

# The 33<sup>nd</sup> INTERWINE EXHIBITOR MANUAL

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## I. BASIC INFORMATION

### 1. Venue

Interwine fair venue:

Guangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4 )

展馆名称：广州保利世贸博览馆 3&4 馆

Address: No.1000, Xin'gang E Road, Hai Zhu District, Guangzhou 展

馆地址：广州市海珠区新港东路1000号



## 2. Fair Schedule

### A. Exhibitor General Schedule

Items	Time	Activity	Place
SET UP	In two days before the fair: 10:00-18:00	Exhibitor Registration and Booth Decoration	Guangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4)
Exhibition Period	The first day 9:00-18:00 The second day 09:30-18:00 The last day: 09:30-16:30	Business Meetings	Guangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4)
Opening Ceremony	The first day : 9:30-10:30	Opening Ceremony	Pearl promenade
Wine Presentation	10:00-18:00 during the three days	Wine Presentation and Tasting	vGuangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4)
MOVE OUT	The last day 16:30-19:30	Exhibitor Move-out	Guangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4)

### B. Visitor Schedule

Items	Time	Activity	Place
Exhibition Period	First day and second day 10:00-18:00	Business Meetings	Guangzhou Poly World Trade Centre Exhibition Hall (Hall 3 & Hall 4)
	The last day 10:00-16:30		

### C. Booth set up and removal schedule

Items	Date	Time	Detail
SET UP	(For Raw Space) 2 days before the fair	10:00 - 18:00	Booth Set up
	(Deluxe Booth) one day before the fair	10:00 - 16:00	Booth Set up

### 3. Transportation

#### **Metro:**

Guangzhou Metro Line 8, Pazhou Station, Exit C

#### **Bus:**

No.229、262、304、461、564、B7、University Line 3 Get off: Pazhou Station

TAXI (during decoration period):

Entrance: The 2nd Floor, Area B,

Exit: No.1 Gate, Area B, Pazhou

Car (During the show): Entrance:

No.2 Gate, Area B, Pazhou Exit:

No.2, Area B, Pazhou

### 4. Interpreter service

Interpreter service is available, please notify us the language and quantity of the interpreters you need one month before the fair.

**English:** USD300/3days

**Other languages:** USD700/3days

## II. ADMINISTRATION

### 1. Exhibitor Badges & Construction license

**Exhibitor Badge:** 3 exhibitor badges for free for each 9sqm booth. (Please fill the badge information collection form. If you need more badges, please notify one month before the fair)

**Registration Period:** 10:00-18:00 one day before the fair.

**Documents:** Original Exhibition Register Certificate with stamp (duplicates must be sealed) & participants list to registration counter in the exhibition center to get exhibitor badges.

- Raw Space Decoration Drawing must be passed through by the exhibition official contractor on or one month before the exhibition (Any delay will be charged extra 50% fee) to get notice of charge or confirmation from them.
- Before entering the exhibition hall, construction workers need the confirmation from our main constructor to get the set-up license. The set-up license is only valid during set up and move out period.
- During the fair, all people must wear badges and observe the rules.

### 2. Visa Application Service

***An Official Invitation letter is necessary for visa registration.*** (Please fill the visa information collection form so that we can issue the invitation letter for you)

INTERWINE offers free Invitation Letter to exhibitors. We will send you the invitation letter with official stamp as soon as we receive this information. The rules and regulations vary depending on the country, you can contact the Chinese embassy or consulate in your country of origin for reliable information.

### 3. Logistic Management

Our official logistic service is provided by BEX Logistics Co. Ltd., APT Showfreight Shanghai Co., Ltd., and GUANGZHOU CITGO IMPORT & EXPORT CO.,LTD. Please refer to the Shipment Manual for more information.



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#### DOCUMENT REQUIRMENT

- ☐ 1 copy Bill of Lading or 1 copy of Express Bill of Lading
- ☐ 1 copy of List of Exhibits
- ☐ 1 original of Certificate of Origin
- ☐ 1 original of Health Certificate
- ☐ 1 original of Warranty Letter
- ☐ 1 original of Front & back Label
- ☐ 1 original of Commercial invoice-which have to be provided by Manufacturer/winery
- ☐ 1 original fumigation certificate/ Non-wood Declaration letter
- ☐ 1 copy of Insurance Policy (if insured)

Notes: For your reference, you can work with any freights free tax to HK. We recommend Interwine exhibitors to work with BEX or APT or CITGO, to follow the requirement of Chinese custom agility issued in shipping manual unless exhibitors confirm the samples will be delivered to the exhibition on time.

