



TEA Fair
China Xiamen

2026中国厦门国际茶产业博览会

2026中国厦门国际茶包装设计展览会

CHINA TEA FAIR
XIAMEN

INTERNATIONAL
TEA INDUSTRY FAIR
TEA PACKAGING & DESIGN FAIR



Exhibitor Manual

2026.4.17-20

中国·厦门国际会展中心 XIAMEN, CHINA

INTRODUCTION

Dear Exhibitors

Thank you for choosing the China Xiamen International Tea Industry Fair 2026 (Spring Edition), China Xiamen International Tea Packaging & Design Fair 2026 (Spring Edition). In order to make your participation as an enjoyable experience, please read this manual thoroughly and carefully, and ensure all relevant matters are processed properly. If you have any questions, please call +86-592-5959888.



-  Forklift Service Counter
-  Organizing Committee Office
-  Exhibition Hall Service Counter
-  Packing Box Deposit Office



Official Instagram

* The Organizing Committee reserves all rights for the final explanation.

SPECIAL NOTES FOR BOOTH INSTALLATION AND DISMANTLING

1. Exhibitor Registration

All exhibitors should register at the Exhibitor Registration Counter with the only electronic Booth Confirmation Letter acquired from the Exhibitor Area during April 15-16, 2026. Please make sure to keep the username and password of the Exhibitor Area to log in and get the electronic Booth Confirmation at any time.

2. Booth Installation Approval

Exhibitors who book raw space or change booth type from shell scheme to raw space, should log in the "Booth Installation Approval Platform" to finish the approval procedure before 12:00, Mar 25, 2026.

Overdue exhibitors should bring all required documents to finish onsite approval at the Contractor Registration Counter during the booth installation period.

Onsite Approval fee: CNY 500 each company.

Unapproved booths are not allowed to enter and install.

Booth Installation Approval Platform: <https://audit.jinhongxin.com/?fairTypeId=3#/>

3. Deposit for Booth Installation

Exhibitors should pay deposits for installation on the "Booth Installation Approval Platform" in advance. After moving all items out in specified dismantling time, the deposits will be automatically unfrozen in 7-14 days.

If you have any questions, please call Ms.Lin at +86 13950006320.

Booth Area (m ²)	6-12	13-50	51-200	201-500	501-1000
Deposit (CNY)	2,000	5,000	10,000	20,000	48,000

4. Forklifts and Cranes Rental

During the booth installation and dismantling period (8:30-17:00, Apr 15-16; from 16:00, Apr 20, 2026, exhibitors can go to the Forklift Service Counter to rent forklifts and cranes for 2-hour free use if needed. (Please refer to instructions  in the venue).

5. Exhibition Equipment Rental

Services including exhibition equipment rental, water and electricity, internet, cleaning, payment are all provided by the venue for renting. Please contact info@teafair.com.cn if you need.

6. Dismantling Notice

Booth dismantling will start from 16:00 on Apr 20, 2026. Before that time, all the items (including products purchased by visitors) cannot be moved out of the venue. Make sure to keep all the exhibits manned by special guards all the time.

IMPORTANT NOTICE TO EXHIBITORS

In order to ensure the high quality of the event and guarantee the benefits of all exhibitors, please do read the following notices carefully:

1. Do not bring any amplifiers into the venue. The Organizing Committee has the right to disconnect electricity supply and even cancel your qualification for attending exhibitions.
2. Do not display and sell any counterfeits or shoddy products. Do not display products which are not recorded in your Booth Contract.
3. Do not infringe any third party's legal rights and interests in aspects of registered and unregistered trademarks, copyright, patent, design, and designation etc. Infringers should compensate for the resulting loss. To report, please call +86-12345.
4. Do not sublet or transfer booths to any third party. Otherwise, the Organizing Committee has the right to cancel your qualification for attending exhibitions and reject to refund booth fees. For exhibitors who do not set up booths or participate in the fair on time, the Organizing Committee has the right to dispose the booths.
5. Please be responsible for the fire safety and the general management of your booth, as well as all aspects related to your products and services, including quality, safety, hygiene, price, and intellectual property, employment, and customer complaints. Exhibitors will be liable for any injuries or losses caused.
6. Do not distribute any materials outside your own booth. Once found, the Organizing Committee has the right to confiscate those materials.
7. The Organizing Committee keeps the right to adjust the booths (add, reduce or move as necessary). Exhibitors cannot withdraw from the contracts or claim for compensation.
8. Do not bring any flammable, explosive and radioactive objects to the fair. Please keep your personal belongings properly and insure your valuables against loss or damage. The Organizing Committee will not be liable for it.
9. Do not exceed the booth height and floor load specified. Do not suspend anything from the ceiling.
10. Do not transfer or lend Exhibitor Badges to others.
11. Do not violate regulations stipulated in the Booth Contract, Booth Confirmation, Booth Installation Authorization, and Exhibitor Manual. The Organizing Committee reserves all rights for the final explanation.
12. At any circumstances, the Organizing Committee keeps the right to change the location of entrances, public aisles and emergency exits.

