CHINA PRINT 2025

第十一届北京国际国际印刷技术展览会

2025年05月15-19日

May, 15th-19th, 2025

中国国际展览中心（顺义馆）

及

首都国际会展中心

China International Exhibition Centre

（Shunyi Venue）

&

Capital International Convention Center

境外展览品运输指南

SHIPPING GUIDELINE

高锐（上海）国际物流有限公司

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

目录

联系方式 Contacts: 3

1. 展品运输方式 Routings 4
2. 时间要求 Deadlines 5
3. 展品预报表格 Forms 5
4. 申报单据要求 Declaration documents: 6
5. 说明书及宣传资料送审事项 Catalogs and publicity materials – censoring 6
6. 展会闭幕注意事项 Closing of exhibition 7
7. 熏蒸要求 Fumigation Requirements 7
8. 手提展品 Hand-carried Exhibits 8
9. 危险品 Exhibits of a Dangerous Nature 8
10. 超重和超尺寸展品 Heavy and Oversized Exhibits 8
11. 包装说明 Packing of Exhibits 9
12. 展品的清关手续 Customs Clearance 9
13. 展品的现场操作 Unpacking and Repacking of Exhibits 9
14. 保险及作业条件 Insurance 10
15. 包装箱唛头说明 Marking of the Case 10
16. 费用支付 Payment 10
17. 营业条款 Conditions of Business 11

国际展品运输服务及费率 12

随附表格 ATTACHMENTS 20-22

表一 展品运输情况表 ..... P20 页
FORM 1 Freight Instruction Order ..... P21 页
表二 暂准进口展览品报关清单
FORM 2 Declaration Form for Temporary Import Exhibits ..... P22 页

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

展品运输指南
SHIPPING GUIDELINE

本次展览会主办单位已委托高锐（上海）国际物流有限公司（负责E3、E4 、B5号馆展品）为上述展览会指定的运输总代理。请展商就有关展品运输、通关和现场服务等事项与高锐（上海）国际物流有限公司联系。在货物到达北京首都机场或天津新港海港后，高锐（上海）国际物流有限公司会全程负责海关手续。

The organizer has appointed Top-Trans Expo Logistics Co., Ltd. as the official freight forwarder for halls E3 & E4 & B5 of the above-mentioned exhibition. Exhibitors are therefore requested to consult with Top-Trans Expo Logistics Co., Ltd. for any matter concerning forwarding of exhibits, customs clearance and on-site co-ordination. Top-Trans Expo Logistics Co., Ltd. will be honorably responsible for going through all customs formalities and handling exhibits after their arrival in Beijing Capital Airport or Tianjin Xingang Seaport.

联系方式 Contacts:

高锐（上海）国际物流有限公司

高锐展运

国内展商（Domestic Exhibitors）：

联系人	电话	手机	邮箱地址
蔡雷（E3馆）	+86 10 6422 0622	139 1020 1776	nick.cai@top-trans.com.cn
韩宝逸（E4馆）	+86 10 6422 0622	138 1150 5800	ives.han@top-trans.com.cn
周涛（B5馆）	+86 10 6422 0622	150 2132 2886	michael.zhou@top-trans.com.cn

国际展商（Overseas Exhibitors）：

聂晶 先生 Mr. Anthony Nie

手机 Mobile ：(+86)138 1872 1467

电话 Tel ：(+86)21 5835 0858

传真 Fax ：(+86)21 5835 0929

电邮 Email ：anthony.nie@top-trans.com.cn

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

1. 展品运输方式 Routings

境外展品可通过海运运往天津新港或空运直接运往北京首都国际机场，请按下列要求打印运单：
Exhibits may be transported to above-mentioned exhibition from abroad by sea or by air.
Exhibitors may hand over their exhibits to Top-Trans in Beijing either,
✓ through our appointed agents or
✓ by making their own shipping arrangement.

Exhibitors must consign all shipments as follows:

1) Direct arrival at Beijing Capital Airport 直接到达北京首都国际机场

CONSIGNEE FOR MASTER AIR WAYBILL: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: Anthony Nie Email:anthony.nie@top-trans.com.cn TEL： (+86) 21 5835 0858 USCI+91310115MA1H82265B
CONSIGNEE FOR HOUSE AIR WAYBILL: TOP-TRANS EXPO LOGISTICS CO., LTD. TEL: +86 138 1872 1467 CONTACT: Mr. Anthony Nie Email:anthony.nie@top-trans.com.cn EXHIBITION NAME: CHINA PRINT 2025
NOTIFY PARTY FOR AIR WAYBILL: TOP-TRANS EXPO LOGISTICS CO., LTD. TEL: +86 138 1872 1467 CONTACT: Anthony Nie Email:anthony.nie@top-trans.com.cn EXHIBITION NAME: CHINA PRINT 2025

重要提示： 由于海关系统升级，所有空运货物必须要求有分单数据，因此请以主单+分单形式发货。如果不按上述要求发货，机场将不再直接分拨货物进入我司指定的二级监管仓库，这将会导致更长的清关时间和更高的机场操作成本。

Important note: Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling.

