



Rehacare & Orthopedic China (Guangzhou) 2020

Exhibitor Manual

Show Date:

Sep. 4th to 6th, 2020

Show Venue:

China Import And Export Fair Pazhou Complex

<http://en.cantonrehacare.com>

Dear Exhibitor,

Welcome to Rehacare & Orthopedic China 2020 (R&OC 2020).

This manual is designed to give you maximum information regarding your participation in R&OC 2020 taking place in Poly World Trade Center Expo from Feb. 28- March 1, 2020. It contains all the forms you need to order the various related services you may require.

We kindly ask you to return the order forms before the deadlines (please refer to Page 4) in order to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

Please note that orders for additional equipment received after the specified deadline will be subject to a surcharge of 20%. Onsite orders will be subject to a surcharge of 30% and services will be provided upon availability and on a cash basis only.

Should you have any further questions, please feel free to contact us.

Guangzhou Jinye Exhibition Co., Ltd.

Contact: Ms Maggie Li

Mobile: (86)13826433706

Fax: (86) 20- 66224913

Tel: (86) 20 -86674042

Email: maggie@cantonrehacare.com

**Add: F/4, 406, Tower B, Poly World Trade Centre, No.1000 Xin Gang
Dong Road, Haizhu District, Guangzhou, China**

Website: <http://en.cantonrehacare.com>

We look forward to welcoming you to R&OC 2020 and wish you successful and satisfying three days at the fair!

Yours sincerely,

Guangzhou Jinye Exhibition Co., Ltd.

Contact Addresses

Authorized by:

Ministry of Commerce of the People's Republic of China

Organized by:

China International Center For Economic And Technical Exchanges

China Guangdong Disabled Persons' Federation

Guangzhou Jinye Exhibition Co., Ltd

Supported by:

Ministry of Civil Affairs of the People 's Republic of China

Ministry of Human Resources and Social Security of the People's Republic of China

China Disabled People's Federation

China National Committee on Ageing

China Assistive Devices and Technology Centre for Peoples with Disabilities

National Research Centre for Rehabilitation Technical Aids

Chinese Medical Association

Chinese Medical Doctor Association

China Guangdong Provincial Prosthetics & Orthotics Rehabilitation Centre

China Guangdong Provincial Work Injury Rehabilitation Centre

International Partners:

Germany: Leipziger Messe International GmbH

Japan: QOLTON Associates

Taiwan:FORMOSA CULTURAL CORPORATION

Taiwan:TradeWinds

Italy: Italian Trade Commission (Government Agency)

Official Contractor

Contact: Amy

Company Name: Guangzhou Sunqo Exhibition Co.,Ltd.

Tel: +86-020-28304581-806

Fax: +86-20-28304583

Email: amy.jiao@sunqo.com

Address: Room B210, Hui Tian Mansion, No.551 Huang Pu Avenue East, Tianhe District, Guangzhou, China

SiteUrl: www.sunqo.com

Official Forwarder

JES Logistics Limited

26th Floor, Winsan Tower

98 Thomson Road

Wanchai, Hong Kong

Tel : 852 - 2563 6645

Fax: 852 - 2597 5057

Email: samson@jes.com.hk

Contact Person: Samson Ng

Important Dates & Show Schedule

Show schedule – Move in, Show Period and Move Out

Move-in

Feb 26, 2020 9.00am – 5.00pm
Custom design booth build-up

Feb 27, 2020 9.00am – 8.00pm
Standard booth exhibitors move-in

Show Period

Feb 28-29, 2020 from 9.00 a.m. to 5.00 p.m.

March 1, 2020 from 9.00 a.m. to 3.00 p.m.

Move Out

March 1, 2020 3.00pm – 10.00pm
Exhibitors move-out

Please note:

Should raw space exhibitors want to work beyond the official hours as shown above, they should notify Guangzhou Jinye Exhibition Co., Ltd. Before 4pm on that day in writing. The overtime charge of 8pm to 12 am is **RMB12/sqm/hour** (min. charge is 36sqm/hour). The overtime charge of after 12 am is **RMB24/sqm/hour** (min. charge is 36sqm/hour). If overtime request is received after 4pm on that day, 20% surcharge will be charged.

We strongly recommend that all exhibitors arrive at their booths half an hour before the fair opens for security reasons

Exhibition Rules & Regulations

1. Governing law

Exhibitors are required to observe and comply with all the laws of PR China.

2. Visa application

- a) All foreign visitors to PR China must apply for visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure.
- b) The Organizer will provide assistance but is not responsible for obtaining visa for exhibitors.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.

3. Promotional materials censorship

All promotional materials (including presentation materials and samples), such as printed matters, films, video-cassettes, slides to be shown to the visitors during the exhibition must be pre-censored by the Chinese authorities. And the quantity of films, video-cassettes, slides is highly strict with. Exhibitors may appoint the Official Forwarding Agent to arrange the procedures on their behalf.

4. Selling of exhibits

All the shipments will be Customs cleared on temporary basis only for showing in the exhibition and exhibitors are not allowed to on-spot sell or give away exhibits subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the buyer. Before collecting the exhibits, the buyer should finalize Customs formalities and pay the duty / tax as well. If necessary, the Official Forwarding Agent may give assistance to the buyer for processing the Customs formalities, or provide information to exhibitors.

