

34<sup>TH</sup>

佛山（国际）  
陶瓷及卫浴博览交易会

**CERAMBATH**

2019.10.18-21

参展商手册

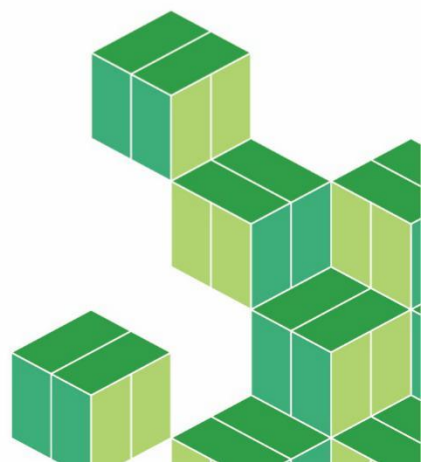
SERVICE MANUAL

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# **I. Welcome to 34<sup>th</sup> CeramBath**

A million thanks are for your trust in the 34<sup>th</sup> Foshan International Ceramic and Bathroom Fair (short for CeramBath). This session of CeramBath will try every effort to invite buyers and professional visitors from home and abroad to open up the domestic and international markets for you, so that you can find credible partners and create trade opportunities.

Please carefully read this manual, which contains the management regulations, detailed information and service contents of this session, in order to obtain perfect and timely supporting service and successfully complete the booth move-in and move-out. Please kindly provide relevant information in time to CeramBath Organizing Committee as required. And CeramBath will provide excellent service for your participation.

CeramBath sincerely thanks for your participation in the fair and wishes you a great success with fruitful payback!

# I. Exhibition Schedule

Item	Exhibition Information	Submission Deadline	Submission Requirements	Contacts
1	<b>Opening &amp; Move-out Time of the Venues</b>		<p>1.1 <b>Exhibition Date:</b> Oct. 18<sup>th</sup>-21<sup>st</sup>, 2019 ( Four days in total )</p> <p>1.2 <b>Hours:</b> 9: 00-18: 00, Oct. 18<sup>th</sup>-21<sup>st</sup>, 2019</p> <p>1.3 <b>Opening Ceremony:</b> 09: 30-11: 00, Oct. 18<sup>th</sup>, 2019</p> <p>1.4 <b>Move-out Time of Exhibitor:</b> 16: 00-22: 00, Oct. 21<sup>st</sup>, 2019</p> <p>Please remove the valuable (including lighting fixtures, electronic screens, furniture, decoration, etc.) in the booth before the following time, or it will be regarded as the discard.</p> <p>1.4.1 China Ceramics City (CCC) - 20: 00, Oct. 21<sup>st</sup></p> <p>1.4.2 China Ceramics Industry Headquarters (CCIH) - 20: 00, Oct. 21<sup>st</sup></p> <p>1.4.3 Foshan International Conference &amp; Exhibition Center (Huaxia Venue)- 22: 00, Oct. 21<sup>st</sup></p> <p>1.5 <b>Booth Dismantling Schedule</b></p> <p>1.5.1 CCC: 18:00, Oct. 21<sup>st</sup> - 03:00, Oct. 22<sup>nd</sup></p> <p>1.5.2 CCIH / Huaxia Venue: 09: 00 - 17: 00, Oct. 22<sup>nd</sup>; 09: 00 - 17: 00, Oct. 23 (Booth dismantling is permitted only during the time suggested above.)</p>	Except for the time suggested, the move-out activities will be forbidden. If you need to work overtime for move-out or dismantling, Exhibitor should apply in advance to the Exhibition Service Center.
2	<b>Document Submission (Online Only)</b>	Sep. 15 <sup>th</sup> , 2019	<p><b>Submission Process:</b> Log on the CeramBath official website (<a href="http://www.cerambath.org">www.cerambath.org</a>) and follow the instructions. Only online submission is accepted.</p> <p>(See <i>Document Submission, P25</i>)</p>	Mr. Liu +86-757-82528866
3	<b>Application for Advertising &amp; Promotion</b>	Sep. 20 <sup>th</sup> , 2019	<p>Exhibitor who need any display (dance, performance, model /mascot) must submit a written application to CeramBath, with attachment filled and official stamp.</p> <p>(See <i>VIII ADVERTISING GUIDE &amp; EVENT PROMOTION, P28</i>)</p>	Ms. Zhong +86-757-82528866