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A1 Exhibition Schedule

- Name: China Xiamen International Tea Industry Fair 2026 (Spring Edition)
China Xiamen International Tea Packaging & Design Fair 2026 (Spring Edition)
- Date: Apr 17-20, 2026 (4 days)
- Venue: Xiamen International Conference & Exhibition Center, 198#, Huizhan Road, Siming District, Xiamen, Fujian Province, China

Time	Things to Do	Place
8:30-17:00 Apr 15-16, 2026	Exhibitor Registration and Booth Installation	Exhibitor Registration Center
9:00-18:00 Apr 17-19, 2026 9:00-16:00 Apr 20, 2026	Exhibition Time	Hall A1-A8, in Xiamen International Conference & Exhibition Center
From 16:00 Apr 20, 2026	Booth Dismantling	

Note

1. All exhibitors and contractors should follow the onsite instructions to enter and move exhibits into the venue.
2. During the exhibition period, exhibitors shall get booth prepared 30 minutes before the opening of the venue, and leave within 30 minutes after closing.

A2 Entry Badge

* As required by the Police Security Organ, all exhibitors and contractors must apply for badges in real name.

■ Exhibitor Badge

1. An allotted number (based on the booth size) of Exhibitor Badges are given free:

Booth Area (m ²)	6-18	19-36	37-54	55-100	Above 100
Number of Badges	5	10	15	20	30

Additional Exhibitor Badges cost CNY 20 each before 24:00, Mar 27, 2026 and CNY 50 each afterwards.

2. Please obtain exhibitor badges with Booth Confirmation at the Exhibitor Registration Counter during Apr 15-16, 2026 (8:30-17:00).

3. All exhibitors should bring the badges when passing in and out of the venue during the exhibition time. Do not lend the badges or pretend to be exhibitors. Otherwise, the Organizing Committee has the right to confiscate badges.

■ Contractor Badge

1. An allotted number (based on the booth size) of Contractor Badges are given free:

Booth Area (m ²)	6-18	19-36	37-80	81-100	Above100
Number of Badges	6	15	25	35	50

Exhibitors, who book raw space or change booth type from shell scheme to raw space, should submit installation applications and information of participants on Booth Installation Approval Platform (<https://audit.jinhongxin.com/?fairTypeld=3#/>) before 24:00, Mar 27, 2026. Additional contractor badges cost CNY 20 each. (Please refer to Page 3 for more details.)

2. Contractors can get the badges by booth installation authorizations, copies of business licenses and ID cards at the Contractor Registration Counter during 8:30-17:00 on Apr 15-16, 2026.

3. Contractor badges are only valid for contractors involved in booth installation (Apr 15-16) and booth dismantling (from 16:00, Apr 20).

■ Visitor Badge

Visitors are suggested to pre-register by scanning the QR Code below, and activate the code during Apr 17-20 at the Visitor Registration Counter for entering.

QR Code →



A3 Documents Submission

Exhibitor Area (<https://wap.teafair.com.cn/exhibition>) is a self-service platform for exhibitors. Please log in to fill in required information and upload required documents. Company and product introductions will be updated on the official website, WeChat Mini Program and WeChat official account later.

The platform will be closed automatically by the deadline. Please submit it on time.

Documents for booth installation approval shall be prepared by the booth contractors.

Option 1: PC



Option 2: Phone



Xiamen Tea Fair

Exhibitor Area
Visit on Phone to Submit

A4 *Booth Installation Approval*

■ Procedure

Step 1

Log in the official website (<https://audit.jinhongxin.com/?fairTypeId=3#/>) and click "Booth Installation Approval". Submit required information after successfully signing in.

Step 2

The Organizing Committee will review materials about booth Installation, booth structure and electrical safety. (The size and limited height of each booth should correspond to that stated in the booth confirmation letter.)

Step 3

Qualified contractors can get the badges with booth Installation authorizations, copies of stamped business licenses, and ID cards during 8:30-17:00 on Apr 15-16, 2026 at the Contractor Registration Counter at the Frontal Square.

Notes:

1. Personnel without contractor badges are not allowed to work in the venue. Violators should be responsible for any consequences.
2. Onsite booth installation plans should totally agree with the submitted ones.
3. The results will be informed to contractors by text.

■ Time

Deadline: 12:00, Mar 25, 2026.

Contractors who serve raw space or shell scheme to raw space should submit the approval application before the deadline. Overdue companies should bring all required documents to finish onsite approval at the Contractor Registration Counter during the booth Installation period.

Onsite approval fee: CNY 500 for each.

■ Contact

Tel: +86-592-5959619/5959636

■ Required Documents

Exhibitors must fill in items marked with **.

Drawing specifications:

- ① A4 size;
- ② JPG format;
- ③ Within 5M;
- ④ Certain definition is required after zooming in.

1. Exhibition Liability Insurance Warranty

The insurance includes:

- ① Losses of constructions in the venue, fixed equipment, floor and foundations;
- ② Survivor's pensions, medical bills and other related fees caused by accidental bodily injuries for employees;
- ③ Survivor's pensions, medical bills and other related fees caused by accidental bodily injuries for the third party.

2. Stamped Booth Installation Authorization**

3. The Power of Attorney**

The authorized agents must submit the stamped power of attorney for approval.

4. Documents of Contractors**

Copies of stamped business licenses, and stamped qualification certificates.

5.Booth Installation Drawings**

- ①3D color pictures of booths with node diagrams
- ②Construction material descriptions (detailed sizes and material descriptions, and detailed node diagrams are required for booths with crossbeams.)
- ③Structure drawings (types of construction material and ways of connection should be marked)
- ④Circuit diagrams

Notice:

- The diagram should be marked with the location of the main distribution box of the booth, the type, power and installation location of lamps and other electrical appliances;
- The designer should sign and stamp on the nature of electricity consumption, the total power, the rated current value and voltage level of the main switch and protection switches at all levels, the type and laying method of the electric wire used, the circuit, the load, the specification and model of the material used, etc.

