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Exhibitor Service Manual

Introduction

Dear ISBER Exhibitor,

We are very pleased that you will be exhibiting at the International Society for Biological and Environmental Repositories (ISBER) 2019 Annual Meeting & Exhibits at the Shanghai International Convention Center Oriental Riverside Hotel, Shanghai from May 7 - 10, 2019. This document is intended to assist you with your exhibiting needs for this event.

Below are details aid you in your planning for your ISBER Conference exhibit space. Should you have any questions throughout the planning process please do not hesitate to contact the ISBER Head Office.

**EARLY CONFERENCE REGISTRATION DEADLINE**

Thursday, 28 February, 2019

**HOTEL RESERVATION DEADLINE**

Monday, 15 April, 2019

**CHINESE EXHIBITORS:**
Advance Shipments may begin arriving at the Warehouse

Saturday, 27 April, 2019

Last day for Advance Shipments to arrive at the Warehouse

Tuesday, 2 May, 2019

**OVERSEAS EXHIBITORS:**
Seafreight to Shanghai SeaPort: 12 – 14 April 2019

Airfreight to Shanghai PVG Airport: 15-17 April 2019

**Exhibit Times:**

**BUILD:**

Monday, May 06, 12:00pm - 5:00pm
Custom builds (by request only)

**EXHIBIT INSTALL**

Tuesday, May 07, 9:00am – 4:00pm

**SHOW HOURS**

Tuesday, May 07, 5:30pm – 8:00pm
Welcome reception (starts at 5:30pm)

Wednesday, May 8, 9:00am – 7:30pm
Networking Evening (starts at 6:00pm)

Thursday, May 9, 9:00am – 2:30pm

**TEARDOWN**

Thursday, May 9, 2:30pm – 8:00pm

**Key Contacts**

ISBER Head Office
750 West Pender, Suite 301
Vancouver, BC, V6C 2T7, Canada
T. +1 604 484 5693
E: meetings@isber.org

Paul Fogerty
Director of Conferences & Events
T: +1 604 874 4004
E: paul.fogerty@malachite-mgmt.com
Exhibitor Services

MCI
Jeff Khoo
T: +86 21 2312 3673
F: +86 21 2312 3699
E: jeff.khoo@mci-group.com

APT SHOWFREIGHT SHANGHAI CO., LTD.
Peter Wu
T: +86 (21) 6124 0090
F: +86 (21) 6124 0091
E: Peter.wu@aptshowfreight.com

Conference Venue & Accommodation

SHANGHAI INTERNATIONAL CONVENTION CENTER & ORIENTAL RIVERSIDE HOTEL
2727 Binjiang Avenue, Pudong, Shanghai (200120)

Special Room Rates are available at the Oriental Riverside Hotel for ISBER delegates.

To reserve your room click on the link below or call the hotel directly. We advise you to book early to ensure availability.

RATES:
Single or Double Room: ¥ 1,265

Prices in RMB; rates do not include applicable taxes and fares.

RESERVATION NUMBER:
(86-21) 50370000
Fax: (86-21) 50377051 Email: rs@shicc.net

RESERVE ONLINE:

Note: Please be informed that we have had reports of attempted ‘poaching’ within our room block.

A third party has been contacting participants to ask them to book their hotel through them. Note that ISBER does not solicit individuals to book their rooms for the meeting.

Rooms are only booked through the link on our official website. Please use only these means to guarantee your booking at the venue hotel.

If you are contacted by phone or any other means and asked to book please report this to ISBER Head Office.

Booth Dimensions and Materials

EXHIBIT MOVE-IN
All exhibits and displays must be set-up and void of all cartons, crates and packing materials no later than 4:00pm pm on Tuesday, May 07, 2019. Any exhibit or display that is not set-up by this time may be removed and stored by the Conference Management at the sole expense of the Exhibitor.

EXHIBIT MOVE-OUT
No exhibit/display shall be dismantled before 2:30pm on Thursday, May 9, 2019. This regulation will be strictly enforced. Any material left in the building following the official move-out time (8:00pm) will be removed by the exclusive drayage contractor and held in storage and charged at prevailing rates at the exhibitor’s expense.

BOOTH DIMENSIONS
Each exhibit booth space will be 3m wide by 3m deep.

Registration and Exhibitor Badges

Each exhibit booth purchase includes one complimentary full conference registration and one exhibitor registration (access to the exhibit hall only). To redeem these complimentary registrations, please visit the Exhibitor Registration Portal below. You can also purchase additional conference registrations and exhibit hall badges from the portal.

EXHIBITOR REGISTRATION PORTAL:
http://meetings.isber.org/exhibitor-registration-instructions/

If you have any questions regarding the exhibitor registration portal, please do not hesitate to contact the ISBER Head Office at meetings@isber.org or call us at 1-604-484-5693.

