties. It’s better to lock valuable exhibits and take your personal properties out of the exhibition hall after daily exhibiting. The organizing committee will provide on-site security service but we can’t ensure the occurrence of theft. It is better not to bring the important properties and documents into the halls. Once theft occurs, exhibitors should report to the on-site police office immediately.

11. **When a crisis or emergency occurred, please follow the instruction from the organizing committee.**

12. China customs supervises the International Pavilion. Custom's supervised exhibits must take “Products Take-out List” to carry out. The international exhibitors need to contact the shipping company to ship back exhibits.

13. **Insurance**
The Exhibitors shall be responsible for all risks insurance covered on their exhibits and working staff (including all exhibiting products or equipment provided and rented form the Organizer). The organizing committee only takes responsibilities for all risks insurance at the public area in the exhibition hall during the show period, and it’s not responsible for all risks insurance relating to exhibitors and visitors.

Exhibitor Name: ________________  The Organizing Committee ________________

Representative: ________________  Date ________________
Traffic Map

Bus Route Around SZCEC

SZCEC Metro Station:

3  E25  64  95  M221  M223  M224  325  M390  398  M441  M459

SZCEC South Gate:

J1  58  H92  229  337  338  369  382  M463  K538

SZCEC East Gate:

34  K113
Metro

Line 1/4: Shenzhen Convention & Exhibition Center (SZCEC) Station, exit D. Get into SZCEC from the north gate.

Line 1/3: Shopping Park Station, exit D. Get into SZCEC from the west gate.

From Shenzhen Airport

Metro Line 9

From Shenzhen Railway Station

Metro Line 1

From Shenzhen West Railway Station

1) Bus 229
2) Metro Line 1

From Shenzhen North Railway Station

Metro Line 4
Order Forms

1. Must Fill-in Forms
   Exhibitors applied the standard booth must fill in the forms below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Page</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITE 2016 Exhibition Rules &amp; Regulations</td>
<td>April 5-7, 2016</td>
<td>5-6</td>
<td>Organizing Committee</td>
</tr>
<tr>
<td>Form 1: Company Name or Standard Booth Fascias</td>
<td>March 11, 2016</td>
<td>12</td>
<td>Organizing Committee</td>
</tr>
<tr>
<td>Form 2: Show Catalogue Entries</td>
<td>March 11, 2016</td>
<td>13</td>
<td>Organizing Committee</td>
</tr>
</tbody>
</table>

   B. Ground area    Exhibitors applied the ground area must fill in the forms below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Page</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITE 2016 Exhibition Rules &amp; Regulations</td>
<td>April 5-7, 2016</td>
<td>5-6</td>
<td>Organizing Committee</td>
</tr>
<tr>
<td>Form 2: Show Catalogue Entries</td>
<td>March 11, 2016</td>
<td>13</td>
<td>Organizing Committee</td>
</tr>
<tr>
<td>Form 6-1: Power Supply Application</td>
<td>March 18, 2016</td>
<td>17</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 6-5: Venue management fee/Cleaning/</td>
<td>April 5, 2016</td>
<td>19</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Safety Deposit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 11: Building Approval for Special Stand Design</td>
<td>March 15, 2016</td>
<td>25</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>The Safety Assurance of Shenzhen Convention &amp; Exhibition Center</td>
<td>April 5-7, 2016</td>
<td>26</td>
<td>Official Contractor</td>
</tr>
</tbody>
</table>

2. Other Forms (Please fill in as your need)

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Page</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 3: Exhibitor Badge</td>
<td>March 18, 2016</td>
<td>14</td>
<td>Organizing Committee</td>
</tr>
<tr>
<td>Form 4: Advertising in the Official Catalogue</td>
<td>March 11, 2016</td>
<td>15</td>
<td>In the Form</td>
</tr>
<tr>
<td>Form 5: On-site Ad. Booking</td>
<td>March 18, 2016</td>
<td>16</td>
<td>In the Form</td>
</tr>
<tr>
<td>Form 6-1: Power Supply Application</td>
<td>March 18, 2016</td>
<td>17</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 6-2: Moveable Air Compress Machine</td>
<td>March 18, 2016</td>
<td>18</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 6-3: Telephone &amp; Internet</td>
<td>March 18, 2016</td>
<td>18</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 6-4: Additional Furniture &amp; Electrical Appliances Rental</td>
<td>March 18, 2016</td>
<td>18</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 6-6: Fire Extinguisher Rental</td>
<td>March 18, 2016</td>
<td>19</td>
<td>Official Contractor</td>
</tr>
<tr>
<td>Form 7: Shipping Instruction</td>
<td></td>
<td>20</td>
<td>In the Form</td>
</tr>
<tr>
<td>Form 8: VISA Application to China</td>
<td>March 10, 2016</td>
<td>21</td>
<td>In the Form</td>
</tr>
<tr>
<td>Form 9: Personalized Invitation</td>
<td>March 18, 2016</td>
<td>23</td>
<td>In the Form</td>
</tr>
<tr>
<td>Form 10: VIP Invitation</td>
<td>March 18, 2016</td>
<td>24</td>
<td>In the Form</td>
</tr>
</tbody>
</table>
Notice for standard booth:

1. Facilities plan for standard booth:

2. Facilities for standard booth:
   - Three-side Backboards, two spot lights (100W), one table, two chairs, one electric socket 200V (500W), one trash can

3. The maximum electric power that the socket provided is 500W. Please apply power supply if you will use large power electric equipment (please see page 17, form 6-1).

