



**The 9th Shanghai
International Wine & Spirits Exhibition 2012**

Manual for Exhibitors

Show dates:

Nov 28-30, 2012

Venue:

INTEX Shanghai- China
No.77 Xingyi Road /No.88 Loushanguan Road, Shanghai, P. R. China

Organizer:

Shanghai Golden Commercial Exhibition Co., Ltd.

Show website URL: www.winefair.com.cn



1. Meeting Schedule

Venue: INTEX Shanghai- China

No.77,Xingyi Road/No.88 Loushanguan Road, Shanghai, P. R. China

2. Traffic Guidance:

The line to Pavilion:

Airport Line: Second-tier direct airport bus (Pudong Airport to Shanghai INTEX)

Taxi: Pudong Airport: About 46 km; Hongqiao Airport: About 13 km; Shanghai South

Railway Station: about 14 km; Shanghai Railway Station: about 5 km

Bus: Bus lines 127, 911, 945, 925, 936, 72, 836, 855, 938 Road

Metro: Metro Line 2 (Lou Shan Guan Road) 、 Metro Line 3 (West Yan'an Road)、 Metro Line 10 (YiLi Road) can arrive at Pavilion.

3. Reported exhibit:

Exhibitors should come at the specified date, and get the Exhibit Card and Exhibitor Pass with exhibitor Contract Form at the reception of the Organizing Committee. The reception is located in the Hall NO.1 of INTEX Shanghai. Nov 28-30, 2012 (9:00 am-17:00 pm is valid)

4. Move-out provisions:

Move-out time at 14:00 pm-17:30 pm on Nov 30, 2012. Process the Move-out Card at the reception of the Organizing Committee, and move-out completed within the stipulated period.

5. Detailed Schedule details:

Move-in: Nov 26, 2012 18:00 pm-22:00 pm

Nov 27, 2012 09:00 am-4:30 pm

Opening hours: Nov 28, 2012 10:00 am-4:30 pm

Nov 29, 2012 09:30 am-4:30 pm

Nov 30, 2012 09:30 am-2:00 pm

Move-out: Nov 30, 2012 2:00 pm-5:30 pm

2. ACCOMMODATION / FLIGHTS

The exhibition sponsor entrusts CTrip.COM company to provide you with hotels and air tickets booking service. You can connect us to book the hotels near Shanghai INTEX.

Please connect ctrip.com company before Nov 28, 2012 ,if you want to book the hotels. We will send you a message to ensure whether the room book successfully or not.

Please connect us: Ctrip.com

Phone: 4006709553 Fax: (86)021-54261449

Contact person: Mr Xuan

E-mail: jlxuan@ctrip.com

Note: if you need inquires and book air ticket of 54 cities, for you Free Delivery door or provide electronic ticket, and wish your company exhibit smoothly!

The hotels near Shanghai INTEX as follows:

Ratings	Hotels	Distance (metres)	Address
Five stars	Grand Mercure Hongqiao Shanghai	714	No.369,Xianxia Road
Five stars	Millennium Hongqiao Hotel Shanghai	1052	No.2588,Yanan West Road
Five stars	Hongqiao State Guest Hotel Shanghai	877	No.1591,Hongqiao Road
Five stars	Renaissance Yangtze Shanghai Hotel	227	No.2099,Yanan West Road
Five stars	Sheraton Shanghai Hongqiao Hotel	179	No.5,Zunyi South Road
Four stars	La Redin Shanghai	1487	No.1-2,Lane 52,Songyuan Road
Four stars	Cypress Garden Hotel Shanghai	891	No.2558,Yanan West Road
Four stars	Forte Hotel Shanghai	476	No.88,Yili Road
Four stars	Gubei Garden Hotel	476	No.1446,Hongqiao Road
Four stars	Shanghai JadeLink Hotel	1095	No.448,Zunyi Road
Four stars	Galaxy Hotel Shanghai	765	No.888,Zhongshan (W) Road
Four stars	Rainbow Hotel Shanghai	616	No.2000,Yanan West Road
Three stars	Ruitai Hongqiao Hotel	1483	No.555,Shuicheng Road
Three stars	Yunfeng Hotel	1031	No.1665,Hongqiao Road
Three stars	Starway Shangfu Hotel Hongqiao District	907	No.750,Zhongshan (W) Road
Three stars	Kingtown Hotel Hongqiao Shanghai	892	No.1111,Tianshan Road
Three stars	Dingtian Ruili Service Apartment Hotel	844	No.227,Zunyi Road
Three stars	Broadway Hotel	807	No.456,Gubei Road
Three stars	Oriental Century Hotel	626	No.345,Xianxia Road
Three stars	Shanghai Institute of Foreign Trade International Exchange Center Hotel	547	No.620,Gubei Road
Three stars	Shanghai Rich Garden Hotel	530	No.628,Gubei Road
Three stars	Oasis Tower	1435	No.555,Zhongshan (W) Road
Two stars	Motel 168 (Kaixuan Road)	1474	No.1265, Kaixuan Road
Two stars	Motle 168 (Yili South Road)	1444	No.26,Yili South Road
Two stars	Shanghai Zhongyi Hotel	1409	No.517,Zhongshan (W) Road

