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24th Wenzhou Int'l Leather, Shoe Material Shoe Machinery Fair



2019.08.23-25

Wenzhou Int'l Convention &
Exhibition Center

Concurrent Event

2019 China Int'l Synthetic Leather Fair

2019 China (Wenzhou) Int'l Sewing Equipment Fair

2019 China (Wenzhou) Int'l Knitting Equipment & 3D Flying Knitting Fair

EXHIBITOR MANUAL



Dear Exhibitors,

Warm greetings!

Welcome to The 24th China (Wenzhou) Int' I Leather, Shoe Material & Shoe Machinery Fair
2019 China (Wenzhou) Int' I Sewing Equipment Fair
2019 China (Wenzhou) Int' I Knitting Equipment & 3D Flying Knitting Fair
2019 China Int' I Synthetic Leather Fair

The Organizer is pleased to introduce the Exhibitor Manual to assist you having a good preparation for the fair. This Exhibitor Manual provides specific references, relevant regulations and deadlines of the fair. Please read it carefully and follow the instructions.

To apply specific service, you need to fill the application form and send the signed & sealed version via fax. Please keep a copy of application form yourself. Should you have any questions please feel free to contact us.

We will try our best to provide you with the best service.

We appreciate your business and look forward to serving you in the future!

Committee of The 24th China (Wenzhou) Int' I Leather, Shoe Material & Shoe Machinery Fair
2019 China (Wenzhou) Int' I Sewing Equipment Fair
2019 China (Wenzhou) Int' I Knitting Equipment & 3D Flying Knitting Fair
2019 China Int' I Synthetic Leather Fair

Aug. 2019

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Supporting Service Application Form

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I. Exhibition Basic Information

1. Organizers

Sponsors: China Plastics Processing Industry Association / Wenzhou Shoe & Leather Industry Association / Zhejiang Donnor Exhibition Co., Ltd.

Organizers: Artificial & Synthetic Leather Specialized Committee at China Plastics Processing Industry Association

Wenzhou Synthetic Leather Association / Wenzhou Donnor Exhibition Co., Ltd.

Co-Organizer: Taiwan Association of Machinery Industry / Wenzhou Shoe Machinery Association / Wenzhou Garment Association

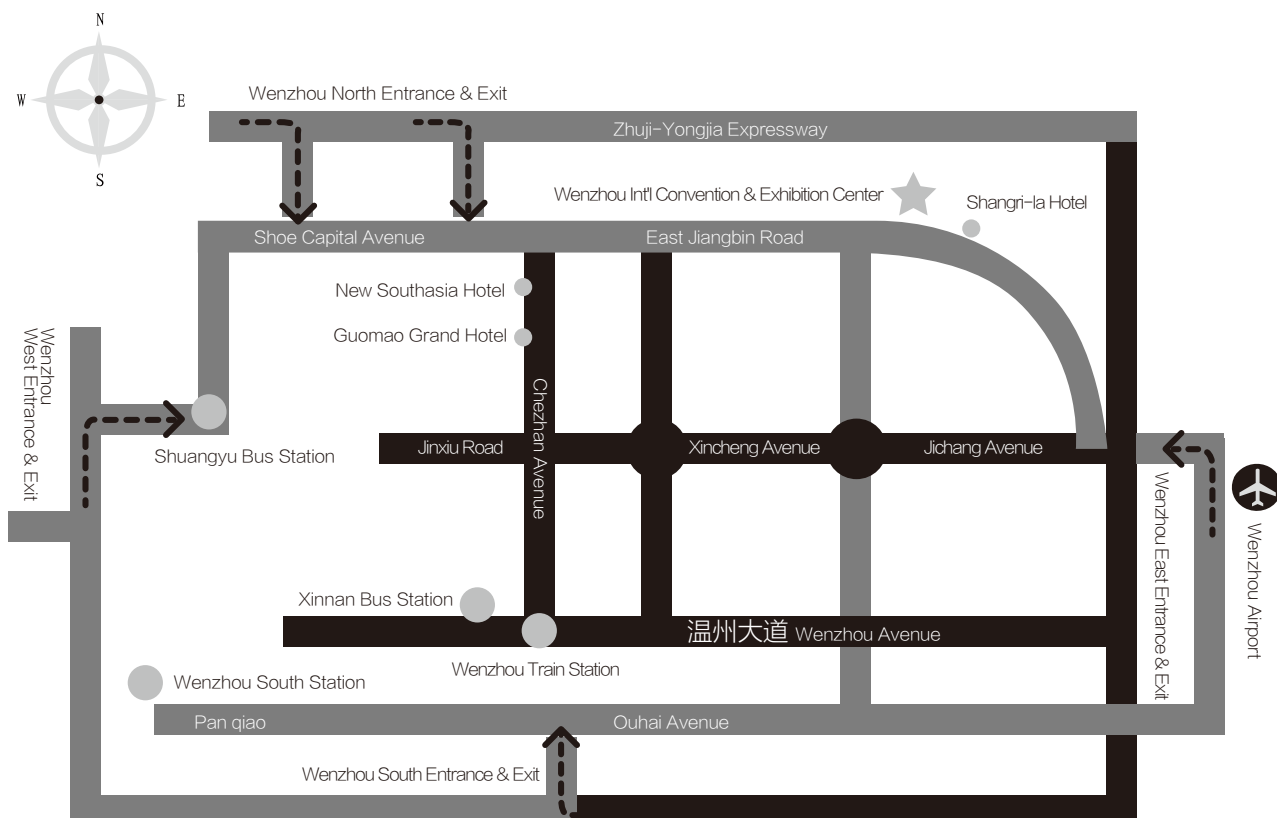
2. Show Schedule

SCHEDULE	DATE	TIME
Move-in	21 AUG 2019 (Wednesday)	08:30-17:00
(Exhibitors need to register before 5:00 pm)	22 AUG 2019 (Thursday)	08:30-21:00
Exhibition	23 AUG 2019 (Friday)	09:00-17:00
(Visitors delay enter the exhibition for 30 minutes)	24 AUG 2019 (Saturday)	09:00-17:00
	25 AUG 2019 (Sunday)	09:00-16:00
Move-out	25 AUG 2019 (Sunday)	16:00-24:00
	26 AUG 2019 (Monday)	08:30-12:00

3. Venue & Transportation

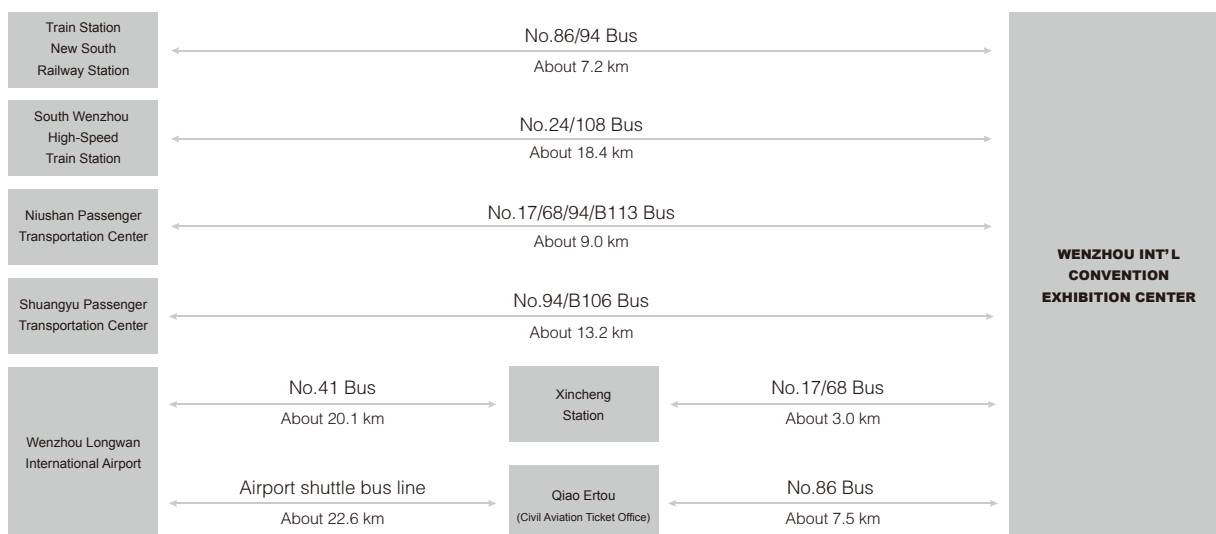
VENUE: WENZHOU INT'L EXHIBITION & CONVENTION CENTER

ADDRESS: NO. 1 JIANGBIN EAST ROAD, WENZHOU, CHINA





BUS INFORMATION



Note: The bus line is for reference only

4. Exhibition Hall Floor Plan & Technical Parameters

Exhibition Halls	Building Area	Hall Height	Net Height	Ground Limits	Exhibits Entry Door (width × height)
1st Floor Hall 2	6400m ²	7.0m	6.0m	0.5t/m ²	6.0m × 4.5m
2nd Floor Hall 3	10000m ²	10.0m	8.5m	1.5t/m ²	6.0m × 5.0m
1st Floor Hall 5	7000m ²	7.0m	6.0m	1.5t/m ²	6.0m × 3.5m
2nd Floor Hall 6	7000m ²	7.0m	6.0m	1.5t/m ²	8.0m × 4.0m
Square Hall 7 & 8	5000m ²	7.0m	6.0m	1.5t/m ²	4.0m × 5.0m

Tipst

The 2nd Floor HALL 3 air conditioner tube' s limitation height is 3.5M.

