

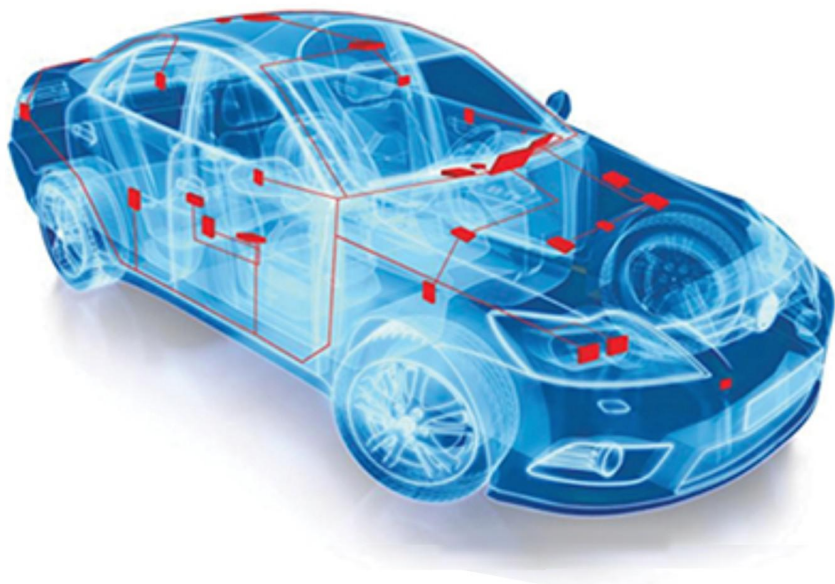
参展商手册

EXHIBITOR MANUAL



武汉国际博览中心
WuHan International Expo Center

2019年5月9日-11日
May, 9-11, 2019



Opening Remarks

Dear Exhibitors :

Thank you for your participation in AUTO TECH 2019 --China International Automotive Technology Expo. The exhibition will be held in Wuhan International Expo Center, Wuhan city, Hubei province, China from May 9-11, 2019.

In order to help you understand about the venue facilities and various requirements of the expo, and to help you prepare well, we are providing this Exhibitor Manual so that you will pass through the participation formalities more quickly and efficiently.

If you have any questions, please contact the organizing committee

Wuhan Watsonun Exhibition Co.,Ltd

Address : Room 1208-1207 , Block B, Longyang Times Square , No.49 Longyang Avenue, Hanyang District, Wuhan Hubei Province, China, 430050

Tel: 86-027 8421 8632

Fax: 86-027 8421 8639

Email: admin@watsonunexpo.com

WE APPRECIATE YOUR BUSINESS!

Wuhan Watsonun Exhibition Co.,Ltd

January 31, 2019

Part I: Exhibition main service contact details

1. The Exhibit Manual will answer most of your questions regarding preparation for AUTO TECH 2019, including your company's participation, registration, housing, furnishings and services, and much more. If you have additional questions, please contact the exhibitor services manager:

Mr. Brian BAO

Tel: 86-027 8421 8632

Fax: 86-027 8421 8639

Mob: 86-135 5463 0253

Email: brianbao@watsonunexpo.com

Website: www.china-autotech.com

2. Wuhan Tianwei Exhibition Service Co., Ltd is the Official General Contractor of the AUTO TECH , will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services..

Wuhan Tianwei Exhibition Service Co., Ltd:

Address: Room 1219-1220, Decheng Center, Zhongbei Road, Wuchang District, Wuhan, China

Tel: +86 (27) 87134503

Contact: Mr. Wang Jin Mob: 13387562167 E: 2355623966@qq.com (Chinese only)

Mr. Bao Wenjing Mob: 13554630253 E: 2814932384@qq.com (English&Chinese)

3. Wuhan International Expo Center

Wuhan New City International Expo Center Co.,Ltd.