3. Exhibition hall-related technical data

1. Area: Hall NO.1. and No.2 Ground Floor are total 11900 square meters,
2. Height: Ground Floor Layer of clear height 7.9 meters(Hall NO.1) and 4.2 m(Hall NO.2)
3. Ground load: Ground Floor 2.0 tons / m²(Hall NO.1), Ground Floor 1.0 tons / m²(Hall NO.2)
4. Framework: The ground is the cement floor, exhibition hall has a dedicated transport links and cargo handling area.
5. Facilities: Water, electricity and communication facilities, etc.

4. The Rule of Using Hall

1. Exhibits transportation, installation and operation of presentation can not exceed the floor load capacity. Any oversized, overweight objects operation should be declared in advance organizer. It can bring into the hall after approved.
2. Any part of the exhibition hall could not break into the nails, screws, or drill holes, the suspension, plaster without authorization.
3. All machines should be installed safety devices during operation. Only when the machine was cut off power supply, the safety device can be removed.
4. Exhibitors can only operate machines, apparatus at the leased area, and it need qualified personnel to operate. It is not allowed to operate without supervision by qualified personnel. Visitors must maintain a relatively safe distance from the machine, and suggested that use safety protective equipment.
5. The following exhibits must obtain written approval from the relevant departments:
 - 1. As exhibits on display or apply any heat, iron grills, heaters or open flame devices, candles, lanterns, torches, welding equipment, or other smoke substances.
 - 2. Display and use any deemed hazardous wiring, mechanism and chemical device. For the doubtful device or the device may be treated as hazardous material, should be submitted to the relevant departments.
 - 3. The toxic or dangerous materials, including flammable liquids, compressed gases and hazardous chemicals.

5. Other matters

1. Catalog will freely publish Profile of the company within 200 words for all exhibitors. We are ensure your company information is accurate in the magazine. Please send your company profile to E-mail: info@winefair.com.cn or Fax: 0086-21-50131761 before Nov 10th, 2012.
2. Organizers offer free tickets for exhibitors to invite customers, please contact organizers if you need this service.
3. Please pay the remaining costs before Nov 10th, 2012. Otherwise the organizer treats as a waiver. The paid fee cannot be returned.
4. Exhibits required to transport in the hall before Nov 28th, 2012. Otherwise, you need take on the aftermath by yourselves.

5. Exhibitors should bring business license and proof of product-related materials in order to safeguard consumer interests. It is strictly prohibited exhibit fake and shoddy products.
6. In order to ensure the overall image of the exhibition, the organizers reserve the authority of negotiating with the exhibitors and ultimately adjust the booths. We hope the exhibitor agree with our work.
7. Exhibitors booth shall not be privately leased, transferred, shall not be displayed unrelated products with this exhibition, shall not be sold at the exhibition venue. Otherwise treated as disturb the order of exhibition and withdraw its exhibition booth, the paid costs are not refunded.
8. Exhibitor representatives should strictly abide by the opening (9:00 pm) closed (17:00 pm) time, arrive at their posts at 8:50 am every day. You need take on the aftermath by yourselves if you did not arrive the posts on time.
9. If you have other demands, please contact us and we will do our best to serve you.

