



# ***Bluetooth Asia 2025***

*22 - 23 May*

## **EXHIBITION MANUAL**

## WELCOME NOTE

*Dear Exhibitor,*

*Thank you for your participation in Bluetooth Asia 2025.*

*This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.*

*The “Index of Forms” lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary.*

*Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.*

*We look forward to welcoming you at Bluetooth Asia 2025.*

*The Organizing Team*

*March 2025*

## **GENERAL INFORMATION**

### **1) About Shenzhen**

Shenzhen, is a sub-provincial city of Guangdong province in southern China, located at the border with the Hong Kong Special Administrative Region. Shenzhen is a center of foreign investment and since the late 1970s has been one of the fastest growing cities in the world. It is also the busiest port in China. In the past two decades, outsiders have invested more than \$30 billion in Shenzhen for building factories and forming joint ventures.

### **2) Language**

Mandarin is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Shenzhen & Hong Kong. English is an international business language, but it is not widely spoken. Interpretation is still needed for most business transactions in China.

### **3) Currency**

The currency used in China is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to carry some cash and exchange for local currency when possible. Of course, you can also pay by Wechat & Alipay if you have installed on your phone.

### **4) Climate**

Shenzhen is a subtropical area with temperature ranging from 10°C to 32°C throughout the year.

Weather in Shenzhen (May): Hot and rainy with high humidity Average temperatures 25° C-32° C, frequent showers or thunderstorms.

Tips: Bring rain gear, lightweight clothing, and sun protection.

### **5) Time**

China is 8 hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard time.

**CATALOGUE**

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- 2) SHOW PERIOD AND VENUE
- 3) SHELL SCHEME
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- 8) HOTEL RECOMMENDATION

**1)CONTACT LISTS OF THE ORGANIZING TEAM AND SERVICE PROVIDER**

Organizing Committee	Bowen Creative Exhibition (Shenzhen) Co. , Ltd.	
	Chinese speaking exhibitors & sponsors	Ella Yang
	Phone Number:86-755-88312712	Email: Tingjie.Yang@cetimes.com
	English speaking exhibitors & sponsors	Jesse Zhao
	Email: jesse.zhao@cetimes.com	
	Website: www.bluetoothasiaevent.com	
Official exhibit contractor, on site builder and material lessor	Shenzhen Pico Plus Services Company Limited	
	Contacts	Jessie Lui
	Email: jessie.lui@pico.com	
	Contacts	Sharon Huang
	Email: sharon.huang@pico.com	
	Website: www.pico.com	
	Shenzhen Pico Plus Services Company are the chosen contractors for Bluetooth Asia 2017 & 2018 & 2019 & 2025	

## 2) SHOW PERIOD AND VENUE

**SHOW PERIOD: 08:30-17:30, 22nd–23rd May 2025**

**SHOW VENUE: Shenzhen Convention & Exhibition Centre Hall 5**

**ADDRESS:** Fuhua 3rd Rd, Futian CBD, Futian Qu, Shenzhen Shi, Guangdong Sheng, China, 518000

Sign-in time: **08:30-17:30, 21<sup>st</sup> May 2025**

sign-in Place: **Shenzhen Convention & Exhibition Centre Hall 5**

### Build / Set-up Period:

PICO Building	08:30am – 05:30pm	This time period is the home court build time, <b>08:30-11:00</b> other builders can not enter	21 <sup>st</sup> May
Space-Only booths	11:00am – 05:30pm	This time for all Space-Only booths set up, <b>11:00-15:30</b> exhibitors can not enter the exhibition	21 <sup>st</sup> May
Standard booths	03:30pm – 05:30pm	This time slot can be used for exhibitors to arrange exhibitions	21 <sup>st</sup> May
All exhibitors must ensure their area is completed, including signage, display of literature and construction, by 5:30pm on 21 <sup>st</sup> May as the exhibition hall will close. Overtime for the set-up delays will be paid.			

### Exhibition Open Period:

Opens /Closes	08:30 - 17:30	Shenzhen Convention& Exhibition Centre Hall 5	22 <sup>nd</sup> May
Opens /Closes	08:30 - 17:00	Shenzhen Convention& Exhibition Centre Hall 5	23 <sup>rd</sup> May

### Dismantle Period:

Shell scheme /Upgrade shell scheme	17:00 – 20:00	23 <sup>rd</sup> May
Raw space	17:00 – 20:00	23 <sup>rd</sup> May

All stands should be cleared and packed up by 20:00 as Pico will start to dismantle the shell scheme.

### Exhibitor reporting process:

1. Exhibitors should bring their **attendance notice (Attachment III) and Business Card**
2. Arrive at the registration office on Time
3. Collection of Exhibitor's identity card and other information

Venue:

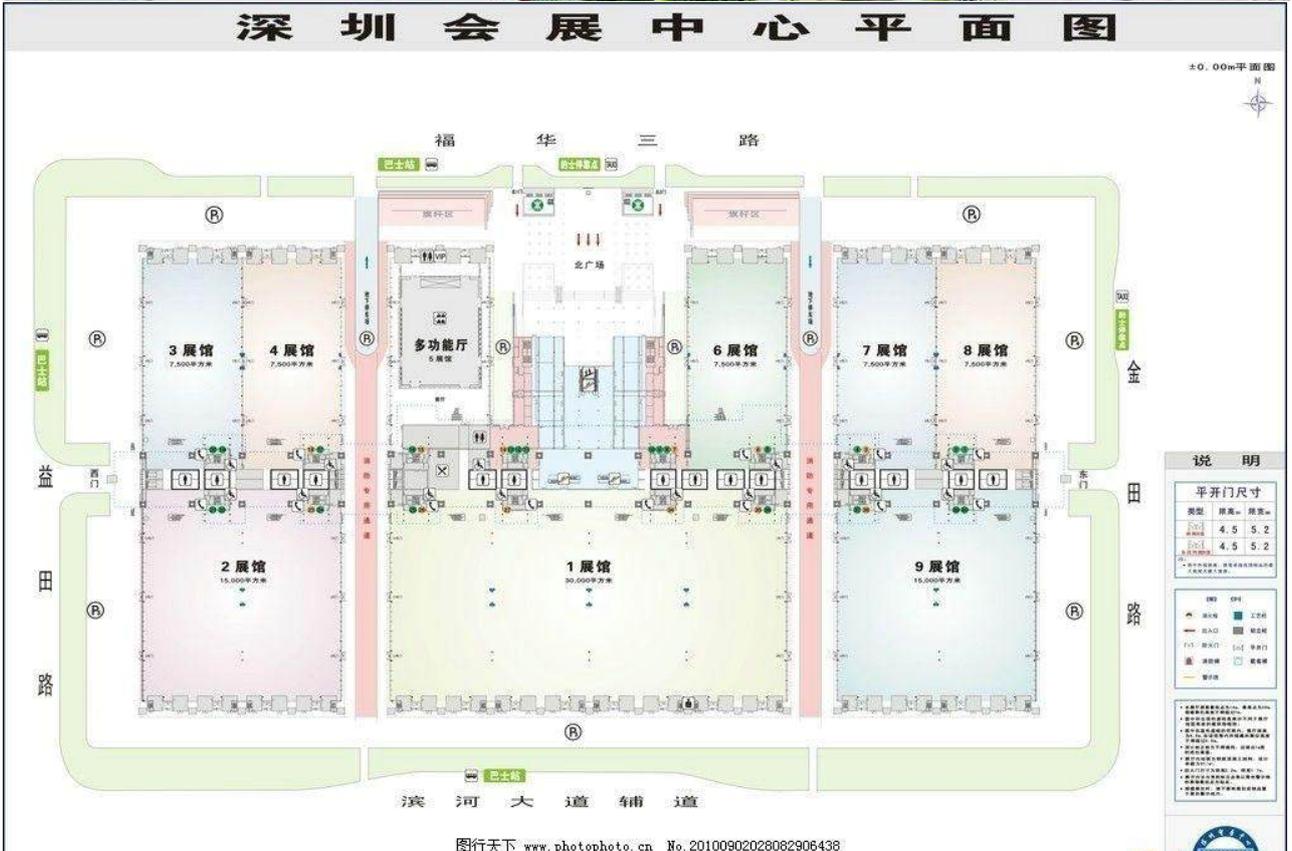
Shenzhen Convention & Exhibition Center

Fuhua 3rd Rd, Futian CBD, Futian Qu, Shenzhen Shi, Guangdong Sheng, China, 518000

