

Shipping Manual 运输指南

CIPPE 2025

March 26-28, 2025

第二十五届中国国际石油石化技术装备展览会

China International Exhibition Centre (New Hall)

Beijing, China

中国国际展览中心（新馆）

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



Contacts

Deadlines

Consignment Instructions

Shipment Pre-advice

List of Exhibits

Documentation

Case Marking

Packing

Quarantine

Important Information

Terms of Payment

CONTACTS 联系方式

For all concerns regarding transportation and on-site handling please contact BTG CHINA.
任何有关运输和现场操作的问题，请联系BTG CHINA。

OFFICIAL FREIGHT FORWARDER 展品运输总代理

Beijing office 北京办公室:

BTG International Freight Forwarding (Beijing) Co., Ltd.

Room 1808 Tower C Fangheng International Center No.6

Futong East Avenue Chaoyang District Beijing China

巴伐利亚国际货运代理 (北京) 有限公司

北京市朝阳区阜通东大街6号院方恒国际中心C座1808室

Responsible contacts 负责人联系方式:

Ms. Laura Liu

+86 138 1166 2859

laura.liu@btg.cn

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

DEADLINES 截止日期

- | | |
|--|---|
| a. List of Exhibits Form
展品清单 | (Very Important)
7 working days before shipment departure from origin
货物启运前7个工作日 |
| b. OBL / MAWB & HAWB
海运提单/空运主单&空运分单 | 3 working days before shipment departure from origin
货物启运前3个工作日 |
| c. Shipment arrival at Port of Xingang
LCL 海运拼箱货物到达天津新港
FCL 海运整箱货物到达天津新港 | February 28 th , 2025
March 7 th , 2025 |
| d. Shipment arrival at Beijing airport
空运到达首都机场 | March 13 th , 2025 |

Should you have difficulties in adhering to above mentioned deadlines, please contact us well in advance so that we can find an appropriate solution.

如果您遇到任何问题，货物无法于上述期限前到达，请与我们联系以便寻找解决方案。

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

CONSIGNMENT INSTRUCTIONS 运单指南

All exhibition goods, whether being transported by air or sea have to be consigned on a "FREIGHT PREPAID" basis!
无论空运运单或是海运提单上都应标注“FREIGHT PREPAID”。

Consignee for SEA FREIGHT shipment 海运提单收货人:

Beijing Sunshine International Freight Co., Ltd.

Room 515, Logistics Service Center
Tianzhu Comprehensive Bonded Zone
Shunyi District, Beijing, China. 101300
Tel: +86 10 5867 7629
USCI: 911101136684423009

Port of destination 目的港:

Xingang, Tianjin 天津新港

Notify party 通知方:

BTG International Freight Forwarding (Beijing) Co., Ltd.

Tel: +86 10 8460 1258 / 8460 1068

Attn: Ms. Laura Liu

Email: laura.liu@btg.cn

C/O CIPPE 2025 (March 26-28, 2025)

Exhibitor Name: xxx

Booth No.: xxx

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

CONSIGNMENT INSTRUCTIONS 运单指南

All exhibition goods, whether being transported by air or sea have to be consigned on a "FREIGHT PREPAID" basis!
无论空运运单或是海运提单上都应标注" FREIGHT PREPAID" 。

Consignee for AIR FREIGHT Shipment 空运运单收货人:

(Master Air Waybill) VERY IMPORTANT
Just Right International Logistics Co., Ltd.
Room 610, Building A, Hoya Aircity Center,
No. 580, Shunping Road, Shunyi District,
Beijing, China. 101399
Contact: Fanghui She
Tel: +86 10 6457 2030
USCI: 91110113596057365Y

(House Air Waybill) VERY IMPORTANT (HAWB IS COMPULSORY)
Beijing Sunshine International Freight Co., Ltd.
Room 515, Logistics Service Center
Tianzhu Comprehensive Bonded Zone
Shunyi District, Beijing, China. 101300
Tel: +86 10 5867 7629
USCI: 911101136684423009

Airport of destination 目的港:

Beijing (PEK or PKX) China 北京首都机场

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

CONSIGNMENT INSTRUCTIONS 运单指南

Notify party: 通知方

BTG International Freight Forwarding (Beijing) Co., Ltd.