4. The arrangement for standard booth is not allowed to change without permission. Please apply to the official stand contractor for any modification. The organizer will treat the booth as ground area if there are any modifications except the fascias.

5. For standard booth exhibitors, it’s not allowed to change the booth structure and inside facilities.

6. The organizing committee remains the right to add special decorations to the standard booths. Exhibitors should follow instructions from the organizing committee.

7. To change the structure of the standard booth, exhibitors have to get approval from the organization committee. The re-designed booth structure above 2.45-meter-high should follow rules of Building Approval for Special Stand Design. For detailed requirement, please contact official stand contractors.

Demand for Ground Area Application and Construction

1. Fire protection review and approval
   - Exhibitors must submit the related draft to the Official Contractor no later than March 10, 2016

2. Height limit: 5m

3. One ground area booth are not allowed to use its adjacent booth’s wall panel.

4. Electrical facilities: All the electrical facilities must be installed by the official contractor. And the draft should be sent to the Official Contractor no later than March 15, 2016

5. Ground Area could select the official contractor or other contractors to build the booths.
# List of Contacts

## Organizing Committee (On-site Management)

### China Electronic Exhibition & Information Communication Co., Ltd. (CEEIC)

**General Information Requirement:**
Tel: +86-10-51662329 ext.23/26  Fax: +86-10-68132578  Contact: Maggie He/Karl Yang

**On-Site Information Requirement:**
Tel: +86-10-51662329 ext.32  Fax: +86-10-68132578  Contact: Hao Baoheng  Email: haobh@189.cn

## Official Stand Contractor (Ground Area Check, Furniture Rent, Power Supply, etc)

### Hall 1

**Engineering Department of Shenzhen Convention & Exhibition Center (SZCEC)**
Tel: +86-755-82848710/11  Fax: +86-755-82848714  Email: 183036791@qq.com  Contact: Miss Zhai

### Hall 4

**Beijing Dongfang Shiyuan Exhibition Service Co., Ltd.**
Tel: +86-18501340132/18611913066  Fax: +86-10-88381285  Email: dfsy@163.com  Contact: Xu Jianhua/Chen Jinggang

### Hall 6/7/8/9

**Shenzhen Zhongzhixing Exhibition Project Co., Ltd.**
Tel: +86-755-81488483 ext.617/621  Fax: +86-755-8153794  Contact: Qian Ying/Xu Danling

## Exhibits Storage & Logistics for Domestic Exhibitors

**Storage & Logistics Department of Shenzhen Convention & Exhibition Center**
Tel: +86-755-82848646  Fax: 86-755-82848748  Contact: Chen Zhongchun

## Exhibits Storage & Logistics for Overseas Exhibitors

### BALtrans Exhibition & Removal Ltd.
Unit 2606-10, 26/F., Tower 1, Ever Gain Plaza, 88 Container Port Road, Kwai Chung, N.T, Hong Kong
Tel: +852-27986628  Fax: +852-27965606
Email: verby.yip@exhibition.baltrans.com/chris.chan@exhibition.baltrans.com  Contact: Ms. Verby Yip/Mr. Chris Chan

### BALtrans International Cargo Ltd. Guangzhou Branch
Rm 2401 & 2414, 24/F., Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District, Guangzhou, 510060 China
Tel: +86-20-2883 5008  Fax: +86-20-2883 5001
Email: jay.lei@exhibition.baltrans.com / info.can@exhibition.baltrans.com  Contact: Lei Jinqiao

### BALtrans International Cargo Ltd. Beijing Branch
Room B11 & B15, 16/F., Han Wei Plaza, No. 7 Guang Hua Road, Chao Yang District, Beijing 100004 China
Tel: +86-10-6561 4171  Fax: +86-10-6561 4170
Email: jenny.he@exhibition.baltrans.com  Contact: Ms. Jenny He
Form 1. Company Name and Standard Booth Fascias

Deadline: March 11, 2016

Please return the form to:
China Electronic Exhibition & Information Communication Co., Ltd. (CEEIC)
49 Fuxing Road, Beijing, China 100036
Tel: +86-10-51662329 ext. 95
Fax : +86-10-68132578
Email: yaoxian@ceac.com.cn
Contact: Yao Yixian

Booth No.:
Company:
Add:
Tel:
Fax:
Email:
Authorized Signature:

This Form must be completed and returned before the deadline by all the exhibitors. The information will appear on the related materials. And for the exhibitors who booked the standard booth, it will also appear on the fascias.

1-1 Company name or standard booth fascias (Simplified Chinese)
Please write clearly and ensure there are no more than 15 characters.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
</table>

1-2 Company short name (Simplified Chinese or English)
Please fill in the form in order to make your company’s short name appear in the map.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
</table>

1-3 Company name or standard booth fascias (English)
Please use block letters.

If the forms are not submitted before the above deadline, the company name and details in the application form will be used.
The fascias for standard booth could not be modified after the deadline. Please check carefully to avoid any mistake. On-site modifications of booth fascias will be charged RMB 200/booth. It takes about 2–4 hours for the on-site modifications.

