



中国国际进口博览会
CHINA INTERNATIONAL
IMPORT EXPO

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

04

Shipping Guidelines



Shipping Guidelines

1. Shipping Services and Agreement

Welcome to the China International Import Expo. The Organizers have designated seven official forwarders to provide shipping services inside and outside China for the exhibits, including undertaking of business, plan formulation, customs clearance, shipment, storage, and on-site exhibition-related services. In the meantime, the Organizers recommend China COSCO Shipping Corporation Limited as the provider of shipping services for the exhibits. To ensure a successful exhibition, exhibitors are suggested to arrange their shipments according to the provisions in the Shipping Guidelines and timely reach out and contact their official forwarders before the shipment of their exhibits.

2. Contact Information of Freight Forwarders

2.1 Designated Official Forwarders

SHANGHAI EXPOTRANS LTD.			
Exhibition area: 1.1H/2.1H			
Address: 7F, No.980 Jinshajiang Road, Shanghai 200333 China			
Contact	Tel	Mobile	E-mail
Luke Lu	86-21-67008959	86-18021009066	01transporter@ciie.org
Angela Zhang	86-21-67008960	86-13701755801	01transporter@ciie.org

GO-EXPRESS CO., LTD.			
Exhibition area: 1.2H/2.2H			
Address: SUITE C-D, 17th FLOOR FULONG MANSION. NO.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA			
Contact	Tel	Mobile	E-mail
Oliver Yao	86-21-67008965	86-13501601643	04transporter@ciie.org
Kim Xu	86-21-67008966	86-13671505787	04transporter@ciie.org

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.			
Exhibition area: 3H/4.1H/NH			
Address: 10/F, WUKUANG BUILDING, NO.757 GUANGFU ROAD, SHANGHAI 200070 CHINA			
Contact	Tel	Mobile	E-mail
Jake Gu	86-21-67008963	86-18602105358	03transporter@ciie.org
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org



COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd

Exhibition area: 5.1H/5.2H

Address: 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. CHNIA

Contact	Tel	Mobile	E-mail
Queenie Pei	86-21-67008972	86-13811915042	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Jerry Ma	86-21-67008971	86-15011213771	05transporter@ciie.org

ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.

Exhibition area: 6.1H/6.2H

Address: RM 14E, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-39796303	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Andy Lu	86-21-65752262	86-13681876166	08transporter@ciie.org

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH

Exhibition area: 7.1H/8.1H

Address: 4/F, NO.85 OUYANG ROAD, SHANGHAI 200081 CHINA

Contact	Tel	Mobile	E-mail
Eric Jiang	86-21-67008962	86-13585920251	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

BONDEX LOGISTICS CO., LTD.

Exhibition area: 7.2H/8.2H

Address: 16th Floor, Sino-American trust financial building. No.8,Zhapu Road,Hongkou District , Shanghai, China

Contact	Tel	Mobile	E-mail
Zoe Zhou	86-21-39796301	86-15800795301	07transporter@ciie.org
Linda Li	86-21-39796302	86-18618131678	07transporter@ciie.org

2.2 Recommended International Freight Forwarders

COSCO SHIPPING LINES CO.,LTD.			
Address: NO.378 DONG DA MIN ROAD SHANGHAI 200080 CHINA			
Contact	Tel	Mobile	E-mail
Yiwen	86-21-67008973	86-13816300623	06transporter@ciie.org
Shi'ang	86-21-67008974	86-13621963361	06transporter@ciie.org

3. Shipping Guidelines on International Exhibits

International exhibits refer to those exhibits whose country of origin is other than the Chinese mainland (including Hong Kong, Macao and Taiwan), and that go through the temporary import/export scheme for the purpose of the exhibition at the CIIE.

3.1 Timeline

Timeline	Deadline for Submitting Documents	Deadline for Arrival
Sea Freight to Shanghai Port	Sept. 30, 2023	Oct. 15–20, 2023
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2023	Oct. 15–20, 2023

Remarks: The delivery time for special exhibits (refrigerated and frozen goods, fresh produce and perishable goods) should be confirmed with the official forwarders as early as possible.

