

## SHIPPING GUIDELINE

### 运输指南

#### 1. Communication 联系方式

Exhibitors are kindly requested to address all your inquiries, information and documents to the attention of:  
请各位展商及时将您的要求、信息和有关文件发到以下地址，与我们联系：

China International Exhibition Transportation Co., Ltd. 5/F., Hall No.1 (CIEC) No.6 East Beisanhuan Road, Chaoyang District Beijing, 100028, China. Tel: 86 10 84600558 / 86 10 84600560 Fax: 86 10 84600559 E-mail: exhibition@cietc.net Contact person: Ms. Maggie Liu / Mr. Donghui	中国北京市朝阳区北三环东路6号 中国国际展览中心1号馆5层 中国国际展览运输有限公司 邮编: 100028 电话: 86 10 84600558 / 86 10 84600560 传真: 86 10 84600559 邮箱: exhibition@cietc.net 联系人: 刘文秀 / 董挥
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#### 2. Time schedule and relevant deadlines 运输时间表及相关期限

##### 1) Shipment pre-advice 运输预报（预报展品货量）

Notes: Please fill out the "Transport Order Form" & "Stand Layout Plan" and send them to us as soon as cargo departure from origin. See appendix 3 and appendix 4.

注释：请填写“运输要求和发货通知单”及“展台示意图”，并于发货后寄给我司，见附件3和附件4。

##### 2) Shipment direct arrival in China at Xingang Port/Beijing Capital Airport:

展品直达中国口岸期限：

A. sea freight ----- Latest arrival at Xingang Port

海运 ----- 最晚到达天津新港时间

**17 August 2009**

B. Air freight ----- Latest arrival at Beijing Capital Airport

空运 ----- 最晚到达北京首都国际机场时间

**24 August 2009**

##### 3) Arrival date of relevant documents (including Ocean bill of lading, Airway bill, Declaration Form and other shipping documents) at CIETC office ----- **10 days before cargo's arrival at destination port.**

相关运输文件（包括海运提单、空运运单、暂准进口展览报关清单等其他文件）寄达 CIETC 的时间 ----- 请于货物到达目的港 10 天前送至中国国际展览运输有限公司。

##### 4) Move-in date 进馆时间-----**8 September 2009**

##### 5) Move-out date 撤馆时间-----**12 September 2009**

**NOTES 注释:**

- 1) The above time schedule and relevant deadlines for documents, information and exhibits must be rigidly observed and we will not be responsible for any consequences due to the late arrival thereof.  
展商必须严格遵守以上时间表及相关期限, 否则我司将不承担因晚到产生的一切后果。
- 2) For sea freight shipment direct arrival in China at Xingang Port, only full container load (FCL) is recommended. For Less Than Container Load (LCL) shipment, exhibitors have to bear the risk that the Shipping Line/Port operator may not unload your container and sort your cargo out within a short period (sometimes may be more than 4 weeks) which may endanger our on-time pick up/delivery to the Fair. Our set deadline means that vessel should arrive at the designated air/sea port before the designated date and the cargoes should be ready for pick-up for delivery at any time. Moreover, LCL shipment will also cost you much more extra THC & port charges.

**3. DOCUMENTS 运输文件**

All exhibitors are required to submit the following documents for customs clearance and quarantine inspection timely:

展商需要及时将以下用于报关报检的文件提供给我司:

Document name ( English )	Document name ( Chinese )	Remarks
2 Original Bills of Lading (B/L) for ocean freight or 1 copy of AWB for airfreight	2 份正本海运提单或 1 份空运提单复印件	
Declaration Form For Temporary Import (one page for each package)	暂准进口展览品报关清单 (一箱一单)	Attached "Form A" –APPENDIX 2
Declaration for non-wood packing materials ( original/copy )	非木质包装证明(正本或复印件)	Shipment not consist of wooden packing materials
Heat Treatment and/or MB fumigation certificate (original) for wood packing materials	热处理 / 熏蒸证明 (HT/MB) (正本)	All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad, etc
Transport Order Form/shipment Pre-advise	到货通知	Attached "Form B" –APPENDIX 3
Stand Layout Plan	展台示意图	Attached "Form C" –APPENDIX 4