English Name will not appeal on the fascias if there are more than two company names.
Please pay the charge if you have special requirements for fascias.
### Form 2. Show Catalogue Entries

**Booth No.:**

**Deadline:** March 11, 2016

<table>
<thead>
<tr>
<th>Company Name (Chinese)</th>
<th>Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name (English)</td>
<td>Contact Person</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Tel</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Introduction (Chinese)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(English)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Chinese)</td>
</tr>
<tr>
<td>(English)</td>
</tr>
</tbody>
</table>

#### Product Classification (Multiple Choice, up to 3 optional)

- 02 Electronic Components
  - 0201 Resistors & Capacitors
  - 0204 Connectors/Switch
  - 0207 Diode/Triode/Thrystor
  - 0210 Power Supplies/Battery
  - 0213 Resonators/Oscillators/Filters
  - 01 Electronic Materials
  - 05 Test & Measurement Instruments
  - 08 Lithium Batteries
  - 11 A/V & Digital Home Appliances

- 02 Industrial Control & Automation
  - 0202 Inductance/Transformers
  - 0205 Relay
  - 0208 Sensing Element/Sensors
  - 0211 Microwave Device
  - 0214 Power Device
  - 03 IC
  - 06 LED
  - 09 Portable Smart Terminal
  - 12 Others (Please Specify)

- 03 Communication/Broadcasting Equipment
  - 0203 Electro-acoustic Devices
  - 0206 Wire & Cable
  - 0209 PCB
  - 0212 EMC Device & System

- 04 Electronics Manufacturing Equipment
  - 04 Electronics
  - 07 Panel Display
  - 09 Railway Transportation

- 05 Consumer Electronics
  - 05 Consumer Electronics
  - 08 New Energy (Lithium/Wind/Solar)
  - 11 Security Electronics
  - 14 Medical Electronics

- 07 Panel Display
  - 07 Panel Display
  - 10 Digital Product

- 08 New Energy (Lithium/Wind/Solar)

- 10 Digital Product

- 12 Electricity

- 14 Medical Electronics

- 15 Others

#### Products' Application Fields (Multiple Choice)

- 01 Electronic Product Manufacturing
  - 01 Electronic Product Manufacturing
  - 04 Computer and Peripherals
  - 07 Automotive Electronics
  - 10 Mechanical Engineering
  - 13 Aeronautics & Astronautics/Defense Electronic

- 02 Industrial Control & Automation
  - 02 Industrial Control & Automation
  - 05 Consumer Electronics
  - 08 New Energy (Lithium/Wind/Solar)
  - 11 Security Electronics
  - 14 Medical Electronics

- 03 Communication/Broadcasting Equipment
  - 03 Communication/Broadcasting Equipment
  - 06 Lighting & Display
  - 09 Railway Transportation

- 04 Computer and Peripherals
  - 04 Computer and Peripherals
  - 08 New Energy (Lithium/Wind/Solar)
  - 11 Security Electronics

- 05 Consumer Electronics
  - 05 Consumer Electronics
  - 08 New Energy (Lithium/Wind/Solar)

- 06 Lighting & Display
  - 06 Lighting & Display
  - 09 Railway Transportation

- 07 Automotive Electronics
  - 07 Automotive Electronics
  - 11 Security Electronics

- 08 New Energy (Lithium/Wind/Solar)
  - 08 New Energy (Lithium/Wind/Solar)
  - 11 Security Electronics

- 11 Security Electronics
  - 11 Security Electronics
  - 14 Medical Electronics

- 14 Medical Electronics
  - 14 Medical Electronics

- 15 Others

#### Company Type (Single Choice)

- 01 Manufacturer
- 04 Research/Education/Consultant
- 07 Others

- 02 Distributor
- 05 Government/Association/Military

- 03 Design Company
- 06 Media
Form 3. Exhibitors’ Badges

Deadline: March 18, 2016

Please return the form to:
China Electronic Exhibition & Information Communication Co., Ltd. (CEEIC)
49 Fuxing Road, Beijing, China 100036
Tel: +86-10-5166 2329 ext. 68
Fax : +86-10-6818 9519
Email: seekee.zhang@gmail.com
Contact: Seekee Zhang

Booth No.: 
Company: 
Add: 
Tel: 
Fax: 
Email: 
Authorized Signature: 
Date: 

All the exhibitors should fill in this form. Otherwise you may get a badge without name and other specific information.

1. Each standard booth (9m²) could apply 4 badges.

2. Exhibitors’ Badges Application and Deadline
   Please fill in the form below. The exhibitors’ badges are for exhibitors use on site only. Please save your form in EXCEL format to avoid any mistake and return it to the designated person on or before March 18, 2016.

3. Getting the badges
   Exhibitors can get the badges in Service Area of SZCEC on April 6-7, 2016 after paying off all the relative charge.

