



**Photon**  
EXPO

**Shipping Instructions for**

**PHOTON's 5<sup>th</sup>**

**Photovoltaic Technology Show 2009**

**July 28 – 30, 2009, Shenzhen**

**Asia**

**On-site handling  
contractor**

Exhibitstrans Logistics Ltd.  
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**in co-operation with**

FAIREXPRESS GmbH Messespedition  
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D-33609 Bielefeld  
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Fax: ++49(0)521/91144-11  
e-mail: [Joerg.Reinert@Fairexpress.de](mailto:Joerg.Reinert@Fairexpress.de)  
[Christiane.Roelfs@Fairexpress.de](mailto:Christiane.Roelfs@Fairexpress.de)

... as **exclusive European agent**.

**Means of transport**

Transport will be organized by ocean vessel or aircraft.

Latest dates of arrival at Hong Kong

- a) Seafreight June 30<sup>th</sup> – July 5<sup>th</sup>, 2009
- b) Airfreight July 3<sup>rd</sup> – 5<sup>th</sup>, 2009

Collection dates ex works to be advised by our agent for your country.

**Consigning**

Known to us and our agents

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## Documents

Please make sure to provide the following documents together with your shipment:

Format „**list of exhibits**“ (to be completed in English language/one page per package) – **10fold**  
... incl. customs tariff codes and – if FCL – Container-number.

Machines and devices must be listed with serial number. Please also add documents and accordingly brochures, prospectus or other descriptions.

The format is attached and also can be provide in online format.

For shipments out of E.C. with a total weight of more than 1.000 kgs and/or value about € 1.000,00 you need to issue an export declaration. Our agent will inform you accordingly.

**Non-wood packing declaration** (for all packing material made of plywood, plastic or carton). This format also is available in online format.

or

**Fumigation certificate** for all packing made of wood in case the same does not bear the IPPC-Logo (see item “packing material”).

To ensure proper customs clearance all goods needs to be transferred to Shenzhen via Hong Kong.

Please make sure not to send any of the following goods:

WINE AND SPIRIT - All kind of drinks with alcoholic ingredient.

TOBACCO - All kind of tobacco including cigar, cigarette.

HYDROCARBON - All kinds of petroleum products

INDUSTRIAL ALCOHOL

BEVERAGE - All kinds of beverage.

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Above commodities in-transit via Hong Kong to China is not recommended as above goods are restriction goods that require special import/export permit during the transshipment in Hong Kong. Exhibitors/agents should arrange direct shipment to China instead of via Hong Kong. In case exhibitors insist to ship the goods via Hong Kong to China, exhibitors shall be responsible for all duties in Hong Kong and such items must be packed separately. Purchase invoice together with Performa invoice/packing list should be reached Exhibitstrans Ltd. (Hong Kong Office) at least 7 working days before cargo arrival in Hong Kong. Extra handling charges for the application of import/export permit plus import taxes/duties to be levied are for exhibitor's account. It is no guaranteed that the Hong Kong Government will release the shipment to exhibitors prior show open if above mentioned items has been shipped.

For

- Computer and computer accessories
- electronic equipment in general
- textiles

please provide latest by **June 15<sup>th</sup>, 2009** the following:

- catalogue or technical specification
- Original export licence (in copy)
- Country of origin
- Number of packages

In the case that re-export license has not been granted by the Hong Kong Government, the exhibits can only be forwarded to China when the exhibitor has undertaken and declared to the Hong Kong Government that the exhibits in question are temporarily exported to China only for the exhibition purposes and that the exhibits will be returned to Hong Kong after the closing of the exhibition and under no circumstances will be sold in China.

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An appropriate licence needs to be issued. For overseas exhibitors, Exhibitstrans Logistics Ltd. will submit such a declaration and undertaking to the Hong Kong Government on their behalf only when a written instruction and guarantee has been received. Exhibitstrans Logistics Ltd. is therefore liable for the whereabouts of these exhibits until returned to Hong Kong.

**Please note that none of this material/equipment is allowed to be sold, donated or given away during the show.**

## **Packing material**

It is recommended that whenever possible, exhibitor's material must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced, please ensure the followings:

- All crates/cases should be bolted rather than screwed or nailed.
- Stapled or "stitched-nailed" crates or cartons should not be used except for disposable goods.
- If crates/cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- Exhibitors, at their discretion, may plan to exhibit equipment on "skid", as the floor may not always be completely level. These "skids" must however be suitably covered to preserve the overall presentation of the exhibition.
- To minimize risk of loss, damage or delay, avoid shipping your exhibit in small packages (individual package for over 1cbm is recommended, e.g. 1m x 1m x 1m).

Please be advised that exhibits will be placed outdoors many times including open-air storage at the exhibition centre. It is recommended that the packing of case must be strong enough to protect the exhibits from the damage of rain. The packing in cartons is not recommended as it is not suitable for repeated handling and repacking, any damage and claims will not be accepted to the unsuitable carton packages.