Floor Plan

The floor plan for the conference can be found here:
http://meetings.isber.org/2019/exhibit/
### MCI
**Operator for Exhibitions:**

**MCI GROUP**

Contact: Eric Li  
Mobil: +86 17740800901  
Email: eric.li@mci-group.com

Address: MCI China | Shanghai Office  
Level 20, Wise Logic International Center No. 66  
North Shan Xi Road, Jingan District, Shanghai  
200041, China  
T: +86(21)61240090  
T: +86(21)61240091

### Congress Official Freight Forwarder:

APT Showfreight Shanghai Co., Ltd. is the official forwarding agent and the Customs liaison agent. Shipment schedules, documentation and related matters are handled directly between the official freight forwarder and exhibitors. Please contact them directly for full information. They may be contacted at:

**APT SHOW FREIGHT SHANGHAI CO., LTD**  
Contact Person: Peter Wu  
T: +86(21)61240090  
F: +86(21)61240091

### Operations Schedule for Exhibitors:

<table>
<thead>
<tr>
<th>STEPS</th>
<th>DATE &amp; TIME</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Set-up</td>
<td>7 May, 2019 09:00 to 16:00</td>
<td>Executing booth constructions in scheduled time and timeout will be charged for overtime fee. Please note that the time for freight vehicles to enter the venue should comply with Traffic Restrict in Pudong District.</td>
</tr>
<tr>
<td>Booth Arrangements for Stand Booth</td>
<td>7 May, 2019 After 09:00</td>
<td>Exhibitors move-in for booth arrangements.</td>
</tr>
</tbody>
</table>
| Exhibition Open Hours        | 7 May, 2019 - 17:30 to 20:00  
8 May, 2019 - 09:00 to 19:30  
9 May, 2019 - 09:00 to 20:00 | Exhibitors and their staff are supposed to wear their exhibitor badges during the exhibition days. |
| Booth Dismantling            | 9 May, 2019 - 14:30 to 20:00  
(Dismantling time refers to official announcement.) | Dismantling of rented items and booths. The exhibition dismantling won’t be completed until you get a signed confirmation form by MCI GROUP. |
The Management Stipulations of the Exhibition Constructions

01. All displays and exhibitions must comply with the Shanghai International Convention Center correlate security stipulations, the PR China fire-fighting and safety regulation.

02. All exhibition products, build-up facilities, equipment and other goods should turnover by the dedicated access. Please move in and move out in the given time. Please provide a detailed list of the equipment for checkup when coming or leaving the Shanghai International Convention Center. When dismantling, it isn’t allowed to take any items belong to the Shanghai International Convention Center out of the venue. If violated, penalty must be paid by the violator according to ten times the price of the items.

03. All the construction blueprints should be submitted to MCI for the audit before deadline. After passing the audit, exhibitors must build up their booths strictly according to the construction blueprints without any change; the design plan (include the sketch and the floor plan) and the electricity consumption should be submitted to MCI before 12 April 2019 by sending email. The construction of any booths is not allowed to start until it is confirmed by the Operator for exhibitions.

04. For security reasons, all the exhibitors and their staff are to wear their exhibitor badges at all times while in the exhibition area. Exhibitor badges are available to purchase onsite. Please note that exhibitors should collect or buy the badges onsite at the registration counters. Exhibitor Badge: RMB 300 per unit.

05. Constructors can only access to the exhibition area with Construction Badges. All the constructors should keep the rule: One Construction Badge, One person. Constructor should book required badges by sending email to MCI before April 30, 2019. Please note that construction will be given onsite after the exhibition management fees, electricity distribution fees and the deposit of the badge are paid. (Deposit for Construction Badge: RMB 50). The construction company can get back the deposit for Construction Badge after the congress.

06. Move-in Time: According to the Shanghai Traffic Police Bureau’s stipulations, freight vehicles are allowed to enter the venue during the time from 10:00 p.m. to 06:00 a.m. The freight vehicles must stop at Gate 7 of the Shanghai International Convention Center to move in the equipment. Cargos which are moved directly to exhibition site should NOT arrive at exhibition area earlier than the build-up hours. No storage area will be provided onsite. Please note that the size of the gate is 1.8M (Width)*2.3M (Height).

07. In order to avoid damaging the ground in the Shanghai International Convention Center, the items should be packaged with soft materials when using the goods lift; Handcarts with rubber wheels are required; all the construction materials are required to be made with flame-resistant materials. It is not allowed to build the exhibition using flammable cytokspemem or wooden boards without fire proofing. Carpeting are necessary to protect the ground when moving any construction materials and building the booths.

08. During the booth set-up, it is not allowed to damage or do any change on all the hall walls, the pillars, the ceilings and the floors in all conference rooms and entrances. The Operator for exhibition reserves the right to charge the fine for damages caused by any person or company.

09. If a hoisting point is needed, the builder should submit the request to the Operator for exhibition before the construction. After everything is agreed by the relevant department, the builder can execute the construction under the Shanghai International Convention Center’s supervision.