Exhibitor Registration Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
<th>Countries or Regions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Form 4. Advertising in the Official Catalogue

Deadline: March 11, 2016

<table>
<thead>
<tr>
<th>Price for Colorful Advertisement</th>
<th>Price for Black &amp; White Advertisement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside back cover 210×285mm</td>
<td>Four-color Ad page 1 210×285mm 10000 RMB</td>
</tr>
<tr>
<td>Inside front cover 210×285mm</td>
<td>Four-color Ad page 3 210×285mm 8800 RMB</td>
</tr>
<tr>
<td>Inside back cover 210×285mm</td>
<td>Four-color Ad page 5 210×285mm 6800 RMB</td>
</tr>
<tr>
<td></td>
<td>Four-color Ad 210×285mm 5800 RMB</td>
</tr>
<tr>
<td></td>
<td>ATTENTION: A surcharge of 100% will be levied for foreign exhibitors.</td>
</tr>
</tbody>
</table>

Advertisement application:
We apply Four-color Ad. ___page, black & white advertisement ___page, amount ___RMB.
The payment will be made by T/T on ____

Application Company Authorized signature____________  CITE Authorized signature__________
Date ________________  Date ________________

Payment Method:
Please T/T the payment to:
China Electronic Exhibition and Information Communication Co., Ltd.
China Merchants Bank, Beijing Branch. Wanshoulu Sub-Branch
Account No.: 861382076910001

Others Notice:
The size for the ad is: 210×285mm; bleed size is: 216×291mm
Please save the advertisement as jpg or tif format, more than 300 dpi.
Please Email the document to: yaoyixian@ceac.com.cn
And delivery the film to: China Electronic Exhibition and Information Communication Co., Ltd.
Room 706, 49 Fuxing Road, Beijing, China, 100036
Form 5. On-site Advertisement Booking

**Deadline:** March 18, 2016

<table>
<thead>
<tr>
<th><strong>Please return the form to:</strong></th>
<th><strong>Booth No.:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>China Electronic Exhibition &amp; Information Communication Co., Ltd. (CEEIC)</td>
<td></td>
</tr>
<tr>
<td>49 Fuxing Road, Beijing, China 100036</td>
<td></td>
</tr>
<tr>
<td>Tel: +86-10-5166 2329 ext. 32</td>
<td></td>
</tr>
<tr>
<td>Fax: +86-10-6813 2578</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:haobh@189.cn">haobh@189.cn</a></td>
<td></td>
</tr>
<tr>
<td>Contact: Mr. Baoheng Hao</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Company:</strong></th>
<th><strong>Company:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Add:</strong></th>
<th><strong>Tel:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fax:</strong></th>
<th><strong>Email:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Authorized Signature:</strong></th>
<th><strong>Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The price doesn’t include the design fee.

<table>
<thead>
<tr>
<th><strong>Advertisement</strong></th>
<th><strong>Price (RMB)/Show Period</strong></th>
<th><strong>Size</strong></th>
<th><strong>Qty.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Movable Ad Board</td>
<td>North square: 20,000/pcs/double sided</td>
<td>5m×3m (w×h)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East entrance: 15,000/pcs/single sided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Sun Umbrella</td>
<td>200/pcs (bring by customers)</td>
<td>Diameter: 2.5m</td>
<td></td>
</tr>
<tr>
<td>Outdoor Air Brushing</td>
<td>7,000/pcs</td>
<td>12m×1.2m (w×h)</td>
<td></td>
</tr>
<tr>
<td>Indoor Air Brushing</td>
<td>6,600/pcs</td>
<td>4m×4m (w×h)</td>
<td></td>
</tr>
<tr>
<td>Indoor Air Brushing</td>
<td>8,600/pcs</td>
<td>4m×6m (w×h)</td>
<td></td>
</tr>
<tr>
<td>Indoor Air Brushing</td>
<td>13,400/pcs</td>
<td>6m×8m (w×h)</td>
<td></td>
</tr>
<tr>
<td>Colorful LED Display</td>
<td>3,000/15minutes/2 pcs</td>
<td>11.3m×8.5m (w×h)</td>
<td></td>
</tr>
<tr>
<td>Visitor Guide ad</td>
<td>5,000/pcs</td>
<td>7.5cm×5cm (w×h)</td>
<td></td>
</tr>
<tr>
<td>Handbag Sponsor</td>
<td>1/pcs/single sided (5,000 at minimum, made by customers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
China Information Technology Expo

Form 6-1 Power Supply
Form 6-2 Moveable Air Compress Machine
Form 6-3 Telephone & Internet
Form 6-4 Additional Furniture & Electrical Appliances Rental
Form 6-5 Venue Management Fee/Safety Cleaning Deposit/ Building-up Badge
Form 6-6 Fire Extinguisher Rent

Please return the form to:

Hall 1:
Engineering Department of SZCEC

Hall 4:
Beijing Dongfang Shiyuan Exhibition Service Co., Ltd.

Hall 6/7/8/ 9:
Shenzhen Zhongzhixing Exhibition Project Co., Ltd.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Specifications</th>
<th>Unit Price (RMB)</th>
<th>Details</th>
<th>Qty.</th>
<th>Price (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Power supply (indoor)</td>
<td>380V/15A</td>
<td>1,400</td>
<td>1. Including material, construction, management and electric charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>380V/30A</td>
<td>2,600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>380V/60A</td>
<td>4,700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Lighting power supply (indoor)</td>
<td>220V/10A</td>
<td>600</td>
<td>Including material, construction, management and electric charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>220V/15A</td>
<td>900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>220V/20A</td>
<td>1,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Temporary Electric in Build-up period</td>
<td>220V/15A</td>
<td>400</td>
<td>Build-up period is 2 days, 300 RMB for each additional day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>380V/15A</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (RMB)

