

参展商委托施工单位操作说明

Operation Manual for Exhibitor Entrusting Contractor

(进口展区参展商版)

For Exhibitors of International Pavilion

获得广交会展位的参展商，如果已经确定委托哪家获得广交会资质认证的施工单位来对其特装或简装展位进行设计，那么请登录参展易捷通网站完成展位装修委托操作，以便施工单位进行后续的图纸网上申报工作。

Exhibitor, who has obtained the stand from the Canton Fair and has determined to entrust a contractor certified by the Fair to design his custom-built stand or simple-built stand, will be required to log on “Easy Exhibitor” to complete the entrusting procedures so as to enable the contractor to submit drawings on line.

操作之前，请注意以下事项：

Please note the following items before operation:

1、每个展位只能委托给一家施工单位。

Each stand shall only be entrusted to one contractor.

2、特装展位只能委托施工单位进行特别装修。

Custom-built stand shall only be entrusted to the contractor to carry out

special decorations.

3、对于标准展位，大会提供的标准配置如果已满足您的需求，则无需委托施工单位进行装修；如果您完全不需要大会提供的标准配置，请委托施工单位进行简单装修；如果您只是想更改标准配置的某些展具，则无需委托施工单位，请直接联系审图组。如需详细了解展位装搭业务，请致电审图组，咨询电话：020-89124247

For standard stands, no further decoration is needed if the standard stand facilities provided by the Fair has matched your requirements. A contractor might be needed to carry out simple decorations if you do not need such facilities. If you intend to slightly change parts of the facilities of your stand, a contractor is not needed, and you may directly contact the drawings verification team. For details of stand decoration, you may call the verification team at (008620)89124247.

4、已经委托给施工单位的展位，如施工单位尚未向审图组报图，则您可自行撤销委托。如施工单位已经向审图组报图，您不能自行取消委托，必须先向审图组申请删除该展位的报图资料，才能够撤销委托。

You are allowed to terminate the entrustment if your entrusted contractor has not submitted the drawings to the verification team. Once the drawings have been submitted, you shall be required to apply to the team for canceling the submitted drawing materials and can cancel such

entrustment after the application is approved.

具体的操作步骤如下：

Procedures are as follows:

1、登录易捷通，点击页面左侧“展位委托”，如图 1。

Log on “Easy Exhibitor”, click “Stand Entrustment” on the left side of this page as shown in Figure 1

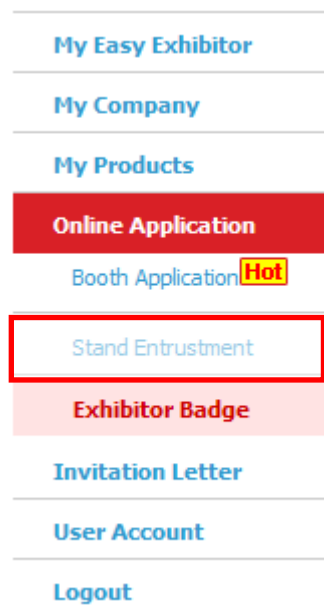


图 1

Figure 1

2、勾选需要委托的展位，如图 2。

Choose the stand which needs entrustment, as shown in Figure 2.

Notes (You are suggested to use IE8 in order to achieve the best operation effects):

1. Each stand shall only be entrusted to one contractor.
2. Custom-built stand shall only be entrusted to contractor to perform special decorations.
3. For standard stands, no further decoration is needed if the standard stand facilities provided by the Fair has matched your requirements. A contractor might be needed to carry out simple decorations if you do not need such facilities. If you intend to slightly change parts of the facilities of your stand, a contractor is not needed, and you may directly contact the drawings verification team. For details of stand decoration, you may call the verification team at (008620)89124247.
4. You are allowed to terminate the entrustment if your entrusted contractor has not submitted the drawings to the verification team. Once the drawings have been submitted, you shall be required to apply to the team for canceling the submitted drawing materials and cancel such entrustment after the application is approved.

3 matching records						
<input type="checkbox"/> Choice	Phase	Stand No.	Contractor	Type of submission	Drawing Verification No.	Stand type
<input type="checkbox"/>	1	9.3C36	ANHUI FOREIGN TRADE EXHIBITION CENTER	Custom-built	A1P0002	
<input checked="" type="checkbox"/>	1	9.3C37				
<input checked="" type="checkbox"/>	3	9.3A08				

Please choose the type of submission

图 2

Figure 2

3、点击“选择施工单位”按钮，在弹出的施工单位列表窗口(图 3)中，点击选择您的委托对象，然后点击“确定”按钮，完成选择操作。

Click “Select Contractor”, and then click one contractor you are going to entrust in the list of contractors, finally click “Confirm” to finish the selection.

Key words of the contractor

choice	No. of the contractor	Name of the contractor
<input checked="" type="radio"/>	00003	ANHUI FOREIGN TRADE EXHIBITION CENTER
<input type="radio"/>	00222	BEIJING SPACE IDEA EXHIBITION CO., LTD.
<input type="radio"/>	00225	BEIJING AEROSPACE SCIENCE & INDUSTRY INTERNATIONAL EXHIBITION CO., LTD
<input type="radio"/>	00271	BEIJING CNTC INTERNATIONAL EXHIBITION CO., LTD.
<input type="radio"/>	00284	ELITE(CHAOZHOU)ENTERPRISE BRANDING CO.LTD
<input type="radio"/>	00302	GC DISPLAY ENGINEERING DAPARTMENT
<input type="radio"/>	00283	DALIAN SAILL CO., LTD.
<input type="radio"/>	00226	FUZHOU STARFAIR COMMERCE EXHIBITION CO.,LTD.
<input type="radio"/>	00285	GUANGDONG HENG SHEN IMP.&EXP.CO.,LTD.
<input type="radio"/>	00130	GUANGZHOU HUA SHI DISPLAY DESIGN CO.LTD
<input type="radio"/>	00212	GUANGDONG JINGXIN ADVERTISING CO., LTD.
<input type="radio"/>	00176	GUANGDONGLONGYUANCENTURYECONMIC&TRADECO.,LTD.
<input type="radio"/>	00016	GUANGDONG YINLIAN EXHIBITION CO.,LTD
<input type="radio"/>	00246	BANGNING
<input type="radio"/>	00297	GUANGZHOU PICO EXHIBITION SERVICES CO LTD.

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图 3

Figure 3

4、最后选择申报类型，点击“提交”按钮，完成委托操作。

Finally choose the type of submission, and click “Submit” to finish the operation.

3 matching records

<input type="checkbox"/> Choice	Phase	Stand No.	Contractor	Type of submission	Drawing Verification No.	Stand type
<input type="checkbox"/>	1	9.3C36	ANHUI FOREIGN TRADE EXHIBITION CENTER	Custom-built	A1P0002	
<input checked="" type="checkbox"/>	1	9.3C37				
<input checked="" type="checkbox"/>	3	9.3A08				

choose a contractor

ANHUI FOREIGN TRADE EXHIBITION CENTER

Please choose the type of submission

Custom-built ▼

submit

cancel

图 4

Figure 4