

佛山国际陶瓷装备与材料展览会 UNICERAMICS TECHNOLOGY EXPO

# 参展商手册 EXHIBITOR MANUAL

# 展览日期▼ 2024年4月18-22日

展览地点▼ 中国・佛山 潭洲国际会展中心

China Foshan Tanzhou International Convention and Exhibition Center



# [Custom-built booth] To Do List

Period		Important Dates	Check	
	1. Submit exhibition materials	All exhibitors are kindly requested to login the service platform and submit relevant information: https://ca2024.uniceramics.com.cn The login account&password will be issued by the organizer.		
Preparation	2. Upload Notice on Safety	Please login the service platform website to download the Notice on Safety and upload the stamped receipt.	1st - 27th March Before 24:00 on	
period	3. Submit the drawings and documents for the booth	All contractors are kindly requested to login in the service platform and submit relevant information: https://da2024.uniceramics.com.cn Please submit the entry materials and booth drawings to the venue for review.	March 27th	
	4. Apply for the exhibitor badge	Fill out the exhibitor information form and apply for an exhibitor badge. Each badge is only applicable to one person.		
	1. Collect the exhibitor badge	Please go to the entry hall in Zone B of Tanzhou International Convention and Exhibition Center to collect the exhibitor's badge and exhibit vehicle badge (the exhibit vehicle badge is used for exhibitors to transport exhibits to the exhibition hall).		
Move-in period	2. Move in and construct the booth	The exhibition setup time is from 9:00 to 17:00 on April 13th to April 16th.	13th - 16th April	
	3.The inspection of explosive ordnance disposal	From 9:00 to 12:00 on April 17th, entry for cleaning is allowed, but structural decoration and construction are not allowed. After 12:00, the public security will clear and close the venue for EOD inspection.		
Exhibition period	Business negotiation and display	Audience opening hours are from 9:00 to 17:00. Exhibitors opening hours are from 8:30 to 17:00.	18th - 22th April	
Move-out period	Move-out of custom-build booth	Move out all the exhibits/equipment and structural materials.	20th April 14:00 - 22:00	

# [Standard booth] To Do List

Period		Important Dates	Check	
	1. Submit exhibition materials	All exhibitors are kindly requested to login the service platform and submit relevant information: https://ca2024.uniceramics.com.cn The login account&password will be issued by the organizer.		
Preparation period	2. Upload Notice on Safety	Please login the service platform website to download the Notice on Safety and upload the stamped receipt.		
	3. Submit the drawings and documents for the booth	All contractors are kindly requested to login in the service platform and submit relevant information, including the fascia board information and any requirement. The standard booth is equipped with lighting power supply. If there is a need for mechanical equipment power supply, a separate application for equipment power supply box from the venue is required (additional payment is required).	1st - 27th March Before 24:00 on March 27th	
	4. Apply for the exhibitor badge	Fill out the exhibitor information form and apply for an exhibitor badge. Each badge is only applicable to one person.		
	1.Collect the exhibitor badge	Please go to the entry hall in Zone B of Tanzhou International Convention and Exhibition Center to collect the exhibitor's badge and exhibit vehicle badge (the exhibit vehicle badge is used for exhibitors to transport exhibits to the exhibition hall).		
Move-in period	3. Move in and construct the booth	The exhibition setup time is from 9:00 to 17:00 on April 15th to April 16th. Hard hat is required during the setup period.	15th - 16th April	
	3.The inspection of explosive ordnance disposal	From 9:00 to 12:00 on April 17th, entry for cleaning is allowed, but structural decoration and construction are not allowed. After 12:00, the public security will clear and close the venue for EOD inspection.		
Exhibition period	Business negotiation and display	Audience opening hours are from 9:00 to 17:00. Exhibitors opening hours are from 8:30 to 17:00.	18th - 22th April	
Move-out period	Move-out of custom-build booth	Move out all the exhibits/equipment and structural materials.	22th April 14:00 - 22:00	

# **CHAPTER 1 GENERAL INFORMATION**

# I. EXHIBITION SCHEDULE

FOR	DATE	TIME	
	18th APR.	8:30-17:00	
EXHIBITORS	19th-21st APR.	8:30-17:00	
	22nd APR.	8:30-13:00	
AUDIENCE	18th-21st APR.	9:00- 17:00	
	22nd APR.	9:00-12:00	

# **II. EXHIBITION SERVICE**

#### SERVICE TYPES:

booth construction management, drawing review, deposit/management fee/comprehensive fee collection, exhibition equipment rental, water/electricity/gas/network declaration, overtime declaration, exhibition preparation and removal assistance, logistics services, rental services, cleaning and security hiring, etc.