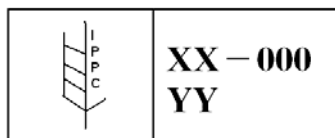
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China Entry & Exit Inspection and Quarantine require all wooden packed goods imported into China to be under a Heat Treatment/Fumigation Handling at the country of origin prior to shipping to Chinese destination (Including Hong Kong SAR, Macau SAR and Taiwan).

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wooden packaging material without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposal or return to the origin.



Where:  
IPPC - Abbreviation of "International Plant Protection Convention",  
XX - International Standardization Organization (ISO) two letter country code,  
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories,  
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## Shipping Marks

All packages must show the following information:

PHOTOVOLTAIC TECHNOLOGY SHOW ASIA 2009

Exhibitor's name: ...

Hall No.: ...

Stand No.: ...

Case no: ... of ...

Gross Weight: ... kg

Dimensions: L x W x H (cm)

Volume: ... CBM

Country of Origin: ...

Please apply a minimum of two of the enclosed shipping labels per package (Please Photostat the quantity you require if necessary) and use only the metric system when stating dimensions and weight.

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## **Advertising material**

... like Literature/Films/Slides/Video Tapes/Advertising Gifts must be submitted to Chinese Customs for approval prior to the opening of the show before their display and distribution. Details of this procedure are:

LITERATURE - 3 samples of all literature (including brochures, leaflets) must be submitted to our Hong Kong office no later than 25 days prior show open for on forward to China for approval.

FILMS/SLIDES/VIDEO TAPES - Films, slides, videotapes are to be received by our Hong Kong office no later than 25 days prior show open for on forward to China for approval. Exhibitors planning to carry this kind of equipment personally into China may be required to pay a deposit to the Chinese Customs for the release of this equipment into China.

ADVERTISING GIFTS - 3 samples of each give-away are to be received by our Hong Kong office no later than 25 days prior show open for on-forward to China for approval.

## **Selling of goods**

Please note that in accordance to Chinese customs law you are not allowed to sell any goods / material during the show. All items needs to be transferred to Hong Kong after end of the show. After arrival at customs warehouse Hong Kong our agent will start together with you and the buyer of the goods to fulfil customs procedures.

## **Return transport**

Our on-site delegate will contact you during the show for clarification.

**We are looking forward to a pleasant cooperation  
with your company and wishes you  
a successful course of the exhibition !!!**



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Tariff of charges for  
**PHOTON's 5<sup>th</sup>**  
**Photovoltaic Technology Show 2009**  
July 28 – 30, 2009, Shenzhen **Asia**

**A. INWARD MOVEMENT**

1. Freight from arrival Hong Kong Port/Airport to delivered HK warehouse excludes arrival Port/Airport Terminal Handling Charges:-
  - Via ocean freight – USD 30.00/CBM (Minimum charge – USD 130.00/Trip)
  - Via airfreight – USD 0.30/KG. (Minimum charge – USD 130.00/trip)
  - Above rate apply to individual package under 150 KGS, for individual package over 150 KGS, but under 800 KGS. A heavy lift surcharges at USD 82.00/trip will be added. Over 800 KGS/package – subject to quote.
  - Minimum charge: FCL – 23 CBM/20' GP, 46 CBM/40' GP, 51 CBM/40' HC
2. Freight from Hong Kong warehouse to exhibition stand excludes the terminal handling charges in Hong Kong and China
  - Via ocean freight – USD 130.00/CBM (Minimum 2 CBM/exhibitor/consignment)
  - Via airfreight – USD 1.30/KG (Minimum 200 KGS/exhibitor/consignment)

Services include:

- Preparation and processing of documentation.
- Mechanical lifting equipment for loading and unloading.
- Transportation: For shipment from Hong Kong.
- Freight from Hong Kong to fair-site.

**B. OUTWARD MOVEMENT**

Same as Inward.

No Exhibits are allowed to sell in Shenzhen. All shipment should be returned to Hong Kong warehouse after exhibition.