3.2 Documents Required

- 1) Bill of lading (Original or copy of telex release)
- 2) Air waybill (master waybill + house waybill)
- 3) A original fumigation declaration for wooden packaging, or original declaration of non-wooden packaging
- 4) A list of exhibits (a legal document reviewed by the Customs)
Please refer to the attached Form 16 List of Overseas Exhibits for details.
- 5) Original ATA carnet
- 6) Packing list
- 7) Other documents required for customs clearance

3.3 Consignment Instruction

All the exhibits must be consigned "Freight Prepaid" to the following consignees. In case of "Freight Collect" consignments, the designated official forwarders will charge an additional fee (10% of the freight). Meanwhile, additional costs incurred because of wrong consignee details will be collected by the official forwarders.



SHANGHAI EXPOTRANS LTD.

Air Freight

on MAWB	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao
on HAWB	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao
Sea Freight		
	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH

Air Freight

on MAWB	Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO., LTD. USCI: 9131011579705737XH 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC ATTN: MR. LU WEIWEI TEL: 86-21-68334798 FAX: 86-21-68334796	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
on HAWB	Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO., LTD. USCI: 9131011579705737XH 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC ATTN: MR. LU WEIWEI TEL: 86-21-68334798 FAX: 86-21-68334796	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
Sea Freight		
	Consignee: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH USCI: 91310115684076419B 4/F, NO.85 QUYANG ROAD, SHANGHAI 200081 TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.

Air Freight

on MAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201207) USCI91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX:86-21-62606624 CTC: Mr. Jake Gu
on HAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA(201207) USCI91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX:86-21-62606624 CTC: Mr. Jake Gu

Sea Freight

	Consignee: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. USCI: 91310000132258185W 10/F, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu	Notify Party: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx
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GO-EXPRESS CO., LTD.

Air Freight

on MAWB	Consignee: (EFD) SHANGHAI EASTERN FUDART TRANSPORTATION SERVICE CO LTD C/O shanghai Glistening USCI: 913101156072553688 ADD: 503 Warehouse, NO.180 Airport Ave. Shanghai Pudong Int'l Airport, 201202 P.R.China TEL: 86-21-68854039 FAX: 86-21-68354115 ATTN: Leo Shi	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
on HAWB	Consignee: GO-EXPRESS CO., LTD. USCI: 91310120785612655B TEL: 86-21-65757706 FAX: 86-21-65757716	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

Sea Freight

	Consignee: GO-EXPRESS CO., LTD. USCI: 91310120785612655B ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA TEL: 86-21-65757706 FAX: 86-21-65757716	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
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**COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd****Air Freight**

on MAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5
on HAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5

Sea Freight

	Consignee: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. China Attn: Ms. Huzhe Tel: 86-21-55898025 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5	Notify Party: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: MA ZE PENG Tel: 86-21-55891146, 86-13701749094 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5
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ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.**Air Freight**

on MAWB	Consignee: SHANGHAI E&T INTL-TRANS CO., LTD. USCI CODE: 9131000013220884X4 ROOM 106, BLOCK B, NO.300 HAITIAN YI ROAD, SHANGHAI, P.R.C. ATTN: MR. ARTHUR KWOK TEL: 86-21-50960557 FAX: 86-21-50960533	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi
on HAWB	Consignee: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. USCI: 91310000631190955C 15/F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA ATTN: MR. LU MINGMING TEL: 86-21-65752262 FAX: 86-21-65752270	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi

Sea Freight

	Consignee: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. USCI: 91310000631190955C 15/F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA ATTN: MR. LU MINGMING TEL: 86-21-65752262/65754461 FAX: 86-21-65752270	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi
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BONDEX LOGISTICS CO., LTD.		
Air Freight		
on MAWB	Consignee: Consignee: TAE LOGISTICS CO.,LTD. USCI:91310101769689986F ROOM 405,1279 HANGCHENG ROAD PUDONG DISTRICT SHANGHAI 201207 CN TEL: +86 21 58591185/58591282	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU
on HAWB	Consignee: BONDEX LOGISTICS CO., LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx
Sea Freight		
	Consignee: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

Note:

- 1) Due to the limits of the customs declaration system, each sea or air waybill should not contain more than 50 items. If there are more than 50 items, please split the bill.
- 2) All air cargo should have bill-splitting data, please ship it in the form of master air waybill plus house air waybill.
- 3) exhibits to be consigned to different exhibition halls should not be included in one bill

3.4 Temporary Import

As the competent customs of the exhibition, the National Exhibition and Convention Center (Shanghai) Customs only accepts declarations for the entry and exit of exhibits from the designated official forwarder. Unless otherwise approved by the Chinese customs, such temporary imports are generally kept in Chinese territory for up to six months from the date of entry into China. Upon the expiry of the six-month period, the imports shall be re-exported unless duties and taxes are paid for permanent import. The Chinese customs accepts the ATA and Istanbul Conventions. The ATA carnet must be made in English, labelled for exhibition purposes only and accompanied with a Letter of Authority signed and sealed by the carnet holder.