Address: No. 619 Yingwu Avenue, Hanyang District, Wuhan , China

Tel: 027-86655088

4. Official Freight-forwarder

WuHan Zonglian logistics Limited Company

Address: B0 # Wuhan International Expo Center, Hanyang District, Wuhan, China

Contact: Mr. Lei Jiuming Tel: 13880295115 Email: 2814932384@qq.com

5. Stand Contractors recommend (for raw space booth. 36 m² or above)

1). Wuhan Tianwei Exhibition Service Co., Ltd

Mr. Wang Jin Mob: 13387562167 Email: 2355623966@qq.com

2) .Wuhan Duorenxing Exhibition Service Co., ltd

Mr .Ma Gancai Tel: 13871246746, 027 8531 5811 Email: 315639485@qq.com

3). Beijing Ideal Exhibition Exhibition Serviceco., Ltd
Ms . Yan LIU Mob: 13520769559 Email: idealexpo@126.com

The above service providers are all qualified with years of experience in booth design, construction and production. In order to facilitate the booth during the exhibition and make your booth even more colorful, please select the booth contractor appointed by the exhibition to construct your booth, and use the recommended contractors for special construction. The contractors who did not get the certification for special construction, shall not undertake special construction works in this exhibition in principle. And the General Contractor provider does not accept any report from the contractors without qualified certification of the special construction. All the risks and responsibilities resulting in are belong to the company and contractor.

6. Hotel information

Wuhan International Expo Center is located in the core area of Hanyang, Wuhan, subway Line 6, we suggest that you book your hotel on the Booking and Agoda. We also recommend some hotels for your consideration.

1) 武汉铁桥建国大酒店 Wuhan Tieqiao Jianguo Hotel--five star hotel

Address : No. 648 Hanyang Avenue, Hanyang District, Wuhan

Contact person: Mr. Li Ling Mob: 15623788277 Email: tqjgliling@hotelsjianguo.com QQ: 15274928

The price is Chinese Yuan RMB 528

In the prime location of Hanyang Avenue, the main road of Hanyang District, WuhanA gathering places of historic interest and scenic beauty around the hotel, such as the most local representative Guiyuan Buddhist Temple and Boya Platform Adjacent to Wuhan Qintai Grand Theater, the landmark building of Wuhan Only10 minutes' drive from Wuhan International Expo Center, the central China's largest exhibition center.

Only 10 minutes' drive from Wuhan Economic and Technological Development Zone

2) 武汉世贸希尔顿酒店 Wuhan Shimao Hilton Hotel --five star hotel

Address : 190, Bingjiang Avenue, Hanyang, Wuhan 430000

Contact person: Alex Zhu t: +86 27 5955 8888 I m: +86 15902705777 Email: Alex.Zhu@hilton.com

Invested by Shimao Group and managed by Hilton Worldwide, the Hilton Wuhan Riverside opened in July , 2016. Ideally situated by the bund of the Yangtze River with convenient access to anyplace of the city through subway and public traffics. It is only 45 minutes' drive from Wuhan Tianhe International Airport and 15 minutes from Wuchang Railway station. The hotel is ideally located in the city center, close to Wuhan Economic Development Zone and historic attractions.

Only15 minutes' drive from Wuhan International Expo Center

3) InterContinental Wuhan Hotel

Address : No.666 Qingchuan Boulevard , Hanyang District : Wuhan , Hubei ,430052, China (People's Republic) : +86-27-84840000

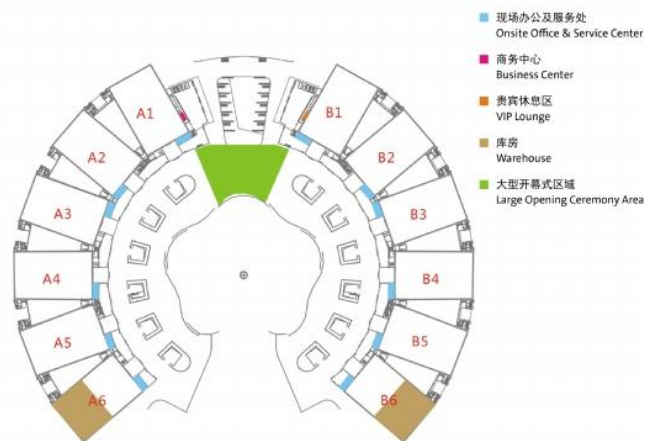
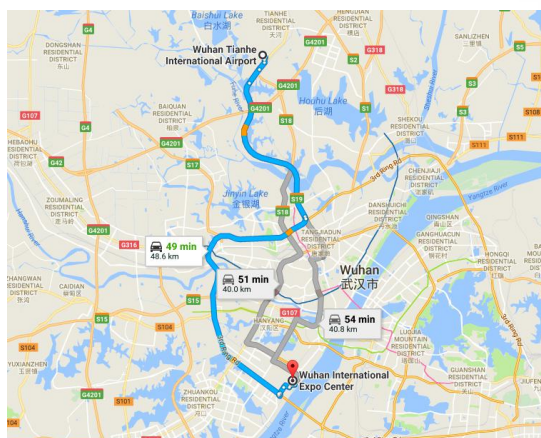
Located on Qingchuan Boulevard and next to the Wuhan International Expo Center, InterContinental Wuhan promises to make your visit to Wuhan a success. The hotel features 485 luxury guest rooms, including 45 elegant suites. The superior room size is a minimum of 55 square meters including a spacious

balcony. Many of the hotel rooms have spectacular Yangtze River views. The hotel has a Convention Centre attached with 65 flexible function spaces, including a 4,000-seat grand ballroom.

