

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 domestic shipping services for the exhibition items, including handling of relevant documents, 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 international shipping services for the exhibition items. To ensure a successful exhibition, exhibitors are suggested to arrange their shipments according to the provisions in the Shipping Guidelines and contact their official forwarders before the shipment of their exhibition items.

2. Contact Information of Freight Forwarders

2.1 Designated Official Forwarders

Responsible area 1.1H/1.2H	SHANGHAI EXPOTRANS LTD.		
	Address: 8/F, NO.555 AN YUAN ROAD, SHANGHAI 200040 CHINA		
	Contact:	Mark Wang	Angela Zhang
	Tel:	86-21-67008959	86-21-67008960
	Mobile:	86-13764242864	86-13701755801
	E-mail:	01transporter@ciee.org	01transporter@ciee.org

Responsible area 3H/4.1H/ NH	SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.			
	Address: 10/F, WUKUANG BUILDING, NO.757 GUANGFU ROAD, SHANGHAI 200070 CHINA			
	Contact:	Jake Gu	Frank Zhu	Ann Zhang
	Tel:	86-21-67008963	86-21-67008964	86-21-67008964
	Mobile:	86-18602105358	86-13386137358	86-13564454585
	E-mail:	03transporter@ciee.org	03transporter@ciee.org	03transporter@ciee.org

Responsible area 5.1H/5.2H/ 6.1H	COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD			
	Address: 10F, BUILDING 10, NO 131 GUO SHUN ROAD, YANGPU DISTRICT, SHANGHAI 200433 CHINA			
	Contact:	Eric Wang	Sunny Zhang	Queenie Pei
	Tel:	86-21-67008971	86-21-67008972	86-21-67008972
	Mobile:	86-13811915042	86-16601537273	86-13701749094
	E-mail:	05transporter@ciee.org	05transporter@ciee.org	05transporter@ciee.org

Responsible area 7.1H/7.2H	SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH			
	Address: 4/F, NO.85 OUYANG ROAD, SHANGHAI 200081 CHINA			
	Contact:	Celia Zhang	Mark Lee	Eric Jiang
	Tel:	86-21-67008961	86-21-67008962	86-21-67008962
	Mobile:	86-13817927999	86-18918781200	86-13585920251
E-mail:	02transporter@ciee.org	02transporter@ciee.org	02transporter@ciee.org	

Responsible area 2.1H/2.2H	GO-EXPRESS CO., LTD.			
	Address: SUITE C-D, 17th FLOOR FULONG MANSION. NO.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA			
	Contact:	Oliver Yao	Kim Xu	Emily Gong
	Tel:	86-21-67008965	86-21-67008966	86-21-67008966
	Mobile:	86-13501601643	86-13671505787	86-13917014074
E-mail:	04transporter@ciee.org	04transporter@ciee.org	04transporter@ciee.org	

Responsible area 8.1H/8.2H	BONDEX LOGISTICS CO., LTD.			
	Address: RM2407-08, INTERNATIONAL CAPITAL PLAZA NO. 1318 NORTH SICHUAN ROAD, SHANGHAI, CHINA			
	Contact:	Zoe Zhou	Jade Wang	Aaron Zhou
	Tel:	86-21-39796301	86-21-39796302	86-21-39796302
	Mobile:	86-15800795301	86-13482430135	86-13916584693
E-mail:	07transporter@ciee.org	07transporter@ciee.org	07transporter@ciee.org	

Responsible area 6.2H/ Cultural exchange exhibition area	ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.			
	Address: RM 1412, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA			
	Contact:	Chloe Dai	Andy Lu	Lor Hu
	Tel:	86-21-39796303	86-21-39796304	86-21-39796304
	Mobile:	86-13564721718	86-13681876166	86-13917081364
E-mail:	08transporter@ciee.org	08transporter@ciee.org	08transporter@ciee.org	

Remarks: Exhibitors are requested to contact the corresponding designated official forwarders listed above in line with their exhibition area before the shipment of their exhibition items.

