

15 – 17 November 2019
National Exhibition and Convention Center (NECC), Shanghai, PR China

Please complete, sign and return to:
Messe Frankfurt (HK) Ltd, 35/F China Resources Building, 26 Harbour Road, Wanchai, Hong Kong
Tel: +852 2238 9951 Fax: +852 2598 7887 Email: stationery@hongkong.messefrankfurt.com

Application form (please type in block letters, and read point 9 under Specific Terms and Conditions on reverse prior to completing the form.)

1. Company details:

Company (English): _____

Company (Chinese, if applicable): _____

Contact person: Mr/Mrs/Ms Job title: _____

Address: _____

City: _____ Zip / Postal code: _____ Country / Region: _____

Telephone: _____ / _____ / _____ Mobile: _____ Fax: _____ / _____ / _____
Country code City code Number Country code City code Number

Email: _____ Website: _____

Major Brand Name(s): _____ Country represented: _____

2. Business nature (tick all that apply):

1. Manufacturer 3. Wholesaler, distributor, retailer
 2. Agent, sole agent 4. Others, please specify: _____

3. Our products belong to the following product groups (tick all that apply):

1. Writing instruments 7. Gift items
 2. Office supplies 8. IT and multimedia accessories
 3. Paper and printing products 9. Bag and business travel accessories
 4. Hobby, crafts and art supplies 10. Oriental culture, cultural themed products
 5. Organisational and presentation aids 11. Party and festive articles
 6. School supplies 12. Promotional articles
 13. Others, please specify _____

4. Brief description of products in English (Max 200 characters).

5. Brief description of products in Chinese if available (Max 50 words).

6. Participation:

Stand option: **Raw space / Package stand**

Location: **Deluxe / Standard** Booth size: _____

7. Name of legally responsible person (Please print last name, first name and sign below):

We hereby accept the General Terms and Conditions of the Event and the Specific Terms and Conditions hereunder of this form.

Name: _____ Title: _____

Signature: _____ Date: _____

8. Participation fee:

Stand option		Participation fee	Furniture and fixtures
Raw space*	Deluxe (Prime location)	RMB 1650 / sqm (min. 18 sqm)	Space only + e-catalogue entry + exhibitor passes
	Standard	RMB 1000 / sqm (min. 18 sqm)	
Package stand	Deluxe (Prime location)	RMB 2000 / sqm (min. 9 sqm)	Basic** + 3 leather chairs + 3 spotlights + 3m flat shelves + 1 lockable cupboard
	Standard	RMB 1350 / sqm (min. 9 sqm)	Basic** + 2 leather chairs + 2 spotlights + 2m flat shelves

*Note: Raw space exhibitors are required to pay a hall management fee about RMB25 per sqm to the venue.

**Basic furniture and fixtures (per package) include:

- Space rental
- Booth construction and dismantling
- Side and rear partitions (white, 2.5m high)
- Wall-to-wall carpet
- Daily booth cleaning and security
- 1 information counter
- 1 waste bin
- 1 power socket
- Hanging fascia
- e-catalogue entry and exhibitor passes

Payment: 50% deposit is required with application, final payment due on 15 June 2019. For bank account details see specific terms and conditions.

Specific Terms and Conditions

1. Organiser

Messe Frankfurt (Shanghai) Co Ltd.
11/F, Office Tower 1, Century Metropolis
1229 Century Avenue, Pudong New Area
Shanghai 200122, PR China

2. Event location

National Exhibition and Convention Center
No. 333 Songze Avenue,
Shanghai, PR China

3. Date of event

15 – 16 November 2019 09:00 – 17:00
17 November 2019 09:00 – 16:00

4. Registration and confirmation

Application to exhibit is made by submitting a completed and signed application form to the organiser. The organiser will confirm successful applications in writing by email or original mail.

5. Terms of payment

Please settle the full payment according to the instruction on the payment notice issued by the Organiser. Exhibitors should remit the appropriate amount directly to the Organiser. All bank charges are to be borne by exhibitor.

Payment should be made to:

Bank of China, Shanghai JingAn Branch,
Nanjing Road (West) Third Sub-branch
A/C No: 448159241206 (US\$)
A/C Holder: Messe Frankfurt (Shanghai) Co Ltd
Swift Code: BKCHCNBJ300

Note: Participation fee in USD per sqm will be noted at the current exchange rate as stated in the payment notice.

6. Cancellation

If an applicant withdraws his application, for whatever reason, before he receives either a rejection or confirmation of his application, any participation fee paid will be forfeited.

If the exhibitor notifies the organiser of his withdrawal within three months of the starting date of the event, he is liable for the total participation fee.

Should the exhibitor under contract (i.e. in receipt of confirmation) inform the organiser that he will not participate in the event, providing the organiser is able to resell the stand without loss the payment to be made by the exhibitor will be reduced to a handling fee of RMB 8,000 irrespective of the exhibitor's full liability for additional costs, catalogue fees etc.

7. General terms and conditions of Participation

The detailed General Terms & Conditions of Participation are given on the show official website www.paperworldchina.com and can be requested in printed form if required.

8. Booth allocation

Exhibitor booth location will be allocated according to product criteria, or other criteria set by the organiser. No change of booth location is allowed once it has been assigned and the exhibitor informed.

Additionally represented companies (co-exhibitors) must arrange their participation through the main exhibitor.

9. Catalogue entry / fair guide

If any changes occurred about the catalogue listing, please contact the organiser by deadline.

10. Intellectual property rights / copyright

The exhibitor warrants that his exhibits and packages thereof and the related publicity materials do not in any way whatsoever violate or infringe any third party's rights including trade marks, copyrights, designs, names and patents whether registered or otherwise. The organiser has the right to refuse participation of any exhibitor found guilty of infringement of intellectual property rights at any future trade fairs.

11. Correspondence address for enquiries

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