4	<b>Drawing Submission &amp; Review</b>		See <i>V REGULATION OF BOOTH DESIGN &amp; CONSTRUCTION</i> , P20.	Fair Service Center Hotline :  <b>(CCC)</b> +86-757-82723777  <b>(CCIH / Huaxia Venue)</b> +86-757-82525979
5	<b>Move-in / Move-out Arrangement</b>		See <i>IV VENUE DECORATION &amp; REGULATIONS</i> , P16-19.	Property Service Center Hotline :  <b>(CCC)</b> +86-757-82723777  <b>(CCIH / Huaxia Venue)</b> +86-757-82525979
6	<b>Exhibitor Pass, Group Pass; Parking Permit</b>	09:00-17:00, Oct. 15 <sup>th</sup> - 16 <sup>th</sup> , 2019	<b>6.1 Exhibitor Pass</b> When Exhibitor signs in, he/she should show confirmation form or contract (copy, fax or photo) to get 3 Exhibitor Passes for free in the Fair Service Center. (The number of Exhibitor Pass available for raw space is based on the actual booth area.) <b>6.2 E-Invitation Letter</b> Exhibitor can customize e-invitation letters via the WeChat Official Account of CeramBath for targeted customers (See details). <b>6.3 Parking Permit</b> CCC Exhibitor can apply for Parking Permits - 1 for each booth.	<b>CCC:</b> +86-757-82723777  <b>CCIH / Huaxia Venue:</b> +86-757-82525979

7	Construction Supervision & Communication	2019年10月9日 日前-2019年10月21日 Oct.9 <sup>th</sup> ~ 21 <sup>st</sup> , 2019	See <i>IV</i> VENUE DECORATION & REGULATIONS, P16-19; <i>V</i> REGULATION OF BOOTH DESIGN & CONSTRUCTION, P20.	Fair Service Center Hotline :  <b>(CCC)</b> +86-757-82723777  <b>(CCIH / Huaxia Venue)</b> +86-757-82525979	
8	Booth Construction Completion Time	Before Oct.16,2019 18:00 Booths in China Ceramics City: Before Oct.16,2019 24:00			
9	Venue Closure Time	On October 16th, 2019, after 18:30, the organizer will completely close the venues for public environment layout, and exhibitors are not allowed to make any booth construction and arrangement.			
10	Rental Service	Oct.11~ Oct.16 17:00, 2019	For details, see P26-28< VI Exhibition Service>	China Ceramics City : Fifth Floor, 0757-82723777 ; China Ceramics Industry Headquarters/Huaxia Venue : Mr. Huang/Ms. Pan 0757-82525979	
11	Opening Ceremony	Oct.18 09:30-11:00	-	CeramBath: Mr. Cheng 0757-82521999	
12	Refund of Decoration Deposit	Before Nov.30,2019			Finance Department Ms. Lo 0757-82525968
13	Exhibitor Questionnaire	Before Oct.21 14:00	For details, see P12-16 < III Exhibitor Notices and Responsibilities>	CeramBath: Mr. Cheng 0757-82521999	
14	Attachment	A1 <Exhibitor Intellectual Property Protection Commitment> B1 Booth Decoration Contract B2 Booth Decoration Management Regulations and Important Tips			

B3 Booth Decoration Construction Proxy B4 Booth Decoration Application B5 Construction Safety Production Commitment C1 Group Registration Form (online submission) C2 Rental Item Application Form C3 Booth Site Activity Declaration Form
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## II. Introduction

### 1. Origin of CeramBath

The 34th Foshan International Ceramic & Bathroom Fair, short for CeramBath.

### 2. Location

Venue 1: China Ceramics City

Add: No.2, Jiangwan 3rd Road, Chancheng District, Foshan, Guangdong, CHINA.