Part II. General Info

1. Exhibition venue : Wuhan International Expo Center # Hall B1 & B2

Address: No 619, Yingwu Avenue, Hanyang District, Wuhan, Hubei province, China



武汉国际博览中心示意图
Fairground of Wuhan International Expo Center

From Wuhan Tianhe International Airport (Terminal 3) to Wuhan International Expo Center

By Taxi:

Duration: 1h20min, Price: About CNY 120.

Wuhan Railway Station- Wuhan International Expo Center

Distance: 31 kilometer

Taxi Time: 50 min.

Taxi Fee: Approximately RMB 61 Yuan

Wuchang Railway Station- Wuhan International Expo Center

Distance: 9.6 kilometer

Taxi Time: 24 min.

Taxi Fee: Approximately RMB 21 Yuan

Hankou Railway Station- Wuhan International Expo Center

Distance: 13.1 kilometer

Taxi Time: 35 min.

Taxi Fee: Approximately RMB 28 Yuan

2. The schedule of event

Move in for raw space exhibitors: May. 7, 2019 09:00—18:00

May. 8, 2019 09:00—21:00

Move in for standard booth exhibitors: May. 8, 2019 09:00—21:00

Exhibition Time: May. 9-11, 2019 (9:00-16:30)

Exhibition open for exhibitors: am 8:30 everyday

Move out: May. 11, 2019 (15:00—24:00)

3. Exhibition Hall Parameter

Reception center: Attendance entrance at the corridor of Hall B2

Weather in Wuhan: 18°C-30°C

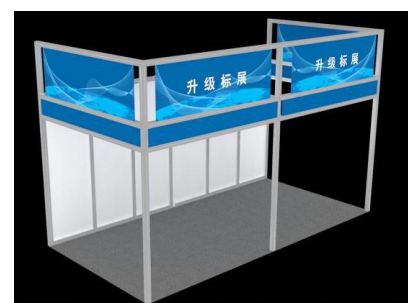
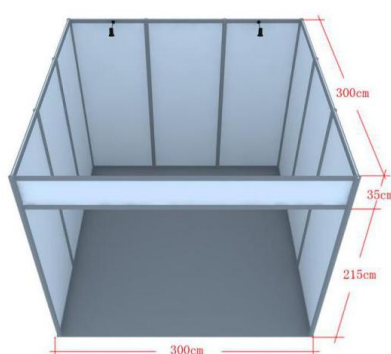
Exhibition Hall Item	B1-B3
Voltage	220V、380V, Power supply for each pavilion: 3500KW
Power access mode	Electric well
Floor loading	5t/m ²
Ceiling height of pavilion	17.5m
Height limit for special booth	5m
Cargo entrance	4 entrance for each pavilion
	2 entrance for large cargo, 7.5 m (height) ×7.5m (width) ; 2 entrance for small cargo, 4.5 m (height) ×7.5m (width) ;
Freight corridor	The widest point 20 m, the narrowest point 16 m
Suspending point	Each point less than 200KG
Air compression	0.6-0.8MPa\1.0MPa Compressed air pipe will be laid on the channel. With special requirements of gas, please contact the home service provider directly.

Part III. For raw space booth (usually 36 m² and above)

1. Raw space booth exhibitors (design and construct the booth by booth contractors) must deliver the booth construction program to General Contractor (Tianwei Exhibition) and complete the payment before May 9, 2019. Overdue fees will be charged an expedited or administrative fee. If you need invoice, please contact Tianwei Exhibition: Mr. Wang Jin Mob: 13387562167 E: 2355623966@qq.com
2. Raw space booth exhibitor's booth contractors should buy insurance for space booth construction. This procedure and expenses shall be handled and paid by the booth contractors.