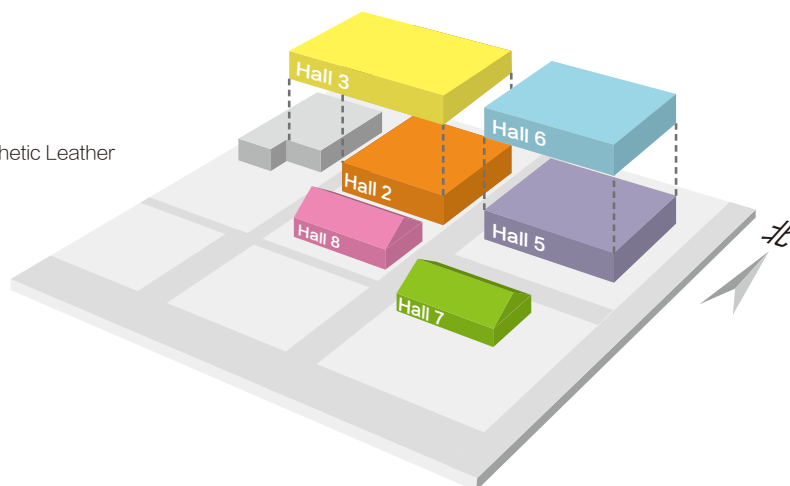
To ensure safety, exhibitors must follow the parameters of this table strictly.

Large-scale machinery with special specifications such as over-weight and over-height will not be allowed to enter the exhibition hall.

If there are special circumstances, please contact the organizer in advance and make proper arrangements.

EXHIBITION HALL LAYOUT

- **Hall 2** Shoe Material
- **Hall 3** Flying Knitting Equipment, 3D-Printing, Synthetic Leather
- **Hall 5** Domestic Shoe Machinery
- **Hall 6** Int' l Shoe Machinery
- **Hall 7** Domestic Shoe Machinery
- **Hall 8** Sewing Equipment





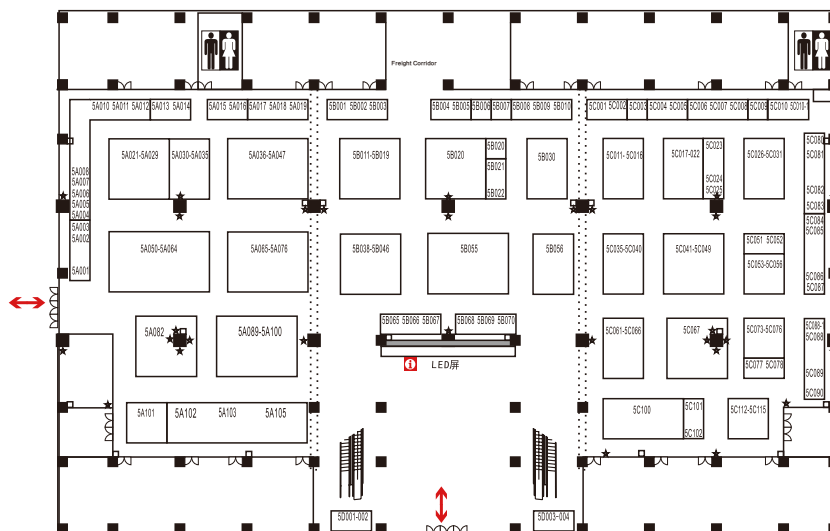
2019

FLOOR PLAN

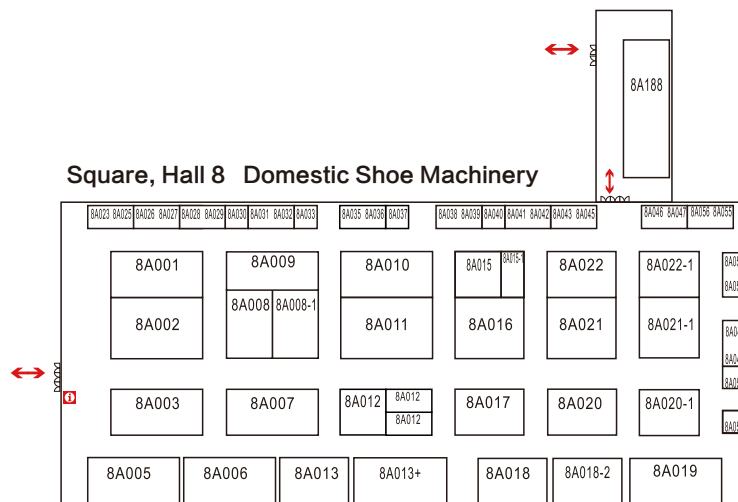
2nd Floor, Hall 6 Int'l Shoe Machinery



1st Floor, Hall 5 Domestic Shoe Machinery



Square, Hall 8 Domestic Shoe Machinery





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II. Exhibition Instruction

1. Booth Confirmation

Pay 50% of the total cost of the requested exhibit space as deposit or payment in full within 7 working days after returning Booth Contract. Once the contract and accompanying payment are received by organizer, space will be assigned, and a confirmation will be returned. The balance of your payment will be due on 20 July 2019. The organizer has the right to adjust and cancel the booth if they do not receive your payment by the deadline. The exhibitors shall be responsible for the consequences caused.

Rental fee, advertising fee and service fee should be paid according to the related deadlines.

Payment Account Information:

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int' l Leather Fair

2. Exhibitor Badge

Exhibitor Badge will be printed out and mailed after the financial staff check and confirm the payment.

Exhibitors

Present your business card at organizer office of Wenzhou Int' l Convention & Exhibition Center on 21-22 AUG. 2019 from 8:30 AM to 5:00 PM and claim the exhibition related materials.

Special Booth Contractor

Pay the Special Booth management fee, construction deposit and apply the booth construction certificate at the Service Hall of Wenzhou Int' l Convention & Exhibition Center on 21-22 AUG. 2019. If you need to enter the exhibition hall in advance (1-2 days) or work overtime at night, you have to apply overtime procedures ahead at Service Hall.

Construction contractors and workers must wear badges authorized by the Organizers at all times.

Organizing Committee: Organizer Office at Wenzhou Int' l Convention & Exhibition Center

On-site Office Cell: 139 5775 5192 Tel.: 0577-8890 2222

Service Hall: Under the escalator of the Hall 2 at Wenzhou Int' l Convention & Exhibition Center (East)

Tel: 0577 - 8813 5109



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3. Booth Construction

1). Standard Booth

All the standard booth facilities include:

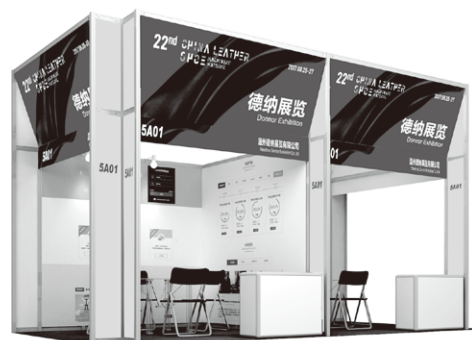
- ① Space Rental with Carpet
- ② Fascia board on each open side with company name
- ③ 2 Folding Chairs & 1 Table
- ④ 1 220V Outlet
- ⑤ White Melamine dividing panels / partition
- ⑥ 2 Spotlights
- ⑦ 1 Wastebasket



Note: The picture is only for reference.

2). Deluxe Booth

- ① Space Rental with Carpet
- ② Higher Fascia board on each open side with company name
- ③ 3 Folding Chairs & 1 Table & 1 Info Desk
- ④ 1 220V Outlet
- ⑤ White Melamine dividing panels / partition
- ⑥ 4 Spotlights
- ⑦ 1 Wastebasket
- ⑧ 3 Layer Boards

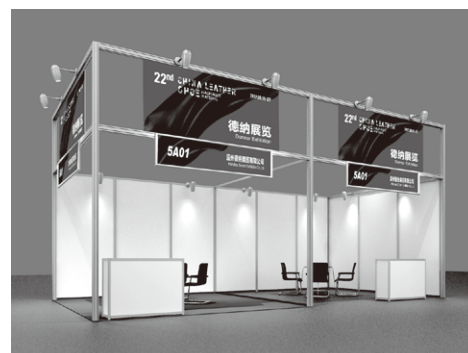


Note: The picture is only for reference.