Postcode: 528031

Venue 2: China Ceramics Industry Headquarters

Add: No.68, West Jihua Road, Foshan, Guangdong, China

Postcode: 528061

Venue 3: Foshan International Conference & Exhibition Center (Huaxia Venue)

Add: No.42, Taobo Avenue, Nanzhuang Town, Chancheng District, Foshan, Guangdong, China

Postcode: 528000

#### Hosts:

China Building Ceramics & Sanitaryware Association

China Construction Industrial Association

#### Guides:

People's government of Foshan City

#### Supports:

China Building Materials Circulation Association

Foshan Bureau of Commerce

#### Organizer:

Foshan China Ceramics City Group Co., Ltd.

### 3. Date

October 18-21, 2019

### 4. Hours

Type	Date	Hours
Exhibitors	October 18-21, 2019	8:30-18:00

Visitors	October 18-21, 2019	9:00-18:00
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## 5. Official Platforms for Event Information

### 5.1 Official Website

<http://www.cerambath.org/> (Chinese)

<http://en.cerambath.org/> (English)

### 5.2 Official Media: CERAMIC&BATH COMMERCIAL MONTHLY

### 5.3 Official WeChat Subscription Account:



CeramBath subscription account

## 6. Badges

### 6.1 Types of badges and description:

The application of time The name of the badge	Preparation period	The exhibition period	Dismantling period
Exhibitor		√	√
Temporary Pass	√		√
CeramBath Organizing Committee	√	√	√
Construction Worker	√		√
Visitor		√	
Staff	√	√	√
Media		√	
VIP		√	
Guest		√	

### 6.2 Badge management regulations:

6.2.1 When exhibitor register, take the contract (copy, fax, contract photos are OK) to the exhibition service center to get 3 exhibitor badges;

(The raw space booth will be equipped with several exhibitor badges according to the booth area.)

6.2.2 During the exhibition, everyone should take the badge and cooperate with security staff to check, otherwise no admission ;

6.2.3 All badges are strictly prohibited from lending, selling, or altering ;



# III. Exhibitors and Responsibility

## 1. Event Rules

1.1 Exhibitors shall abide by the intellectual property rights, and shall be responsible for all violations. Exhibitors must obtain a legal patent certificate or a license contract for any exhibits involving trademarks, patents, and copyrights.

1.2 During the exhibition, all booths should have staff guards.

1.3 All exhibitors must be responsible for the staff's behavior. Exhibitors and their staff are not allowed to enter other exhibition booths without any invitation.

1.4 Exhibitors and their employees are required to take the exhibitor badges during the exhibition (including entry and exit). All exhibitor badges are strictly prohibited from being used by others. The security has the right to check the identity of the holder.

1.5 Propaganda materials not related to exhibitors' exhibits shall not be distributed in the exhibition hall without the approval of CeramBath. If found, the conference has the right to close the booth immediately.

1.6 Except with the permission of CeramBath, exhibits may not be transported into the exhibition hall during the exhibition period. Exhibits may not be removed from the venue before the exhibition ends. When dismantling, the exhibitor must present the release documents to the security guard, otherwise the exhibits cannot be taken away.

1.7 All commercial or promotional activities may only be carried out within the scope of the exhibitors' booth. Exhibitors are not allowed to distribute any catalogues, brochures, souvenirs or similar items outside the scope of the booth.

1.8 Exhibitors are not allowed to disturb visitors or other exhibitors in the exhibition hall.

1.9 Non-exhibitors are strictly prohibited from doing any trading or promotional activities in the exhibition hall. If you find such a situation, please inform CeramBath immediately, it will be confiscated and fined.

1.10 Exhibitors should strictly abide by fire safety regulations and take all fire prevention measures to protect public safety.

1.11 If Exhibitor destroys the booth, facility or objects of the third-party, he must take charge of the compensation.

1.12 Photography or Videography without permission on other booths, products are strictly prohibited. The exhibitor needs to prepare signs, security at its own expense, if one is not willing to be filmed by photographers or media.

1.13 No smoking in the venues.

( 1 ) All exhibitors are responsible for the exhibition's fire protection. 2 handheld fire extinguishers (4KG/each) must be provided by the exhibitor and present on-site. Fail to provide fire protection may result fines or a compensation for any damage or loss.

