



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

2. Freight Forwarders Contact Information

2.1 Designated Official Forwarders

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

Exhibition area: 7.1H/7.2H

Address: 5F, No.777 Guozhan Road, Shanghai, 200126, China

Contact	Tel	Mobile	E-mail
Dean Lee	86-21-20550287	86-18930010715	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

GO-EXPRESS CO., LTD

Exhibition area: 8.1H/8.2H

Address: Suite C-D. 17th Floor of FULONG Mansion. No. 277 Siping Road. Shanghai 200081. P.R.China

Contact	Tel	Mobile	E-mail
Yao Chenyi	86-21-65757706*8002	86-13501601643	01transporter@ciie.org
Xu Jīngjīng	86-21-65757706*8012	86-13671505787	01transporter@ciie.org
Lù Junqīng	86-21-65757706	86-13611616134	01transporter@ciie.org

Shanghai ITPC International Transportation Co., Ltd.

Exhibition area: 3H/4.1H/NH

Address: 10F, Wukuang Building, No.757 Guangfu Road, Shanghai, 200070, China

Contact	Tel	Mobile	E-mail
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org
Jake Gu	86-21-63803373	86-18602105358	03transporter@ciie.org

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.

Exhibition area: 1.1H/1.2H/2.1H/2.2H

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

Contact	Tel	Mobile	E-mail
Cui Youjia	86-21-67008972	86-13520479913	05transporter@ciie.org
Zheng Xiaona	86-21-67008972	86-15201330392	05transporter@ciie.org
Qian Zhenlei	86-21-67008972	86-13167243619	05transporter@ciie.org

Orient International Logistics (Holding) Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H/People-to-people Exchange

Address: RM 15F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-65754461	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Jerry Xie	86-21-39796304	86-13501621462	08transporter@ciie.org

2.2 Recommended International Shipping Forwarder

COSCO SHIPPING LINES CO., LTD.

Address: No.378 Dong Da Min Road, Shanghai, 200080 CHINA

Sea Freight Contact	Tel	Mobile	E-mail
Yiwen	86-21-67008973	86-13816300623	06transporter@ciie.org
Shi'ang	86-21-67008974	86-13621963361	06transporter@ciie.org
Air Freight Contact	Tel	Mobile	E-mail
Cui Youjia	86-21-67008972	86-13520479913	cui.youjia@coscoshipping.com

3. Shipping Guidelines on International Exhibits

International exhibits refer to those whose country of origin is outside the Chinese mainland (including the Hong Kong Special Administrative Region, the Macao Special Administrative Region, and Taiwan Province), 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, 2026	Oct. 15–20, 2026
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2026	Oct. 15–20, 2026

Remarks: Delivery time for 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) Bills of lading (original or a copy of the telex release)
- 2) Air waybills (master waybill + house waybill)
- 3) An original fumigation declaration for wooden packaging, or an 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 Instructions

All 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.

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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

Air Freight

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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN
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Sea Freight

	Consignee: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH USCI: 91310115684076419B 5/F, NO.777 GUOZHAN ROAD, SHANGHAI 200126 TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 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 Add: 503Warehouse,NO.180 Airport Ave. Shanghai Pudong Int'l Airport,201202 P.R.China Unified Social Credit Code: USCI+913101156072553688 Country Code: CN Tel: +86-21-68854039 Fax: +86-21-68354115 ATTN: Leo Shi	Notify Party: GO-EXPRESS CO.,LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
on HAWB	Consignee: GO-EXPRESS CO., LTD ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA USCI: 91310120785612655B TEL: 0086-21-65757706 FAX: 0086-21-65757716	Notify Party: GO-EXPRESS CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716

Sea Freight

	Consignee: GO-EXPRESS CO., LTD ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA USCI: 91310120785612655B TEL: 0086-21-65757706 FAX: 0086-21-65757716	Notify Party: GO-EXPRESS CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
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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) USCI: 91310115X07304429N 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 2026 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) USCI: 91310115X07304429N 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 2026 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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx

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 2026 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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.		
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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: MA ZE PENG Tel: 86-21-55891146, 86-13701749094 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5

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 2026 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 2026 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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms.Dai JiaYi

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 a master air waybill plus a 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 China 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 months, the imports shall be re-exported unless duties and taxes are paid for permanent import. China Customs accepts the ATA and Istanbul Conventions. The ATA carnet must be made in English, labelled for exhibition purposes only, and accompanied by a Letter of Authority signed and sealed by the carnet holder.

