



CGC (WEIHAI) EXPO 2024

The 16th China (Weihai) Fishing Gear Manufacturing Center Expo

Oct. 12-14, 2024

Weihai International Economic and Exchange Center, Weihai, China
(No. 366 Songjian Middle Road, Huancui District, Weihai, Shandong)

EXHIBITOR SERVICE MANUAL

www.chinafishshow.org

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1. Exhibition Introduction

1.1 About CGC (WEIHAI) EXPO 2024

Name: The 16th China (Weihai) Fishing Gear Manufacturing Center Expo (CGC (WEIHAI) EXPO 2024)

Date: Oct. 12-14, 2024

Venue: Weihai International Economic and Exchange Center

(No. 366 Songjian Middle Road, Huancui District, Weihai, Shandong)

Exhibiting Area: 60,000 m²

Exhibiting Hall: E1, E2, E3, E4, E5 and Outdoor Exhibiting Area.

Organizer: China Chamber of International Commerce Weihai Chamber
Beijing Admire Exhibition Co., Ltd.

Co-organizer: Weihai Aohua Exhibition Co., Ltd.

Show Schedule:

| Item | Date | Time |
|--------------------------------|-----------------------|-------------|
| Booth Installation (Raw Space) | October 10 / Thursday | 8:30-17:00 |
| Booth Setting up | October 11 / Friday | 8:30-21: 00 |
| Show Time | October 12 / Saturday | 8:30-17: 00 |
| | October 13 / Sunday | 8:30-17: 00 |
| | October 14 / Monday | 8:30-16: 00 |
| Dismantling (All Booths) | October 14 / Monday | 16:00-21:00 |

1.2 Contact Information

| | Item | Contact Person | Email |
|---|--|--|-------------------------|
| Organizer | Coordinator | Emily Zhang | service_d@china fish.cn |
| Official Exhibition Constructor: Beijing Gisaca Exhibition Co., Ltd. | Raw Space Construction Procedures | E1-E2 Hall, Ms. JiaYunyuan +86-13810049141 | gisaca@gisaca.com.cn |
| | Additional Furniture Rental | E3-E4 Hall, Ms. Zhang Rong +86-1391061196 | |
| | Meeting Room Construction | E5 Hall, Ms. Zhang Jing +86-13810807202 | |
| The Third-party Freight Forwarder-Jinyun Freight Forwarding (Hangzhou) Co., Ltd. | Receiving & Storage of Goods (Not Free) | Mr. Zhang Kai +86-18518186118 | kevinzhang@k-t rans.cn |

1.3 Venue Introduction

Weihai International Economic and Trade Exchange Center, located on the bank of Xiaoyao Lake in binhai new city in the east of Weihai, is a major project for the transformation of old and new kinetic energy in Shandong province.

Weihai International Economic and Trade Exchange Center
 No. 366 Songjian Middle Road, Huancui District, Weihai, Shandong
 www.wh-ietec.com, Tel: +86-631-6108888

CGC (WEIHAI) EXPO 2024 will use the E1, E2, E3, E4 and E5 of the main exhibition hall, exhibition area of 60,000 square meters.



Venue traffic:

- Weihai Dashuibo International Airport, 26 kilometers with 30-minute drive away
- Weihai Railway Station, 18 kilometers with 30-minute drive away
- Weihabei Railway Station, 35 kilometers with 50-minute drive away
- Wendengdong Railway Station, 26 kilometers with 30-minute drive away
- Yantai Penglai International Airport, 140 kilometers with 2.5 hours drive away



1.4 Layout & Booth Floor plan



2. Show Service

Please find all show services forms in attachment, fill the service forms you need and send back to Ms. Emily Zhang

E-mail: service_d@chinafish.cn

Tel: +86-10-58203101/02/03, Fax: +86-10-58203100

Note: ensure the accuracy of the information, organizer only accept the electronic version.