3). International Booth

All the international booth facilities include:

- ① Space Rental with Carpet
- ② Higher Fascia board on each open side with company name
- ③ 3 Folding Chairs & 1 Table & 1 Info Desk
- ④ 1 220V Outlet
- ⑤ White Melamine dividing panels / partition
- ⑥ 4 Spotlights
- ⑦ 1 Wastebasket
- ⑧ 3 Layer Boards



Note: The picture is only for reference.



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Attention

- ① Company name on fascia boards were printed by the Organizer. Exhibitors are not allowed to make changes without organizer's approval. The company name on the fascia board must match the name on the booth contract.
- ② The construction height limitation of the standard booth is 2.5 meters. If your booth height is over the restriction, please ask organizer for approval.
- ③ To apply exhibition furniture other than standard booth facilities, please refer to Page 15 Rental Furniture Application, or go to the on-site rental spot at service hall of exhibition center during move-in period.
- ④ The lighting power and a 220V/5A single-phase power socket will provide by organizer. If exhibitor needs 380V dynamic electricity or extra power please apply and pay relevant fees, details please refer to Page 17 Electricity, Gas & Water Application.

4. Raw Space

Renting the Raw Space does not include any display equipment, neither equipped with carpets nor electric power. If you need electricity, please apply separately and pay the corresponding fees. For details, please refer to Page 17 Electricity, Gas & Water Application.

Precautions

- ① If exhibitors renting raw space to build their own booths, that is the special booth. We suggest selecting qualified construction contractors to design and construct the booths. Submit the Special Booth Contractor Application and report to the construction contractor's information to the organizer.
- ② The design plan and construction plan of the Special Booth should be submitted to the organizer and the exhibition center for examination and filing within one month (22 July 2019) before move-in period. Construction can only started after passing the examination. Pay attention to the deadline, otherwise all at your own risk.
- ③ The design, construction and dismantling of special booth must comply with the government's laws and regulations on fire control. Any consequences arising from violations of the organizer's plan will be borne by the exhibitors.
- ④ Exhibitors were responsible for their rented raw space construction. The Hall height restriction was 4.5 meters.
- ⑤ Special Booth Contractors and Constructors must pay 500 RMB/9 m² to the Wenzhou Int'l Convention & Exhibition Center before move-in. The payment will be refunded if there's no violation operation occurs.
- ⑥ Raw space exhibitors need to pay special installation management fee: 10 RMB/ m².
- ⑦ Hall 2 & 3 square pillar size is 1M x 1M, Hall 5 & 6 square pillar size is 1.8 M x 1.8 M. Putting posters and materials is strictly prohibited.
- ⑧ Special Booth Construction must finish all the work before 9 PM at the last day of the move-in period. The exhibition hall will charge the overtime work after 9 PM.



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4. Move-in Cautions

① Move-in Time: 08:30–17:00, 21 Aug. 2019

08:30–21:00, 22 Aug. 2019

If you need work overtime during move-in, please applied in advance before 16:00 at exhibition service Hall on the same day and pay overtime fee before construction.

Overtime rates are as below:

BOOTH AREA (X)	OVERTIME RATE (RMB/HOUR)	NOTE
$X < 36 \text{ m}^2$	100	Less than one hour counted as one hour. Overtime work (FREE) is only allowed till 21:00 one day before the exhibition. Move-out before 24:00 on the end of the show day.
$36 \text{ m}^2 \leq X \leq 144 \text{ m}^2$	200	
$145 \text{ m}^2 \leq X \leq 324 \text{ m}^2$	300	
$X > 324 \text{ m}^2$	400	

② Exhibitor shall use exhibitor pass for entering construction during move-in, the special construction unit shall use construction certificate for entering construction. All entering certificates are exclusive use for one person and cannot be lent, may not entering without certificates.

③ Each exhibitor's booth area must be subject to the arrangement of Organizer, do not exchange or exceed boundaries at will.

④ After unpacking the exhibits, the inflammable packing materials and sundries such as shredded paper, foam and wood chips shall be cleared out in time. Sundries such as packing boxes shall not be stored behind the booth, fire shutter and the fire passage.

⑤ Do not stack goods around the passageways, corridor in front of the booth. In case of reuse the containers, it must be stored according to the location designated by the Organizer and properly kept, otherwise, the exhibitor shall be responsible for the loss of the containers.

⑥ Do not post or hang advertising slogan in any area outside the booth. In case of any damage to the facilities of the exhibition hall and the booth, compensate shall according to the cost. If you need to do any advertisements and temporary posters inside or outside the pavilion, please contact the advertising team of the Organizer.

⑦ Construction units shall not use cutting machines, chainsaws or spray painting on-site.

⑧ It is strictly prohibited to smoke in the pavilion and use open fire and temporary gas lamps, and bring inflammable, explosive, toxic and radioactive dangerous goods into the pavilion.

⑨ Construction materials must be under requirements of fire protection materials, fire coatings, using paints and other inflammable materials is strictly prohibited.

⑩ It is strictly prohibited to drill, nail, scratch and use residual adhesive (double-sided adhesive) on the floor, walls and pillars of the pavilion. Violators shall be punished according to regulations and compensate shall according to the cost of damaged public property.

⑪ It is strictly prohibited to block the fire hydrant and fire alarm button, prohibited to wire and hang goods on fire water pipe, bridge and air conditioning pipe, prohibited to set up booth or pile up goods under fire shutter, please keep firefighting facilities in normal operation.

⑫ Power supply and lighting equipment in the pavilion shall not be moved at will, power supply shall not be transferred without permission, and wires shall not be pulled chaotic. Prohibited to thread the booth without casing, if you need to increase the temporary power consumption, you should apply in advance at the service hall of the pavilion and installed by a professional electrician.

⑬ It is strictly prohibited to use bright lighting facilities without external covering in the pavilion at any time, exhibitors are not allowed to use bright lights, flashing lights or neon lights. All electrical installations must be safe, and if there are safety hazards or interference with other exhibitors and visitors, the Organizer will cut the electricity.



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- ⑭ Power three-phase power will supply at 1:30 PM on 22 AUG 2019. The time may change, please pay attention to the broadcast.
- ⑮ It is the construction unit's responsibility to clean the decoration garbage after move-out.
- ⑯ After the exhibitor's freight vehicles arrived at the exhibition hall, it shall be unloaded in the specified position according to the pavilion's scheduled arrival order and route.
- ⑰ Check all the electrical device and cut the power supply after everyday work during the move-in period.
- ⑱ Each booth construction unit should accept fire prevention safety inspection by the exhibition hall.
- ⑲ Please follow the regulations and accept security staff check during the move-in period.

5. Exhibiting Cautions

- ① In order to ensure the safety of exhibits, the exhibitors must enter the pavilion half an hour in advance and postpone half an hour to leave the booth.
- ② In order to maintain public order in the exhibition hall, high-decibel music or dance is prohibited, so as not to effect other business negotiations.
- ③ Due to the large flow of visitors on the exhibition site, exhibitors are strongly advised to insure against their exhibits and take every precaution to protect exhibit products and personal belongings. Please keep an eye for your expensive items at such as laptops, mobile phones, cameras, handbags etc.
- ④ At closing time, all exhibitors need to check the power supply and turn off the equipment. After check and confirm that all is well then you can leave your booth. Cooperate with the security guards to clear the pavilion in time to ensure the safety of the exhibition.

6. Move-out Cautions

- ① Move-out Time:

4:00 P.M. - 12:00 A.M. on 25 AUG 2019

08:30 AM - 12:00 PM on 26 AUG 2019

The exhibition closed at 4:00 P.M. on 25 AUG. All exhibits should not be move out the pavilion before this time.

- ② For the sold, returned, abandoned exhibits, exhibitors must go to the Information Desk at each exhibition hall to pick up the Exhibits Release Form, fill it in and hand it over to the security guards at the entrances and exits of the exhibition halls. After approval, then the exhibits can be bring out of the exhibition hall.
- ③ The power supply will be cut off at 3:30 P.M. on 25 AUG 2019. Exhibitors are requested to turn off the equipment power before this time. In order to avoid a safety incident, please do not remove the power cords without permission.
- ④ To avoid traffic jams during move-out period, parking your own vehicles on each passageways is prohibited.
- ⑤ It is exhibitors' responsibility to remove or store all crates, garbage and other wastes properly during move-out period. All the special materials of the booth must be dismantled, all exhibits and decoration remnants must be removed within the prescribed time.
- ⑥ When move-out, due to the chaotic flow of people, be sure to mind your personal belongings and important items.
- ⑦ Exhibitors are responsible for taking care of their exhibits.
- ⑧ Exhibitors should accept fire prevention safety inspection by the exhibition hall.
- ⑨ Please follow the regulations and accept security staff check during the move-out period.



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III. Supporting Service & Application

i. Advertising Services

1. Free Advertising Service Items

1). The Organizing Committee will provide the following supporting services for exhibitors free of charge:

- ①. Free company introduction in the Show Directory;
- ②. Free company products pictures in the Exhibition Preview;
- ③. Free company basic information and news on the fair official website, WeChat, and electronic journals;
- ④. Report on your company news in our media partners' feature coverage.