- ⑤Vertical grid diagrams
- ⑥The plans of booth
- ⑦Construction drawings
- ⑧Booth orientation diagram

6.Installation Material Inspection Report**

The fire certification for building and decoration materials, the CCC certificate for electrical equipment

7.Undertaking Letter for Construction**

8.Commitment Letter for Working at Heights**

9.Staff List**

■Notices for Installation

- 1.The maximum height and floor load for booth installation are stated in the Booth Confirmation Letter.
- 2.Check the exhibition venue plan. It is prohibited to occupy or block fire hydrants placed in booths.
- 3.Please obey the fire protection requirements by the fire department to use flame-resistant materials. (Please refer to the Fire Safety on Page 8.)
- 4.Electric and gas welding are prohibited to use in the venue.

A5 *Contacts for Services*

Onsite Storage

Contact Person: Mr.Zhang/Mr.Chen
Tel./Mobile: +86-13859904040
+86-13606910706

Booth Installation

Contact Person: Alan Liu
Tel./Mobile: +86-592-5959268
+86-13400631926
Fax: +86-592-5959261

Rental Service/Engineering

Contact Person: Ms.Weii
Tel./Mobile: +86-13950115422

Internet/WIFI

Contact Person: Mr. Cui
Tel./Mobile: +86-592-5959249
+86-13799279294

Hotel Booking

Contact Person: Ms. Yuan
Tel: +86-592-5959500
Fax: +86-592-5959615
Email: info@jinhongxin.com

Part-time Employment (For Reference)

Contact: Pingna YE
Tel: +86-158 8029 9908
Company: Xiamen Zhanren Information
Technology Co., Ltd.

Contact: Gaoyang CHEN
Tel: +86-153 9626 3626
Comapany: Xiamen Zongjian Culture
& Media Co., Ltd.

Contact: Xiaowen LIU
Tel: +86-183 5920 4491
Company: Xiamen Xiajian Media Co., Ltd.

A6 Exhibits Transportation

■ Domestic Exhibits Transportation

- 1.Exhibitors yourself transport exhibits locally and decide the carriers.
- 2.If you have any exhibits need to be consigned by XICEC, please send to us before Apr 14, 2026.

[Case Markings]

For clear identification of exhibits, all packages must be marked as follows on A4 paper:

- 1)Name of Exhibitor
- 2)Booth Number
- 3)Name of Exhibition:

China Xiamen International Tea Industry Fair 2026 (Spring Edition)

China Xiamen International Tea Packaging & Design Fair 2026 (Spring Edition)

*The warehouse will reject exhibits without information mentioned above.

[Consignee]

Contact Person: Mr.Zhang/Mr.Chen

Tel: +86-13859904040/+86-13606910706

Add: Warehouse 1115, Gate 4, Back Door of C1 Exhibition Hall, Xiamen International Conference & Exhibition Center, 198#, Huizhan Road, Siming District, Xiamen, Fujian Province, China

[Fee]

Storage: CNY 20/day/m³/parcel

Cartage: CNY 100/m³/parcel

For more details, please read Page 18.

[Pickup]

During Apr 15-16, exhibitors can pay for exhibits at the onsite service counter or on WeChat Mini Programs "XICEC Exhibition Logistics" or "i Conference & Exhibition". The warehouse will deliver exhibits after the payments are completed.

If there is no need for delivery, exhibitors can go to the warehouse 1115 at Gate 4, Back Door of C1 Exhibition Hall to pick up exhibits.

- 3.If your exhibits arrive at the venue during Apr 15-16, the person in charge should be onsite.

Contact information: the name and phone number of the person in charge

Add: Hall number, Xiamen International Conference & Exhibition Center, 198#, Huizhan Road, Siming District, Xiamen, Fujian Province, China

You can go to the Forklift Service Counter to rent forklifts if needed.

■ Overseas Exhibits Transportation

- 1.All overseas exhibits, whether by freight or hand-carry, are still temporary imports as they have not completed formal import and taxation procedures, and will be strictly supervised by the China Customs.

2.The Organizing Committee for overseas exhibits transportation entrusts Xiamen Penavico International Freight & Forwarding Co., Ltd as the general agent for transportation and customs clearance of exhibits.

For any inquiries please contact:

Jency Qiu

Tel: +86-13779938231

Email: jency@penabroker.com

190535044@qq.com

■ Exhibitor Transportation

Exhibitors can transport exhibits to the venue by themselves on the day of booth installation, and obey the command of the venue and the Organizing Committee to enter the venue orderly. The vehicles should leave the venue quickly after exhibits have been loaded and unloaded.

■ Packaging Box Deposit

Free packaging box deposit is provided. Please deposit boxes as required.

Notice: Only packaging boxes can be deposited. Exhibits should be placed at the booth. If exhibits need to be stored, the Organizing Committee will not be responsible for any loss caused.

■ Route Map for Exhibits Move-in & Move-out



A7 Exhibition Notices

■ Booth Installation

Exhibitors should pay Installation deposits on the Booth Installation Approval Platform in advance. After moving all items out, the deposits will be automatically unfrozen in 7-14 days.