Tel: +86 10 8460 1258 / 8460 1068

Attn: Ms. Laura Liu

Email: laura.liu@btg.cn

C/O CIPPE 2025 (March 26-28, 2025)

Exhibitor Name: xxx

Booth No.: xxx

SHIPMENT PRE-ADVICE 发货通知

For Sea shipment, please include the following 海运货物请通知:

- Name of Vessel/Voyage 船名/航次
- Ocean B/L No. 提单号
- Vessel name/Voyage and B/L No. for 2nd carrier (if any) 二程船名/航次、提单号

For Air shipment, please include the following 空运货物请通知:

- Master Airway Bill No. 主运单号
- House Airway Bill No. 分运单号
- F- light No. 航班号

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBIT (List of Exhibits-LOE) **暂准进口展览品报关清单 (展品清单)**

- a. List of Exhibits are to be completed in English and Chinese. We will help you to arrange Chinese translation if you needed. 请用中英文填写展品清单。如有需要，我们将提供翻译服务。
- b. Full description is required by China customs, e.g. Model Number, Serial Number, Size of Monitor and H.S. Code, etc. must be given on the List of Exhibits. 中国海关要求填报展品的全称，以及：产品型号、序列号，显示器尺寸，海关税号等。
- c. Every individual item, incl. give-away and brochures, has to be given a value based on CIF and expressed in U.S. Dollar. Do not indicate the phrase "No Commercial Value ". 每项展品（包括散发消耗品和宣传资料）均需填报以美元货币表示的到岸价（CIF）。中国海关不接受“无商业价值”的申报。
- d. The exhibitors will be fully responsible for the delay and not-cleared which occurred by the incorrect information and did not declare in documents. 参展商需承担由于资料填报有误或不完整而导致的展品清关和送货时间延误的责任。
- e. If you have oversized or dangerous goods, and product of animal or plant, please contact us or our agent in your country to obtain special documentation. 如需运送超大货物、危险品、或动植物产品，请务必在运送前与我们或当地代理联系，咨询所需提供的相关文件。
- f. BTG or our agent in your country can assist you on any difficulties you may have with documentation. 我们或我们的代理会为您遇到的任何困难提供帮助。

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

DOCUMENTATION FOR CUSTOMS CLEARANCE 清关文件

For **seafreight** consignments, the following documents are required.
海运货物需提供以下文件:

- 2 originals and 1 copy of Bill of Lading 正本提单两份, 及副本提单一份
- 1 copy of List of Exhibits (LOE) 展品清单一份
- 1 copy of Packing Material Declaration 包装声明一份

For **airfreight** consignments, the following documents are required.
空运货物需提供以下文件:

- 1 copy of Airway Bill 空运单一份
- 1 copy of List of Exhibits (LOE) 展品清单一份
- 1 copy of Packing Material Declaration 包装声明一份

CASE MARKING 唛头

All packages shall be marked at least both sides as follows:
至少在外包装两面标示以下唛头:

CIPPE 2025

c/o BTG China

Name of Exhibitor:

Stand Number:

Gross Weight (kg):

Dimensions (cm):

Case Number:

Net Weight (kg):

Country of Origin:

[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

PACKING 包装

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

包装必须坚固耐用，以避免在运输和拆装过程中发生损坏。我们建议参展商采用螺栓固定的包装箱，便于货物的再包装和回运。

In addition to the above, markings should be shown on the sides of the crates/cases where applicable:

此外，包装箱侧面必须标注：

- Label fragile items on all sides. “易碎品” 需在所有侧面标示
- “THIS SIDE UP” labels on 2 sides. “向上” 应在两面标示
- Items, which cannot be stored outside, must be marked on 2 sides with the umbrella symbol. “防雨” 应在两面标示
- Exhibits, which are only allowed to be moved by crane, should be marked clearly with the sign “SLING” .
可以吊装的展品需在外包装上标示吊索位置
- CENTER OF GRAVITY, FRONT and BACK signs must be marked clearly. 外包装上 需标示 “重心” “正面” “背面”
- Other given markings in conjunction with International Laws must be marked as well (e.g. Dangerous Goods, etc.)
其它标志应符合国际通用的标准 (如: “危险品” 等)