2). To get fully prepared for Show Directory and other free advertisement and support services, it is highly recommended for exhibitors to submit relevant materials immediately after the booth is confirmed.

To submit exhibitor materials please refer the following website

- ①. Wenzhou Int'l Leather Fair: Please submit exhibitor materials at www.chinashoetech.cn ;
- ②. 2019 China Int'l Synthetic Leather Fair: Please submit exhibitor materials at www.chinashoetech.cn;
- ③. 2019 China (Wenzhou) Int'l Sewing Equipment Fair: Please submit exhibitor materials at www.wzsew.com ;
- ④. 2019 China (Wenzhou) Int'l Knitting Equipment & 3D Flying Knitting Fair: Please submit exhibitor materials at wpsf.donnor.com.

3). The information to be submitted are as follows:

- ①. Booth Number, company name (Chinese and English)
- ②. Contact Information: address (Chinese and English), zip code, telephone, fax, email, website, contact person (name and mobile number);
- ③. Company Profile (Chinese and English);
- ④. Main products: main products introduction, new products and featured products of the company;
- ⑤. Product Application Areas: application areas, industries;
- ⑥. Main Sales Markets: existing markets and target markets;
- ⑦. Company LOGO, products photo (please specify the company name, send to 961261492@qq.com).

4). Special Instructions

- ①. The materials sent by the exhibitors will serve as the only information for the external publicity of the organizing committee. All exhibitors are required to fill in carefully and ensure the accuracy of the content.
- ②. Submit the company's information as brief as possible. The organizer reserves the right to delete materials except for booth number, company name, contact information.
- ③. The location of the exhibitor's profile in the Directory depends on the delivery time of the manuscript to some extent.
- ④. Except for the Directory, other materials production time are irregularly. Therefore, the exhibitors are requested to submit the information which needs to advertise as soon as possible after the booth is confirmed, so as not to miss the promotion opportunity. If the exhibitor fails to provide the information and causes the inability to get the advertisement service, it will be considered as giving up the service. The organizer is not responsible for this.
- ⑤. The deadline for submitting the materials of the Directory is 25 July 2019. The organizer will not add your company profile if exhibitor fails to submit the materials in time.

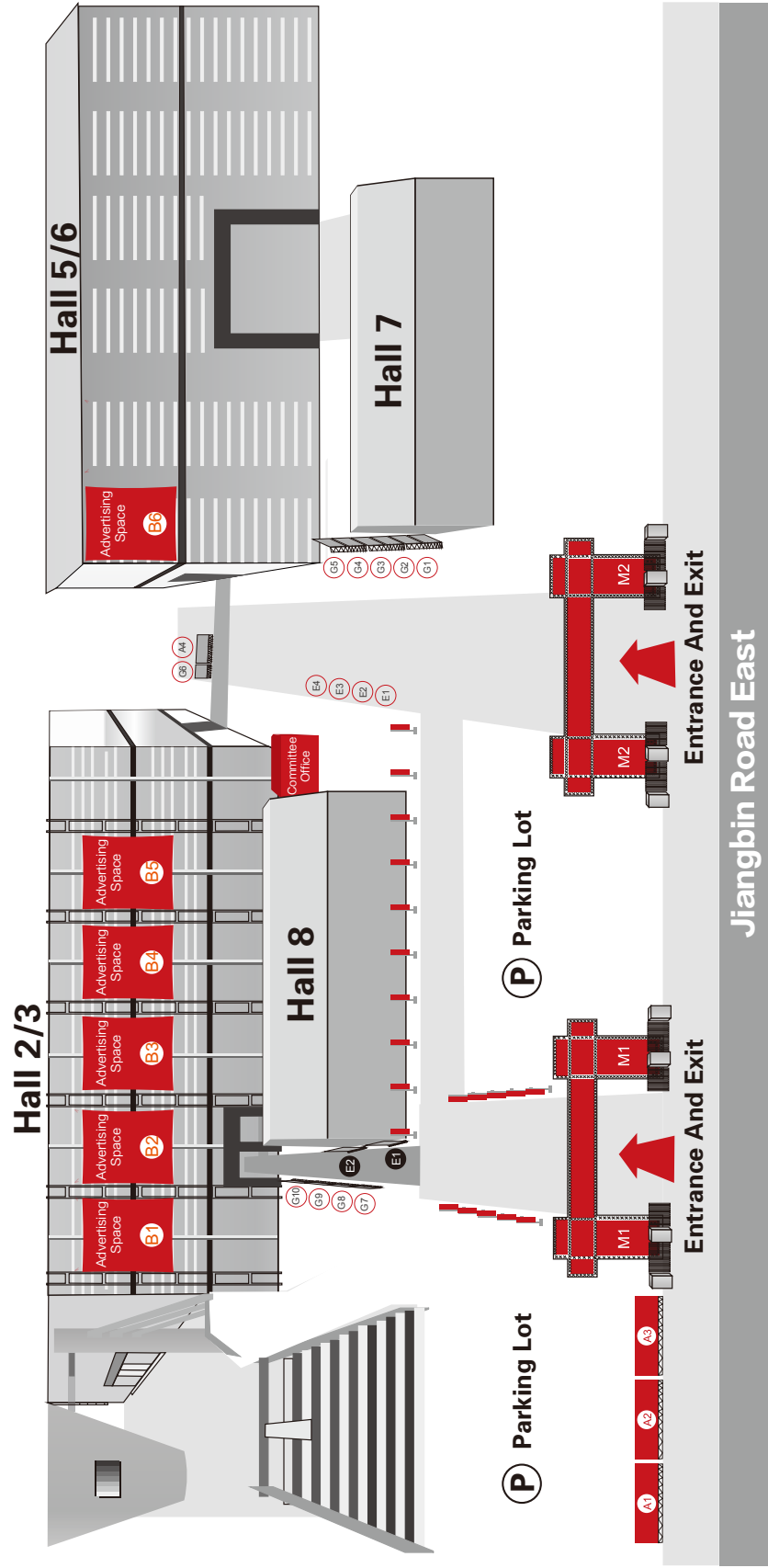
2. Paid Advertising Service Items

- 1). Exhibition official promotional materials advertising: Exhibition Preview, Directory, Visitor Guide, Customized Visitor Tickets and other printed photo advertisements, do not include advertising design.
- 2). Badge and handbags Advertisement: Paid advertising services in exhibition certificates (visitor badge, exhibitor badge) and handbag, do not include advertising design.
- 3). Invitation Letter Advertisement: The Organize will design invitation letter for exhibitors.
- 4). HALL 5 LED Advertisement during the three day show.

3. ON-SITE ADVERTISING

AD. TYPE	POSITION	SIZE (HEIGHT*WIDTH)	QUANTITY	PRICE
Giant Printing Ad.	B1-B6	H18M*W16.1M	6	30,000RMB/Board
Hall Wall Posters Square Posters	G1-G10	H4M*W6M	10	15,000RMB/Board
Hall Wall Posters Square Posters	A1-A4	H4M*W10M	4	25,000RMB/Board
Portal Frame	M1-M2	Specification Attached	2	25,000RMB/Piece
Quadrangular	E1-E4	(1.5M*H3.5M) 4 sides	6	5,000RMB/Piece
Advertising Flag		H4M*W0.9M	20	3,000RMB/10flags

EXHIBITION HALL LAYOUT





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FORM I: EXHIBITOR ADVERTISING SERVICES

Deadline: 23 JULY 2019

Your Company(Stamp): _____ Booth No. _____

Contact Person: _____ Tel.: _____ Application Date: _____

Please Return To: Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel: 0577-88902222 Fax: 0577-88901788

PAYMENT ACCOUNT INFORMATION:

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int'l Leather Fair

AD. TYPE	PRICE			REMARKS
Visitor Badge	35,000RMB [] (Two Sides Printing)			Please tick in "[]" and attach Ad design
Show Directory (W140mm*H210mm)	Inside Front Cover [] 10,000RMB	Inside Back Cover [] 8,000RMB		
	Title Page [] 10,000RMB	Back Cover [] 18,000RMB		
	Title Page 3,500RMB []			
Gift Bags	10,000RMB/2,000 Bags (One Side) []	Thousand Piece	RMB	
Visitor Guide Full Page	1,000RMB []	Piece	RMB	
Quadrangular (1.5M*H3.5M) 4 sides	5,000RMB/Piece	Piece	RMB	Position <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6
Flag (1M*H3.5M)	3,000RMB/Piece	Piece	RMB	Position <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> F4 <input type="checkbox"/> F5
Wall Posters (10M*H4M)	15,000RMB/board	Piece	RMB	Position <input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G3 <input type="checkbox"/> G4 <input type="checkbox"/> G5 <input type="checkbox"/> G6 <input type="checkbox"/> G7
	25,000RMB/board	Piece	RMB	Position <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3
Giant Printing Ad. (16M*H18M)	30,000RMB/board	Piece	RMB	Position <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> B4 <input type="checkbox"/> B5 <input type="checkbox"/> B6 <input type="checkbox"/> B7
Portal Frame	25,000RMB/Piece	Piece	RMB	Position <input type="checkbox"/> M1 <input type="checkbox"/> M2
HALL 5 LED Ad. (Rolling)	30min/60times/Day 8,000RMB/3Days 30min/120times/Day 12,000RMB/3Days 30min/180times/Day 18,000RMB/3Days			Please send the artwork to the Organizer The LED Screen Size: 6.912M*H3.84M
Payment Total Fee	TOTAL COST: _____ RMB Signature: _____ We Confirm Wire Above Fee to the Committee before _____ (Month) _____ (Day) _____ (Year)			

Note: The above advertisement is valid during the exhibition time on 23-25 AUG. 2019



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ii. Special Booth Construction

Special Booth Construction Safety Obligation

All construction contractors at Wenzhou Int'l Convention & Exhibition Center shall bring company business license, legal person ID card and construction qualification copies with stamp. Read the following content carefully and stick to the rules and bear the relevant responsibility.