**4. Instructions for filling out B/L and AWB 海运提单及空运运单填写说明**



1) **Direct arrival at Tianjin Xingang Port** 直接到达天津新港

**Consignee:**

**Trans Dragon International Co.**  
B408,AO-ZHU Business Building,  
No.4,FuQianJie Street,Tianzhu,Shunyi District,Beijing ,  
101312,P.R.China  
Tel:86-10-64576266

**Notify Party:**

CIETC  
TEL: 86-10-84600558/0560  
Ctc: Ms.Liu wenxiu / Mr. Donghui

2) **Direct arrival at Beijing Capital Airport** 直接到达北京首都国际机场

**Consignee:**

**Trans Dragon International Co.**

**Notify Party:**

CIETC  
Tel: 86-10-84600558/0560  
Ctc:Ms.Liu wenxiu / Mr.Donghui

3) **DDP (door to door& duty-paid) by express/courier** 门到门直接到达收货人的快件

**Consignee:**

**China International Exhibition Transportation Co., Ltd**  
Room 539, 5/F., Hall No.1 (CIEC) No. 6 East Beisanhuan Road, Chaoyang District, Beijing, 100028, China.  
Exhibition name: **ISDE6 2009 Beijing**  
**(Sept.9-12, 2009, Beijing, China)**  
Tel: 86-10-84600558/0560

**NOTES 注释:**

If Exhibitors do not consign their shipment strictly in accordance with the above **Shipping Instructions**, they must bear all the responsibilities and extra expense arising therefrom.

展商必须严格遵守以上的发运指示。因为展商未遵守发运指示而产生的所有问题和相关的额外费用，由展商承担。

5. **Case marking** 唛头

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The following words must be painted clearly on at least three sides of each case:

需要在所有货物的外包装至少三面喷涂清晰的唛头，具体格式如下：

Exhibition name (展会名称): **ISDE6 2009 Beijing**

Exhibitor (参展商): XXXX

Hall No. (馆号): XXXX

Stand No. (展台号): XXXX

Case No. (箱号): XXXX

Gross Weight. (毛重): XXXX kg

Dimension (尺寸): L ×W×H (cm)

For the weight of single piece of exhibits over 1,000kgs, please also clearly mark outside the case "Center of Gravity", "Front Side and Back Side", "Lifting Point". For any Fragile and Up-Right Position items, please also label or mark outside the box. Other Marking should conform to the International Rules and Regulations Governing packing signs and symbols.

展品单件超过 1000 公斤，请将箱顶、前面、后面、提吊点在箱子外注明，任何易碎或直立放置的货物，也在箱子外注明。其他标记请遵循国际管理规则包装标志和符号。

## **6. Packing of exhibits 展品包装**

Exhibitors shall be responsible for the consequences of improper packing.

展商须对不良包装造成的后果负责

### a) Protection against damage and rain 避免损坏和雨淋

As exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition site before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and adverse weather conditions, since we can not assume any responsibility for the damage, especially when return exhibits are to be packed with used packing materials (the case as well as aluminium foil, plastic covers etc. would have already been damaged during unpacking).

由于展品在运输途中会被频繁装卸，有时也难免受到震动和撞击，并且会被多次置于露天场所，包括在展会开幕和结束时存储在展览中心的露天仓库。所以展商须采取必要的预防措施避免展品损坏和雨淋。因为我们不会为展品破损，尤其是展品用已用过的包装材料(箱子的铝箔、塑料皮可能已经在拆箱时被损坏)包装回运时所造成的损坏承担责任。

### b) The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return movement after the exhibition. Packing in cartons is not considered to be suitable for repeated handling, especially for valuable or delicate items.

