

第十二届中国国际航空航天博览会

THE 12TH CHINA INTERNATIONAL AVIATION & AEROSPACE EXHIBITION

【 2018.11.6-11 中国·珠海 Zhuhai, China 】

Exhibitor's Manual

参展商手册

 珠海航展有限公司
ZHUHAI AIRSHOW CO., LTD.
www.airshow.com.cn

AIRSHOW CHINA 2018 EXHIBITOR'S MANUAL

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ORGANIZATION OF AIRSHOW CHINA 2018

1.1. Sponsors

Guangdong Provincial People's Government
PLA Air Force
China Council for the Promotion of International Trade
Civil Aviation Administration of China
Aviation Industry Corporation of China
Commercial Aircraft Corporation of China, Ltd.
China Aerospace Science & Technology Corporation
China Aerospace Science & Industry Corporation
China North Industries Group Corporation Limited
China South Industries Group Co., Ltd.
China Electronics Technology Group Corporation
China Electronics Corporation
Aero Engine Corporation of China

1.2. Supporters

Joint Staff Department, CMC
Equipment Development Department, CMC
Office for International Military Cooperation, CMC
PLA Army
PLA Navy
PLA Rocket Force
China Poly Group Corporation

1.3. Executive Organization

Zhuhai Municipal People's Government

1.4. Organizer

Zhuhai Airshow Co., Ltd.
Add: No.1, Jiuzhou Lane 2, Jiuzhou Avenue, Zhuhai 519015, P. R. China
Tel: +86 756-337 5291 / 337 6304 / 336 9289 Fax: +86 756-33 76 415
E-mail: zhuhai@airshow.com.cn <http://www.airshow.com.cn>

1.5. Exhibition Venue

China International Aviation & Aerospace Exhibition Center
Add: Zhuhai Airport, Zhuhai 519040, P. R. China

1.6. Official Stand Construction Contractor (TBD)

1.7. Official Freight Forwarder

APT Showfreight Ltd

Hong Kong Office: Tel: +852-2877 0515 Fax: +852-2877 0175

Contact: Mr. Xeric Tam Email: xeric.tam@aptshowfreight.com

Shanghai Office: Tel: +86 21-6124 0090 Fax: +86 21-6124 0091

Contact: Ms Candy Jiang Email: candy.jiang@aptshowfreight.com

Beijing Office: Tel: +86 10-51581473 Fax: +86 10-51581483

Contact: Ms. Rain Tian, Email: rain.tian@aptshowfreight.com

Shenzhen Office: Tel: +86 755-82821394 Fax: +86 755-82824514

Contact: Mr. Jacky Xue, Email : jacky.xue@aptshowfreight.com

Guangzhou Office: Tel: +86 20-38776302 Fax: +86 20-38776157

Contact: Mr. Jim Zhou, Email : jim.zhou@aptshowfreight.com

1.9 Official Catering Contractor (TBD. Please refer to www.airshow.com.cn/en for updated information.)

2. SHOW SCHEDULE

Event	Build-up		Press Day	Trade Day	Public Day	Dismantling
Date	Oct. 30-Nov.4	Nov.5	Nov.5	Nov. 6-8	Nov. 9-11	Nov. 12-14
Hour	08:30-18:00	08:30-12:00		09:00-17:00	09:00-17:00	08:30-18:00

A written application should be submitted for the organizer's approval if exhibitor requests early move-in.

3. FREIGHT

The Organizer has appointed **APT Showfreight Ltd** as the Official Freight Forwarder, which will be responsible for providing transportation and customs service for the exhibition. The following information is provided for your reference only. Exhibitors are advised to consult the Official freight forwarder for details regarding specific shipping requirements and deadlines. Failure to comply with import requirements will cause unnecessary delays in clearance and may lead to confiscation and heavy additional expenses.

The Official Freight Forwarder will provide all lifting and handling equipment (such as pallet trucks, forklifts and cranes) as well as labor on site for the move-in of exhibits to the stands or vice versa. No other freight forwarder is allowed to provide mechanical handling within the exhibition halls.

3.1 GENERAL INFORMATION

The Chinese Authorities permit exhibits to be imported into China on Temporary Import basis. To enable us to clear the exhibits on Temporary Import basis, please adhere to all instructions in this Shipping Manual.

3.2 TIME SCHEDULE

Document Deadlines (List of Exhibits):

Seafreight/ Airfreight.....Oct.1 , 2018
Copies of Bill of Lading for seafreight.....Oct.1 , 2018
Copies of Airway Bill for airfreight.....Oct 10, 2018

Consignment Deadlines:

Arrival of Seafreight exhibits in Hong Kong port..... Oct.10-12, 2018
Arrival of Airfreight exhibits in Hong Kong Airport..... Oct .17-19 , 2018

Above deadlines are base on delivery during move-in schedule by 30 October – 5 November, 2018. If any delivery required before this schedule, please check with us for separate deadline and additional charges.

3.3 CONSIGNMENT INSTRUCTIONS

The show organizer does not act as the consignee for any exhibits. All exhibition goods dispatched either by seafreight or airfreight, shall be consigned “Freight Prepaid” as follows:

TRANSHIPMENT VIA **HONG KONG** FOR AIR / SEA FREIGHT

Consignee: **APT SHOWFREIGHT LIMITED**
31/F., Morrison Plaza, 9 Morrison Hill Road,
Wanchai, Hong Kong
Tel: +852-2877 0515 Fax: +852 28770175

Notify Party: AIRSHOW CHINA 2018
Exhibitor Name: _____
Hall & Booth Number: _____

All documents such as Bill of Lading and Airway Bill must show the consignee as indicated above.

All Bill of lading/Airway bill must show **“Exhibition Goods: Transshipment to Zhuhai via Hong Kong for AIRSHOW CHINA 2018 / NOV 06 - 11, 2018 / ZHUHAI AIRPORT, P.R.CHINA”**

Additional charges will be incurred for wrong consignee details. A 5% outlay commission will be imposed on all “Freight Collect” consignments.

3.4 CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

AIRSHOW CHINA 2018
C/o APT Showfreight Limited
Name of Exhibitor : _____
Stand Number : _____
Case Number : _____
Gross Weight/Net Weight : _____
Dimensions : _____

All inquiries, please feel free to contact:

APT Showfreight Limited

31/F., Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

Contact: Mr. Xeric Tam

Tel: +852 2877 0515

Fax:+852 2877 0175

Email: xeric.tam@aptshowfreight.com

3.5.Weapons, Ammunition & Explosives (if any)

Any weapon, ammunition or explosives brought in for the exhibition must be either "dummy" or inert. No "live" weapon, ammunition or explosives will be permitted entry into China. Weapons must be made irreversibly inoperable. Missiles and rockets, whether in actual size or scale models, must be either a cutaway model or dummy or inert item.

Such items will have to be packed separately and invoices made out separately. These "military exhibits" once in China will be placed under 24-hour armed guards, hence the need for us to be able to identify them from the rest of your exhibition goods.

Brochures with full specifications are required by the Relevant Authorities before any import permit is given. Such materials are to be sent to the show organizer latest by **14 Oct. 2018**.

Armed security for the storage and the transfer of such exhibits from local port or airport to the exhibition site or vice versa will be arranged by the organizer and billed to you. Handling charges and shipping instruction will be provided upon request.

3.6.Radio Or Telecommunication Equipment

Any radio or telecommunication equipment brought in for the exhibition must receive the prior approval of related local authority.

Brochures with full specifications are required before any import permit is given. Such materials are to be sent to the organizer latest by **3 October 2018**.

The static display of such equipment at the exhibition is normally permitted when approved by related authority for entry into China. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within China. Exhibitors are required to provide the organizer with full details of their intended demonstrations by latest **3 October 2018** for approval by the related authority.

3.7. Deadlines/ Time Schedule

Arrival of films and video tapes in Hong Kong	Please DO NOT send any CDs/VCDs/DVDs/Films/Slides/Video-tapes to us even it's for exhibition purpose because special import license/permit is required in China for such items.
Copies of the List of Exhibits (LOE) for Sea and Air freight shipment	01 October 2018
Copies of Bill of Lading for Sea freight Consignments	01 October 2018
Copies of Airway Bill for Airfreight Consignments	10 October 2018
Cargo receiving period of exhibits by Sea freight (via Hong Kong Port)	10 – 12 October 2018
Cargo receiving period of exhibits by Airfreight (via Hong Kong Airport)	17 – 19 October 2018

NB: Exhibitors are advised that they arrange insurance protection for exhibits and display materials at their cost and such insurance protection must cover the full period for which the equipment is on the exhibition site.