Floor guide (plan view):

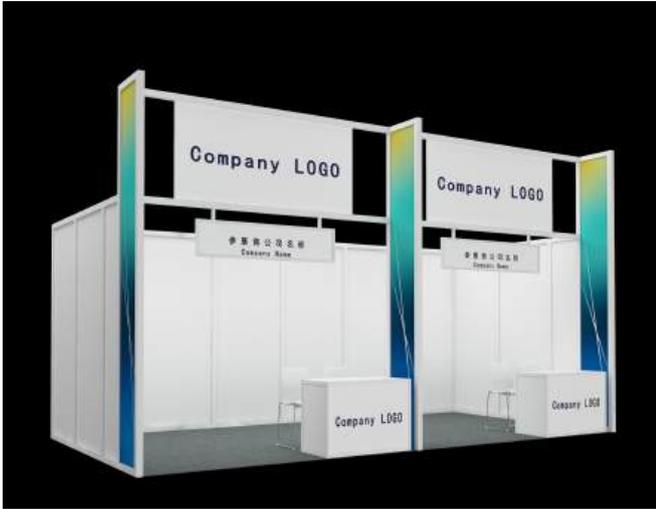


深圳会展中心平面图



### 3) SHELL SCHEME

#### 1. SHELL SCHEME PACKAGE

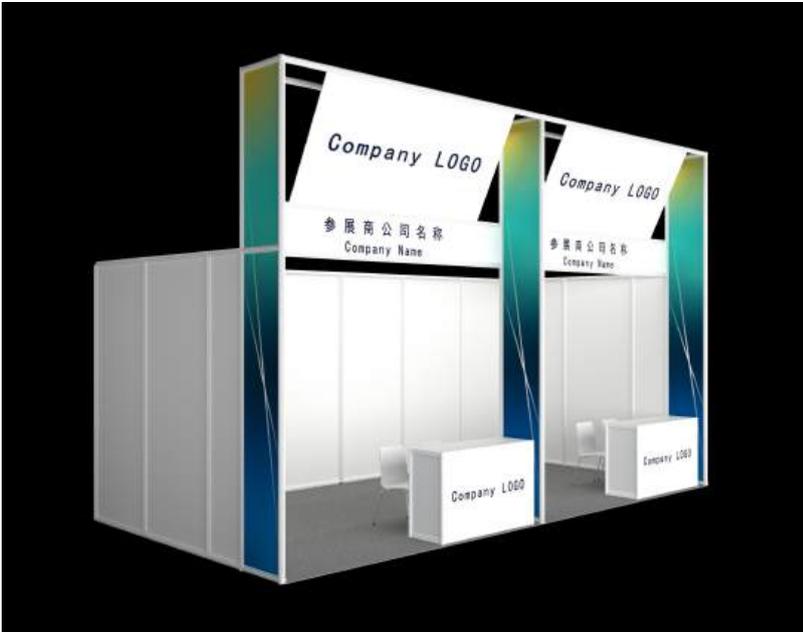


Please see Attachment 4 for details of **shell scheme** size The **shell scheme** package consists of:

- \*White System wall
- \*Fascia - with company name and stand number
- \*1\* Counter
- \*2\* Chairs
- \*1\* 220V5A Socket
- \*2\* Spotlights
- \*9 sqm Carpet

### 3) SHELL SCHEME

#### 2.UPGRADE SHELL SCHEME PACKAGE



Please see Attachment 4 for details of upgrade shell scheme size. The upgrade shell scheme package consists of:

- \*White System wall
- \*Fascia - with company name and stand number
- \*1\* Counter
- \*2\* Chairs
- \*1\* 220V5A Socket
- \*2\* Spotlights
- \*9 sqm Carpet

**3) SHELL SCHEME**

**3.SHELL SCHEME/ UPGRADE SHELL SCHEME GRAPHIC:**

If you wish to order additional advertising graphics for your booth wall you can choose these two materials below through [sharon.huang@pico.com](mailto:sharon.huang@pico.com) or [jessie.lui@pico.com](mailto:jessie.lui@pico.com).



Alternative 1: HD photographical graphics; cost: 45usd / sqm;  
Metal stud behind the surface will project as the printing paint is quite thin.  
Please sum the total amount of the pictures when submitting the order. For instance, below is the walling of two booths, and six backplanes in total.

Alternative 2: PVC board with graphics; cost:75usd / sqm;  
The wall will be leveled after adhering as Chevron board expansion sheet is quite thick.  
Please sum the total amount of the pictures when submitting the order. For instance, below are two walling of one booth, and each walling can be joined as a whole part.

NO.	Name	Unit Price - RMB	Unit Price- USD	Quantity	Unit	Total Amount
1	Standard double-sided g <a href="#">Company LOGO</a>	300	45		SQM	
2	Chevron board expansion sheet gum	500	75		SQM	
3	Cleaning deposit of removing graphics (For non-Pico contractors/exhibitors)	5000	800		Booth	
Total						

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
	Bank A/C Name (Raw Space):
	Bank A/C No:
	Swift Code:
	Tel:
	Fax:
	Email:
	Contact:
	Date:
Signature and Chop:	

The order is required to submit before **20<sup>th</sup> April 2025**. An extra of 30% of the reservation amount will be charged if the order is submitted during **21<sup>st</sup> – 26<sup>th</sup> April**. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on **27<sup>th</sup> April 2025**. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

3) SHELL SCHEME

4. SHELL SCHEME / UPGRADE SHELL SCHEME FASCIA:



The fascia will put **your company name and stand number** ,we will be printed on the board in either English or Chinese. If you would like both languages listed, please contact Pico for this upgrade (additional charges will apply).

NO.	Product Name	Unit Price - RMB	Unit Price - USD	Quantity	Unit	Total Amount
1	English name( one font), stand number listed, and blue walling	Free	Free		pcs	
2	Chinese name (one font), stand number listed, and blue walling	210	30		pcs	
3	English name (one font), stand number listed, Chinese name (one font) ,and changeable walling colors	700	100		pcs	
4	English name, stand number listed, Chinese name, changeable walling colors, and logos or other special graphics	1400	200		pcs	

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
	Bank A/C Name (Raw Space):
	Bank A/C No:
	Swift Code:
	Tel:
	Fax:
	Email:
	Contact:
	Date:
Signature and Chop:	

The order is required to submit before **20<sup>th</sup> April 2025**. An extra of 30% of the reservation amount will be charged if the order is submitted during **21<sup>st</sup> – 26<sup>th</sup> April**. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on **27<sup>th</sup> April 2025**. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

### **3) SHELL SCHEME**

#### **5. BASIC CONSIDERATIONS**

##### *A. Power*

The power provided in the shell scheme package is for domestic use only (i.e. charging laptops or phones). If you need more power than 500w, please contact Pico (additional charges may apply).