10. If there have any changes on x-banner, exhibition and electric equipment, please contact MCI GROUP.

11. The floor loading of exhibition hall and the conference site cannot surpass each square meter 300 kilograms. If there is any damage caused by this reason, the Operator for exhibition reserves the right to pursue the compensation.

<table>
<thead>
<tr>
<th>Height Restrictions</th>
<th>Floor Loading</th>
<th>Floor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4M</td>
<td>300KG</td>
<td>Marble</td>
</tr>
</tbody>
</table>
12. Requests of electricity using:

01) The installment of electrical lines and the equipment should be operated by the electrician holding the work license; the wires should be used with the Plastic Pallial Lines, the kind of Four Insulation Joints should be used; ditch and bridges should be used when the wires and cables crossing the ground.

02) Any horsepower halogen tungsten lamps, neon lights and flexes are not allowed. The equidistant between the lamps and the inflammable goods should be 50 centimeters at least; all the lamps and power used on the backdrop or the stage should be used in fire-resistant materials.

03) The actual power consumption are not allowed to exceed the predicted power consumption. The Operator for exhibitions reserves the right to stop electricity supply if the exhibitor violates.

04) The voltage in China is 220V / 50Hz. Constructors requiring special arrangements must arrange for their own transformers, converters, etc.

13. Request of passages:

The construction of booths and stages are not allowed to cover or effect the using of fire-fighting equipment. The span of the evacuation exit should be at least 3 meters; the width of the back passage in the hall should be at least 0.6 meter. All passages should be kept unblocked, and the exhibitor should leave the safety distance for the fire-fighting equipment use in emergency.

14. Any inflammables and explosives, dangerous chemistry materials, poisonous or noxious gas and radioactive items are not allowed in the Shanghai International Convention Center.

15. The venue prohibits setting off the fireworks and firecrackers and using the open fires in the Shanghai International Convention Center. NO SMOKING in the venue.

16. Once the building is completed, all the packing materials and other goods should promptly be moved out of the venue.

17. It is forbidden to carry any food (including box lunch, drink, fruit and so on) into the Shanghai International Convention Center from outside.

18. All the exhibitors should understand The Management Stipulations of the Exhibition Constructions. MCI GROUP reserves the right to charge the fine from any person or company who disobey the rules.
Standard Booth Information

I. THE FOLLOWING ENTITLEMENTS WILL BE PROVIDED FOR EVERY 9 SQM STANDARD BOOTH

**Flooring:** Carpeting is required and included for standard booth

**Walls:** L3M*H2.48M boarding

**Furniture:**
- a) Riggle for exhibitor information
- b) One information counter
- c) Two white folding chairs
- d) One paper basket
- e) Two spotlights

**Electrical:** One 5A/220V electrical socket

II. CONSTRUCTION BADGES DEPOSIT

The construction company should submit the Identity Cards’ copies of constructors to MCI GROUP by sending email to eric.li@mci-group.com and pay the deposit for construction badges (Deposit for each badge: RMB 50, can pay onsite). The construction company can get back the deposit after the congress.

III. NOTICES FOR STANDARD BOOTH CONSTRUCTORS

- Height Restriction in Mandarin Hall is 4 meters.
- All the raw spaces of special booth areas should be covered with carpets.
- Constructions should comply with the rules of firefighting and safety including the forbidding of a sealing roof and neon lights.

According to the Shanghai Traffic Police Bureau’s stipulations, freight vehicles are allowed to enter the venue during the time from 10:00 p.m. to 06:00 a.m.

Special Booth Information

There will be a further notice for the booth of Auditorium Hall Foyer by MCI GROUP. If you have any questions, please feel free to contact MCI GROUP.

I. MANAGEMENT FEE FOR SPECIAL BOOTH (NOT STANDARD)

RMB 50/m²

**Flooring:** Carpeting is required but not included for special booth

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II. ELECTRICITY DISTRIBUTION FEE

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A/380V</td>
<td>RMB 2,000</td>
</tr>
<tr>
<td>30A/380V</td>
<td>RMB 3,000</td>
</tr>
<tr>
<td>45A/380V</td>
<td>RMB 5,000</td>
</tr>
</tbody>
</table>

If you have any special requirement on electricity, please contact MCI GROUP by sending email to eric.li@mci-group.com

III. EXHIBITION BOOTH DEPOSIT (IN CASE OF ANY DAMAGE TO THE VENUE, DEPOSIT IS A MUST AND SHOULD BE PAID BEFORE MOVE IN)

Deposit Fee:
- RMB 10,000 if the booth ≤ 18²;
- RMB 20,000 if the booth is > 18².

The Company which sets up the special booth should pay deposit before the construction. Once the exhibition is finished and all concerned materials or garbage has been moved out of Shanghai International Convention Center, all the deposit will be returned.