3.5 Additional Costs for Late Arrival

- 1) In case the exhibition items arrive after the deadline, a 15% surcharge for 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 exhibition items 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 for shipping marks shall be printed on all packages for easy identification:

CHINA INTERNATIONAL IMPORT EXPO 2026	
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 exhibition items:

- 1) For fragile items, a “Fragile” mark shall be marked on each side;
- 2) Items that shall not be tilted shall be marked with “Up” on at least 2 sides;
- 3) Items that shall not be placed outdoors shall be marked with “Umbrellas” on at least 2 sides;
- 4) Items to be hoisted shall 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) If there is a consumption demand for temporary exhibits, exhibitors must clearly specify—before the event—the intended method of consumption (e.g., trial use, tasting, or distribution) and the corresponding quantity (which must fall within a reasonable range commensurate with the scale of the exhibition). This information must be formally communicated in writing by the official forwarders to Shanghai Customs. Upon review and written approval by Shanghai Customs, such exhibits may be used for trial, tasting, or distribution purposes. Provided the quantity remains within the approved reasonable limit, the exhibits shall be exempt from customs duties, import value-added tax, and consumption tax, in accordance with applicable regulations—excluding alcoholic beverages, tobacco products, and fuel.
- 2) In all promotional materials and related exhibits, the use of any words, images, audio, or video content that undermines China's national unity or contravenes Chinese laws and regulations is strictly prohibited.
- 3) During the exhibition, all advertising materials—including printed items and promotional souvenirs—as well as other display or consumable materials, must undergo customs review and obtain formal approval before use on-site. Exhibitors are required to prepare a small quantity of representative samples, package them separately, and submit them to the designated principal transportation service provider no later than three months before the event for customs inspection and sampling.
- 4) Exhibits incorporating electronic components that have not obtained China Compulsory Certification (commonly referred to as “CCC”) are strictly prohibited from distribution or use.
- 5) Slides, DVDs, VCDs, and CDs are prohibited from entering China. Such exhibits must obtain an import license issued by the relevant Chinese administrative department for press and publication.
- 6) **Exhibits imported temporarily are classified as goods under customs supervision. During the exhibition period, any gifting, sale, or consumption of such temporarily imported exhibits—without prior approval from customs—is strictly prohibited. The exhibitor shall bear full legal and financial responsibility for any violation.**
- 7) Other consumable items subject to import duties and related fees—including, but not limited to, alcoholic beverages, tobacco products, and foodstuffs—require the deposit of a sum equivalent to the estimated duties and fees assessed by the principal carrier at the time of import. The final tax liability shall be determined and finalized by the competent customs authority.

3.8 Carry-on Exhibits

- 1) **Exhibits are strongly recommended to be shipped via freight. Should exhibitors wish to bring handheld exhibits into China for display, a complete list of such exhibits must be submitted to the official forwarders no later than September 30, 2026.** The official forwarders will then conduct advance customs pre-declaration on behalf of the exhibitor. In cases where prior coordination has not been established, and the goods are detained upon arrival at the airport, the official forwarders cannot guarantee smooth customs clearance or timely exhibition of the exhibits; all associated losses and liabilities shall be borne solely by the exhibitor.

