



国际（广东）节能展
International(GD)Energy Conservation Expo

2012国际（广东）节能展

INTERNATIONAL (GUANGDONG) ENERGY CONSERVATION EXPO 2012

参展指南

EXHIBITOR MANUAL



时间：2012年6月8-10日
8th-10th, June, 2012

地点：中国 广州保利世贸博览馆
Poly World Trade Center, Guangzhou, China



WELCOME NOTE

Dear Exhibitor,

Thank you for your participation in the 2nd International (Guangdong) Energy Conservation EXPO..

This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.

The “Index of Forms” lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary .Please complete and return the “Order Form Checklist” on Pg 3 in order for us to ensure that the services/forms you require are duly received.

Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.

We look forward to welcoming you in the 2nd International (Guangdong) Energy Conservation EXPO.

The Organizing Team
the 2nd International (Guangdong) Energy Conservation EXPO



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GENERAL INFORMATION

1. Name of Event

The 2nd International (Guangdong) Energy Conservation Expo

2. Venue

Poly Word Trade Center Expo, Pazhou, Guangzhou, China
(NO.1000, Xingang East Road, Haizhu District, Guangzhou)

3. Schedule of Events

Items	Dates	Times
Exhibitor Registration & Exhibition Arrangement	6 th June 2012	08:30-17:30 hrs
	7 th June 2012	08:30-17:30 hrs
Opening Ceremony	8 th June 2012	09:30-10:00 hrs
Opening Hours of Exhibition	8 th June 2012	09:00-17:00 hrs
	9 th June 2012	09:00-17:00 hrs
	10 th June 2012	09:00-16:00 hrs
Stand Dismantling	10 th June 2012	16:00-21:00 hrs

Notes:

- All exhibitors must construct and decorate their stands by 1730 hrs on 7th June 2012. Cleaning of the exhibition hall commences from 1730 hrs and no construction or decoration is permitted during hall cleaning.
- If overtime is required by the exhibitors for booth construction, exhibitors must contact the organizer for permission in advance and submit their application before 3:00 pm. on the same day (overtime costs 15RMB/hr/sqm (≥36sqm)).
* Overtime during the move-out will not be permitted; all exhibitors should tear down at required time.
- Exhibitors must move out by 2100 hrs on 10 June 2012. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement e.g. hiring of staffs, will be charged to the exhibitors.

4. List of contacts

Organizing Team

“2012 国际（广东）节能展组委会办公室”

地址：广州市天河路 351 号广东外经贸大厦 15 楼 1514 室

电话：020-38847935、38811431



传真: 020-38847360

联系人: 何淑芝、李明浩、刘和生、邓冬静、李聪、沈贞文

邮箱: zggdjn@vip.163.com

网址: <http://www.igdece.org>

Official Stand Contractor

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinqu Road Guangzhou Avenue South Haizhu District
Guangzhou

Contact: Mr. Simple Jian (158 8997 8490) Miss Jiao (183 2002 0406)

Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874

E-mail: see@sincerity-expo.cn

Web: <http://www.sincerity-expo.cn>

Official Freight Forwarder

Official Stand Contractor

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinqu Road Guangzhou Avenue South Haizhu District
Guangzhou

Contact: Mr. Ray Gu (137 1938 3945)

Tel: 86-20-8422 3854 (828) Fax: 86-20-8422 3874

E-mail: see@sincerity-expo.cn

Web: <http://www.sincerity-expo.cn>

5. Venue Routes

Poly Word Trade Center Expo is situated at NO.1000,Xingang East Road,Haizhu District, Guangzhou.
Exhibitors can get to the venue through the following routes:

a) You may take the metro line 8 to the Pazhou station. (If you take the metro line 2, you can transfer to



the metro line 8 at Qang Gang station or transfer line 3 to line 8 at Kecun Station.)

b) If you are driving to the venue, you can get to Xingang Dong Road via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave or Huanan Thruway. (Pazhou Bridge & Huanan Thruway are charged highways). For Details please refer to the “Location Map of Chinese Export Commodities Fair Pazhou Complex” on next page.

6. Transport

By Air

Guangzhou Baiyun International Airport is located only 40 minutes via taxi from the official hotels and the fairground. It offers regular flights to and from the major Asian cities, including Hong Kong.

By Rail

Eastern Guangzhou Railway Station is located approximately 20 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between the station and Hong Kong Hung Hom Station. The trips take about 90 minutes. For inquiries, please call +86-20-38847935

By Bus

There are frequent shuttle bus services between Guangzhou and Hong Kong. Visitors can board the bus at China Hotel and Dongfang Hotel.

