



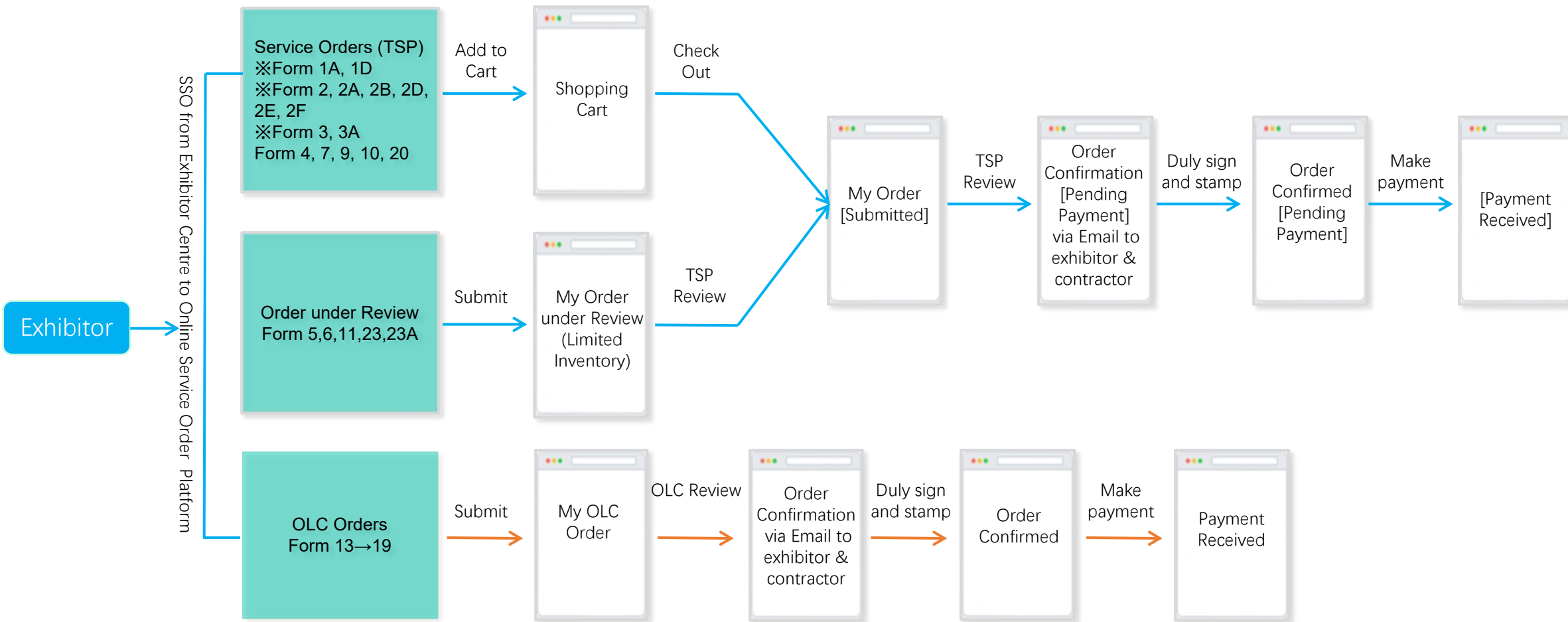
中国国际纺织机械展览会 暨ITMA亚洲展览会 ITMA ASIA + CITME 2022

ONLINE SERVICE ORDER PLATFORM USER GUIDE



中国国际纺织机械展览会
暨ITMA亚洲展览会
ITMA ASIA + CITME 2022

Online Service Order Platform Flowchart

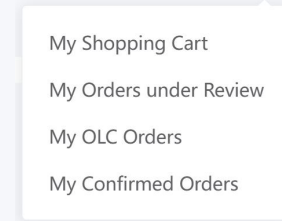
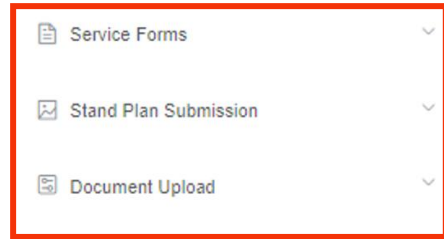


Form 1, 1B, 1C, 2C & 12 are for information collection only. No action required. Exhibitor can click "Save as PDF" to save a copy.

Form 8, 21, 22, 24 & 28 will not appear as an order but require follow up action from Operations Centre. Exhibitor can click "Save as PDF" to save a copy.