4. HOW TO GET TO THE SHOW

4.1. Access to Zhuhai, the Host City Of AIRSHOW CHINA 2018

By Ferry-1 hour and 15minutes from **Hong Kong** to Zhuhai.

By Plane-from practically all major Chinese cities to Zhuhai Airport. Airport shuttle bus or taxi is available upon arrival.

By Road-15 to 40 minutes' walk from **Macao**, depending on the queue.

-1.5-2 hours by bus from **Guangzhou** or **Shenzhen** passing the adjoining city of **Zhongshan**.

By Bridge: After the completion of Hong Kong-Zhuhai-Macau bridge this year, the driving hour from Zhuhai to **Hong Kong** is expected to be within one hour.Public transportation is also available.

4.2. Time Table of Ferry (Hong Kong to Zhuhai & Zhuhai to Hong Kong)

Please refer to www.cksp.com.hk, or dial the Hotline: (Hong Kong) +852 28583876, (Zhuhai) +86 756 3333359

4.3. Access to Show Venue from downtown Zhuhai

The exhibition takes place at Zhuhai Airport, about 30-40 minutes' drive from the city center. It is accessible **by taxi, public transport or shuttle bus**. Exhibitors can also arrange their own transport.

5. ACCOMMODATION--HOTEL GUIDE

It is expected that hotel accommodation will be in great demand during the show period. Therefore, exhibitors are strongly advised to make their hotel reservations **as early as possible**.

Please refer to www.airshow.com.cn or contact the Organizer for updated more hotel info.

6. VISA APPLICATION

6.1. Exhibitors should ensure that they comply with all visa and health requirements of the countries they intend to enter and make their own visa arrangements. The Organizer will offer assistance within its capability to facilitate exhibitors' visa application to related parties.

6.2. The fact that the exhibitor fails to obtain their visa will not constitute a basis for cancellation of participation in the show.

6.3. Exhibitors who need assistance in their visa application are advised to complete and return to the Organizer **ORDER FORM 05** –Application for Invitation Letter for Entry Visa.

7. ADMISSION TO THE SHOW

Only when wearing the right badge can an exhibitors or contractors be admitted into the exhibition site, for security reason, please carry your ID card or passport for identity check in case of need.

7.1. Exhibitors

Exhibitors can enter the exhibition halls **30 minutes before the opening** of the show every day to service their booths. In case of emergency or under special circumstances, application should be made to the Organizer for an extension of these hours.

7.2. Contractors

7.2.1. All non-official contractors (stand-fitting, interior decorating, etc) are required to register themselves with the Organizer and/or his designated contractors, and sign an undertaking guaranteeing their good and proper conduct and their observance of the rules and regulations laid down by the Organizer before contractor badges are issued for the build-up and break-down periods, to carry out construction and dismantling.

7.2.2. When a contractor has a valid reason to be present during the exhibition period (e.g. for maintenance or remedial purpose), a small number of special passes will be issued upon written application of the said contractor to the organizer.

8. BADGES

8.1. Exhibitors must apply for their Exhibitor Badges in advance by submitting **Form 02** and a **name list** of the applicants with the **passport number** and a **passport-size color photo in JPG** for each applicant (please refer to Form 02 for badge application details).

8.2. Exhibitors are also requested to inform their appointed contractor to obtain Contractor Badges from the Organizer before their workers commence work on-site (please refer to AIRSHOW CHINA 2018 Exhibition Stand Construction Manual and related clauses under "Rules and Regulations").

8.3. Badges should be displayed all the time inside the exhibition site. They are strictly not transferable. In case of loss of badges, please inform the Organizer immediately.

8.4. Registration, processing and distribution of badges for exhibitors and contractors will be carried out at the on-site Registration Center. Badges will be distributed only when all fees have been paid by the party concerned.

8.5. Minors below 18 years of age are not allowed to use the badges. Nor will they be admitted during build-up, breakdown and trade days.

9. FREE SINGLE-ENTRY TRADE VISITOR BADGE

9.1. Each direct exhibitor is entitled to a certain number of free single-entry trade visitor badge. Such badges are for exhibitors to invite their guests or business associates to the show.

9.2. The badge bearer must observe the instructions printed on the badge.

9.3. To receive his free badges, the exhibitor must return **Order Form 04** before the deadline and pay to the Organizer full participation fee.

9.4 Exhibitors may purchase additional trade visitor badges by returning **Order Form 04** to the Organizer.

10. PARKING LABELS

10.1. During the show period, special parking areas will be set aside by the Organizer to make sure that exhibitors can park their vehicles near the fairground. Vehicles without the right parking labels will be refused entry into these areas and can only park in public parking lot.

10.2. Car labels are charged and priced differently according to different parking locations. Vehicles with more than 12 seats are forbidden to park within the exhibition site.

10.3. To apply for parking labels, exhibitors must return **Order Form 03** to the Organizer.

10.4. Locations of car parks and traffic flow information can be found on the Site Plan.

11. VIPs & INVITATION TO OPENING CEREMONY

11.1. Exhibitors will be granted a limited number of VIP badges and Invitations to the Opening Ceremony of the show.

11.2. The qualifications for VIPs, the number of VIP badges shall be reviewed and decided by the Organizer.

11.3. To apply for VIP badges, please refer to **Order Form 02**.

12. ON-SITE CATERING

Both Chinese and western food will be available on site. Please refer to the Site Plan for locations of different restaurants. Exhibitor can appoint his own catering contractor. Please refer to Form 16 for the rules and regulations.

13. CONFERENCE ROOM RENTAL

Equipped with all necessary facilities, the press center can be used to hold press conferences, news releases, technical seminars, trade meetings or for signing contracts and other similar purposes. Conference rooms with 50 and 80 seats are also available in the 2nd floor of the exhibition hall. For room rental, please return Form 10 to the Organizer.

14. SHOW DIRECTORY

14.1. The SHOW DIRECTORY lists exhibiting companies in alphabetical order. All exhibiting companies are required to be entered into this section of the directory.

14.2. A directory insertion is free under one heading, for an entry consisting of the company name, address, telephone and fax numbers, the names of one or more company VIPs, product category and website.

14.3. Indirect exhibitors benefit from the same conditions, but should submit their information through the related direct exhibitors. Please refer to **ORDER FORM 01**.

14.4. The Show Directory can be collected from the On-site Show Management Office during the move-in period or from any of the information counters set up by the Organizer in the hall during the show.

15. ADVERTISING

For exhibitors who wish to advertise their products or services during the show, please contact the Organizer and refer to **Order Form 15**.

16. TELECOMMUNICATIONS

For exhibitors' convenience, the Organizer will provide a variety of telecommunication services, including: **Temporary Telephone / Fax Lines Rental**.

Exhibitors who wish to have a private telephone and / or fax in their stands / pavilions / chalets should place their order on **ORDER FORM 09**.

17. ON-SITE SHOW MANAGEMENT OFFICE

The On-site Show Management Office will be put into use before the show officially opens. It's for exhibitor and trade visitor registration, badge collecting, car park collecting, Official Directory collecting, conference arrangement, etc.

18. LIABILITIES & INSURANCE

18.1. All exhibitors participating in this exhibition **MUST** arrange at their own cost "all-risks" insurance coverage from origin country up to their exhibition stand including the duration of the exhibition period and return to domicile. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, attractive and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. All these items **MUST NOT** be left unattended or out of sight at any time. The Organizer will not be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their agents, contractors, visitors or any other person whoever.

18.2. Exhibitors shall ensure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his agents or contractors first enters the exhibition site, and to continue until all his agents and property have been removed.

18.3. The exhibitor shall insure, indemnify and hold the Organizer and his staff and agents harmless in respect of all costs, claims, demand and expenses to which the Organizer may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or invitees.

18.4. Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors, agents and service providers. And exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to electrical supply of the official contractors.

18.5. Exhibitors are required to provide evidence and proof of the above insurance to the Organizer if requested to do so.

19. RULES & REGULATIONS

Exhibitors, Contractors and their personnel must observe the rules & regulations stated herein and all the other rules and regulations the Organizer may lay down at times.

Importance Notice: Unauthorized Sales in exhibition halls during show days is strictly prohibited, exhibitors who break the rule are subject to disqualification from the show and confiscation of products on sale. Exhibitors must keep their stands attended in all show days; otherwise the unattended stands will be subject to the Organizer's disposal. Sub-letting of the booth/space/chalet or any part thereof is not allowed without prior approval of the Organizer.