3.5 Additional Costs for Late Arrival

- 1) In case the exhibits arrive after the deadline, a 15% of freight will be charged additionally by the designated official forwarders. (Except for special exhibits such as refrigerated and frozen products, fresh and perishable products).
- 2) For late arrivals, the designated official forwarders will try their best to convey the exhibits to the corresponding booths as appropriately as possible but not bear any losses caused by the failure to meet the deadline thereof.
- 3) Even if the late arrivals are not delivered as scheduled, the additional costs will still be charged.

3.6 Shipping Marks

The following format of shipping marks shall be printed on all the packages for easier identification:

CHINA INTERNATIONAL IMPORT EXPO 2023	
Name of Exhibitor	: _____
Booth Number	: _____
Case Number	: _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

In addition to the above-mentioned mark requirements, the following corresponding marks should be made in light of the characteristics of the exhibits:

- 1) For fragile items, a "Fragile" mark should be marked on each side;
- 2) Items that shall not be tilted should be marked with "Up" on at least 2 sides;
- 3) Items that shall not be placed outdoors should be marked with "umbrellas" on at least 2 sides;
- 4) Items to be hoisted should be marked with a "sling" icon at the corresponding position
- 5) Other marks shall apply in accordance with international practices.

3.7 Requirements for Prints/Marketing Materials/Consumables

- 1) Any marketing materials or exhibits shall contain no texts, graphics, audios or videos that champion division of China or violate China's laws and regulations.
- 2) All the advertising (such as prints and souvenirs) and other materials to be displayed or consumed during the CIIE must be reviewed and approved by the Chinese customs beforehand. Therefore, exhibitors are suggested to send a small quantity of samples in separate packages to the designated official forwarders no later than three months before the CIIE opens for examination and approval by the Chinese customs in advance.
- 3) Food without quarantine and inspection access, CD-ROM without an import license and electronic products entailing 3C certification cannot be consumed. Duties and taxes of alcoholic beverages, tobacco and fuel to be consumed during the CIIE will be fully levied. As for other taxable consumables (such as giveaways, souvenirs, and food), a security deposit equivalent of taxes and fees will be collected by the official forwarder upon import while the specific amount of taxes and fees will be defined by the customs.

3.8 Carry-on Exhibits

The Organizers strongly suggest that exhibitors not carry any exhibits with them when entering China as such items might be held by the Chinese customs at airport; in such case, exhibitors should send their list of items held and list of exhibits to the official forwarders for customs clearance and collection. For carry-on exhibits arriving at an airport in Shanghai, the charges of the official forwarder should be the same as those of the air transport of exhibits, and a late arrival surcharge will be charged based on the date of arrival. According to the governing regulations of the Chinese customs, portable exhibits are not allowed to be taken out of China by exhibitors. Instead, export declaration procedures should be handled by the official forwarder.

Please be noted that exhibits in need of an import license won't be exempted from such license if they are carried into the country. Exhibitors are requested to carry such license and contact their official forwarders in advance as the exhibits must be declared and inspected by the customs before entry.


3.9 Overweight and Oversize Exhibits

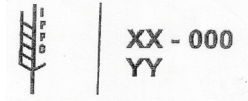
In case of any overweight or oversize exhibits (i.e. a single piece of exhibition item over 3,000 kg, or bigger than 5 m * 2.4 m * 2.4 m (l*w*h)), exhibitors are required to arrive in advance for uncrating and installation. If a crane or a forklift is needed for installation, the official forwarders should be informed as early as possible.