2) Direct arrival at Tianjin Xingang Port 直接到达天津新港

CONSIGNEE: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: Anthony Nie Email:anthony.nie@top-trans.com.cn TEL： (+86) 21 5835 0858 USCI+91310115MA1H82265B Notify Party: TOP-TRANS EXPO LOGISTICS CO., LTD. TEL: +86 138 1872 1467 CONTACT: Mr. Anthony Nie Email:anthony.nie@top-trans.com.cn EXHIBITION NAME: CHINA PRINT 2025

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

凡空运展品宜采用直达北京的航班。当展品以集装箱(FCL)方式发运时, 展商必须在提单上注明运输条款CY/CY，如果展商使用货主自备箱（S.O.C）,请在海运提单上注明。
For air shipment from abroad to Beijing, airlines with direct flights to Beijing are preferable. For full container-load sea shipment, it is essential to specify in B/L the type of movement in destination port is CY/CY, and to indicate S.O.C. on B/L if shipper's own container is used.

2. 时间要求 Deadlines

* FCL Cargo arrival at Xingang Port --- before April 21, 2025
海运整集装箱货物最晚到达天津新港日期---于 2025 年 04 月 21 日前
* LCL Cargo arrival at Xingang Port --- before April 18, 2025
海运拼箱货物最晚到达天津新港日期---于 2025 年 04 月 18 日前
* Cargo arrival at Beijing Capital Airport --- before April 21, 2025
空运货物最晚到达北京首都机场日期---于 2025 年 04 月 21 日前
* Move-in date: May 10 - 14, 2025
布展日期---2025 年 05月 10 日 至 14 日
* Move-out date: May 19 - 21, 2025
撤展日期---2025 年 05 月 19 日 至 21 日
* Ocean bills of lading, Declaration Form for Temporary Import Exhibits (form 3) and other shipping documents reaching us --- 15 days before cargo arrival at Xingang Port.
海运提单、暂准进口展览品报关清单（表三）以及其他海运单据请在货物到达天津新港前 15 天交予我司。
* Airway bills, Declaration Form for Temporary Import Exhibits (form 3) for airfreight and other shipping documents reaching us --- 15 days before cargo arrival at Beijing Capital Airport.
空运运单、暂准进口展览品报关清单（表三）以及其他空运单据请在货物到达北京首都机场前 15 天交予我司。
* Estimated pre-payment reaching our bank account --- before May 07, 2025
预付款请于 2025 年 05 月 07 日前支付到我司银行账户。
* Cargo disposal notification to us --- before May 18, 2025
货物回程处理方式请于 2025 年 05 月 18 日前告知我公司。
* Samples of literatures, souvenirs & CD etc. for Customs censoring in China (Books & Magazines cannot be imported without the permit issued by State Administration of Press, Publication, Radio, Film, and TV of the Peoples' Republic of China) --- before May 12, 2025
用于海关审查的宣传资料、纪念品及宣传光盘等样品请于 2025 年 04 月 12 日前交予我司。（书籍及杂志等无中华人民共和国新闻出版广电总局出具的进口许可，不得进口。）
* Balance dues for inbound and outbound movement reaching our bank account --- before bills of lading of return shipments and /or sold exhibits are released by us.
所有来回程操作费用请于回运货物放单前及留购货物放货前全额付至我司账户。

3. 展品预报表格 Forms

展品运输情况表（表一）是展商展品物流的汇总表。或许贵公司会有几种不同的展品运输方式，有海运、有空运、有境内自运的展品等等。这个展品运输情况表是为了让我们更清楚的了解您的展品物流，以便我们为您提供更好的服务。请在截止期 04 月 07 日之前提交给高锐展运。
Freight Instruction Order (Form 1)
Freight Instruction Order (form 1) is a general form for your overall exhibits logistics. Maybe you will make several shipments through different ways, such as local cargo by truck, overseas cargo by sea, etc. Please submit the complete form no later than April 07, 2025.

暂准进口展览品报关清单（表二）
是境外展品临时进出口海关清关所必不可缺的文件。所有展商均需如实填写清楚,并提交高锐展运。展商必需在清单上详细准确地申报每项展品（包括主要部件）的品名、规格、价值及各种申报要素。另外，产品说明书、布展材料、纪念品等现场派发及消耗的物品亦须分别申报,并注明数量和价格。
Declaration Form for Temporary Import Exhibits (Form 2)
Declaration Form for Temporary Import Exhibits (form 2) is the most important document for Customs

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

clearance on a temporary import & export basis for exhibits from abroad. Exhibitors must submit this form to us without exception. A detailed description (in printed letter) of each exhibits, including major components, specification, values and intended use, must be accurately declared on this form. Catalogs, display materials, gift and other given-away items must also be specified with exact quantity and value on this document.

4. 申报单据要求 Declaration documents:

报关所需文件及其他程序：
*暂准进口展览品报关清单（表三）--- 3 份复印件
*商业发票 --- 1 份复印件
*装箱单 --- 1 份复印件
*海运提单 --- 1 份原件、1 份复印件
*空运主运单及分运单 --- 1 份复印件
*保险单 ---1 份复印件
*包装检疫及熏蒸证明
对于木制外包装箱，包装箱的各个外包装面必须烙印 IPPC 标识。对于非木制外包装箱，请提供非木质包装证明原件及复印件。

Documents needed for customs clearance and other procedures:
* Declaration Form for Temporary Import Exhibits (form 3) --- 3 copies
* Commercial invoice --- 1 copy
* Packing list --- 1 copy
* Ocean bill of lading --- 1 original and 1 copy
* Master Airway bill & House Airway bill --- 1 copy
* Insurance policy --- 1 copy
* Quarantine and/or fumigation certificate:

For wood packing, the IPPC (International Plant Protection Convention) Mark should be put/stuck on both sides of the outside package; for non-wood packing, a letter of Declaration of Non-Wood Packing Material should be submitted (1 original and 1 copy).