19.1. Exhibition Hall Specifications

Floor Loading: 3 ton per sqm

Ceiling Height: Hall 1-7 - 15m
Hall 8-11m
Hall 9-6m
Hall 10- 6m

Freight Entrance: Hall 1-7 - 10m (width) x 6m (height)
Hall 8- 8m(width)x 6m (height)
Hall 9- 5m (width)x 2.5m (height)
Hall 10- 5m (width)x 2.5m (height)

19.2. Height Limit for Indoor Booth

	Single-story Booth	Double-story Booth
Hall 2-6	5 meters	7 meters
Hall 9-10	5 meters	6 meters

An extra charge of **RMB 1,850/sqm** will be levied for the upper storey.

See AIRSHOW CHINA 2018 Exhibition Stand Construction Manual for more info.

19.3. Non-official Stand-fitting Contractors: see AIRSHOW CHINA 2018 Exhibition Stand Construction Manual. Those non-official contractors who break the show rules & regulations, or fail to follow the on-site instructions shall be blacklisted and granted no admission to any future show held in the Airshow Center.

19.4. Management of Catering Contractors

19.4.1. To guarantee the food provided is safe, the organizer suggested exhibitors hire the official catering contractor.

19.4.2. Non-official catering contractors are requested to make application and pay an administration fee to the Organizer before they can operate at the show. The catering service provider must hold a valid catering business license and guarantee that the food they provide is safe. Catering within a stand or chalet is for exhibitor's own use only and is not allowed to run for a profit-making purpose.

19.4.3. No cooking is permitted at the booth/stand in the Exhibition Halls which requires the use of electricity, gas or

alcohol stoves. Only drinks and snacks may be served on booth/stand.

19.4.4. Catering Contractors should pre-register with the Organizer by returning **Order Form 16**.

19.5. Stand Cleaning

19.5.1. The Organizer will provide general cleaning of the exhibition hall prior to the opening of the exhibition and during the show period. Please dispose of the waste along the passageway outside the stand at the end of each day during show period. Cleaning inside the Package Stands and Raw Space Stands (excluding exhibits) would be provided by the Official Stand-fitting Contractor and their own appointed Stand-fitting Contractor respectively. However, it is the responsibility of the exhibitors to keep their stand tidy at all times.

19.5.2. Exhibitors must make their own arrangements for removal of their packing materials, cartons, boxes, crates, construction debris etc. and be responsible for any expenses incurred.

19.5.3. Should exhibitors require extra cleaning service, see AIRSHOW CHINA 2018 Exhibition Stand Construction Manual.

19.6. Operation of Stand: see AIRSHOW CHINA 2018 Exhibition Stand Construction Manual.

19.7. Electricity Supply: see AIRSHOW CHINA 2018 Exhibition Stand Construction Manual.

19.8. Consignment of Exhibits into Zhuhai

All exhibits bound for Zhuhai must never be consigned to the Organizer by name. If so, the consignment will not be accepted by the Organizer. Please consult the Official Freight Forwarder regarding the correct procedures.

19.9. Demonstration and Operation of Exhibits

Exhibitor intending to demonstrate or operate equipment at their stands must:

19.9.1. Provide the Organizer with full details, in writing, of any operating machinery involved.

19.9.2. Ensure that the exhibits are operated under strict control and comply with proper safety conditions.

19.9.3. Ensure that the exhibits are equipped with sufficient safety devices which can only be removed when the machines are not in operation and not connected to the power source.

19.9.4. Adequately guard all moving parts of the machines against possible injury to any person.

19.9.5. Cause no annoyance to visitors or other exhibitors. In case of any justifiable complaints being lodged by any party, the Organizer reserves the right to impose restrictions on the operation of the exhibits.

19.9.6. Not use any industrial gas of inflammable or toxic nature for demonstration purpose.

19.9.7. Be responsible for the removal and disposal of waste materials generated by working demonstration of exhibits.

19.10. Display of Military Equipment--Clearance & Security

19.10.1. There are strict laws and procedures governing the temporary importation and display of military

equipment and weaponry in China. Non-compliance will lead to costly delays or disqualification.

19.10.2. It is therefore essential that exhibitors complete both the Certificate on ORDER FORM 07 and list full details of military equipment and weaponry they intend to exhibit. This Form must be delivered to the China Customs Dept. by the Official Freight Forwarder before they release the consignment to the Exhibition. Failure to provide the certificate and details on ORDER FORM 07 will definitely result in delay.

19.10.3. Portable weaponry, whether actual, dummy, mock-up, cut-away, inert or model/replica must be guarded, round-the-clock, by armed security guards, once it arrives and throughout the period it remains in China.

19.10.4. The Official Freight Forwarder will provide this security from Customs Clearance to the booth. The Show Organizer will assume responsibility by night when the Halls are locked and guarded by armed guards. However, the exhibitor must assume responsibility for guarding weapons on their booths/stands when the Halls are open during build-up, show days and breakdown. Guard services can be ordered for this purpose by filling out ORDER FORM 13.

19.10.5. Please note that there will be military arms and ordnance inspectors visiting the Halls prior to the opening of the Exhibition. They will examine all exhibits and check against the list stated by the exhibitor. It is therefore imperative that an accurate statement of weaponry is made. This list must also include arms to be displayed with or under aircraft in the Static Aircraft Display Area (SADA)

19.10.6. NO LIVE AMMUNITION, MINES, MISSILES, PROPELLANT CHARGES ETC. ARE PERMITTED UNDER ANY CIRCUMSTANCES.

19.11. Promotional Materials Censorship

All promotional materials (including demonstration materials and samples), such as printed matters, films, videocassettes, slides to be shown to the public during the exhibition must be pre-censored by the Chinese Authorities. Exhibitors are advised to approach the Official Freight Forwarder to make related arrangements.

19.12. Film/Audio-Visual/Public Performance of Sound Recording

19.12.1. All audio-visual demonstration must not cause annoyance to visitors or other exhibitors. The Organizer reserves the right to terminate any audio-visual presentation at their own discretion.

19.12.2. Exhibitors are required to apply to the appropriate authorities for exercising the rights in respect to the broadcasting and public performance of all sound recording owned or controlled by them.

19.12.3. No exhibitor is allowed to film, make sound or video recording, telecasting and broadcasting the exhibition venue unless prior written approval has been obtained from the Organizer.

19.13. General Security

19.13.1. While the Organizer shall take up the necessary security precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits, other properties of the exhibitor or any injury to persons at any time before, during and after the exhibition.

19.13.2. General security service will be provided within the exhibition venue, but it is important for all the exhibitors to take good care of their own exhibits and belongings. The Organizer undertakes no responsibility for them.

19.13.3. Exhibitors are recommended to incorporate a lockable cupboard in their booths for souvenirs, consumable & important items and be sure to lock it up before leaving their stands at the end of the day.

19.13.4. On the last day of the exhibition, exhibitors are reminded to remove all items from the cupboard as the furniture will be retrieved by the contractor once the show is officially closed.

19.13.5. The stand-by security guards reserve the right to check all goods moving in or out of the exhibition hall.

19.14. Fire & Safety Regulations

19.14.1. Smoking is prohibited in the exhibition hall.

19.14.2. All operating air compressors must be located outside the exhibition hall.

19.14.3. No fire is allowed in the exhibition hall.

19.14.4. No empty container of lubricants (except exhibits) is to be kept at the stands.

19.14.5. Application must be made to and approval must be obtained from the Organizer before inflammable and explosive materials can be brought into the exhibition site.

19.15. Dangerous Materials

19.15.1. No naked lights and lamps or inflammable and explosive gas may be used within the exhibition site.

19.15.2. When submitting the exhibits list to their respective forwarders, exhibitors are required to declare to the Official Freight Forwarder details of any inflammable, explosive and radioactive articles in order to facilitate safety inspection by local authorities and to enable the Show Management Office to take appropriate protective measures.

19.15.3. For fire and safety reason, the amount of diesel and lubricant that exhibitors are permitted to place in their booths should be enough ONLY for daily consumption.

19.16. Noise Level

19.16.1. The noise level of video & audio equipment or other demonstration sound systems must be kept to a minimum level in order not to interfere with others. The Organizer reserves the right to suspend power supply to the booth that produces a noise level of 75db or above without any indemnity.