5. Customs clearance

Exhibition hall is regarded as Bonded Area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- a) Inform the Official Forwarding Agent for customs clearance of exhibits by completing and returning the "Combined Commercial Invoice and Packing List" enclosed with the Freight Forwarder Manual to be supplied by the Official Forwarding Agent.
- b) Giveaway & souvenir items are permitted but are subject to import duty. Exhibitors should submit the packing list with quantity and prices to customs office via the Official Forwarding Agent before giving the souvenir away.
- c) Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Guangzhou Customs at the airport / railway terminal. The process of transferring the exhibits from the airport / railway terminal to the exhibition required complicated documentation, and additional handling fee.

Exhibition Rules & Regulations

6. General rules

- a) All exhibitors must abide by the site regulations.
- b) No person under 18 years of age will be permitted to enter the hall. Please remind your buyers not to bring children or anybody under 18 years of age.
- c) During fair dates, exhibitors are allowed to enter the exhibition hall half an hour before show opens, and must leave the exhibition hall on time by 5.00 pm on Feb 28 -29 2020 and 8:00 pm on 1 March 2020. Electricity will be disconnected at this time. If 24 hours electricity supply at the booth is required, please contact the Organizer.
- d) Without the written permission from the organizer, exhibitor is not allowed to relet their stand to other party.

7. Fire & safety regulations

- a) Smoking is prohibited in the exhibition hall.
- b) No fire is allowed in the exhibition hall.
- c) Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department beforehand.
- d) The organizer may, upon instruction from the related authority, issue other guidelines.

8. Insurance

The organizer is responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

9. Photographing, video shooting and sound recording

No photographing, video shooting or sound recording is allowed outside your booth in the exhibition hall except those who get the official confirmation from the organizer.

10. Delivery of exhibits

The organizer will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitor. Exhibitors should make sure that a representative from their companies will be at the stand to receive the goods.

11. Removal of exhibits

Removal of exhibits may commence only after 3:00 pm on 1 March 2020. Exhibitor should comply with the working time table as stipulated. No early move-out will be permitted if application is not submitted to the organizer before 29 Feb, 2020. The Organizer is not liable for any loss or damage to the exhibits or booth materials left behind at the exhibition venue. All such materials shall be deemed abandoned and shall be disposed of at the expense of the exhibitor concerned.

12. Booth decoration

- a) All decorative items must be placed inside the booth.
- b) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the public areas is required to set back 1 meter inside their booths.

Exhibition Rules & Regulations

13. Electricity supply

For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Contractor that the Organizer appointed. Exhibitors may order lighting and electrical items according to the order forms in this manual.

Sound control

During the exhibition, the exhibitor should control the booth artificial sound below 75db. Exhibitors should comply with the rules and regulations as set by the Organizers related to onsite noise control

Exhibitors who are going to have onsite performance at their booth must notify the Organizers by Feb 1, 2020 to obtain prior approval from the Organizers and agree to play according to the schedule as approved or assigned by the Organizers. Any unauthorized performance will not be permitted. The Organizers reserve the right to impose a fine of RMB 5,000 for any unauthorized performance by exhibitors. Uncooperative exhibitors may be banned from having performance at their booth in Asiamold in future.

14. Authority of premises

In the event of any problems or disputes on-site, the decision of the Organizer, being leaseholder of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

15. Intellectual property rights / copyright

The exhibitor warrants that the exhibits and packages thereof and the related publicity materials do not in any way whatsoever violate or infringe any third party's rights including trade marks, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organizer and its agents and contractors against all costs, expenses and damages arising from any third party's claim of infringement by an exhibitor and / or the Organizer of such third party rights.

The Organizer has the right to require exhibitors to remove exhibits which are suspected to be violating intellectual property rights or copyright. The Organizer has the right to refuse participation of any exhibitors found guilty of infringement of intellectual property rights at any future trade fairs.

16. Political issue

All exhibitors, especially Taiwanese companies, please note that no sensitive political wordings should appear in all the advertising or promotional materials as well as name cards. This issue is very sensitive in the mainland China. Police will check on site and any materials containing these wordings are not allowed for distribution or will even be confiscated.

17. Unforeseen circumstances

In the event of any occurrence not foreseen in these "Rules and Regulations" and the terms stated in the contract, the decision of the Organizer shall be final.

Location Map of Fairground

Traffic direction map



Car park of the Poly World Trade Center (truck is not allowed)

Located in the basement 2, entrance is in the west of the hall.

Please contact the organizer for the permission.

Location & Services of Exhibition Hall

Guangzhou Poly World Trade Centre Expo

Address No.1000, Xin Gang Dong Roa, Haizhu District Guangzhou China

For enquiry, please contact
Tel: (86) 20 66224913

How to Get to the venue

1. From Hong Kong by KCRC Through Train Station
KCRC Intercity Passenger Services Centre (Tel: 852-2947 7888)
Travel Time 1 hour 45 mins (approx)
Fare HKD230 / person / trip (Premium Class)
HKD190 / person / trip (First Class / Standard Class)
Pick-up Point KCRC's Hunghom Through Train Station
Drop-off Guangzhou East Rail Station and take taxi (20 mins) or by subway (20 mins) to exhibition venue
2. From Hong Kong International Airport by cross-border coach
China Travel Tours Transportation Services Ltd (Tel: 852-2365 0118)
Travel time 4 hours approx.
Fare HKD250 / person / trip
Drop-off at China Hotel (final bus stop) in Guangzhou and take taxi (20 mins) to exhibition venue
3. From Guangzhou East Rail Station by subway or taxi
Travel Time 20 mins (by taxi) or 15 mins (by subway, departs at PaZhou Station Exit C or D)
Fare RMB 50 approx. (by taxi), RMB 2.00 to 12.00 (by subway)
4. From Guangzhou Baiyun International Airport by taxi
Travel Time 50 minutes (by taxi)
Fare RMB 150 approx. (by taxi)

The following services are available at the exhibition center:

Service	Location	Service Detail
Business centre	Near the entrance of Hall 1	Fax, photocopy, internet access, printing & telephone card services
Cafeteria	Inside the Fair	Drinks, food & other snacks

General Information about China

We would like to provide you with some general information, which might be useful to you.