Organizing committee office:

Shanghai Golden Commercial Exhibition Co., Ltd.

Add: Room 2001-2002, No.2, Maji Road, Waigaoqiao Free Trade Zone, 200131. Shanghai, P. R. China
 Tel: (86-21)6439-6190, 5013-1760
 Fax: (86-21)5013-1761
 E-mail: info@winefair.com.cn
 Show website URL: www.winefair.com.cn

Book your room now

FAX: 0086-21-54261449

Company Name			
Hotel Name	Number of rooms	Tel:	
Date	Month date -- Month date	Total	
Guests' Name			
Return Ticket			
Total Expenses			
Signature	stamp		
Note	Please connect ctrip.com company before Nov 25 th , 2012 if you want to book the hotels.		

[FORM 2] RENTAL OF ADDITIONAL FURNITURE

VSF-1	Information Counter	[1000(L) x 500(W) x 750(H)mm]	250		
VSF-2	Lockable Cupboard	[1000(L) x 500(W) x 750(H)mm]	280		
VSF-3	Folding Chair	[460(L) x 400(W) x 455(H)mm]	40		
VSF-4	Black Leather Arm Chair	[570(L) x 440(W) x 455(H)mm]	210		
VSF-5	Stainless Steel Chair	[570(L) x 440(W) x 455(H)mm]	140		
VSF-6	One Seat Sofa	[460(L) x 400(W) x 455(H)mm]	350		
VSF-7	Double Seat Sofa	[1700(L) x 800(W) x 450(H)mm]	500		
VSF-8	Bar Stool	[460(L) x 400(W) x 455(H)mm]	280		
VSF-9	Bar Stool	[460(L) x 400(W) x 455(H)mm]	280		
VSF-10	Coffee Table	[600(L) x 600(W) x 470(H)mm]	180		
VSF-11	Round Table	[660(Φ) x 780(H)mm]	280		
VSF-12	Square Table	[650(L) x 650(W) x 680(H)mm]	280		
VSF-13	Bar Table	[600(Φ) x 1000(H)mm]	390		
VSF-14	Low Display Cube	[500(L) x 500(W) x 500(H)mm]	210		
VSF-15	Tall Display Cube	[500(L) x 500(W) x 1000(H)mm]	280		
VSF-16	Low Glass Showcase	[1000(L) x 500(W) x 1000(H)mm]	450		
VSF-17	Tall Glass Showcase	[500(L) x 500(W) x 2000(H)mm]	600		
VSF-18	Cargo Rack	[1000(L) x 500(D) x 2000(H)mm]	800		
VSF-19	TV-Video Stand	[750(L) x 500(W) x 1000(H)mm]	280		
VSF-20	Catalogue Holder A4 (Metal)	[950(L) x 50 (W) x 280(H)mm]	100		
VSF-21	Magazine Rack	[310(L) x 310(D) x 1420(H)mm]	120		
VSF-22	Flat Shelf	[1000(L) x 300(W)]	100		
VSF-23	Sloping Shelf	[1000(L) x 300(W)]	130		
VSF-24	Grid	[900(L) x 1200(W)mm]	450		
VSF-25	Swing Door	[950(W) x 1910(H)mm]	390		
VSF-26	Panel	[500/1000(W) x 2500(H)mm]	180		
VSF-27	Wastepaper Basket	[250(L) x 170(W) x 290(H)mm]	35		
VSF-28	Coat Hanger(4 Hooks)	[1000(L)mm]	75		
VSF-29	Barricade for queue	[1200(H) mm]	150		
VSF-30	Potted Plant	[1000(H)mm]	150		
VSF-31	Carper/per square metre		40		
VSF-32	Registration table	[1200(L) x 600(W) x 750(H)mm]	600		

*For more furniture rental, please contact our staff.

*Late orders: 50% surcharge will be imposed for orders received after deadline.

50% surcharge for relocation of items.

Only 30% of the rental charge will be refunded for all cancellation of orders.

*Please fax the layout of your booth to us with your order forms so that we can arrange accordingly.