Please contact: Li Zonglin 153 6294 1445 (HALL 6-10)

# **III. TECHNICAL DATA OF THE VENUE**

TECHNICAL DATA				
HEIGHT	Normal booth height limit of 4.5 meters Super high booth height limit of 6 meters			
GROUND BEARING CAPACITY	10 tons/square meter			
ELECTRICITY	1500kW/venue			
BRIGHTNESS	300 LX			
POWER SUPPLY MODE	TN-S Radius coverage range of 6m*6m/box Quick connection mode			
GAS SUPPLY MODE	Number of supply inlets: 122 Pressure 8 - 10 KGF/c㎡, pipe diameter 10 mm Quick connection mode			
WATER SUPPLY MODE	Number of supply inlets: 244 Pressure 4KGF/cm², pipe diameter 25 mm			
NETWORK FACILITIES	Number of gigabit network ports: 3 /venue Voice port: 1/venue Fiber port: 1/venue			

Scan the QR code and follow our official account on wechat 🛄

Get more info about transportation info/catering arrangements/hotel services here.



Website: www.uniceramics.com.cn

# **CHAPTER 2 RULES AND REGULATIONS**

# **I.BADGE REGISTRATION & MANAGEMENT**

#### **1. BADGE USAGE RULES**

BADGE NAME	MOVE-IN PERIOD	EXHIBITION PERIOD	MOVE-OUT PERIOD
EXHIBITOR BADGE	0	0	0
VIP BADGE		0	
AUDIENCE BADGE		0	

• This is marked as a usable time period.

EXHIBITION AREA	PICK-UP LOCATION	PICK-UP TIME
FOSHAN UNICERAMICS TECHNOLOGY EXPO	Registration center of Zone B	13th-18th APR.

# 2. PRINCIPLES FOR PROCESSING & ISSUING OF EXHIBITOR BADGE

Booth Area (unit: m³)	BELOW 36	36-100	101-300	301-500	500 以上
Number of Exhibitor Badge( unit: pcs)	30	50	60		
Number of Exhibitor Badge(unic pcs)       10       20         (1) Please log in to the exhibitor service platform before March 28 <sup>th</sup> to complete the application.       March 28 <sup>th</sup> to complete the application.         https://ca2024. uniceramics.com.cn       For consultation, please call: 0757-8256 1803         (2)Please register and collect the exhibitor badges with your company business card at the registration center at Zone B of Tanzhou International Convention and Exhibition Center.		EXHIBITO	DRS SERVICE	PLATFORM	

# 3、BADGE MANAGEMENT

Exhibitor badges are valid credentials for entering and exiting the venue and maintaining exhibition order. They must be worn on the chest when entering and exiting the venue. Lending, selling, or altering the badges is strictly prohibited.

# **Notice on Safety**

#### **Dear Exhibitor**,

Thank you for your strong support to Foshan Uniceramics Expo! To be able to provide service for you is our honor. In order to create a good exhibition environment, standardize the order of the Exhibition, and protect the rights and interests of all exhibitors, Foshan Uniceramics Expo 2024 has stipulated the following rules:

On-site safety: During move-in and move-out period, everyone (including exhibitors) in the construction site must wear safety helmets otherwise will be escorted out of the Exhibition Center by the on-site security personnel.
 Fire requirement: During the Exhibition (including move-in period, the course of the Exhibition and move-out period), according to the provisions of Fire Management Regulations, each custom-built booth must be equipped with 4kg ABC type dry powder fire extinguisher according to the standard of every 100m<sup>2</sup> for 2 extinguishers.
 (Booth area that less than 100 m<sup>2</sup> will be regarded as 100 m<sup>2</sup>). If the number of fire extinguishers is insufficient, please consult the on-site service center in advance for paid rental service.