19.16.2. In case of justifiable complaints being lodged by any party, the Organizer has the right to impose restrictions on the operation of the exhibits or presentation that causes noise disturbance.

19.17. Dilapidation

19.17.1. Exhibitors are responsible for the cost of making well or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

19.17.2. Exhibitors occupying shell scheme booths are also responsible for the cost of making good any damage to the

Official Contractor's booth structures, floor coverings, light fittings and any other rental items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated and charged by the relevant Official Contractor.

19.18. Force Majeure

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organizer/ Show Manager. In this event, the Organizer/ Show Manager shall not be responsible for any loss sustained by the exhibitors, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority, and the decision whether to refund or not the fees or money in full or part thereof that has been paid by the exhibitor, shall be made by the Organizer at its sole discretion.

19.19. Authority on the Premises

In the event of any problem or dispute on site, the decision of the Organizer, being owner of the premises, will be final.

20. THE ORGANIZER'S DECLARATION

20.1. The Organizer reserves the right to add or modify any terms, clauses or rules and regulations contained in this manual.

20.2. The right to interpret this manual belongs to the Organizer.

20.3. The formation of this manual and all the related clauses contained herein and any amendments thereof as well as settlement of any disputes arising from or in connection with it shall be governed by the related laws of the People's Republic of China.

SERVICE ORDER FORMS DEADLINE CHECKLIST

FORM NO.	DESCRIPTION OF SERVICE	DEADLINE	RETURN FORM TO
*01	<u>Free Show Directory Entry</u>	Aug.31	ZACL
*02	<u>Registration of Exhibition Personnel</u>	Sept.30	ZACL
03	<u>Car Parking Label Application</u>	Sept.30	ZACL
*04	Free Single-entry Trade Visitor Badge	Sept.10	ZACL
05	Application for Invitation Letter for Entry Visa	Oct.1	ZACL
06	<u>Combined Commercial Invoice & Packing List (For Customs Clearance)</u>	Oct.1	APT
07	<u>Display of Weapons</u>	Sept.30	ZACL
08	<u>Summary of Machinery Exhibit</u>	Sept.30	ZACL
09	<u>Telephone / Fax /ADSL Telephone Line Rental</u>	Sept.30	ZACL
10	<u>Conference Room Rental</u>	Sept.28	ZACL
11	<u>Press Rack Rental</u>	Sept.28	ZACL
12	<u>Temporary Staff</u>	Sept.30	ZACL
13	<u>Security Services</u>	Sept.30	ZACL
14	<u>Golf Car Rental</u>	Sept.28	ZACL
15	<u>Advertisement</u>	Sept.7	ZACL
16	<u>Registration Of Catering Contractor</u>	Sept.30	ZACL
17	<u>B TO B Meetings Application</u>	Oct.25	ZACL
18	Exhibitor Nominated Contractor (Chalet)	Sept.30	ZACL

***All exhibitors are required to submit Form 01, 02, 04**

ZACL--Zhuhai Airshow Co., Ltd.

APT—APT SHOWFREIGHT LIMITED

For furniture and cleaning service please contact the official stand construction contractor for AIRSHOW CHINA 2018 Exhibition Stand Construction Manual.

Company:_____	Contact Person:_____
E-mail:_____	Tel/Mobile:_____

Notes: THIS FORM MUST BE COMPLETED AND RETURNED IN WORD FORMAT BY EVERY EXHIBITOR AND CO-EXHIBITOR. Contents of this form will be published in the Official Exhibition Directory of AIRSHOW CHINA 2018. Failure to submit the form on due time may cause absence of your company information in the Directory.

LOGO(attached): ※Vector-graph or high-definition image is advised for clear printing. Please use company full name as the file name.	
Company Name in English(Required):	
Company Name in Chinese(if applicable):	
Booth/Chalet/Static Display No.:	
Business/Product Category:	
Contact Person	
Tel: ※Country code and region code is advised.	
Email:	
Website:	
Address:	
Company Briefing (Can be attached): ※Clear and concise briefing is appreciated while bi-lingual text helps publicity performance.The maximum text number is 250 characters for text in Chinese and 760 characters (not words, but the text number shown in Microsoft Word word count column, including punctuation, usually 90-120 English words depending on the length) for text in English. We reserve sole discretion to prune the text to be published.	

For inquiry :

Zhuhai Airshow Co., Ltd.

Contact Person:Mr.Jimmy Sum

Tel: +86-756-3376304

Fax:+86-756-3376415

Email:airshowcatalog@hotmail.com**Exhibitor Authorization**

Signature: _____

Company/Stamp:_____

Date: _____

Form02: Registration of Exhibition Personnel-Badges 参展商证申请表**Deadline: 30 Sept. 2018**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Notes:

- Exhibitors are required to use this form to apply for their badges before the Deadline. Applicants are required to provide the company name, name of the applicant, sex, job title, nationality, passport number, email address and color photos (JPG file, less than 100K). Please contact the Organizer for the Application Form.
- Request for Exhibitor Badges in excess of the free quota will be charged at RMB 1000 per badge, and such Exhibitor Badges can only be issued after full payment has been made.
- Exhibitor Badges are not transferable and should only be used by personnel working with the exhibiting company. The Organizer only accepts application from the exhibiting company and reserves the right not to issue Exhibitor Badge to those who have no connection with the exhibiting company. Contractors can only apply with a letter of authorization from the exhibiting company.
- VIP Badge is applicable during the show period, and it will be counted into the free quota of Exhibitor Badge.
- To enter the show site, drivers are also required to wear Exhibitor's Badge.
- Exhibiting companies can renew details of the applicant before the deadline is due. After the deadline, the organizer will print the badges. If exhibiting companies require to renew the badges before the opening of the show, the organizer will deal with it in the following ways:
 - If requested badge doesn't exceed the free quota, a new badge will be issued free of charge, or the applicant can choose to pay RMB100 of handling charge and return the badge for a new one without using the free quota.
 - If requested badge exceeds the free quota, the applicant will be required to pay RMB 100 and return the replaced badge.
 - If requested badge exceeds the free quota, the applicant is to pay RMB 1 000 for a new badge if he doesn't want to return the replaced badge.
 - RMB 100 will be charged for renewal of a lost badge after the organizer confirms the status of the badge bearer.
- Applicant can get the pre-registered badges at the Registration Center with a letter of authorization from the exhibiting company. **Onsite application and renewal deadline is 17:00 Nov. 4, 2018, while deadline for badge collection is 12:00, Nov. 5, 2018. Application is not accepted after the deadline.**
- For security reason, the Organizing Committee has imposed restriction on the maximum number of application as follows:

Category	Number of Free Badges	Maximum Number of Application
Indoor Space (sqm)	1 Badge /2 sqm	1 Badge/ sqm
Outdoor Space (sqm)	1 Badge /3 sqm	
Chalet (Unit)	50 Badges /Unit	80

Aircraft Category	Number of Free Badges	Maximum Number of Application
A. Below 3 T	15	30
B. 3.1 T - 10 T	20	
C. 10.1 T - 25 T	25	40
D. 25.1 T - 40 T	30	
E. 40.1 T - 60 T	35	60
F. 60.1 T & above	40	

The total number of exhibitor's badges we need is _____, among which _____ are additional badges.

RMB 1000× _____ (Number of Additional Badges) = RMB _____

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3369289 Fax: +86-756-3376415

Attention: Ms. Anna Gao

E-mail: airshowbadge@163.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Form03: Car Parking Label Application 停车证申请**Deadline: 30 Sept. 2018**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Notes:

1. During the show period, special parking areas will be set aside by the Organizer to make sure that exhibitors can park their vehicles as close as possible to the fairground. Vehicles without the right parking labels will be refused entry into these areas. Vehicles with Parking Label A are allowed to park inside the exhibition site, while those with Parking Label P are allowed to park outside the exhibition site. For details please refer to SITE PLAN. Because of the limited parking area inside the exhibition site, exhibitors in need of Parking Label A should place their orders on this form ahead of time.
2. The total amount of parking labels to be issued shall not exceed the parking capacity, the Organizer reserves the right to reduce the number of parking labels an exhibitor may require, and if necessary, will impose ration on supply of parking labels.
3. Each parking label is entitled to one parking space. All vehicles parked in the said areas must always display the parking label. Failure to do so may result in the vehicle being towed away.
4. Please provide the number plate(s) and the duplicated license of vehicle(s) while submitting this form, so the organizer could make Parking Labels after full payment has been made by the applicant. Otherwise, you can do it at the on-site Registration Center with a letter of authorization from the exhibiting company and the duplicated license(s) of the vehicle(s).
5. Applicants can collect their parking labels at the on-site Registration Center with this order form or the letter of authorization from the exhibiting companies during Move-in Period.
6. Parking labels application and collection deadline is **17:00**, Nov. 4, 2018. Application is not accepted after the deadline.