Forms & Deadline:

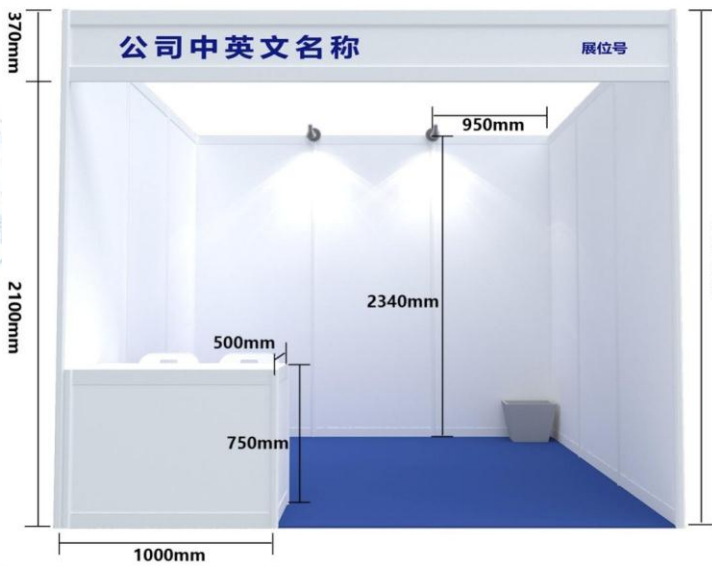
| No. | Order Forms | Deadline |
|-----|---|----------|
| T1 | Exhibitor Registration Form (Necessary) (For Buyer's Guide of CGC (Weihai) EXPO 2024) | Aug. 20 |
| T2 | Exhibitor Badges Form (Necessary) | Sep. 10 |
| T3 | Hotel Reservation Form | Sep. 20 |
| T4 | Visa Invitation Form | Sep. 20 |
| T5 | Translation Service Form | Sep. 20 |
| T6 | Show Catalogue Advertisement | Aug. 30 |
| T7 | Exhibition Hall Advertisement | Sep. 10 |

3. Exhibition Hall Service

3.1 Standard Booth

Standard Booth Construction

标准展位效果图:



Equipment: Standard Booth (3m*3m), includes:

- 1) 1 Information Counter
1000mmL*500mmW*750mmH
- 2) 2 Folding Chairs
400mmW*400mmD*455mmH
- 3) 1 Wastepaper Basket
400mmW*400mmD*455mmH
- 4) 2 Spotlights
10W
- 5) 1 Power Socket 5A/220
(300W at most)
- 6) Carpet 9m²
- 7) 1 Fascia Board (includes Chinese and English company name, Booth No)

Note :

- 1) The company names on fascia board are print according to Exhibitor's Registration Form.
- 2) The panels and furniture are provided by Official Exhibition Constructor and they are prohibited to be cut, drilled, printed and stick with strong adhesive tape or glue.
- 3) Without the permission of the official constructor, no dismantling and change to the standard booth.
- 4) The configuration of 300W single socket, can only be connected to the TV, computers, mobile phones, is strictly prohibited for the **machines, lighting and boiling the water.**
- 5) For standard booth exhibitor, you can just arrive one day earlier (October 11) and start to do the installation.

3.2 Additional Furniture Rental (Exhibition furniture、 lighting、 office、 network etc)

3.3 During negotiation between booth structures

Please find exhibition hall services forms in attachment and fill the service forms you need to send back to **Official Exhibition Constructor: Beijing Gisaca Exhibition Co., Ltd.**

gisaca@gisaca.com.cn

E1-E2 Hall, Ms. JiaYunyuan, +86-13810049141

E3-E4 Hall, Ms. Zhang Rong, +86-1391061196

E5 Hall, Ms. Zhang Jing, +86-13810807202

Forms & Deadline:

| No. | Order Forms | Deadline |
|-----|---|----------|
| E1 | Additional Furniture Rental (Exhibition furniture、 lighting、 office etc.) | Sep. 04 |
| E2 | During negotiation between booth structures | Sep. 04 |

Note: ensure the accuracy of the information, organizer only accept the electronic version.