For any questions please call Ms. Lin +86-13950006320.

★ Booth installation and decoration must comply with the fire safety regulations. It is prohibited to use any flammable materials. Display shelves, advertising light boxes and other objects cannot affect the use of firefighting equipment nor obstruct exits, fire extinguishers and evacuation passages. Constructors must wear safety helmets. Personnel who work at heights must wear safety helmets, safety ropes and other necessary safety equipment.

★ Please protect the venue's surroundings. No sawing, drilling, hammering, planning, brushing and painting will be allowed in the halls. It is prohibited to hang heavy exhibits, advertising boards or equipment on the panel walls. The special decoration of each booth will be installed in the exhibition hall after the production is completed outdoors as far as possible.

★ No use of non-biodegradable plastic bags and products for single use only.

★ The Organizing Committee will be responsible for planning and decoration of all public places, including advertising boards outside the exhibition venue, advertising scrolls at the entrances, the exposed walls and the public corridors within the exhibition venue. The advertising activities and booth setup conducted by the exhibitors are confined only to their booths, not any other places beyond.

★ No smoking in the venue.

■ Booth Information

To keep the overall image of the whole exhibition, the company name and booth number must be clearly visible on the booth. Partitions facing the adjacent booths should be white and clean, without affecting the image of other booths. Otherwise, the Organizing Committee keeps the right to enforce this regulation.

■ Fire Safety

★ The exhibitors are responsible for fire safety in their booths and are subject to the stipulated responsibilities in the Fire Protection Law of the PRC.

★ Personnel for booth Installation must have a good understanding of the evacuation routes and the location of indoor fire hydrant, fire extinguisher and manual fire alarm. Installation for special booths must comply with the required maximum height and floor load. No double-story stand is allowed here.

★ Fire retardants and non-flammable materials should be used for booth installation. Especially the fireproof panel walls and fireproof carpets are necessary. Exhibitors should not bring and use any rubber power lines.

★ The electrical heating components are suggested to maintain a certain safe distance with inflammable objects. It is prohibited to install directly on flammable facilities or adjacent to combustibles. There should be enough air and heat vents inside billboards, light boxes and lamp posts. When installing downlights, spotlights and quartz lights, it is necessary to keep a distance of more than 30 cm from decorative objects and install a junction box. The wires should not be exposed.

★ It is forbidden to bring dangerous articles into the venue, where open fire operation is prohibited. Authorization from XICEC is needed if open fire operation is a must. Open fire operation will be allowed only on condition that relevant personnel of XICEC were on-spot to supervise and protect, and that firefighting measures were well-prepared.

★ Both exhibitors and constructors must ensure that all passages and exits are kept clear, all firefighting equipment and facilities are in prominent positions with good conditions. Exhibitors shall abide by the fire control safety system and other relevant regulations of the exhibition hall, shall not damage or affect the use of fire control facilities, and shall not occupy fire control passages, public space or the space overhead. It is strictly prohibited to build booths that exceed the specified height and weight, two-story booth, or have any kind of hangings. The frame on the ceiling of the exhibition venue shall not be used as a support point for lifting the structure of the booth. If top cover is

necessary, it shall not exceed 30% of the total booth space, and should be designed into separate parts evenly without blocking the above Spray System. The structure of the outdoor booth must be safe and stable enough to withstand rains and winds.

- ★ Booth setup must ensure that no evacuation signs are covered. Any occupation or shelter over indoor fire hydrant, manual fire alarm, and piling under fire-resistant scroll doors are intensely prohibited. Exhibitors with special booths should prepare fire extinguishers marked as qualified for inspection (weigh 5kg or equivalent) by themselves.

- ★ Two fire extinguishers shall be equipped in booths less than 50 m². If the booth area is more than 50 m², every additional 50 m² will equip with one fire extinguisher. The part less than 50 m² shall be calculated as 50 m².

- ★ Do not smoke or bring dangerous articles into the venue. Use of electrical heating devices is prohibited.

- ★ If fire is detected, immediate measures must be taken to put out the fire such as pressing the manual fire alarm or calling 119 for fire police.

- ★ Should any offence of the aforementioned regulations or other firefighting regulations are detected, you are supposed to report to the Organizing Committee or the Security Department of XICEC. The Organizing Committee has the right to refit violated booths.

■ Booth Limits

Any facilities in the booth shall not be placed out of the specified booth limits, and exhibitor's exhibits shall not interfere with other exhibitors.

■ Overtime Work

The time for booth installation is from 8:30 to 17:00, Apr 15-16. Booth installation must be completed within the specific period. Provided overtime work necessitates, please apply to the Service Counter at the exhibition hall by 16:00 and submit a certain amount of overtime fees. (For more details please read page 17.)

■ Forklifts and Cranes

During the booth installation and dismantling period (8:30-17:00, Apr 15-16; from 16:00, Apr 20), exhibitors can go to the Forklift Service Counter to rent forklifts and cranes for 2-hour free use if needed.

*Only for loading and unloading exhibits. Fees are required for the second movement and assembly. (Please refer to Page 18 for more details.)

■ Structure Safety

- ★ Construction shall be carried out in strict accordance with the approved drawings, and construction materials with unqualified strength shall not be used.

- ★ It is forbidden to install outside the approved areas or spaces.

- ★ Walls with spans over 6 meters (including 6 meters) shall be reinforced with steel frames, and the large-span special-shaped models shall be reinforced with steel frames and connected as required. The booth glasses shall be products that have passed the CCC certificate inspection, and anti-collision warning signs shall be pasted on the glasses.

