**Guideline for Participants and Exhibitors of the Third China-Africa Economic and Trade Expo (CAETE)**

This guideline is hereby formulated to better organize the Third CAETE and encourage participation from central ministries (commissions), African countries, sister provinces, international organizations and companies and exhibitors.

I. General Principles

1. Tailor-made Reception. The reception policy is tailor-made according to 15-category missions: countries of honor, guest countries, sister provinces/states, African embassies in China, speakers, international organizations and African financial institutions and think tanks, African chambers of commerce and associations, African exhibitors, African traders, Chinese and international media, theme provinces, guest provinces, Chinese buyers, Chinese exhibitors, and members of the Organizing Committee and event organizers.

2. By Invitation Only. The Third CAETE is by invitation only (either by the Organizing Committee or embassies entrusted by the Organizing Committee).

3. Economy. The Third CAETE will be organized economically, pragmatically, and efficiently in strict accordance with the provisions of relevant policies and the reception standards will be formulated accordingly.

II. Reception Standards

1. Countries of Honor

If a national leader of the country of honor attends the Expo, he/she will be invited to address the opening ceremony. The head of mission will be invited to attend relevant events and give a keynote speech.

The Organizing Committee will arrange investment promotion events for countries of honor and provide the venues.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night “1+5+5” reception for the mission (the mission scale is limited to the head of mission plus 5 mission members and up to 5 contingent members subject to the approval of the Organizing Committee Secretariat).

If the country of honor is a least developed country (LDC) according to United Nations (UN) classification (see Annex 2) or a heavily indebted poor country (HIPC) according to International Monetary Fund (IMF) and the World Bank (WB) (see Annex 2), the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission.

2. Guest Countries

Guest countries refer to participating countries other than countries of honor. If a national leader of the country of honor attends the Expo, he/she will be invited to address the opening ceremony. Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception for the mission.

1. If the mission is headed by a national leader of the guest country, the Organizing Committee will provide a “1+5+5” reception for the mission (the mission scale is limited to the head of mission plus 5 mission members and up to 5 contingent members subject to the approval of the Organizing Committee Secretariat).

B. If the mission is headed by a minister or vice minister, the Organizing Committee will provide a “1+2+2” reception for the mission (the mission scale is limited to the head of mission plus 2 mission members and up to 2 contingent members subject to the approval of the Organizing Committee Secretariat).

C. If the mission is headed by an official at the Director General level, the Organizing Committee will provide a “1+1+1” reception for the mission (the mission scale is limited to the head of mission plus 1 mission member and up to 1 contingent member subject to the approval of the Organizing Committee Secretariat).

If the guest country is an LDC according to UN classification (see Annex 2) or an HIPC according to IMF and WB (see Annex 2), the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission.

1. Sister Provinces/States

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night “1+2+2” reception for the mission of sister province/state (the mission scale is limited to the head of mission plus 2 mission members and up to 2 contingent members subject to the approval of the Organizing Committee Secretariat).

1. If the mission is headed by a provincial/state leader, the Organizing Committee will provide a “1+2+2” reception for the mission (the mission scale is limited to the head of mission plus 2 mission members and up to 2 contingent members subject to the approval of the Organizing Committee Secretariat).
2. If the mission is headed by a non-provincial/state leader, the Organizing Committee will provide a “1+1+1” reception free of charge for the mission (the mission scale is limited to the head of mission plus 1 mission member and up to 1 contingent member subject to the approval of the Organizing Committee Secretariat).

The reception quota of a country will not include the quota given to the mission of the sister province/state.

If the sister province/state is an LDC according to UN classification (see Annex 2) or an HIPC according to IMF and WB (see Annex 2), the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission.

4. African Embassies in China

African diplomatic missions to China are invited to attend relevant events.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception for diplomatic missions and cover the transportation expenses in China.

A. If the mission is headed by the ambassador, the Organizing Committee will provide a “1+2” reception (the mission scale is limited to the ambassador plus 2 other members of the embassy.

B. If the mission is NOT headed by the ambassador, the Organizing Committee will provide a reception for 2 members.

5. Speaker

The Organizing Committee will provide a 5-day/4-night reception for the invited speaker and cover their transportation expenses (if the speaker is a foreign guest, his/her transportation expenses including the international transportation can be covered by the Organizing Committee upon application and approval).

6. International Organizations, Financial Institutions and Think Tanks in Africa

International organizations, financial institutions and think tanks in Africa are invited to participate in relevant events, and heads of these organizations may be invited as speakers too.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception for the missions (the mission scale is limited to two people, who should be heads of these organizations or well-known scholars).