6-1 Power Supply Application (All the ground area exhibitors should fill in this form)

Deadline: March 18, 2016

Booth No.:  
Company:  
Add.:  
Tel:  
Fax:  
Email:  
Authorized Signature:  
Date:  

17
6-2 Moveable Air Compress Machine

Deadline: March 18, 2016

<table>
<thead>
<tr>
<th>Model</th>
<th>Power (KW/HP)</th>
<th>Voltage (V)</th>
<th>Pressure (KG)</th>
<th>Flow of Air (L/Min.)</th>
<th>Rent Price (RMB/Show period)</th>
<th>Price including power supply (RMB/Show period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV808</td>
<td>0.75/1</td>
<td>220/380</td>
<td>8</td>
<td>80</td>
<td>800</td>
<td>1400</td>
</tr>
<tr>
<td>AW40012</td>
<td>4/5.5</td>
<td>380</td>
<td>12</td>
<td>400</td>
<td>1300</td>
<td>2000</td>
</tr>
</tbody>
</table>

6-3 Telephone & Internet

Deadline: March 18, 2016

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Specification</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price (RMB)</th>
<th>Qty.</th>
<th>Price (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Telephone</td>
<td>IDD (3000RMB for deposit)</td>
<td>200 RMB is needed if there are any change after installation</td>
<td>Show period</td>
<td>700+deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Internet</td>
<td>LAN</td>
<td>For one computer only</td>
<td>Show period</td>
<td>550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ADSL</td>
<td>ADSL (1000RMB for deposit)</td>
<td>4M</td>
<td>Show period</td>
<td>1500+deposit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Price (RMB)

6-4 Additional Furniture & Electrical Appliances Rental

Deadline: March 18, 2016

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Specification</th>
<th>Unit Price (RMB)</th>
<th>Qty.</th>
<th>Price (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>White Folding Chair</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Black Leather Chair</td>
<td>200RMB for deposit</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Simple Table</td>
<td>1×0.5×0.75M (L×W×H)</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Spot Light</td>
<td></td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Consultation Table</td>
<td>1×0.5×0.75M (L×W×H)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1×0.5×1.0M (L×W×H)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Round Table</td>
<td>1.0MØ/0.8M Wooden</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.7M Glass (300RMB for deposit)</td>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
China Information Technology Expo

<table>
<thead>
<tr>
<th>Item</th>
<th>Deposit</th>
<th>Rental</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Square Table 0.7×0.7×0.7M (L×W×H)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Folding Door 1×2.5M (W×H), lock available (50RMB for deposit)</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Short Cabinet 1×0.5×0.75M (L×W×H)</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Tall Showcase 1×0.5×2.5M (L×W×H), without light</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Short Showcase 1×0.5×1M (L×W×H), without light</td>
<td>550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Halogen Lamp 150W</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Potted Plant Large (0.8~1.2M)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Small (Shorter than 0.8M)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total Price (RMB)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6-5 Venue Management Fee/Safety Cleaning Deposit/ Building-up Badge

<table>
<thead>
<tr>
<th>Venue Management Fee</th>
<th>Required payment for all ground area booths. Please submit to official stand contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale of Ground Area</td>
<td>Safety Cleaning Deposit</td>
</tr>
<tr>
<td>&lt; 100m²</td>
<td>6500 RMB</td>
</tr>
<tr>
<td>101m²-200m²</td>
<td>9000 RMB</td>
</tr>
<tr>
<td>201m²-400m²</td>
<td>15000 RMB</td>
</tr>
<tr>
<td>&gt;400m²</td>
<td>20000 RMB</td>
</tr>
<tr>
<td>Building-up Badge</td>
<td>10 RMB for each</td>
</tr>
<tr>
<td></td>
<td>Construction is not allowed without Building-up Badge</td>
</tr>
</tbody>
</table>

6-6 Fire Extinguisher Rent (Must Rent for Ground Area over 50m²)

<table>
<thead>
<tr>
<th>Item</th>
<th>Deposit</th>
<th>Rental</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Dry Powder Fire Extinguisher (4kg/bottle)</td>
<td>60 RMB/show period</td>
<td>50 RMB/show period</td>
<td>Deposit will be returned if the fair extinguisher without damage</td>
</tr>
<tr>
<td>Lift Type Dry Powder Automatic Fire Extinguisher (8kg/bottle)</td>
<td>150 RMB/show period</td>
<td>100 RMB/show period</td>
<td></td>
</tr>
</tbody>
</table>
Form 7. Shipping Instruction

INTRODUCTION

The organizer has appointed BALtrans as the official freight forwarder, site handling and customs clearance agent for the above-mentioned exhibition. Controlling the flow of all exhibits of the said exhibition is BALtrans’ responsibility under the Chinese Authorities’ requirements.

When making forwarding arrangement of exhibits, please be reminded that only the official freight forwarder is entitled to handle the exhibits after their arrival in PRC.

Full information and instructions are enclosed herein to help you ensure the correct dispatch of goods and associated documents to this show. Kindly read these carefully and comply with them accordingly. Non-compliance will cause unnecessary delay in customs clearance and additional expenses.