Please take the time to prepare the samples as the indication of shipping manual in case you miss the time of declaration deadline. **We highly suggest you to contact the shipping company before two month before the fair.**

### III. ADVERTISING DURING THE FAIR

#### 1. Interwine Exhibition Catalogue Advertisement

Layout	Specifications	Price (RMB)
Back Cover	210 (width)x285 (height)-3mm margin on each side	25,000
Title Page	210 (width)x285 (height) -3mm margin on each side	20,000
Inside Front Cover	210 (width)x285 (height) -3mm margin on each side	20,000
Inside Back Cover	210 (width)x285 (height) -3mm margin on each side	15,000
Color Full Page	210 (width)x285 (height) -3mm margin on each side	8,000
1/2 Page	190 (width)x130 (height) - no margin needed	5,000
1/3 Page	190 (width)x80 (height) - no margin needed	4,000

#### 2. Advertisement for Exhibition on-Site

Item	Specifications	Price (RMB) (include material)
Balloon Advertisement	3m diameter Helium balloon	4000/item/ include set up
Advertising inflatable arch	18m one color arch	5000/item/ include set up
Advertising inflatable lanterns column	8m height	3600/item/ include set up
Advertising hall flyover landing	4m (width)x 3m (height)	13500/banner/ one face
Truss indoor and outdoor advertising	6m (width)x 3m (height)	18000/banner/ one face
Advertising Hall tower in front of the triangle	4.24m (width)x 11.24m (height)	15000/banner/ one face
North Square glass wall elevator	10.4m (width)x 10.6m (height)	45000/banner/ one face
Main entrance balcony banner	22m (width)x 1.3m (height)	13500/banner/ one face
Secondary entrance banner	11m (width)x 2.3m (height)	13500/banner/ one face



### 3. Other type of advertisement

Item	Specifications	Price (RMB)	Note
Exhibition Pass	93mm (width)x 135mm (height)	10000/5000pcs	total production: 30000pcs
Exhibition Pass collar	one face, subject to dimensions revisions	10000/2000pcs	total production: 30000pcs
Entry ticket	210mm (width)x 95mm (height)	10000/10000pcs	total production: 500000pcs
Visitor guide		10000/5000pcs	total production: 30000pcs

The advertisement operations are at the initiative of the exhibitor. Please contact us to get the authorization before one month before the fair.

### 4. Exhibitor Information for Interwine Catalogue

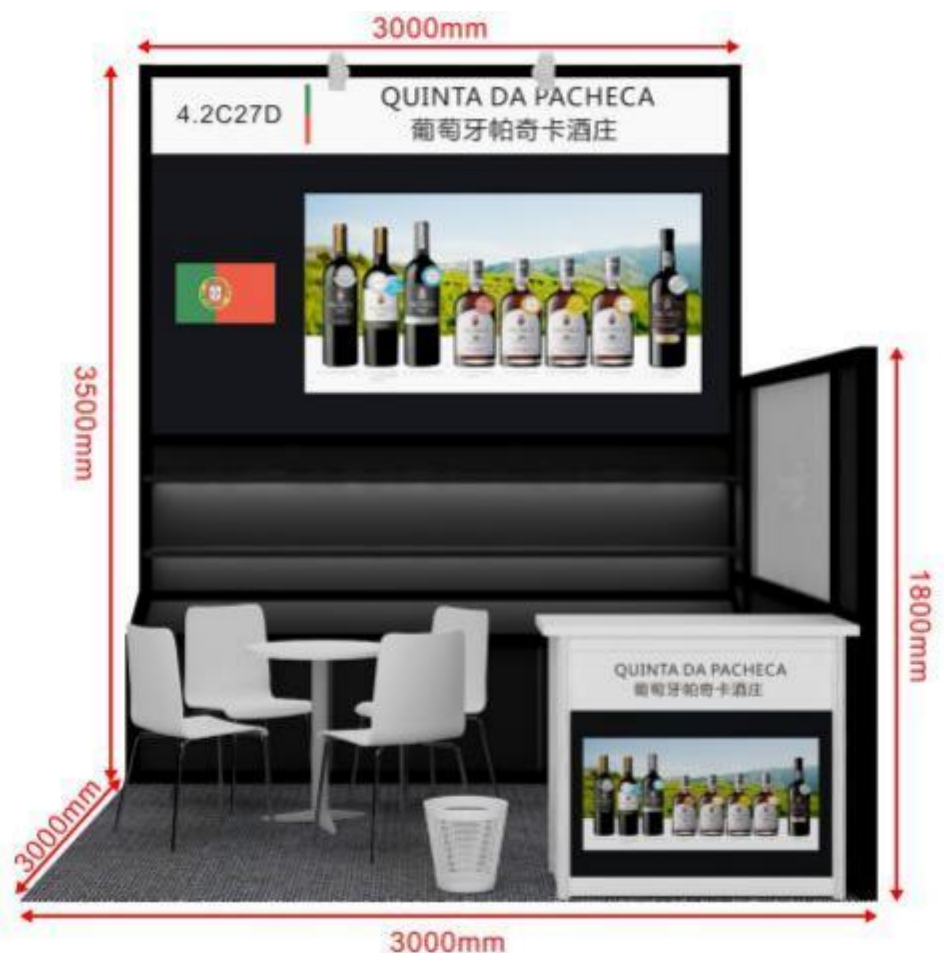
All the companies participating to INTERWINE have a free entry to the catalogue. **We need information to present your company in the better way. Please fill in the separate file “Exhibitor information for catalogue” and send us your company logo one month before the Fair.**