3.4 Raw Space Booth

Show Official Exhibition Constructor :

Official Exhibition Constructor: Beijing Gisaca Exhibition Co., Ltd.
gisaca@gisaca.com.cn

E1-E2 Hall, Ms. JiaYunyuan, +86-13810049141

E3-E4 Hall, Ms. Zhang Rong, +86-1391061196

E5 Hall, Ms. Zhang Jing, +86-13810807202

Procedures of Raw Space Construction

As raw space exhibitors, please let your designated raw space construction service supplier to contact the official constructor- **Beijing Gisaca Exhibition Co., Ltd.** to handle the **Procedures of Raw Space Construction** before **Sep. 04, 2024.**

- All drawings shall be marked with the size and specifications of all structural material, prohibited to build two-story booth.
- Fill out and submit “Booth Construction Application Form” and “Water Electrical Application Form” in the field.
- Contractor legal entity or the client sign “The Booth Construction Safety Responsibility”, affix the company seal, and submit the declaration of the scene.
- After constructor paying the construction management fees, construction documents fees, construction vehicle license fees, and connection fees for water, electricity and compressed air booth construction deposit, then constructor receive the construction permits.

Please find all documents in Chinese for procedures of raw space construction in attachment and fill the service forms you need to send back to **Beijing Gisaca Exhibition Co., Ltd.**

E-mail: gisaca@gisaca.com.cn

E1-E2 Hall, Ms. JiaYunyuan, +86-13810049141

E3-E4 Hall, Ms. Zhang Rong, +86-1391061196

E5 Hall, Ms. Zhang Jing, +86-13810807202

Forms & Deadline:

| No. | Item | Deadline |
|-----|--|----------|
| F1 | Documents for Procedures of Raw Space Construction in Chinese | Sep. 04 |

3. Exhibits Transport

The Third-party Freight Forwarder: Jinyun Freight Forwarding (Hangzhou) Co., Ltd.

Contact person: Zhang Kai (+86-18518186118)

Email: kevinzhang@k-trans.cn

Address: Room802, Building B, No. 353 Benjing Avenue, Qianjiang Shijicheng, Xiaoshan District, Hangzhou, China
Postcode: 311200
Tel: 4008883965

Forms & Deadline:

| No. | Item |
|-----|---|
| H1 | Documents for Procedures Freight Forwarder in Chinese |

(Please visit the website to know more transport fee and make sure to contact transport company before sending out your exhibits.)

5. Related Regulations & Notices

5.1 Environmental Protection

As the environmental protection is always the show's top concern, hereby we advocate that all exhibitors could abide by the following rules:

- 1, Adopt the pragmatic booth decoration; try to use the recyclable materials during booth build-up;
- 2, Use the environmental coating material; try to use the aluminum materials and lessen the usage of wood;
- 3, Lessen the usage of painting, coating or other materials harmful to the environment; dispose the trashes appropriately and prevent them exerting a bad influence on people and environment;
- 4, Reduce the sum of the white pollutes (e.g. plastic bags, plastic cutlery, plastic packaging and other refractory materials)
- 5, Use less paper and adopt some renewable materials during the show;
- 6, Advocate to use the MINCDF (a kind of energy-saving bulb);
- 7, Avoid the noise pollution;

We are looking forward to seeing you at CGC (WEIHAI) EXPO 2024 in China.

5.2 Exhibitor' Notices

1) Admission requirements: Exhibitors should comply with show time and make stay for their own booth at night 9:00 (Oct. 11) during the last day of exhibition installation, for avoiding the exhibits lost. During the exhibition time, please enter the hall about half an hour earlier than the audience. Minor is declined for admission.

2) Using of the site: Exhibitors consciously protect the environment of exhibition hall, the exhibition hall floors, walls and related facilities. If related facilities are damaged, the relevant the exhibitors should compensate according to relevant regulations of the exhibition hall.

3) Site clean: Exhibitors, constructors are responsible for the internal cleaning of booth during the installation period. Official constructor carry out the cleaning of public areas during show time, exhibitors are responsible for their own booth cleaning, For Cleaning service is needed to apply for Official constructor and pay the associated costs.

4) In exhibition hall, exhibitors shall keep their audio sound below 75db; otherwise the organizer or the exhibiting principle has the right to cut off the power supply when dissuasion failed.

5) Intellectual property: Exhibitors ensure that the exhibits do not involve the infringement of intellectual property rights. Such as the infringement dispute in site, organizer has the right to request arising exhibits from the shelf; exhibitor is responsible for all the consequences resulting by these.