Please address all your correspondence concerning the exhibition freight forwarding matters to:-

**Hong Kong:**
BALtrans Exhibition & Removal Ltd.
Unit 2606-10, 26/F., Tower 1, Ever Gain Plaza,
88 Container Port Road, Kwai Chung, N.T, Hong Kong
E-mail: info.hkg@exhibition.baltrans.com
Tel: (852) 2798 6628 | Fax: (852) 2796 5606
For: CITE 2016
Contact: Ms. Verby Yip

Or please contact our branch/agent in your country. For the sake of efficiency and economy, you are encouraged to ship your exhibits through our overseas branches or agents who are specialists in exhibition freight forwarding. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
Form 8. Visa Application to China

All foreigners must obtain an entry visa before proceeding to China. Exhibition visitors are strongly recommended to process the application Table A and B with detail information, at least one and a half month before departure from the country of origin, so that we can assure you that you will receive our invitation letter on time.

Deadline: March 10, 2016

Table A

<table>
<thead>
<tr>
<th>Please return this file by e-mail:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>China Electronic Exhibition &amp; Information Communication Co., Ltd.</td>
<td>Address:</td>
</tr>
<tr>
<td>Tel: +86-10-5166 2329 ext. 27</td>
<td>Tel:</td>
</tr>
<tr>
<td>Fax: +86-10-6818 9519</td>
<td>Fax:</td>
</tr>
<tr>
<td>Contact: Ms. Maureen Ma</td>
<td>Website:</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:maqun@ceac.com.cn">maqun@ceac.com.cn</a></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Table B

**VISITORS WITH INVITATION**

All the applications for Business visas are required to have an Invitation Letter from the Chinese authority. The organizers will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 15 business days and presented to your company by fax or email.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities.

**ATTENTION**

Passports must be valid for at least SIX MONTHS beyond the intended date of entry into China.

Please make enough copies of Table B for each applicant and return the typewritten form to above address before the deadline.
**PAYMENT**

For exhibitors of CITE: free of charge.

**For visitors of CITE: application fee US$60 should be paid within 5 days after submitting this form.**

(Bank Service Charges are on your own payment.)

**Account Information:**

Intermediary Banks Name: First Union Bank International, New York  
Swift Code: PNBUS3NNYC  
CHIPS ABA: 0509  
CHIPS UID: 143906  
Address: 11 Penn Plaza 4th Floor, New York, NY10001

Beneficiary’s Banker’s Name: China Merchants Bank, Beijing Branch, Wanshoulu Sub-Branch  
Swift Code: CMBC CNBS201  
Beneficiary’s Name: China Electronic Exhibition and Information Communication Co., Ltd  
Account No: 861382076910001  
Address: 49 Fuxing Road, Beijing, China. 100036

For remittance, please indicate by writing applicant’s full name.

<table>
<thead>
<tr>
<th>First Name: ___________________________</th>
<th>Last Name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality: ___________________________</td>
<td>Gender: ______</td>
</tr>
<tr>
<td>Passport No. ___________________________</td>
<td>Destination: ___________________________</td>
</tr>
<tr>
<td>Entry China Date: ______________________</td>
<td>Exit China Date: ______________________</td>
</tr>
<tr>
<td>Company Name: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Address: ________________________________</td>
<td></td>
</tr>
<tr>
<td>Tel: ______________________</td>
<td>Fax: ______________________</td>
</tr>
<tr>
<td>Contact Person: _______________________</td>
<td>Job Title: _______________________</td>
</tr>
<tr>
<td>Place Desired to Get Visa (city of your nearby Chinese Embassy): ______________________</td>
<td></td>
</tr>
</tbody>
</table>

Table B
Form 9. Personalized Invitation

Deadline: March 18, 2016

Please return the form to:
China Electronic Exhibition & Information Communication Co., Ltd. (CEEIC)
49 Fuxing Road, Beijing, China 100036
Tel: +86-10-5166 2329 ext. 27
Fax: +86-10-6818 9519
Email: maqun@ceac.com.cn
Contact: Ms. Maureen Ma

Booth No.: 
Company: 
Add: 
Tel: 
Fax: 
Email: 
Authorized Signature: 
Date: 

Please fill in this form if you are wishing to receive the free “Personalized Invitation”
1. The Organizing Committee will provide personalized entrance tickets for exhibitors. Thus you can invite your customers to visit your booth on the show.
2. CITE is opened for professional visitors only. People under the age of 18 are not permitted to visit.

☐ We need ______ Personalized Tickets ☐ Chinese ☐ English
☐ We need personalized e-ticket to email to customers. (Notice: Please provide you company’s logo for easy recognizing by customers)

Please mail the Personalized Tickets to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>PC</td>
<td></td>
</tr>
<tr>
<td>Tel</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td>(Please fill in if needed)</td>
</tr>
</tbody>
</table>
Form 10. VIP Invitation

Deadline: March 18, 2016

Please return the form to:
China Electronic Exhibition & Information Communication Co., Ltd. (CEEIC)
49 Fuxing Road, Beijing, China 100036
Tel: +86-10-5166 2329 ext. 27
Fax: +86-10-6818 9519
Email: maqun@ceac.com.cn
Contact: Ms. Maureen Ma

Booth No.: 
Company: 
Add: 
Tel: 
Fax: 
Email: 
Authorized Signature: 
Date: 

The organizing committee of CITE will send invitations to leading buyers in the name of both the Organizing Committee and exhibitors.

