



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)

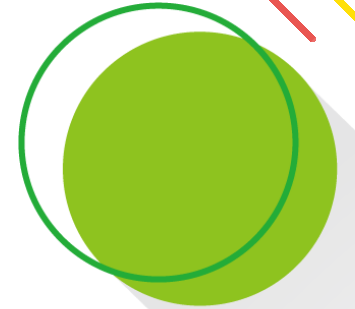
04. Upload design (must be JPG format)

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
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.



Item (Please make sure that you have read the relevant forms in the exhibitor's manual carefully before booking the following facilities.)	Unit Price	Quantity	Total price
15A lighting box (including electrical fire monitoring box)	USD394	1	USD394
30A lighting box (including electrical fire monitoring box)	USD510	1	USD510
60A lighting box (including electrical fire monitoring box)	USD766	1	USD766

Order List	Status	Price
15A lighting box (including electrical fire monitoring box)	To be Confirmed	USD394.00
Power supply, 380 V / 15 Amp / 50 Hz, three phases (machine only)	Confirmed	USD300.00

Equipment List	Unit Price	Quantity	Total price
15A lighting box (including electrical fire monitoring box)	USD394	1	USD394

Order List	Status	Price
15A lighting box (including electrical fire monitoring box)	Confirmed	USD394.00
Power supply, 380 V / 15 Amp / 50 Hz, three phases (machine only)	Confirmed	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

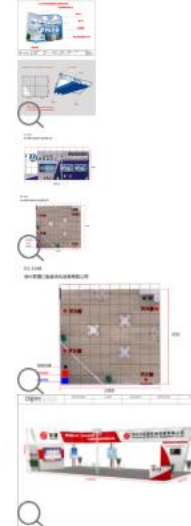
* Dimensions

* Electric box location map

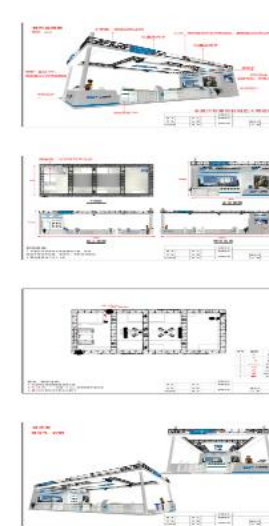
* Rendering

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

Electrician License

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

Feedback

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



Upload forms| 06

Order

Files Submission

Upload Design

Electrician License

Upload Form

Other Forms Download

Invoice

Notices

Support

Upload

FORM 8.1 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

Upload

FORM 9.1 BUILDING APPROVAL FOR ONE-STOREY BOOTH DESIGN

Upload

Not exceed 10M

Feedback

Uploaded

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	

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

Generate

Download

Download

Download

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

TO	CCT exhibition company	展会名称	productronica China 2022
收件人	Miss li	展会日期	2022-03-23 ~2022-03-25
发件人	宁馨儿	展会地点	新国际博览中心
FROM		EXHIBITION VENUE	SNIEC
日期	2022-01-14	展商名称	Viewshop
DATE		EXHIBITOR NAME	
展位号	test1	面积	36.00 m ²
BOOTH NO.		BOOTH AREA	
工作编号	2022-003		
JOB NO.			

项目	订单号	展商/搭建商	摘要	数量	单价	金额
ITEM	ORDER NO.	Exhibitor/Builder	DESCRIPTION	QTY	UNIT PRICE	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) 2.汇款至我可以下账户信息: 户名: 新怡展(上海)展览展示有限公司 银行帐号: 310066302018010069670 开户银行: 交通银行大华支行	BENE'S BANK NAME : BANK OF CHINA SHANGHAI HENG FENG RD SUB-BR ADDRESS: NO.600 HENGFENG ROAD SHANGHAI CHINA SWIFT CODE: BKCHCN3300 BENEFICIARY A/C NO: 442942485001 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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