[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

ANIMAL AND PLANT QUARANTINE, AND FUMIGATION REQUIREMENTS 动植物检疫及熏蒸

For cargoes with wooden packing 对于木质包装:

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

中国检验检疫机构将严格要求从所有国家和地区进境的木质包装货物必须进行除害处理, 该办法自 2006 年 1 月 1 日起施行。详情请参见以下内容:

Observe scope 适用范围:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

本办法所称木质包装是指用于承载、包装、铺垫、支撑、加固货物的木质材料, 如木板箱、木条箱、木托盘、木轴、木楔、垫木、枕木、衬木等。

Exempted scope 可免除范围:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard, veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

本办法所称木质包装不包括经人工合成或者经加热、加压等深度加工的包装用木质材料 (如胶合板、刨花板、纤维板芯、锯屑、木丝、刨花等以及厚度等于或者小于 6mm 的木质材料) 。

Observe requirement 适用要求:

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

进境货物使用木质包装的, 应当在输出国家或者地区政府检疫主管部门监督下按照国际植物保护公约进行热处理(HT)或溴甲烷熏蒸(MB), 并在木质包装的两侧加施 IPPC 专用标识。

[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

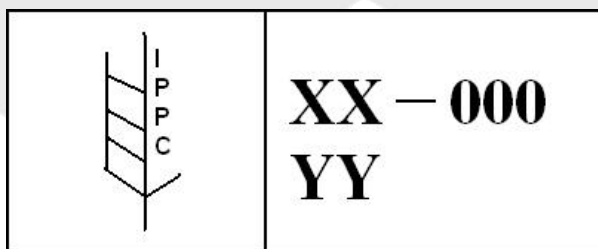
ANIMAL AND PLANT QUARANTINE AND FUMIGATION REQUIREMENTS 动植物检疫及熏蒸

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (**HT, MB**). 该标记应包括由《国际植物保护公约》的英文缩写、国家编号、出国官方植物检疫机构批准的木质包装生产企业的独特数字编号以及除害处理方法（如溴甲烷熏蒸 - MB 热处理 - HT）。

If the wood packaging materials without the approved mark or with approved mark being intercepted the alive-harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

如果木质包装未加施 IPPC 专用标志或已施加专用标志但在抽查检疫时发现活的有害生物的，将对木质包装进行除害处理或运回输出国家。

Sample of Marking 标记参照如下:



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

IPPC—《国际植物保护公约》的英文缩写

XX—国际标准化组织（ISO）规定的 2 个字母国家编号

000—输出国官方植物检疫机构批准的木质包装生产企业的独特数字编号

YY—除害处理方法，如溴甲烷熏蒸 - MB 热处理 - HT

[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[List of Exhibits](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

IMPORTANT INFORMATION 重要信息

STORAGE OF EMPTY CASES 空箱存放

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early return for the repacking at the end of the exhibition.

空包装箱/包装材料将被有序地存放在展览会现场（如场地允许），便于展览会结束后尽快送回展位。

CONTAINER DETENTION 集装箱超期滞箱

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 7 to 10 days after the discharge of containers at the port. Should you require the container to be kept within the exhibition site for storage purposes and subsequent re-export, please inform us whether the container detention fee has been negotiated with the shipping-line.

集装箱的超期滞箱费将由船公司收取，免费期通常是从到港日开始7-10天。如需将集装箱用于展会期间的存储及展会结束后的展品回运，请务必通知我们是否已与船公司商定有关滞箱费。

HAND-CARRIED EXHIBITS 手提展品

Exhibitors are strongly advised not to hand-carry goods for the exhibition as they may be detained by China Customs and considerable time and efforts will be required to clear them out in time for the exhibition. Any risk taken will be at the exhibitor's responsibility.

我们强烈建议您不要将展品手提带入中国。由于手提展品可能被中国海关扣留，而为使展品在开展前按时送达展位，需要时间办理海关手续。有此可能产生的风险和责任由参展商自行承担。

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[On-Site Handling](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

IMPORTANT INFORMATION 重要信息

CATALOGUES, PUBLICITY MATERIALS AND VIDEO CENSORSHIP 资料、宣传品及影像制品审查

It is stipulated by the Ministry of Foreign Economic Relations and Trade of China that "advertising materials and technical information materials including DVDs, VCDs, films, lantern slides, recording tapes, video tapes, records, photographs, maps, illustrations and other publicity materials, shall be allowed for display or use at the exhibition only after you have presented beforehand the above-mentioned materials to Customs Officers for inspection and approval".