Weather

In March: mostly sunny and dry, around 10°C to 20°C during daytime, chances of rain.

Money exchange

It is possible to change money in the hotels at the daily exchange rate. Cash withdrawal by credit card is possible at the Bank of China.

Airport tax

Travellers are required to pay an airport tax when leaving China for overseas(please check the exact tax from your flight ; and to pay an airport tax of RMB 50 when leaving Guangzhou for other provinces within the mainland.

Electricity

The voltage in China is 220 Volt / 50 Hertz.

The Chinese sockets in the exhibition halls look like this:



5 Amp / 220 Volt

Communication

Interpreter and business cards – An interpreter is strongly recommended because not many Chinese business partners speak English. Furthermore, business cards are very important means of communication. They should be translated into Chinese. It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

Some
communicati
on habits –
Address
Chinese
officials as
Mister, Miss
or Madam –
Chinese
women do
not use their
husband's
surname
and
therefore
should not
be
addressed
as Mrs. The
Chinese
surname
comes first
and the
given names
last, e.g. Mr
Wang
Zhongming
should be
addressed
as Mr Wang.

Invitation Letter for Visa Application

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Ms Maggie Li
Email: maggie@cantonrehacare.com

This form should be returned by
Feb 1, 2020

Please tick below whether you need VISA invitation letter and book hotel from Organizer, please print

or type clearly!

I will apply VISA and book hotel through travel agent (pls fill in the table below)

I will apply VISA invitation letter only

We will provide you with an invitation letter in order to expedite your visa application. All the following personal data is required. Inaccurate information may cause delay or failure of invitation issuance. Therefore, please type or print clearly and correctly. Please copy this form in case you need to apply for more than one person.

Surname			
First Name			
Nationality			
Date of Birth		Sex	
Passport No			
In PRC Date		Out PRC Date	
Job Title			
Company Name			
Company Address			
Tel No		Fax No	

Official Contractor

Please be aware that orders received after Feb 1, 2020 will be subject to a 20% surcharge.
Orders received after Feb 15, 2020 and on site orders will be subject to an additional surcharge of 30% and service will be provided on a cash basis only.

For Raw Space Exhibitors, please contact the Organizer for further information regarding contractor.

Payment details for all additional booth equipment:
Invoice will be issued upon receiving of confirmed order.

1.

Payment Account

Currency	: 56a: Intermediary Banks of GZCB CN22	SWIFT BIC
USD	Wachovia Bank, N.A., New York Branch.	PNBPUS3NNYC
	Citibank N.A., New York Branch	CITIUS33
	The Hong Kong and Shanghai Banking Corp. Ltd., Hong Kong	HSBCHKHH
	Bank of China (Hong Kong) Ltd.	BKCHHKHH
	Standard Chartered Bank, Hong Kong Branch	SCBLHKHH
HKD	The Hong Kong and Shanghai Banking Corp. Ltd., Hong Kong	HSBCHKHH
	Bank of China (Hong Kong) Ltd.	BKCHHKHH
	Hang Seng Bank Ltd., Hong Kong	HASEHKHH
	Standard Chartered Bank, Hong Kong Branch	SCBLHKHH
EUR	COMMERZBANK AG, FRANKFURT AM MAIN DE	COBADEFF
JPY	Sumitomo Mitsui Banking Corp., Tokyo	SMBCJPJT
AUD	Commonwealth Bank of Australia, Sydney	CTBAAU2S
CAD	The Bank of Nova Scotia, Toronto	NOSCCATT
GBP	Standard Chartered Bank, UK	SCBLGB2L

Bank Name: China Construction Bank Guangdong Branch Haizhu Sub-branch

Bank Address: No. 157 Baogang Avenue, Guangzhou, China

Beneficiary Name: Guangzhou Golden Luster Exhibition Co., Ltd.