Parking Label	Description of Vehicles	Cost	Quantity	Vehicle Plate Number	Subtotal
A1	Car (below 12 seats), valid for show days	RMB 2500			
A3	Car (below 12 seats), for non official catering service provider, valid for show days	RMB 3500			
P1	Vehicles below 25 seats, valid for show days	RMB 800			
P2	Vehicles below 25 seats, valid for show days	RMB 800			
C1	Vehicles below 25 seats, valid for trade days only	RMB 400			
C2	Vehicles below 25 seats, valid for trade days only	RMB 400			
BT	Coach, valid for trade days only	RMB 300			
TOTAL RMB					_____

Please send the form to:
Zhuhai Airshow Co., Ltd.
Tel: +86-756-3369289
Fax: +86-756-3376415
Attention: Ms. Anna Gao
E-mail: airshowbadge@163.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Form04: Free Single-entry Trade Visitor Badge 一次性免费专业观众参观证 Deadline: 10 Sept. 2018

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR.

1. Each direct exhibitor is entitled to a certain number of free single-entry trade visitor badge as detailed below for inviting their guests and clients.
2. Additional invitation badges will be charged at **RMB 800 / badge**, application for such badges will be accepted only when accompanied with full payment.
3. Admission starts at **12 am, 6 Nov. 2018**.
4. Please refer to the instruction on the badges for Trade Visitor Badge Registration procedure.

Category	QTY	Quota	Total Free Badges	Extra Badge (if need)	Cost Per Badge (Additional)	Total Cost (RMB)
Indoor Space	(M ²)	1 badge / 2 M ²			RMB 800	
Outdoor Space	(M ²)	1 badge / 3M ²				
Chalet	(Units)	30badges/Unit				
Aircraft		See Below				
Grand Total:						

Aircraft Category	Quantity of Badges
A. Below 3T	15
B. 3.1 T - 10 T	20
C. 10.1 T - 25 T	25
D. 25.1 T - 40 T	30
E. 40.1 T - 60 T	35
F. 60.1 T & above	40

Please send the badges to:

Company Name: _____ Contact Person: _____
 Address: _____
 Post Code: _____ Tel: _____

Please send the form to:
Zhuhai Airshow Co., Ltd.
 Tel: +86-756-3376868
 Fax: +86-756-3376415
 Attention: Mr. Paul Xu
 E-mail: airshowform@163.com

Exhibitor's Authorization

Signature: _____
 Company/Stamp: _____
 Date: _____

Form05: Application for Invitation Letter for Entry Visa 展商入境签证申请表 Deadline: 1 Oct. 2018

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

I hereby declare the following applicants are employees of _____ and they are going to Zhuhai to attend AIRSHOW CHINA 2018. All the travelling expenses, including health care insurance are borne by our company. All information we submit is correct. We guarantee the following people will obey the law of People's Republic of China, otherwise our company will bear related consequences.

No.	Full Name	Sex	Nationality	Date of birth (yyyy-mm-dd)	Job Title	Passport No.	Date of expiry (yyyy-mm-dd)
1							
2							

Proposed date of arrival and departure: _____

Visa Issuing Place: _____

Type of Visa (Please Tick) : Single Entry Multiple Entry

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Note:

1. When filling in the application form, please type and make sure your information is correct and complete, otherwise the organizer shall not be responsible for any refusal of the entry visa application. Invitation is not available for applicants under 18 years.
2. **Please make sure the valid period of passport should be at least 6 month. A scanned copy of personal passport information, including name, date of birth, nationality, photo, passport number and valid period, must be sent to the below mailbox. Upon request, applicants from certain countries may be required to provide additional documents.**
3. If any of the applicant is an government official at or above vice minister level, please submit their information 3 months ahead of the AIRSHOW CHINA 2018 opening day.
4. The application form must be signed and stamped before submitting to the organizer. A digital **WORD** file is suggested to send to the organizer as well. Please send the form to **Zhuhai Airshow Co., Ltd.(Tel: +86-756-3369289, Fax: +86-756-3376415, Attention: Ms. Kelly Tu , E-mail: asckelly@126.com)**
5. Scanned copy of invitation will be sent to you by email. If original copy is required, it will be mailed to the address you designate below and in such case the organizer will be responsible for one mailing only. If additional delivery service is required due to incorrect or incomplete information, the applicant shall have to bear the extra delivery cost by arranging "Paid on collection" with DHL or SF-express.

Invitation letter will be sent to:

Name of Company: _____ Contact Person: _____ TEL: _____

Add: _____ Post Code: _____

Form 表格 06: List of Exhibits 展品装箱清单 (For Customs Clearance Purpose 清关用途)

Deadline 截止日期:01 /10/ 2018

Exhibition Name 展览会名称:	AIRSHOW CHINA 2018
Exhibition Date 展览会日期:	November 6-11, 2018
Exhibition Venue 展览会地点:	Zhuhai Airport, PR China

LIST OF EXHIBITS 展品装箱清单

Please fax the completed form(s) to (852) 2877 0175 or E-mail to xeric.tam@aptshowfreight.com

请填写表格并传真到 (852) 2877 0175 或 电邮到 xeric.tam@aptshowfreight.com

参展者:					馆号:					展台号:				第 页				
Name of Exhibitor:					Hall No.:					Stand No.:				Page No:				
箱号 Case No.	包装 材料 Outer Packi ng	邮政 编码 IPPC NO (If any)	货物名称规 格择要(中 文) Description of Contents in Chinese	货物名称规 格择要(英文) Description of Contents in English	原产 地国 家 Country of Origin	商品 编码 HS Code	尺码 (长* 宽*高) 厘米 DIM (L*W*H) CM	立方 米 CBM	数量 QT Y	毛重 Gross Weig ht (KG)	净重 Net Weig ht (KG)	单价 U/Pri ce US\$	总价 Tot al CIF US \$	展品处理方法 Disposals				
														运回 Retur n	出 售 Sol d	赠 送 / 消 耗 Given/ Consu med	放弃 Abandon ed to Customs	
总体积																		
TOTAL CBM									总重 TTL G. W			总值 TOTA L US\$						
Company Chop (公章):			Signature of Responsible person (负责人):						Title (职位):			Date (日期):						

IMPORTANT: BRAND NAME, MODEL NUMBER & SERIAL NUMBER MUST BE PROVIDED FOR MOCK UP, MACHINERY AND/ OR ELECTRONIC EXHIBITS

We declare that the information given above is true and correct.

我司声明以上所填报的所有资料均为真实及正确无误.

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Please type in block letters and attach additional sheets in case of insufficient space.

THIS FORM, consisting of the Exhibitor’s declaration and the list, will be used by the Organizer to report to the Chinese authorities concerned. The definition of a dummy or an inert weapon accepted by the P.R.C. Armed Police is as follows:

“Any item or armament or any projectile which contains no explosives or incendiary material and which has been rendered inert to a degree from which it can never be repaired to become a usable weapon or projectile in a weapon.”

This list is not restricted to only portable or hand-carried items, but should include all weaponry, ammunition, projectiles and mines.

Items to be displayed with aircraft should be listed separately.

Exhibitors are requested to complete and return the following certificate:

DECLARATION	
We understand that it is a condition of the licensing Authority that at AIRSHOW CHINA 2018, no weapon, ammunition or explosive will be exhibited, other than dummies, inert ammunition and weapons, which have been rendered irreversibly unserviceable and I confirm that all our exhibits comply with this rule.	
Within the consignment of exhibits and materials shipped to Zhuhai by us for display at AIRSHOW CHINA 2018 are the following items which, by the definition stated above, can be classified as “weapons”, “ammunition” or “projectiles”, including “mines”, whether actual, model, cut-away or inert.	
Name of Authorized Signatory	Signature

List of Weapons to be Displayed

NO.	DESCRIPTION OF EXHIBIT	DEFINITION*	QTY

***DEFINITION(Please specify if not defined by the above):**

M=Model /D=Dummy /I=Inert /A=Actual /C=Cutaway /IUS=Irreversibly Unserviceable

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3376868

Fax: +86-756-3376415

Attention: Mr. Paul Xu

E-mail: airshowform@163.com

Exhibitor’s Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Form08: Exhibit- Summary of Machinery Exhibit 机械展品申报表**Deadline: 30 Sept. 2018**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Please type in block letters and make copies of this form and use One sheet for One type of exhibit.