*Please make sure the payment have to be made before 2012/11/10, and please fax your bank slip indicating your booth No. and the show name for our reference. If we are unable to receive your payment before 2012/11/10 (based on our bank's record), your order will be cancelled automatically.

*All the costs are rental price. All the deposit will be transferred back to your bank within one month after the exhibition closed.

【FORM 3】 RENTAL OF ADDITIONAL LIGHTING AND ELECTRICITY

A. Spotlight & Socket

VSF-33	Spotlight	100W	180		
VSF-34	Long-arm Spotlight	100W	180		
VSF-35	Fluorescent Tube	40W	180		

B. TV & Projector

VSF-36	Power Socket(Square	Max.500W(only for standard	180		
VSF-37	Projector & Screen	1 day	3000+2000		
		3 days	4000+2000 deposit		
VSF-38	42"plasma+DVD	3 days	3000+2000		
VSF-39	17" LCD	3 days	2500+2000		

C. Others

VSF-40	Refrigerator 45L	45L	1120+500deposit		
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D. Power Point-For Lighting Use

1	15 Amp Three Phase Power Point	980	
2	30 Amp Three Phase Power Point	2240	
3	60 Amp Three Phase Power Point	3780	
4	100 Amp Three Phase Power Point	5460	
5	150 Amp Three Phase Power Point	7700	

E. Power Point-For Machine Use

6	15 Amp Three Phase Power Point	980	
7	30 Amp Three Phase Power Point	2240	
8	60 Amp Three Phase Power Point	3780	
9	100 Amp Three Phase Power Point	5460	
10	150 Amp Three Phase Power Point	7700	

Late orders: **50%** surcharge will be imposed for orders received after deadline.

100% surcharge for relocation of items.

Only 30% of the rental charge will be refunded for all cancellation of orders.

***Main power for lighting/ for machine should be ordered separately.**

All ordered items must be marked on the location plan in form .

****Important Notice**

Exhibitors of raw space stand should pay a deposit fee guaranteeing that you will clean out your exhibition area at the dismantling time to the official contractor.

Please pay deposit **RMB2000** for area under 100 sqm.

Please pay deposit **RMB3000-5000** for area over 100 sqm.

After the stand is dismantled and cleaned out, the dustmen of the exhibition hall will check the floor and if it is intact and clean, the official contractor will return the deposit by what is paid out.

EXHIBITOR'S AUTHORIZATION

Contact Person _____ Position _____

Company Name _____

Tel. _____ Fax. _____

Booth No _____ Email _____

Date _____ Signature & Company Chop _____



【FORM 4】 RENTAL OF ADDITIONAL FACILITIES

F. Telephone Line & Internet Access

1	Local DD		1680		
2	Domestic DD	RMB1000 For Deposit	2660+1000Deposit		
3	IDD	RMB2000For Deposit	2660+2000Deposit		
4	Internet by FTTB+LAN512K	RMB2000For Deposit	4760+2000Deposit		

G. Ordinary Air Compressor

1	2HP	0.14M ³ /Min, 7kgf/cm ²	3080+3000Deposit		
2	5HP	0.4 M ³ /Min, 7kgf/cm ²	4200+3000Deposit		
3	10HP	0.9 M ³ /Min, 7kgf/cm ²	5600+3000Deposit		

H. Clean Air Compressor

1	2HP	0.14M ³ /Min ,	4900+3000Dep		
2	5HP	0.4M ³ /Min ,	6300+3000Dep		
3	10HP	0.9M ³ /Min ,	8400+3000Dep		
4	20HP	1.6M ³ /Min ,	14000+3000De		

I. Water Supply

1	Press 2kg/cm ² Diameter 15/m/m	Rate of Flow m ³ /hour	2800		
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- *Exhibitors are not allowed to carry these equipment by themselves.If exhibitor has any special order in furniture rental, please contact us directly.
- *For water supply and air compressor, exhibitors are required to bring along their adaptor for connection to their equipment. (All rental charges are for the whole exhibition period.)
- *Exhibitor should apply separate electrical power supply for their lighting and machine usage.
- *Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
- *Late orders: **50%** surcharge will be imposed for orders received after deadline.
 100% surcharge for relocation of items.
 Only 30% of the rental charge will be refunded for all cancellation of orders.
- *Please refer to the bank details of our company in Form 1 for remittance.
- *All ordered items must be marked on the location plan in form .