Your nominee will receive VIP Invitation before the opening of the exhibition. They will enjoy:
1. One forum tickets (at the value of 500-1000 RMB), with which they can chose one forum to attend.
2. Early registration.
3. Use VIP rest area freely, enjoy the drink and internet service.
4. One free show catalogue (at the value of 100 RMB).
5. The Organizing Committee will arrange the meeting for you and VIP if they come to the show.

We ensure the information you provided will be strictly confidential.

Please fill in this from in order to invite your buyers. And email it to: maqun@ceac.com.cn

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Main Products</td>
<td></td>
</tr>
<tr>
<td>PC</td>
<td>Tel</td>
</tr>
<tr>
<td>City/Country</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
Form 11. Building Approval for Ground Area Design

Please return the form to:

Hall 1:
Engineering Department of SZCEC

Hall 4:
Beijing Dongfang Shiyuan Exhibition Service Co., Ltd.

Hall 6/7/8/9:
Shenzhen Zhongzhixing Exhibition Project Co., Ltd.

Booth No.:
Company:
Add:
Tel:
Fax:
Email:
Authorized Signature:
Date:

1. Exhibitors could choose other contractors, but should get the permission before moving in to the hall, and the design drawings should being approved.
2. The organizer authorizes Engineering Department of Shenzhen Convention & Exhibition Center (Hall 1), Beijing Dongfang Shiyuan Exhibition Service Co., Ltd. (Hall 4) and Shenzhen Zhongzhixing Exhibition Project Co., Ltd. (Hall 6, 7, 8 and 9) to check all the contractors’ qualification and the design plan of the ground area, and also to supervise the building on site.
3. Ground area exhibitors should submit the design solution before March 15, 2016 to the official stand contractor. Construction is permitted only after it is approved.
4. The organizer has the right to refuse the exhibitors who won’t submit the design solution for ground area to contract or exhibit.
5. All the ground area contractor should apply power supply (please see form 6-1), and pay the construction management fee and deposit (please see form 6-5).

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th>Contact</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale of Ground Area</td>
<td>Booth No.</td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td>Contact</td>
<td>Tel</td>
</tr>
<tr>
<td>Qty of Appendix</td>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

All the ground area constructors must sign The Safety Assurance of Shenzhen Convention & Exhibition Center on the Chinese document in order to abide by the law of Production Safety Law of P.R.C, Fire Prevention Law of P.R.C and other related Laws in China.
深圳会展中心进馆作业安全承诺书（特装展位承建商）

深圳会展中心管理有限责任公司：

为认真贯彻《中华人民共和国安全生产法》、《中华人民共和国消防法》、《大型群众性活动安全管理条例》和《机关、团体、企业、事业单位消防安全管理规定》等法律、法规，进一步落实深圳会展中心管理有限责任公司（以下简称会展中心）生产安全责任，加强会展中心展馆内现场作业安全管理，提高进馆作业单位自身安全意识和防护责任，维护展馆和社会公共安全，我单位在进入会展中心展馆进行作业时，作为进馆作业区域安全管理单位，愿对我单位进馆作业时因违章所造成的后果承担全部责任，并作出如下郑重承诺：

1、我单位指定__________同志，工作电话或手机________________，为自____年___月___日起至____年___月___日在深圳会展中心展位地点：____号展厅、展位编号：______，参展商：_______；展位作业现场区域内安全管理责任人，负责我单位在贵展馆作业现场的安全落实及整改工作。

2、作业过程中严格遵守国家和深圳市关于消防安全和施工安全管理的各项法律法规，严格遵守会展中心关于施工消防安全和展位搭建安全的各项规定，自觉接受和服从公安机关、消防部门及会展中心安全检查和监督，对公安机关、消防部门及会展中心提出的整改要求，及时落实。

3、现场作业所使用的设备、工具满足安全要求，所有特种作业人员持证上岗；根据作业现场情况，在作业现场配备足够数量的消防器材。

4、在作业过程中，所采用的施工材料符合展馆消防和结构安全要求，正确评估作业工程用电负荷，并采取与之匹配的电气开关、线缆容量，以保证所作业工程用电安全。

5、严格按照作业设计施工图纸的要求，规范施工，并在登高、吊装等危险作业中采取相应的安全防护措施，保证施工人员人生安全。

6、在施工作业期间如出现各种消防、治安及其它意外事故，应在第一时间通知会展中心现场管理人员，并有义务先行采取必要的保护措施，防止事故进一步扩大。

7、进馆作业期间，会展中心管理人员如发现作业人员偷盗、损坏会展中心财物、擅自进入或破坏会展中心设置的封闭区域等违反会展中心管理规定的行为，会展中心有权视情况严重程度，采取警告、移送公安机关处理等措施，并保留根据进馆作业单位安全事故备案情况，取消发生安全事故作业单位今后进入会展中心施工资格的权利。

8、以上承诺如有违反，我单位自愿接受公安机关、消防部门和会展中心按照法律法规或“深圳会展中心展馆使用规定”给予的处罚。

9、本承诺书一式两份，一份用于办理施工进场手续，留存深圳会展中心客服中心，一份由进馆作业单位自己保留。

进馆作业单位（盖章）：__________

进馆指定安全管理责任人（签名）：__________

日期：____年___月___日

特别说明：
1、承诺书盖章有效；
2、展会布展时进馆作业单位名称应与展会主（承）办单位提供的展位地点、展位编号、参展商名称一致。
China Information Technology Expo