- 1). The on-site construction personnel must wear construction badge for entrance admission which issued by exhibition hall. The Booth shall be pasted with special booth construction certificate issued by exhibition hall which will be checked by on-site staff at any time. Any unqualified or falsely claim happens, the staff has the rights to stop the construction and ask them to leave the exhibition hall.
- 2). The construction unit shall truthfully declare the construction number and area, once found the omission or understatement, it shall be punished with double price of special construction management fee. The special construction deposit is comprised by construction unit and exhibitor, all costs incurred during exhibition will be deducted directly from deposit.
- 3). Construction materials must be fireproof or coated with fireproof materials. It is strictly prohibited to smoke, naked fire operation and use inflammable, explosive and easily contaminated goods.
- 4). It is strictly prohibited to drill, nail and scratch on the public facilities like floor, pillars and walls at exhibition hall. Do not use pasting materials such as double-sided and single-sided pasting materials to paste any goods on the pillars in the passage way of the exhibition hall.
- 5). It is strictly prohibited to wire and hang goods on fire water pipe, bridge and air conditioning pipe. Setting up booth, piling up goods under fire shutter, blocking the fire hydrant and fire alarm button is also strictly prohibited. Power line shall use double insulated copper sheathed wire, do not connect power line and overload power supply without authorization.
- 6). The stand height limitation is 4.5 meters. Some places in the exhibition hall cannot meet the above height requirements due to the air conditioner's piping facilities. Please construct the booth according to the on-site situation to ensure the safety of construction.
- 7). The construction unit shall use construction certificate for entrance admission when move-out. Any exhibitors failed to move-out on time, their deposit shall be deducted according to the exhibition center. Exhibitors can apply refund directly at on-site Service Center upon before 8:00 P.M. theoretically. The construction unit shall sign at 5th floor of Exhibition Service Department within 2nd-5th working days after move-out and then apply refund procedures at Exhibition Financial Department. If overdue within 7 days shall be fined 10% deposit, and 50% deposit will be fined if overdue 15 days.
- 8). If the exhibitor and construction unit violate above related regulations such as the pavilion safety and property facilities losses caused shall bear legal liability and pay compensation.

Construction Unit:

Director (Signature):

Date:

Special Construction Inquiries: 0577-8813 5173
Advertisement Department Inquiries: 0577-8813 7278
Financial Department Inquiries: 0577-8813 5158

On-site Safety Inquiries: 0577-8813 5135
Electricity Inquiries: 0577-8813 5162



2019

FORM II: SPECIAL BOOTH CONTRACTOR APPLICATION

(Applicable to Rental Raw Space)

Deadline: 23 JULY 2019

COMPANY NAME (STAMP): _____

Booth #: _____ Booth Area: _____ m² Size: _____ m * _____ m

Contact Person: _____ Contact Number: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No. 198 Shangjiang Road, Wenzhou, China

Tel: 0577-8890 2222

Fax: 0577-8890 1788

Dear Client:

In order to facilitate the on-site merchants, purchase and visit, the Organizing Committee stipulates: Exhibitors with Island Booth which bounded by 4 aisles only allows one side wall construction or partial closure booth design. The booth design limitation is above 3 meters and up to 4.5 meters. We appreciate all exhibitors' cooperation. Thanks for your support!

SPECIAL BOOTH CONTRACTOR INFORMATION:

Company Name: _____ Tel: _____ Fax: _____

Contact Person: _____ Position: _____ Mobile: _____

Venue Supervisory Contact Person: _____ Mobile: _____

Notes:

Special Construction Management Regulations of the Wenzhou Int' l Convention & Exhibition Center:

1. Business License and the person in charge's ID card copies of the construction unit shall be provided when apply the "Construction Certificate".
2. Raw space exhibitors need to pay special installation management fee: 10 RMB/ m².
3. Construction unit needs to pay construction deposit: 500 RMB/ 9 m².
4. The decoration materials must use fireproof materials and fireproof coatings that meet the fire protection requirements.
5. It is strictly prohibited to drill, nail, scratch and use residual glue (double-sided tape) on the ground, wall and pillar.
6. It is strictly prohibited to block the fire hydrant and the fire alarm button. Piling up goods under fire shutter, blocking the fire hydrant and fire alarm button is also strictly prohibited.
7. It is strictly prohibited to pull and hang items on fire hoses, bridges and air conditioner pipes.
8. Wires must be protected with insulating sleeve and cannot be exposed.
9. It is the construction unit's responsibility to clean the decoration garbage after move-out.
10. After move-out, the "Construction Certificate" should be returned (If lost, 30 RMB/piece of compensation), the Service Department of the Wenzhou Int' l Convention & Exhibition Center will check and sign the deposit receipt. The exhibitors will receive the deposit from the financial department of the Exhibition Center afterwards.

iii. RENTAL FURNITURE

Part Rental Furniture



Leather Hanging Frame Set



Leather Hanging Frame



Half-round Reception Counter



Information Desk



Stairs



Meeting Table & Chair



Square Table



Rectangular Counter



Reception Counter



Tall Glass Showcase



Tall Glass Showcase



Medium Glass Showcase



Small Glass Showcase



Shelf



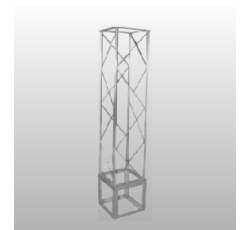
Trade Show Tent



Round Glass Table



Exhibit Display Case



Truss



Water Server



Spotlight with arm

**2019**

FORM III: RENTAL FURNITURE APPLICATION

Deadline: 23 JULY 2019

Company Name: _____ Booth Number: _____

Contact Person: _____ Telephone: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel:0577-8890 2222 Fax:0577-8890 1788

METHOD OF PAYMENT:

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int'l Leather Fair

NO.	ITEM (METER)	UNIT PRICE (RMB/PIECE)	QUANTITY	AMOUNT
1	Tent	350		
2	High Glass Showcase	360		
3	High Glass Showcase	360		
4	Middle Glass Showcase	280		
5	Small Glass Showcase	220		
6	Rectangular Counter	200		
7	Reception Counter	120		
8	Information Desk	120		
9	Half-round Reception Counter	300		
10	Square Table	100		
11	Glass Table	100		
12	Meeting Table	100		
13	Folding Chairs	20		
14	Spotlight with arm	30		
15	Outlet	15		
16	Fluorescent Lamps (40W/220V)	35		

NO.	ITEM (METER)	UNIT PRICE (RMB/PIECE)	QUANTITY	AMOUNT
17	Television (42 inch PDP)	2500		
18	Television (37 inch PDP)	2000		
19	Water Sever	100		
20	Fixed Shelf	40		
21	Movable Shelf	40		
22	Truss	20		
23	Stairs	200		
24	Display Shelves	300		
25	Leather Hanging Frame	120		
26	Leather Hanging Frame Set	300		
27				
28				
29				
30				
TOTAL				

NOTE: EXHIBITOR SHOULD PLAN IN ADVANCE AND SUBMIT APPLICATION BEFORE THE DEADLINE. RENTAL EQUIPMENT SUPPLY IS NOT GUARANTEED DURING THE MOVE-IN PERIOD AT THE EXHIBITION HALL



2019

iv. Electrical, Gas and water Application

1. Power Supply

1). All matters related to electricity are subject to the Organizer's designated contractor to specific operations. In the standard booth configuration, the power supply system will provide a single-phase 220V/5A power outlet, while the 380V three-phase power outlet and the raw space exhibitor's power supply will require additional applications. Exhibitor who rent raw space booth are required to bear their own electricity charges.

2). The Organizer has strict regulations and restrictions on all electrical installation equipment. Please submit the construction installation materials to the organizer for approval half a month before the booth construction. The operation cannot be carried out without the permission of the organizer.

3). Exhibitors must submit the total power consumption of the exhibits while filling in the Power Supply Application. The electricity consumption of the power installations shall not exceed the power load. In case of any adverse impact on the operation or power system of other exhibitors caused by overload, the Organizer will immediately stop the booth power supply, and the exhibitor shall be responsible for any loss caused thereby.