- 2) **Should handheld exhibits be detained due to personal carriage, exhibitors must contact the official forwarders immediately to facilitate customs clearance and cargo collection procedures.** For handheld exhibits arriving at Shanghai Pudong International Airport or Shanghai Hongqiao International Airport, the service fees charged by the official forwarders are generally equivalent to those applicable to air-freighted exhibits. Additional charges—including late-arrival surcharges and other reasonable expenses—will apply, calculated based on the actual date of arrival.
- 3) **Carry-on exhibits subject to import licensing requirements under Chinese law are not exempt from mandatory documentation, regardless of the mode of entry.** Exhibitors must consult the official forwarders in advance to disclose the nature and classification of the exhibits prior to shipment. Shipment may only proceed after all requisite permits—fully compliant with the laws and regulations of the People's Republic of China—have been duly obtained.
- 4) In accordance with China Customs, once handheld exhibits have undergone formal import declaration, exhibitors are strictly prohibited from removing such items from the venue or the country without completing the corresponding export declaration procedures through the official forwarders. All export declarations must be processed exclusively by the official forwarders prior to the physical departure of the exhibits from China.

3.9 Overweight and Oversized Exhibits

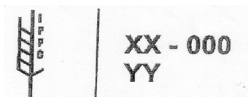
In case of any overweight or oversized exhibits (i.e., an exhibit over 3,000 kg, or larger than 5 m * 2.4 m * 2.4 m (l*w*h)), the exhibitors are required to arrive in advance for uncrating and installation. If a crane or a forklift is needed for installation, the official forwarders should be informed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

3.10 Packaging Requirements

The outer packaging of the exhibits shall be suitable for repeated use to ensure the safety of the goods during transportation and loading/unloading. The 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 shall 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 shall be equipped with sleepers at the bottom to facilitate forklift operations;
- 4) The packaging shall be waterproof to avoid being soaked by rain;
- 5) Requirements for Wooden Packaging:
 - I. China Customs requires that all wooden packaging for the goods entering China, such as wooden boxes, wooden pallets, wooden frames, skids, sleepers, and 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 have been fumigated via heat treatment (HT) or methyl bromide (MB), all 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. To ensure smooth customs clearance, the exhibitors are advised to prepare a fumigation declaration printed on 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 xxxxxxx (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 not in compliance with the above requirements will either be destroyed right on the spot by China 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

- 1) Exhibits shall be delivered to the exhibition hall during set-up. The official forwarders will help the exhibitors uncrate the goods, put them in place, and store their packages on the exhibition premises (In cases where special requirements—such as safety management protocols—preclude temporary storage, the official forwarders will engage in separate consultations with exhibitors to develop an appropriate empty-container storage plan.). The exhibitors must be on site during the set-up period for supervision. Under some circumstances, customs may inspect the goods without the presence of the exhibitors. If the exhibits cannot clear customs, be inspected, or be put in place due to reasons caused by the exhibitor or its entrusting party, the consequences shall be borne by the exhibitor or its entrusting party.

- 2) **The official forwarder is obligated to supervise all temporary entry exhibits and materials throughout. The exhibitors are not permitted to take them out of the exhibition hall without permission. Those in violation shall be punished in accordance with the 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 forwarders free of charge and placed in designated areas as required; unauthorized relocation of such boxes is strictly prohibited. Exhibitors are required to display all exhibits exclusively within their assigned booth space. Public areas—both inside and outside the exhibition hall—are not equipped with exhibit storage facilities. Exhibitors are therefore advised to carefully determine the quantity of exhibits and develop an appropriate storage plan commensurate with the allocated booth area. As a general rule, designated empty box storage areas must not be used for exhibit storage. Moreover, it is strictly prohibited to store either empty boxes or exhibits in any non-designated areas. Violations will result in the immediate removal of unauthorized items, as mandated by the relevant authorities; all associated costs and liabilities shall be borne solely by the exhibitor.