A/C No.: 44001101474052504143

SWIFT BIC: PCBCCNBJGDX

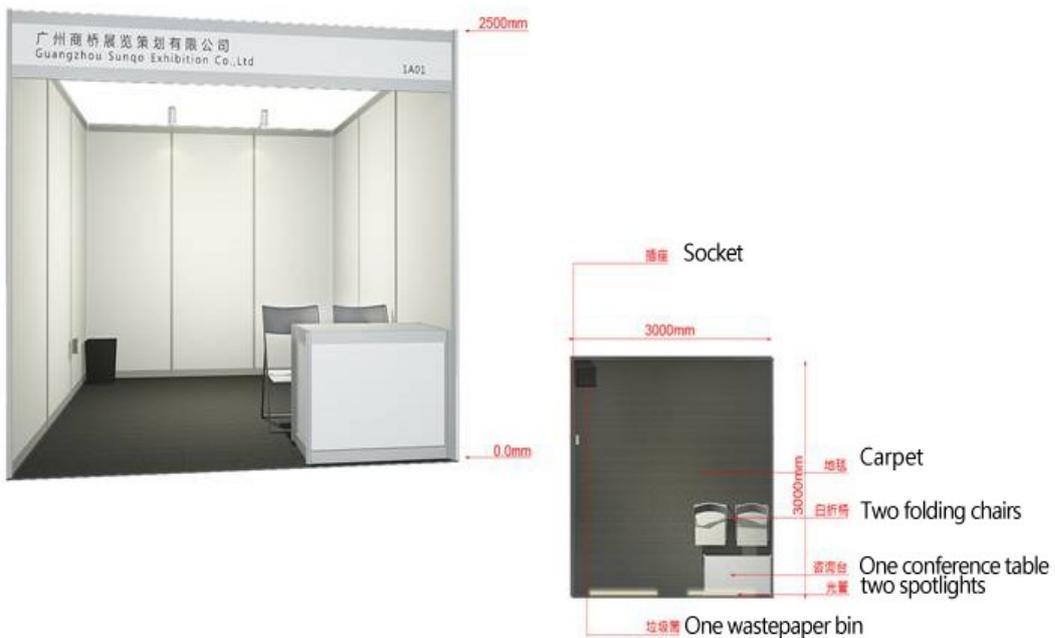
- Late orders:
20% surcharge will be charged for any order/payment received after Feb 1, 2020.
30% surcharge will be charged for any order/payment received after Feb 15, 2020.
- Cancel orders:
50% of the order amount will be charged for any cancellation order received after 15 March. No cancellation will be accepted after March 20, 2020.

Standard Booth Package & Design

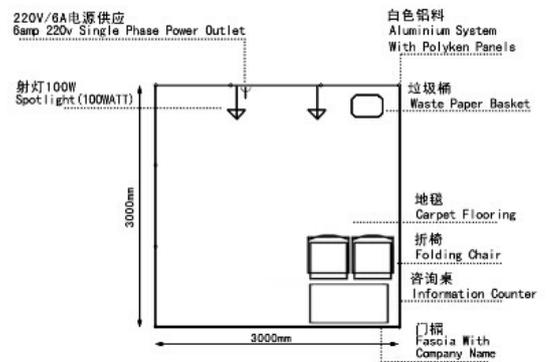
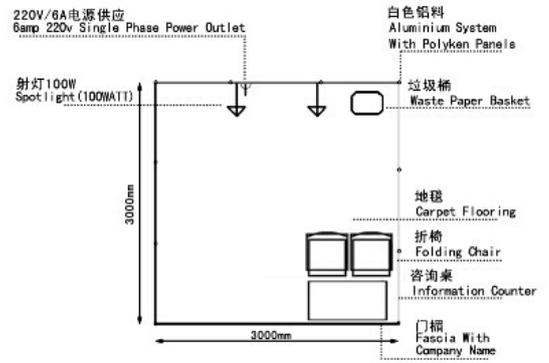
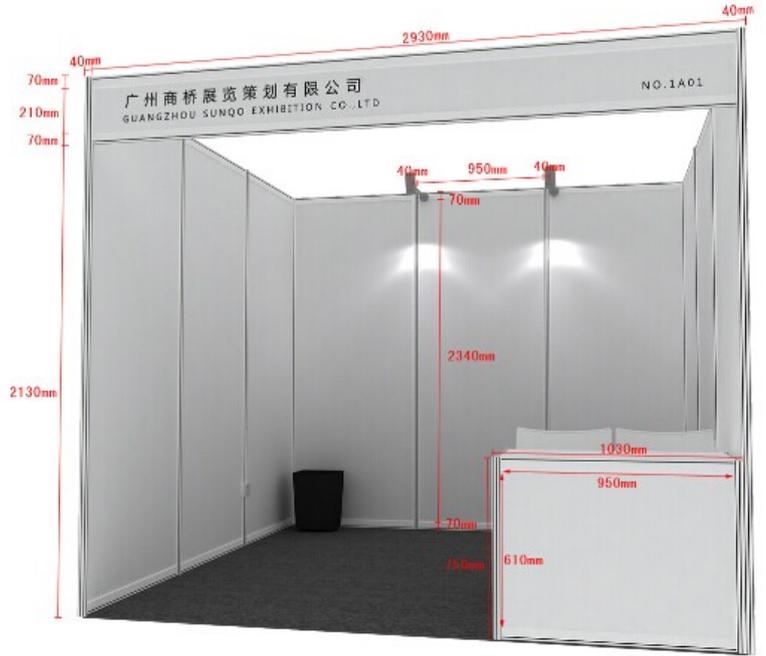
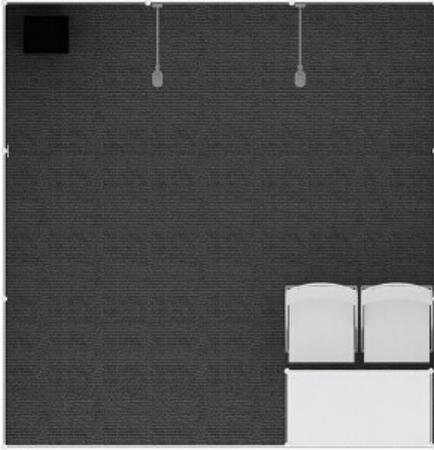
Booth facilities included in participation fee for 9sqm (3mx3m) are as follows:
 (facilities will be multiplied according to your booth size)