##### *B. Breakdown and Waste*

Please note that waste is chargeable. The venue has informed us that any waste as a result of breakdown will be deemed chargeable. Please insure that you take everything after you breakdown your stand otherwise the venue will contact you with waste charges. Bins will be provided inside the halls for you to use but anything large needs to be taken away. All self-bringing graphic and objects should be taken away, otherwise, you will be at a cost of USD30/each as cleaning fee.

Exhibitors will be charged USDQ20/1ML\*2.5MH walling as damage costs if the self-bringing adverting surface can not be torn or gum is left.

##### *C. Additional Orders*

Exhibitors can download the INDEX OF FORMS attached or require material rental and submit reference pictures to Pico to reserve materials (including WIFI, power outlet boxes, furniture and art design). All the material such as furniture should only be provided by Pico. Any other furniture is prohibited from the exhibition. Unofficial rental, once identified, can be cleaned away by Pico.

##### *D. Insurance*

In accordance with the Rules and Regulations of Bluetooth Asia 2025, exhibitors are reminded that they **MUST** take out adequate insurance cover.

The organizers accept no responsibility for exhibition goods, stand fitting and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by the organizer's. All losses must be reported to the site security, police and insurance company.

Whilst we take every precaution we are not responsible for damage or loss to stand fittings and exhibits. We must also draw your attention to safety awareness.

#### 4) RAW SPACE STANDS

DEFINITION: Raw space only stand are stands which do not include the construction of a modular structure, floor covering, electrics or any other extras to be provided by the organisers.

Space Only Exhibitors must appoint a stand constructor of their choice to build their stand. We requested that all Space only Exhibitors should use Pico for stand construction. This is due the access restrictions to the hall. In addition to this, exhibitors using other contractors will need to follow restrictions and pay additional costs (more information on this will be provided if another contractor is appointed, however we strongly advise using Pico).

If you are considering building a custom space only stand please contact [sharon.huang@pico.com](mailto:sharon.huang@pico.com) by Friday 18th April as there will be specific requirements and Health & Safety forms for custom build stands.

All stand construction will be monitored during build and stands which appear to be complex or deviate from submitted plans or have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

- 1) Please note that custom build height restriction is 5M high. Additionally, there are not hanging points from the ceiling for banners/graphics.
- 2) The load per square meter is 200 kilograms maximum
- 3) All materials for your booth must be fire resistant. The venue's health and safety team will be doing a walk round onsite to ensure this.
- 4) The venue only allows their in-house catering supplier to supply any food & beverage. For more information on this, please contact us.
- 5) The underground parking lot is accessible by Fuhua Road Three and Binhe Major Road, with a height limit of 2.2 meters for passage and is used to park small-sized cars.

Raw space exhibitors can choose Shenzhen Pico Plus Services Company Limited or other contractors to build the raw space stands and provide set-up services. All the contractors should observe Exhibition Management Regulations and Regulations on Work Safety of Construction Project. We strongly recommend Pico for the stands design and building.

ShenZhen Pico Plus Services Company Limited has been listed on the stock exchange and the branches are located in 40 cities worldwide. The official website is [www.pico.com](http://www.pico.com)

Official partners contacts: [sharon.huang@pico.com](mailto:sharon.huang@pico.com) or [jessie.lui@pico.com](mailto:jessie.lui@pico.com)

## 1. BASIC CONSIDERATIONS:

### Exhibition Management Regulations for Unofficial Partner Contractors

- 1) Raw space contractors will assist Pico to submit all required forms (including Safety Commitment) to Shenzhen Convention & Exhibition Centre. All stand construction will be monitored during build and stands which appear to be complex or deviate from submitted plans or have not been submitted for approval, will be challenged and construction may be stopped until the satisfactory information has been received. Organizers and official stands contractors reserve the right of rejecting and revising construction plan.
- 2) All the plan approval should be submitted to Pico.
- 3) Contractors are required to submit the fees of following forms and receive the approval of construction.
- 4) Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- 5) All exhibits and stand materials must be removed from the building by the End of the Bluetooth Asia 2025 breakdown period. Exhibitors are responsible for damage to the facilities of the exhibition hall.
- 6) The contractor has to submit all plans in duplicate before 13 April 2025 for approval by the architect of the Stand Contractor. This includes detailed drawings of Layout, Perspective, Rendering, Circuit, Electricity layout plan, Electrical distribution plan. Please indicate booth number and company name while sending an email. Attachment size shall not be large than 3M. Locations of all equipment/machinery on display have to be included in the layout. Please send the drawing (in jpeg or pdf) to sharon.huang@pico.com and copy jessie.lui@pico.com.
- 7) Raw space must provide insurance documents. The insurance documents include:
  - A. Hurt and losses of the venue building, equipment, floor, foundation and so on.
  - B. Pensions, medical expenses and other related fee caused by body hurt of Chinese workers.
  - C. Pensions, medical expenses and other related fee caused by body hurt of a third party.

**2. FORM REQUIRED 1- INFORMATION FORM**

Exhibitors have to indicate the address and contact person of their stand-fitting contractor.

Stand Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

No	Product Name	Unit Price - RMB	Unit Price - USD	Quantity	Unit	Total amount
1	Hall Management Fee	50	7		sqm	
2	Plans Approval Fee	1500	220		each	
3	Hall Construction Deposit	20000	3000		booth	
4	Construction Permits	45	9		pcs	
					Total	

The order is required to submit before **20<sup>th</sup> April 2025**. An extra of 30% of the reservation amount will be charged if the order is submitted during **21<sup>st</sup> – 26<sup>th</sup> April**. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on **27<sup>th</sup> April 2025**. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

The builder cannot enter the exhibition if the payment is not charged before 20<sup>th</sup> April 2025. The construction deposit is refundable after the builder dismantle the stands and clear garbage according the construction regulations

Company: Shenzhen Pico Plus Services Company Limited

Bank A/C Number: 000000501511356721

Bank Name : Standard Chartered Bank (China) Co.,Ltd, Shenzhen branch

SWIFT: SCBLGNSXSHZ

## FORM REQUIRED 2- CONTRACTOR REGISTRATION FORM

### Contractor Registration Form (Raw Space only)

Contractor badges will only be issued when this form has been duly completed and submitted with the relevant identification documents of the contractor(s). Please ensure that you have a copy of your identification documents before proceeding to obtain your badges from the Exhibitors' Registration Counter.

The particulars of the supervisor/ team leader and all team members must be listed accurately in the form provided below.

#### Contractors List

Name	ID No.	Age	Name	ID No.	Age

In signing and returning this form, the raw space contractor agrees to abide by all rules and regulation as stated in the Exhibitor Manual and comply with all Move-In / Move-Out regulations specified by the Organizer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
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	Bank A/C No:
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	Tel:
	Fax:
	Email:
	Contact:
Date:	
Signature and Chop:	

The order is required to submit before 20<sup>th</sup> April 2025. An extra of 30% of the reservation amount will be charged if the order is submitted during 21<sup>st</sup> – 26<sup>th</sup> April. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on 27<sup>th</sup> April 2025. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

**5) INDEX OF FORMS:**

**1. WIFI :**

There is no free WIFI in the exhibition hall, if WIFI connection is necessary, please make reservation.