- ★ The weights of special materials and exhibits are forbidden to exceed the weight per unit area specified by the venue.

■ Work at Heights

- ★ Certificates are required for personnel to work at heights.

- ★ Personnel shall not wear slippers or untied sandals when working at heights.

- ★ Personnel working at heights or cross-working under scaffolding, ladders, other climbing tools, and construction structures shall wear qualified safety helmets, safety ropes and other safety protection equipment.

- ★ No high hanging is allowed.

- ★ When working at heights, the builders should delimit safe areas, set up safety signs, and arrange

for guards.

★ When working at heights more than two meters, it is not allowed to use step ladders. Scaffolds are needed with guardrails to cover this area, and a safety guide is required on the ground. Personnel on scaffolds must wear safety helmets and safety ropes correctly. Safety ropes should be hung over where personnel stand.

★ When using scaffolds with wheels, please ensure that they cannot be pushed until the personnel have got down from them, and the brakes are fixed.

★ Please notice the heights and widths of the halls and doorways when getting across with tools and materials.

■ Construction Safety

★ During booth installation and dismantling period, all personnel should wear safety helmets as required.

★ It is **FORBIDDEN** to:

- 1) Conduct primary processing operations such as putty, wall spraying and grinding;
- 2) Use electric saws, electric planers and cutting machines indoors without permission. If you really need this kind of operation, please conduct at the designated place;
- 3) Use or tread on display tools and facilities provided by the venue as auxiliary tools without permission;
- 4) Use passenger lifts or escalators to transport goods;
- 5) Use escalators as stairs when they are closed;
- 6) Carry printing and construction materials with heavy odor into the conference areas and the relatively enclosed space;
- 7) Push down booth when dismantling.

★ Keep the ground dry. Please report to the venue, set up warning signs and clean in time if any liquid (water, paint etc.) falls on the ground of the public area. The construction party should be liable for any injuries or losses caused by not handling in time and incomplete cleaning.

★ Exhibitors should remove and clear all items within the specified time. Safety requirements for dismantling are consistent with those for booth installation.

★ If large structures (such as backboards, storefront etc.) are to be pushed down, safe areas shall be delimited, and guards and staff shall be equipped to avoid any injuries.

★ When removing heavy decorations, personnel should wear safety helmets and other corresponding labor protection supplies.

■ Equipment and Facilities

It is **FORBIDDEN** to:

- 1) Damage and smear buildings, structures, stone benches, the ground and other facilities in the venue;
- 2) Use tables and chairs in the venue for transportation and climbing;
- 3) Paste, hammer, or carve on panels and walls;
- 4) Use viscose glue on the floor or walls;
- 5) Draw lines on the floor with other materials except chalks that can be scrubbed or tapes that are approved to use;
- 6) Nail, post or hang publicity materials over walls, columns, ceilings and other infrastructure, as well as glass curtain walls, elevators, fire doors and other surfaces of interior designs in the venue;
- 7) Put up, hang or erect advertising boards;
- 8) Pile up any articles, set up isolation objects or display boards over fire control facilities, monitoring facilities, air conditioning outlets and in other airy places;
- 9) Hang or tie any objects or ropes on indoor spraying facilities, lighting fittings and decorations;
- 10) Use the racks, wall structures and ancillary facilities (such as stainless steel guardrails, aluminum alloy frames on curtain walls, etc.) as pulling points or supports for strengthening.

■ The Maximum Height and Floor Load

Halls	A1-A2,A6-A8	A3-A5	A3 West, A3 North
Height (m)	5	5	5
Weight (ton/m ²)	3.5	3	1

* Both the limited height and weight for booth installation are subject to the Exhibit Space Contract and the Booth Confirmation Letter.

■ Requirements for Shell Scheme Installation

1.Shell Scheme to Raw Space

The Shell Scheme is installed by the Organizing Committee. If you need to change the booth type from shell scheme to raw space and install, please submit an application to the Organizing Committee before 12:00, Mar 25, 2026. Any changes are prohibited without permission by email or WeChat from the Organizing Committee.

Standard: Each side of the area must be indented by 5cm for design and construction, and the height limit is 4m. (The limited height is subject to the Exhibit Space Contract and the Booth Confirmation Letter.)

2.Installation

All exhibits should be put within booths. The sizes of all decorations and exhibits in booths should not exceed the maximum height for each shell scheme. Any unauthorized dismantling of panels and racks is strictly prohibited. Exhibitors will be liable for any damages caused.