- Space rental
- Complete booth construction
- Stand partitions (white, 2.5 M high)
- Wall-to-wall carpet
- Fascia board with company name, booth number
- consulting table x 1 and folding chair x 2
- spotlights x 2
- 5 Amp, 220V, 500 W Socket x 1
- Wast paper basket x 1
- Daily stand cleaning and security
- Venue management fee

The following is the standard booth design and the configuration, 3m x 3m = 9sqm
 (The Organizer reserves the right to change the configuration if necessary)



展会: EXHIBITION	时间: TIME	 广州商桥展览策划有限公司 GUANGZHOU SUNQO EXHIBITION Co., Ltd
	设计: TIME	



Important Notes for Standard Booth Exhibitors

1. All package booths shall be designed and built by the Contractor that Organizer appointed.
2. All furnished booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wish to remove or change the location of any standard equipment (e.g. long-arm spot light) within the booths should indicate clearly on the booth design plan and forward it together with clear instructions to the official contractor before January 20, 2020. Notification of booth equipment alteration / removal received after the deadline will not be considered.
4. No additional booth-fitting or display may be attached to the shell booth structure.
5. No free standing booth-fitting or display may exceed a height of 2.5 meters (the height for the standard booth) or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
6. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.
7. An exhibitor occupying a booth at the corner has the choice to open it on the additional side(s) with a fascia including name and booth number. Unless informed otherwise by the exhibitor in writing before Feb 1, 2020, the Organizer will assume that exhibitors occupying corner booths would like to open on the additional side(s).
8. Unless requested otherwise by the exhibitor, the Organizer shall assume that exhibitors occupying two or more adjoining standard booths will choose to take out the partitioning panels in between. Exhibitors should notify the official contractor in writing before Feb 1, 2010 if they want to retain the partitioning panels.
9. No decoration logo or any other alteration is allowed on the fascial.
10. Standard booth exhibitors requiring additional equipment such as telephone, furniture, power supply, etc should use Forms 02, Form 03 or Form 04 for placing their orders. The order forms must be submitted latest by January 20, 2020 to the official contractor. Payment should be made according to the contractor that Organizer appointed.
11. If no representative has ever shown up at the booth until 12:00pm on Feb 28, 2020, the organizer has the right to use the booth for any purpose without the exhibitor's permission and refund.

No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center, Guangzhou,
China

Tel: (86) 20 -66224913

Attn: Maggie Li

Email: Maggie@cantonrehabcare.com

This form should be returned by
Feb 10, 2020

Furniture rental

All prices include supply & set up.

If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to the official contractor.

No.	Item	Size(m ²)	Unit price	Quantity	Amount
1	Information counter1	L1 x W0.5 x H0.75	RMB120		
2	Information counter2	L1 x W 0.5 x H1	RMB 150		
3	Glass table	D0.8 / H0.75	RMB 200		
4	Lockable cabinet	L1 x W0.5 x H0.75	RMB 240		
5	Black leather armchair		RMB 80		
6	Folding chair		RMB 40		
7	Wooden display shelf(1 x 0.3)	L1 x W 0.3	RMB 60		
8	Catalogue holder		RMB 120		
9	System panel(1 x 2.5)	W 1 x H 2.5	RMB 85		
10	High showcase	L1 x W 0.5 x H2	RMB 455		
11	Low showcase	L1 x W0.5 x H1	RMB 325		
12	Aluminum column showcase	L1 x W0.4 x H2.48	RMB 325		
13	Carpet	Sqm	RMB 25		

Can be paid on site!

30% surcharge will be charged for any order received after Feb 20, 2020.



正方台 (1)
Square Table (White)
650mmLx650mmWx500mmH



正方台 (2)
Square Table (White)
650mmLx650mmWx750mmH



长方台
Information Desk
1000mmLx500mmWx750mmH



洞洞板挂钩
Pegboard With Hook
1000mmWx2360mmH



铝圆台
Round Table (Stainless Steel)
800mm \varnothing x780mmH



玻璃圆台
Glass Table
800mm \varnothing x780mmH



白圆台
Round Table (White)
800mm \varnothing x780mmH



洞洞板挂钩 (适用于地柜上)
Pegboard With Hook
(Suitable for installing on cabinet)
1000mmWx500mmDx2500mmH



咨询台
Information Counter
1000mmLx500mmWx750mmH



带锁地柜
Lockable Cabinet
1000mmLx500mmWx750mmH



铝合金洽谈桌
Pentagonal Platform
1000mmLx500mmWx750mmH



组合柜
Display Cube
500mmLx500mmWx500mm/750mmH



玻璃饰柜台
Table Showcase Counter
1000mmLx500mmWx1000mmH



玻璃饰柜
Table Showcase
1000mmLx500mmWx1000mmH



玻璃饰台
Table Showcase
1000mmLx500mmWx1000mmH



玻璃饰柜
Table Showcase (With Cabinet)
1000mmLx500mmWx1000mmH



高身饰柜 (1)
Tall Showcase (950mmH Window)
1000mmLx500mmWx2500mmH



高身饰柜 (2)
Tall Showcase (550mmH Window)
1000mmLx500mmWx2500mmH



展示架
Tall Showcase
1000mmLx500mmWx2500mmH



电视柜
TV Cabinet
500mmLx500mmWx750mmH



40W 光管
40W Fluorescent Tube
1200mml



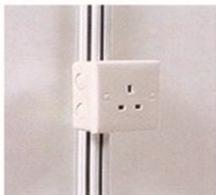
100W 短臂射灯
100W Spotlight



100W 长臂射灯
100W Longarm Spotlight



150W 金卤灯
150W Metal Halide



500W 插座
500W Socket

Power & Equipment Supply

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center, Guangzhou,
China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehabcare.com