( 2 ) All exhibitors are required to cooperate with the organizer in fire protection, moving or damaging fire protection equipments such as emergency exit signs will result fines.

( 3 ) Exhibitors who have not signed up or showed up after 48 hours prior to the opening

ceremony are removed from the event automatically without further notice. CeramBath reserves the right to re-manage the booth, deposit paid for booth will not be refunded.

- ( 4 ) Discriminational and Political information is strictly prohibited, the exhibitor will be responsible for any received reports.
- ( 5 ) Loud speakers are not permitted, CeramBath reserves the right to cutoff the electricity of the booth if found disturbing.
- ( 6 ) Any activity such as protest, that is considered harmful to the public order is prohibited, CeramBath will cooperate with local police if needed.
- ( 7 ) Exhibitors should always follow all the regulations in both construction and exhibition that are published by the organizer.
  
- ( 21 ) Exhibitors who are removed from the event caused by violation of rules will not be qualified for refund of the deposit.

## 2、 Construction and Dismantling Time

### 1) Move-in and Move-out Schedule

Please follow the schedule and requirements for exhibitors and constructors below :

#### CCIH / HUAXIA VENUE:

NO.	Step	Deadline		Remarks
		Raw Space	Standard Booth Turnkey Booth	
1	Submission of design and construction drawings.  ( A set of A4 paper with official stamp is required. )	Sep. 25 <sup>th</sup> , 2019	Sep. 25 <sup>th</sup> , 2019	Exhibitor
2	Filing and Signing Up  ( Submissio n of forms )	Oct. 10 <sup>th</sup> , 2019	Oct. 10 <sup>th</sup> , 2019	Exhibitor
3	Booth Hand-Over	9am, Oct. 10 <sup>th</sup> , 2019	9am, Oct. 15 <sup>th</sup> , 2019	CeramBath
4	Booth Preparation	Oct. 10 <sup>th</sup> - 16 <sup>th</sup> , 2019 (9am – 6pm)		Exhibitor
5	Deadline for Booth Preparation	6pm, Oct. 16 <sup>th</sup> , 2019		Exhibitor
6	Closure of All Venues.	6:30pm, Oct. 16 <sup>th</sup> , 2019 All venues will be closed for public facilities preparation. No construction from exhibitors will be allowed.		CeramBath

7	Closure	1、 Exhibitor Move-out Time : 2019. Oct. 21 <sup>st</sup> Please move all belongs out of the venues by 20:00 2019. Oct. 21 <sup>st</sup> 2、 Dismantling Time : 2019. Oct. 21 <sup>st</sup> :20 : 00 - 22 : 00 ; 2019. Oct. 22 <sup>nd</sup> :8 : 30 - 17 : 00 ( Deconstruction-allowed period )	Exhibitor
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## 2) Construction Requirements

### 2.1 Location

Foshan International Conference & Exhibition Center (short for Huaxia Venue)

### 2.2 Weight Limit

Huaxia Venue (Main Hall): 2,000kg/sqm

Huaxia Venue (Hall W): 220kg/sqm

### 2.3 Height Limit

#### 2.3.1 Huaxia Venue (Main Hall)

Raw Space in Main Entrance: 5m

Raw Space under Mezzanine: 3.5-5m

Turnkey Booth: 3.5m

#### 2.3.2 Huaxia Venue (Hall W):

Raw Space: 4.5m

Standard Booth: 3.5m

## 3) Instruction of Electricity

### 3.1 Power input is provided by CeramBath.

### **3.2 Raw Space**

The standard power supply is 380V/220V, with the power limit of 50W/m<sup>2</sup>. Exhibitor should be responsible for the electrical design and installation with strict compliance to the regulations. Exhibitor could apply for additional power supply in special case, but need to hand in relevant application and pay extra electrical fee to Fair Service Center by Sep. 30<sup>th</sup>, 2019. During the exhibition, the additional power supply (Max. = 4000W) is charged as follows.