4). Exhibitors are not allowed to use bright lights, flashing lights, neon lights, etc. All power installations must be safe otherwise the Organizer will stop the power supply if there's any potential risk or bring bad influence on other exhibitors and visitors.

5). All power receptacles need to be one machine – one receptacle. Using all-purpose outlet is prohibited.

6). The Organizer's appointed electricians are responsible for the equipment power connection. The exhibitors are responsible for the power and equipment cable.

7). For machines that require 24 hours power supply, delay power outages, water cuts, or compressed air, exhibitor must apply to the Organizer in advance.

8). In order to ensure the safety of electricity use, the exhibition hall requires all booths involved in the use of three-phase electricity to be equipped with three-level electrical protection devices. The special booth construction unit or exhibitor must bring its own distribution box (with leakage protection switch). And access to the outside of the distribution box provided by the exhibition hall.

2. Electricity Charging Fees

Items	Specification/Set (air switch)	Price	Specification/Set (air switch)	Price	Specification/Set (air switch)	Price
Special Booth Electricity	Single phase below 3 kW	600 RMB	Single phase 10 kW	1,200 RMB	Single phase 20 kW	2,000 RMB
	Single phase 5 kW	900 RMB	Single phase 15 kW	1,500 RMB	Single phase 30 kW	2,500 RMB
Power Supply	Three-phase 5 kW	1,000 RMB	Three-phase 40 kW	3,500 RMB	Three-phase 101-149 kW	14,000 RMB
	Three-phase 10 kW	1,300 RMB	Three-phase 50 kW	4,500 RMB	Three-phase 150-190 kW	17,000 RMB
	Three-phase 15 kW	1,700 RMB	Three-phase 60 kW	6,500 RMB	Three-phase 200 kW above	20,000 RMB
	Three-phase 20 kW	2,200 RMB	Three-phase 80 kW	8,500 RMB		
	Three-phase 30 kW	2,700 RMB	Three-phase 100 kW	11,000 RMB		
Outdoor Electricity	1. Add distribution box, cable will be need an additional charge 2. Distribution box rental price includes 20 meters power supply cable. The added part will be charged at 100 RMB/meter.					

Note:

- ① The above electricity refers to one single line power supply and price
- ② Exhibitor who chooses the above power supply must have the professionals to operate
- ③ The Price will be triple if the exhibitor apply the extra electricity during the move-in period
- ④ All request regarding three-phase power supply should report to the Organizer before 13 Aug 2019.

3. Compress Air Usage Instructions

Items	Specification	Price	Specification	Price	Specification	Price
Compress air	100-300 L/Min	1500 RMB	301-600 L/Min	2000 RMB	601-1000 L/Min	2500 RMB

4. Water Usage Instructions

- ①. If the water pipe length is less than 20 meters, the charge for each access point is 1,500 RMB, the part of a single access point that exceeds the length will be charged at 60 RMB/meter.
- ②. The water charge is calculated separately and calculated according to the actual usage.

**2019**

Form IV Electricity, Gas & Water Application

Deadline: 8 AUG 2019

Company Name: _____ Booth Number: _____

Contact Person: _____ Telephone: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel:0577-8890 2222

Fax:0577-8890 1788

METHOD OF PAYMENT:

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int'l Leather Fair

Type	Specification	Price (RMB)	Notes
Special Booth Electricity	One-Phase_____KW		
Power Supply	Three-Phase_____KW		<input type="checkbox"/> Three-Phase Four-Wire <input type="checkbox"/> Three-Phase Five-Wire
Outdoor Power Supply	One-Phase_____KW Three-Phase_____KW		Charge the part in excess of 100 RMB/M (Exclusive of the power box within 20 M Power Cable)
	Power Cable Needed		Part in excess of 20M
Compressed Air	_____L/Min		Deposit 500 RMB/Piece
General Water	_____M		Deposit 1,000 RMB/Piece
Total		_____ RMB	

Attentions:

- Above electricity specification refers to one line electricity consumption and price.
- Exhibitors who need above electricity facilities supply must have all equipment installed by licensed electricians.
- Temporary electricity application during move-in shall be charged triple.
- The company needs special electricity consumption with three-phase five-wire (grounding wire) must report to Organizer at least 10 days (13 AUG 2019) before the move-in date. Temporary application shall not be processed, and the exhibitor shall be responsible for any loss or inconvenience caused thereby.
- Exhibitors who need 24 hours power supply must inform the Organizer at least 10 days (13 AUG 2019) before the move-in date.



2019

Form V Exhibits Shipping and Handling Application

Deadline: 23 JULY 2019

Company Name: _____ Booth Number: _____

Contact Person: _____ Telephone: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel:0577-8890 2222

Fax:0577-8890 1788

Handling Exhibits Information:

EXHIBITS	SIZE (UNIT: METER)			Weight (Unit: Ton)
	LENGTH	WIDTH	HEIGHT	

Shipping and Handling Transportation Requirement:Handling Equipment: ☐ _____ Crane (Tons) ☐ _____ Forklift (Tons)

Special Transportation Requirement (Please specify): _____

Exhibits Arrival Date in Wenzhou: _____

SPECIAL INSTRUCTION:

1. If the exhibits weight over 10 tons and need crane, the exhibitor should inform the Organizer designated shipper three days before move-in regarding the goods' arrival time, transportation and handling tool needed.
2. In general, the Organizer will allow the heavy equipment to enter the exhibition hall one day in advance, please see further notice.
3. Please refer to Page 1 Venue & Transportation for the transportation route.

Appointed Exhibits Shipper: Guangzhou East Asia Logistics Co., LTD.

Contact: Ms. Zheng Mob: +86 135 7544 9595 Tel: +0577-8813 5128 Fax: +0577-8813 5126

Exhibits Shipper (from exhibition hall to the exhibitor company) : Wenzhou Lufu Logistics Co., LTD.

Contact: Mr. XU Mob: +86 137 3636 0429 Tel: +0577-5696 5557 Fax: +0577-5696 5558

ON-SITE TRANSPORTATION CHARGE (HANDLING FEE OF EXHIBITS IN AND OUT):

NO.	SERVICE ITEM	PRICE	NOTE	SERVICE AREA
1	FORKLIFT	180RMB/Ton	Less than 1 ton counted as 1 ton	Move-in & out
2	CRANE	210RMB/Ton	Less than 1 ton counted as 1 ton	Move-in & out
3	FORKLIFT & CRANE	240RMB/Ton	Less than 1 ton counted as 1 ton	Move-in & out
4	PACKING MATERIAL STORAGE	50RMB/Cubic Meter	The minimum is 1 Cubic Meter	Packing &Collecting& Shipment Service
5	ENCASEMENT, DEVANNING	30RMB/Cubic Meter		
6	HYDRAULIC CART RENTAL	100RMB/Time (2 hours)	Deposit 1,000RMB	
7	HANDCART RENTAL	50RMB/Time (2 hours)	Deposit 400RMB	



2019

Form VI Communication Facilities Rental Application

Deadline: 23 JULY 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577-88902222

Fax.: 0577-88901788

COMMUNICATION FACILITIES RENTAL PRICE LIST

ITEM	PRICE	NOTE
POS Machine Line	200 RMB/Set/During the exhibition	
Broadband	200 RMB/Set/During the exhibition	

RENTAL CRITERIA

1. During the Move-in period, if you need to add temporary facilities, it will be increased 30% additional service charge based on the original rental charge. (Organizer won't guarantee to provide temporary requests for any additional equipment).
2. The charge for all rental facilities is subject to this reservation. If you need to reduce the rental numbers temporarily, the charge will still be calculated based on the number of reservations.
3. Submit the communication facility rental application before 23 JULY 2019. Pay the fees to the Rental Service at Wenzhou Int'l Convention & Exhibition Center when you register on 21-22 AUG. 2019.



2019

FORM VII: LECTURE / TECHNICAL SEMINAR VENUE APPLICATION

Deadline: 23 JULY 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577-8890 2222 Fax.: 0577-8890 1788

Payment Account Information:

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int'l Leather Fair

EXHIBITORS CAN ORGANIZE TECHNICAL SEMINAR DURING THE EXHIBITION TO INTRODUCE THE COMPANY'S TECHNOLOGY AND PRODUCTS.

1. The Lecture / Technical Seminar theme must be reviewed by the Organizing Committee, the Organizer reserves the right to refuse meetings that are considered inappropriate.
2. The meeting venue charge is 8,000 RMB/session and each seminar time limited to 1 hour.
3. You can copy this form if the exhibitor needs to apply for more than one meeting.