5. 说明书及宣传资料送审事项 Catalogs and publicity materials – censoring

请展商将所有印刷品及纪念品的样本包括电影片、幻灯片、录音带、录像带、唱片、 照片、地图、说明书和广告等宣传资料等（一式二份），连同暂准进口展览品报关清单（表三）一起寄交我司。 有关样本将呈交海关进行审查。上述资料必需经海关审查同意后方能在展览会期间使用。书籍及杂志等无中华人民共和国新闻出版广电总局出具的进口许可，不得进口。宣传光盘进口的数量不得超过 200 张。在宣传品中，凡涉及台湾之处，均不得将该地区视作独立国家或采用类似的提法。礼品和纪念品的数量较多或者价格较高时，亦有可能需付税。

Exhibitors should send samples of advertising materials including films, lantern slides, recording tapes, records, photos, maps, illustrations, directions and other publicity materials to us together with Declaration Form for Temporary Import Exhibits (form 3). All these materials will be handed over to the China Customs for inspection in advance. Books and magazines cannot be imported without the permit issued by State Administration of Press, Publication, Radio, Film, and TV of the Peoples' Republic of China. The number of CDs cannot exceed 200 copies. Please note that Republic of China cannot be appeared in any advertising materials. Please note that, for given-away items, duties may be levied when the quantity is substantial and/or the value is high.

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

6. 展会闭幕注意事项 Closing of exhibition

展览会闭幕当天晚上我们会将空包装箱从仓库运至展台，并根据展商要求安排装箱。
展览会结束后，展商要在暂准进口展览品报关清单（表三）上填写展品处置方式，以便向海关申报，具体有如下处置方式：
a) 售出 b) 回运 c) 消耗散发 d) 转关或转展 e) 待定
请填写好展品处置申请表并在展览会结束前交给我们。在展览会结束后，根据海关的要求所有的展品都将被运至海关监管仓库，相关的费用将按照我们的费率收取。

展商必须特别注意海关的如下规定：
A 每个包装箱内申报的物品必须准确；
B 非参加展览的物品（如私人物品，在中国购买的纪念品等）不允许同展品一起办理回运。
C 任何在展览会开幕前向海关申报的物品，展商在展览会结束后未经向北京海关申报不得私自处理或拿走。否则，展商需自行负责海关处罚。
We will start to return empty cases from storage area to stands on the evening of the closing day. Exhibitors, however, shall start repacking on the next day.
Upon exhibition closing, exhibitors are requested to declare to the Customs on Declaration Form for Temporary Import Exhibits (form 3) the proper disposal instructions of their exhibits as follows:
a) Sold b) To be returned c) Given away d) To be transferred e) To be disposed
Please fill out and return the Instructions for Disposal of Exhibits to us before the day of exhibition closing. After the closing of the exhibition, all exhibits should be moved to the Customs bonded warehouse due to the requirement of the Customs. Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations:
A. Declaration of contents in each package must be correct.
B. Items (e.g. personal effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.
C. Everything declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof.

7. 熏蒸要求 Fumigation Requirements

所有来自和/或转运自欧盟国家/地区，韩国，日本和美国的货物必须申请以下程序：
Any shipment to be imported and/or transited from E.U. Countries/Area, Korea, Japan and the USA is requested to arrange the following Handling Procedure:

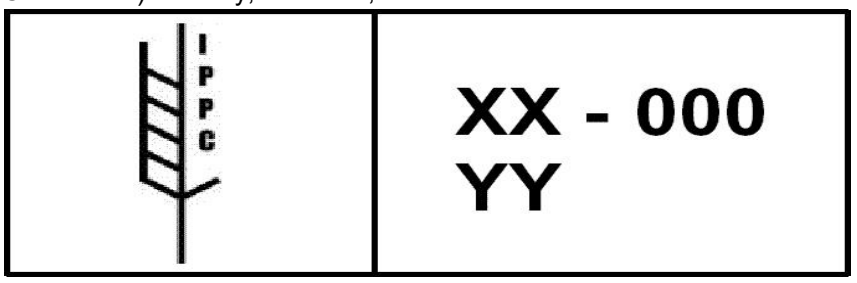
包装材料 Packing Material	欧盟国家 European Union Countries	韩国，日本和北美 Korea, Japan , North America	发证部门 Issuing Dept.
木质 Wood	热处理证明 Certificate of Heat Treatment 烟熏处理证明 Certificate of Fumigation	热处理证明 Certificate of Heat Treatment 烟熏处理证明 Certificate of Fumigation	国家有关部门 Authorities of a.m. Countries / USDA
非木质 Non-wood	非木质包装材料证明 Certificate of Non-wooden Packing Material	非木质包装材料证明 Certificate of Non-wooden Packing Material 非松木包装材料证明 Certificate of Non-Conifer Packing Material	展品运输方/出口方 Shipper / Exporter

备注：以上各证书的正本必须随空运单或海运提单寄给我公司，以便提交至中国出入境检验和检疫部门。文件副本必须传真或电子邮件至我公司。
Note: The original certificates must be attached to the original airway bill or ocean bills of lading and send to Top-Trans for submitting to China Entry & Exit Inspection and Quarantine. The copy of documents must be sent by fax or e-mail to Top-Trans.