包装箱须牢固耐用，足以避免在运输和拆箱过程中造成损坏。尤其必须适用于展会结束后重新包装和回运。纸木质包装箱不适用于反复操作，尤其对于贵重或精密展品来说。

## **7. Unpacking, repacking and delivery of exhibits 展品包装的拆、装及展品交付**

We will deliver exhibits to stands, assist in unpacking and repacking and customs clearance against as per signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives are present on-site during move-in & move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitors' risk.

根据参展商做的标记或他们授权的代理的指示，我们将展品送至展台，协助拆箱、重新包装和清关。建议展商派专人在进出馆期间在现场负责监督展品就位、拆箱和重新包装。

We will not be responsible for delay of customs clearance and positioning /displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

由于展商负责人晚到或没有预先从展商那得到明确指示而造成报关和展品就位或展出延误的，我们不予负责。

As the customs requires the official forwarder to be responsible for every exhibit, exhibitors should not be allowed either to take any of their exhibits out of the exhibition site before, during and after the exhibition without prior arrangement with the Customs through us. We shall not be responsible for any confiscation and fines arising therefrom.

由于海关要求运输总代对每件展品负责，因此如果没有通过我们向海关作事先安排，参展商是不被允许在展会开幕前、展会期间及结束后将任何展品带出展览中心。我们对由此造成的任何展品没收和罚款不予负责。

During the inbound and outbound, all exhibitors or agents should defer to the arrangement of our on-site staff strictly. If exhibitors or agents take action without the permission of our on-site staff, we will not be responsible for any result or damage therefrom.

在进、出馆期间，所有展商或代理要严格按照我司现场人员的安排作业。如果展商或代理在未得到我司现场工作人员的许可，擅自采取行动，我司将不对由此产生的一切后果和损失负责。

When exhibits are repacked with used packing materials, these packing materials are no longer regarded as suitably protecting exhibits against damage/moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

当展品用已用过的包装材料重新包装，这些包装与原包装相比已不再视为适用于保护展品避免损坏或潮湿，展商应承担由此引起的任何后果。

## **8. Quarantine inspection and fumigation 检验检疫及熏蒸**

### **A) For cargoes with wooden packing 对于木质包装:**

Effective from 01 January 2006, Chinese Quarantine Authority strictly requests that all cargoes with wooden packing, from all countries and regions, must undertake fumigation treatment. Details please refer to as follows: 中国检验检疫机构将严格要求从所有国家和地区进境的木质包装货物必须进行除害处理，该办法自 2006 年 1 月 1 日起施行。详情请参见以下内容:

#### **Effective Date 施行日期:**

January 01, 2006 (Arrival date) 2006 年 1 月 1 日

#### **Observe District 适用区域:**

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

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所有国家、城市(包括香港行政区、澳门行政区和台湾)

**Observe Scope 适用范围:**

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

本办法所称木质包装是指用于承载、包装、铺垫、支撑、加固货物的木质材料，如木板箱、木条箱、木托盘、木轴、木楔、垫木、枕木、衬木等。

**Exempted Scope 可免除范围:**

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

本办法所称木质包装不包括经人工合成或者经加热、加压等深度加工的包装用木质材料(如胶合板、刨花板、纤维板芯、锯屑、木丝、刨花等以及厚度等于或者小于6mm的木质材料)。

**Observe Requirement 适用要求:**

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging material.

进境货物使用木质包装的，应当在输出国家或者地区政府检疫主管部门监督下按照国际植物保护公约进行热处理(HT)或溴甲烷熏蒸(MB)，并在木质包装的两侧加施 IPPC 专用标识。

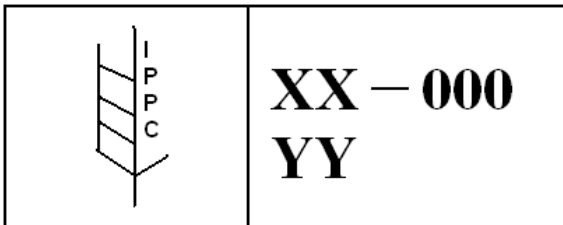
The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