Meeting Theme: _____

Speaker: _____ Language: _____

Contact Person: _____ Mobile: _____

Meeting Date: _____ AUG 2019 _____

(09:00 -12:00 or 13:00 - 16:00, if you need other time please specify)

Facility:

☐ One projector

☐ A set of audio equipment (including _____microphones)

☐ Speaker's desk

☐ Sign-in Desk

☐ White board and pens

☐ Chairs

Special Request: _____



2019

FORM VIII: HOTEL RESERVATION APPLICATION

Deadline: 23 JULY 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577-88902222 Fax.: 0577-88901788

HOTEL	PRICE (SINGLE)	ADDRESS
(Five-star) Shangri-la Hotel	805 RMB/ROOM	1 Xiangyuan Road, Wenzhou
(Four-star) Dynasty Hotel	498 RMB/ROOM	2 Civil Aviation Road, Wenzhou
(Four-star) New Southasia Hotel	398RMB/ROOM	4 Dongyou Road, Lucheng District, Wenzhou
(Four-star) Guomao Grand Hotel	350 RMB/ROOM	1 Liming West Road, Wenzhou
(Three-star) Vienna Hotel	298 RMB/ROOM	In front of Wenzhou Train Station
(Three-star) Jinyuelijia Hotel	218RMB/ROOM	Wenzhou Avenue, 500m from the Wenzhou Train Station East

(The above favorable price inclusive 50% – 70% discount and 10% tax & breakfast. You can enjoy the favorable price only through the Organizer.)

HOTEL	ROOM TYPE	QUANTITY	CHECK IN DATE	CHECK OUT DATE	COMPANY	CONTACT NAME	MOBILE

Note: Please book the room before the deadline in case of hotel room shortage during the exhibition period. Your reservation will be kept until 6:00 P.M., otherwise it will be canceled. If you have any questions, please contact the hotel directly.

**2019**

Form IX Business Service Application

Deadline: 23 JULY 2019

Company Name: _____ Booth Number: _____

Contact Person: _____ Telephone: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel:0577-8890 2222 Fax:0577-8890 1788

METHOD OF PAYMENT:

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

COMPANY NAME: WENZHOU DONNOR EXHIBITION CO., LTD.

BANK ACCOUNT: 1203213019200206549

PAYMENT NOTE: 2019 Wenzhou Int'l Leather Fair

Service Type	Daily Charge	Number of Translator	Start Date	End Date	Price: RMB
Chinese English Translators	Around 600 RMB				
Other Languages Translators	800-1500 RMB				
()Italian ()German ()Japanese ()French ()Other Languages					
Electrician	200 RMB				
Woodworking	200 RMB				
Receptionist	200 RMB				
Security Guard	200 RMB				
Others: (According to the nature of work to quote)					
Note: The actual translation price is determined by the Translation Agency			Total:		

Note:

- 1.15% additional fee will be charged if missed the deadline
- 2.Temporary request for service on site is subject to an additional 30% fee of the service charge (on-site temporary request, the organizer cannot guarantee that can provide the related staff)
- 3.The related service staff only works during the opening hours of the exhibition. If they needs to work overtime, please inform the organizer in advance.

**2019**

Form X Client / Buyer Invitation (Visitor Badge) Application

Deadline: 1 JULY 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577-88902222 Fax.: 0577-88901788

- 1.If exhibitors invite clients to attend the exhibition and have special needs, the Organizer can customize advertisement in the Visitor Badge according to the exhibitor' s requirement. For details, see P9 "Paid Advertising Service Items" of the exhibition official publicity materials.
- 2.The Organizer can print Exhibitor Advertisement in the visitor badge, 1,000 RMB/Piece (minimum 1,000 copies)
- 3.Exhibitors can apply for 1-2 VIP badge(s) for important clients. VIP documents must be reviewed by the Organizer.

Items	Quantity	Fees	How to Claim	Note
Customizing Visitor BADGE			<input type="checkbox"/> By mail <input type="checkbox"/> Claim by yourself	Pay the design fee to the Organizer
VIP Badge		FREE	<input type="checkbox"/> By mail <input type="checkbox"/> Claim by yourself	Client Catalogue <input type="checkbox"/> Industry Big Names; <input type="checkbox"/> Long-term cooperation clients; <input type="checkbox"/> Long-term procurement clients; <input type="checkbox"/> Leader of domestic industry associations; <input type="checkbox"/> Others, please specify.



IV. EXHIBITION REGULATIONS

1. Exhibition Agreement Exemption Clauses Ordinance

- 1) The Organizer has the rights to postpone, shorten, extend or cancel the exhibition under the unavoidable circumstances, including but not limited to, the following: acts of nature, force majeure, acts of governments etc. The Organizer shall not be held responsible for the exhibitor's loss or damage. The exhibitor cannot cancel the contract or seek compensation if the exhibition postponed, shortened, extended or canceled from such causes, but shall relinquish the booth and bear a fair share of the cost incurred by the Organizer for the preparation of the exhibition.
- 2) The Organizer reserves the rights to change the exhibition plan, venue and location at any time without prior notice to exhibitor. Subject to the approval of the Organizer, the booth rent may reduce by an appropriate proportion to the exhibitor (at the discretion of the Organizer) but will not pay further compensation to exhibitor.
- 3) The Organizer shall not be responsible for the consequences of any introduction or business transaction made during the exhibition.
- 4) Once the booth is allocated, the exhibitor will receive a notice (Exhibitor Manual) from the Organizer for exhibition preparation and arrangement. Any consequences caused by ignoring this notice will be borne by the exhibitor.
- 5) The Organizer reserves the rights to lien property of exhibitor with whom have causality in financial issues (including claims and damages) related to the exhibition.
- 6) This agreement coexists with the exhibitor application form and it is deemed to abide by the agreement at the same time upon submit the application form. This is a legally binding agreement. The Organizer reserves the rights to interpret, modify and amend this agreement and to release additional rules & regulations at any time for the smooth progress of the exhibition, meanwhile, it also has the final rights to interpret the supplementary rules and regulations of this agreement.

2. Exhibition Instruction

- 1) The Organizer has the rights to cancel the exhibition one month prior to the opening of the exhibition. Questions will be agreed upon by the organizer and the exhibitor after consultation: the Organizer will refund the exhibitor's booth fee according to its specific circumstances.
- 2) The Organizer has the rights to choose the company and exhibits to participate in the exhibition.
- 3) Exhibitor shall not transfer or sublease the applied booth (including joint ventures) or exhibit the exhibits out of scope permitted by the exhibition. In case of any violation, the Organizer has the rights to cancel any applications. The exhibitor must accept the decision by the Organizer unconditionally.
- 4) The display exhibits must match to the names of the declared exhibits.
- 5) Exhibitor and attendee are not allowed to sell exhibits or goods anywhere in the exhibition hall.
- 6) Promotion activities (handing out pamphlets and display billboards, etc) are permitted only within your booth. Placing them outside your booth without permission of organizer is also prohibited. Otherwise, the Organizer has the rights to deal with it accordingly.
- 7) It is exhibitors' responsibility to remove all garbage in their own booth.
- 8) Exhibitor must be responsible for the safe operation of the products demonstration. Any demonstration may cause harm to the audience must have proper safety precautions.

3. Booth Allocation and Operation



2019

- 1) The Organizer has the rights to allocate the booth. Organizer' s sudden decisions will be decisive. When the Organizer consider it is necessary and shall reserves the rights to change the exhibition location, booth size and location for overall benefits of the exhibition. In case of any change, the Organizer will inform exhibitor on paper in time so that the exhibitor can work properly.
- 2) Exhibitor should be clear about the location and booth size and shall confirm with the Organizer as soon as possible. Any form of sublease, distribution or abandonment of the booth is not allowed.
- 3) During the move-in period, the Organizer has the rights to turn off any machinery, equipment and special equipment which are dangerous, noisy and not in accordance with the normal operation. Exhibitor and company representatives shall take proper coercive measures when their colleagues do not work in accordance with the rules. For exhibitors who refuse to comply with the instructions, the Organizer shall use legal means to remove their machinery, equipment and misbehaving personnel from the exhibition. Exhibitor will not receive any compensation for their losses and transferring losses on the way.

4. Booth Cancellation

After the exhibitor signed the booth contract with the Organizer, the payment shall be made in accordance with relevant regulations of payment terms. The reserved booth may be cancelled if any charges of the payment are not paid in full. Exhibitor cannot cancel, change or reduce the number of designated booths at will. If the exhibitor decides to cancel the contract, the Organizer shall have the rights not to refund the exhibitor fees and shall require the exhibitor to pay part or all fees or damage expense. If exhibitor have special reasons, the Organizer has the rights to evaluate issue on a case by case basis.