Cleaning-off fee 500RMB/Booth

IV. CONSTRUCTION BADGES DEPOSIT

The construction company should submit the Identity Cards’ copies of constructors to MCI GROUP by sending email to eric.li@mci-group.com and pay the deposit for construction badges (Deposit for each badge: RMB 50, can pay onsite). The construction company can get back the deposit after the congress.

VI. NOTICES FOR SPECIAL BOOTH CONSTRUCTORS

- Height Restriction in Mandarin Hall is 4 meters.
- All the raw spaces of special booth areas should be covered with carpets.
- Constructions should comply with the rules of firefighting and safety including the forbidding of a sealing roof and neon lights.
- According to the Shanghai Traffic Police Bureau’s stipulations, freight vehicles are allowed to enter the venue during the time from 10:00 p.m. to 06:00 a.m.
Bank Account Information

**HONG KONG ACCOUNT**
- Account name: Shanghai Jinan Culture Communication Co., Ltd.
- Account number: 1055200000258959
- Accounts Bank: Huaxia Bank Expo Sub-Branch
- Swift code: HXBKCNBJ040

**ADDITIONAL EQUIPMENT ORDER FORM**
- Company:    Booth Number:   Contact Person:
- Email:    Telephone:   Mobile:
- To be completed by all Exhibitors. Please write “Not Applicable” or “N/A” if service is not required. For specific items not listed here, please contact MCI Exhibition Operator.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE ITEM</th>
<th>REFERENCE PICTURES</th>
<th>COST IN RMB</th>
<th>COST IN USD</th>
<th>UNIT</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTRICAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 W Low Voltage Spotlight</td>
<td><img src="40W_Spotlight.png" alt="Picture" /></td>
<td>¥150</td>
<td>$ 25.00</td>
<td>unit/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Watts Downlights</td>
<td><img src="100W_Downlights.png" alt="Picture" /></td>
<td>¥150</td>
<td>$ 25.00</td>
<td>unit/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Extension Cord</td>
<td><img src="Extension_Cord.png" alt="Picture" /></td>
<td>¥100</td>
<td>$ 16.00</td>
<td>unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptor Plug</td>
<td><img src="Adaptor.png" alt="Picture" /></td>
<td>¥50</td>
<td>$ 8.00</td>
<td>unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” LCD screen(w/VGA cable), per day</td>
<td><img src="22LCD.png" alt="Picture" /></td>
<td>¥1,000</td>
<td>$160.00</td>
<td>unit/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE ITEM</td>
<td>REFERENCE PICTURES</td>
<td>COST IN RMB</td>
<td>COST IN USD</td>
<td>UNIT</td>
<td>QTY</td>
<td>TOTAL</td>
</tr>
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<td>----------------------------</td>
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<td>-------------</td>
<td>-------------</td>
<td>------</td>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>42” LCD screen (w/VGA cable), per day</td>
<td><img src="image" alt="42” LCD screen" /></td>
<td>¥2,000</td>
<td>$300.00</td>
<td>unit/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Sofa (75<em>75</em>75cm)</td>
<td><img src="image" alt="Single Sofa" /></td>
<td>¥500</td>
<td>$80.00</td>
<td>unit/event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Sofa (1.4*0.75cm)</td>
<td><img src="image" alt="Double Sofa" /></td>
<td>¥800</td>
<td>$130.00</td>
<td>unit/event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating table type 1</td>
<td><img src="image" alt="Negotiating table type 1" /></td>
<td>¥600</td>
<td>$100.00</td>
<td>set/event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating table type 2</td>
<td><img src="image" alt="Negotiating table type 2" /></td>
<td>¥500</td>
<td>$80.00</td>
<td>set/event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating table type 3</td>
<td><img src="image" alt="Negotiating table type 3" /></td>
<td>¥800</td>
<td>$130.00</td>
<td>set/event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee table</td>
<td><img src="image" alt="Coffee table" /></td>
<td>¥300</td>
<td>$50.00</td>
<td>unit/event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Description of Service Item

<table>
<thead>
<tr>
<th>Service Item</th>
<th>Reference Pictures</th>
<th>Cost in RMB</th>
<th>Cost in USD</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Table</td>
<td><img src="image1" alt="High Table" /></td>
<td>¥300</td>
<td>$50.00</td>
<td>unit/event</td>
</tr>
<tr>
<td>Bar Stool</td>
<td><img src="image2" alt="Bar Stool" /></td>
<td>¥200</td>
<td>$40.00</td>
<td>unit/event</td>
</tr>
<tr>
<td>Easel Stand</td>
<td><img src="image3" alt="Easel Stand" /></td>
<td>¥300</td>
<td>$50.00</td>
<td>unit/event</td>
</tr>
<tr>
<td>Literature Rack</td>
<td><img src="image4" alt="Literature Rack" /></td>
<td>¥400</td>
<td>$60.00</td>
<td>unit/event</td>
</tr>
<tr>
<td>Digital Graphic Boards</td>
<td><img src="image5" alt="Digital Graphic Boards" /></td>
<td>¥400</td>
<td>$60.00</td>
<td>sq. meter</td>
</tr>
<tr>
<td>Digital Graphic Banners</td>
<td><img src="image6" alt="Digital Graphic Banners" /></td>
<td>¥500</td>
<td>$80.00</td>
<td>sq. meter</td>
</tr>
<tr>
<td>Pull-up Banner</td>
<td><img src="image7" alt="Pull-up Banner" /></td>
<td>¥400</td>
<td>$60.00</td>
<td>unit</td>
</tr>
<tr>
<td>Water dispenser</td>
<td><img src="image8" alt="Water dispenser" /></td>
<td>¥300</td>
<td>$50.00</td>
<td>unit/day</td>
</tr>
<tr>
<td>Carpet</td>
<td><img src="image9" alt="Carpet" /></td>
<td>¥50</td>
<td>$8.00</td>
<td>sqm</td>
</tr>
</tbody>
</table>
ISBER 2019