所有木质包装必须标有 IPPC（国际植物保护公约标识），标识如下：

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

All the wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially, as below,



该标识应该包含 The mark should at minimum include:
IPPC 标识 (如上); IPPC Symbol (as reproduced above);
XX 为 ISO 二字母国家代码 （如 德国 = DE）
XX = ISO two letter country code (e.g. Germany = DE)
000 为唯一的生产或处理该木质包装的企业注册码
000 = the unique registration number assigned for the company that manufactured or treated the wood used for the wooden packaging;
YY 为 IPPC 处理方式的缩写 （例如： HT 为热处理，MB 为甲基溴处理）。
YY = IPPC abbreviation disclosing the type of treatment (e.g. HT for “Heat treatment” or MB for “Methyl Bromide”).
DB 字母 DB 代表该木质包装使用了去皮原木。
DB = abbreviation of the approved measure to confirm the use of debarked round wood.
备注：发运人须提前通知我司有关包装类型以便相应的安排进口检验检疫。如果未能及时处理木质包装，由此产生的处罚、责任、以及展品延误清关，均需要展商自行承担。上述也同样适用于非木质包装申明。
Note: the shipper should inform Top-Trans in advance the sort of packing material so that we could apply for the permit of import to CIQ accordingly. For failure to make the necessary arrangement for the handling of wood, Exhibitor should be responsible for the penalties from China Government Authorities and the delay of exhibits delivery to stand on time. The same procedure is also applicable to THE DECLARATION FORM FOR NON-WOODEN PACKING GOODS.

8. 手提展品 Hand-carried Exhibits

如有展商将个别小型展品手提入境，请在进入北京关境时，向机场海关进行如实申报，并出具相关有效文件，向北京海关说明其用途为展示。如北京海关将其展品扣留，请将相关扣留单证交给高锐，以便按临时进口展品办理报关、报检及提货事宜，该项工作需要两个工作日。同时，由我们代理报关、报检及提货的手提展品，在出馆时必须交由我们统一办理离境手续，不得擅自带离展馆。
Exhibitor with small items of exhibits can hand-carry them to the Show, the exhibitor should then declare to the Customs at the airport that their hand-carried items are for exhibition purpose. If the hand-carried items are detained by the Customs at the airport, exhibitors should hand over the detention receipt and List of exhibits (duly filled) to Top-Trans to arrange the delivery of the goods from the airport. Exhibitors arriving late with hand-carried exhibits should be prepared that the Customs formalities and pick up procedures may take two days. Exhibitors should also be prepared to encounter problems when they intend to hand-carry exhibits out of the exhibition halls and these exhibits should also be returned as a shipment after the show.

9. 危险品 Exhibits of a Dangerous Nature

请在向天津新港或北京首都国际机场发运所有的危险品时直接附上危险品证书和空运单或海运提单。单证的复印件必须在航班到达前传真给我们。
Exhibitors need to fill out and send to us a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge for handling such exhibits.

10. 超重和超尺寸展品 Heavy and Oversized Exhibits

展品如有超重或超尺寸展品，请有关展商提前与我司联系相关操作手续，并在现场进行监督和指导。如需我司

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

提供铲车、吊机进行展品的组装，请有关展商提前与我司提出书面申请，以便我司及时安排机力、人力。
Exhibitors with heavy or oversized exhibits must be on-site early and direct the operation of unpacking and positioning heavy exhibits. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to us in advance. A detailed layout should also be provided to us for better on-site operations.

以上展品的外包装必须坚固，并可反复使用，并在外包装上标注明显的操作提示（如 重心位置等）。我司不提供以上展品的外包装材料。
Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning. As we will not provide any packing materials for exhibits, exhibitors should ensure that they have adequate and appropriate packing materials for repacking during exhibition closing.

11. 包装说明 Packing of Exhibits
展商在使用展品包装材料时，请注意以下几点：
Exhibitors shall be responsible for the consequences of improper packing

a) 保护货物免受损伤和雨淋。
请注意，展品可能会被多次置于户外，包括展区露天存放。展商必须有责任对展品采取一定的防护措施，以防止损伤和雨淋。
Protection against Damage and Rain
As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition center during show period. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc. very often would have been damaged already during unpacking).

b) 外包装材料
外包装必须坚固，以防在运输以及拆装过程中受损。我司不建议使用纸箱，因为此类包装不适于反复装卸和重新包装。如果由于外包装不当引起的损伤和索赔，我公司概不负责。
The Packing Material
The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking after the exhibition. Packing in cartons is not considered suitable for repeat handling, especially for valuable or delicate equipment.

12. 展品的清关手续 Customs Clearance
所有由我司代理报关的展品均属临时进口展品，其整个运输及展示过程都是在北京海关监管下进行的。作为本展会的指定运输商，我司有权代表海关，要求展商遵守有关法律、法规，并履行相应的义务。未经我司同意，任何展商不得擅自将展品带离展馆。
We will go through Customs formalities for exhibitors. On some occasions, the presence of exhibitors will be required. As the Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with the Customs through us.

13. 展品的现场操作 Unpacking and Repacking of Exhibits
我司将根据展商要求，提供相应的展品进出馆现场操作。为了展品的安全，请展商在进/出馆期间，派专人协 助我司进行现场操作，给予我司专业的指导和监督，并提供书面的吊装示意图。由于展商的缺席或误导，或使用不适合再包装运输的包装箱，导致展品受损的，一切后果由展商自行承担。
We will assist exhibitor in physical unpacking and installing of exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the company must be available on-site during the move-in period and provide us the written instruction for installation of

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

machines.
Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment, as these operations will be carried out at exhibitors' risk. When exhibits are repacked by used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

14. 保险及作业条件 Insurance

我司所收的服务费用中不包含保险费，为维护展商的权益，我司提醒展商安排适当的全程保险（包括展览期间）。保险范围应包括我司及其代理的责任事故的保险。展商请备妥保险合同文本或其副本，以备可能在展览现场发现短少，残损时申报检验之用。
Please note that all the charges by our company do not include the insurance premium. To safeguard the rights and interests of the exhibitors, we suggest the exhibitors should arrange a proper round-trip (including exhibition period) all risk insurance for their exhibits. The insurance should cover the responsible accident by our company and our agent. To be used as declaration and inspection when there may occur shortage and damage on site, please prepare the original and copy insurance contract.