3.10 Packaging Requirements

The outer packaging of the exhibits should be suitable for repeated uses to ensure the safety of the goods during transportation and loading/unloading. Exhibitors shall be liable for any consequences arising out of improper packaging. It is suggested that:

- 1) For the convenience of disassembly and assembly, the wooden boxes should be fixed with bolts instead of nails;
- 2) No carton shall be used for packaging if the exhibits need to be returned and shipped out of China;
- 3) Wooden boxes should be equipped with sleepers at the bottom to facilitate forklift operations;
- 4) The packaging should be waterproof to avoid being soaked by rain.
- 5) Requirements on Wooden Packaging
 - I. The Chinese customs requires that all the wooden packaging for the goods entering China, such as wooden boxes, wooden pallets, wooden frames, skids, sleepers, lining wood, (not including plywood, fiberboard and wood chipboard), must be handled by those enterprises accredited by the plant inspection and quarantine authorities in the countries or regions of origin pursuant to the inspection and processing method confirmed by China.
 - II. To ensure that all the goods entering China has been fumigated via heat treatment (HT) or methyl bromide (MB), all the wooden packages must be marked with an IPPC logo as below that has been approved by the competent plant inspection and quarantine authorities:

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



- III. For smooth customs clearance, exhibitors are advised to prepare a fumigation declaration printed on a paper with their company letterhead. Such declaration shall be attached to the original master air waybill (for air freight), or enclosed with the original bill of lading (for sea freight), or couriered to the official forwarders. The document must be prepared pursuant to the following template:

To:
 Name of Exhibitor:
 Booth Number:
 Name of Exhibition:
 Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages with wooden packing) cases, have been fumigated at xxxxxxxx (name of origin port), carry the following IPPC logo and are marked with xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-000 YY).

 Authorized Signature
 Endorsed by Company Chop (stamp).
 Date.

All entering goods with wooden packages without acceptable fumigation logos or in no compliance with above requirements will either be destroyed right on the spot by the Chinese customs, or not be cleared and returned by force.

- IV. As for entering goods with non-wooden packages, the shipper shall prepare a valid letter of certification or declaration stamped with the corporate seal of the goods owner, and couriered to the official forwarders together with the original air waybill (for air freight) or bill of lading (for sea freight).

3.11 Set-up Period

Exhibits are delivered to the exhibition hall during the set-up. The official forwarders will help exhibitors uncrate the goods, put them in place and store their packages on the exhibition premise (if space conditions permit). Exhibitors must be on site during the set-up period for supervision. Under some circumstances, the customs may inspect the goods without the presence of the exhibitors. If the exhibits cannot clear the customs, be inspected or put in place due to the exhibitor or its entrusting party, the consequences shall be borne by the exhibitor or its entrusting party.

The official forwarder has obligations to supervise all temporary entry exhibits and materials throughout. Exhibitors are not allowed to take them out of the exhibition hall without permission. Violators shall be punished in accordance with relevant Chinese laws and regulations and the consequences arising therefrom shall be borne by the exhibitor

3.12 Empty box storage

During the exhibition, all empty boxes will be kept by the official forwarder free of charge and placed in designated areas as required. Exhibits should be placed in the corresponding booth. The public areas inside and outside the exhibition halls are not fit for storage. Exhibitors are therefore suggested to plan the storage area reasonably as per booth area. It is strictly forbidden to store empty boxes or exhibits in non-designated areas. Those in violation of the rules shall be removed according to the requirements of the fire department and the consequences arising therefrom shall be borne by the exhibitor.

3.13 Move-out Period

- 1) During the move-out period, the official forwarders will send exhibitors the Reshipping Instructions, on which exhibitors may indicate how to dispose of the exhibits based on the list of exhibits, such as re-export, consumption or import for sales so that the official forwarders may make corresponding arrangement for the exhibits upon closing of the CIIE.
- 2) On the CIIE's closing day, the official forwarders will return empty packages to exhibitors and help pack the goods. In order to ensure the smooth process of moving out, those exhibitors with overweight or oversize items are allowed to repack their goods the next day. The official forwarder will inform such exhibitors of the exact arrangements.
- 3) According to the governing regulations of the Chinese customs, those exhibits that are temporarily imported into China and cannot be returned and shipped out of China in time after the exhibition shall be directly stored in the customs-designated warehouses, and only allowed to be stored in the Chinese territory for 6 months from the date of entry. If the customs formalities have not been completed (including shipment return, purchase, customs transfer, etc.), the customs shall deal with the exhibits in accordance with the governing laws.
- 4) For the exhibits consumed or given away free of charge, the exhibitors may go through import formalities and pay the duties as per regulations of the Chinese customs after the move-out. No exhibitor may move any exhibition item out of the exhibition venue or the designated place under customs custody prior to the completion of the import formalities. Otherwise, the exhibitor shall bear all legal liabilities arising therefrom.
- 5) Temporary-entry exhibits to be disposed of shall be explained to the official forwarders in advance. The exhibitors shall not dispose of any item on their own. They shall hand them over to the official forwarders who will then transfer them to the Chinese customs during the move-out period.
- 6) All exhibitors should keep their exhibits properly, and may still be obliged to pay duties to the Chinese customs for any lost temporary-entry exhibits.
- 7) Returned exhibits shall be packed according to the original packing method upon entry. If the packing needs to be repacked due to packing damage, exhibits consumption and other reasons, a new export packing list shall be provided. Apart from the items declared at the time of entry, no other personal items or souvenirs purchased in China are allowed to be shipped in the package.