Int’l Society For Biological & Environmental Repositories Annual Meeting & Exhibits
7- 10 May 2019
SICC, SHANGHAI, P.R. CHINA

Shipping Manual & Tariff
(Temporary Import)

APT Showfreight Shanghai Co., Ltd.
Room 2005, Modern Plaza Tower 1,
369 Xian Xia Road, Shanghai 200336 PR China
Tel: 86 (21) 6124 0090
Fax: 86 (21) 6124 0091
Email: Peter.wu@aptshowfreight.com
1. **TIME SCHEDULE**

   **List of Exhibits Submit Date By Email**
   - List of Exhibits (LOE) Deadline: 1 Apr 2019

   **Seafreight to Shanghai SeaPort**
   - Exhibits Arrival Deadline: 12 – 14 Apr 2019

   **Airfreight to Shanghai PVG Airport**
   - Exhibits Arrival Deadline: 15 – 17 Apr 2019

2. **DOCUMENT REQUIREMENT**

   - 1 original Bill of Lading or 1 copy of Express B/L or 1 copy of Master and House Airway Bill

   - 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)

   *If any machine or display model, please provide correct model or Serial number on LOE or ATA*

   Photo of each item declared on ATA Carnet should be attached with ATA general list page.

3. **CONSIGNMENT INSTRUCTION**

   All cargoes must be consigned “Freight Prepaid” to the following consignee, otherwise a 10% outlay commission will be imposed on all “Freight Collect” consignments. Each AIR shipments should be under ONE MASTER Air Waybill with ONE back to back HOUSE Air Waybill (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

   Effective 1st June 2018, additional shipper and consignee information will be required for electronic reporting of cargo to Chinese Customs IT system, as per the General Administration of Customs People’s Republic of China (GACC) Decree No. 56.

   The new mandatory data requirements below apply equally to MAWB/HAWB and must be provided in FWB/FHL Cargo-IMP messages sent to airlines & shipping lines, as well as on the paper AWB and HAWB Consolidation manifest. The new data should be in the OCI field of the IATA Cargo-IMP FWB/FHL messages, and the following formats apply to message versions up to and including FWB/16 and FHL/4.

<table>
<thead>
<tr>
<th>Information</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Trader Identification Code for Consignee:</td>
<td>OCI/CN/CNE/T/Enterprise Code Type#</td>
</tr>
<tr>
<td>2 Trader Identification Code for Shipper:</td>
<td>OCI/CN/SHP/T/Enterprise Code Type#</td>
</tr>
<tr>
<td>5 Specified Contact Person’s Name for Consignee:</td>
<td>OCI/CN/CNE/CP/Name</td>
</tr>
<tr>
<td>6 Specified Contact’s Phone for Consignee:</td>
<td>OCI/CN/CNE/CT/Phone#</td>
</tr>
<tr>
<td>7 Specified Contact Person’s Name for Shipper:</td>
<td>OCI/CN/SHP/CP/Name</td>
</tr>
<tr>
<td>8 Specified Contact’s Phone for Shipper:</td>
<td>OCI/CN/SHP/CT/Phone#</td>
</tr>
</tbody>
</table>

   Note: IATA will define 2 new codes: “CP” — Contact Person and “CT” — Contact Telephone Number, in Code list 1.100, i.e. Customs, Security and Regulatory Control Information Identifiers. These 2 codes should be added to your Cargo IT systems.
SEAFREIGHT:

Consignee:
APT Showfreight Shanghai Co., Ltd
Room 2005, Modern Plaza Tower 1
369 Xian Xia Road,
Shanghai 200336 PR China
Tel: +86 21 6124 0090
Fax: +86 21 6124 0091
USCI: 9131011667464166W

Notify:
ISBER 2019
Exhibitor Name: XXX Booth No.: XXX

Cargo Description on B/L or AWBs:
Consolidation as per cargo manifest
XXX (DO NOT only show “exhibition goods”, please put the highest value item on waybills)

AIRFREIGHT to Shanghai PVG Airport:

Consignee on both Master AWB & House AWB:
SKY INTERNATIONAL LOGISTICS CO., LTD (FFE)
506 WAREHOUSE NO.180 AIRPORT HIGHWAY
PUDONG INTERNATIONAL AIRPORT
SHANGHAI, CHINA (201202)
Attn: Lily Chen
Tel:+86-21-56833173
USCI: 91330201772308339Q

Notify on both Master AWB & House AWB:
APT Showfreight Shanghai Co., Ltd
Tel: +86 21 6124 0090 / Fax: +86 21 6124 0091
ISBER 2019
Exhibitor Name: XXX Booth No.: XXX

4. TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported or arrange the permanent importation with paying duty & tax in advanced.