6) Exhibit out of the Hall: Exhibitors get the issued out bar at the registration desk, and to handle the procedures of exhibit out of the hall.

7) The public areas of exhibition hall are prohibited to put the sundries.

8) Apply for Overtime: For exhibitor or structures to work overtime, they need to apply for the Commercial Service of official constructor before 15:00 in the same day

9) Service prices: All applications should be within the prescribed period of before opening, delay is subject to a 30% rush fee.

10) Hotel reservation service. Please fill the Hotel Reservation Form and send back to the Organizer before deadline if you need the service.

11) Photography: Only the media invited by the organizer can bring photography equipment into the exhibition, exhibitors can only film the company's booth during the exhibition. Unauthorized recording of other companies' booths maybe complained to the organizer or security department.

12) Promotion: Publicity content shall not violate relevant laws and regulations, promotional materials distribution, live broadcasting and other publicity activities can only be carried out in their own booth, and it is strictly prohibited to occupy public areas in any form. If there is any violation, the security personnel will deal with the violation onsite, including but not limited to confiscation of illegal publicity materials, driving away from the exhibition; the organizer will also record violations.

13) Insurance of Exhibits: Exhibitors should be required insurance for its exhibits and the property insured, purchase employer's liability insurance for their employees, public liability insurance for the invited audience, if the exhibitors do not purchase insurance; organizer does not assume any responsibility for the related risk.

14) Transferring or subleasing booths is strictly prohibited; otherwise, the exhibitors can't exhibit in next exhibition, and face the strict investigation and punishment of on-site law enforcement units.

15) The organizer has the right to deal with the vacant booths that the exhibitor fails to arrange the exhibition in time due to irresistible factors.

16) Each exhibition hall is equipped with boiling water supply equipment, if you need to get boiled water, please pay attention to safety when getting water, and do not boil water in the booth.

17) Joint Exhibiting Regulations: If any joint exhibiting fails to submit relevant materials and obtain written confirmation from the organizer before the exhibition, the organizer has the right to cancel its exhibiting qualification and ask the exhibitors to quit from the exhibition. And the relevant fees actually paid by the exhibitors will not be refunded. The primary exhibitor will fully and unconditionally assume all the responsibilities of joint exhibiting both parties after getting the written

confirmation and approval of the organizer. (Please see Joint Exhibiting Management Measures for more information.)

18) Pets are not allowed.

5.3 Intellectual Property Rights Regulations

Combining the regulations of “Measures for the Protection of Intellectual Property Rights during Exhibitions” and related legal terms from Ministry of Commerce, State Administration for Industry and Commerce, National Copyright Administration and State Intellectual Property Office of the People’s Republic of China, the regulations made by the organizer are as followed:

The scope of intellectual property protection during the exhibition is inclusive of the protection of patent, trademark and copyright, which not only means the exhibits, but also refers to promotion materials, ads, pictures, etc. which are hanging or lying in the booth.

Having an IPR office on-site enables exhibitors to go directly to the officers in charge and file a complaint against offenders. It is hoped that the on-site IPR office will prove an effective deterrent to potential offenders at exhibitions. Housing an on-site IPR office is historically important, not only for this show but also the whole China’s exhibition industry.

The exhibitor must prepare in advance all the IPR certificates or the legal and valid licenses with respect to Exhibits. Exhibitors must also acknowledge they have read the Regulation for Protection of Intellectual Property Rights during Exhibition, and warrant to observe the IPR protection laws and regulations and to abide by decisions of the IPR office.

A holder of intellectual property rights may complain to the office for complaints on intellectual property rights during the exhibition. Whoever takes a complaint to the office should submit following materials:

(1) A legitimate and effective certificate of the ownership of intellectual property rights: where any patent is involved therein, the patent certificate, the text of patent announcement, the credential of the patent owner, the certification on the legal status of the patent shall be submitted; where any trademark is involved therein, the certification documents of trademark registration shall be submitted, which shall be confirmed by the complaints by affixing a seal, and the credential of the trademark owner shall be submitted as well; where any copyright is involved therein, the certification of copyright and the credential of the copyright owner shall be submitted:

(2) The basic information of the person being suspected of any infringement;

(3) The explanations and evidence for any suspected infringement;

(4) Where an agent is entrusted to take a complaint, the relevant trust deed shall be submitted.