## IV. BOOTH DIMENSION AND INFORMATION

### 1. Deluxe Booth

**Surface:** 9sqm

**Including:** Booth Construction ready, Fascia Board, 1 Information desk, shelves to show wine samples, 1 round table, 4 chairs, 1 Socket ( supply 8 hours electricity ), Spot lights, 1 bucket, 1 spittoon, 12 Glasses, Ice, 1 Trash can.



## Furniture Renting

No.	Good	(cm)Specification	Unit	Price (RMB)	Qty	Rental
F1	Black Leather chair	430W*430D*450H	one	60		
F2	Black Barstool	440W*340D*550H	one	120		
F3	White folding chair	400W*400D*460H	one	25		
F4	Aluminium alloy chair	440L*430W*450H	one	60		

F5	Round table	R750*720H	one	110		
F6	Aluminum alloys table	R800*720H	one	110		
F7	Information desk	1030L*535W*1030H	one	180		
F8	information desk	1030L*535W*750H	one	150		
F9	lockers	1030L*535W*750H	one	180		
F10	High glass Exhibit counter	1030L*535D*2470H	one	500		
F11	Low glass Exhibit counter	1030L*535D*1000H	one	350		
F12	exhibit counter	1000L*535D*2500H	one	500		
F13	Lock folding door	950W*2000H	one	160		
F14	Flat partition board	1000L*300W	one	35		
F15	Store room (with folding door)	1000L*500W*2500H	one	300		

F16	Table	680*680*750H	one	140		
F17	trash can	250L*170W*290H	one	15		
F18	Plate (can be assemble and disassemble)	1000W*2500H	one	80		
F19	carpet	300g	one	15		
F20	42 inch LCD TV		one	1200		
F21	32 inch LCD TV		one	1000		
F22	100W spotlight		one	100		
F23	40W fluorescent lamp		one	100		
F24	150W halogen lamp		one	150		
F25	socket	3A(500W most)	one	120		

## V. GLASSES, ICE AND ICE BUCKET SERVICE

### DEPOSIT AND RENTAL:

All glasses and buckets are sponsored by a third party. Deposit is required. Rent of free accessories are limited as below:

Booth Size	9sqm	18-36sqm	45-72sqm	108sqm	>108sqm
Wine Glasses	12 pcs	25 pcs	50 pcs	75 pcs	100 pcs
Buckets set (1 ice bucket + 1 spittoon)	1	2	3	3	4
Ice	FREE				

	Deposit (refundable)	RENTAL <sup>#2</sup> (non-refundable)
Glasses	RMB 25/pcs	RMB 25/pcs
Bucket sets	RMB 100/set	RMB 100/set

### PAYMENT:

Note: #1 Deposit will not be refunded if there's any damage.

#2 Only the exceeded limit renting accessories will be charged rental.

#3 Please prepare **CASH** in RMB in advance. WeChat Pay is acceptable.

### Rent & Return Process:

#### FOR WINE GLASSES:

**Time:** 14:00 – 17:00, one day before the fair

**Location:** GLASSES SERVICE CENTRE, at the end of each hall

- 1) Finish renting procedure.
  - Please KEEP your receipts well. You will need them to have your deposit back.
- 2) Pick up your rented items.
- 3) Ice will be delivered to your booth from time to time during the 3 days. **If you haven't got any ice before 10:30am**, please go to the GLASSES SERVICE CENTRE to pick them up directly.
- 4) Through out the exhibition, our stuff will deliver ice to your booth, and change glasses for you. At the same time, you will find these services also available at GLASSES SERVICE CENTRE.
- 5) **13:00 – 17:00, last day of the fair.**: Return rented items and the receipts, then get your refund accordingly.

#### **Champagne glasses and brandy glasses:**

- **Time: 15:00 – 17:00, one day before the fair**
- **Location: GLASSES SERVICE CENTRE, Hall 3& Hall 4**

Note: Please submit the request for champagne and brandy glasses before 25<sup>th</sup> October,2024.

Due to the limited supply, we would strongly recommend you to bring your own glasses.

Rent and return Process: Same as wine glasses.

## **VI. SAFETY**

During the exhibition period, Exhibitors should abide by the Chinese Law and related rules.

During the exhibition especially the decoration period, we advise you to leave your passport, computer and valuables in your hotel in case of loosing.

For more update information, organizer will advise every exhibitor a week in advance.