EXHIBITOR'S AUTHORIZATION

Contact Person _____ Position _____
 Company Name _____
 Tel. _____ Fax. _____
 Booth No _____ Email _____
 Date _____ Signature & Company Chop _____

【FORM 2】 FACILITIES LOCATION

If you have ordered some service, please fill in completely and returned/faxed it to Jinson Advertising before the deadline.

All items must be marked on the location plan below.

(Scale:1 =1 square meter)

	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 30px;"></td> <td>100W Spotlight 短臂射灯</td> </tr> <tr> <td style="text-align: center;"></td> <td>100W Longarm Spotlight 长臂射灯</td> </tr> <tr> <td style="text-align: center;"></td> <td>40W Fluorescent tube 日光灯</td> </tr> <tr> <td style="text-align: center;"></td> <td>Shelf (Flat/Slope) 层板 (平/斜)</td> </tr> <tr> <td style="text-align: center;"></td> <td>13Amp/220V power point 单相插座</td> </tr> <tr> <td style="text-align: center;"></td> <td>15Amp/220V power point 单相插座</td> </tr> <tr> <td style="text-align: center;"></td> <td>—Amp/380V 3-phase power 三相电源</td> </tr> <tr> <td style="text-align: center;"></td> <td>Air compressor 空气压缩机</td> </tr> <tr> <td style="text-align: center;"></td> <td>Water in/out 来去水</td> </tr> <tr> <td style="text-align: center;"></td> <td>Telephone 电话</td> </tr> </table>		100W Spotlight 短臂射灯		100W Longarm Spotlight 长臂射灯		40W Fluorescent tube 日光灯		Shelf (Flat/Slope) 层板 (平/斜)		13Amp/220V power point 单相插座		15Amp/220V power point 单相插座		—Amp/380V 3-phase power 三相电源		Air compressor 空气压缩机		Water in/out 来去水		Telephone 电话
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CONDITIONS

The conditions for rental of furniture and electrical installation are:

*All items ordered are on rental basis and those items will have to be without any damages or losses when return.

*Any failure regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise all items are deemed that be received in good order.

Exhibitors are not permitted to fix their own spotlight or fluorescent light. Special lighting by exhibitors should be handled by Viewshop for installation at a nominal price.

Exhibitors are required to mark the position of their electrical requirements on the above location plan. If exhibitors don't return the plan to us, we will set the equipment in proper position. If you want to change the position onsite, 100% surcharge will be imposed for relocation.

EXHIBITOR'S AUTHORIZATION

Contact Person _____ Position _____

Company Name _____

Tel. _____ Fax. _____

Booth No _____ Email _____

Date _____ Signature & Company Chop _____

SHIPPING INSTRUCTION

Sinotrans Eastern Company Limited Exposition Logistics Branch (Hereinafter referred to as forwarder) is appointed by the Organizer as the official forwarder for Shanghai Wine Expo 2012. Unified handling pick up goods and storage, and provide the car for loading and unloading, in place and show equipment assembly and disassembly service.

Now the related freight services project and quote as follows, exhibitors can choose service projects according to their demand, fill in the attached form and return back by fax. All exhibitors make arrangements in accordance with the relevant provisions of this guide to make sure that the goods arrived booth safely in time. (detailed guidelines and the rate will be given upon request).

In order to ensure exhibitors' benefit, the organizer remind specially exhibitor send registration form to forwarder and organizer.

Consignee:

Sinotrans Eastern Company Limited Exposition Logistics Branch
4/F, No.85 OuYang Road, Shanghai 200081

Contact: Mr. Li Jiong,

Email: lijiong@sinotrans.com

Mobile Phone:+86 189 1878 1200

Tel: +86-21-65213060

Fax: +86-21-65214083

1) Document required for exhibits

Exhibitors can choose transportation Mode- Sea or Air, and exhibitors are required to submit the following documents for customs clearance timely.