1. Please note that this form is not the Electricity/Water/Air Compressor Order Form, and the information requested here is for the Organizer's reference only.

2. Power supply in China is 380V 50Hz three phase or 220V 50Hz single phase. Should your machinery exhibit requires a starting ampere, the start-run of the exhibit might be arranged on shift. Water supply is from common water pipeline. For any technical details please consult the Official Stand-fitting Contractor.

Exhibit: _____
Net Weight: _____ kg Gross Weight: _____ kg Floor Loading: _____ kg/sqm
Net Size: Length _____ (mm) x Width _____ (mm) x Height _____ (mm)
Packing Size: Length _____ (mm) x Width _____ (mm) x Height _____ (mm)

WORKING EXHIBIT

Power Requirement:	Ampere based on (mark "X" where appropriate) :
Starting _____ Ampere	<input type="checkbox"/> 380V, 50 Hz, three phase
Running _____ Ampere	<input type="checkbox"/> 220V, 50Hz, single phase

Water Requirement: in _____ inches, out _____ inches
The water out is: <input type="checkbox"/> hot <input type="checkbox"/> cold (mark with "X" where appropriate)
Air Requirement: _____ HP / PSI (delete where inappropriate)
Others: _____

The Above Exhibit (mark "X" where appropriate):

<input type="checkbox"/> Is intended for on-spot sale during the Exhibition
<input type="checkbox"/> Has a buyer already
Name of buyer: _____
Address: _____
Tel: _____ Fax: _____ Contact: _____

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3376868

Fax: +86-756-3376415

Attention: Mr. Paul Xu

E-mail: airshowform@163.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Application Form			
Type of Service	Rental Fee +Instrument Deposit(RMB)	Qty	Total Cost(RMB)
International Line 1+Standard Phone (including 500 minutes' International Call, Unlimited Domestic Call and Unlimited Local Call)	4200+0		
International Line 1 +Fax Machine (including 500 minutes' International Call, Unlimited Domestic Call and Unlimited Local Call)	4200+2000		
International Line 2+Standard Phone (including 250 minutes' International Call, Unlimited Domestic Call and Unlimited Local Call)	3500+0		
International Line 2+Fax Machine (including 250 minutes' International Call, Unlimited Domestic Call and Unlimited Local Call)	3500+2000		
Domestic Line + Standard Phone (including Unlimited Domestic Call and Unlimited Local Call)	3150+0		
Domestic Line + Fax Machine (including Unlimited Domestic Call and Unlimited Local Call)	3150+2000		
10M Fiber Internet + Modem	3000+0		
40M Fiber Internet + Modem	5000+0		
Total Cost & Deposit			

Note:

1. If you want to order telephone/fax/internet service, please fill in the application form above.
2. There are 3 types of telephone/fax service (see the form above). The cost of each line covers the line cost and a designated time of phone call. In excess of it, exhibitors must buy a card on site to recharge it if they wish to continue making telephone calls. If not exceeding the designated time, the balance will not be refunded. The duration of line order is from **6 to 11 Nov. 2018**.
3. International Line 1 and Line 2 are designated to the following countries/regions: HK, US, Canada, Singapore, Malaysia, Thailand, Korea, Russia, Taiwan, Macao, Japan, India, Indonesia, Philippines, Vietnam, Germany, UK,

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

1. Exhibitors can rent conference rooms in the press center (50, 80, 150, and 500 seats) or in the 2nd floor of the exhibition hall (only 50 and 80 seats are available) to hold press conferences, trade meeting or for signing contracts and other similar purposes.
2. The basic room rental includes provision of 1 rostrum with microphone, 1 head table, 1 table microphone 1 reception desk and chairs, and a case of mineral water for each conference.
3. Late orders and on-site orders may not be accepted after 28 Sept., 2018 and, if available, will be subject to a 30% surcharge.
4. The order is valid only when accompanied with full payment.
5. Cancellation Fee: orders will be subject to a 30% surcharge if canceled on or before **28 Sept. 2018**, and 50% surcharge if canceled on or after **1 Oct. 2018 till 30 Oct. 2018**. No refund is available for orders canceled on or after **6 Nov.2018**.
6. Please make copies of this form and use one sheet for one seminar only.

I. Date And Time Slot Required:

-Preference: _____, 2018 morning afternoon time slot: _____

-Alternative: _____, 2018 morning afternoon time slot: _____

Conference rooms:

500 seats-Press Center: RMB24000/1 hr x _____ (hrs) = RMB _____

150 seats-Press Center: RMB 8000 /1 hr x _____ (hrs) = RMB _____

80 seats-Press Center: RMB 6000 /1 hr x _____ (hrs) = RMB _____

80 seats-2F, Exhibition Hall: RMB6000 /1 hr x _____ (hrs) = RMB _____

50 seats-Press Center: RMB4000 /1 hr x _____ (hrs) = RMB _____

50 seats-2F, Exhibition Hall: RMB 4000 /1 hr x _____ (hrs) = RMB _____

Total Cost: RMB _____

II. Purpose (The room is reserved for):

News Release Technical Seminar Other Purpose (specify): _____

Name of the conference or event: _____

Principal speaker:

Name _____ Title _____

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3229277 Fax: +86-756-3376415

Attention: Ms. Han

E-mail: airshowmeeting@163.com

Exhibitor' s Authorization

Signature: _____

Company/Stamp: _____

Date: _____

On-site Contact Info: (From Nov.6-11)

Attention: Mr. Zhong Mobile:+86 134 2504 7769

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Exhibitors may rent, subject to availability, one or more press racks which will give journalists access to their documentation (press lists, press release, etc.) The press rack will be set up in the lounge of the Press Center and it will be ready for exhibitor' s use starting from **6 Nov. 2018**.

Unit Price	Qty	Total Cost (RMB)
RMB1000		

Name of company to be inscribed on the rack **(please type in block letters)**:

NB: Orders are subject to the Organizer' s confirmation.

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3229277 Fax: +86-756-3376415

Attention: Ms. Han

E-mail: airshowmeeting@163.com

Exhibitor' s Authorization

Signature: _____

Company/Stamp: _____

Date: _____

On-site Contact Info: (From Nov.6-11)

Attention: Mr. Zhong Mobile:+86 134 2504 7769

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Directions:

1. The cost quoted on this form is on an 8-hour/per day basis, inclusive of one-hour lunch break.
2. Temporary staff should not be entrusted with the handling of cash or other valuables. The Organizer will not be responsible for any loss or damages caused by such personnel.
3. Cancellation after **30 Sept. 2018** is subject to a cancellation fee of 10% of the total cost.
4. Orders are valid only when accompanied by full payment
5. On-site application is not acceptable.

Temporary Staff Requested	Cost	Date	Qty	Sub-total Cost (RMB)
Booth Attendant/Receptionist (English-speaking)	RMB 600 per day	To		
Total				

NB: Orders are subject to the Organizer's confirmation.

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-3376868

Fax: +86-756-3376415

Attention: Mr. Paul Xu

E-mail: airshowform@163.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

UNARMED GUARD SERVICES

1. Unarmed guards can only be engaged during the opening hours of the show.
2. Please use this form if you wish to or are required to station guards at your booth.
3. One working day = 8 hours (09:00—17:00), including one-hour lunch break.
4. Please write legibly and attach additional copies if necessary.
5. No refund is available for cancellation on or after Oct 15th, 2018.
6. On-site application is not acceptable.

Qty of Unarmed Guard	From	To	Rate/ Day	Subtotal (RMB)
			RMB650	
Total: RMB				_____

NB: All orders are subject to the Organizer' s confirmation.

For inquiry :

Zhuhai Airshow Co., Ltd.

Contact Person: Mr. Jimmy Sum

Tel: +86-756-3376304

Fax: +86-756-3376415

Email: airshowcatalog@hotmail.com

Exhibitor Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Form14: Golf Car Rental 电瓶车租赁**Deadline: 28 Sept. 2018**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Directions:

- Golf cars rental is for the use during exhibition period only.**
- Rates quoted herein do not include hire of driver. A refundable deposit of RMB7000 should be paid for each golf car.
- Exhibitors who cancel a confirmed reservation will not be refunded.
- Exhibitors are suggested to submit this form to the Organizer before the deadline if they need to rent golf car. On site renting will not be acceptable.
- The Organizer and/or his agent shall not be responsible for any accident in connection with the car rental service they provide.
- Please make sure the golf car is in good condition when picking it up. Exhibitors shall return the golf car in due time and bear repair costs arising from any damage to the golf car.
- The deposit will be refunded by Telegraphic Transfer in 60 days after the show only when the vehicle is returned in good condition.