3. Volume of the booth: In order to maintain the order of the Exhibition and create a quiet and comfortable business negotiation environment, the volume of all sound equipment (such as amplifiers, speakers, etc.) used by exhibitors for all meetings, salons, forums, performances, etc. in the booth must not exceed **60 dB**. If exhibitors refuse to comply with the regulation, the Host has the right to cut the power and withhold all the audio deposit. Exhibitors are required to sign *Letter of Undertaking for Video Management and Volume Control* and pay the audio deposit before move-in.

**4. Cleanness of the booth:** During the Exhibition, the Exhibition will arrange cleaners to be responsible for the sanitary cleaning of the public areas such as the passages and restrooms. Each exhibitor is responsible for the sanitation and cleanliness of their own booths. Large garbage cans are placed next to each restroom inside the Exhibition Center. If exhibitors need to dispose of domestic garbage, please dump it in the designated domestic garbage can.

5. Security of the exhibition: Security personnel will be assigned to patrol the Exhibition Center. During the Exhibition, the Exhibition will make every effort to ensure the safety of the booths and exhibits. However, the Exhibition will not be responsible for any injury to the staff, loss or damage to the exhibits. During move-in and move-out period, exhibitors must be responsible for the safety of their exhibits and properly keep their valuables. Please do not leave any valuables in the booth after the Exhibition is over. Before all exhibits and materials are removed from the Exhibition Center, it is recommended that exhibitors assign at least one staff member to supervise the scene.

**6. Public area:** Exhibitors are not allowed to place potted plants/advertising materials and conduct publicity activities such as distribute leaflets, parade, raise signs, shout slogans, etc. outside the booth. The Host shall have the right to confiscate relevant items once these activities are found.

7. Registration: Exhibitors shall finish registration on time. If exhibitors fail to register or start the booth

construction **before 9:00 on 16th April, 2024** without any explanation, the Host has the right to use the booth for other purposes, and the paid amount will not be returned.

#### 8. Exhibitors who demonstrate the equipment and exhibits in the booth must follow the below stipulations:

(1) Ensure that all equipment is operated by professional personnel and that equipment cannot be turned on without the supervision of such personnel.

(2) Ensure that all equipment is equipped with safety devices during operation, and these safety devices can be removed only after the equipment is powered off.

(3) All operable exhibits must be safely installed, protected and secured in a safe position to prevent sliding, and to prevent causing any danger or injury to visitors, staff or other persons.

(4) It is necessary to use isolation belt, barrier and other facilities to physically separate the equipment from visitors and prevent visitors from directly contacting the equipment in operation.

9.Mechanical electricity must be applied for separately from lighting electricity, and it is strictly prohibited to use the same electrical box.

Operations Dept. of Foshan Uniceramics Expo

# Letter of Undertaking for

# **Video Management and Volume Control**

As the exhibitor of Foshan Uniceramics Expo (Booth No.:\_\_\_\_\_\_\_), we clearly know that the exhibition area is a public area, and we should maintain the order of this area, create a good visiting environment for the visitors, and avoid vicious volume competition. Therefore, we will strictly abide by the video management and volume control requirements formulated by the Host, and control the video volume **below 60 dB**. What' s more, during the exhibition, a staff will be specially assigned to control the video volume in the booth, and all the video/audio equipment will be placed towards the inside of the booth. At the same time, we will actively cooperate with the Host to supervise other exhibitors. If any violation is found, we will lodge a complaint to the Host. We hereby undertake if our booth violates the video management and volume control regulations of the exhibition, we voluntarily accept the relevant penalties and bear the consequences.

Exhibiting Company (stamp):\_\_\_\_\_

On-Site Video Volume Contact Person:\_\_\_\_\_

Tel:\_\_\_\_\_

#### Penalty of violating video management and volume control:

Step 1: All exhibitors are required to pay a deposit of ¥10,000 before entering the venue.