This form should be returned by
Feb 10, 2020

Power, water & equipment supply
All prices include supply and set-up.

should be paid

No	Item	Unit Price	Quantity	Remark
1	Long arm spotlight 100W	RMB 100		
2	Fluorescent tube 40W	RMB 100		
3	42"LCD TV (DVD、holder)	RMB 2000		
4	380V/6A (≤3KW)	RMB 1300		
5	380V/10A (≤5KW)	RMB 1350		
6	380V/16A (≤8KW)	RMB 1750		
7	380V/20A (≤10KW)	RMB 2200		
8	380V/25A (≤12KW)	RMB 2600		
9	380V/32A (≤16KW)	RMB 3000		
10	380V/40A (≤20KW)	RMB 4350		
11	380V/50A (≤25KW)	RMB 5350		
12	380V/63A (≤30KW)	RMB 6350		

by cash!

Please note that: 30% surcharge will be charged for any order/payment received after Feb 20,

Additional Booth Equipment – Conditions

The condition for rental of furniture and electrical installation are:

1. All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
2. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
3. Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
4. Any complaint regarding rental furniture / installation must be lodged the day before the exhibition commences. Otherwise all items are deemed that be received in good order.
5. Exhibitors are required to mark on the location plan position on page 12 f their electrical requirements. The official contractor will install at our discretion according to standard booth layout if they do not receive any instruction before move in. Requests for repositioning will be subject to relocation charge.

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center, Guangzhou,
China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehacare.com

This form MUST be returned by
Feb 10,2020

FASCIA BOARD

- 1) All Exhibitors who have booked the standard shell scheme should indicate in the space below the company name which will appear on the fascia.
- 2) If the Exhibitor has a standard Chinese name, it is necessary to indicate on this Form. Otherwise, only English company name will appear on the fascia board.

Your company name:

Your company' s name in Chinese:

if applicable

Your company contact information:

Company name:
Booth number:
Address:
Tel:
Fax:
Email:
Contact person:
Mobile:

Date:

Information for catalogue

Catalogue

Booth Number:					
Company name	In Chinese	if applicable			
	In English				
Address	In Chinese	if applicable			
	In English				
Contact person		Tel		Fax	
website				E-mail	
Product or company introduction:					

Looking for an agent (if applicable):

We are looking for an agent in the region of ____.

For any additional catalogue entry, please copy this form, fill out the relevant information. All additional listing in catalogue will be charged at RMB5,000 per entry.

Company Name:		Booth No	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

Please note:

If your fascia name details are not received by the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. **Limited=Ltd**

The length of your fascia name is subject to space availability

No decoration logo or any other alteration are allowed on the fascia. If any alteration is found, RMB1,000 will be charged as penalty.

Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Rules and Regulations of the venue as well as any conditions, which the Organizer may specify before, or during the Exhibition.

Contractor

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths. Details such as name and address of their appointed contractor must be provided by filling in Form 5 on Page 27 and submitting to Guangzhou Sunqo Exhibition Co.,Ltd. not later than **Feb 1 2020** for approval. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Exhibitor is required to submit to the Organizer the hall management fee before booth construction. Exhibitor fails to pay will not be allowed to construct.

Plans & design proposals

1. Booth plans and design proposals must be submitted in triplicate to reach Guangzhou Sunqo Exhibition Co.,Ltd. for approval not later than **Feb 1, 2020**. Drawings submitted must be to a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
2. If drawings are not submitted before the deadline, custom design will not be allowed and a standard booth will be built by the Contractor that Organizer appointed.
3. Electrical installation plan must also be submitted in triplicate.

Approval of design proposals

The Organizer may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion.

No custom-built booth shall be permitted at the exhibition unless the Organizer has approved the plan and design proposals in writing.

Special design booth exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on site alterations required by the Organizer and / or the exhibition hall at the exhibitor's expense:

1. Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organizer, and to report any errors to the Organizer immediately. The Organizer will not be liable for any errors that are not reported before construction begins.
2. No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed **3.5m** in height for the standard booth. (Raw space height limit is **6m**)
3. Guidelines for constructing double-floor booth: the constructing of this kind of booths can only be allowed after declaring to the Fire Fighting Bureaus, further more, the net area of the booth should be at least **100m²**, and not be adhere to other booths. The total height cannot over 6 meters; the second floor can only be used as the bargaining room, and it's area can only be 30% of the first floor at most. Pls contact our official contractor for detail instruction.

Important Notes for Raw Space Exhibitors

4. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building.
5. The name and booth number of the exhibitors must be prominently displayed and faced to the aisle. The Organizer reserves the right to affix them as they see fit and to charge the cost incurred to the exhibitor.
6. All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organizer (inclusive of backside panels / parts of booth adjoining other booths or aisles).
7. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
8. Exhibitors must provide approved protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-ups must be flame-retardant and be subject to inspection by the Exhibition Venue and / or the Organizer. They should also conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Chinese Government.
9. The transporting, assembling, dismantling and the removing of stands of raw space exhibitors are the responsibility of the exhibitor themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organizer.
10. Exhibitors are responsible for insurance, which indemnifies the Organizer from all claims caused by on site operatives working directly or indirectly for the exhibitors.
11. Construction waste and surplus materials must be cleared from the exhibition site by the exhibitor.

