



VIEWSHOP

Raw Space System Manual



扫一扫，让布展轻松搞定



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VIEWSHOP新怡展

Raw Space System Instructions



01. Log in Viewshop on-line system.
(Viewshop provide the user name and password.)

02. Input booth information.

03. Items ordering.
(electric facilities, official contractor service)

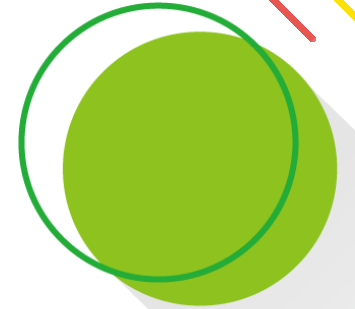
04. Upload design (must be JPG format)

05. Upload electrician license

06. Upload forms

07. Forms download

08. Check the payment
(upload bank receipt)



Log in Viewshop on-line system | 01



productronica China
产品电子生产设备展 | productronica China 2022

2022/3/23 - 2022/3/25

VIEWSHOP

中文

Raw Space Login

2022slkjflj



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Login

1. Please enter the user name and password provided by Viewshop.
2. If you cannot log in, please contact Viewshop staff.



Input booth information| 02

Booth Management

Booth Information

Booth No. : test1 Booth Area : 36.00 m²
Hall : E1 Exhibitor's Name : Viewshop

Contact Information of Exhibitor

*Name : Title :
Mobile No. : Email :
Tel. : - - -

Contractor Information

*Name : *Company Name :
*Mobile No. : *Email :
Tel. : - - -

1. Please click "Basic Information" enter the information, and click "Submit" button.

2. The items circled in red are mandatory.

3. If you need to change the information, please contact Viewshop staff.



Items ordering | 03

1. Please click "Order" to add any item into the order list. Check the order owner (builder/exhibitor) in "To be confirmed". **The payment will be automatically sent to the exhibitor and builder's mailbox.** (Management fee and deposit will be automatically generated according to the booth area and added to the payment.)

2. You can confirm the order status in the "Confirmed" column. **If you need to change or cancel your order, please contact Viewshop staff.**

Notice: Because of the system lag, do not click the order button repeatedly, just click it once. Otherwise, the system will place multiple orders at the booth by default.



Equipment List

Item (Please make sure that you have read the relevant forms in the exhibitor's manual carefully before booking the following facilities.)

| All | Electrical Supply (Lighting use only) | Electrical Supply (Machine use only) | Water Supply | Compressed Air-SINEC |
|-----------|---|--|---------------------------|----------------------|
| Telephone | Internet-SINEC | Hanging points-SINEC | Hanging points for banner | Additional Furniture |

Equipment List

| | | | | | |
|--|---|---------------------|--------------------------------|------------------------------------|----------------------|
| | 15A lighting box (including electrical fire monitoring box) | Unit Price : USD394 | <input type="text" value="1"/> | <input type="button" value="Add"/> | Total price : USD394 |
| | 30A lighting box (including electrical fire monitoring box) | Unit Price : USD510 | <input type="text" value="1"/> | <input type="button" value="Add"/> | Total price : USD510 |
| | 60A lighting box (including electrical fire monitoring box) | Unit Price : USD766 | <input type="text" value="1"/> | <input type="button" value="Add"/> | Total price : USD766 |

Order List

| | | | |
|-----------------|---|---------------|------------------------------------|
| To be Confirmed | 15A lighting box (including electrical fire monitoring box) | USD394 x 1.00 | <input type="button" value="Del"/> |
| Confirmed | Power supply, 380 V / 15 Amp / 50 Hz, three phases (machine only) | USD300 x 1.00 | <input type="button" value="Del"/> |

Builder @ Exhibitor

2 Item(s) Total : 694.00

Confirm

Fri Jan 14 2022 13:05:33

Equipment List

ual carefully before booking the following facilities.)

| y (Machine use only) | Water Supply | Compressed Air-SINEC |
|---------------------------|----------------------|----------------------|
| Hanging points for banner | Additional Furniture | |

Unit Price : USD394

Total price : USD394

Order List

Order number : VS220114130628789

| | | | |
|-----------|--|---|-----------------------------------|
| Confirmed | | 15A lighting box (including electrical fire monitoring box) | USD394.00 x 1.00 item = USD394.00 |
| Cancelled | | Power supply, 380 V / 15 Amp / 50 Hz, three phases (machine only) | USD300.00 x 1.00 item = USD300.00 |

Total : USD694.00

Upload design | 04

1. Please click "Upload Design" enter the information, and click "Submit" button , upload the image according to the type of the design drawing. The image must be in JPG format and the size of the image is less than 2M

2. Please click the "submit" button, otherwise the staff cannot review the design drawing.



- Booth Information
- Order
- Files Submission
- Upload Design**
- Electrician License
- Upload Form
- Other Forms Download
- Invoice
- Notices
- Support