2.2 Recommended International Freight Forwarders

COSCO SHIPPING LINES CO.,LTD.		
Address: NO.378 DONG DA MIN ROAD SHANGHAI 200080 CHINA		
Contact:	Yiwen	Yanzhen
Tel:	86-21-67008973	86-21-67008974
Mobile:	86-13816300623	86-18901952860
E-mail:	06transporter@ciie.org	06transporter@ciie.org

3. Shipping Guidelines on International Exhibition Items

International exhibition items refer to those exhibition items 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, 2020	Oct. 15–20, 2020
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2020	Oct. 15–20, 2020
Rail Freight to Shanghai Station	Oct. 5, 2020	Oct. 15–20, 2020

Remarks: The delivery time for special exhibition items (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) An original bill of lading
- 2) A copy of Telex release of the bill of lading
- 3) A copy of air waybill
- 4) A original fumigation declaration for wooden packaging, or original declaration of non-wooden packaging
- 5) A list of exhibition items (a statutory document reviewed and approved by the customs)

Please refer to the Form 16: CIIE List of Exhibition Items for details

- 6) Packing list
- 7) Other documents required for customs clearance

3.3 Consignment Instruction

All the exhibition items 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
8/F, NO.555 AN YUAN ROAD
SHANGHAI 200040 CHINA
TEL: 86-21-60131818 FAX:86-21-60135518

Notify Party:

SHANGHAI EXPOTRANS LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
Attn: Mr. Pan

on HAWB**Consignee:**

SHANGHAI EXPOTRANS LTD.
USCI: 91310000607225513T
8/F, NO.555 AN YUAN ROAD
SHANGHAI 200040 CHINA
TEL: 86-21-60131818 FAX:86-21-60135518

Notify Party:

SHANGHAI EXPOTRANS LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
Attn: Mr. Pan

Sea Freight**Consignee:**

SHANGHAI EXPOTRANS LTD.
USCI: 91310000607225513T
8/F, NO.555 AN YUAN ROAD
SHANGHAI 200040 CHINA
TEL: 86-21-60131818 FAX:86-21-60135518

Notify Party:

SHANGHAI EXPOTRANS LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
Attn: Mr. Pan

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 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
TEL: 86-21-65750086
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 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
TEL: 86-21-65750086
ATTN: MS.DUCHUANKUN, MR.LI YUEMIN

Sea Freight**Consignee:**

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS
BRANCH
USCI: 91310115684076419B
4/F, NO.85 OUYANG ROAD, SHANGHAI 200081
TEL: 86-21-65750086
ATTN: MS.DUCHUANKUN, MR.LI YUEMIN

Notify Party:

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS
BRANCH
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.**Air Freight****on MAWB****Consignee:**

SKY INTERNATIONAL LOGISTICS CO., LTD.
USCI: 91330201772308339Q
506 WAREHOUSE NO.180 AIRPORT HIGHWAY PUDONG
INTERNATIONAL AIRPORT SHANGHAI CHINA (201202)
TEL: 86-21-56833173 FAX: 86-21-56812705

Notify Party:

SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
TEL: 86-21-63803373 FAX: 86-21-62606624
CTC: Mr. Jake Gu

on HAWB**Consignee:**

SKY INTERNATIONAL LOGISTICS CO., LTD.
USCI: 91330201772308339Q
506 WAREHOUSE NO.180 AIRPORT HIGHWAY PUDONG
INTERNATIONAL AIRPORT SHANGHAI CHINA (201202)
TEL: 86-21-56833173 FAX: 86-21-56812705

Notify Party:

SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
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 2020
Exhibitor name: xxxx Hall / Booth no: xxxx