Electricity

1. Only electricity can be used as a source of light or power in the Exhibition Venue.
2. The Organizer's Appointed Contractor must carry out all electrical works at the exhibitors' expense. Design plans or proposals for electrical installations must be submitted to Guangzhou Golden Luster Exhibition Co., Ltd for approval together with the booth design proposal. Electricity can be supplied in 380V / 220V /50Hz (+/-6%), three phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with official contractor. **No multi-plug or adapter is permitted.**
3. Electricity supply, its final connection and safety inspection of circuit will be carried out by the Organizer's Appointed Contractor. Inspection can only be performed when construction works at the exhibition booth and installation of all electrical items are completed.
4. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electricity distribution panel must be installed within booth area as contracted.

Raw Space Exhibitors Submission Form

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehabcare.com

This form should be returned by
Jan 20, 2020

Please inform Guangzhou Sunqo Exhibition Co.,Ltd. about the name and contact details of your stand contractor:

Contractor Company Name: _____
Address: _____
Telephone: _____ **Fax:** _____
E-mail: _____
Contact Person: _____

Booth design without Guangzhou Sunqo Exhibition Co.,Ltd..approval will not be permitted in the exhibition. The Organizer reserves the right to request the exhibitor to alter their booth design if their booth construction and / or design causes obstruction to other exhibitors. For approval of your stand construction, please send the layout of your booth to Guangzhou Sunqo Exhibition Co.,Ltd..before Jan 20, 2020. **All Workers onsite must wear safety helmet!**

Raw space exhibitor is liable to pay **RMB50,000** for refundable construction deposit. Exhibitor who fails to settle the construction deposit will take risk that their stand construction will not be permitted. Please pay in CASH when collecting your exhibitor badge during Exhibitor Move-in Period.

Please notice that the hall management fee (contractor which is not appointed as the official one should be charge as RMB 30 per square meter for single-floor booth, RMB 35 per square meter for double-floor booth) **MUST** be paid onsite to the venue owner. If booth plans and design proposals can't be submitted to the organizer on time, the hall management fee would change to the standard that is RMB35 per square meter. No construction would be permitted without this payment.

Registration & Sales Promotion

Exhibitor Badges

Each exhibitor is entitled 3 badges for every 9sqm exhibition size.

Exhibitor Badges will be provided to Exhibitors at the exhibitor registration counter during move-in period.

All exhibitors must wear exhibitor badge inside the exhibition hall. Staff will ask anybody, who cannot show the badge, to leave the hall.

Visitors

Free admission for trade visitors.

Person under 18 will not be permitted to enter the exhibition hall. Please remind your buyers not to bring children or anybody under 18 years old.

Online visitor pre-registration is now available until Feb 25, 2020 at <http://en.cantonrehabcare.com/> and choose "On-line Registration" after selecting language. After this period, please bring your business card to our counter at the exhibition for on site registration

All visitors must wear visitor badge inside the exhibition hall. Staff will ask anybody, who cannot show the badge, to leave the hall.

Each exhibitor is entitled to 1 catalogue entry listing.

Visitor Invitation Card

For your mailings of advertising campaigns before the fair, the Organizer will provide you with visitor invitation cards upon request.

Exhibitor Pre-registration

**Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehabcare.com**

This form should be returned by
Feb 15 2020

Each exhibitor is entitled 3 badges for every 9sqm exhibition size. Should you require additional badge(s), please make copy of the form. The organizer reserves the right to charge additional badge(s) at RMB 30 per badge.

Exhibitor badges will be provided to exhibitors at the exhibitor registration counter (Outside the entrance of Hall 1& 2) of the exhibition hall during move-in period.

We need _____ badge(s) during move-in and fair period. (3 badges for every 9sqm exhibition size)

	Name of Personnel	Job Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Company Name:		Booth No:	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

Temporary Staff

Guangzhou Jinye Exhibition Co., Ltd.
 No.1000 Xingang Dong Road Haizhu District
 Guangzhou, Poly World Trade Center,
 Guangzhou, China
 Tel: (86) 20 -66224913
 Attn: Maggie Li

Email:maggie@cantonrehabcare.com

This form should be returned by

1 Feb 2020

Interpreter and Booth Assistant					
Item No	Date	Description	Price RMB/day*	Quantity/day	Total
1		Interpreter (Chinese – English)**	800		
		Interpreter (Chinese – French, German or Russian)	1000		
3		Interpreter (Chinese – Japanese or Korean)	800		
4		Interpreter (Chinese – Italian or Spanish)	1000		
5		Booth Decoration Assistant	300		
6		Booth Attendant	300		

Note: * The service is available only during the fair opening hours. Half price will be charged if the service

time is less than 4 hours.

** The interpreters usually speak English and Mandarin only.

All orders for temporary staffs must be submitted before Feb 1, 2020. Should there be any cancellation after the submission of the completed request after the deadline, the exhibitors should pay 4 hours standard rate per cancellation to the Organizer.

Terms of payment: onsite cash payment

Company Name:		Booth No:	
Authorised Person:		Title:	
Tel:		E-mail:	
Authorized		Date:	

Advertising in Fair Catalogue

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehabcare.com

This form must be returned by
Feb 10 2020

IMPORTANT: It is advisable to translate your advertisement into Chinese or print it in English / Chinese.