Upload Design

Design

File Type

* Material map

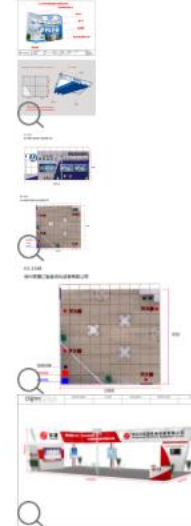
* Dimensions

* Electric box location map

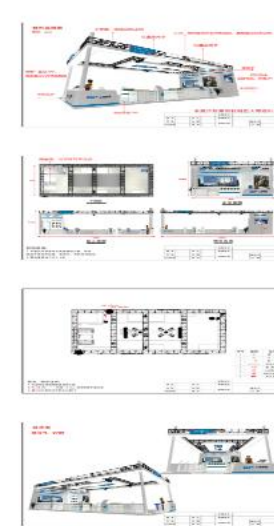
* Rendering

File Requirement

Cutline



Thumbnail



Status

Please submit the drawings.

Please submit the drawings.

Please submit the drawings.

Please submit the drawings.

Administrator could make draw feedback after submission.

Submit

Upload

Upload

Upload

Upload

Upload design | 04

| File Type | File Requirement | Cutline | Thumbnail | Status |
|---|------------------|---------|-----------|-----------------------------|
| * Material map | | | | Passed |
| * Dimensions | | | | Please submit the drawings. |
| Drawing Feedback: The height of the booth exceeds 4.4m, please lower the height. | | | | Passed |
| * Electric box location map | | | | Passed |
| * Rendering | | | | Passed |

Administrator could make draw feedback after submission.

Submit

Upload



1. After the design are reviewed, the builder will receive the feedback email sent by the system. At the same time, the review status and approval opinions can also be viewed on the system.

2. If the design is not approved, please modify it and upload it to the system again, and click the "Submit" button.

Upload electrician license| 05

Upload

*Name : 王刚

*ID number : 362525198102157746

*Upload : Upload Open Delete

*Upload : Upload Open Delete

Submit

Not exceed 2M

1. Please click "Electrician License", fill in the electrician's identity information. Upload the picture of electrician's license and click "Submit" button.

2. After the upload is successful, the review status of electrician's license will be displayed on the page.

Upload

*Name :

*ID number :

*Upload : Upload

*Upload : Upload

Submit

Not exceed 2M

Feedback

Electrician License

| ID | Name | ID number | Status | Edit |
|----|------|--------------------|------------|------|
| 1 | 王刚 | 362525198102157746 | Not Passed | Edit |

| ID | Content | Date |
|----|----------------------------|--------------------|
| 1 | The id number is incorrect | 2022/1/14 13:42:49 |



Upload forms| 06

The screenshot shows a web application interface for uploading forms. On the left is a dark sidebar menu with the following items: Order, Files Submission, Upload Design, Electrician License, Upload Form (highlighted with a red box), Other Forms Download, Invoice, Notices, and Support. The main content area is divided into two sections: 'Upload' and 'Uploaded'. The 'Upload' section contains two form entries, each with an 'Upload' button (highlighted with a red box): 'FORM 8.1 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE' and 'FORM 9.1 BUILDING APPROVAL FOR ONE-STOREY BOOTH DESIGN'. Below these is a red text warning: 'Not exceed 10M'. The 'Uploaded' section contains a table with the following data:

| ID | Form Name | Status | Edit |
|----|--|------------|----------------------|
| 1 | Flame retardant certificate | Pending | Edit |
| 2 | FORM 8.2 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY | Not Passed | Edit |
| 3 | FORM 9.2 BUILDING APPROVAL FOR TWO-STOREY BOOTH DESIGN | Passed | |
| 4 | Insurance | Passed | |

Below the 'Uploaded' table is a 'Feedback' button (highlighted with a red box) and a table showing feedback messages:

| ID | Content | Date |
|----|---------------------|--------------------|
| 1 | Form filling error. | 2022/1/14 13:53:54 |

1. JPG, PDF, compressed package format can be uploaded, the file size is limited to 10M. After the upload is successful, the review status will be displayed on the page.

2. If the form is not approved, the builder will receive the feedback email sent by the system and approval opinions can also be viewed on the system.



Forms download | 07



1. Please click “Other Forms Download”, download the form, fill in the form, stamp it and upload it to the “Upload Form” page.

Order

Files Submission

Upload Design

Electrician License

Upload Form

Other Forms Download

Other Forms Download

| No. | Form Name | Description | Generate |
|-----|---|-------------|--------------------------|
| 1 | FORM 8..2 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY | | Download |
| 2 | FORM 9..1 BUILDING APPROVAL FOR ONE-STOREY BOOTH DESIGN | | Download |
| 3 | FORM 9.2 Building Approval for Two-storey Booth Design | | Download |
| 4 | FORM 8.1 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE | | Download |



Check the payment| 08

1. Please click "Invoice " to check the payment status.
 2. Please click "Detail" to download the Invoice.
 3. If you pay by T/T, please upload the bank receipt.
- The bank charges for remittance shall be borne by the payer.