GO-EXPRESS CO., LTD.**Air Freight****on MAWB****Consignee:**

(DKV) SHANGHAI VALUEPLUS-EASTERN CARGO TERMINAL
SERVICE., LTD C/O DONG FANG FU DA / Shanghai Glistening
USCI: 91310230761635078H
ADD: 503 Warehouse,NO.180 Airport Ave. Shanghai Pudong Int'l
Airport, 201202 P.R.China
TEL: 86-21-68354261/68354262
FAX: 86-21-68354115
ATTN: Leo Shi

Notify Party:

GO-EXPRESS CO., LTD.
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
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 2020
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 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
TEL: 86-21-65757706
FAX: 86-21-65757716

COSCO SHIPPING AIR FREIGHT (SHANGHAI) 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 2020
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 2020
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
10F, Forward Commercial Plaza, Building 10, No 131 Guo Shun
Road, Yangpu District, Shanghai, 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 2020
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 2020
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 2020
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 2020
Exhibitor name: xxxx Hall / Booth no: xxxx
TEL: 86-21-65752262/65754461
Attn: Mr. LU MingMing/Ms.Dai JiaYi

BONDEX LOGISTICS CO., LTD.

Air Freight

on MAWB

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
RM2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai, China
TEL: 86-21-51078887
FAX: 86-21-68760433
Contact: Ms. Zoe ZHOU

on HAWB

Consignee:

BONDEX LOGISTICS CO.,LTD
SHANGHAI BRANCH
USCI: 913100006887027474
RM2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai, China
TEL: 86-21-51078887
FAX: 86-21-68760433
Contact: Ms. Zoe ZHOU

Notify Party:

BONDEX LOGISTICS CO.,LTD
SHANGHAI BRANCH
USCI: 913100006887027474
RM2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai, China
TEL: 86-21-51078887
FAX: 86-21-68760433
Contact: Ms. Zoe ZHOU
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx

Sea Freight

Consignee:

BONDEX LOGISTICS CO.,LTD
SHANGHAI BRANCH
USCI: 913100006887027474
RM2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai, China
TEL: 86-21-51078887
FAX: 86-21-68760433

Notify Party:

BONDEX LOGISTICS CO.,LTD
SHANGHAI BRANCH
USCI: 913100006887027474
RM2407-08, International Capital Plaza
No. 1318 North Sichuan Road,
Shanghai, China
TEL: 86-21-51078887
FAX: 86-21-68760433
C/O: CHINA INTERNATIONAL IMPORT EXPO 2020
Exhibitor name: xxxx Hall / Booth no: xxxx

Note: 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. Besides, exhibition items to be consigned to different exhibition halls should not be included in one bill.

3.4 Temporary Import

Exhibition items that meet the relevant regulations are allowed to enter China through the temporary import/export scheme by the Chinese customs. Unless otherwise approved by the Chinese customs, such temporary imports are generally kept under customs custody for up to six months from the date of their arrival at the point of entry of 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 ATA carnet for exhibition purposes only. The ATA carnet must be made in English accompanied with 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 30% of freight will be charged additionally by the designated official forwarders.
- 2) For late arrivals, the designated official forwarders will try their best but gives no commitment to deliver them to the specific booths before the commencement of the CIIE.
- 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 2020	
Name of Exhibitor	: _____
Booth Number	: _____
Case Number	: _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

3.7 Requirements for Prints/Marketing Materials/Consumables

- 1) Any marketing materials or exhibition items 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. For customs clearance documents required for special items such as food and cosmetics, the exhibitors should contact the official forwarders in a timely manner.

3.8 Carry-on Items

The Organizers strongly suggest that exhibitors not carry any exhibition items 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 exhibition items to the official forwarders for customs clearance and collection; in accordance with the customs' regulations, all the exhibition items must be re-exported via freight. For carry-on exhibition items held at airport in Shanghai, air freight and late arrival surcharges will be charged by the official forwarders.

Please be noted that exhibition items 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 exhibition items must be declared and inspected by the customs before entry.