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## C. ADDITIONAL CHARGES

1. Documentation Service Fee per exhibitor per consignment – USD 55.00
2. Translation of lists of exhibits: USD 7.50 per page
3. Customs Clearance Fee: USD 30.00/exhibitor/consignment
4. Customs Data Entry; USD 7.50/CBM (Minimum USD 75.00/exhibitor/consignment)
5. Heavy-lift surcharge on exhibits
  - From 5001 – 6000 KGS: USD 10.00 PER 100 KGS
  - From 6001 – 7000 KGS: USD 11.00 PER 100 KGS
  - Over 7000 KGS or cargo with dimensions greater than 5M (L) x 2.1M (W) x 2.1 M (H) will be quoted separately.
  - Oversize surcharge:

FOR INDIVIDUAL PACKAGE EXCEEDING				RATE OF THE SURCHARGES	
WEIGHT	LENGTH	WIDTH	HEIGHT	ATTAINING OR EXCEEDING 1 PARAMETER/ 3 PARAMETER	
5 TON	5 METERS	2.1 METERS	2.1 METERS	10%	30%
6 TON	5 METERS	2.2 METERS	2.2 METERS	20%	30%
7 TON	6 METERS	2.2 METERS	2.2 METERS	30%	50%

6. Return of empty container to Hong Kong Port Terminal after unloading of freights.  
USD 450.00/20' CONTAINER, USD 500.00/40' CONTAINER
7. Equipment & manpower for installation of machines (Quoted to be based on normal working hours)
  - Forklift           Rate for up to 3-tons capacity:     USD 30.00 PER HOUR
  - Rate for up to 5-tons capacity:     USD 50.00 PER HOUR
  - On-site local labor or supervision           USD 6.00 PER HOUR
  - FOR AN 8-HOUR DAY (0900 - 1700 hours)
  - Minimum charge: 4 hours, Sunday, holiday and overtime charge double.
8. Empty container demurrage charges – per outlay cost  
If exhibitors require to hold the ss.liner's container for FCL to Shenzhen, Exhibitors need to responsible for paying the container demurrage charges to ss.liner, will charge per outlay cost. It is not recommended to hold the ss.liner's container for on forward to Shenzhen since the container demurrage charges are very high in Hong Kong. If exhibitors insist to hold the ss.liner's containers to Shenzhen, we recommend exhibitors to work out an agreement with ss.liner allow exhibitors to use the containers for 4 weeks at a fix lump sum charges.

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If exhibitors have an agreement with ss.liner, kindly fax us 7 days prior vessel to arrival Hong Kong in advance in order for us inform same to ss.liner's agent in Hong Kong to avoid problems may occur.

9. Quarantine Inspection – USD 7.50/ Package, Minimum Charge: USD 75.00/exhibitor/consignment

10. Application the import/export license on exhibitor's behalf from Hong Kong Customs for shipments in transit via Hong Kong to Shenzhen – USD 55.00/license application

## Remarks

- Above charges excludes the Destination (China / Hong Kong) Arrival/Departure Ocean freight CFS charges/Terminal handling charges, Airport Terminal Handling Charges, Tunnel fee, Toll fee, Overtime Storage due Pier, Airport Terminal or in Freight Forwarder's warehouse.
- Today's Arrival Airport THC in Hong Kong at USD 0.45/KG. (Minimum USD 100.00/airwaybill), LCL at USD 40.00/CBM at Minimum of 2 CBM, FCL at USD 330.00/20', USD 410.00/40'
- Cargo that arrives earlier than specified, all storage dues will be on exhibitor's account.
- Volume/Weight Conversion for airfreight 6 CBM is equal to 1,000 KGS. & Volume/Weight Conversion for rail/sea-freight 3 CBM is equal to 1,000 KGS.
- Above rates are based on ground floor exhibits only, a 30% of inbound movement charges and on-site service charges will be levied.
- Above rates are based on general cargoes only, for specialized cargoes, e.g. Dangerous cargo, a 50% additional charges will be levied.
- For cargo that arrives after deadlines, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied.
- Import/Export declaration fee in HK: 0.10% on invoice value – Minimum USD 20.00/consignment.
- Above charges excludes the storage charges at Customs bonded warehouse and fairground.
- Above charges only applicable for consignment to be consigned directly to the Official Freight Forwarder under Master Airwaybill and/or Ocean carrier's BL. For consignment consign to the Official Freight Forwarder under HAWB or House Ocean BL, all extra handling charges incurred due freight agent are on exhibitor's account.
- Above charges excludes import tax/duties payable to Chinese/Hong Kong Government, will debit the cost (if applicable) per outlay cost.

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## Special Regulations To The Tariff For Exhibition

**PHOTON's 5<sup>th</sup>**

# **Photovoltaic Technology Show 2009**

**July 28 – 30, 2009, Shenzhen**

**Asia**

- 1) The tariff of charges is valid for all services performed by the official on-site handling agent at Shanghai. The on-site handling agent is obliged to provide labour and mechanism in order to grant all work smoothly being settled during building-up and dismantling period. Precondition is, however, that orders will be given in time.
- 2) Port- and airport handling charges will be charged as per outlay.
- 3) Orders and instructions have to be submitted to the staff manager in the on-site office. Orders and instructions given to the labour or forklift drivers are invalid.
- 4) The handling agents liability ends by positioning the consignment on the stand (or as near to the same as possible) and starts by (re-) collecting the consignment from the stand independent on the presence of the exhibitor or his delegates.
- 5) The official tariff and all additional charges (if applicable) are based on actual wages, terms and conditions. The official tariff is approved by the organizers.
- 6) Collection and storage of empties during the show is subject to a separate order. In case of empties being found on the stand before opening of the exhibition the organizers may advise to collect these empties to the debit of the exhibitor although a separate order has not been signed.
- 7) Packing items containing any kind of cargo and supposed to be collected for storage during the show have to be declared separately. Insurance arrangements for the storage period of empties or consignments are also subject to a separate order.