Step 2: If any violation of video management and volume control occurs, the Operations Dept. will issue a written rectification notice.

Step 3: If refuse to rectify, the Operations Dept. will cut the power of the booth, and deduct all the audio deposit.

This Letter of Undertaking must be filled out by the exhibitor who have a need to carry audio and external loudspeaker equipment, affixed with the company's official seal, and sent to the Operations Dept. when you summit the drawings for verification.

Please read the relevant content carefully. Once you have filled it in, it will be deemed that you accept this Letter of Undertaking and agree to implement in accordance with the regulations.



Please fill in the form here <u>https://ca2024.uniceramics.com.cn</u> before 28<sup>th</sup> March, 2024. Thank you! **Consultation hotline: 0757-8256 1803 / Li Zonglin: 153 6294 1445** 

# **Acknowledgement Receipt**

We have clearly understood the requirements for participation in Foshan Uniceramics Expo 2024, and undertake to abide by the rules and regulations of the Exhibition.

Booth No.: On-Site Contact Person:	Company:	
On-Site Contact Person:	Booth No.:	_
	On-Site Contact Person:	
Mob:	Mob:	

We have read the above regulations, signature (seal):\_\_\_\_\_

Note: Please read the *Notice on Safety* carefully and fill out the receipt. Exhibitors may handle the registration procedure only after the Host receives this receipt.



Please fill in the form here <u>https://ca2024.uniceramics.com.cn</u> before 28<sup>th</sup> March, 2024. Thank you! **Consultation hotline: 0757-8256 1803 / Li Zonglin: 153 6294 1445** 

# I.MOVE-IN PROCEDURE OF STANDARD BOOTH

**Step One**: The organizer provides the exhibitors with the account information for logging into the system. **Step Two**: Please login our service platform <u>https://ca2024.uniceramics.com.cn</u>

**Step Three**: Please fill in the fascia board information, construction requirements, and exhibition badge application materials.

--Deadline for declaration: 24:00 on March 27<sup>th</sup>, 2024

Step Four: Collect the exhibition badge and move in the venue.

# **II.NOTES FOR STANDARD BOOTH**

1. Booths with an area of less than 18 square meters only offer furniture and electrical equipment configurations for standard-built booths with an area of 9 square meters. Only booths with an area multiple of 9 square meters can receive corresponding furniture and electrical equipment configurations.

2. If the exhibitor orders two or more consecutive standard booths, unless otherwise requested by the exhibitor, the enclosure placed between the two booths will be removed for the construction of the main venue.

3. No nails or devices shall be nailed or installed on the fence or aluminum material. If there is any damage, compensation shall be made according to the price.

4. It is strictly prohibited to privately connect or add lighting fixtures. The applied power socked cannot be plugged into booth lighting fixtures. It is strictly prohibited to be use socket boards in series.

5. All electrical facilities and equipment installed on the standard booth are not allowed to be dismantled or relocated by exhibitors, nor can they be taken out of the exhibition hall.

6. If exhibitors wish to rent items other than standard ones, please refer to the "Application Form for Value-Added Service".

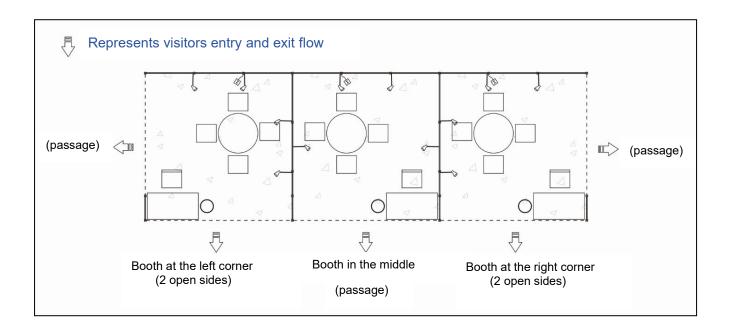
7. Exhibitors must take full care of their belongings, and the organizer shall not be held legally responsible for the theft of exhibitors belongings or exhibits.