Types	Bandwidth	Price RMB (during the exhibit)	Price USD (during the exhibit)	Note
ADSL Fiber Optical	100M	3960	545	This line is provided by China Telecom, no router is provided.
	200M	5360	750	
IP Metropolitan Area Network	10M	32400	4500	This line is provided by China telecom fiber optic lines, to be 10 working days in advance pre-application.
IP Metropolitan Area Network	20M	44000	6050	
IP Metropolitan Area Network	50M	62000	8550	
IP Metropolitan Area Network	100M	82000	11500	
IP Metropolitan Area Network	500M	252000	35000	
IP Metropolitan Area Network	1000M	396000	55000	
E-ticketing network	1-5 points	10000	1400	A point provides only one line and there is no limit to the number of access points (IP) . This network is an internal LAN, can only communicate in this network, can not access the internet.
E-ticketing network	6-9 points	20000	2800	
E-ticketing network	10-14 points	30000	4200	
E-ticketing network	15-19 points	40000	5600	
E-ticketing network	20-29 points	50000	7000	
E-ticketing network	130-40 points	60000	8400	

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**5) INDEX OF FORMS:****2. ELECTRICITY:** (Please submit the map indicating the location of power distribution boxes when reserving the boxes)

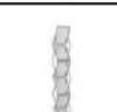
NO.	Product Name	Unit Price - RMB	Unit Price - USD	Quantity	Unit	Total amount
1	380V / 16A	1820	253		set	
2	380V / 32A	3220	447		set	
3	380V / 63A	5670	787.5		set	
4	380V / 100A	10612	1474		set	
5	380V / 150A	15540	2158		set	
6	220V / 10A	770	107		set	
7	220V / 16A	1120	156		set	
8	220V / 32A	2310	32		set	
9	220V / 63A	3542	492		set	
10	220V / 16ATemporary powe	490	68		set	
11	380V / 16ATemporary powe	630	87.5		set	

<p>Please complete and return to:</p> <p>Miss. Sharon Huang Ms. Jessie Lui</p> <p>Shenzhen Pico Plus Services Company Limited</p> <p>Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China</p> <p>Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282</p>	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
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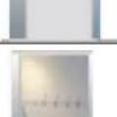
5) INDEX OF FORMS:

3. FURNITURE & AV

NO.	Photo(图片)	Name(名称)	Size(规格)	单价-RMB	单价-USD	Amount(数量)	Subtotal(总计)- USD/RMB
1		Lockable Cupboard 带锁展示柜	100mmL*500mmW *750mmH	304	42		
2		Folding table 折叠桌	1200mmL*600mm W*550mmH- 700mmH	384	53		
3		Bar Table 吧桌	60mmDia*67- 87mmH	160	22		
4		Bar Chair 吧椅	450mmW*350mmD *600-800mmH	188	26		
5		Round Table 圆桌	80mmDia*70mmH	160	22		
6		Folding Chair 折叠椅	460mmW*400mmD *455mmH	108	15		
7		SOFA chair 沙发椅	800mmW*730mmD *660mmH	440	61		
8		File Rack 资料架	put A4 paper	248	34		
9		TV 电视	42'	1360	189		
10		TV 电视	52'	3600	500		

5) INDEX OF FORMS:

3. FURNITURE & AV

11		TV stand 电视支架	750L*500W*100 Hmm	280	39		
12		Long Arm Lamp 长臂灯	100W	160	22		
13		Plug Board 插线板	/	208	29		
14		Plug Adapter 插线转接头	/	28	4		
15		Bottled Water 瓶装水	24 瓶水/箱	208	29		
16		Water Dispenser 饮水机	2桶饮用水	1520	211		
17		Capsule Coffee Machine 胶囊咖啡机	/	3200	444		
18		High Glass Cabinet 高玻璃柜	1000mmL*500mm W*2500mmH	1344	187		
19		Low Glass Cabinets 矮玻璃柜	1000mmL*500mm W*1000mmH	840	117		
20		Shelves 平搁架	1000mmL*300mm W	176	24		
21		Hangers 衣架	1000mmL	160	22		
22		Trash Cans 垃圾桶	200mmW*300mmL	28	4		

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
	Bank A/C Name (Raw Space):
	Bank A/C No:
	Swift Code:
	Tel:
	Fax:
	Email:
	Contact:
	Date:
	Signature and Chop:

The order is required to submit before 20<sup>th</sup> April 2025. An extra of 30% of the reservation amount will be charged if the order is submitted during 21<sup>st</sup> – 26<sup>th</sup> April. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on 27<sup>th</sup> April 2025. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

**5) INDEX OF FORMS:**

**4. FREIGHT SHIPPING & STORAGE**

Pico accept no responsibility for shipping exhibition goods. Pico would recommend specialized freight logistics companies such as DHL, Fedex and etc.

Pico can provide warehousing services and the information below needs to be included in every shipment item (labeling each item to provide the information about name of companies, booth numbers, the number of stock pieces, and piece numbers)

The below needs to be included in every shipment item:

Event: Bluetooth Asia 2025

Company: Shenzhen Pico Plus Services Company Limited

FAO: Mr. Fujian.Liu

Address: The first warehouse, No. 6 Changqing 3rd road, Dongguan city, 523000, China

Tel: +86 13424307972

All deliveries MUST be made to Pico’s advance warehouse before 12nd May. Overdue deliveries cannot be collected. Exhibitors please take the storage goods on their own after the exhibition ends.

NO	Product Name	Unit Price (RMB)	Unit Price (USD).	Qty	Unit	Total Amount
1	Storage Fee	380	55		PCS	
2	Delivery Fee	200	30		PCS	
3	Handling Fee	380	55		PCS	
4	Forklift Fee	100	15		PCS	
					<b>Total Price</b>	

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
	Bank A/C Name (Raw Space):
	Bank A/C No:
	Swift Code:
	Tel:
	Fax:
	Email:
	Contact:
	Date:
Signature and Chop:	

The order is required to submit before **20<sup>th</sup> April 2025**. An extra of 30% of the reservation amount will be charged if the order is submitted during **21<sup>st</sup> – 26<sup>th</sup> April**. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on **27<sup>th</sup> April 2025**. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

**5) INDEX OF FORMS:**

**5. OVERTIME :**

Duration	Time	Unit Price - RMB	Unit Price - USD	Quantity	Unit	Total Amount
1	21st 17:30-24:00	40	5.5		m <sup>2</sup>	
2	23th 20:00-24:00	40	5.5		m <sup>2</sup>	
					Total	

All the overtime only can be paid in cash or WeChat pay or Alipay. Only receipt can be issued but no invoice.

Please complete and return to:  Miss. Sharon Huang Ms. Jessie Lui  Shenzhen Pico Plus Services Company Limited  Room1010-1012 Excellence Times Square Building, 4068 Yitian Road Futian District, Shenzhen 518048, China  Tel: +86 755 8290 0540 ext 8301 Fax: +86 755 8295 1282	Company Name:
	Stand No:
	Name of Bank (Raw Space only):
	Bank A/C Name (Raw Space):
	Bank A/C No:
	Swift Code:
	Tel:
	Fax:
	Email:
	Contact:
	Date:
Signature and Chop:	

The order is required to submit before **20<sup>th</sup> April 2025**. An extra of 30% of the reservation amount will be charged if the order is submitted during **21<sup>st</sup> – 26<sup>th</sup> April**. Only the receipt but not the invoice, will be issued and an extra of 50% of the reservation amount will be charged if the order is submitted on **27<sup>th</sup> April 2025**. The reservation cannot be cancelled and the amount will be immediately charged after the reservation is completed. If the payment of the reservation is not received before the exhibition opens, the reserved project will be cancelled correspondingly.