Part IV. For standard booth (usually 9 m² or 18 m²)

1. Standard booths will be constructed and provided by General Contractor (Tianwei Exhibition)
2. The layout and decoration inside the standard booths are arranged by the exhibitors themselves. (The Posters on booth board can be used with transparent adhesive; Any material that causes damage to the board is forbidden for booth decoration)
3. The area of standard booth : 9m² (3m × 3m) or 18m² (3m × 6m)
4. Basic exhibition furniture for 9m²: Provided with three exhibition boards of 2.5m high and two lintels produced according to the requirement of the exhibitors, whole-floor carpet, one desk and two chairs for meeting and discussion, one 5 amp./220v AC socket and two spotlights. (Double for 18m² booth).



5. If you want to rent more furniture and print graphics for your standard booth. Please contact exhibitor exhibitor service manager Brian BAO for help, mob: 86 135 5463 0253 email: brianbao@watsonunexpo.com
Exhibition one board graphics size can be 95cm width X 120cm high

Part V. Exhibitors must know

1. How to apply for additional water, electricity and gas
Contact: Mr. Wang JIN Mob: 13387562167 E: 2355623966@qq.com

2. All the exhibitors should send the company introduction about (200 words) and contact details to organizer committee (icyyu@watsonunexpo.com) before April 9, 2019. The following is example:

Tongyu Communication Inc.

Tel: 0760-85318111

Fax: 0760-85594662

Web: www.tycc.cn

Established in 1996, Tongyu Communication Inc.(Stock Code: 002792) is located in State-level Torch Hi-Tech Industrial Development Zone, Zhongshan City, Guangdong Province. Focusing on R&D, production, sales and service of mobile communication antenna, RF components, optical module and other related products. Tongyu Communication is dedicated to provide domestic and overseas mobile operators, system integrators with antennas, RF components and integrated solutions. Tongyu's base station antennas are used world-widely. Till now more than 5,000,000 antennas have been used in telecommunication networks. We have significant competitive advantages on technology, delivery, quality and cost.

3. Name of lintel board collection (only for standard booth 9 m²&18 m²)

The standard booth exhibitors should send the name of lintel board to organizer committee (lilin@watsonunexpo.com) before April 9, 2019.

4. Advertising application

Exhibitors who want to advertise in the exhibition catalog, admission card, inside or outside of Wuhan International Expo Center, please contact the organizer committee (brianbao@watsonunexpo.com)

5. Exhibitors Registration

- 1) Exhibitors should register at "Organizing Committee Service Center" at the audience entrance of HALL B2 of Wuhan International Exposition Center.
- 2) Exhibitors should bring the copy of "Booth Confirmation Letter" or "Contract" to exchange the cards.
- 3) Not finished booth fee payment exhibitors will not be accepted.

6. Booth arrangement

- 1) The exhibition organizer shall arrange the exhibition area and booth number according to the contract of the exhibition. But in special cases, the organizer have the right to adjust some of the booths after communication with exhibitors
- 2) . Exhibitors shall enter the exhibition booth according to the booths determined by the participation contract. The booths can not be transferred or resold to others. If there is any problem, please contact the organizer of the exhibition in time.

7. Exhibitors move out

- 1) The exhibition will be officially closed at 15:00 on May 9, 2019. In order to maintain the overall

atmosphere of the exhibition and avoid affecting other exhibitors and visitors, exhibitors and contractors are strictly prohibited from withdrawing or dismantling exhibits before the closing time

Move out time: 15:00-24:00 on 9 May (All booth construction materials and exhibits must be completely removed within this time)

3) Please contact the logistics service providers in advance for the withdrawal of large exhibits, Exhibitors must apply for permits to move out at the "Service Centers of Organizing Committee" before leaving the exhibition hall. And they can take out the exhibits once they get the stamping and approval from the the organizer.

4) When dismantling, exhibitors should appoint at least one staff on duty to avoid losing the exhibits or articles.

8 Instruction for exhibitors to enter and exit the exhibition during the exhibition

1). During the exhibition, exhibitors must wear the exhibitor badge when entering the exhibition hall. The exhibitors must wear the exhibition permit, otherwise the security guards have the right to refuse entry. It is strictly forbidden to transfer the exhibitor's card and the exhibition permit to others.

2). During the exhibition period, the exhibiting business enters the museum at 8:30 every day. When closing, the audience must wait for the audience to clear the venue and leave.