# **II. NOTES FOR STANDARD BOOTH**

# 9m<sup>2</sup>Regular standard booth—Standard configuration

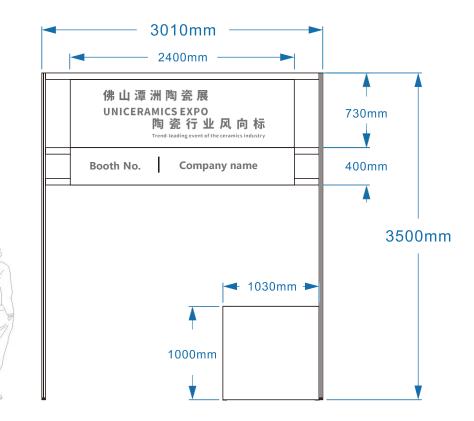
1 table and 4 chairs	0	1 trash can		
1 reception desk	1 reception desk			
1 barstool	4 Long-Arm Spotlight			
9 m <sup>2</sup> flame retardant carpet				

# 9m<sup>2</sup>Regular standard booth—illustration of open side and configuration placement:

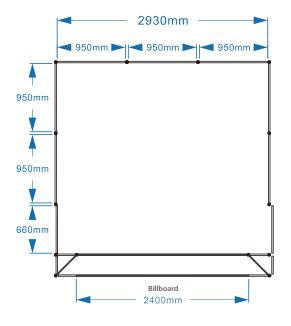


# **II. REGULATIONS FOR STANDARD BOOTH**

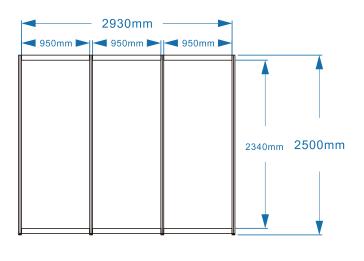
9m<sup>2</sup>Regular standard booth— illustration of overall and rear panel dimension (for reference only):







**Overall Layout** 



**Elevation View of Rear Panel** 

# Standard Booth Fascia Board Information Form

Company	
Hall No.	Booth No.
On-site contact person	Tel
E-mail (required)	

1. Please fill in the fascia board information, up to 10 characters in Chinese, up to 40 letters in English (Please don't use handwriting).

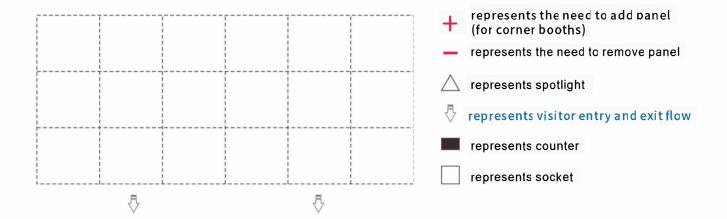
(1) Chinese name: please write down your company name which will be shown on the fascia board in Chinese.

(1) English name: please write down your company name which will be shown or the fascia board in English.

Exhibitors shall ensure the accuracy and legality of the content on fascia board. The Host will not bear any responsibility for the error on fascia board caused by illegible handwriting. Please upload the stamped copy onto the service platform (anchorexhibitor.uniceramics.com.cn). If exhibitors fail to upload this form on time, the Official Contractor will make the fascia board in accordance with the full name of the company signed by the Contract. Additional charges will be occurred fany changes are made on-site.

2. All standard booths will be set up before the closing time of 15th April. If exhibitors need to deliver exhibits or machines before the standard booths are set up, please use a red pen to mark "v" in this box with:. Otherwise, the exhibitor shall bear the labor cost of dismantling and reinstalling of the booth.

3. Please indicate the locations of your booth dismantle, modification and facilities (1 grid=1m2). If exhibitors fail to submit the following drawing, the Official Contractor will set up the booth in accordance with the standard configuration placement.