## **6) EXHIBITORS' ATTENTION & REQUIREMENTS**

1. All the shell scheme stands are constructed by Pico. Raw space exhibitors can choose Shenzhen Pico Plus Services Company Limited or other contractors to build the raw space stands and provide set-up services. All the contractors should observe Exhibition Management Regulations and Regulations on Work Safety of Construction Project. We strongly recommend Pico for the stands design and building.

ShenZhen Pico Plus Services Company Limited has been listed on the stock exchange and the branches are located in 40 cities worldwide. The official website is [www.pico.com](http://www.pico.com)

Official partners contacts: [sharon.huang@pico.com](mailto:sharon.huang@pico.com) or [jessie.lui@pico.com](mailto:jessie.lui@pico.com)

2. All material used in build and decoration booth must be properly fire-proofed. Flammable materials such as foam print, foam panels, elastic cloth and KT panels, are prohibited from using.
3. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
4. All material (including electricity facilities) used in construction must be properly fire-proofed. The use of naked flame is strictly prohibited. Painting is strictly prohibited inside or around the exhibition hall.
5. The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
6. No adhesive is permitted to be used on carpet or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.
7. Only the contractor- Pico, can rent the furniture. Any other form of the rental of furniture is prohibited from the exhibition. Any damage to the rented furniture will be compensated on the basis of the original price according to the Exhibition Center.
8. Anyone without building permits or exhibitors ID are prohibited from entering the exhibition. Once the fake certificate is identified, the investigation of the responsibility of the company corresponding to the booth will be carried out.
9. Orders will be invalid if Pico does not receive the payment before the exhibition opens, unless the Department of Account confirms the payment.

***Enjoy your event in Bluetooth Asia 2025!***

**7)ATTACHMENT****Submission Deadline: April 20<sup>th</sup>****1. ATTACHMENT I:****EXHIBITOR SAFETY RESPONSIBILITY STATEMENT**

1. Comply with laws, regulations, and social ethics, and refrain from disrupting public order or affecting social stability.

2. Follow safety management regulations. Do not display offensive slogans, banners, or other items, and do not litter.

3. Actively cooperate with security checks and enter/exit the exhibition area with valid credentials.

4. Adhere to public security, fire safety, and other management systems. Undergo security inspections and refrain from carrying explosive, flammable, radioactive, toxic, corrosive, or other hazardous materials, or illegally possessing firearms, ammunition, or controlled tools.

5. Assign staff to safeguard exhibits and personal belongings to prevent theft or loss.

6. Develop contingency plans in advance to address emergencies or unexpected incidents.

7. When distributing promotional materials or taking photos, do not block public or evacuation pathways.

8. Exhibitors have to ensure that audio-visual equipment placement does not extend beyond the designated booth or obstruct evacuation routes. Noise from equipment use or testing must not exceed 70 decibels (dB) and must not disturb other exhibitors or visitors. The organizer reserves the right to halt or prohibit the use of any audio or mechanical equipment.

9. Resolutely oppose and reject obscene, vulgar, or violent performances. Staff, exhibitors, and performers must dress appropriately for a professional setting (e.g., business attire length). Underwear or bikini-style clothing is prohibited.

10. All foreign performers must obtain a Foreigner's Work Permit and an Employment Residence Permit issued by the Shenzhen Public Security Bureau. Hiring unauthorized foreign personnel is strictly prohibited.

11. Smoking is prohibited in the exhibition area.

12. Exhibitors violating safety regulations will receive immediate criticism and education from staff. Those disrupting public order or endangering public safety will be forcibly removed by security. Legal authorities will pursue legal actions against unlawful behavior.

**Signature and Seal of Exhibitor Representative:****Contact Phone:****Date:**

## 2. ATTACHMENT II:

**Submission Deadline: April 20<sup>th</sup>**

### EXHIBITOR SAFETY RESPONSIBILITY AGREEMENT

To ensure the smooth operation of the Bluetooth Asia 2025, and in accordance with national laws and regulations on fire safety and production—specifically the principle of “those in charge bear responsibility”, the organizer hereby designates the exhibitor’s representative (or authorized agent) \_\_\_\_\_ as the responsible party for on-site management, public security, and fire safety during the setup, exhibition, and dismantling periods of \_\_\_\_\_ (Company Name). Responsibilities include:

1. Ensure exhibits comply with contractual terms and approved scope. Do not display products with unclear intellectual property rights. Guarantee the legality of exhibits and technologies, and ensure all submitted documents are truthful, accurate, and lawful.

2. Refrain from selling products, conducting cash transactions, distributing materials outside designated areas, or displaying/selling counterfeit goods. Any consequences from unauthorized sales or fraudulent activities shall be borne solely by the exhibitor.

3. Assume full responsibility for security, fire safety, and booth structural safety within and around the assigned area during the exhibition.

4. Safeguard exhibits and personal belongings. Remove cash, valuables, and critical documents after closing. Remind staff to secure personal items (e.g., bags, phones) to prevent loss or damage. The exhibitor bears all responsibility for losses.

5. Ensure construction safety and comply with venue regulations. Avoid actions that damage the venue’s structure, facilities, or exhibition environment.

6. Adhere to national fire codes and venue fire safety rules. Prohibit the use of flammable materials, hazardous substances, or non-compliant electrical equipment. Do not bring inflammable, explosive, highly toxic or polluted items into the exhibition hall. Do not use decoration materials and exhibition equipment that do not meet fire protection requirements. Ensure that the use of electricity and electrical appliances meets safety requirements.

7. Ensure sound from exhibits or equipment does not exceed 70dB and does not disturb others.

8. Exhibitors are responsible for insuring exhibits, installations, personnel, and third-party liabilities. Exhibitors undertake to insure their exhibits, booth installations, exhibitors and other third parties in full or at their own risk.

This agreement becomes effective upon signature and seal by the exhibitor (or group representative).

**Exhibitor:**

**Representative (or Authorized Agent):**

**Date:**

### 3. ATTACHMENT III:

#### Bluetooth Asia 2025 Notice of attendance

Contract name:

Booth number:

Booth type:

Booth area:

Hello!

Bluetooth Asia 2025 will be held on **May 22-23,2025 at the Shenzhen Convention & Exhibition Center (Futian)**. As the exhibition period draws near, please make preparations for the booth layout (including construction materials and transportation arrangements for larger exhibitors) in advance according to the following (layout/withdrawal) schedule. Once again, we remind you to read the exhibitor's manual carefully so as not to interfere with your cloth/withdrawal process.

Please present **your business card and the attendance notice (electronic or paper version)** to the **entrance registration office of Hall 5** to collect your registration card for exhibition.