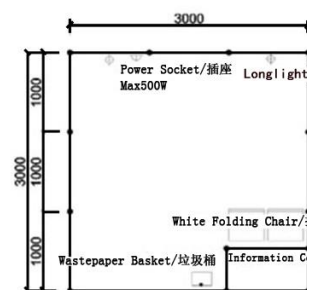


TECHNICAL INFORMATION

1.1 Standard Shell Scheme Construction

The basic design for each Shell Scheme booth consists of:

Fascia Board with English & Chinese Company Name and Booth Number	On all open sides
Carpet	As per stand space
System Wall Elements	As per stand space(2.44mH)
Information Counter	X1
Folding Chair	X2
Waste Paper Basket	X1
Power Socket(500W,220V)	X1
Long-arm Spotlight (100W)	X2



NOTE:

If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms and returning them by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling.

Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard Booths.



Service Location Plan

A2

To be returned by: 22 May 2012

Please complete and return to

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinqu Road Guangzhou Avenue South Haizhu District Guangzhu

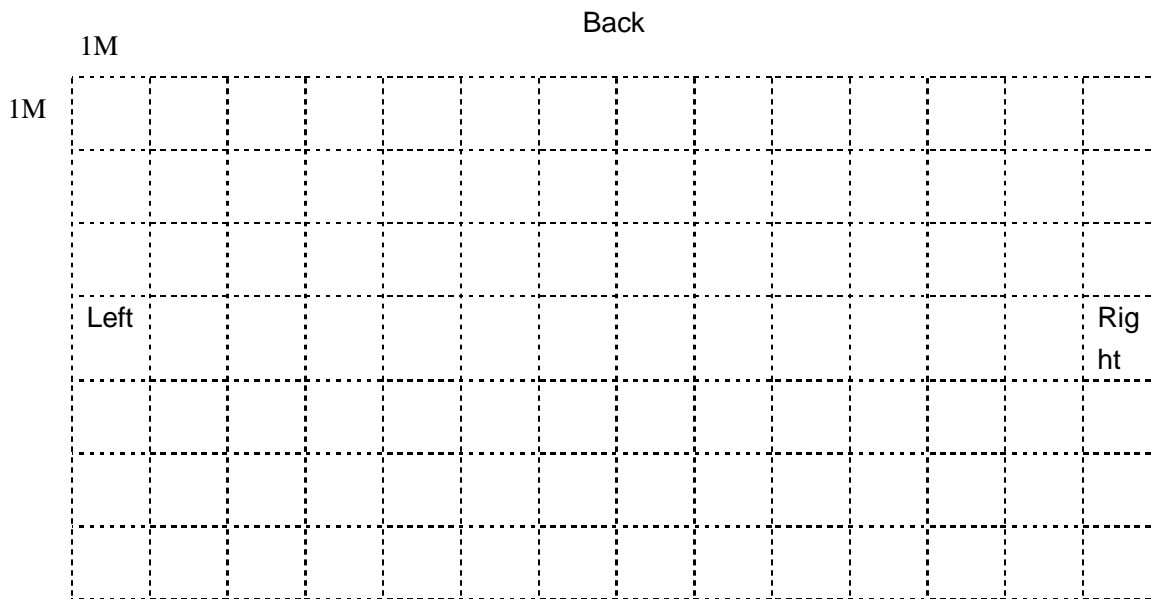
Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor.

Any relocation after installation will be at the expense of the Exhibitor.

Stand No: _____

Please indicate the position of the connection(s) ordered:



Fluorescent		Long-arm Spotlight		Shelf	
Power Socket(500W,220V)		Spotlight		System Wall Elements	

Order form only valid with complete company details

Company Name:.....Stand No:

Fax:..... Tel:..... Email:

Contact: Date & Signature:



Furniture & AV Equipment

A3

To be returned by: 22 May 2012

Please complete and return to

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinqu Road Guangzhou Avenue South Haizhu District Guangzhou

Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

Stand No: _____

Description	Rental/ Unit(RMB)	Quantity	Amount (RMB)
Information Counter (1030L x 535W x 750Hmm)	110.00		
Square Table (650L x 700W x 715Hmm)	110.00		
Glass Round Table (800Ø x 720Hmm)	150.00		
Folding Chair (460W x 400D x 455SHmm)	20.00		
Black Leather Arm Chair (570W x 440D x 455SHmm)	50.00		
Flat / Slope Shelf (1000L x 300Wmm)	30.00		
Folding door (1050Lx2000Hmm)	150.00		
Magazine Rack	100.00		
Carpet	12.00		
Potted Plant (1000Hmm)	60.00		
Grid Slice (4 Hooker Included) (1000Wx1500Hmm)	40.00		
Low Glass Showcase (1000Lx535Wx1000Hmm)	350.00		
Tall Glass Showcase (1000Lx535Wx2480Hmm)	550.00		
Add/Remove Fascia : 2950mm(W)x210mm(H)	80.00		
Remove Expo Board: 1000mm(W)x2500mm(H)	30.00		
Wall Panel: 1000mm(W)x2500mm(H)	60.00		
100W Long arm Spotlight	100.00		
40W Fluorescent Tube	100.00		
150W HQI	180.00		
220V Single Phase Socket(Max 500W)	100.00		
Private phone (Local and Domestic)	500.00		
WIFI	500.00		
Private ADSL (Private Phone Included)	1000.00		
Phone / ADSL Modem /Wireless Network Card Deposit	300.00		
42" Plasma	1500.00		
2000ANSI Lumen Projector+100"Project Screen	3000.00		
Total Costs	¥		

Notes :











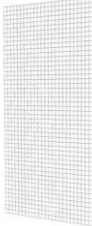









- Orders received on and after 22 May 2012 and on-site will be subjected to a surcharge of 30%.

Order form only valid with complete company details

Company Name:.....Stand No:

Fax: Tel:..... Email:

Contact: Date & Signature:

			
Information Counter (1030Lx535Wx750Hm m)	Square Table (650Lx700Wx715Hmm)	Glass Round Table (800Ø x 720Hmm)	Folding Chair (460W x 400D x 455SHmm)
			
Black Leather Arm Chair (570Wx440Dx455SHmm)	Flat / Slope Shelf (1000Lx300Wmm)	Folding door (1050Lx2000Hmm)	Low Glass Showcase (1000Lx535Wx1000Hmm)
			
Tall Glass Showcase (1000Lx535Wx2480Hmm)	Magazine Rack	Grid Slice (4 Hooker Included) 1000Wx1500Hmm)	Potted Plant
			
Carpet	100W Spotlight	100W Long arm Spotlight	40W Fluorescent Tube
			
150W HQI	220V Single Phase Socket (Max 500W)	42" Plasma	Glass Square Table



1.2 Stand arranged by Exhibitor

1.2.1 Official Stand Contractor

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd. has been appointed as the Official Stand Contractor for this event. The Exhibitors may employ a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors using non-official contractors must submit detailed drawings for approval by the Organizers/Official Stand Contractor before 22 May 2012. For details, please refer to Form 4-5 on . The Organizer reserves the right to reject any construction and design they deem inappropriate.

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinqu Road Guangzhou Avenue South Haizhu District
Guangzhou

Contact: Mr. Ray Gu (137 1938 3945)

Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874

E-mail: see@sincerity-expo.cn

Web: <http://www.sincerity-expo.cn>

1.2.2 Booth Construction Regulations

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

Island booths are not allowed to construct a full backwall.. Booths with special design must have their exposed backwalls covered with suitable material, i.e. white wooden panels.

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require.

The name of the contractor must be given to the Organizer by completing Form 4-5. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitors appointed contractor is not the Official Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit(¥5000) based on the contracted space.



This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted based on the stipulated deadline for the approval of the Organizer. Late submissions will not be approved. Please refer to Form 4-5 of this manual.

Materials for the construction of the exhibition booths shall have a minimum flame spread rating.

Apart from the mentioned rules & regulations, exhibitors and their appointed contractors who plan to build

double storey stands must comply with the following:

① Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square metres and that the minimum length of any dimension of that area is 6 metres.

② The contracted floor area of the upper tier shall not exceed 30% of the contracted floor area of the lower tier of the particular booth.

③ The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the venue owner.

④ Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

1. 2. 3 Power Supply and Lighting

- a) Basic hall lighting will be provided. The standard electrical current supply is single phase, 380 Volt 50 Hz.
- b) Electricity supply will be switched off 30 minutes after the exhibition closes each day. 24-hour electricity supply can be arranged on a chargeable basis through the Organizer.
- c) To ensure maximum safety and sufficient electrical supply, all electrical installations and electrical



capacities used must be reported to the Organizer in advance.

- d) All electrical installations must fulfill the relevant safety standards and meet the requirements and Quality Standards of the Fire Safety Authorities.
- e) For safety reasons, please use one socket for one machine only. Please take note that the use of multi-socket is not permitted.
- f) Electrical wire must be ZR-BVV and jacketed. Wire with aluminous core is not allowed.
- g) Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.
- h) creepage prevention switch must be set at visible and safe position of exhibition, for the convenience of operation and examination.
- i) The metal protector tubes and metal components must have electric jumper and protection earthing.
- j) All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leak metal component.
- k) The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l) There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).
- m) All electrical installations or dismantling must be carried out by licensed electricians. All electrical equipment must be tested by licensed engineers appointed by the Official Stand Contractor prior to its use.
- n) Daylight lamp rectifier should be fixed away from the daylight lamp, fixing together is not allowed.
- o) The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like “electricity room” if such room locking is really necessary.
- p) The Organizer has the authority to disconnect electricity supply to any electrical equipment that is considered dangerous, hazardous or disruptive to visitors and other exhibitors.