Files Submission

Invoice

Notices

Support

Invoice

| Invoice no. | Amount |
|---|-------------|
| C220114130628827 Detail | 5,702.00 |
| Total : | USD5,702.00 |
| Paid : | 0.00 |
| Unpaid : | 5,702.00 |

If you pay by T/T, please upload the bill of payment

+ Bill of payment



付款通知 INVOICE

编号 INVOICE NO.
C220114130628827

| | |
|---|---|
| <p>TO : CCT exhibition company</p> <p>收件人 ATTENTION : Miss li</p> <p>发件人 FROM : 宁馨儿</p> <p>日期 DATE : 2022-01-14</p> <p>展位号 BOOTH NO. : test1</p> <p>工作编号 JOB NO. : 2022-003</p> | <p>展会名称 PROJECT NAME : productronica China 2022</p> <p>展会日期 PERIOD : 2022-03-23 -2022-03-25</p> <p>展会地点 EXHIBITION VENUE : 新国际博览中心 SNIEC</p> <p>展商名称 EXHIBITOR NAME : Viewshop</p> <p>面积 BOOTH AREA : 36.00 m²</p> |
|---|---|

| 项目 ITEM | 订单号 ORDER NO. | 展商/搭建商 Exhibitor/Builder | 摘要 DESCRIPTION | 数量 QTY | 单价 UNIT PRICE | 金额 AMOUNT |
|-------------------------------------|-------------------|--------------------------|---|--------|---------------|--------------|
| 1 | | | 展台综合管理押金 Deposit | 1 | USD4,000.00 | USD4,000.00 |
| 2 | | | 展位管理费 HALL MANAGEMENT FEE | 36.00 | USD28.00 | USD1,008.00 |
| 3 | VS220114130628789 | 搭建商 Builder | 15A照明配电箱 (含电气火灾监控箱) 15A lighting box (including electrical fire monitoring box) | 1.00 | USD394.00 | USD394.00 |
| 4 | VS220114130628789 | 搭建商 Builder | 15A380V三相电源 (机器动力) Power supply, 380 V / 15 Amp / 50 Hz, three phases (machine only) | 1.00 | USD300.00 | USD300.00 |
| 合计: | | | | | | USD 5,702.00 |
| GRAND TOTAL(EXHIBITION FEE): | | | | | | |

我司是2022年上海电子生产设备展的指定主场承建商-新怡展(上海)展览展示有限公司。
The VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD. is the official contractor of productronica China 2022.

*请贵司于2022-01-21前将上述款项汇至我司帐号内,否则上述订单将自动取消。
*Please complete the payment before the deadline. If we are unable to receive your payment before 2022-01-21, your order will be cancelled automatically.

*在我司收到此订单款项之后,贵司若需取消此订单,我司将不退还此订单之全额款项。
*No any refundable for all cancellation of orders.

*请明确标明水电气位置,所有水电气的现场移位将收取100%的移位费,若现场取消预定将不被接受,且不予退款。
*Exhibitors are required to mark the position of all items ordered. The official contractor will install at their discretion if not receiving this stand layout before deadline. On-site requests for re-positioning will be subject to a relocation charge of 100% on the rental price.

*按大会规定,所有特装(光地)展位需缴纳相应金额的搭建押金,详细规定请参阅展商手册。请在押金汇出后及时邮件汇款凭证,以便押金被及时查列。押金可不与订单款项同时支付,最晚至2022-01-21日前电汇至我司官方账户。退款将按照原路退还,保证金汇出和退回账户相同。
*All raw space stands are required to pay a build-up deposit to the official contractor according with the Organizer's service manual items. For the overseas exhibitors / contractors, we recommend to pay the build-up deposit by CASH while move-in.

| 付款方式: | Our Bank Account: |
|-----------------------------|--|
| 1.微信支付(扫二维码支付相关费用) | BENE'S BANK NAME : BANK OF CHINA SHANGHAI HENG FENG RD SUB-BR |
| 2.汇款至我可以下账户信息: | ADDRESS: NO.600 HENGFENG ROAD SHANGHAI CHINA |
| 户名: 新怡展(上海)展览展示有限公司 | SWIFT CODE: BKCHCN3300 |
| 银行帐号: 310066302018010069670 | BENEFICIARY A/C NO: 442942465001 |
| 开户银行: 交通银行大华支行 | BENEFICIARY NAME: VIEWSHOP EXHIBITION & DISPLAY(SHANGHAI)CO.,LTD |



THANK YOU

新怡展(上海)展览展示有限公司
上海怡展展览服务有限公司

VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO.,LTD

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