Dates	Category	Unit Price	QTY	Amount
Nov. 6 th -11 th , 2018 (09:00-17:00)	4 seats	RMB 10,000		
Nov. 6 th -11 th , 2018 (09:00-17:00)	6 seats	RMB 12,000		

Deposit (refundable): _____ × RMB7000 = RMB _____

Total: _____

Note: Use of the vehicle beyond normal hours is subject to an additional surcharge of RMB300 per hour.

For inquiry :**Zhuhai Airshow Co., Ltd.**

Contact Person: Mr. Wilson Wang

Tel: +86-756-3210629

Fax: +86-756-3376415

Email: w.wang@broadlinkevents.com

Exhibitor Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Company: _____ Booth/Chalet No.: _____
 Contact Person: _____ E-mail: _____
 Tel/Mobile: _____ Fax: _____

	Media	Number	Specification (cm)	Position	Unit Price (RMB)	Quantity	Subtotal	
Prints Advertising	Official Show Directory	G1	21×28.5 Color 50,000 Copies (applicable to exhibitors)	Back Cover	60,000			
		G2		Inside Front	54,000			
		G3		Next to Inside Front Cover	54,000			
		G4		Inside Back Cover	48,000			
		G5		Full Page	36,000			
		G6		62×8.5	Belly Band	80,000		
		G7		10×15	Bookmarks	60,000		
	Show Map	G8	9.5×21, Color 200,000 Copies	LOGO on Front Cover	20,000			
		G9		Full Page	100,000			
	Visitors Guide	G10	21×10, Color 200,000 Copies	Back Cover	38,000			
		G12		Inside Back Cover, Full Page	20,000			
	Paper Bag	H1	32×28, Color, 20,000 pieces	Single	156,000			
	Media	Number	Specification (m)	Quantity	Unit Price (RMB)	Quantity	Subtotal	
Digital	LED Flying Display	D1	1 set 20 seconds prior to flying	2	200,000			
	WIFI Login Page	D3	N	1	80,000			
	LCD Indoor	D5	50 sets,15 seconds 120 times/day	4	120,000			
Signage	Outdoor Direction (Top)	F1	2×1, 4 Directions	12	40,000			
	Site Plan (Top)	F2	2×0.4	24	20,000			
Outdoor Billboards	Ad on Walls of Hall 1-7	J4B	28×5.5	2	288,000			
		J7A/J8B J9B/J10AB	28×5.5	5	240,000			
		J13	29.75×8.8	1	140,000			
		J14	18×8.8	1	100,000			
	Main Gate, Press Center	M1	16×4	1	168,000			
					Total(RMB):			

Notes:

- Please confirm with the organizer for availability of the advertising media before sending this form.
- Please send the advertising material in Coreldraw (CDR) or photoshop (JPG) file to the following email address before 21 Sept. 2018. Belated arrival of advertising material may cause failure of ad publication.
- USD price will be calculated according to the exchange rate on the date the Organizer receives the order form.

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-337 5291, Fax: +86-756-337 6415

Attention: Ms. Kitty Lin

E-mail: linjieru@airshow.com.cn

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Form 16: Registration Of Catering Contractor 非指定餐饮服务商申请表**Deadline: 30 Sept. 2018**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

Instructions:

- To guarantee the food provided is safe, exhibitors are suggested to hire the official catering contractors appointed by the Organizer. If exhibitors insist to hire non-official catering contractors, an application must be submitted to the Organizer in advance. Non-official catering contractors must hold a valid catering business license, and must provide a copy of it to the Organizer. Non-official catering contractors are also requested to pay an administration fee of RMB 20000 to the Organizer before they can operate at the show. After the payment is made, each non-official catering contractor can get 5 Service Badges for free. The price for an extra Badge is RMB 1000. Please prepare 1 color ID photo for each badge applicant.
- Personnel from non-official contractors are prohibited to use Exhibitor's Badge. Once such case happens, the Organizer has the right to refuse entry of its personnel.**
- Non-official catering contractors need to apply for special car pass to deliver food to booth or chalet. The charge is RMB 3500. One registered non-official catering contractor can only purchase one car pass. If it provides service to more than 3 exhibitors, it can purchase two car passes. Service car pass is for food delivery only. Vehicles with such car pass are not allowed to use Exhibitor's Car Park and should leave show site after they finish food delivery. If non-official catering contractor breaks the rule, the organizer will impose a fine of RMB 5000, confiscate the car pass and refuse the catering company to reapply for car pass.**
- Catering within a stand or chalet is for exhibitor's own use only and is not allowed to run for a profit-making purpose.
- No cooking is permitted at the booth/stand in the Exhibition Halls, which requires the use of electricity, gas or alcohol stoves. Only drinks and snacks may be served at each booth/stand.
- Badges will be processed and distributed at the organizer's On-Site Show Management Office during the MOVE-IN period. Non-official catering contractors can collect their badges and car pass after the related fees are paid.
- Badges are not transferable. The Organizer reserves the right not to issue any badge to those who have no connection with the exhibiting company. Please contact the Organizer for an application form for the service badges and car pass.

Catering Contractor: _____

Add: _____

Tel: _____ Fax: _____

Email: _____ Contact: _____

Invoice will be sent to:

Company: _____ Contact Person: _____

Tel/Mobile: _____ Fax: _____ Post Code: _____

E-mail: _____ Add: _____

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756-336 9289

Fax: +86-756-337 6415

Attention: Ms. Anna Gao

E-mail: airshowbadge@163.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____

Company Name (Chinese): _____
(English): _____

Are you an exhibitor at Airshow China 2018? Yes No Booth Number(if yes):_____

Contact: _____ Job Title: _____

Address: _____ Country:_____

Tel:_____ Mobile: _____ Fax:_____

Email:_____ Website:_____ Product Category:_____

Company Profile (within 100 words) : _____

Services Available for Ordering:

Need a matchmaking: RMB 6000 (including matchmaking service, chat room (2mX3m) rental with coffee, tea, juice, snacks). If you have selected this item, please fill in the following:

Participant 1(Contact)

Name:_____ Sex:___ Job Title:_____

Email:_____

Participant 2

Name:_____ Sex:___ Job Title:_____

Email:_____

Participant 3

Name:_____ Sex:___ Job Title:_____

Email:_____

Please specify the business scope, company name and/or the person's name you would like to meet:

Rent a chat room only (for 30 minutes in minimum, less than 30 minutes shall be charged as 30 minutes .No audio equipment or projector is provided. Please confirm the available time slot with organizer after registration)

10-seat: RMB 1000/hour x _____ (hours) =RMB

Desired Time: from _____ to _____, Nov. _____, 2018

20-seat: RMB 2000/hour x _____ (hours) =RMB

Desired Time: from _____ to _____, Nov. _____, 2018

I have read and accepted all terms and conditions set for the Airshow China 2018 B to B Meetings. If I am not able to attend the meeting in person, a substitute will act on behalf of me with my written authorization.

Authorized Signature (Stamp):_____ Date:_____

Organizer Contact: Zhuhai Airshow Co., Ltd Ms. Marina Gu

Tel: +86 756 3376304 Fax: +86 756 3376415 Email: airshowchinab2b@163.com

CHALET MANUAL

1. TIMETABLE OF CHALET ON-SITE OPERATION

Event	Date	Time
Build-up		
Chalet Contractor access	Oct. 20, 2018	08:30 – 18:00
Electricity Supply in Chalet	Oct. 20-Nov. 11, 2018	08:30 – 18:00
Water Supply available in Chalet	Oct. 20-Nov. 11, 2018	08:30 – 18:00
All decorations completed	Nov. 4, 2018	08:30 – 18:00
Cleaning & Security Check of Chalet	Nov.5, 2018	08:30 – 12:00
Exhibition		
Exhibition Days	Nov. 6-11, 2018	09:00 – 17:00
Dismantling		
Dismantling and Clearance of Interior decorations in Chalet	Nov. 12-15, 2018	08:30 – 18:00

Note: Exhibitors or Non-Official Contractors requesting to work beyond normal working hours 08:30 – 18:00 MUST submit their request accompanied by the payment of overtime charges to the On-site Show Management Office as follows:

18:00 – 22:00: RMB4000 / Unit/4hrs

2. GENERAL INFORMATION

2.1. Please contact the organizer for detailed specification of chalets.

2.2. Internal and external decoration, furniture, partitions, fixtures, cleaning, floor covering and catering are to be arranged by the exhibitor.