请注意，所有由我公司进行的操作均由展商方承担风险，我们不提供直接的展品保险。展商须明确所有运输、上展台及回运的时间和条款，并注意保险的有效日期。
Please note that we do not provide the insurance for the exhibits directly. All the risk by our service should be taken by the exhibitors. Each exhibitor should confirm the time and terms of the transportation, delivery and return. Please also note the valid time of the insurance.

15. 包装箱唛头说明 Marking of the Case

所有包装必须显示以下信息：
The following marking must be painted on two sides of each case:

Exhibition:	CHINA PRINT 2025
Exhibitor Name:	
Hall / Stand No.	
Gross Wt. / KGS	
Dimensions (L x W x H) / CBM	
Case No	

16. 费用支付 Payment

A. Deadlines for payment 付款期限

a. Balance dues for inbound movement reaching our bank account-------prior to the exhibition opening
来程款项到达我司帐户时间-------开展前

b. Balance dues for outbound movement reaching our bank account-----before exhibits leaving Beijing
回程款项到达我司帐户时间-------展品离开北京前

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom.
请严格遵守以上规定并在最后期限之前结清相关费用。否则我司将不予相应安排展品的进馆和回程运输，且不

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

负责因此产生的一切后果。

B. Remittance of payment 汇款

户名	高锐（香港）国际物流有限公司
Account	TOP-TRANS EXPO LOGISTICS (HONG KONG) COMPANY LIMITED
公司地址	
Company Address	Room 1002,David House,8-20 Nanking street,Jordan, Kowloon, Hong Kong.
银行名称	香港上海汇丰银行有限公司
Bank Name	Hong Kong and Shanghai Banking Corporation Ltd.
	USD: 801-084-898-838
转账代号/Swift code	HSBCHKHHHKH
税务登记号/ TAX ID	
备注/ Remark	Charges for “CHINA PRINT 2025”

17. 营业条款 Conditions of Business

所有我方提供的服务和作业操作均根据我公司的贸易条款和约定进行，相关材料备索。
All services provided by Top-Trans are carried out in accordance with the Conditions of Business of our company.

国际展品运输服务及费率
SERVICES & RATES FOR HANDLING OF OVERSEAS EXHIBITS

1. 基本服务费 Basic service charge

基本服务费 Basic Service Charge：	**RMB 479.00 /展商/票** RMB 479.00 per exhibitor per consignment

2. 海运展品运输费 Transport handling charge for sea shipment

1) 来程费用 Inward Charge： 从天津港至展台：运输、天津港口清关、开箱、空包装箱运送至存储地、展品就位（不含组装）和现场督导。 From Tianjin Port to exhibition booth, including transport, customs clearance in Tianjin port, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembling excluded) and on-site supervision.	**RMB 548.00/立方米**（最低5 立方米/展商/票） **RMB 548.00/m³** (Minimum charge 5m³ per consignment per exhibitor)
2)回程费用 Outward Charge： 从展台运回天津港：运输、天津港口清关、空包装箱运至展台、装箱、和现场督导。 From exhibition booth to Tianjin Port, including transport, customs clearance in Tianjin port, remove empty case back to the booth, repacking and on- site supervision.	**RMB 548.00/立方米**（最低 5 立方米/展商/票） **RMB 548.00/m³** (Minimum charge 5 m³ per consignment per exhibitor)

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

3. 空运展品运输费 Transport handling charge for air shipment

1) 来程费用Inward Charge： 从北京首都机场至展台：运输、北京首都机场清关、开箱、空包装箱运送至存储地、展台就位（不含组装）和现场督导。 From Beijing Capital Airport to exhibition booth, including transport, customs clearance in Beijing Capital Airport, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembling excluded) and on-site supervision.	**RMB 6.17/公斤**（最低 100 公斤/展商/ 票） **RMB 6.17/kg** (Minimum charge 100kgs per AWB per exhibitor)
2) 回程费用 Outward Charge： 从展台至北京首都机场：运输、北京首都机场清关、空包装箱运至展台、装箱、和现场督导。 From exhibition booth to Beijing Capital Airport, including transport, customs clearance, remove empty case back to the booth, repacking and on- site supervision.	**RMB 6.17/公斤**（最低 100 公斤/展商/ 票） **RMB 6.17/kg** (Minimum charge 100kgs per AWB per exhibitor)

4. 现场进出馆服务费 On-site handling charge (Move-in & Move-out)

1) 进馆服务费 Charge for move-in： 现场接货并运至展台：卸车、送货至展台、拆箱、就位（不含组装）、空箱运送至存储地。 From arrival exhibition site to exhibition booth, including unloading and delivering exhibits to booth, unpacking, positioning of exhibits in booth (assembling excluded), delivery of empty case to storage area.	**RMB 308.00/立方米**（最低 1 立方米/展商/票） **RMB 308.00/ m³** (Minimum charge 1 m³ per consignment per exhibitor)

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

2) 出馆服务费Charge for move-out： 展台至展馆门口：送回空箱、再包装、出馆及装车。 From exhibition booth to exhibition site, including delivering empty case to booth, repacking, moving exhibits out of booth and loading.	**RMB 308.00/立方米**（最低 1 立方米/展商/票） **RMB 308.00/ m³** (Minimum charge 1m³ per consignment per exhibitor)
3) 空箱及包装材料仓储费 Storage charge for empty cases or packing materials：	**RMB 10.00/立方米/天**（最低 1 立方米/展商/票） **RMB 10.00/ m³/day** (Minimum charge 1m³ per consignment per exhibitor)
*国际展品上国内展位或国内展品上国际展位以此收费标准计算。 Overseas exhibits up to delivered domestic booth or domestic exhibits up to delivered international booth will be charged according to above rate.	