(5) The IPR office will review IPR disputes, giving exhibitors effective recourse to the law. If products exhibited by any other exhibitor infringe their patent, trademark or copyrights, they can now file complaints directly with the IPR office.

(6) The IPR office will notify potential IPR offenders, requesting them to respond within one day and

submit the required documents and proof of their legitimacy. Failing to submit relevant documents gives the IPR office the right to request the respondent to suspend the display of exhibits; to destroy and suspend distribution of advertising material and remove offenders exhibiting boards. Exhibitors in question will not be allowed to re-exhibit with the same material.

(7) Where a complaint causes any losses to the relevant respondent by submitting any false complaint material or by any other fabricated complaint, he should bear legal liabilities.

(8) If you had already faced the problem of intellectual property rights before, please tell us your experience, so that we may give the serious warning to the related organizations.

5.4 Regulations for Use of Exhibition Hall

- The opening of the exhibition hall should be depends on the exhibition schedule, exhibitors enter the hall according to the specified time strictly, in particular dismantling day (Oct. 14) if dismantling before at 16:00pm, the organizer reserve the right to cancel the participation qualification of the exhibitor for next year.
- The high incidence misconduct time occurs during Installation, Dismantling and the daily opening and closing time. In particular before closing at 21:00 on the 14th, each booth must be manned to ensure the safety of the exhibits, exhibition furniture as well as other values etc.
- In closing or dismantling time, exhibitors shall clear those combustible materials or other objects having fire hazard, cut off all power sources.
- The Security force has rights to inspect the good in and out of exhibition hall. Visitors without badge shall not go into the hall. Visitors having badge can take with a small handbag but a release permit provided by the organizer must be taken when they out. Gifts in large size must be with a proving issued by the presented unit when out of the hall. Under exceptional circumstances, purchased goods shall be provided with invoice; otherwise the Security force has the right to prohibit those goods out of the hall.
- Exhibitors shall take care of their bags, cell-phones, cash and certificates. The organizer suggests exhibitors establish a small lockable room specialized for placing the valuables. Please take away the valuables when leaving the hall.
- Without organizer's allowance, those things in the following shall not take into the exhibition hall: dangerous things: including (but not limited to) weapons, guns, knives, swords, ammunition, explosives, inflammable materials, radiations or other dangerous objects; goods with no importing permission from customs; goods violating the law of intelligence property protection in China.
- Exhibitors must accept the inspection of sanitary, safety and fire control. Modifications shall be made for unqualified displaying-items or booth; otherwise exhibiting qualification shall be cancelled and exhibitors shall be responsible for all the related loses.
- Exhibitors shall give advanced information and get written permission from exhibiting hall when the following modifications are made: changing or modifying the image, layout, building instruction and infrastructures in public places; otherwise the organizer and pavilion have the right to dismantle the booth with no advanced notice and exhibitors shall be responsible for all

the damages and costs.

- In exhibition hall, exhibitors shall keep their audio sound below 75db; otherwise the organizer or the exhibiting principle has the right to cut off the power supply when dissuasion failed. Exhibitors should bear all the consequences; if the exhibitor requests to connect electric again, written guarantee is needed, and agree to pay a fine of 2000 Yuan.
- Exhibitors shall comply with the regulations of exhibition hall, strictly manage their own using of exhibitors badges, construction certificate and transport permits, shall not be transferred without authorization, sold or lent to others to use, in violation of provisions such as exhibition hall and the sponsor, each will be given a fine of 1000 Yuan, and remove entry exhibition hall qualification of the holder, exhibitors shall assume full responsibility of the resulting consequences
- Exhibitors should inform the staff to dine in the exhibition hall set meal area, to ensure safety. If the exhibitor dining due to consumption of none pavilions offer food to cause physical discomfort, exhibitor will undertake the full responsibility.
- Without the organizers written permission of the Exhibitor shall not be any form of advertising or promotional activities in the hall, no engage in sales of merchandise and other exhibition-related activities;
- No smoking is allowed in the exhibition halls

Insurance and immunity: exhibitors themselves and constructors should take charge maintenance and insurance of personal safety, exhibits and property during Installation, show time, and dismantling period. The organizer does not assume responsibility to a fire, theft, explosion, natural disaster or other accident harm for exhibitors, structures and audiences.