0-1000W: ¥ 300

1001-2000W: ¥ 600

2001-3000W: ¥ 900

3001-4000W: ¥ 1200

### **3.3 Power Supply Time**

Electricity is supplied from 8: 45am to 6: 15pm every day. Exhibitor could hand in the relevant application for 24-hour power supply to the Customer Service Department of CeramBath (Add.: Property Service Center, 1F07 of China Ceramics Theater, Central Area, CCIH) by Sep. 30<sup>th</sup>, 2019.

## **5. Regulation of Booth Design & Construction**

### **1.1 Deposit Payment of Booth & Construction**

Not until Exhibitor or Constructor has paid the following deposit could they exhibit and construct the booth.

Raw Space: ¥ 5000/Booth

Standard Booth: ¥ 2000/Booth

Turnkey Booth: ¥ 2000/Booth

Attn.: The construction deposit above must be paid together with the exhibition fee. The payment could be either transferred along with the booth/advertising fee, or completed online solely. When the exhibition ends, the deposit would be refunded free of interest according to the signed contract, provided that Exhibitor has moved out, CeramBath has checked and approved.

### **Process of Deposit Payment**

The deposit payment of construction could be either transferred along with the booth/advertising fee, or completed online solely (quicker refund). The detailed online process is to ① click on CeramBath official website ([www.cerambath.org](http://www.cerambath.org)) ② search “Exhibitor Center”—— “Exhibitor Deposit” in the navigation and follow the steps indicated.

## **2) On-site Contraction Regulations (Non-exhibition designated contractor)**

2.1 Exhibitors shall receive the approval of CeramBath if they have plan to make individual decoration or booth design by other contractors. Rights are given to CeramBath to refuse the unqualified contractors and their booth design drawings.

Exhibitors shall hand in the information and detailed design drawings of other contractors

before September 25<sup>th</sup>, 2019, and enter and decoration are allowed only when all information is verified by the Venue Service Center and CeramBath. Exhibitors must go through the formalities for decoration on time. If overdue, exhibitors must pay a penalty of RMB 1,000/day to the Venue Service Center.

2.2 CeramBath only provides completely raw space to exhibitors. All other equipment such as hoardings and furniture are not included. If needed, exhibitors must apply to the Venue Service Center for rent before October 8<sup>th</sup>, 2019. (See Booth Decoration Table 2)

2.3 If contractors fail to comply with the construction rules set by CeramBath, and if CeramBath suffers any losses caused by this, CeramBath has the right to demand compensation and to terminate its participation.

### **3) Decoration and Construction Regulation**

#### **3.1 Regulations on Decoration of Raw Space**

3.1.1 The ceiling of the raw space booth must be covered with flame-retardant gauze or flame-retardant spray, or other decorative methods to ensure the appearance without exposing the ceiling, pipelines, etc.

3.1.2 Decoration must be carried out in strict accordance with the height standards of the booth, and as close as possible to the height of the adjacent booth, with the wall been paralleled with the adjacent booths and no gap between walls.

3.1.3 After the admission, only the assembling and fitting work can be carried out; all decorative materials and coatings of the booth must be strictly in accordance with the requirements, and environmentally- friendly and non-polluting materials should be adopted.

3.1.4 Each booth shall be equipped with an active platform, and the height from the ground shall be 12CM (including tiling);

3.1.5 The booth's ancillary facilities only include total power connection, public access lighting and air conditioning in the venue.

#### **4. Electricity & Fire Protection Regulations**

4.1 The power load of the booth is 50W/m<sup>2</sup>, and overload design & use are strictly prohibited. All power installations and connections must be approved by the organizer.

Safe light sources (LED lamps) should be provided by exhibitors/constructors, while solar lamps or high-heat lamps are strictly forbidden to use. Lighting installation and connection must consult the Venue Service Center;

4.2 Effective leakage short circuit protection device shall be adopted for the design, construction and use of the booth.

4.3 Wire must be made of flame-retardant double-plastic copper core wire or sheathed wire, and should be protected by a flame-retardant PVC pipe or metal pipe when it is laid, while the lamp lead wire should be protected by metal hose.