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- 8) This tariff is not entitled to be complete. Additional services not indicated in the tariff will be charged according to customary conditions.
  
- 9) All work provided by the on-site handling agent is subject to the German Forwarders Standard Rules And Regulations (ADSp) - newest edition. We signed the statutory forwarders liability insurance with O. Schunck KG, Bielefeld/Germany. Legal venue for all parties is Bielefeld.
  
- 10) The handling agent operates an on-site office in Shanghai. Please follow the according directions indicated in the technical information of the organizers.

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Appointed Forwarding Agents For

PHOTON's 5<sup>th</sup>

**Photovoltaic Technology Show 2009**

July 28 – 30, 2009, Shenzhen

**Asia**

**Austria**

IML – Messe Logistik GmbH  
Bruno-Kreisky-Platz 1  
Austria Center Vienna  
1220 Wien  
Tel.: ++43-1-26069-2205  
Fax: ++43-1-26069-2204

**Belgium**

Kristal bvba  
Brucargo Bldg. 734  
1931 Zaventem  
Tel.: ++32-2-7530736  
Fax: ++32-2-7514720

**Czech Republik**

Cechofracht Aktiengesellschaft  
Na Prikope 1  
11183 Praha 1  
Tel.: ++420-2-20113978  
Fax: ++420-2-20113976

**Denmark**

Blue Water Shipping A/S  
Trafikhavnskaj  
6700 Esbjerg  
Tel.: ++45-79134043  
Fax: ++45-79134677

**Finland**

CHS Expo Freight  
Itämerenkatu 5  
00180 Helsinki  
Tel.: ++35-9-47303230  
Fax: ++35-9-47303233

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## France

Expo Services International SA  
32, Rue de Jeunes Chiens  
95508 Le Thillay  
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Fax: ++33-1-39889827

## Great Britain

European International Group  
Unit 6 & 10, Skitts Manor Farm, Moor Lane,  
Marsh Green, Edenbridge, Kent TN8 5 QX  
Tel.: ++44-1732-860-330  
Fax: ++44-1732-860-331

## Greece

Harlas International Transport S.A.  
39, Gounari Str.  
165 62 Glyfada/Greece  
Tel.: ++30210 9648771-5  
Fax: ++30210 9648731

## Hungary

MASPED Expo Intern. Speditions-GmbH  
Albertirsai ut 10  
1101 Budapest  
Tel.: ++36-1-2637834  
Fax: ++36-1-2636109

## Italy

BeTrans Spa  
Via A. De Gasperi, 107  
20017 Mazzi di Rho (Milano)  
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Fax: ++39-02-93904056

## Japan

Ishikawa Gumi Ltd.  
9-4, 5-chome, Higashi-Shinagawa  
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Tel.: ++81-3-34748078  
Fax: ++81-3-34501946

## Malaysia

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106-1 Persiaran Raja Muda Musa  
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## **Netherlands**

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## **Slowakia**

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Fax: ++421-7-53418107

## **Slowenia**

Intereuropa (Sejemska Poslovnica)  
Exhibition-Site-Office  
Ljubljana  
Tel.: ++38-61-323350  
Fax: ++38-61-4317152

## **Spain**

Transferex, S.A.  
General Moscardó, 32  
28020 Madrid - Espana  
Tel.: ++34-91-5541202  
Fax: ++34-91-5537464

## **Sweden**

On-Site Exhibitions AB  
Norra Gubberogatan 30  
40060 Gothenburg  
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Fax: ++46-31-7073075

## **Switzerland**

Expo-Cargo AG  
Schoenaustraße 33  
4058 Basel  
Tel.: ++41-61-6666031  
Fax: ++41-61-6666039

## **Taiwan**

Eurotran Expo Service Co., Ltd.  
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Taipei / Taiwan  
Tel.: ++886 2 27255000  
Fax: ++886 2 27206363

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## Turkey

Express Fair Logistics  
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Selamicesme Kadikoy  
81040 Istanbul  
Tel.: ++90-216-478-6360  
Fax: ++90-216-302-8674

## U.S.A.

Phoenix International Business Logistics Inc.  
Port Elizabeth  
1201 Corbin Street  
Elizabeth, New Jersey 07201  
Tel.: ++1-908-3558900  
Fax: ++1-908-3558883

**Agents in other countries to be advised upon request!**