ATA Carnet is accepted for temporary import in China, but ONLY for purpose as ‘Exhibition & Fairs’.

All exhibition goods under temporary import are under customs control. Exhibitors should not allow their exhibits to be taken away from the fairground without prior agreement with the customs through APT Showfreight, otherwise exhibitors will get severe punishment by Chinese customs.

PERMANENT IMPORT

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Thus if shipment has to stay in China permanently after the show, please contact with us in advance before shipping for other options.

5. LATE ARRIVALS & SURCHARGES

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines and will bill exhibitor as per our tariff.

A late arrival surcharge, 50% based on basic handling rate, will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, APT Showfreight will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. APT Showfreight also reserves the right to reject handling any cargo that arrives at the Shanghai seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.
6. CASE MARKINGS
For easy identification of exhibits, all packages must be marked as follows:

ISBER 2019
C/O APT Showfreight Shanghai Co., Ltd
Name of Exhibitor : _____________________
Stand Number : _____________________
Case Number : _____________________
Gross / Net Weight : _____________________
Dimensions : _____________________

7. RESTRICTIONS
All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

8. PRINTED / PUBLICITY MATERIALS
The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship.

Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. APT will not take any responsibility of the shipment detained/delayed due to lack of video products import license.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

9. HAND-CARRY EXHIBITS
Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as a shipment.

The handling charges for the hand-carry items will be the same as our inbound airfreight charge, plus late arrival surcharges as applicable.

10. CONTROLLED ITEMS CHINA
In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be faxed or e-mailed to APT Showfreight Shanghai Co., Ltd. for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Shanghai Co., Ltd. will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight can guarantee such license will be granted.
The Importation of Food, Beverage, Alcohol, Watches, Cosmetics, Plants & Animals. Any Items/Materials with Endangered Species. Art Articles, Jewelry and etc. are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval. These items can't be imported and distributed / tasted / sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the following documents/information for application of import permit to China at least 60 (Sixty) days prior to the shipment departure from the country of origin:

a. Catalogue/Brochure of commodities
b. Export Permit Issued by the Products' Originating Country/Place
c. Certificate of origin and/or Health Certificate
d. Commercial Invoice and Packing List/List of Exhibits

Relevant guidelines and permit application fee in China for controlled items will be quoted upon request.

11. HEAVY AND OVERSIZE EXHIBITS

If exhibitors have heavy or oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane of forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

12. COURIER SERVICE

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and it still need to do the customs clearance as normal airfreight shipment, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

If exhibitor insist to send by courier service (there is a risk that the cargo might be detained and can’t be delivered in time which is beyond our control) please send it to our contact as follows:

APT Showfreight Shanghai Co., Ltd.
Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai, 200336
Tel: 86-21-61240090
Contact: Mr. Peter Wu / ISBER 2019

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office upto your booth will still be occurred @ USD 350.00/shipment+duty/tax (as per outcry+10% handling fee). But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

13. PACKING OF EXHIBITS

Exhibitors shall be responsible for the consequences of improper packing.

A. Protection against Damage and Rain
As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as
well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

B. The Case
The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

C. Vacuum Packing Service
APT can provide Vacuum Packing Service. Please order it to APT at least 2 days before required service.

14. MOVE-IN DAYS
Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the exhibitor must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

15. MOVE-OUT DAYS
Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise APT Showfreight if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of APT Showfreight will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to re-pack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:
- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- Battery, powder, liquid and gel are controlled items by airline. If exhibitors can’t provide certificate for safe transport of chemical goods, please take out above items before re-pack.
- As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

16. RE-EXPORT
The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight on-site of your request as applicable.
17. VALUABLE OR DANGEROUS CARGO

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

18. SOLD GOODS / DISPOSAL

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 17% of CIF value. The Procedures for Sold Goods are as follows:

- Exhibitors are required to submit a copy of the sales contract, buyer’s company name, address and contact number to APT Showfreight by the end of the show.
- The buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duties and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.
- For exhibits pending sale or waiting for signing of the sales contract, the exhibits will be transferred and kept in the Customs bonded warehouse subject to a maximum period of THREE (3) MONTHS from the date of import. After the period of three (3) months, the exhibits must either be re-exported or sold.