3.14 Controlled Items (exhibits under entry prohibition or restriction)

- 1) According to the regulatory requirements of the Chinese customs, if exhibits fail to enter the country, or can't make it in time for the exhibition because such items fall in related categories on the prohibited list or restricted list, all the responsibilities therefrom shall be borne solely by the exhibitors. The Organizers will do their best to release relevant policy information on the official website as early as possible. Hence, the exhibitors are advised to pay attention to related content and updates on the official website.



- 2) In order to avoid the holding by Chinese customs because of controlled items included in the exhibits, we strongly recommend that exhibitors forward the list of exhibits to the official forwarders for confirmation before the exhibits are shipped.
- 3) The official forwarders can help exhibitors apply for necessary import licenses. However, under no circumstances shall the forwarders guarantee that such licenses will be approved.
- 4) Exhibitors are required to apply for an import license for goods such as food, beverages, cosmetics, and animal and plant products even for sole exhibition purposes.
- 5) The exhibits under entry restrictions may not be distributed/tried/sold or consumed during the CIIE without approval and authorization of the Chinese customs.

3.15 Insurance

Exhibitors may purchase insurance to cover their exhibits' shipment from the origin to the destination, whole exhibition, and re-exporting to the origin or to the place of receipt after such items are sold at the exhibition venue as well as the handling at the exhibition venue. The official forwarders may take out policies for the goods on behalf of exhibitors at their written request.

3.16 Payment Terms

Payment for inbound consignment: After sending bills and before goods delivery to the booth.

Payment for outbound consignment: After sending bills and before goods shipment.

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

3.17 Miscellaneous

- 1) Further notice on the epidemic prevention and control instructions for the exhibits will be separately published. Please keep an eye on the official website for announcement from time to time.
- 2) All the operations will be carried out in accordance with the forwarder's Standard Trading Terms, which may be acquired upon request from the forwarder.
- 3) Use of the official forwarders' services, in part or in whole, before, during or after the CIIE, as well as any additional services requested orally, in writing or by conduct at any time, implies that you acknowledge and accept the abovementioned terms and conditions.

4. Freight Rates for International Exhibits

(Details in Appendix 15 "Schedule of Transportation Charges for Exhibits")

4.1 Inbound Consignment Services and Rates

- 1) Before the opening of the CIIE, the official forwarders will ship the exhibits arriving at Shanghai ports/airports from the storage site at the port/airport to the warehouse, including customs clearance, inspection (if any), delivery to booths, devanning, putting in place (excluding assembly), and storage of empty cases.

1	Exhibits by sea freight to Shanghai ports	390.00 yuan/m ³ , min. 1m ³ per consignment per exhibitor 20ft container calculated as 23 m ³ ; 40ft container calculated as 46m ³ ; other 20ft, 40ft special containers calculated as 25 m ³ and 50m ³ respectively
2	Exhibits by air freight to Shanghai Pudong International Airport	4.50 yuan/kg, min. 200.00 kg per consignment per exhibitor

2) Terminal Handling Charges for FCL, LCL and MAWB, HAWB

1	LCL	300.00 yuan/m ³ , min. 600.00 yuan per consignment per exhibitor
2	FCL	1,500.00 yuan/20 ft container; 2,500.00 yuan/40 ft container; 3,000.00 yuan/40ft container
3	MAWB and HAWB	2.50 yuan/kg, min. 500.00 yuan per consignment per exhibitor

4.2 Outbound Consignment Services and Rates

The services and rates are the same as those of inbound consignments

4.3 Inspection, Quarantine of Plants and Animals, and Fumigation Charges

Such costs shall be billed as incurred.