3.9 Overweight and Oversize Exhibition Items

In case of any overweight or oversize exhibition items (i.e. a single piece of exhibition item over 3,000 kg, or bigger than 5 m (L) x 2.4 m (W) x 2.4 m (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

Exhibitors shall be liable for any consequences arising out of improper packaging.

1) Protection against Damage and Rain

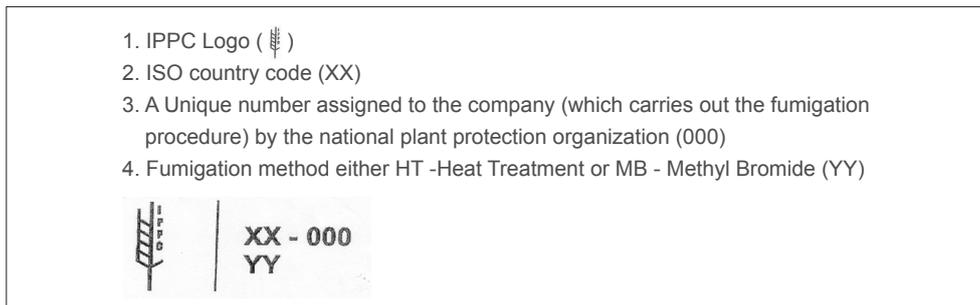
It's inevitable for exhibition items to be subject to shocks and bumps because of repeated loading and unloading during transportation. In addition, exhibition items may be placed outdoors for many times, including the placement in the open air of the exhibition venue before and after the CIIE. Therefore, exhibitors must take necessary precautions against damage or rain in advance. The Organizers will not assume any liability or whatsoever for any damage of the exhibition items, especially in cases where exhibition items are packed with used packing materials when being re-exported (more often than not, items packed with aluminium foil or plastic covers would have already been damaged when being unpacked).

2) Packaging Crates

Packaging crates must be sturdy enough to resist possible damage during transportation and unpacking. In particular, considering the repacking for re-export and sales of exhibition items, especially valuable and delicate equipment, carton packaging is not suitable for repeated transportation. For the safety of exhibition items, it's suggested that those items that are fragile, hazardous or in need of temperature control should be indicated with obvious marks on their special package.

3) Chinese Regulations on Wooden Packaging

- I. The Chinese government requires that all the goods entering China with wooden packaging (i.e. wooden materials used to carry, pack, lay, support and reinforce goods, such as wooden cases, crates, pallets, frames, barrels, wooden shafts, wedges, chocks, sleepers and crossers.), 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:



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 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 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.

As for entering goods with non-wooden packages, the consignor 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 Move-in Period

Exhibition items are generally delivered to the exhibition hall during the move-in. The official forwarders will help exhibitors uncrate the goods, put them in place and store their packages on the exhibition premise (if space permits). Exhibitors must be on site during the move-in period for supervision. Under some circumstances, the customs may inspect the goods without the presence of the exhibitors.

Exhibition items 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.

3.12 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 exhibition items based on the list of exhibition items, such as re-export, consumption or import for sales so that the official forwarders may make proper arrangement for the exhibition items 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 closing of the CIIE, those exhibitors with overweight or oversize items are allowed to repack their goods the next day. The on-site operation staff will inform such exhibitors of the exact arrangements.
- 3) In case of no receipt of the Reshipping Instructions from exhibitors, the official forwarders will turn all the exhibition items left on site over to the customs for disposal. Any costs or expenses such as taxes thereby incurred shall be borne by the exhibitors.
- 4) For the exhibition items sold or given away free of charge to domestic companies, the exhibitors should 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 exhibition items to be disposed of, bonded imported booth set-up materials and other items shall be declared to the Organizers and 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 exhibition items properly, and may still be obliged to pay duties to the Chinese customs for any lost temporary-entry exhibition items.
- 7) The exhibitors shall pay special attention to the following customs regulations:
 - I. Items other than those declared upon entry (e.g. personal belongings or souvenirs bought in China) may not be re-exported along with the exhibition items.
 - II. Violation of the aforesaid regulations will result in confiscation or severe penalties imposed by the Chinese customs.