1.2.4 Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.



Raw Space Exhibitors

To be returned by: 22th May 2012

A4

Please complete and return to :**Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.**

3/F Wanyihuaxuan Building No. 10 Jinqiu Road Guangzhou Avenue South Haizhu District Guangzhou

Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

4.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is requested to abide by the following regulations & to return Form 7 and Form 10 to the Organizer in due time.

- a) The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.
- b) Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
- c) No roof covering is permitted. The top of the construction must be at least 50 cm away from the ceiling of the hall. regarding booth height limit 5M.
- d) All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- e) The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he is must apply for permission from the Guangzhou Fire Safety Bureau through the Official Stand Contractor.
- f) All electrical works must be approved by and carried out under the supervision of the Official Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- g) Detailed booth construction plans should be submitted to the Official Stand Contractor before 10 May 2012
- h) The Organizer(s) and the Official Stand Contractor reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.
- i) All construction materials and exhibits must be moved out of the fairground and disposed of properly by 2100 hrs on 11 June 2012
- j) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
- k) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

Order form only valid with complete company details

Company Name:.....Stand No:

Fax: Tel:..... Email:

Contact: Date & Signature:



Raw Space Exhibitors

A5

To be returned by: 22 May 2012

Please complete and return to

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinq Road Guangzhou Avenue South Haizhu District Guangzhou

Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

4.2 Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Contact: _____

Authorized Signatory: _____

4.3 Submitting of Forms

The contractor has to submit all plans in duplicate until 22 May 2012 for approval by the architect of the Organizer. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design of the stand. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or designs will need special approval by the relevant authorities.

4.4 Electricity Connection

The contractor has to order all necessary electricity with the official contractor **Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.** Please refer to Order Form 4-5.

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

Order form only valid with complete company details

Company Name:.....Stand No:

Fax: Tel:..... Email:

Contact: Date & Signature:



Electricity & Lighting

A7

To be returned by: 22 May 2012

Please complete and return to

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuaxuan Building No. 10 Jinq Road Guangzhou Avenue South Haizhu District Guangzhou

Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

Stand No: _____

Description		Rental / Unit	Qty	Amount(RMB)
Charge for electricity(6A/380V)	<3KW	1000.00		
Charge for electricity(10A/380V)	<5KW	1250.00		
Charge for electricity(16A/380V)	<8KW	1550.00		
Charge for electricity(20A/380V)	<10KW	1800.00		
Charge for electricity(25A/380V)	<13KW	2250.00		
Charge for electricity(32A/380V)	<16KW	2700.00		
Charge for electricity(40A/380V)	<20KW	3300.00		
Charge for electricity(50A/380V)	<25KW	4050.00		
Charge for electricity(63A/380V)	<30KW	5200.00		
Charge for electricity(100A/380V)	<50KW	8460.00		
Charge for electricity(125A/380V)	<63KW	10000.00		
Structure of hanging point		1200.00		
Electric box rental (>30A)		250.00		
Electric box rental (>60A)		350.00		
Electric box rental (<60A)		1000.00		
Electricity Power Box Deposit		500.00		
Construction management fees		25.00/sqm		
Electricity Power Box Deposit		5000.00		
Total Costs			¥	

Notes :

- All listed item are subjected to availability.
- Orders received on and after 22 May 2012 and on-site will be subjected to a surcharge of 30%.
- Please note that all confirmation and invoices are sent by **Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.**

Order form only valid with complete company details

Company Name:.....Stand No:

Fax: Tel:..... Email:

Contact: Date & Signature:



FREIGHT FORWARDING



Catalogue Ads

A8

To be returned by: 22 May 2012

Please complete and return to

Guang Zhou Sincerity Exhibitor & Engineering Co., Ltd.

3/F Wanyihuxuan Building No. 10 Jinqi Road Guangzhou Avenue South Haizhu District Guangzhou

Mr. Simple Jian Tel: 86-20-8422 3854 (802/818) Fax: 86-20-8422 3874 E-mail: see@sincerity-expo.cn

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by Country, Stand Number and Product Category. This service is free-of-charge and will be in accordance to the information provided in your Catalogue Entry Form of the application document.

Company Name			
Add			
Product			
Tel		Fax	
Contact			
E-mail:		http:	
Company Descriptions:			



Hotel Reservation