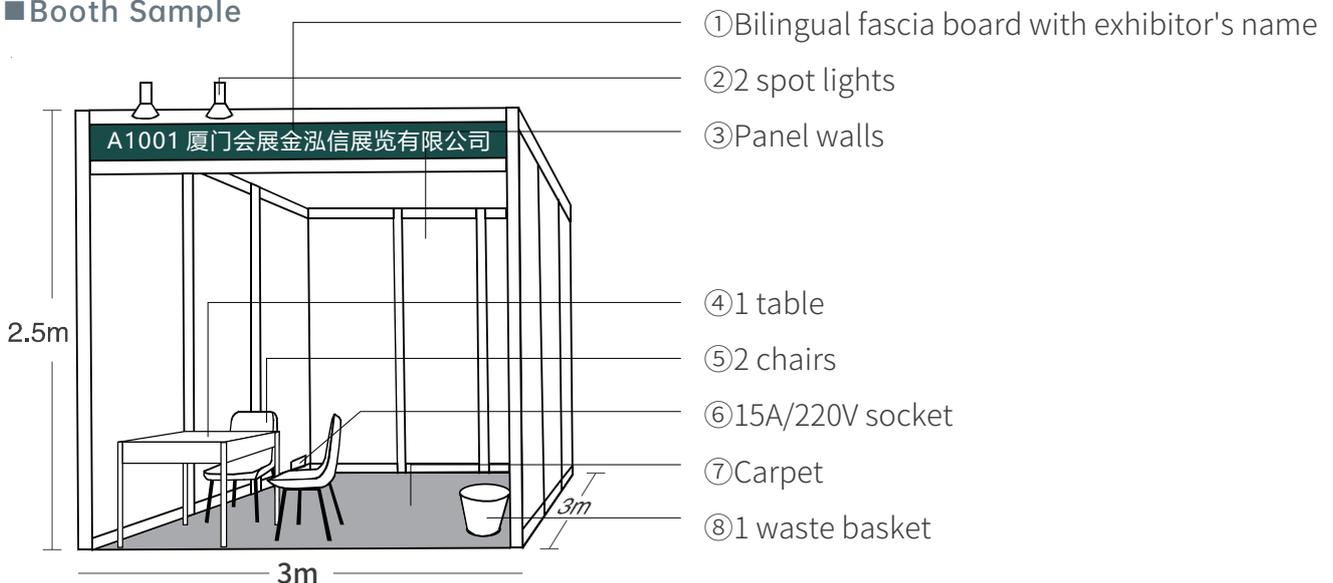
3.Fascia Boards

The bilingual fascia board of each shell scheme will be made according to information submitted in Exhibitor Area. Without permission, exhibitors cannot adjust panels and fascia boards. Other boards including flex banners and KT boards are prohibited to cover the fascia boards.

4.Exhibition Equipment Rental

For extra exhibition equipment, please go to the exhibition hall service counter and rent. For more details please read page 14.

■ Booth Sample



■ Notices of Dismantling

1. After returning the rented equipment, exhibitors can get deposits refunded at the exhibition service counter by deposit receipts.
2. Exhibitors should obey the unified command of the staff when moving exhibits in and out. To keep the venue's order, please do not leave the venue by yourself in case of blocking passageways.
3. Drivers should park and stay with vehicles at designated places.
4. Exhibitors should keep personal belongings during dismantling period from being stolen. People who take others' belongings are regarded as stealing.
5. Take good care of facilities in the venue. Exhibitors will be liable for any damage caused.

■ Other Notices

1. Requirement for Entry

All exhibitors can only enter the venue from 8:30 and leave from 18:00 during the exhibition.

2. Venue

Please protect the surroundings and facilities including the floor and walls. For any problems with water supply, air conditioners, illumination, ventilation, communications and other equipment, please contact the service counter timely.

3. Exhibits Move-in and Move-out

All items should go through the security check. It is forbidden to move exhibits out during the setup period and exhibition time. Please provide the pass signed or stamped by the person-in-charge for exhibits move-out.

4. Publicity

Anything in the booth installation and promotion materials of the exhibitors related to national boundaries and border demarcation line of provinces, autonomous regions and cities directly under the central government must be strict in line with relevant laws and regulations such as The Administrative Ordinance for Map Edition and Publication (The State Council Order No.180, P.R.C. issued on July 10, 1995), Administrative Ordinance for Publications (The State Order No.210, P.R.C.), etc. The Chinese characters "中华民国" or its English equivalent "R.O.C." is not allowed in any promotion materials of the exhibitors. Otherwise, the government departments will make relevant severe punishment according to the laws and regulations of China.

5. Distribution

Promotional materials can only be distributed at the exhibitor's own booth. It is forbidden to occupy the passageways and distribute any irrelevant materials or exhibits anywhere. Otherwise, the Organizing Committee has the right to confiscate items and cancel qualifications for attending exhibitions.

6. Safety of Valuable Exhibits

Please keep your valuable exhibits and articles properly from any loss or damage. Ensure that all properties are manned by staff during the installation and dismantling period and the exhibition time. To ensure the safety of the properties, please do not leave the booth until the securities mostly finish the site-clearing. When leaving the venue, it is recommended to take small valuable exhibits or articles with you or lock and encrypt them. Or you can rent a real-time monitoring at the onsite service counter in advance and install it to prevent loss and theft.

The Organizing Committee does not guarantee the safety of all exhibits and articles.

A8 Accommodation and Transportation

■ Accommodation

For your convenience, we have negotiated favorable room rates with selected hotels.

For more information, please visit the official website (<http://www.jinhongxin.com/hotel/index.html>).

You can also contact the Organizing Committee on WeChat.

Tel: +86-592-5959500

Email: info@jinhongxin.com



Scan to Contact

■ Transportation

Flight

Xiamen Gaoqi International Airport is about 20 minutes' drive from Xiamen International Conference and Exhibition Center.

Train

Xiamen Railway Station and Xiamen North Railway Station have several buses and BRT lines to reach the venue.

Bus/BRT

There are BRT line 3, line 5, line 6, line 9 and many bus lines around the Xiamen International Convention and Exhibition Center. You can download the app “掌上公交”/“厦门公交” or WeChat Mini Program “碳吉出行” to check the lines you need to take and the real-time location.