2 Original Bill of Lading (B/L) for ocean freight or 1copy of AWB for airfreight	
Declaration Form For Temporary Import (one page for each package)	Attached " Form A" –LOE
CERTIFICATE OF ORIGINAL ISSUED BY GOVERNMENT	FOR WINE/DRINKS AND FOODS
SANITARY/HEALTH CERTIFICATE ISSUED BY GOVERNMENT	FOR WINE/DRINK AND FOODS
PHOTO OF WINE LABEL	

Exhibitors can also use our overseas agent network to provide logistics service or use their own forwarder. But it is strongly recommended that the exhibitors ship the goods through our overseas agent to avoid any communication troubles. Our agent detail can be provided as per request.

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- 3) Freight from Local Sources (including storage area)-if applicable**
From arrival exhibition ground up to delivered stand, including
Customs registration, unpacking, removal and storage empty cases.
US\$90.00/CBM/TON (Min. charge 1.00CBM per consignment per exhibitor)
- 4) Freight Transfer from Other Exhibitions-if applicable**
Collection from Customs bonded area up to delivered stand, including Customs
registration, unpacking, removal and storage of empty cases.**US\$120.00/CBM/TON**
(Min. charge 1.00CBM per consignment per exhibitor)
Customs cover note to transfer in bond from other Chinese exhibitions.
US\$50.00 per document
- 5) Hand Carrying Item arriving Shanghai Airport**
Removal & clearance from airport Customs of detained hand carried items
Plus above mentioned service US\$250.00/per exhibitor
- 6) Translation of Invoices/LOE-if applicable** **US\$8.00 per page**
- 7) Communication & Documents Fee** **US\$30.00 per exhibitor**
- 8) Animal and Plant Quarantine Charge**
- Per Non-wooden Packing Case **US\$3/piece, min 80.00/consignment/exhibitor**
 - Per Wooden Case or Skid or Pallet **US\$5/piece,min80.00/consignment/ exhibitor**
 - Per 20'CTR 20' **US\$75/unit**
 - Per 40'CTR 40' **US\$100/unit**
- Other charges for treatment will be add per outlay.
- 9) Storage in China at Custom's Bounded Warehouse**
- For FCL cargo **US\$25/TEU/day (Min US\$30)**
 - For break bulk (LCL) cargo **US\$9/cbm/week (Min US\$20)**
 - For air cargo **US\$0.25/10kg/day (Min US\$30)**
- 10) Shanghai Port Terminal Handling Charge(THC)**
- LCL charge **US\$35/cbm (min 3 cbm)**
 - FCL charge **US\$260/20' Ctnr**
 US\$360/40' Ctnr
 - Airfreight **US\$0.40/kg (min 200 kg)**
- 11) Collect / return of empty container form** - **US\$200/20' container**
 / to sea terminal Shanghai - **US\$400/40' container**
- 12) Exchange D/O Charge:** **As per outlay**

NOTES

- Full container loads will be charged at a minimum of 23.00CBM/20'CTR and 46.00CBM/40'CTR.;
- For air shipments, volume/weight conversion = 6 cbm / 1,000 kgs;
- If container is at Yang Shan seaport , will be charged additional transportation:
RMB 1,500.00/20' RMB 2,200.00/40'
- We do not recommend the dispatch of HAWB(air-cargo) to Shanghai Airport. All HAWB shipments will incur additional agency fees;
- There will be a 100% surcharge for dangerous, reefer or high-value cargo;
- Cargo that arrives earlier than specified, all storage dues will be another charged;
- **SINOTRANS** reserves the right to amend the above rates if in case the exhibition is changed its date, city or venue;
- **SINOTRANS CO.** does not take any responsibility for:
 - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed on fair site
 - b) Any tax/duty for sold exhibits;
- For goods transported by Currier Service such as UPS,DHL or Fedex, we will charge it according to our airfreight rate if they can't make custom clearance and let us do it.
- The handling charge for Hand-Carried Exhibits must be paid on-spot before the exhibits are released;
- Any service required from exhibitors not covered by tariff should be notified **SINOTRANS CO.** in advance, quotation will be given upon request.