5. 超重超限附加费 Heavy lift surcharge

单件指标 For individual package				附加费 Rate of surcharge			
毛重 G-Weight	长 Length	宽 Width	高 Height	指标达到或超过 Attaining or Exceeding			
				1	2	3	4
5ton	5m	2.3m	2.5m	10%	15%	20%	25%

单件展品尺寸或超过 5m(长)，或超过 2.3m(宽)，或超过 2.5m(高)，或重量超过 5 吨，其中任何一项达到或超过指标，将收取超重超限附加费。
Individual exhibit with dimension exceeding 5m(L), or 2.3m(W),or 2.5m(H) , or weight exceeding 5 tons is decided to be as over-sized or over- weight one, heavy lift surcharge shall be collected.

附加费百分比的计算是以本费率第 2 项, 或第 3 项，或第 4 项的收费标准为基础。
The surcharge percentage is based on the charged amount of item 2, or item 3, or item 4.

6. 集装箱滞箱费 Container Demurrage

Dry Cargo	1-10 Day	11-20 Day	21-40 Day	Over40 Day
20'container	Free	RMB40.00/day	RMB80.00/day	RMB160.00/day
40'container	Free	RMB80.00/day	RMB160.00/day	RMB320.00/day
Open Top/Flat Rack	1-7 Day	8-15 Day	16-40 Day	Over40 Day
20'container	Free	RMB64.00/day	RMB120.00/day	RMB240.00/day
40'container	Free	RMB128.00/day	RMB240.00/day	RMB480.00/day

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

High Cube	1-7 Day	8-15 Day	16-40 Day	Over40 Day
40'container	Free	RMB112.00/day	RMB200.00/day	RMB400.00/day
*计费单位为每天，Dry Cargo(标准箱)，Open Top/Flat Rack(开顶/框架箱)，High Cube(高箱)。				

7. 集装箱现场留用费用 Charge for retain container on site

20 尺集装箱20'Container 40 尺集装箱40'Container	**RMB 1,000.00** **RMB 1,500.00**
将空集装箱移至指定租用场地并在展期中存储。 Move and storage the empty container at site in the specified location during the whole exhibition period.	

8. 空集装箱返港/从港口调空集装箱费用 Charge for return / pick up empty container to / from Tianjin Port

20 尺集装箱 20'Container 40 尺集装箱 40'Container	**RMB 2,192.00** **RMB 3,082.00**

9. 组装、拆卸及加班时段工人、铲车、吊机租用费用 Labor, forklift, crane fee for assembly, dismantling and working overtime

工人、机力 Type	组装、拆卸费 Basic charge for assembly, dismantling	加班费 Surcharge for overtime
Labor 工人	**RMB60.00/labor/hour**	**RMB120.00/labor/hour**
3ton Forklift 铲车	**RMB125.00/set/hour**	**RMB162.00/set/hour**
6ton Forklift	**RMB190.00/set/hour**	**RMB245.00/set/hour**
10-12ton Forklift	**RMB265.00/set/hour**	**RMB340.00/set/hour**
15ton Forklift	**RMB300.00/set/hour**	**RMB390.00/set/hour**
8ton Crane 吊车	**RMB225.00/set/hour**	**RMB290.00/set/hour**
16ton Crane	**RMB415.00/set/hour**	**RMB540.00/set/hour**
25ton Crane	**RMB635.00/set/hour**	**RMB825.00/set/hour**
50ton Crane	**RMB1000.00/set/hour**	**RMB1300.00/set/hour**
70ton Crane	**RMB1600.00/set/hour**	**RMB2100.00/set/hour**
80ton Crane	**RMB2000.00/set/hour**	**RMB2600.00/set/hour**
备注：以上收费均以最低 4 小时起算。因50 吨以上吊机属特殊起重设备，展商需提前预定, 价格计算方式为在实际收费的基础上另加收 10%的服务费。鉴于加班费用昂贵，望参展商妥善安排工作时间，以避免缴纳此类费用。 Remarks: Labor, Forklift, Crane Minimum hire: 4 hours per shift. 50 ton and over 50 ton Crane should		

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

be booked in advance, it's charged as actual cost+10% service fee. To avoid the overtime expenses, please make proper arrangement for your work.