■ Banned Hours for Large Trucks

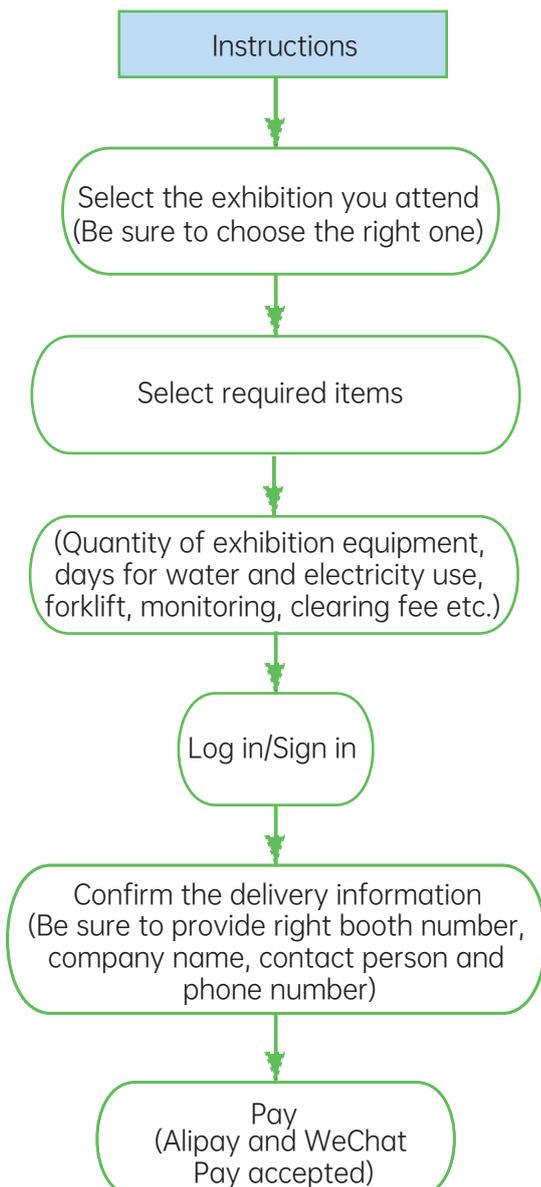
Road	Banned Hours
Haicang Bridge	All day
Haicang Tunnel	7:00-9:00, 17:00-20:00
Jimei Bridge	7:00-9:00, 17:00-19:00
Xinglin Bridge	7:00-9:00, 17:00-19:00
Xiamen Bridge	7:00-9:00, 17:00-19:00
Xiang'an Bridge	/
Xiang'an Tunnel	All day

*Notice: Only for reference. Please refer to the regulations from the relevant management department.

B1 Yi Zhan Wu (Rental Services)

■ Rental Instructions

1. Online payment for services including exhibition equipment rental, water and electricity, forklifts, cleaning are provided.
(Due to the limited quantity of exhibit equipment, please log in as soon as possible to submit required information and rent.)
2. Log in (<https://isp.xmhz198.com>) and select 2026 Tea Fair (Spring Edition)/Tea Beverages Fair.
3. Please go to the corresponding exhibition hall service counter for extra exhibition equipment, cleaning service, water and electricity service if needed.
4. If you need invoices, please first go to the service counter to confirm that orders are completed, and then click "My Order" - "Completed" - "Details" to fill in required invoicing information. Or you can scan the QR Code to issue invoices at the service counter.
For more details, please contact info@teafair.com.cn.
5. For network cables, please apply 7 days in advance if needed.



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B2 Onsite Service Price List

■ Rental Service

1. Equipment Rental: CNY/Period (4 days)

Item	Specification	Rent	Notes
Negotiation Table	650(L)*650(W)*680(H)mm	80	Black Desktop
Reception Desk	974(L)*474(W)*760(H)mm	120	Black Desktop
Negotiation Chair	480(L)*400(W)*810(H)mm	30	Metal, Combination, 3 Layers
Display Plank	990(L)*300(W)*12mm	70	
Display Shelves	1000(L)*300(W)*1900(H)mm	150	
Stepped Show Shelves	1400(L)*900(W)*900(H)mm	100	Metal, Combination, 3 Layers,no drop cloths
Glass Round Table		200	Equipped with four chairs
Glass Showcase (Large)	1000(L)*500(W)*2000(H)mm	200	
Glass Showcase (Medium)	500(L)*500(W)*2000(H)mm	200	
Glass Showcase (1.5m)	1500(L)*500(W)*1000(H)mm	200	
Glass Showcase (1.2m)	1200(L)*500(W)*1000(H)mm	200	
Glass Showcase (Small with 1 layer)	1000(L)*500(W)*1000(H)mm	200	
Storage Racks	1000(L)*300(W)*2000(H)mm	200	

*For more information, please visit <https://isp.xmhz198.com>

2.Electricity Payment

Electricity Item		Electricity Payment (CNY)						
		1 days	2 days	3 days	4 days	5 days	6 days	7 days
Single-phase power	5A/220V	150	170	190	210	230	250	270
	10A/220V	160	190	220	250	280	310	340
	16A/220V	250	300	350	400	450	500	550
Tri-phase power	5A/380V	180	225	270	315	360	405	450
	10A/380V	235	340	445	550	655	760	865
	16A/380V	540	680	810	950	1100	1200	1400
	32A/380V	780	1050	1300	1600	1900	2150	2400
	63A/380V	1250	1800	2350	2900	3450	4000	4550
	80A/380V	1600	2200	2900	3500	4200	4900	5500
	100A/380V	2000	2900	3700	4600	5500	6400	7300
	120A/380V	2350	3400	4450	5500	6500	7600	8600
160A/380V	3100	4450	5800	7200	8600	9950	11300	