For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within 3 months time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

19. FUMIGATION RULES IN CHINA

ALL CARGOS WITH SOLID WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, pallets, frames, drums, axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information MUST be marked or stamped on the outside packing as the below sample:

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE DESTROYED. If the IPPC stamp was unclear/ half-printed/ hidden, the CIQ department will force to destroy the case with penalty before our delivery.

20. HIRE OF LABOUR OR EQUIPMENT ETC

If exhibitor requires additional labor or equipment, please contact us for quotation at least 48 hours before show move-in.
21. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

22. ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of requirements.

23. TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery to premises.

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

Details of our bank account:
Beneficiary Bank Name: HSBC Hong Kong
Beneficiary Bank Code: 004
SWIFT Address: HSBCHKHHKH
Account Number: 813-221496-838
Account Name: APT SHOWFREIGHT LTD

(Remitting bank charges are to be borne by the exhibitor)

24. TERMS AND CONDITIONS

APT Showfreight Limited does not take any responsibility for:

a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.

b) Any tax/duty for sold exhibits

c) Loss of goods whilst on display at the venue

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

Use of APT Showfreight Limited’s services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.
25. INWARD / OUTWARD HANDLING TARIFF (SEA-FREIGHT)

From arrival Port of Shanghai to exhibition booth or vice versa, services include: customs clearance and handling at port, transport from port to exhibition fairground, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning etc. on-site handling services

1. Consignment service charge .......... USD 100.00 /exhibitor/consignment

2. Basic handling charge .......... USD 100.00 / cbm or 1,000 kg, whichever is the greater

   a) Min. Charge for LCL .......... USD 250.00 /consignment (HBL) / exhibitor

   b) Min. Charge for FCL .......... USD 2300.00 /20’GP; USD 3600.00 /40’GP, 40’HQ;

3. Terminal handling charge* .......... USD 45.00 / cbm or 1,000 kg, whichever is the greater

   a) Min. Charge for LCL .......... USD 135.00 /consignment (HBL) / exhibitor

   b) FCL terminal Charge .......... USD 300.00/20GP; USD 430.00/40GP

*Current and actual cost levied by Container Freight Stations (CFS), all third parties’ charges incurred including D/O exchanging fee will be billed at cost +10% handling fee..

4. Container Haulage to/Fr CFS .......... USD 300.00 /20; USD 350.00 /40

6. Container unloading & loading fee at show sit

   20’ Container .......... USD 150.00 /20’

   40’ Container .......... USD 250.00 /40’

7. YangShan Seaport Additional Charge

   LCL Bulk Cargo .......... USD 6.50/cbm (Min. USD 78.00/BL/exhibitor)

   20’ Container .......... USD 155.00 /20’

   40’ Container .......... USD 330.00 /40’

8. Container Demurrage Charge .......... As per outlay

9. EDI Customs Data Entry Fee

   Handling Fee .......... USD 5.00 / cbm (FCL)

   USD 50.00 /cbm (LCL), Min. USD 50.00 /exhibitor

   Input Data Fee .......... USD 6.00 /page
**26. INWARD / OUTWARD HANDLING TARIFF (AIR-FREIGHT)**

From arrival Shanghai Pudong Int’l Airport to exhibition booth or vice versa, services include: customs clearance and handling at airport, transport from port to fairground, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning etc. on-site handling services.

1. Consignment service charge .......... **USD 100.00** / exhibitor / consignment

2. Basic handling rate .......... **USD 1.50** per kg based on actual or volumetric weight, whichever is the greater,  
**min. USD 300.00** per consignment (HAWB) per exhibitor

3. Airport terminal charge* .......... **USD 0.40** per kg based on actual or volumetric weight, whichever is the greater,  
**min. USD 80.00** per consignment (HAWB) per exhibitor

4. EDI Customs Data Entry Fee  
   Handling Fee .......... **USD 30.00** per HAWB per exhibitor  
   Input Data Fee .......... **USD 6.00** per page

* Please note PVG airport terminal will charge additional **USD 0.05/kg** for the whole MAWB chargeable weight if any sensitive machine with shock watch and tilt watch are found on outside packing cases from Oct 1st 2015. In order to save your cost, we suggest sending all sensitive machines with shock watch & tilt watch under one separate MAWB with back to back HAWB without consolidation with other HAWBs.

**27. MAGNETIC INSPECTION FEE FOR AIR FREIGHT RETURN**

As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Magnetic inspection .......... **USD 1.00** per kg (Min.100kgs) plus **USD 180.00**/ 2-ton truck

**28. IMPORTANT NOTICE FOR AIRFREIGHT**

1. The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

2. Each AIR shipment should be under one Master AWB with one back to back House AWB and the HAWB must be manifested by airline. All shipments not following our shipping instructions will incur additional agency fees **USD 185.00** / HAWB.