3). During the exhibition period, exhibitors must take care of their booths and exhibits, including rental items and personal items. If valuable items need to be taken out of the exhibition hall after closing each day, exhibitors must go through the relevant formalities with the company and check and confirm them by the security personnel of the exhibition hall before they can release. Working meal and drinking on exhibition site

9. Restaurants and shops will open during the show in Expo Center Hall B area. Takeaway food will be allowed to take to booths

10 . Intellectual property protection

1) Exhibits must meet the requirements of the State for intellectual property protection, technical quality and food safety quarantine inspection standards. Exhibitors should bring relevant supporting documents for exhibits, including product quality technical standards, product quality inspection reports, food safety and quarantine inspection reports, and patent certificates.

2) During the exhibition period, if there is an infringement complaint concerning intellectual property rights, the relevant departments of Wuhan Municipality shall handle the "Procedures for the Protection of Intellectual Property Rights of the Exhibition" issued by the Ministry of Commerce.

3) Exhibitors are not allowed to exhibit products that are not related to the theme of the exhibition.

11. Cleaning of booth

The exhibitors or contractors shall clean their living and construction waste to the designated locations by themselves.

12. Exhibition hall facilities maintenance

When the exhibition ended, the booth including the ground must be resumed to its original appearance. Exhibitors and contractors must be responsible for any damage to the pavilions and facilities and greasy dirt on the ground.

13. Local regulation

- 1) Respecting and complying with local laws is the responsibility of exhibitors or contractors, especially the safety and fire protection ordinance, as well as the local administrative regulations and systems.
- 2) The organizer has been commissioned to implement the rules at the exhibition venue and has the right to take the necessary action in the event of non-compliance.

14. Exhibits Logistics Guide

In accordance with the agreement with the organizing committee, Wu Han Zonglian logistics Limited Company (hereinafter to as "Zonglian"). It is responsible for the logistics and transportation. Transportation, storage, site handling and customs clearance of overseas exhibits shall be provided for the exhibition. Please read this Exhibit Logistics Guide carefully to ensure the delivery of your exhibitors to the destination safely, smoothly and timely----Wuhan International Expo Center. If there are unknown places or other special requirements, please contact them in the following ways:

Zonglian	Linkman	Contact Number	Corded Telephones	E-mail Address
Responsible Person	Lei Jiuming	18117885605		leijm@ues-scm.com
Domestic Carriage	Zheng Chenxi	18117885596		zhengcx@ues-scm.com
International Transport	Wu Dehai	13983858453	023-67828801	wudh@ues-scm.com
Storage	Xie Quan	18117885573		xieq@ues-scm.com
Custom Service	Huo Yan	18781907844		huoy@ues-scm.com
Service Complaints Telephone		18180810110	028-65186699	

Exhibit Shipment

(1) Receiving Unit: Wu Han Zonglian logistics Limited Company

Receiving Address: Hanyang District, Wuhan, Hubei, Wuhan International Expo Center at No. 619, B0 in Hanyang District, Wuhan City of Hubei Province.

Receiver: Xie Quan 18117885573 transfer to exhibitor's name

Instructions for picking up goods: The exhibitors are required to confirm the goods and handle the delivery formalities at the warehouse, then deliver the goods to the booth by the company staff of Zonglian.

(2)The shipping marks shall be marked on the outer package of the exhibits.

Shipper:	contact information:		
Exhibitors :			
Exhibition Name:			
Receiving Unit: Wu Han Zonglian logistics Limited Company			
Receiving Address: Hanyang District, Wuhan, Hubei, Wuhan International Expo Center at No. 619, B0 in Hanyang District, Wuhan City of Hubei Province.			
Receiver:Xie Quan18117885573 transfer to exhibitor's name			
Number:	Weight:	Kilogram Volume	Stere
Exhibition Hall Number:		Booth Number:	

(3)Packaging Requirements: the outer packaging of the exhibits should be firm, rainproof and suitable for repeated handling, the center of gravity and the hoisting line should be marked with more than 1 tons of exhibits.

(4)Date of Arrival: all exhibitors should be shipped to the main urban area of Wuhan three days before the exhibition.

(5)Please provide the tracking number, number of packages, weight and volume for our company, and send the consignment voucher to the head of the storage of our company by e-mail after the exhibits are shipped.

(6)Transportation Insurance of Exhibits: the exhibitors should insure the transport back and forth of the exhibits and the insurance during the exhibition and storage by themselves.

(7)Please contact the head of the storage 20days in advance if taking delivery of the goods in door-to-door service

(8)Please contact our customer service staff 60 days before the exhibition if overseas exhibits have the demands of transport and customs clearance.