Advertising rates:

Position	Colour	Price (RMB)	No. of insertion(s)
Inside front cover	4-Colour	6,000	
Inside back cover	4-Colour	6,000	
The first page	4-Colour	8,000	
Opposite contents page	4-Colour	6,000	
One page ROP	4-colour	8,000	
Inclusion of company trademark/logo with catalogue entry	Black & White	2,000	

Technical specifications:

1. Trim size: 130mm (w) x 210mm (h) (+3mm bleed if necessary)
2. Positive, emulsion side down, right-reading, with progressive colour proofs (for colour adverts only)
Advertising layout in digital format on CDRom will be accepted, but will incur an additional cost of USD200 for film production.
3. Color separation film must reach Guangzhou Jinye Exhibition Co., Ltd. on or before Feb 10, 2020.

Please note:

The Organizer reserves the right to decline any advertisement.

Reservation of advertisement space will be arranged on 'First-Come-First-Served' basis.

The Organizer is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.

Late arrival will be liable to omission of the advertisement and the cost paid will not be refunded.

Films will not be returned unless specifically required.

The fair catalogue will be sold at RMB 100 to trade visitors only upon request at the visitor registration counter. It is subject to availability.

Company Name:		Booth No	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

Other Advertising Opportunities

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehabcare.com

This form should be returned by
Feb 1, 2020

IMPORTANT: It is advisable to translate your advertisement into Chinese or print it in English / Chinese.
 Advertising rates:

Item	Description on the item	Advertisement Opportunities	Price (RMB)	Application
a) Visitor guide	Visitor guide is a free guide distributed to visitors at registration counter and hall entrance area. It contains information of the show, fringe programmes, exhibitor list and hall arrangements.	1-page advertisement within the visitor guide	20,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Visitor badge	All visitors are required to wear badge to enter the exhibition halls.	advertisement on the visitor badge	40,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Back of Ticket	Tickets will be distributed through a number of magazines and media. Visitors needed to bring the ticket for free admission.	1-page advertisement on the back of the ticket	10,000 per 10000piece	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Show Hand-carry Bag	Show hand-carry bag will be distributed along with fair catalogue, advertising catalogue during fair period to visitors with purchase of the fair catalogue.	1-side advertisement on the show hand-carry bag	30,000	<input type="checkbox"/> Yes <input type="checkbox"/> No

Technical specifications:

- The details of the specifications will be provided once the application of advertising is accepted.
- Positive film required. For colour advertisements, a colour proof must be provided with the colour separations. Advertising layouts in digital format on CD-ROM are accepted under terms stated in below for colour separation.
- Color separation film must reach the Organizer on or before Feb 1, 2020.

Please note:

Payment upon receipt of invoice; Deadline of payment: Feb 1, 2020

The Organizer reserves the right to decline any advertisement.

The Organizer is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
 Company

Company Name:		Booth No	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

On-site Noise Control & Performance at Booth

Guangzhou Jinye Exhibition Co., Ltd.

No.1000 Xingang Dong Road Haizhu District Guangzhou, Poly World Trade Center, Guangzhou, China

Tel: (86) 20 -66224913

Attn: Maggie Li

Email: maggie@cantonrehacare.com

To ensure a quiet environment for business discussions in the exhibition halls, the Organizers will implement the following rules and regulations related to onsite sound control and would appreciate to have your kind compliance and cooperation on this matter:

General Rules and Regulations:

1. The maximum noise level allowed at booth for instrument / product testing is 75 db
2. If the noise level exceeds 75 db without the prior approval from the Organizer, the exhibitor will receive a verbal warning and will be requested to lower the volume.
3. If the exhibitor did not comply after the verbal warning, the Organizers will issue an official written warning.
4. If the exhibitor did not comply after receiving the written warning, the Organizers will cut the electricity supply to the exhibitor's stand for 2 hours as penalty.

Company Name:		Booth No:	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

Visitor delegation application form

Guangzhou Jinye Exhibition Co., Ltd.
No.1000 Xingang Dong Road Haizhu District
Guangzhou, Poly World Trade Center,
Guangzhou, China
Tel: (86) 20 -66224913
Attn: Maggie Li
Email: maggie@cantonrehacare.com

This form should be returned by Feb 1, 2020

In order to get ready to welcome the delegations during the expo, please fill your delegation details in the below form and send back to us.

Company name	Company address	Visitor name	Confirmed visit date	Visitor total

Notes:
 We won't receive the student delegation till the last day of the fair.
 All students can only visit the fair without their uniform.

Company Name:		Booth No:	
Contact Person:		Title:	
Tel:		E-mail:	
Authorized Signature:		Date:	

Your Personal Checklist

The most important things to do!

Do you have a valid passport?

Have you applied for a visa?

Have you registered for all on-site staffs for exhibitor badges?

Have you made your travel arrangements? Have you printed Chinese business cards?

Have you printed necessary information in Chinese (e.g. product / company description)?

Have you checked all the forms and regulations?

Have you arranged the shipment and custom of your goods?

Have you checked your booth equipment?

Have you ordered an interpreter or booth assistant?

Have you sent the catalogue entry with product groups?

Have you thought about advertising in the fair catalogue?

Have you thought about planning your product presentation during the fair period?

Note: Any inconvenience caused by not adhering to deadlines and / or not following the rules and regulations will not be the responsibility of the Organizer.