4.4 The ground and floor concealed wires require a set of metal pipe protection, and the socket should be grounded, and keep 30cm above the ground.

4.5 The decoration materials must comply with the national fire protection regulations and environmental permit, such as using flame-retardant composite as panels. Non-environmental, non-flame retardant and irritating materials (including: welding, thinner,



varnish, etc.) are prohibited. Otherwise, the Venue Center Service will stop the admission of constructors until the replacement of materials is completed;

4.6 During the construction of the booth, if the safety protection measures are not completed as required or the constructors do not cooperate even when the Venue Service Center has repeatedly notified the rectification, the Venue Service Center will stop the admission of constructors and has the right to confiscate the decoration deposit.

7. The exhibition service centre reserves rights to REFUSE the refund of deposit if the exhibitor is found without proper fire protection. During the constructional and exhibitional period, the exhibitor must prepare at least 2 handheld fire extinguishers (4KG/each), and locate them at left side of the entrance.

8. The exhibitor and constructor should not damage public properties and must pay for any damaged public properties (Window, Frame, Tiles, etc.).

9. The exhibitor must pay for the electricity overload, approval from exhibition service centre is required.

## **5. Requirements of Construction Drawings.**

### 1. Drawing Types:

Colour Drawing, Elevation View, Plan View, Power Supply, etc. Stamp approval from both exhibitor and constructor is required. Please use standard paper size A4.

### 2. Submission:

1. By no later than Sept, 25<sup>th</sup>, 2019, the exhibitor is required to submit the application form, design, and construction drawings to CeramBath.

2. Mailing address for submission:

CCIH service centre (China Ceramics Theatre 1<sup>st</sup> floor, Tel: 0086-757-82525979)

## **6. Additions**

1. Construction is only allowed to perform during DAYTIME.

2. Night construction is only allowed if it has been approved by exhibition service centre with proper application, an applicable service fee of 500RMB is charged for every night construction. Night construction time: 18:00-23:00.

3. The exhibitor should always follow the construction schedule, and perform any changes only with approval and after exhibition hours.

4. If the exhibitor is failed to cooperate under any listed above, the exhibition service centre reserves rights to refuse the exhibition until approval, note: exhibition without approval may result cutoff of the electricity. Please ask our staff for help if you have concerns.

## **7. Violation of the contract.**

1. Absence of drawing submission or exhibition application results late process fee of 1000 RMB per day, any late submission or application will not be accepted if the exhibition centre has not received the payment for 3 days, in which circumstance, CeramBath reserves rights to withdraw the exhibition booth and refuse any refund requests.

2. Late construction results penalty of 1000 RMB per day.

3. The exhibition service centre reserves rights to charge full amount of deposit as penalty if the construction of the booth is performed out of designated period of time.

4. The exhibitor should return all rented items without damages, any damaged items will be charged.

5. The exhibition service centre reserves rights to change, add, or delete any sections listed above, the exhibitor is responsible on their own to acknowledge, understand and follow if anything updated.

## **IV. Appendix**

A1-Commitment of Protection on Exhibitors' Intellectual Property

B1-Furnishing and Booth Preparation Contract

B2-Furnishing and Booth Preparation Rules and Regulations

B3-Authorization of Furnishing and Booth Preparation

B4-Application Form for Furnishing and Booth Preparation

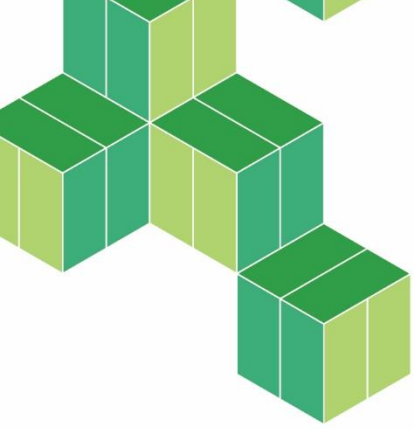
B5-Commitment of Construction Safety

C1-Group Sign-Up Form (Online Submission)

C2-Application Form for Rentable Items and Facilities

C3-Live Event Application Form

C4-Requirement for Extension of Service Hour



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