10. 展品 A)转展、B)留购、C)放弃、D)消耗散发的费用 Charge for

A) Exhibits transferred from/to other exhibitions

B) Exhibits sold

C) Exhibits consumed or given-away

1) 展品转展、留购、消耗散发的海关核销手续费Temporary customs declaration service fee (for A, B, C)	**RMB 1000.00/consignment** (for AN inward or outward, for A, for B, for C)
2) 来、回程进出馆及往返转库运输 Move-in/move-out plus transferring from/to the bonded warehouse	
✓ 海运或陆运来的展品(适用于转展来回程和留购的展品) For exhibits arrival by sea or by land (for A and B)	**RMB308.00/m³ + RMB137.00/m³** (min.3m³)
✓空运来的展品(适用于展品留购) For exhibits arrival by air (for B)	**RMB3.08/KG + RMB1.37/KG** (min.100kgs)
3-1) 展品留购的永久进口报关费(如需要) Permanent customs clearance fee for import (optional, for B)	**RMB 1750.00/consignment**
3-2) 展品留购的永久进口报检费(如需要) Quarantine handling (optional, for B)	**RMB 1000.00/consignment**

11. 监管仓库费用 Charge for bonded storage

1） 空港及海港口岸仓储 Storage fee at terminal (in Beijing Capital Airport or Tianjin port)	
✓ 海运整箱货 FCL	**RMB 130.00/20'/day; RMB 260.00/40'/day**
✓ 海运拼箱货 LCL	**RMB 9.50/m³/day** (min.1m³)
✓ 空运货 Air cargo	**RMB 0.10/freight kilos/day** (min 100kgs)
2） 北京海关监管仓库（展会现场）仓储 Storage fee for exhibits and empty cases at bonded warehouse（exhibition site）in Beijing	

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

✓ 海运整箱货 FCL ✓ 海运拼箱货 LCL ✓ 空运货 Air cargo	**RMB 230.00/20'/day; RMB 460.00/40'/day** **RMB 10.00/m³/day** (min.1m³) **RMB 0.15/freight kilos/day** (min 100kgs)
3） 北京海关监管仓库(展会现场)进出库操作费 Warehouse handling fee at bonded warehouse (exhibition site)	
✓ 海运整箱货 FCL ✓ 海运拼箱货 LCL ✓ 空运货Air cargo	**RMB1800.00/20'; RMB 3600.00/40'** (One time loading & unloading) **RMB 29.00/m³** (One time loading & unloading; min.1m³) **RMB 0.28/freight kilo** (One time loading & unloading; min.100kgs)

备注：仓储无免费期Remarks: No free charge period for storage.

12. 其他费用 Other charges

1) 展品清单或发票翻译费/页 Translation Fee for "List of Exhibits"/page 关税编码填写费/页 Filling Fee for "HS Code"/page	**RMB30.00/page** (Min.RMB205.00/exhibitor/consignment) **RMB34.00/page** (Min.RMB205.00/exhibitor/consignment)
2) 中国海关数据录入费/页 China customs computerdataentryfee/page 临时清关服务费 Customsclearanceservicefee ✓ Sea-shipment ✓ Air-shipment	**RMB41.00/page** **RMB41.00/m³** (Min RMB411.00/shipment/exhibitor) **RMB411.00/HAWB**
2) 中国检验检疫数据录入费/页CIQ computer data entry fee/page 报检服务费 Quarantine declaration service fee ✓ Sea-shipment	**RMB41.00/page** **RMB41.00/m³** (Min RMB411.00/shipment/exhibitor)

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

✓ Air-shipment	**RMB411.00/HAWB**
3) 检验检疫查验费/每箱 Quarantine and InspectionFee/perpackage 20 尺集装箱 20'Container 40 尺集装箱 40'Container	**RMB39.00/package** **RMB280.00/20'container** **RMB560.00/40'container**
5） 熏蒸费（如需要） Fumigation fee if needed ✓ 海运散货/空运货 LCL/Air cargo ✓ 20 尺集装箱 20'container ✓ 40 尺集装箱 40'container	**RMB300.00/m³** (Min. 4m³) **RMB1,220.00/20'container** **RMB1,370.00/40'container**
6) 晚到附加费 Late arrival surcharge	**展品运输费的 30%** **30% based on transport handling charge**
7) 使用 ATA 单证册的货物 Shipment under ATA carnet	**RMB900.00/carnet**
8) 非指定收货人货物附加费 Incorrect Consignee Surcharge	**RMB:650.00/exhibitor/consignment**
9） FCL海运回程集装箱称重费 Weighting of FCL for return sea shipments	**RMB2700.00/container**
10）港口费用 Seaport and Airport fee a) 海运整箱抵达天津港 FCL b) 海运拼箱抵达天津港 LCL c) 空运主运单抵达首都机场 MAWB d) 空运分运单抵达首都机场 HAWB	**RMB1715.00/20'ctn；RMB2205.00/40'ctn** **RMB260.00/m³(min RMB792.00/shipment)** **RMB2.75/freight kilo (min RMB1390.00/BL)** **RMB3.05/freight kilo (min RMB1390.00/BL)**
11）展览品免于办理强制性产品认证证明（3C）的申请（如需要） CCC-free Certificate Applying Fee If needed	**RMB500.00/certificate of ccc free(within 5 items of exhibits, more than 5 items, plus RMB100.00/item)**
*备注 Remarks： a) 换单费及其它相关港口或机场额外附加费用将实报**实销**。 D/O fees and other extra charges at the port/airport will be collected according to actual outlay. b) 对于超重及/或超大超限货物，港口或机场额外的装卸费用将实报实销。 For overweighed and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.	

13. 备注Remarks:

❖ 最小计费体积Minimum chargeable volume：

•20 尺标准集装箱	20' dry container	23m³
•40 尺标准集装箱	40' dry container	46m³
•20 尺框架箱、开顶箱	20' flat rack, open top container	25m³

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

•40 尺框架箱、开顶箱及高箱	40’ flat rack, open top or high cube container	50m³

- 空运货体积/重量转换：1 立方米等于 167 公斤，毛重和计费重量择大计费。Volume/Weight conversion for air-shipment is: 1m³=167kgs. For the gross weight and chargeable weight of the air-shipment, charges will be calculated as whichever is the greater.