Homepage



Side panel functions:

- Submit Service Forms
- Submit Stand Plan, Technical Plan and Machinery Layout Plan etc.
- Upload documents like business licence, certificate and permit


Top panel functions:







- Go back to Exhibitor Centre
- View current Exhibitor Info.
- Switch Exhibitor Account (For multiple applications)
- Shopping Cart→View Shopping Cart
- Shopping Cart→View My Orders under Review
- Shopping Cart→View My OLC Orders
- Shopping Cart→View My Confirmed Orders
- Download Technical Regulations
- View Contact Information
- Switch between English & Chinese



Shopping Cart

Form 15 Equipment for Build-Up/Dismantling Period (Tr
Form 16 Additional Equipment for Build-up / Dismantlin
Form 17 Demonstration Consumables Delivery Sched
Form 18 Removal of Demonstration Waste Materials (T
Form 19 Storerooms (Technical regulations B32)
Form 20 Car Parking (Technical Regulations B33)
(Submitted)* Form 21 Onsite Promotional Activity
(Submitted)Form 22 Exhibitors Invitation Letter for Visa
(Submitted)Form 23 Advertising in Exhibition Visitor Gu
Form 23A Onsite Advertising Opportunities (Technical F
Form 24 Insurance (Technical Regulation B33)
Form 28 Catering Services (Technical Regulation B22)
☑ Stand Plan Submission
☑ Document Upload

Form 2A Additional & 24-hour Electricity (Technical Regulations B15) Shopping Cart x

Return to Exhibitor Centre Exhibitor Company 10811 5  Download Contact us 中文 EN


| Description | Unit Price | Quantity | Paid by | Total Cost (RMB) | Action |
|---------------------------|------------|----------|------------------|------------------|---|
| SP 15A/220V for lighting | 1200 | 1 | Exhibitor | 1,200.00 |  |
| 3P 15A/380V for lighting | 2400 | 1 | Stand Contractor | 2,400.00 |  |
| 3P 30A/380V for lighting | 4150 | 1 | Exhibitor | 4,150.00 |  |
| 3P 60A/380V for lighting | 7600 | 1 | Stand Contractor | 7,600.00 |  |
| 3P 100A/380V for lighting | 13500 | 1 | Exhibitor | 13,500.00 |  |
| 3P 150A/380V for lighting | 18500 | 1 | Stand Contractor | 18,500.00 |  |
| Total | | | | 47,350.00 RMB | |



My Shopping Cart
My Orders under Review
My OLC Orders
My Confirmed Orders


- You can modify the quantity, delete the item, or “Empty Cart”
- Please “Check Out” before leaving the page
- After checking out, the order goes to “My Order”


My Order under Review





中国国际纺织机械展览会
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Service Forms 

Stand Plan Submission 

Document Upload 


My Order under Review 

Form 5 Stand Security Service (Technical Regulations B27)

Form 23 Advertising in Exhibition Visitor Guide (Technical Regulations B34)

My Shopping Cart

My Orders under Review

My OLC Orders 

My Confirmed Orders

Visitor Guide Advertisement Booking

We would like to order the following advertisement:

| Description | Unit Price (RMB) | Qty | Total Cost (RMB) |
|------------------------|------------------|-----|------------------|
| 2rd Page | 70,000 | 1 | 70000 |
| 3rd Page | 60,000 | 1 | 60000 |
| Section/Divider page | 40,000 | | |
| Full Page, Run of Page | 30,000 | | |
| Total Cost (RMB) | | | 130000 RMB |

Visitor Guide Specifications: 165mmW x 260mmH

Advertisement Specifications:

155mmW x 260mmH Actual dimensions

171mmW x 266mmH 'Bleeding' dimensions

Advertisement Delivery Instructions

Materials Deadline: 26 September 2022

Accepted Digital Format

-TIFF format, high resolution (300 dpi minimum)

-All materials submitted must be print ready of at least 300 dpi using CMYK colour.

Note:

- Advertising space will be allocated on first-come-first-served basis after receiving the Organiser's confirmation.
- All advertising materials must be submitted before 16 September 2022. Late submissions are not guaranteed space. Costs incurred will not be refunded.


After submit on current page, please go directly to "My Order under Review" for details. After TSP and Organiser review, TSP will send the Order Confirmation to your email as soon as possible.