Instructions for Design Solution Checking and Construction Procedures
特装展位审图、办理施工手续流程说明

一、特装展位的审图
特装图纸报审注意事项：（截止日期：2016年3月15日前）
1号展厅：请发至邮箱2382442541@qq.com（不接受传真）
联系人：黄小姐 电话：0755-82848710
4号展厅：请发至邮箱dfsy@163.com
北京东方世源展览展示有限公司（不接受传真）
联系人：徐建华/陈经岗 电话：18501340132/18611913066
6、7、8、9号展厅：请发至邮箱zzxzl@zzexhibit.com（不接受传真）
联系人：赵继兵 电话：0755-81488483-622 手机：18128860285 QQ：532110860

6、7、8、9号展厅特装展位搭建进撤馆程序
以下所需资料，请2016年3月15日前E-mail至zzxzl@zzexhibit.com，逾期报图将收取2000元/展台的延时审图费。

<table>
<thead>
<tr>
<th>序号</th>
<th>需递交材料</th>
<th>备注说明</th>
</tr>
</thead>
</table>
| 01   | 1、《特装展位施工申请表及安全责任书》、《深圳会展中心进馆作业安全责任承诺书》（见表格7） | 要求：①必须填写完整，签字盖章（参展公司与搭建公司双方）。  
②展位内如安装视频设备（包括LED、等离子电视、触摸显示屏幕）的参展企业，必须签订《视频设备管理和服务承诺书》，并支付相应的保证金。 |
| 02   | 搭建商施工资质证明                                                      | 要求：（加盖公章）施工单位具有展览工程搭建的等级认证              |
| 03   | 搭建商营业执照复印件或扫描件                                           | 要求：（加盖公章）要显示经营范围的内容（新版营业执照扫描件可到工商局网站截图后发送） |
| 04   | 搭建商公司法人和现场施工负责人身份证复印只或扫描件                   | 要求：（加盖公章）要显示现场联系人的联系电话（手机号码），以便及时处理各种问题 |
| 05   | 现场施工电工的电工证（IC卡正反面）复印件或扫描件                       | 要求：（加盖公章）按期复审合格和未过期                                |
| 06   | 设计方案彩色效果图                                                      | 要求：含平面图、俯视图和立面图                                      |
| 07   | 设计方案施工结构图                                                      | 要求：标明各部位尺寸和材质                                          |
| 08   | 配电系统图                                                               | 要求：说明用电总功率，总开关额定电流/电压，采用电线规格型号和敷设方式，展位用电量计算书 |
| 09   | 电气分布图                                                               | 要求：说明所使用的灯具，插座，规格，种类，安装位置，总控制电箱和具体安装位置 |

备注1：所有展位必须经审核合格后且按规定办理进场手续，组委会方允许搭建商进场施工，未经批准擅自进场搭建的组委会及展馆有权令其拆除，由此所造成的损失由展商或搭建商自行承担。

备注2：展位平面图包含展馆中间空调玻璃柱和消火栓的展位，请注意预留好足够的空间，以免搭建时尺寸不符。请一定参考平面图，找准自己的展位，对照展馆各部位限制尺寸制定设计方案。
Exhibitor Registration Procedures

Raw Space Contractor:

Please bring the printed version of design solution to the main contractor at Service area, Shenzhen Convention & Exhibition Center and make payment of Venue management fee/Cleaning Deposit/Safety Deposit and other fees. The design solution should be verified and approved by the main contractor before.

Hall 1: Engineering Department of Shenzhen Convention & Exhibition Center (SZCEC)
Hall 4: Beijing Dongfang Shiyan Exhibition Co., Ltd.
Hall 6/7/8/9: Shenzhen Zhongzhixing Exhibition Project Co., Ltd.

1. Cleaning Deposit and Safety Deposit

<table>
<thead>
<tr>
<th>Scale of Ground Area</th>
<th>Safety Cleaning Deposit</th>
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</thead>
<tbody>
<tr>
<td>&lt; 100m²</td>
<td>6500 RMB</td>
</tr>
<tr>
<td>101m²-200m²</td>
<td>9000 RMB</td>
</tr>
<tr>
<td>201m²-400m²</td>
<td>15000 RMB</td>
</tr>
<tr>
<td>&gt;400m²</td>
<td>20000 RMB</td>
</tr>
</tbody>
</table>

2. Venue Management Fee
   20 RMB/m²

3. Building-up Badge
   10 RMB for each
   Construction is not allowed without Building-up Badge.

Unload cargo vehicle could be driven to the unload gate with the permission of the exhibition center security. It should not hinder other exhibitor unload cargo and it should not enter the exhibition center.

For more unload cargo information, please contact storage and transport department of SZCEC (1-109, Gate 8, Hall 1), Mr. Chen Zhongchun +86-755-82848646

Exhibits should not be transported with escalator. It could only be transported by cargo lift.

Exhibitor:

Please bring the booth confirmation file (with stamp of the organizing committee) to the registration center of Shenzhen Convention & Exhibition Center, exchange for exhibitor’s badge and enter the exhibition hall.

Please be careful of your safety and obey the command of the work staff.