Notes:

1. Electricity is only supplied during the exhibition time (8:30-18:00). No electricity supply at night. If needed, please call the onsite service counter at +86-13950006320 for reservation.
2. 24 hours electricity service is only provided for frozen products and fish tanks. The cost will be charged double.
3. Standard water supply will cost CNY 1,000.00 for 4 days. Exhibitors should prepare their own water pipes. Gas and non-standard water are not available in the exhibition center.
4. If 250A or 400A large capacity electricity is required, please confirm with the exhibition center whether it's available or not, and apply 7 days in advance.
5. Large capacity electricity is provided without earth leakage protection, exhibitors need to equip with leakage protection of 2nd level distribution box.
6. Onsite electricity should be applied and paid for at least 3 hours in advance. All the above payments include the electric charge, the use of the electricity box, material cost, and the testing fee. The electricity is provided to the nearby space in indoor halls. While in the outdoor hall, only the power connection point is provided. The cables will be rented at an extra cost.
7. If the electricity user damages or loses the provided cable or electricity box, the loss expense will be deducted from the Booth Installation Deposit. After the electricity installation completes, any additional alteration such as returning, exchanging, and location changing will be charged an extra testing fee of CNY 150 each time.

■ Cost for Extra Hours of Booth Installation

Time	Price Unit	Price: CNY	Scope of application
17:00-24:00	Hall/ Hour	1,200	Hall A3
	Hall/ Hour	800	Halls except A3
24:00-8:00 (the next day)	9 m ² and below/per/hour	800	Calculate the charges based on the size of each booth separately.
	9 m ² -18 m ² (included)/per/hour	1,000	
	Over 18 m ² /per/hour	1,200	
Notes	1. Applications for extra working hours should be submitted by 16:00 of the day. Each overdue application will cost 30% more of the payment. 2. Security, basic illumination and aisle cleaning fees are included in the price. 3. Free overtime hours: 17:00-21:00 on Apr 16 and Apr 20.		

■ Shell Scheme Services

Item	Price (CNY/Shell Scheme)		
Booth Dismantling	100 (3*3m or less)		
Booth Installation (Including Panels)	360 (3*2m)	450 (3*3m)	540 (3*4m)
Fascia Board Amending or Making	CNY 50/each Fascia Board		

■ Parking Fees

Types		Hours	Fee (CNY)
All Vehicles		For charged vehicles within 1 hour For other vehicles within half an hour	Free
From 8:00 to 21:00	Blue Number Plate Green Number Plate	For charged vehicles parking more than 1 hour For other vehicles parking more than half an hour (Less than 1 hour is counted by 1 hour)	CNY 2.5/hour
		Fare capping (8:00-21:00)	CNY 15
	Yellow Number Plate	Parking more than half an hour (Less than 1 hour is counted by 1 hour)	CNY 5/hour
		Fare capping (8:00-21:00)	CNY 50
From 21:00 to 8:00 the next day	Blue Number Plate Green Number Plate	For charged vehicles parking more than 1 hour For other vehicles parking more than half an hour (Less than 1 hour is counted by 1 hour)	CNY 5/hour
		Fare capping for overnight parking	CNY 30
	Yellow Number Plate	Parking more than half an hour (Less than 1 hour is counted by 1 hour)	CNY 10/hour
		Fare capping for overnight parking	CNY 100

Note: Please leave within 30 minutes after payment. Otherwise you will be recharged.

■ Transportation, Moving-in and out

Item		Price	Notes
Forklift Service (From loading dock to booth, calculated by maximum weight)	1-6 t/m ³	CNY 80/t/m ³	Service for exhibits stored in exhibition center ONLY
	6-20 t/m ³	CNY 125/t/m ³	
	Over 20 t/m ³	CNY 250/t/m ³	
Special Installation and Second Shift Service	3t Forklift	CNY 150/Hour	For special installation and second shift service ONLY
	6t Forklift	CNY 200/Hour	
	8t Forklift	CNY 250/Hour	
	16t Crane	CNY 300/Hour	
	25t Crane	CNY 400/Hour	
Bulk Cargo Transport (From loading dock to booth)	Under 50kg	CNY 10/Item	Service for exhibits stored in exhibition center ONLY
	50-100kg	CNY 25/Item	
	100-500kg	CNY 50/Item	
	500kg-1t	CNY 100/Item	
	Over 1t	CNY 100/t	
Storage Fee		CNY 20/m ³ /day	Less than one cubic meter is counted as one cubic meter
Hydraulic Trailer		CNY 60/hour (Min 0.5 Hour)	Deposit CNY 500 for each
Large Trailer		CNY 60/hour (Min 0.5 Hour)	Deposit CNY 500 for each
Small Trailer		CNY 40/hour (Min 0.5 Hour)	Deposit CNY 200 for each
Hammer		CNY 5/Half Day	
Crate Opener		CNY 10/Half Day	

C&D 建发会展 |  **厦门会展金泓信**

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