Please fill in the form here <u>https://ca2024.uniceramics.com.cn</u> before 28th March, 2024. Thank you! Consultation hotline: 0757-8256 1803 / Li Zonglin: 153 6294 1445

# **Application Form for Value-Added Service**

# Value-Added Service List:

No	Category	Unit Price (RMB)	Deposit (RMB)	Please mark √ if necessary	Qty
before	ndard booth – furniture, alum e move-in or make on-site app arge. Please refer to the figure	lication during move-in. On-s		-	
1	Counter	150 Yuan	_		
2	Wooden Display Shelf	50 Yuan			
3	Glass Showcase	350 Yuan			
4	Tall Glass Showcase	450 Yuan			
5	High-Low-Combined Showcase	350 Yuan	_		
6	IBM Table	200 Yuan			
7	Glass Table	200 Yuan	_		
8	Square Table	100 Yuan	_		
9	Folding Chair	30 Yuan	_		
10	Black Leather Chair	80 Yuan	_		
11	Bar Chair	100 Yuan	_		
12	Brochure Stand	100 Yuan			
13	Long-Arm Spotlight	100 Yuan	_		
14	150W HQI Spotlight	250 Yuan			
15	Socket (500W/220V) [Not applicable to lighting]	150 Yuan	_		
16	Socket (1500W/220V) [Applicable to lighting]	500 Yuan			



Please fill in the form here <u>https://ca2024.uniceramics.com.cn</u> before 5<sup>th</sup> April, 2024. Thank you! **Consultation hotline: 0757-8256 1803 / Li Zonglin: 153 6294 1445** 

# **Application Form for Value-Added Service**

# Value-Added Service List:

No	Category	Unit Price (RMB)	Deposit (RMB)	Please mark √ if necessary	Qty
applica		n apply for the following item application will be subject to n.)			urs to
17	42 inch	600 Yuan			
18	50 inch	800 Yuan			
19	55 inch	1000 Yuan			
20	60 inch	1200 Yuan			
21	65 inch	1400 Yuan			
22	70 inch	2400 Yuan	_		
23	TV support	100 Yuan			
24	P3-LED screen	550 Yuan/m <sup>2</sup>			
C. Othe	er rental services (On-site app	plication)			
25	Trolley	20 Yuan/hour, capped at 100 Yuan	100 Yuan		
26	Carpet	350g flame retardant carpet (grey/blue/red)	18 Yuan/m <sup>2</sup>		
27	Temporary porter	Quote according to actual cargo volume/labor demand			

Note: Exhibitors applying for rental of television, screens, and standard booth equipment should make a remittance to the Operations Department before 5<sup>th</sup> April (specific remittance amount needs to be determined according to Payment Confirmation Form issued by the Operations Department). If the remittance from the exhibitor is not received, it will be considered as an unsuccessful early application. On site ordering will incur an additional 30% fee.



Please fill in the form here <u>https://ca2024.uniceramics.com.cn</u> before 5<sup>th</sup> April, 2024. Thank you! **Consultation hotline: 0757-8256 1803 / Li Zonglin: 153 6294 1445** 

# VALUE-ADDED SERVICE —ILLUSTRATION OF SAMPLE AND SIZE









# VALUE-ADDED SERVICE —ILLUSTRATION OF SAMPLE AND SIZE







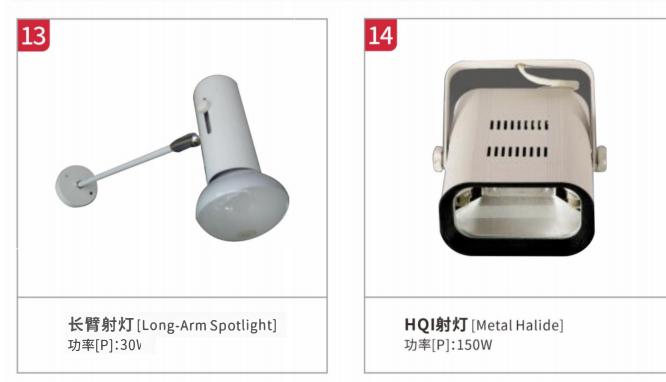


# VALUE-ADDED SERVICE —ILLUSTRATION OF SAMPLE AND SIZE





# VALUE-ADDED SERVICE —ILLUSTRATION OF SAMPLE AND SIZE





# CHAPTER 4 EXHIBITION SERVICE I. LOGISTICS SERVICE

# **1. INSURANCE ADVICE**

To ensure that the safety risks of the exhibits during transportation and exhibition are protected, it is recommended that exhibitors purchase on-site loading and unloading, round-trip transportation insurance, as well as insurance during exhibition storage and exhibition period. In the event of an unexpected occurrence of the exhibits, exhibitors are advised to file a claim with their insurance company as soon as possible.