7. African Chambers of Commerce and Associations

African chambers of commerce and associations are invited to participate in relevant events and heads of these organizations may be invited as speakers too.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception for the missions (the mission scale is limited to two people, who should be heads of these organizations).

8. African Exhibitors

Companies of competitive industries in African countries are invited to be exhibitors and attend forums of related industries. There shall be no more than 10 exhibitors of the country of honor and no more than 5 of a guest country, and the Organizing Committee may make adjustments as appropriate.

Reception Courtesy

The Organizing Committee will provide a 7-day/6-night reception for the exhibitor missions invited by African embassies in China (the mission scale is limited to two people).

9. African Traders

Trading companies in African countries that have business with China are to be invited to the Expo and participate in relevant investment promotion activities. Each African country can invite 5 to 10 companies.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception for African traders; each trader can have one quota for free reception.

10. Chinese and International Media

The Organizing Committee will provide a 5-day/4-night reception for the media missions (the mission scale is limited to one people) and free shuttle bus service.

11. Theme Provinces

Two provinces are to be invited as theme provinces to participate in the conference and exhibition.

If the theme province wishes to host an investment promotion event, it must report to the Organizing Committee two months in advance, and the Organizing Committee will make arrangements as it sees fit.

Reception Courtesy

The Organizing Committee will provide a 4-day/3-night reception for the mission.

A. If the mission is headed by a provincial leader, the Organizing Committee will provide a “1+5” reception for the mission (the mission scale is limited to the head of mission plus 5 other government officials).

B. If the mission is headed by an official at the Director General level, the Organizing Committee will provide a “1+2” reception for the mission (the mission scale is limited to the head of mission plus 2 other government officials).

12. Guest Provinces

Reception Courtesy

The Organizing Committee will provide a 4-day/3-night reception for the mission.

A. If the mission is headed by a provincial leader, the Organizing Committee will provide a “1+5” reception for the mission (the mission scale is limited to the head of mission plus 5 other government officials).

B. If the mission is headed by an official at the Director General level, the Organizing Committee will provide a “1+2” reception for the mission (the mission scale is limited to the head of mission plus 2 other government officials).

13. Chinese Buyers

Chinese buyers are to be invited to participate in the conference and exhibition, and attend relevant investment promotion activities.

Reception Courtesy

The Organizing Committee will provide a 5-day/4-night reception to Chinese buyers; each company can have one quota for free reception.

14. Chinese Exhibitors

Chinese exhibitors are to be invited to participate in the conference and exhibition and attend relevant forums of related industries.

Reception Courtesy

The Organizing Committee will provide a 7-day/6-night reception for the mission (the mission scale is limited to two people).

15. Members of the Organizing Committee and Event Organizers

The Organizing Committee will provide working meals for the participants and staff of the members of the Organizing Committee (including the central ministries and commissions) and event organizers and cover the accommodation gap.

III. Exhibition Policy

1. Preferential Policy

A. Countries of Honor

A 300-square-meter booth will be provided free of charge for four days in W1 as the country pavilion. The Organizing Committee will design and set up the booth. The final booth area is subject to the actual planning.

B. African Exhibitors

A standard booth will be provided free of charge for four days in either African Commodity Pavilion or African Brand Commodity Pavilion. The Organizing Committee will provide design and setup of the booth in a unified manner.

1. Theme Provinces

Booths of Theme Provinces will be placed in W1. The Theme Provinces will be responsible for the design and setup of their booths; the specific discounts of booth fees are determined by the Organizing Committee Secretariat according to exhibition situation.

D. Chinese Exhibitors

Chinese exhibitors can apply for booths; upon examination and approval, the Organizing Committee will provide 4-day booths, which will be located in the Chinese Commodity Pavilion. The exhibitors will be responsible for the design and setup of the booths; the specific discounts of booth fees are determined by the Organizing Committee Secretariat according to exhibition situation.

2. Customs Clearance and Logistics

According to the Notice on Preferential Tax Policies for Imported Exhibits Sold During the International Exhibition in Central and Western Regions During the 14th Five-Year Plan period (No.21 [2021] of the Ministry of Finance), a reasonable number of imported exhibits sold during the exhibition of the 3rd CAETE are exempted from import duties, import value-added tax and consumption tax. Exhibits enjoying the preferential tax treatment do not include commodities prohibited by the state from being imported, endangered animals and plants and their products, cigarettes, alcohol, automobiles and commodities listed in the Catalogue of Imported Major Technical Equipment and Products Not Exempted from the Duties.