根据中国政府的有关规定：宣传材料、技术资料，包括 DVD 光盘、VCD 光盘、胶片、幻灯片、录音带、录像带、唱片、照片、地图、图解和其它公共宣传材料，应在事先经中国海关审查允许后才能在展览会期间展示或使用。

Therefore, you shall not make use of these materials before censorship. For this purpose, you should send samples of literature (2 copies each) and souvenirs (2 pieces each) to BTG China together with the List of Exhibits (LOE). All these materials will be handed over to China Customs for inspection in advance.

因此，请不要在审查通过前使用上述材料。请您将每种材料的两份样品以及展品清单一起交给我们的工作人员，所有材料将被提前送交中国海关审查。

When "Taiwan" is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret, that "Taiwan" is in a position equivalent to a country.

当宣传资料中提及台湾省时，请务必注意避免使用容易引起误解的词汇。

INSURANCE 保险

Insurance is not included in our tariff. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

我们的费率不含运输保险费，参展商需自行安排全程运输险及展览期间的保险，以及留购展品的有关保险。

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advice](#)

[On-Site Handling](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

IMPORTANT INFORMATION 重要信息

FORMALITIES / INFORMATION FOR SOLD GOODS IN CHINA 留购展品

- a) Exhibitors are required to submit a copy of the contract, buyer' s company name, address and contact number to BTG China. 请提供一份买卖合同的复印件以及买方的公司名称、地址和联系方式给我们。
- b) After receipt of the above, BTG China will register these information into the customs computer. 我们将在收到上述文件后向海关申报有关信息。
- c) Buyer is required to present to customs the sales contract, invoice, packing list, and relevant document or permission for the permanent import declaration, and calculation of duties and taxes. 买方需向海关提交买卖合同、发票、装箱单和其它有关文件或进口许可证, 以完成留购展品的永久进口海关手续和计算进口税金。
- d) After duties and taxes have been paid, buyer will be allowed to pick up the goods from the customs bonded warehouse. 缴纳进口税金以后, 买方才能将留购展品从海关监管仓库中提走。
- e) For exhibits that are pending sale or awaiting signing of the sales contract, the exhibits will be kept in the customs bonded warehouse. The time allowed is 6 months. After the period of 6 months, the exhibits must either be re-exported or sold. 对于暂未达成留购意向的展品, 将被暂存在海关监管仓库, 存储期限为 6 个月。逾期, 则展品必须退运出境或办理完成留购手续。

CIPPE 2025

March 26-28, 2025

China International Exhibition Centre (New Hall)



[Contacts](#)

[Deadlines](#)

[Consignment Instructions](#)

[Shipment Pre-advise](#)

[On-Site Handling](#)

[Documentation](#)

[Case Marking](#)

[Packing](#)

[Quarantine](#)

[Important Information](#)

[Terms of Payment](#)

TERMS OF PAYMENT 付款方式

Payment of the freight charge for inward should be paid before move-in date; the freight charge for outward should be paid before the exhibits return from China.

来程费用请在展品布展前结清，回程费用请在展品离开中国前结清。

We will issue the invoice and clearly indicate the Banking details.
我们将出具正式账单并提供银行信息。

Company Name: BTG International Freight Forwarding (Beijing) Co., Ltd.
巴伐利亚国际货运代理（北京）有限公司

Bank Name: Industrial and Commercial Bank of China, Beijing XinYuanLi Subbranch
中国工商银行股份有限公司北京新源里支行

Bank Address: Room 101, 2 Building, No.16 Kunsha Plaze, XinYuanLi, Chaoyang District, Beijing, China
中国北京市朝阳区新源里16号琨莎中心2座101

Account No: 0200 204 6190 1160 1583 (USD)
0200 204 6190 1160 1610 (EUR)
0200 204 619 0000 32223 (RMB)

Swift Code: ICBKCN BBJJM