3. For all consolidation, a Consolidation Cargo Manifest must also be provided.

4. For ATA carnet shipment, it is a “MUST” to have ATA Carnet number on MAWB.

**29. DOCUMENTATION FEE**

Documentation Fee .......... **USD 7.00** per page, Min. **USD 30.00**/consignment/exhibitor
30. ATA CARNET HANDLING FEE

If ATA Carnet is used for temporary import, an ATA Carnet handling fee is applicable to exhibitor at USD 150.00 per Carnet per entry or exit endorsement.

Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult APT Showfreight for the detailed consignment instruction for issuing the individual MAWB or B/L. ATA carnet no. “MUST” been shown on all shipping docs.

31. STORAGE CHARGES IN CHINA AFTER ARRIVAL AND BEFORE RETURN

A storage fee will be applicable after arrival till first move-in day and after show close till re-export departure as follows:

- Airfreight: USD 1.00/10kg/day (Min. USD 10.00)
- Seafreight- LCL Cargo: USD 2.20/cbm/day (Min. USD 15.00)
- Seafreight- FCL Cargo: USD 15.00/TEU/day (Min. USD 15.00)

32. CUSTOMS BOND HANDLING FEE

Customs Bond Fee will be levied for temporary import shipment without ATA Carnet. If customs bond is arranged by APT on behalf of the exhibitor as per exhibitor’s written request for temporary import, a customs bond handling fee is applicable to exhibitor at 1.0% of CIF value for 1 month, min. USD 130.00/month/consignment/exhibitor.

33. QUARANTINE CHARGES

Bulk cargo/Air Cargo: USD 8.00 per package (Min. USD 30.00)

FCL: USD 120.00 per 20’, USD 160.00 per 40’

Other charges such as fumigation, sanitary treatment will be billed as per outlay.

34. PERMANENT IMPORT HANDLING CHARGES

A trade agent is required for one-way shipment:

- Trade Agency Fee: 3% of CIF Value, Min. USD 380.00/consignment/exhibitor
- Customs Duty tax: At Cost (Normally 30% on CIF Value) +10% APT Handling Fee

35. ON-SITE HANDLING SERVICES

On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning and/or handling of empty cases during the show period.

Handling Rate: USD 46.00 per cbm or 1,000 kg, whichever is the greater (Min. USD 46.00 per consignment per exhibitor)

**On-site handling charge is subject to 6% VAT**
36. EARLY ARRIVAL
An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines.
Storage charges for early arrival prior to deadlines:
- **Sea Cargo**
  - USD 11.00 /cbm/week, Min. USD 22.00
- **Sea FCL Cargo**
  - USD 32.00 /TEU/day, Min. USD 32.00
- **Air Cargo**
  - USD 0.65 per 10kg per day, Min USD 32.00

37. HEAVY-LIFT / OVER-SIZE SURCHARGES
Exhibits in excess of 3,000kg per package will be additionally charged as follows:
- From 3,001 to 4,000 kg
  - USD 44.00 per 1000 kg
- From 4,001 to 5,000 kg
  - USD 53.00 per 1000 kg
- From 5,001 to 6,000 kg
  - USD 77.00 per 1000 kg
Please contact us for a separate quotation if any of your exhibits exceeding 6,000kg or any dimension exceeding L4.0m x W2.2m x H2.0m.

38. HANDLING of Consumed Item After Show
Any consumption items or given away during the show will be levied the duty & tax after the show.
- Customs Formalities
  - USD 130.00 per exhibitor per shipment
- Customs Duty & Tax
  - As per outlay +10% prepaid handling fee

39. VALUABLE OR DANGEROUS CARGO
Exhibitors have to send us a specific form with company letterhead for valuable (unit price exceeding USD100,000.00 per piece) and dangerous cargo. The completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

40. HANDLING of SOLD ITEMS After Event
Goods not re-exported or storage for another exhibition shall be transferred from the booth to bonded warehouse for temporary storage. The following charges shall apply as additional to the exhibitor unless it is assigned to the buyer
- Transferring cargo from the booth to the customs bonded warehouse
  - USD 80.00 per cbm or 1,000 kg whichever is the greater, min.
  - USD 80.00 per consignment per exhibitor
- Storage Charge
  - USD 25.00 per cbm per day, min USD 25.00 per consignment per month
- Customs Bonded Warehouse Handling Fee
  - USD 17.00 per cbm, Min 2 cbm
Similarly, if any exhibits are required to be transferred from the Customs bonded warehouse to the fairgrounds, the above handling rate will also be applicable. Additionally, Customs cover application fee **USD 130.00** per application per exhibitor will be levied for such transfer.

**41. REMARKS**

Above rates exclude: any services not listed above, Customs or CIQ inspection, incorrect consignee surcharge, overtime storage due in pier, airport terminal / Freight Forwarder’s warehouse, seaport/airport storage charges and removal charges due to late receipt of negotiable shipping documents, container grounding / lifting at show site, container storage at show site, any duty / tax payable to the Chinese government and endorsement of relevant government departments, which will be charged at cost plus 10% reimbursement fee.