3.13 Move-out Period

- 1) **Prior to the closure of the exhibition, exhibitors shall provide the official forwarders with detailed instructions regarding the disposition of temporarily imported exhibits—including but not limited to repatriation, domestic consumption, or retention in China. Following the conclusion of the exhibition, all temporarily imported exhibits must be centrally managed and safeguarded by the official forwarders. Exhibitors are strictly prohibited from removing such exhibits independently, or from unlawfully entrusting, purchasing, or selling them. This requirement ensures efficient customs declaration, verification, and oversight by relevant regulatory authorities.**
- 2) On the closing day of the CIIE, the official forwarders will return empty boxes to exhibitors and help pack the exhibits. In order to ensure the smooth process of moving out, those exhibitors with overweight or oversized items are allowed to repack their exhibits the following day. The official forwarder will inform such exhibitors of the exact arrangements.
- 3) According to the governing regulations of China 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 stored directly in the customs-designated warehouses, and only allowed to be stored on Chinese territory for 6 months from the date of entry. If customs formalities have not been completed (including shipment return, purchase, customs transfer, etc.), customs shall deal with the exhibits in accordance with the governing laws.
- 4) For exhibits consumed or given away free of charge, exhibitors may complete import formalities and pay duties in accordance with China Customs regulations after moving out. No exhibitor may move any exhibit out of the exhibition venue or the designated place under customs custody prior to the completion of import formalities. Otherwise, the exhibitor shall bear all legal liabilities arising therefrom.
- 5) Temporary-entry exhibits to be disposed of should be explained to the official forwarders in advance. The exhibitors should not dispose of any item on their own. They should hand them over to the official forwarders, who will then transfer them to China Customs during the move-out period.

- 6) All exhibitors shall keep their exhibits properly and may still be obliged to pay duties to China Customs for any lost temporary-entry exhibits.
- 7) Returned exhibits shall be packed in the original packaging upon entry. If items need to be repacked due to packaging damage, exhibit consumption, or 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 China Customs, if exhibits fail to enter China, or cannot arrive in time for the exhibition because such items fall in related categories on the prohibited items list or restricted items list, all 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. Therefore, the exhibitors are advised to pay attention to related content and updates on the official website.
- 2) In order to avoid being detained by China Customs because of controlled items included in the exhibits, we strongly recommend that the exhibitors forward the list of exhibits to the official forwarders for confirmation before the exhibits are shipped.
- 3) The official forwarders can help the exhibitors apply for necessary import licenses. However, under no circumstances shall the forwarders guarantee that such licenses will be approved.
- 4) The exhibitors are required to apply for an import license for goods such as food, beverages, cosmetics, and animal and plant products, even if they are solely for exhibition purposes.
- 5) Exhibits under entry restrictions may not be distributed/tried/sold, or consumed during the CIIE without the approval and authorization of China Customs.

3.15 Insurance

The exhibitors shall purchase insurance to cover the shipment of their exhibits from the origin to the destination, the 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 the exhibitors at their written request.

3.16 Payment Terms

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

Payment for outbound consignments: 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) All operations will be carried out in accordance with the official forwarders' "Standard Trading Terms," which may be acquired upon request from the forwarder.
- 2) 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 14 “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 boxes.

1	Exhibits by sea freight to Shanghai ports	390.00 yuan/m ³ , min. 1 m ³ per consignment per exhibitor 20 ft container calculated as 23 m ³ ; 40 ft container calculated as 46 m ³ ; other 20 ft, 40 ft special containers calculated as 25 m ³ and 50 m 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/40 ft 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 exhibit over 3,000 kg or larger 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) Dangerous goods, temperature-controlled cargo, and high-value exhibits are subject to an additional charge equal to 80% of the base round-trip shipping fee, plus all other necessary and actual expenses incurred.
- 2) Exhibits arriving after the deadline will be subject to a 15% surcharge on the basic freight.
- 3) A 10% commission fee will be charged if the official forwarders pay for transshipment or reshipment fees via sea freight and air freight, or duties in advance at the 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 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 dimensions:
 - I. The minimum chargeable volume for a standard 20 ft container is 23 m³, and for a 40 ft container, it is 46 m³;
 - II. The minimum chargeable dimension of a 20 ft flat rack or open top container is 25 m³; the minimum chargeable dimension of a 40 ft flat rack, open top, or high cube container is 50 m³.
- 2) Charges relating to the import of cargo containers (demurrage, drop off credit, container damage, and cleaning fees) and export (pick up credit) shall be billed as incurred.