该标记应包括由《国际植物保护公约》的英文缩写、国家编号、出国官方植物检疫机构批准的木质包装生产企业的独特数字编号以及除害处理方法（如溴甲烷熏蒸—MB 热处理—HT）。

If the wood packaging materials without the approved mark or with approved mark being intercepted the alive harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

如果木质包装未加施 IPPC 专用标志或已施加专用标志但在抽查检疫时发现活的有害生物的，将对木质包装进行除害处理或回运回输出国家。

**Sample of Marking: 标记参照如下:**



Where:  
IPPC - Abbreviation of "International Plant Protection Convention";  
XX - International Standardization Organization (ISO) two letter country code;  
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

IPPC—《国际植物保护公约》的英文缩写

XX—国际标准化组织（ISO）规定的2个字母国家编号

000—输出国官方植物检疫机构批准的木质包装生产企业的独特数字编号

YY—除害处理方法，如溴甲烷熏蒸—MB 热处理—HT

**B) For foods, animals, plants and their products 对于食品动植物及其产品:**

i) For animals/plants and their products including live animals/plants, seeds, dairy products, fresh fruits, Declaration form and Temporary Import application should be submitted to us in advance, and shipments can only be shipped after the permission of Chinese AQSIQ authorities. (it will take 30 working days to apply for import permits from AQSIQ).

对于动植物及其产品包括鲜活的动植物、种子、乳制品、新鲜水果，须提前交给我们暂准进口报关清单及临时进口申请函，货物只有在得到中华人民共和国国家质量监督检验检疫总局许可后方能发运(进口许可证需要 30 个工作日来办理)。

ii) For processed and well packed foods, including wines, fruits, vegetables, tins, seeds, etc. exhibitor are required to submit the following certificates to China Entry & Exit Inspection and Quarantine before move-in to the booth.

对于经过加工过的和预包装的食品,包括: 酒、水果、蔬菜、罐头、植物种子等, 展商需要提供以下证书:

a) Certificate of original; 原产地证明;

b) Health and sanitation certificate issued by the government department of the export country. 健康卫生证。

iii) If exhibits under the category of fresh flowers (without soil) are intended for relative and specialized exhibitions, the exhibitors must submit the official quarantine certificate (the original one issued by the country where such cargos are transported from) to the Quarantine Authority of China through us, and such cargos can be delivered to stands only after their inspection from the Quarantine Authority of China.

如果鲜花类(不含土壤)展品参加其相关的展览会或专题展览会, 展商必须提交官方的检疫证书(由出口国签发的正本检疫证书)由我司提交给中国检验检疫部门, 并且在中国检验检疫部门检测合格后此类展品方可运送至展台。

**NOTES 注释:**

For above food & beverage samples, exhibitors are required to ship cargos according to the deadlines in our shipping guideline, it will take 10 working days for quarantine to practice the further inspection by taking some samples in order to advise whether or not the samples can be tasted or consumed during the show; otherwise, all the samples should be for exhibition purpose only and should be re-exported or abandoned for official final disposal of it after the show.

对于以上食品和饮料样品, 要求参展商按照我司的运输指南中的最晚到达期限发货, 检验检疫部门需要 10 个工作日对样品进行检测, 经检测合格后方可运送至展台在展览会期间品尝或消耗; 否则, 所有的展览样品只允许在展览会期间做展示用, 并且展览会结束后所有样品必须回运或放弃给海关及检验检疫部门做最后的销毁处理。

According to the quarantine inspection authority, any kind of meat and dairy products are not allowed to be imported into China. So exhibitors are suggested not to transport or carry any of the said products.

根据检验检疫机构规定, 任何肉类和乳制品不允许进口进入中国。所以我们不建议参展商运输或自带任何上述物品。

## 9. **Insurance 保险**

All exhibitors are requested to have their exhibits fully covered insurance for the whole in/return journey, including exhibition period. A copy of the insurance Policy should be brought to the fair in case of any necessary survey.