And insurance during the exhibition storage and exhibition period. In case of any unexpected situation with the exhibits, exhibitors are requested to apply for compensation from their insurance company at their own expense.

Charge item	Instruction	Charge Standard	Note
	Car body length less than 9.6 m	400 Yuan/car	1. Loading and unloading area: from the entrance of the Exhibition Center to the
Loading and unloading service	Car body length within 9.6m -13.5m	600 Yuan/car	booth 2. The charge standard is only applicable
	Car body length more than 13.5 m	800 Yuan/car	to non-equipment exhibits and custom-built booth construction materials.
Hydraulic	Including manpower	80 Yuan/hour	
vehicle/small trolley rental service	Excluding manpower	30 Yuan/hour	
Warehousing	Storage fee of empty box (during the Exhibition)	10 Yuan/m³/day	

# 2. LOADING/UPLOADING AND WAREHOUSING SERVICE

# **3. LOGISTICS AND TRANSPORTATION SERVICE CHARGE STANDARD**

No.	Charge Item			Unit	Price		
1		Transport exhibits from train station to the booth (one way)			Yuan/m³	150	
2		Transport exhibits from airport to the booth (one way)			Yuan/m³	350	Starting from 2 m <sup>3</sup>
3		Transport exhibits from the entrance of the Exhibition Center to the booth (one way)			Yuan/m³	68	
4			Starting price for secondary shift of forklift -	1.5-3 ton	Yuan/hour	100	The minimum charge is 2 hours, and crane must be reserved at least one day in advance
5				5-7 ton	Yuan/hour	180	
6		Mechanical equipment		10-12 ton	Yuan/hour	400	
7	Domestic transporta	usage fee	Starting price for secondary shift of crane	25 ton	Yuan/hour	800	
8	tion			50 ton	Yuan/hour	1200	
9				70 ton	Yuan/hour	1600	
10		Tool rental service	Hydraulic vehicle/small trolley	Including manpower	Yuan/hour		80
11				Excluding manpower	Yuan/hour		30
12	Wareho	Warehousin	Warehousing fee after exhibits arrive at Foshan/Guangzhou warehouse		Yuan/m³/day	20	
13		g fee	Storage fee of empty box (during the Exhibition)		Yuan/m³/day	10	
14			Below 3m <sup>3</sup>		\$/m³	110	
15	5 transporta tion	Ocean freight	3-6m³		\$/m³	105	
16			Over 6m³		\$/m³	100	

17			100-200kg	\$/kg	0.95	
18			200-300kg	\$/kg	0.9	
19			Over 300kg	\$/kg	0.85	
20		Document and contact fee		\$/exhibitor/time	65	
21		EDI customs clearance	FCL	\$/m³/1000kg	138.00/20' 276.00/40'	
22	charge		LCL	\$/exhibitor/time	6 (min USD55)	
23		Customs data entry service charge		\$/page	5	
24			5m (L) *2.1m (W) *2.1m (H) or over 3 ton	\$	0.06	
25		Overweight charge	7m (L) *2.3m (W) *2.5m (H) or over 5 ton	\$	0.08	
26	5		10m (L) *2.4m (W) *2.8m (H) or over 10 ton	\$	0.1	

Note: Any arrangement between exhibitors and the logistics company is a matter of negotiation between the two parties. In the event of any accidents or disputes during transportation, the Host will assist to solve the problem but will not bear any other responsibility.



# Follow the official account Get the lastest updates of Foshan Uniceramics Expo