3.13 Reshipping/Sales/Disposal of Exhibition Items

- 1) It will take at least 2 weeks to go through the re-export formalities prior to the reshipment. For exhibition items in need of urgent reshipment, the exhibitor shall notify the official forwarders in advance, and send all the instructions and documents to the official forwarders before the CIIE's opening.
- 2) Exhibition items to be imported for sales are subject to payment of duties, VAT, consumption tax, based on the declared value or the value appraised by the customs. The procedures to dispose of such items are as follows:
 - I. The exhibitor is required to submit one copy of the sales contract regarding the sold exhibition items and contact information of the buyer to the official forwarders before the end of the CIIE;
 - II. The buyer is required to go through the import formalities of the items concerned, present required documents such as the sales contract and list of exhibition items to the customs, and pay the duties;
 - III. The buyer may collect the items concerned from the warehouse under customs custody after completing import formalities and payment of taxes.
 - IV. All the exhibition items to be imported for sales will be sent to the warehouse under customs custody for temporary storage for up to six months. Such items shall be re-exported in case the import formalities cannot be completed within the aforesaid six months. Otherwise, the customs may confiscate them. The shipping costs from the exhibition hall to the warehouse under customs custody, and the storage fees shall be borne by the exhibitor or the buyer.

3.14 Controlled Items

- 1) According to the regulatory requirements of the Chinese customs, if exhibition items 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 exhibition items, we strongly recommend that exhibitors fax or e-mail the list of exhibition items/commercial invoices and packing list to the official forwarders for earlier checking and confirmation before the items are shipped from the country of origin.
- 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 aforesaid goods may not be distributed/tried/sold or consumed during the CIIE without approval and authorization of the Chinese customs.
- 6) In case exhibitors have to consign any controlled items into China, they must submit the following documents/information to the official forwarders before the items are shipped:
 - I. Product catalogue/brochure
 - II. Export license issued at the products' places/countries of origin
 - III. Certificate of country of origin and health certificate
 - IV. Commercial invoice and original packing list/list of exhibition items
 - V. Separately packed samples with "sample" mark on the package.

3.15 Insurance

Exhibitors may purchase insurance to cover their exhibition items' 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) 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.
- 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.
- 3) The official forwarders are not liable for the items below:
 - I. Exhibition items are rejected by the Organizers or Chinese customs for sale or display at the CIIE;
 - II. Any taxes/duties from the selling of exhibition items;
 - III. Exhibition items are stolen during the CIIE.

4. Freight Rates for International Exhibition Items

4.1 Inbound Consignment Services and Rates

- 1) Before the opening of the CIIE, the official forwarders will ship the exhibition items arriving at Shanghai ports/airports from the storage site at the port/airport to the warehouse under customs custody, assist the customs with inspection, devanning, sorting, and delivery to booths. The forwarders will also help exhibitors with unpacking, putting in place (excluding assembly), and storage of empty cases and packaging materials.

1	Exhibition items by sea freight to Shanghai ports	390.00 yuan/m ³ , min. 1 m ³ per consignment per exhibitor 20ft container calculated as 23 m ³ ; 40ft container calculated as 46 m ³ ; other 20ft, 40ft special containers calculated as 25 m ³ and 50 m ³ respectively
2	Exhibition items 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. Please contact the official forwarders for more details.

4.8 Other Fees

- 1) The hazardous, refrigerated or valuable exhibition items will be charged double the basic freight of inbound/outbound consignment in addition to necessary costs as incurred.
- 2) Exhibition items arriving after the deadline will be subject to 30% 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 exhibition items 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 23 m³; the minimum chargeable dimension of a 40 ft container 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 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: 6 m³ = 1,000 kg.
- 4) For goods that are not properly packaged, the official forwarders will not bear any consequences of possible damage.
- 5) The above rates do not include the insurance covering the shipment from Shanghai ports/airports to booths at the exhibition halls as well as the charges for all on-site handling, and vice versa.
- 6) All the charges are subject to 6% VAT.