展商须为其展品投保一切险（包括展会期间），便于必要查询，在展会期间展商须带保险合同副本（复印件）。

CIETC will not be responsible for any loss of or damage to exhibits which are not insured by exhibitors.

中国国际展览运输有限公司将不对因展商未做保险而产生的展品的丢失或损害负责。

## 10. **Dangerous , radioactive , strategic and reefer cargoes 危险品、放射性物品、战略物资和冷藏物品**

Some of the above items are prohibited/limited to be moved in to the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. So before shipping those items to the fair, please submit us all the specification and volume of the cargoes for checking with the relevant parties for confirmation

以上一些物品禁止进入展馆，承运人（海运和航运）只接受可用性物品。此物品运至展会前，须提供物品的所有样品和体积，以供相关部门查验确认。

## 11. **Closing of exhibition 展会闭幕**

During the exhibition, our staff on site will go to your booth to confirm and check the related issues about disposal of exhibits and fill out the "INSTRUCTIONS FOR DISPOSAL OF EXHIBITS".

展会期间，我司的现场工作人员将到您的展位上与您现场确认及核对有关展品处理的事宜，并填写“展品回运委托单”。

Exhibitors must pay special attention to the following customs regulations:

展商须注意以下海关规定：

A) Declaration of contents in each package must be correct.

每件展品包装上的内容描述务必正确；

B) Items(e.g. personal effects, souvenirs bought into China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.

物品(如带进中国的私人物品、纪念品等)不同于其申报的展品，严禁随同展品一起回运；

C) Everything, having been declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising therefrom.

在展会开幕前报关的所有展品如在展会闭幕后没有报关是不允许展商处理或带走的。否则，展商须承担由此海关作出的罚款。

### 15. **Return of exhibits** 展品回运

All the cargoes except consumed or distributed items should be re-exported. All the return shipments will not be arranged before exhibitors have submitted written instructions to us. Once these instructions have been carried out by customs and relevant transportation parties, any changes to them will not be accepted.

除了消耗品和散发品，所有展示品在展览后必须出关。在参展商出具指示给我们之前，不得安排所有展品回运。一旦这些指示被海关及相关运输部门执行后，将不接受任何更改。

All the return shipment should be arranged by us, including the flight /vessel booking of air or sea shipment. Otherwise, we will not be responsible for any consequences arising therefrom.

所有回运展品须由我司安排，包括空运或海运货物的订舱。否则，我们将不负责因此产生的一切后果。

### 16. **Payment** 付款

#### A. Deadlines for payment 付款期限

a. Balance dues for inbound movement reaching our bank account -----**prior to the exhibition opening**  
来程款项到达我司帐户时间 -----**开展前**

b. Balance dues for outbound movement reaching our bank account ----**Before exhibits leaving Beijing**  
回程款项到达我司帐户时间 -----**展品离开北京前**

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom.

请严格遵守以上规定并在最后期限之前结清相关费用。否则我司将不予相应的安排展品的进馆和回程运输，且不负责因此产生的一切后果。

#### B. Remittance of payment 汇款

a. For shipment arrive in Xingang or Beijing directly, please remit to:

到达新港或者直接到达北京的货物费用，

Bank of China, Head Office, Beijing

Account No. 00007608091014

Beneficiary: China International Exhibition Transportation Co., Ltd.

Remark or Message: Charges for "ISDE6 2009 Beijing".

请汇至：

中国银行总行

帐号：00007608091014

中国国际展览运输有限公司

b. For shipment arranged through our overseas agents, please contact the agents for details of remitting payment. 通过海外代理所运货物，请联系该代理的付款方式。

### 17. **Conditions of handling** 操作条件

The right of explanation to this shipping guideline belongs to CIETC.

本运输指南的解释权归中国国际展览运输有限公司。

—————**END**—————