4.4 D/O Fee

Such costs shall be billed as incurred.

4.5 Airport/ Terminal Storage Fee for Early/Late Arrival

Such costs shall be billed as incurred.

4.6 Warehouse Storage Charges

1	Storage	3.00 yuan/m ³ /day (min. 100.00 yuan per consignment)
2	Warehousing in/out	45.00 yuan/m ³

4.7 Overweight and Oversize Surcharges

Any piece of exhibition item over 3,000 kg or bigger than 5 m (L) x 2.4 m (W) x 2.4 m (H) in dimension (including the packing cases) shall be subject to overweight/oversize surcharges aside from the basic service charges. The basic service charge increases by 5% for each excessive part.

4.8 Other Fees

- 1) The hazardous, refrigerated or valuable exhibits will be charged 180% of the basic freight of inbound/outbound consignment in addition to necessary costs as incurred.
- 2) Exhibits arriving after the deadline will be subject to 15% surcharge on the basic freight.
- 3) A 10% commission fees will be charged if the official forwarders pay for the transshipment or reshipment fees via sea freight and air freight, or duties in advance at exhibitors' request.

- 4) Operational costs regarding reinforcement through lashing or padding inside the containers (applicable for dry cargo containers, flat racks and open top containers) shall be billed as incurred.
- 5) For exhibits arriving at/departing from the Shanghai Yangshan Seaport, the following additional charges will be made:

1	LCL	40.00 yuan/m ³
2	FCL	800.00 yuan/20 ft container 1,600.00 yuan/40 ft container

- 6) Translation fees 30.00 yuan/page
- 7) ATA carnet registration fees 500.00 yuan per carnet/exhibitor

4.9 Remarks

- 1) Minimum chargeable dimension:
 - I. TEU—The minimum chargeable dimension of a 20 ft container is 23m³; the minimum chargeable dimension of a 40 ft container is 46m³;
 - II. The minimum chargeable dimension of a 20 ft flat rack or open top container is 25m³; the minimum chargeable dimension of a 40 ft flat rack, open top, or high cube container is 50 m³.
- 2) Charges relating to import of cargo containers (demurrage, drop off credit, container damage and cleaning fees) and export (pick up credit) shall be billed as incurred.
- 3) The conversion between size and weight for air freight: 6m³ = 1,000 kg.
- 4) For goods that are not properly packaged, the official forwarders will not bear any consequences of possible damage.
- 5) For goods under customs supervision (including goods in special customs supervision areas, imported exhibits under ATA carnet, etc.) that have been exhibited in China and do not need to be declared by official forwarders, the transportation rate shall be charged at half of the temporary import rate corresponding to the original entry method.
- 6) All the charges are subject to 6% VAT.

5. Shipping Guidelines and Rates for Permanent Imports

Permanent imports refer to those exhibits made in other countries or regions (including Hong Kong, Macao and Taiwan) other than the Chinese mainland that have already completed the customs formalities (or paid duties/taxes) before the CIIE's opening.

5.1 Delivery to Booths by Official Forwarders after Temporary Storage at Designated Warehouses

- 1) Services:
 - I. Exhibitors shall be responsible for shipping the exhibits to the official forwarders' warehouses in Shanghai;
 - II. Upon arrival of the exhibits, the official forwarders will unload and store them;
 - III. Delivery of the exhibits to booths during the set-up period by official forwarder;
 - IV. Assisting exhibitors with unpacking and putting in place;
 - V. Delivery of empty cases and packaging materials to the storage site within the exhibition venue.

- 2) Charges: 150.00 yuan/m³, min. 1m³
 - I. Storage: 5.00 yuan/m³/day (min. 5.00 yuan)
 - II. Warehousing in/out: 45.00 yuan/m³ (min. 45.00 yuan)
- 3) Contact of Consignee:
Please contact the official forwarders in charge of the corresponding exhibition areas.
Remarks: Exhibitors are required to confirm with the official forwarders before shipment. After the exhibits are shipped, please send consignment information (including shipment date, estimated date of arrival, waybill number, total number of packages, dimensions and weight) and shipping documents to the official forwarders 5 days prior to such arrival.
- 4) Exhibits are required to arrive in warehouses, at the latest, on the day immediately before the specified setup period.