5. Shipping Guidelines and Rates for Permanent Imports

Permanent imports refer to those exhibition items 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 from Railway Stations/Airports/In-city Warehouses to Booths

- 1) Services:
 - I. Handling of related documents upon arrival of the exhibition items in Shanghai;
 - II. Delivery of the exhibition items from the in-city freight depots or designated warehouses to booths;
 - III. Storage of the exhibition items before the move-in and delivery to booths during the move-in;
 - 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:
 - I. 230.00 yuan/m³, min. 1 m³
 - II. Pick-up/storage fees shall be billed as incurred.
- 3) Information about Consignee
To avoid mistaking consignees, please contact the official forwarders in charge of corresponding exhibition areas.
Remarks: Exhibitors are required to confirm with the official forwarders before consignment. After the exhibition items are consigned, 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 3 days prior to such arrival; otherwise, the official forwarders will bear no liability for any delay therefrom. In case of air freight, please indicate "Pickup at Airport" on the waybill.
- 4) Exhibition items are required to arrive in Shanghai by Oct. 20, 2020.

5.2 Delivery after Temporary Storage at Designated Warehouses to Booths

- 1) Services:
 - I. Exhibitors shall be responsible for shipping the exhibition items to the official forwarders' warehouses in Shanghai;
 - II. Upon arrival of the exhibition items, the official forwarders will unload and store them;
 - III. Delivery of the exhibition items to booths during the move-in;
 - 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. 1 m³
 - I. Storage: 5.00 yuan/m³/day (min. 20.00 yuan)
 - II. Warehousing in/out: 45.00 yuan/m³ (min. 45.00 yuan)
- 3) Information about Consignee:

Please contact the official forwarders in charge of the corresponding exhibition areas.
Warehouse business hours: 9:00 a.m.–4:00 p.m. from Monday to Friday.
Remarks: Exhibitors are required to confirm with the official forwarders before consignment. After the exhibition items are consigned, 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) Exhibition items are required to arrive in warehouses by Oct. 25, 2020.

5.3 Delivery from Exhibition Venue Entrance to Booths (Exhibitors Shall Arrange Delivery to Exhibition Venue)

- 1) Services:
 - I. Assisting with unloading and delivering the exhibition items 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. 1 m³
- 3) Exhibition items are required to arrive at the exhibition venue entrance from Oct. 26 to Nov. 2, 2020.

Remarks: In case of traffic control by public security during the move-in, please check information on the official website or contact the official forwarders in advance for application of personnel and vehicle access passes.

5.4 Move-out Service Fee

The service rates are the same as those of move-in services.

5.5 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	10%	20%	30%

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

10 ton forklift	420.00 yuan/hour (min. 2 hours)
25 ton crane	450.00 yuan/hour (min. 4 hours)
50 ton crane	900.00 yuan/hour (min. 4 hours)

5.6 Requirements for Shipping Marks

- 1) Exhibitors shall print marks in the following format on the packages of the exhibition items (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	

- 2) Heavy exhibition items shall be marked with “Lift Here”, “Fragile” and “Water Proof”, and “Face up” on the packages. Exhibition items that cannot be placed upside down shall be marked with special signs.

5.7 Insurance

Exhibitors shall take out insurance to cover the exhibition items 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.

5.8 Remarks

- 1) Rates are calculated by weight, and the conversion between dimension and weight is 1,000 kg = 6 m³, whichever is higher.
- 2) 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.
- 3) 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 exhibition items are moved in.
- 4) All the fees and charges shall be settled before the exhibition items are moved to booths.
- 5) 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.
- 6) All the services are subject to 6% VAT.