#### Check-in Schedule:

May 21<sup>st</sup> **8:30 AM – 5:30 PM**

**\* Please be sure to bring your business card and sign-in notice (electronic or paper version)**

#### Setup Times:

**PICO Building:** May 21<sup>st</sup>, 8:30 AM – 5:30 PM

**Space-Only booths:** May 21<sup>st</sup>, 11:00 AM – 5:30 PM

**Standard booths:** May 21<sup>st</sup>, 3:30PM – 5:30 PM

#### Teardown Time:

May 23<sup>rd</sup>: 5:00 PM – 8:00 PM

#### Address:

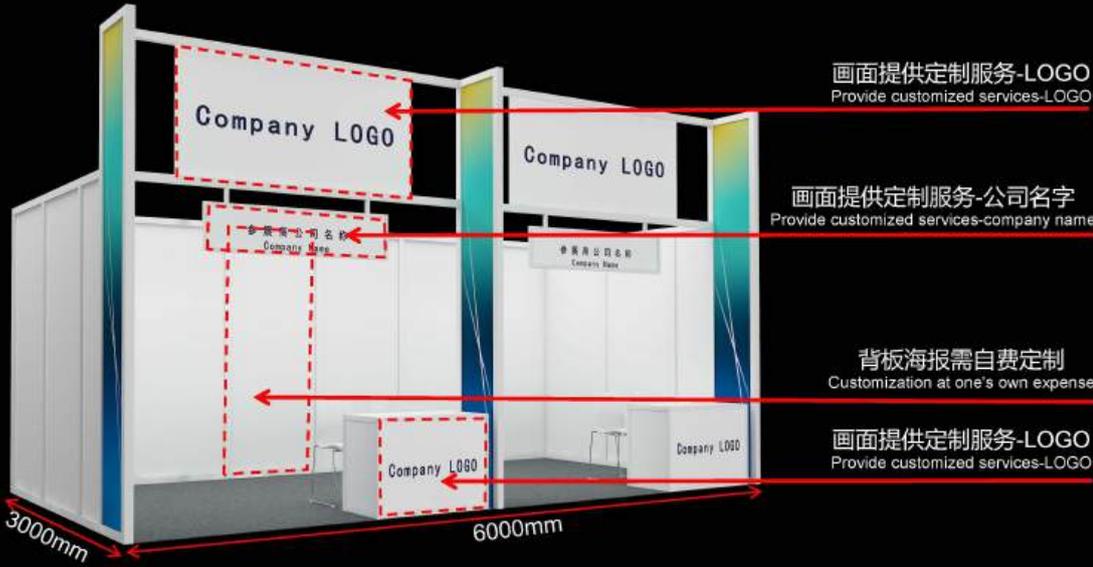
Shenzhen Convention & Exhibition Center, Fuhua 3rd Road, Futian District, Shenzhen, Guangdong Province

4. ATTACHMENT III:

SHELL SCHEME SIZE

3.5m标准标摊尺寸 单面开 (18m<sup>2</sup>)

3.5mH Shell scheme size one side open (18m<sup>2</sup>)

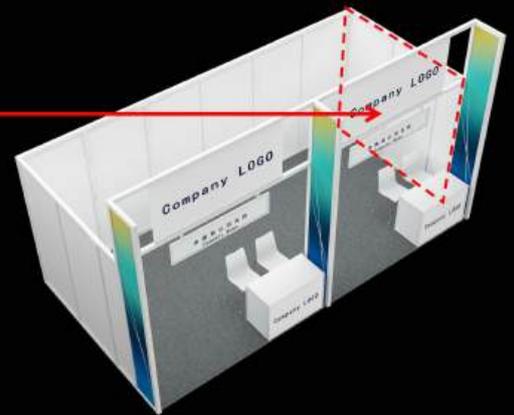
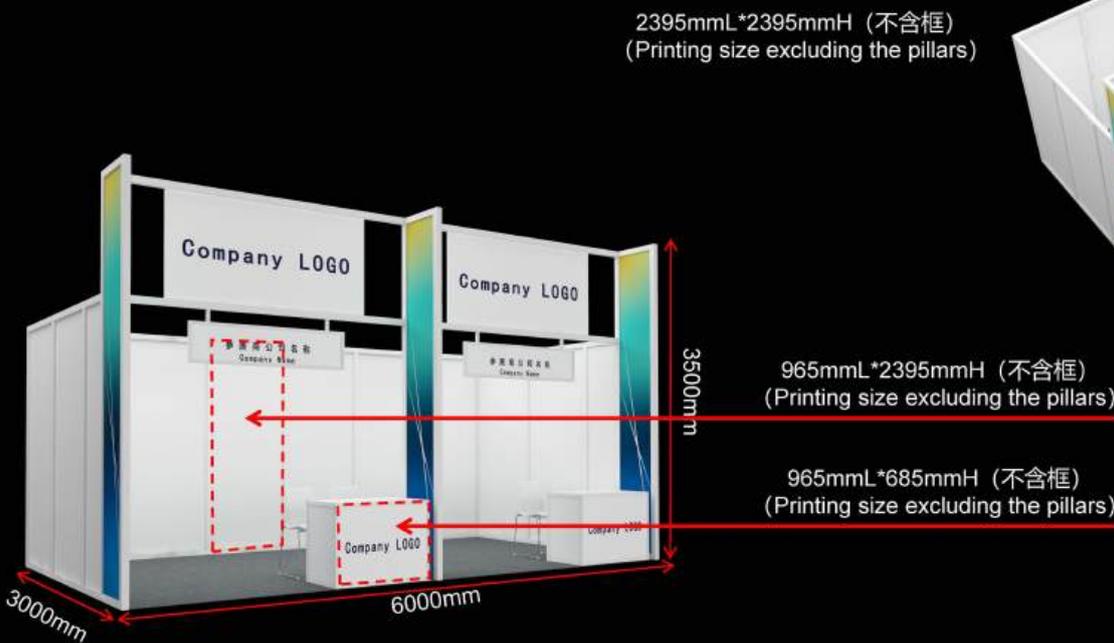


配置

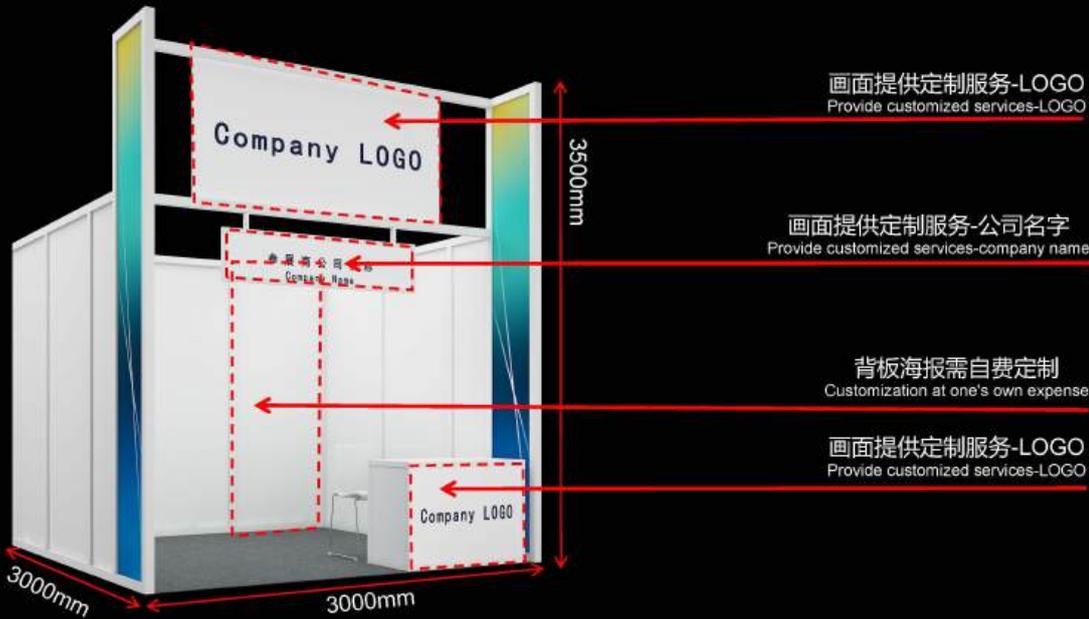
- 空白背墙
- \* White System wall
- 门楣 (包含公司名字以及展位号)
- \* Fascia - with company name and stand number
- 2张接待台
- \* 2 \* Table
- 4把椅子
- \* 4 \* Chairs
- 2个220V5A的插座
- \* 2 \* 220V5A Socket
- 4个射灯
- \* 4 \* Spotlights
- 地毯
- \* 18sqm Carpet