5.2 Delivery from the Unloading Area of the Exhibition Venue to Booths (Exhibitors Shall Arrange Delivery to the Unloading Area of the Exhibition Venue on Their Own)

- 1) Services:
 - I. Assisting with unloading and delivering the exhibits to booths;
 - II. Assisting exhibitors with unpacking and putting in place;
 - III. Delivery of empty cases and packaging materials to the storage site within the exhibition venue.
- 2) Charges: 90.00 yuan/m³, min. 1m³
- 3) Exhibits can arrive at the exhibition venue's unloading area on Day 1 of the setup period at the earliest, but in any event not later than Nov. 2, 2023.
Remarks:
 - I. During the setup period, resident logistics service providers will set service outlets in the parking lots around the exhibition venue to provide transfer services for the move-in of exhibits (subject to the limit of 1.5m³ and 300kg for each piece). For details, please refer to Exhibition Service of this manual;
 - II. To ensure safety, please follow the unified arrangement of the official forwarder in planning the entry and exit of exhibits;
 - III. No exhibition vehicle is allowed to enter the booth without the "Exhibition Vehicle Admission Card". Please submit relevant information to the official forwarder for application;
 - IV. For exhibits with special requirements on loading/unloading (such as manual handling or use of special equipment), please contact the official forwarder before shipment to make arrangements in advance.

5.3 Move-out Service

The charge standard for self-transportation out of the hall and for the delivery to the warehouse of the official forwarder is the same as that for entering the hall. Please contact the official forwarder if the exhibitor needs domestic logistics for shipment on the day of move out. Never readily believe the logistics service provided by non-official forwarder. Confirm the cost and price and keep the corresponding documents when handing over the exhibits.



5.4 Other Service Fees

1) Overweight and Oversize Surcharges:

Any piece of exhibition item over 3,000 kg or bigger than 5 m (L) x 2.4 m (W) x 2.4 m (H) in dimension (including the packing cases) shall be subject to overweight/oversize surcharges as below by the official forwarders:

Exhibition Item			Oversize Surcharge		
Length (m)	Width (m)	Height (m)	1	2	3
≥5	≥2.4	≥2.4	5%	10%	15%

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

10 ton forklift 400.00 yuan/hour (min. 2 hours)
25 ton crane 420.00 yuan/hour (min. 2 hours)
50 ton crane 850.00 yuan/hour (min. 2 hours)
80 ton crane 1350.00 yuan/hour (min. 2 hours)

3) Rental fee of scissor lift equipment:

Equipment model	Price	Service time
6m scissor lift	RMB 4500	8 hours
	RMB 12500	Whole exhibition period
8m scissor lift	RMB 5300	8 hours
	RMB 13300	Whole exhibition period
10m scissor lift	RMB 6000	8 hours
	RMB 14000	Whole exhibition period
Remarks:	1. Those delivering full documentation and full payment by September 12, 2023 will be entitled to 10% discount on the price listed. 2. Those delivering full documentation and full payment after October 10, 2023 will be subject to an additional 50% urgency surcharge.	

5.5 Requirements for Shipping Marks

- Exhibitors shall print marks in the following format on the packages of the exhibits (on two sides at least):

Exhibition Name: China International Import Expo			
Exhibitor:			
Exhibition Hall No.:		Booth No.:	
Case No.:		/	
Dimension:	L*W*H	Gross Weight:	KGS

- Heavy exhibits shall be marked with "Lift Here", "Fragile" and "Water Proof", and "Face up" on the packages. Exhibits that cannot be placed upside down shall be marked with special signs.

5.6 Insurance

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

5.7 Remarks

- Further notice on the epidemic prevention and control instructions for the exhibits will be separately published. Please keep an eye on the official website for announcement from time to time.
- Rates are calculated by weight, and the conversion between dimension and weight is 1,000 kg = 6 m³, whichever is higher.
- The official forwarders shall only be responsible for delivery with intact packages, and bear no liability for any quality issues, damage or shortage of goods inside, in which cases exhibitors shall make a claim from the insurer.
- Any fees incurred at the train station, airport and place of collection shall be billed as per actual expenses. Charges including inbound service fees and abovementioned pick-up fees will be collected by the official forwarders when the exhibits are moved in.
- All the fees and charges shall be settled before the exhibits are moved to booths.
- Exhibitors are advised to contact the official forwarders promptly after receiving the shipping guidelines and rates for domestic consignment to ensure all machines can be arranged properly before the CIIE.
- All the services are subject to 6% VAT.