

## Exhibition Service Flow

### Information Filling

Recommended submission period: June 15-August 31, Deadline: September 15

Corporate information

Information review

Online pre-exhibition and  
Expo publications

Exhibit information

Information review

Online pre-exhibition

### Apply for Certificates

Recommended submission period: July 1-September 30, Deadline: October 14

Staff certificate

Information review

Making and  
issuance

Mail delivery

The applicants completing registration within the specified period can be provided with delivery services covering Chinese mainland

On-site  
issuance

The issuance time at the Certificate Registration Center will be released on the official website

### Exhibit Transport

Determine the mode of transport with the official forwarder

1

Before August 31 recommended

Determine the time of exhibit shipment and arrival

2

Before August 31 recommended

Determine the list of exhibits and method of exhibit disposal

3

Before September 15 recommended

Make customs clearance documents and submit them to the official forwarder for review

4

August 20 - September 30

Track logistics information

5

September 1-October 15

Exhibits arrive at the port and are delivered to the official forwarder

6

October 5 - October 20

The official forwarder declares exhibits

7

October 8 - October 27

- Inspected (Abnormal: →7)
- Not inspected

8

October 8 - October 27

Customs release & exhibit claim (Cold chain exhibits are subject to further notice)

9

October 15 - October 27

Deliver exhibits to the booth

10

October 27 - November 2

### Booth Building

Determine the recommended constructors before September 15.

Apply for independent constructor before August 15.

#### Apply for various services

Apply for supporting services

- Water, electricity and gas
- Internet, telephone

1

Apply for value-added services

- Exhibition equipment, flowers & green plants
- Security, cleaning service, etc.

2

Apply for other services

- Declaration of prohibited and restricted exhibits
- In-booth activity application
- Dynamic demonstration of exhibits

3

- Advertising
- Catering reservation
- Translation & interpreting service

For more details, please refer to the official website [www.ciee.org](http://www.ciee.org)  
It is recommended to complete reservation before September 25.

4

Online application is recommended. Deadline: September 25

For more details, please refer to Part VII of the Exhibitor's Manual

#### Determine the booth design

Declare drawings and apply for lifting points

Before September 5 recommended  
Deadline: September 15

Submit to the official constructors

Review of infrastructure, fire safety, electricity safety, etc. (all booths)

Submit to the drawing reviewers

Review of structural safety (single-deck 4.5m and above booths, double-deck booths)

(Pass) Drawing review (Fail)

Prepare construction materials

Before September 25 recommended

Build booths and arrange exhibits

October 27 - November 2

Security inspection

November 3 - November 4

Exhibition starts

November 5 - November 10

#### Apply for certificates for construction and dismantling period

Log on to Registration System for certificate for construction and dismantling period

Expected to be available on September 20

Complete real-name certification online

Enter the information of construction staff and vehicles

Recommended submission period: September 20 - October 5 Deadline: October 15

Information review

Make certificates

Certificate issuance

On-site issuance

The issuance time at the Certificate Registration Center will be released with a notice

### Booth Dismantling

18:00 November 10 - 22:00 November 12