Service Charges (the price excluding tax price)

Mode of Payment

The exhibitors should pay the related expenses of Wu Han Zonglian logistics Limited Company in cash on the spot. All the transportation charges must be cleared before closing the exhibition, otherwise the procedure shall not be made and all the additional costs resulting from it shall be borne by the exhibitor.

Processes of Returning Certificates in Decorating and Dismantling Exhibition

(1)Certificates Handling Location: at the slope of exhibition hall B4(near the crossing of Si Xin north road)

(2)Notice of Certificates Handling: the vehicles arrive at the temporary parking area for waiting, handling the certificates need credentials (license of vehicle, driver's license, exhibitor certificate or booth card) ,vehicles should arrive at the spot.

(3)Name of the Certificate: goods vehicles entrance card.

(4).Location of Certificate withdrawal: at the slope of exhibition hall B4(near the crossing of Si Xin north road)

(5)Certificates require to be returned: Truck entry permit,deposit receipt (certificate of receipts) and completed unloading vehicles.All vehicles will deal with the related procedures of returning certificates to leave the slope B4.

(6)Requirements of Certificates Handling: goods vehicles should handle procedures of goods vehicles entrance certificate,traffic order maintenance charges and certificates handling flat cost should be paid for 30 yuan per vehicle at a time, the deposit of per vehicle at a time is300 yuan. From the time of handling vehicle certificates to returning (vehicles, certificates of vehicles and certificate of receipts)

Note: the vehicle must be with the certificates to returning place. Each vehicle has the free unloading time of 120 minutes, if more than 120 minutes per vehicle should pay he overtime fee according to 50 yuan per hour to pay the overtime fee, the fee is deducted from the certificate deposit, less than 60 minutes according to 60 minute,the cost is deducted from the certificates deposit, if it is less than 60 minutes,it should charge by 60 minutes.

Tip: this certificate is strictly forbidden to lend, transfer and make sure that each vehicle have one permit.

(7)Our company will carry on the unified management to all the exhibitors' freight vehicles, and handle the goods vehicles entrance certificate according to the specific time of distribution and withdrawal

On-Site Services

(1)Wuhan Zonglian Logistics Limited Company sets up the logistics service location at the unloading area of each exhibition hall, and any problem of exhibitors in logistics can be solved. Wuhan Zonglian Logistics Limited Company has the right to manage and guide the spot loading and unloading as well as traffic order.

(2)All the exhibitors are requested to use return logistics carriers arranged by home logistics service providers,which is designated by the organizing committee.And verify their identity (uniformity dress is the transport blue vest work clothes of "exhibition logistics").

(3)In order to ensure tot manage the logistics order safely and orderly, please use the loading and unloading service tools provided by the home logistics service providers,which is designated by the General Assembly.The loading and unloading service tools that are not put on record by home logistics service provider are forbidden.

Additional Items

(1)Exhibitors must arrange their own instructions and supervision for the on-site operation of the exhibits (including loading, unloading, unpacking, packing and hoisting); otherwise, the company will not be able to provide the above services.

(2)Insurance: in order to protect the rights and interests of exhibitors, the company reminds exhibitors of arranging proper full coverage. If the exhibits are damaged, the company is responsible for providing business records and assisting in the settlement of claims. If the exhibition unit is not insured and the exhibits are damaged by the responsibilities of our company during handling , the company shall pay compensation in consultation with the exhibitors (the maximum amount of compensation is 5 times of the handling cost of exhibits) .Zonglian company can do insurance for exhibitors, but insurance costs are self- organized by exhibitors.Insurance charging standard: according to 5 percent of the total amount of the insurance.

15 Others

1)For other precautions, see the instructions in each application form.

Exhibitors should fill out all required forms and apply for the exhibition strictly in accordance with the stipulated time. Otherwise , the requirements will not be met.

2)The exhibitors should pay for the exhibition fee according to the regulations, otherwise, the corresponding application is regarded as invalid.

3) All exhibitors and contractors should abide by the rules and regulations of the organizers, home builders and pavilions.

Wuhan Watsonun Exhibition Co.,Ltd

Address : Room B8305, Huayuan Plaza, No.16 Chuangye Road, Wuhan Economic & Technological Development Zone, Wuhan, Hubei Province, China, 430056

Tel: 86-027 8421 8632

Fax: 86-027 8421 8639

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