5.5 Fire Safety Stipulation

- 1) Materials for booth must be fire retardant or non-inflammable and in accordance with the stipulations for local fire-safety.
- 2) Fire, inflammable gas/liquid, sparks; explosives, weapons, poison gas as well as poisonous or radioactive materials are prohibited in the venue and exhibiting halls.
- 3) Fire fighting apparatus, electrical equipment, emergency exit and paths for speculators are strictly prohibited from being covered, buried, occupied, blocked when constructing booth. No display or booth is allowed under the fire resistance rolling shutter door.
- 4) No one is allowed to bring the following items into the venue: weapons, guns, swords, knives, ammunition, explosives & flammable goods or other dangerous goods; goods prohibited by customs; goods violating intellectual property protection laws in China; other goods having bad influence towards the exhibition or prohibited by related departments and so on.
- 5) No smoking is allowed in the exhibition hall. The organizer would prevent those smoking people and give them warning; for cases of gross violation or incorrigible people, the organizer has the right to get them out of the exhibition or report to the public security.

- 6) Packing case, scraps of paper left by booth constructing shall be cleared out of the exhibition hall and shall not be stored in the booth, on the counter or behind of the booth board. Any violation, serious investigation and correction shall be made according to related regulations.
- 7) Booth in the exhibition hall shall not be capped by anything in any way, so as to ensure the normal function of fire warning system or automatic spraying system.
- 8) Before inauguration, all booths shall accept the sanitation, safety and fire inspections; modifications shall be made for those places violating related regulations; otherwise the exhibiting quality of exhibitors may be cancelled and exhibitors shall be responsible for all related losses.
- 9) The fire-management staff will make an inspection tour within the exhibition hall and has the right to stop any behavior having potential risks for fire hazard.
- 10) The organizer takes safety-precautions measures for exhibitors and visitors. Any potential risk, the organizer reserves the right to prevent the related exhibitors or visitors from entering the hall.
- 11) To ensure a good exhibition order, exhibitors shall actively collaborate with the organizer for the management of access control system.

5.6 Security Responsibility

1. The Exhibitor shall strengthen the management of personal property and buy insurance for exhibiting goods or other valuable good, avoiding any personal property damage or injury; the exhibitor must buy Accident Insurance and Third Party Liability Insurance for staff and select audience. We recommend Exhibitor to buy an insurance covering transit, show set-up, show time, dismantling, and advance storage. Without these covers, the Exhibitor would be personally responsible for any damages awarded.
2. The Exhibitor or the Contractor or any of their visitors or employees suffer(s) property losses or personal injury or loss of life due to fire, theft, explosion, Acts of God or other such accidents while working or visiting on site, the organizer (Weihai City Government, China International Trade Promotion Committee Weihai Committee and Weihai Aohua Exhibition Co., Ltd.) shall not be liable for any such claims for damage or injury.
3. Exhibitors shall not violate any law or regulation in China and shall not infringe the legal rights of the third party.
4. Where exhibitors violates the regulations of exhibiting hall and the organizer or agreements reached in "Exhibition Contact", the violating booth shall be closed after measures such as "corrections" and "restraint immediately" are taken; related losses and damages shall be responsible by exhibitors or contractors.
5. Organizer recommends that exhibitor to choose the designated food service, in order to ensure food hygiene, maximally ensure exhibitor personnel safety.

5.7 Exemption Clauses

Exhibitors are responsible for personal safety of themselves and constructors in decorating, exhibiting and dismantling period and insurance, maintenance and protection of exhibiting goods and property. Where in the exhibiting period damages are made towards exhibitors, constructors,

visitors and other employees by fire hazard, theft, explosion, natural disaster or other accidents, the organizer and the exhibiting party are not responsible for related losses.

The organizer has the right of final interpretation of the exhibitor's manual and can modify and supplement the content of the exhibitor's manual according to actual needs. The revised and supplemented terms will be notified to the exhibitor in written form.

If any questions, please contact us.

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Fax: +86-10-58203100

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