2.3. Rules and Regulations

2.3.1. Any alterations or additional changes made to the structure of the chalet module(s) are NOT suggested. Once found, the performance bond will Not be refunded.

2.3.2. All contractors engaged by the chalet renters for interior decoration work must pre-register themselves with the show organizer and pay a refundable performance bond to the show organizer before they are granted the contractor badges at the On-site Show Management Office. The performance bond will only be used to compensate for the damages caused by the related contractor to the property of the show organizer. In case of no damages, the performance bond money will be returned in full within 60 days after the end of the show.

(1) Performance Bond (refundable)

RMB24, 000.00

(2) Contractor Badge

14 free badges per chalet unit, extra badge at RMB100

2.3.3. All contractors should comply with the “Timetable of Chalet On-Site Operation”. Should there be exceptional requirements on the schedule; the contractor must apply for the organizer’s approval in written form on or before **1 Oct. 2018.**

2.3.4. Contractor badges can be collected at On-site Show Management Office, starting from **Oct. 15, 2018.** Request for additional, replacement or changes of badge on site will be charged at **RMB100** per badge even the free entitlement has not been utilized. Please provide two color ID photos for each badge applicant with name at the back of the photo, together with one copy of the ID/Passport. On site copy service will charge RMB 10.00 per paper. Each paper can copy no more than 4 IDs or 2 passports from the same company.

2.3.5. Badges must be worn at all times whilst at the site.

2.3.6. All exhibits, material and fittings used or displayed in chalet must be fireproof and be in accordance with all applicable fire prevention and build-up regulations. Wall panels of chalet must be covered by emulsion paint. No flashing or blinking light or neon light will be permitted for signage outside the chalet.

2.3.7. No multi-plug is allowed to be used in the chalet.

2.3.8. For safety reasons, all compressed air / water link ups / electricity installation at chalet must be carried out solely by their Contractor. All audio / video equipment installation work can only be carried out by their AV Equipment Contractor. All Telecommunication installation work can only be carried out by their Telecommunication Operator. Exhibitors are not permitted to install such equipment by themselves.

2.3.9. Additional charge will be applied to those chalet renters or their contractors requiring to work beyond the official working hours.

2.3.10. The show organizer reserves the rights to amend the regulations and announce other rules as the situation may require.

2.4. Water & Electricity Service

2.4.1. Water Supply

Water supply will be connected on **Oct. 20, 2018** for the use of the kitchen and lavatory. Lavatory should not be used before that date.

2.4.2. Electrical Services

(1) Electrical supply in China is as follows:

380V / 50Hz three phase (+/- 10%)

(2) Electrical Charge

40A/380V, RMB 7,000.00(including the power rate)

60A/380V, RMB 10,000.00(including the power rate)

Note: This supply is available from Oct.20, 2018 to Nov.11, 2018

2.5. Takeover / Handover of Chalet

In order to ensure an orderly arrangement for verifying the contractors employed by the chalet renters, the takeover/handover certificate must be signed before the chalet keys are released on or after **Oct. 20, 2018**. This procedure also ensures that exhibitors receive the chalets with the specified structure and amenities. Interior contractors must clear all construction and materials left by their employer before applying to the Organizer for handover at the end of the show.

2.6. Access to Chalet Area

2.6.1. Build up / Dismantling Periods

Chalets are available for work from **08:30 to 18:00**. Only bearers of contractor badges are allowed to operate in the chalet area.

2.6.2. Show Days

Chalets are available to renters during the show days from **08:30 until 16:30**. Thereafter, no unauthorized person is to be allowed to enter the chalets for security reasons. Whilst our security guards will restrict entries into the chalet area on public days when general public are admitted, renters are responsible for making their own arrangements to restrict entries into their individual chalet. If exhibitors are in need of guard service, please refer to **Order Form 13** in the Exhibitor's Manual.

2.7. Fire Precaution

With the assistance of Zhuhai Fire Bureau, the Show Organizer has laid out detailed rules & regulations against the risk of fire in the chalet area (see Exhibitor's Manual). In addition, the chalet renters are kindly advised to:

- (1) Ensure staffs employed in Chalet are acquainted with the position of the nearest fire extinguishers.
- (2) The Organizer will provide each Chalet with 2 hand-held fire extinguishers and the return of them is the responsibility of the Chalet renter. All missing appliances will incur supplementary payment to the Organizer.

2.8. Catering

Please note that:

- (1) Cooking is prohibited on site (only heating / cooling of precooked foods is allowed)
- (2) All food waste must be removed on a daily basis.
- (3) Exhibitor's nominated catering contractor must pre-register themselves with the show organizer and apply for Service Badges. Please fill in **Form 16** in the Exhibitor's Manual.

2.9. Telecommunication

Please refer to Exhibitor's Manual and use related order form for such services.

2.10. Cleaning & Sanitary

Official Cleaning Contractor appointed by the show organizer will carry out the cleaning & sanitary work of the public area. However, chalet renters or their own contractors are responsible for their indoor cleaning work. Should they need the official cleaning contractor's service for their chalets; a cleaning fee will apply as follows:

Cleaning Fee: **RMB32/sqm/day**

2.11. Plant & Flower Rental

The official florist provides rental of flowers and plants. Such service can be acquired on site.

2.12. Security Service

Exhibitors displaying anything valuable of a portable nature in their chalet are kindly advised to engage guard service to protect their valuables or escort their VIPs during the Exhibition. Please refer to **Order Form 13** in the Exhibitor's Manual.

2.13. Temporary Staff

If exhibitors wish to engage temporary staff, such as a receptionist for their chalet, please refer to the **Order Form 12** in the Exhibitor's Manual for such services. It's the exhibitor's responsibility to prepare badges for their temporary staff.

2.14. Car Parking & Vehicle Access

2.14.1. Exhibitor should apply for car park labels using Order Form 03 in the Exhibitor's Manual.

2.14.2. Parking space is normally adequate but available only on a first-come-first-serve basis, which means there is no pre-allocated space.

2.15. Other Services

Please refer to **Exhibitor's Manual**.

2.16. Miscellaneous

For all other information not contained herein, please refer to Exhibitor's Manual or contact the show organizer.

Form 18: Exhibitor Nominated Contractor (Chalet)

Deadline: 30 Sept. 2018

Company: _____	Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____

My Contractor is: _____
 Add: _____
 Tel: _____ Fax: _____
 Email: _____ Contact: _____

Invoice to:
 Company Name: _____
 Add: _____
 Tel: _____ Fax: _____
 Email: _____ Contact: _____

Performance Bond refunded to:
 Beneficiary: _____
 Bank Name: _____
 A/C No.: _____
 Bank Add: _____
 Swift Code: _____

Please Note that:

1. All non-official chalet contractors MUST pre-register themselves with the Organizer.
2. On registration and when applying for Construction Badges, all contractors should pay a refundable **Performance Bond** to the Organizer. The Performance Bond will be returned in full within 60 days of the completion of the show provided that no damage has been caused by the said contractor. The **Performance Bond** should be paid in advance by bank transfer or in cash on site to the Organizer before the Contractor Badges are distributed.

Item	Contractor Badge	Performance Bond
Cost	14 Free Badges /Chalet Extra: RMB100 each	RMB 24,000.00

3. To apply for the Contractor Badges, please contact the organizer.
4. Exhibitors and/or their employing contractors shall get approval from the Organizer for all drawings/designs of their chalets prior to construction. Such drawings/designs with detailed dimensions including building materials must be submitted to the Organizer at least 30 days before the exhibition begins.
5. Exhibitors or Non-Official Chalet Contractors requiring working beyond the normal working hours 08:30-18:00 MUST submit their request accompanied by payment for overtime charges (18:00-22:00, RMB4000/Unit /4hrs, less than 4 hours shall be calculated as 4 hours) to the SHOW MANAGEMENT OFFICE.

Please send the form to:

Zhuhai Airshow Co., Ltd.

Tel: +86-756- 762 2105

Fax: +86-756-337 6415

Attention: Mr. Jay Li

E-mail: thisisjay84@qq.com

Exhibitor's Authorization

Signature: _____

Company/Stamp: _____

Date: _____