3.5m标准标摊尺寸 单面开 (18m<sup>2</sup>)

3.5mH Shell scheme size one side open (18m<sup>2</sup>)



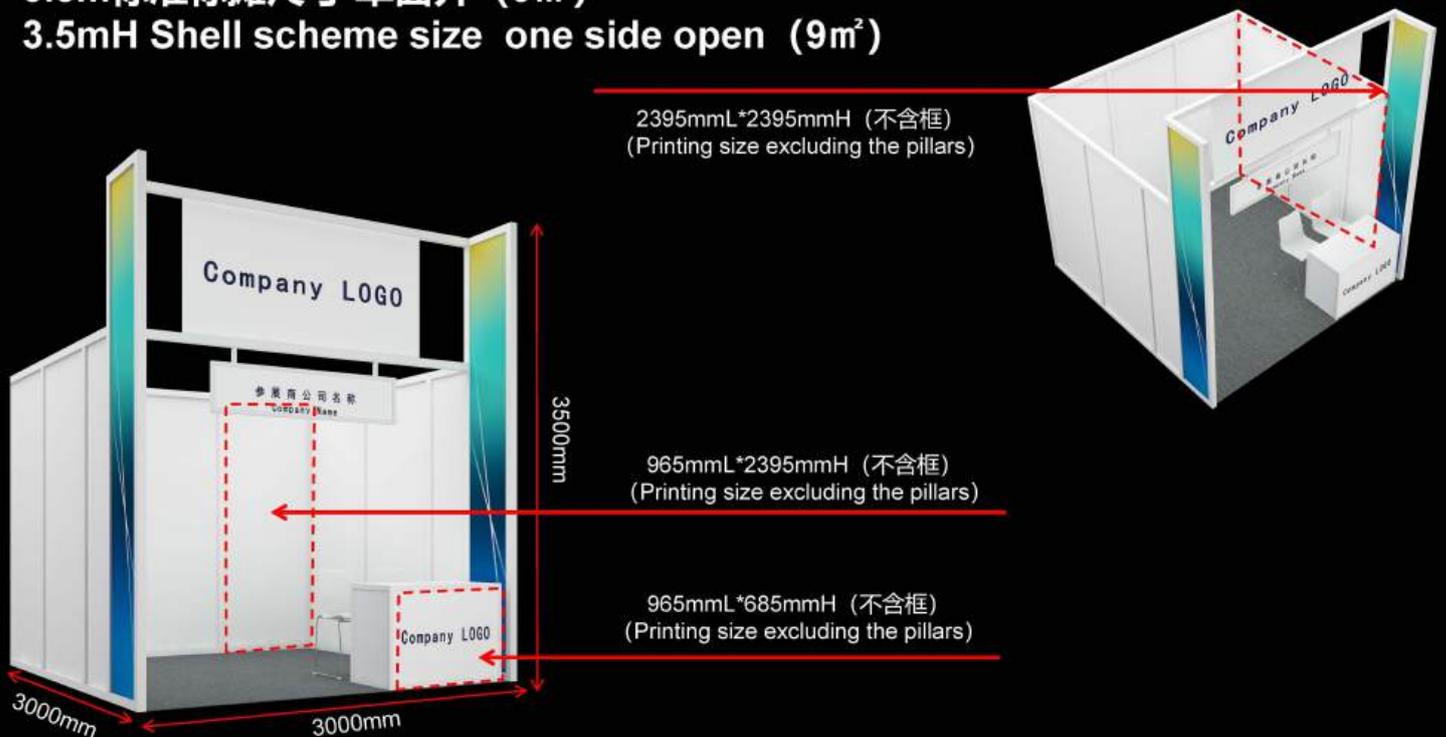
## 3.5m标准标摊尺寸 单面开 (9m<sup>2</sup>) 3.5mH Shell scheme size one side open (9m<sup>2</sup>)



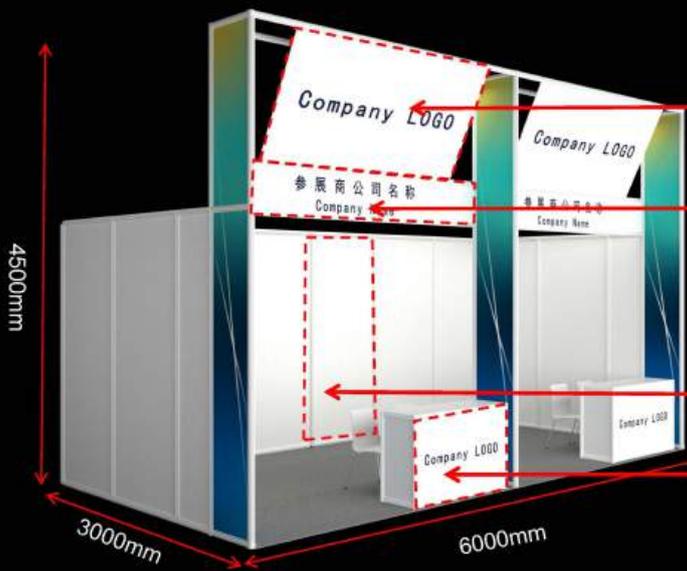
### 配置

- 空白背墙  
\* White System wall  
门楣 (包含公司名字以及展位号)  
\* Fascia - with company name and stand number  
1张接待台  
\* 1 \* Table  
2把椅子  
\* 2 \* Chairs  
1个220V5A的插座  
\* 1 \* 220V5A Socket  
2个射灯  
\* 2 \* Spotlights  
地毯  
\* 9sqm Carpet

## 3.5m标准标摊尺寸 单面开 (9m<sup>2</sup>) 3.5mH Shell scheme size one side open (9m<sup>2</sup>)



## 4.5m升级标摊尺寸 单面开 4.5mH Booth height size one side open



画面提供定制服务-LOGO  
Provide customized services-LOGO

画面提供定制服务-公司名字  
Provide customized services-company name

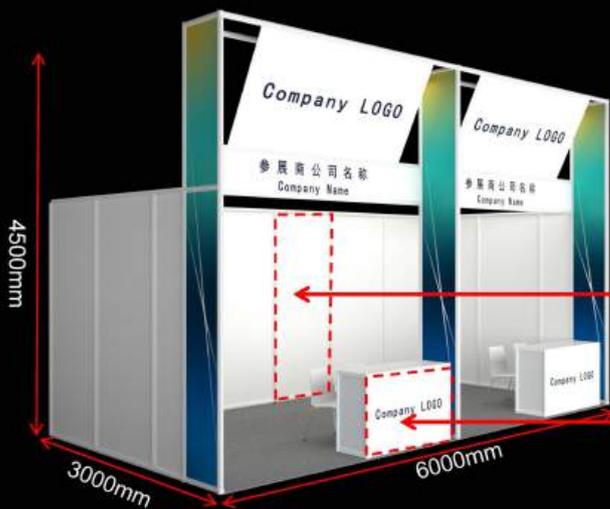
背板海报需自费定制  
Customization at one's own expense