- 如果展品属于特别货，如危险品，冷冻品和高价值商品，将另行报价。
  The rate for specialized cargoes, e.g. dangerous, reefer and high valued cargo, shall be advised.

- 所有来程运费必须在展览会开幕前结清，所有回程运费必须在货物到达目的地前结清,否则将加收 5%延付佣金。
  All inbound freight charges must be settled before the exhibition opening date, and outbound freight charges must be settled before shipment delivery to the designated port/airport, otherwise a 5% commission for the delay will be collected by us.

- 垫付展品海运、空运运费及其他费用，将加收取 10%的垫款佣金。
  If a pre-payment is made by us for sea-freight, air-freight and any other freight, a 10% commission based on the payment will be collected.

- 根据操作要求，需要对展品在集装箱内进行绑扎、加固或衬垫（包括普通集装箱、框架箱和开顶箱），由此产生的相关费用实报实销。
  Upon requirement, exhibits’ bandage, fixing, and pad cushion are needed in container (including dry container, flat rack and open top), for which the charges will be as per outlay.

- 按向展商开具发票金额的 6%收取增值税。
  VAT with an official rate of 6% based upon the total amount of our invoice issued against exhibitors shall be collected by us.

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

表一

展品运输情况表

截至日期：2025 年4月1 日

请将表格交回至： 高锐（上海）国际物流有限公司 Top-Trans Expo Logistics Co., Ltd. 聂晶 先生 Mr. Anthony Nie 手机 Mobile ：(+86)138 1872 1467 电话 Tel ：(+86)21 5835 0858 传真 Fax ：(+86)21 5835 0929 电邮 Email ：anthony.nie@top-trans.com.cn	展 商 信 息	
	公司名称：	
	展台号：	展台面积：
	展会负责人：	电子邮箱：
	电话：	传真：

为了协助处理展品，请您提供展品信息。请填写如下：

□ **直接发运**

船名航次（海运）/ 航班号（空运）：_____

出发日期：_____到达日期：_____

提单号(海运) / 空运单号（空运）：_____

包装材料：_____

特殊运输要求（如有）：_____

□ **由我们自己的货运代理运输展品**

货运代理商名称：_____

联系人：_____电子邮件：_____

电话：_____传真：_____

□ **国内展品自行安排卡车运输至展馆**

国内代表公司：_____

联系人：_____电子邮件：_____

电话：_____传真：_____

签名及日期：
(请保留复印件以备参考)

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

Form 1 Freight Instruction Order

Deadline: April, 01, 2025

Please return this form to: 高锐（上海）国际物流有限公司 Top-Trans Expo Logistics Co., Ltd. 聂晶 先生 Mr. Anthony Nie 手机 Mobile ：(+86)138 1872 1467 电话 Tel ：(+86)21 5835 0858 传真 Fax ：(+86)21 5835 0929 电邮 Email ：anthony.nie@top-trans.com.cn	Exhibitor Information	
	Company:	
	Booth No.:	Booth Square:
	Authorized person:	E-Mail:
	Tel:	Fax:

To assist the preparation of the delivery schedule, please specify the following information on all exhibits:

□ **Shipping cargo directly**

Name of vessel and Voy. No.(by sea) / Flight No.(by air): _____

Date of Departure:_____ Date of Arrival: _____

B/L (by sea) / MAWB (by air) No.: _____

Packing Material: _____

Special Handling Instruction (if any): _____

□ **Shipping cargo by our own forwarder**

Forwarder Name: _____

Contact:_____ Email: _____

Tel:_____ Fax: _____

□ **Domestic cargo to exhibition hall by truck**

Domestic Representative Company: _____

Contact: _____

Tel:_____ Fax: _____

Date and Signature:_____
(Please keep a copy for your record)

我司所提供的的一切经营活动都遵照我司营业条款进行。营业条款备索。Standard conditions of business applies.

表　二
Form 2

暂 准 进 口 展 览 品 报 关 清 单
DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

展览会名称： NAME OF EXHIBITION:	CHINA PRINT 2025 第十一届北京国际国际印刷技术展览会			日期： DATES:	2025年5月15-19日 15-19, May, 2025		地点： VENUE:	中国国际展览中心（新馆） NCIEC			
展商名： EXHIBITOR:		国别/地区 COUNTRY/REGION		展馆/展台号 HALL/BOOTH NO.		运单号 B/L NO. (AWB NO.)			总件数 TOTAL PCS		
箱号 CASE NO.		毛重 G. WT	公斤 KGS	净重 N. WT	公斤 KGS	原产地	长/L cm	宽/W cm	高/H cm	立方米/M³	运输代理专用 OFFICIAL USE
外包装 Packing:	□箱 Case (□金属 Metal □塑料 Plastic □木 Wood)			□卡板 Pallet (□金属 Metal □塑料 Plastic □木 Wood)		□纸箱 Carton		□其他(请注) Others (Pls specify):			
税则编码 H.S.NO.	展品内容规格型号（英文） DESCRIPTION OF CONTENTS (IN ENGLISH)			展品内容规格型号（中文） DESCRIPTION OF CONTENTS (IN CHINESE)		数量 QTY	单位 UNITS	单价 U. PRICE	总价 CIF TOTAL	展品处理方式 EXHIBITS DISPOSAL	
制单人(签字) SIGNATURE:						货值总计： TOTAL CIF：					

**It is imperative that all exhibits must have H.S. code (harmonized systems code), all machines and equipment must be completed with models and/or serial numbers.