- View details by clicking on the form
- Upon approval, an Order Confirmation will be sent via email
- The order goes to "My Order"

My OLC Order

 [Service Forms](#) ▾

 [Stand Plan Submission](#) ▾

 [Document Upload](#) ▾

[Form 15 Equipment for Build-Up/Dismantling Period \(Technical Regulation B31.4\)](#)

[Form 16 Additional Equipment for Build-up / Dismantling Period](#)

[Form 18 Removal of Demonstration Waste Materials \(Technical Regulations B18\)](#)

[Form 17 Demonstration Consumables Delivery Schedule \(Technical Regulations B31.4\)](#)

[Form 14 Move In / Move Out Schedule \(Exhibit Only\) \(Technical Regulations B31.4\)](#) ▾

[My Shopping Cart](#) >




[My Orders under Review](#) >

[My OLC Orders](#) >

[My Confirmed Orders](#) >

Timetable for Move In

We would like the Official OLC to move in our exhibits as follows:

| Requested move-in date at the Venue | Means of Shipment | | | | | | | | | Exhibits from Chinese Supplier/Factory | Type of Exhibits | Action add |
|--|------------------------------|---------------|---------------|---------------|---------------|-------------------|-----------|-----------|-----|--|------------------------|-------------------------------|
| | Shipments from Outside China | | | | | | | | | | | |
| | 20' GP (Unit) | 20' OT (Unit) | 40' GP (Unit) | 40' HC (Unit) | 40' OT (Unit) | Other Cntr (Unit) | LCL (CBM) | Air (CBM) | CBM | | | |
|  2022-11-14 | | | 1 | | | | | | 50 | Machine | Delete | |
|  2022-11-15 | | | | 1 | | | | | 60 | Elephant | Delete | |
|  2022-11-16 | 1 | | | | | | | | 20 | Don | Delete | |

Contact details of your freight agent in your country:




Contact details of your supplier/factory in China:

Company Name

Company Name

- View details by clicking on the form
- The OLC will contact you by email to confirm your order.

My Order

-  Service Forms
-  Stand Plan Submission
-  Document Upload

1 Submitted
2 Pending Payment
3 Payment Received

[My Shopping Cart](#)
[My Orders under Review](#)
[My OLC Orders](#)
My Confirmed Orders

| Status | Order Number | Contractor | Invoice Title | Order Date | Qty. | Price | Total | Registered | Order From | Action |
|-----------------|--------------|--------------------|--------------------|------------|------|-----------|-----------|------------|------------|---|
| Pending Payment | H3-YYY1_1 | Beijing Pico Ex... | 于海风测试1 | 2022-03-18 | 15 | 51,335.00 | 51,335.00 | | Online | View Download order |
| Submitted | H3-YYY1_2 | Beijing Pico Ex... | 于海风测试1 | 2022-05-09 | 11 | 52,890.00 | 52,890.00 | | Online | View |
| Submitted | H3-YYY1_3 | Beijing Pico Ex... | Beijing Pico Ex... | 2022-06-16 | 6 | 47,350.00 | 47,350.00 | | Online | View |

Status:

Submitted: Pending TSP to issue Order Confirmation

Pending Payment: Order Confirmation has been sent to your email

Payment Received: TSP received payment

1 Submitted
2 Pending Payment
3 Payment Received

| Description | Unit Price (RMB) | Quantity | Paid by | Total Cost (RMB) |
|---|------------------|----------|------------------|------------------|
| Lighting | | 1 | Stand Contractor | 0 |
| | | 1 | Stand Contractor | 0 |
| | | 1 | Stand Contractor | 0 |
| A11 Water for machine, water inlet and waste water outlet | 0 | 1 | Stand Contractor | 0 |
| 70W Metal-Halide(Dysprosium) | 855 | 1 | Stand Contractor | 855 |
| 150W Metal-Halide(Dysprosium) | 1280 | 1 | Stand Contractor | 1280 |
| SP 15A/220V for lighting | 1200 | 1 | Stand Contractor | 1200 |
| 3P 15A/380V for lighting | 2400 | 2 | Stand Contractor | 4800 |
| Compressed air 1.0 to 1.6 m3/min, Ø 25 mm | 7200 | 6 | Stand Contractor | 43200 |
| Total | | 15 | | 51335 |

[Back](#)

Stand Plan Submission

- Service Forms
- Stand Plan Submission**
- Upload Drawings and Check Vetting Status
- Document Upload

Upload Drawings and Check Vetting Status

| Drawing category | Upload | Upload status | Upload date | Upload history | Updated drawings |
|------------------------------|------------------------|---------------|-------------|----------------|------------------|
| Visual and Detailed Drawings | Upload drawings | Not uploaded | | Check | Update upload |
| Technical Plan | Upload drawings | Not uploaded | | | |
| Machinery Layout Plan | Upload drawings | Not uploaded | | | |

Vetting Status:

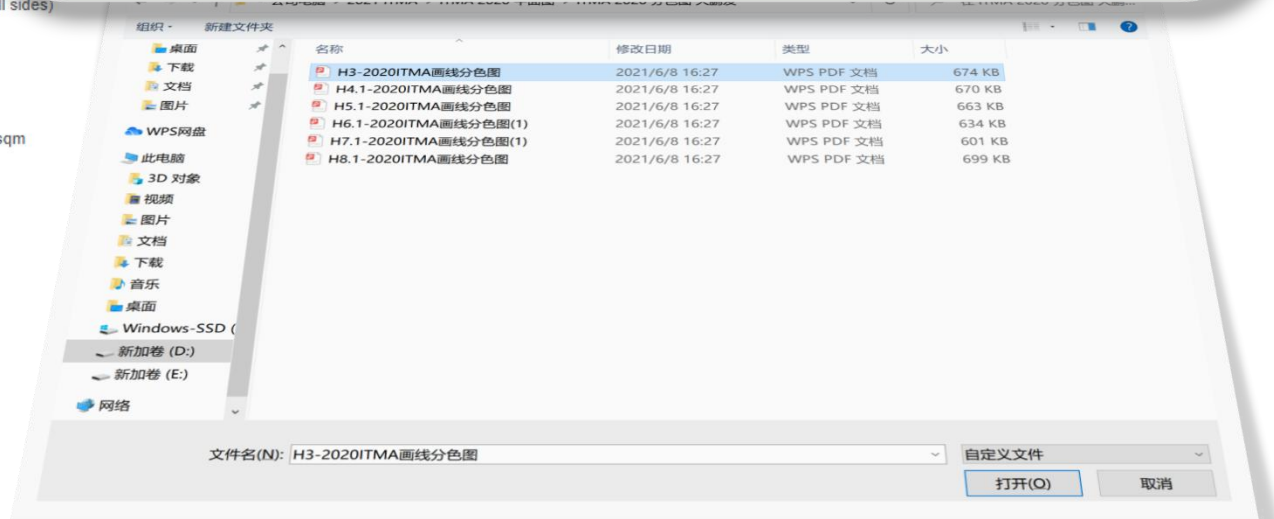
Vetting Comments:

※Please combine the full set of drawings into a PDF file before uploading:

| Class | Points For Attention |
|---------------------|--|
| Single Storey Stand | The following detailed drawings are to be submitted online for approval: a. Overall exhibition stand visual drawing (front and all sides) b. Stand plan (top view) c. Structural drawing (see Article B10.1 for details) d. Exhibition stand materials use, technical data e. Each drawing must be submitted with a scale of • 1:20 for stands with an area up to and including 50 sqm • 1:50 for stands with an area of 51 sqm and above |

Click on "Upload Drawings and Check Vetting Status" on the left panel and "Upload drawings" under the relevant category to browse the PDF file you wish to upload.

- After the upload is complete, a pop-up message "Upload success" will appear.
- For important notes on stand design, please refer to the points below or "Technical Regulations B8, B10, B11"



Document Upload

Service Forms

Stand Plan Submission

Document Upload

Upload Qualifications

| Upload qualification category (required for special booth) | Signature unit | Upload | Upload status | Upload date | Vetting Status | Date of Vetting | Updated qualification |
|---|-------------------------------|----------------------|---------------|-------------|----------------|-----------------|-----------------------|
| All documents required | Exhibitors + Stand contractor | Upload qualification | Not uploaded | | | | Update upload |
| Down load 'Form 25 Intellectual Property Rights Protection Declaration' | Exhibitors | Upload qualification | Not uploaded | | | | Update upload |
| Down load 'Form 26 Letter of Undertaking – Dismantling' | Exhibitors | Upload qualification | Not uploaded | | | | Update upload |
| Down load 'Form 27 Letter of Responsibility for Safety Construction' | Exhibitors | Upload qualification | Not uploaded | | | | Update upload |
| Business License (soft copy) | Stand contractor | Upload qualification | Not uploaded | | | | Update upload |
| Corporate ID Card (soft copy) | Stand contractor | Upload qualification | Not uploaded | | | | Update upload |
| Electrician certificate (in valid soft copy) | Stand contractor | Upload qualification | Not uploaded | | | | Update upload |
| Work at height permit (soft copy) | Stand contractor | Upload qualification | Not uploaded | | | | Update upload |
| B1 rating of fire safety test report approved by the Fire Safety Bureau | Stand contractor | Upload qualification | Not uploaded | | | | Update upload |

- Click on “Upload Qualifications” on the left panel
- “Upload qualification” under the relevant category to browse the PDF file you wish to upload.
- After the upload is complete, a pop-up message “Upload success” will appear.
- It is recommended to combine all documents into one PDF and upload it to “All documents required”.
- Forms 25, 26, 27 can also be downloaded here to print, sign, stamp, scan and upload