画面提供定制服务-LOGO  
Provide customized services-LOGO

### 配置

- 空白背景墙
- \* White System wall
- 门楣 (包含公司名字以及展位号)
- \* Fascia - with company name and stand number
- 2张接待台
- \* 2 \* Table
- 4把椅子
- \* 4 \* Chairs
- 2个220V5A的插座
- \* 2 \* 220V5A Socket
- 4个射灯
- \* 4 \* Spotlights
- 地毯
- \* 18sqm Carpet

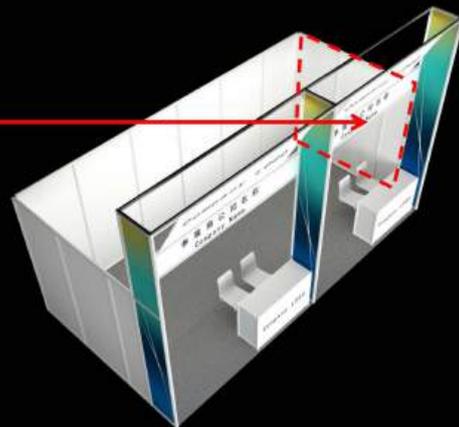
## 4.5m升级标摊尺寸 单面开 4.5mH Booth height size one side open



2395mmL\*2395mmH (不含框)  
(Printing size excluding the pillars)

965mmL\*2395mmH (不含框)  
(Printing size excluding the pillars)

965mmL\*685mmH (不含框)  
(Printing size excluding the pillars)



## Bluetooth Asia 2025 Hotel Recommendation

**JLBEST Meeting is a professional company engaged in high-end exhibition services. During the exhibition, a group of professional teams will provide you with services such as return air tickets, hotel reservation and car rental, business travel and other exhibition solutions.**

Service Hotline ①:+86-755-8288 0090

Contact Person: Miss Hu

Mobile phone No.: +86-18126464213

Website: <https://miceclouds.com/en/bookingquery.htm?id=2374>

Email: [service@bestmeeting.net.cn](mailto:service@bestmeeting.net.cn)

### Hotel information

Category	Name of Hotel	Type of Room	Daily Room Rate (RMB)	Breakfast	Address	Metro Station	Distance to SZCEC
5 Star	Four Seasons Hotel Shenzhen	Deluxe King Room	1700	one	No.138 Fuhua 3rd Road, Futian District, Shenzhen, 518048	Exit D of Convention & Exhibition Center Station	3 minutes walk
		Deluxe Twin Room	1800	two			
5 Star	Wyndham Grand Shenzhen	Superior King Room	950	one	2009 Caitian Road Handsome Tower, Futian District, Shenzhen	Exit D of Gang Xia Station	10 minutes walk
		Superior Twin Room	1050	two			
4 Star	Intercity Shenzhen Futian Huanggang	Deluxe King Room	700	one	28 Fumin Road, Futian District, Shenzhen	Exit D of Huanggangcun Station	15 minutes walk
		Deluxe Twin Room	750	two			
4 Star	CNHÖL S Hotel (Shenzhen Futian Port and Exhibition Center)	Queen Room	580	one	No.9005 Binhe Avenue, Futian District, Shenzhen	Exit E of Shixia Station	8 minutes by taxi
		Twin Room	580	two			
4 Star	Qiuguo S Hotel (Shenzhen Futian Convention and Exhibition Center)	Deluxe King Room	498	one	5022 Riverside Drive, Union Square, Block B, Futian District, Shenzhen	Exit E of Gangxia Station	15 minutes walk
		Deluxe Twin Room	518	two			
5 Star	Hua'an International Hotel	Superior King Room	468	one	2001 South Bao'an Road (Bao'an Nan Lu), Luohu District, Shenzhen	Exit D of Grand Theater Station	18 minutes by subway
		Superior Twin Room	528	two			
3 Star	Shenzhen New Continent Hotel	Deluxe King Room	400	one	No.109 Xinzhou 1st Street, Futian District,	Exit E of Shixia Station	10 minutes by taxi

	(Futian Port Convention and Exhibition Center)	Deluxe Twin Room	400	two	Shenzhen		
3 Star	Proud Way Hotel Shenzhen	Deluxe King Room	378	two	No.15 Hongbao Road, Luohu District, Shenzhen	Exit D of Grand Theater Station	25 minutes by subway
		Deluxe Twin Room	378	two			
3 Star	Shenzhen Lido Hotel	King Room	358	one	No. 2007 Dongmen South Road, Luohu District, Shenzhen	Exit B of Guomao	30 Minutes by Subway
		Twin Room	358	two			

**Note:**

1. The above prices already include hotel service fees and taxes, and all fees will be settled in RMB.
2. The above price is a prepayment price, so you need to prepay the room fee as a room guarantee, and the room without prepayment will not be reserved.

**Traffic**

For this event, we can provide the following transportation services:

According to exhibitors and professional audience requirements, provide a variety of other vehicle services, specific car prices can refer to the following form:

Models	Route	Preferential price (RMB)
Buick Business GL8	Shenzhen Airport - Hotel in Urban Area ( Including Road & Bridge Fee )	450/trip
	SCEC- Hotels in Urban Area	350/trip
	All - day vehicles in Shenzhen city ( within 10 hours and 100 kilometers, excluding roads, bridges and parking fees )	1000/day
22-seat bus	Shenzhen Airport - Hotel in Urban Area ( Including Road & Bridge Fee )	700/trip
	SCEC- Hotels in Urban Area	600/trip
	All - day vehicles in Shenzhen city ( within 10 hours and 100 kilometers, excluding roads, bridges and parking fees )	1250/day
45-seat bus	Shenzhen Airport - Hotel in Urban Area ( Including Road & Bridge Fee )	850/trip
	SCEC- Hotels in Urban Area	800/trip
	All - day vehicles in Shenzhen city ( within 10 hours and 100 kilometers, excluding roads, bridges and parking fees )	1450/day

**Notes:**

- A) Day quotation does not include: parking fee, driver meals,  
 B) overtime and over kilometers according to: Buick business /22 seats bus overtime 100 yuan / hour; 45-53 seats bus overtime

150 yuan / hour, over kilometers 10 yuan / km ;

C) Waiting overtime 100 yuan / hour, waiting for 30 minutes for free.

D) Pick-up card charged by 50 yuan / piece.

E) The above quotation for ordinary car quotation, please refer to the actual car time and detailed itinerary quotation!Car needs to be settled according to the actual amount.

## Hotel Reservation Form

### 1、 Personal Information:

(Please use block letters or attach business card.)

Contact Person: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Organization/ Com: \_\_\_\_\_

Email: \_\_\_\_\_

Country: \_\_\_\_\_

Mobile phone : \_\_\_\_\_

Tel : \_\_\_\_\_

Fax: \_\_\_\_\_

### 2、 Hotel booking Details:

Guest Name: \_\_\_\_\_

Hotel Preferred: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

Room category: Single/ twin / double (circle accordingly), No of room(S): \_\_\_\_\_

### 3、 Airport Transfer service:

Shenzhen Airport ——Hotels near by SZCEC Trade Center

Expo: Buick Business:  450RMB / trip

The whole day in Shenzhen city: Buick Business:  1000RMB/day(6 seats)

I need for Arrival Departure, Number of person(s): \_\_\_\_\_

Arrival Flight No: \_\_\_\_\_ Arrival local date: \_\_\_\_\_

Estimated arrival Time: \_\_\_\_\_

Departure Flight No: \_\_\_\_\_

Departure Date: \_\_\_\_\_ departure Time: \_\_\_\_\_