- 3) Conversion between size and weight for air freight: $6 \text{ m}^3 = 1,000 \text{ kg}$.
- 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 the official forwarders, the transportation rate shall be charged at half of the temporary import rate corresponding to the original entry method.
- 6) All 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 the Hong Kong Special Administrative Region, the Macao Special Administrative Region, and Taiwan Province) 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 the Official Forwarders after Temporary Storage at Designated Warehouses

- 1) Services:
 - I. The exhibitors shall be responsible for shipping the exhibits to the official forwarders' warehouses in Shanghai;
 - II. Upon arrival of exhibits, official forwarders will unload and store them;
 - III. Delivery of exhibits to booths during the set-up period by the official forwarder;
 - IV. Assisting the exhibitors with unpacking and putting in place;
 - V. Delivery of empty boxes and packaging materials to the storage site within the exhibition venue.
- 2) Charges: 120.00 yuan/m^3 , min. 1 m^3
 - I. Storage: $5.00 \text{ yuan/m}^3/\text{day}$ (min. 5.00 yuan)
 - II. Warehousing in/out: 45.00 yuan/m^3 (min. 45.00 yuan)
- 3) Contact of Consignees:

Please contact the official forwarders in charge of the corresponding exhibition areas.

Remarks: The exhibitors are required to confirm with the official forwarders before shipment. After exhibits are shipped, please send consignment information (including the shipment date, the estimated date of arrival, the waybill number, the 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 (The Exhibitors Shall Arrange Delivery to the Unloading Area of the Exhibition Venue on Their Own)

- 1) Services:
 - I. Assisting with unloading and delivering exhibits to booths;
 - II. Assisting the 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: 80.00 yuan/m³, min. 1 m³
- 3) Exhibits may 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, 2025.

Remarks:

- 1) 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 1.5 m³ and 300 kg for each piece). For details, please refer to "Exhibition Service" in this manual;
- 2) To ensure safety, please follow the unified arrangement of the official forwarder in planning the entry and exit of exhibits;
- 3) 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;
- 4) For exhibits with special loading/unloading requirements (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

he charge standard for self-transportation out of the hall and for 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 trust logistics services provided by non-official forwarders. Confirm the cost and price, and keep the corresponding documents when handing over the exhibits.

5.4 Overweight and oversize surcharges

Any exhibit over 3,000 kg or larger 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 listed below by the official forwarders:

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

For relocation and special assembly for machinery exhibits, please refer to Appendix 14: **"Schedule of Transportation Charges for Exhibits."**

5.5 Requirements for Shipping Marks

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

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

- 2) Heavy exhibits shall be marked with “Lift Here”, “Fragile,” and “Waterproof.” Exhibits that cannot be placed upside down shall be marked with special signs such as “Face up” on the outer packaging.

5.6 Insurance

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

5.7 Remarks

- 1) **Further notice on the epidemic prevention and control instructions for the exhibits will be published separately. Please pay attention to the official website for announcements.**
- 2) The charging standard is determined based on freight tonnage, whereby the volume-to-weight conversion ratio is defined as 1,000 kg = 6 m3; the higher of the two calculated values—weight tonnage or volume tonnage—shall apply for billing purposes.
- 3) 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 such cases, exhibitors shall make a claim from the insurer.
- 4) 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 the above-mentioned pick-up fees, will be collected by the official forwarders when exhibits are moved in.
- 5) All the fees and charges shall be settled before exhibits are moved to booths.
- 6) The exhibitors are advised to contact official forwarders promptly after receiving the shipping guidelines and rates for domestic consignment to ensure all machines can be arranged properly before the CIIE.
- 7) All services are subject to 6% VAT.