5. Construction Guide

- 1) To maintain uniformity, all standard booth' s company names on fascia boards are printed by the Organizer. Exhibitor has to re-make the unapproved fascia board or font according the Organizer' s standard.
- 2) Special Booth refers to book and design the stand by the exhibitors themselves. Exhibitors can hire Organizer appointed contractors or employ their own booth contractor. Organizer and Exhibition Center must be informed of exhibitors' booth constructing company details and design plan 10 days before move-in. The design, construction and removal of Special Booth must subject to the government fire protection rules and regulations. Any consequences caused by violation of the Organizer's plan will be borne by the exhibitor.
- 3) Before get the permission of the Organizer, the height of booth design and construction shall not exceed 3.5 meters for Hall 2, 5, 6, 7, 8 while Hall 3' s height limitation is 4 meters. The exhibits must not exceed the height limitation neither.
- 4) Exhibitors who construct their own booth including staffs and booth contractors are responsible for waste water and rubbish during move-in and move-out. Blocking or dumping of construction waste in the public is prohibited. It is exhibitors' responsibility to keep the booth clean all the time. The organizer will not provide packing boxes for the exhibitor during the exhibition.
- 5) Before construction, the exhibitor with standard booth must comply with the following terms and conditions as proposed of designated contractors by the Organizer:
 - ① All booths are constructed with high-quality aluminum, so exhibitor cannot apply methods such as drilling, nails and screws. Do not use wallpaper or drilling on the display board. Using glue, destructive tape, adhesive paper, screws, nails or metal nails, tacks and paint is prohibited. Any exhibitor who violates the above regulations shall be fully responsible for all disputes.
 - ② The exhibitor may apply for the use of one or two pins or adhesive tape for fixing.
 - ③ The pavilion is equipped an empty container stacking area. After move-in, the exhibitor may move the storage items or other non-exhibition goods to the designated transportation agent by the Organizer and put them in the empty container stacking area.



- 6) Exhibitors are not allowed to drill holes and use nails, glue, screws, pins or similar materials in exhibition hall. The pavilion only allows the use of non-residual single-sided or double-sided or preferably cloth tape to fix carpets and other floor coverings to cement floors. Do not use pastes on the wall. Any damages to the constructions caused by using of unauthorized tape and other materials for fixing, all expenses incurred shall be borne by the exhibitor. When constructing a wall, the plywood or building paper must be set up under the wall to protect the floor. The exhibitor shall bear all damages to the floor caused by booth construction and removal.
- 7) Exhibitors are not allowed to work in the entrance hall without permission. It is not allowed to set barriers or display boards for storage items near the firefighting facilities, monitoring facilities and air conditioner vents in the hall/room. Smoking in the exhibition hall is strictly prohibited.
- 8) The Organizer and exhibition center reserve the right to remove any unauthorized constructions or structures in violation of the above regulations, all expenses shall be borne by the exhibitor.

6. Booth Regulations

- 1) You must stand at your booth all the times. Exhibitors and staffs should arrive at booth half an hour before opening time and leave the exhibition hall half an hour after closing time. Exhibitors are responsible for their staffs, agents or their representatives.
- 2) If the Organizer considers that the relevant activities of the exhibitor in the exhibition hall is harmful to the public or affects other exhibitors, the Organizer reserves the right to stop it. For example: the display of audio-visual equipment is not properly placed, high volume and so on.
- 3) Special materials for exhibits should be restricted, including weight, ground load and size, so the exhibitor should get permission from the Organizer first. The exhibits weight cannot exceed the weight capacity of the exhibition hall.
- 4) If there is a vertical vibration part during the operation of the exhibit, the above ground load should be reduced by 50%. Exhibitor shall fully compensate for any damage to the building or any place in the exhibition hall caused by the overweight of the goods. Exhibitor should contact the Organizer in advance when they meet any special problems regarding exhibits weight. The Organizer will try their best to help the exhibitors.
- 5) All demonstration machines should be equipped with safety devices and operation signs. The operated machine must keep a relatively safe distance from the audience. It is recommended to use a safety protection device, and the words "Hands Off" in English and Chinese should be used to remind the audience before the exhibits. If any exhibitors need to demonstrate the machines and equipment, please provide the organizer's detailed writing instructions on their movements. Demonstration machines and appliances only can operate by qualified personnel and in the area of rented by the exhibitor. All the operation should be supervised by the above-mentioned personnel. Exhibitors must be fully prepared for firefighting to ensure the safety of other exhibitors, visitors, pavilions and Organizer. The generator, engine or power are prohibited to drive the machine if the exhibitor does not take adequate fire protection measures.
- 6) Booth construction must be completed during the move-in period. The exhibits need to be transported, repaired or exchanged during the exhibition, or additional materials, must be approved by the Organizer before entering or exiting the exhibition hall.
- 7) Hand carried exhibits should be registered before entering the exhibition hall.
- 8) Before move-out, the exhibits need to get approval and receive the Exhibits Release Form issued by the Organizer.

7. Application Guidelines of Dangerous Materials

- 1) Naked flames and temporary gas lamps are prohibited in the exhibition hall without the written approval of the Organizer and relevant government departments. Hazardous materials such as flammable, explosive and corrosive materials are prohibited in the exhibition hall.
- 2) Using the strong lighting equipment without external cover in the exhibition hall is prohibited.



8. Security

- 1) Reminder: The Organizer places security guards at the show venue throughout the show period. However, exhibitors are responsible for securing their own booth, display and products as the booth is completely open. Exhibitors are strongly advised to take good care of the mobile phones, laptops, personal belongings such as handbags, valuables, portable items, rental equipment. The Organizer does not bear any responsibility of exhibitors' property.
- 2) Exhibitors are responsible for securing their personal belongings and expensive items. The Organizer will not bear any responsibility for any loss, damage or theft of exhibitors, contractors & visitors' property.

9. Power Supply

- 1) All matters related to electricity are subject to the Organizer's designated contractor to specific operations. In the standard booth configuration, the power supply system will provide a single-phase 220V/5A power outlet, while the 380V three-phase power outlet and the raw space exhibitor's power supply will require additional applications. Exhibitor who rent raw space booth are required to bear their own electricity charges.
- 2) In the standard booth configuration, the power supply system will provide a single-phase 220V/5A power outlet, while the 380V three-phase power outlet and the raw space exhibitor's power supply will require additional applications.
- 3) For machines that require 24 hours power supply, delay power outages, water cuts, or compressed air, exhibitors must apply to the Organizer in advance.

10. Noise Restriction

During the exhibition period, the volume should be operated less than 70 decibels. If exceed 70 decibels, the Organizer reserves the right to demand the exhibitor to keep the volume below the prescribed level (less than 70 decibels).

11. Insurance

- 1) Exhibitors are strongly advised to insure against their exhibit's theft, fire, natural disasters and other force majeure losses.
- 2) Exhibitors shall insure their staff and contractors against any damage to buildings, floors, walls and pavilions in the course of transportation, handling, construction and cleaning.
- 3) Each exhibitor has the responsibility to protect the exhibition hall and its facilities, the Organizer and its agents to avoid losses. It shall not undermine the exhibition and shall respect each other for any conduct, expense, speech, personal affairs for the sake of the public organization or Chinese government department interest protection.

12. Damage

The exhibitors are responsible for damages to the exhibition hall buildings, construction material and supporting facilities caused by exhibitors, their agents, construction companies or relevant employees.

13. Dining

The exhibitor shall have meals in the Business Center and fast-food restaurant in the exhibition hall. Please refer to the on-site signs for specific location.



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14. Firefighting

All exhibitors and their contractors, staff, agents and service personnel must abide by the Fire Protection Law of the People's Republic of China and the fire safety regulations of Wenzhou Int'l Convention & Exhibition Center. Anyone who encounters a fire should initiate a fire alarm regardless the fire small or large, try to put out the fire or control it, evacuate all items nearby. Packing materials or brochures cannot be stored at the back of the stand panels or public service area. The firefighting exits must kept free from obstruction.

15. Exhibits Handling

- 1) After the exhibitor's freight vehicles arrived at the exhibition hall, it shall be unloaded in the specified position according to the pavilion's scheduled arrival order and route.
- 2) In the process of handling goods, the exhibitor must arrange for a representative to receive the goods at the booth when the Organizer or any other person is unable to do it for you. The exhibitor and representative shall take responsibility to take care of the goods.
- 3) During the move-out period, all unattended items and display items left behind will be deemed to be abandoned. The exhibitor shall bear the losses in the process of transferring the goods by themselves.

16. Others

- 1) Promotion activities such as brochures and advertising pages are permitted only within your booth. It is prohibited to distribute any materials in the public area of the pavilion without the written permission from the organizer; those who affix the advertisement without permission, in addition to prohibiting the paste, also needs to bear the arising costs.
- 2) Exhibitor who is not in compliance with any of the exhibition rules before or during the exhibition, will be deprived of the participation in the exhibition. The Organizer will not refund any paid charges and losses caused.
- 3) The Organizer has the rights to change and amend the rules and regulations and to add additional regulations if it's necessary to maintain the order of the exhibition. The Organizer is allowed to explain and disagree this issue and has the rights to stipulate the exhibitor's rights, obligations and responsibilities.
- 4) The Organizer will not bear any responsibility or financial compensation for the adverse consequences caused by the failure of the exhibition due to force majeure.
- 5) Unforeseen circumstances: the Organizer has the final decision if the unforeseen circumstances beyond these specified "Regulations" in the Exhibitors Contract.



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China (Wenzhou) Int'l Knitting Equipment & 3D Flying Knitting Fair: www.wpsf.donnor.com