The Organizing Committee shall entrust a third-party company to clear customs for the exhibits, and the clearance fees shall be covered by the Organizing Committee.

With regard to the qualified exhibited products within a reasonable amount and certified by the Organizing Committee, appropriate subsidies shall be given to cover the international logistics expenses; the logistics expenses incurred between the point of entry in China and the exhibition venue shall be covered by the Organizing Committee.

3. Booth Price (listed price)

|  |  |  |
| --- | --- | --- |
| Type | Standard booth (3x3m) | Raw space booth (starting from 36m2) |
| Indoor | 8000 yuan/booth | 800 yuan/m2 |
| Outdoor | / | 500 yuan/m2 |

Annex 1

Reception Courtesy Policies for Chinese and International Exhibitors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Reception Quota** | | **Remarks** | | **Reception Days** | **Details** |
| Countries of Honor | | “1+5+5” | | The mission scale is limited to the head of mission plus 5 mission members and up to 5 contingent members subject to the approval of the Organizing Committee Secretariat. | 5 days/4 nights | 1. On-site reception; 2. If the country of honor is an LDC or an HIPC, the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission. |
| Guest Countries | | “1+5+5”  (President Level) | | The mission scale is limited to the head of mission plus 5 mission members and up to 5 contingent members subject to the approval of the Organizing Committee Secretariat. | 5 days/4 nights | 1. On-site reception; 2. If the guest country is an LDC or an HIPC, the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission. |
| “1+5+5”  (Vice President Level) | | The mission scale is limited to the head of mission plus 5 mission members and up to 5 contingent members subject to the approval of the Organizing Committee Secretariat. |
| “1+2+2”  (Minister/Vice Minister Level) | | The mission scale is limited to the head of mission plus 2 mission members and up to 2 contingent members subject to the approval of the Organizing Committee Secretariat. |
| “1+1+1”  (Director General Level) | | The mission scale is limited to the head of mission plus 1 mission member and up to 1 contingent member subject to the approval of the Organizing Committee Secretariat. |
| Sister Provinces/States | | “1+2+2” | | The mission scale is limited to the head of mission plus 2 mission members and up to 2 contingent members subject to the approval of the Organizing Committee Secretariat. | 5 days/4 nights | 1. On-site reception; 2. If the sister province/state is an LDC or an HIPC, the Organizing Committee will cover international travel expenses and travel expenses to and from Changsha in China for government officials in your mission. |
| “1+1+1” | | The mission scale is limited to the head of mission plus 1 mission member and up to 1 contingent member subject to the approval of the Organizing Committee Secretariat. | 5 days/4 nights |
| African Embassies in China | | “1+2” | | The mission scale is limited to the ambassador plus 2 other members of the embassy. | 5 days/4 nights | 1. On-site reception; 2. The Organizing Committee will cover the transportation expenses in China. |
| 2 people | | Other members of the embassy |
| Speaker | | 1 people | | By invitation only | 5 days/4 nights | 1. On-site reception; 2. The Organizing Committee will cover the transportation expenses (if the speaker is a foreign guest, his/her transportation expenses including the international transportation can be covered by the Organizing Committee). |
| International Organizations, Financial Institutions and Think Tanks in Africa | | 2 people | | By invitation only | 5 days/4 nights | On-site reception |
| African Chambers of Commerce and Associations | | 2 people | | The mission scale is limited to two people, who should be heads of these organizations (By invitation only) | 5 days/4 nights | On-site reception |
| African Exhibitors | | 2 people | | By invitation only | 7 days/6 nights | On-site reception |
| African Traders | | 1 people | | By invitation only | 5 days/4 nights | On-site reception |
| Chinese and International Media | | 1 people | | By invitation only | 5 days/4 nights | On-site reception |
| Theme Provinces | | “1+5”  (Provincial Level) | | The mission scale is limited to the head of mission plus 5 other government officials. | 4 days/3 nights | On-site reception |
| “1+2”  (Director General Level) | | The mission scale is limited to the head of mission plus 2 other government officials |
| Guest Provinces | | “1+5”  (Provincial Level) | | The mission scale is limited to the head of mission plus 5 other government officials | 4 days/3 nights | On-site reception |
| “1+2”  (Director General Level) | | The mission scale is limited to the head of mission plus 2 other government officials. |
| Chinese Buyers | | 1 people | | By invitation only | 5 days/4 nights | On-site reception |
| Chinese Exhibitors | | 2 people | | By invitation only | 7 days/6 nights | On-site reception |
| Members of the Organizing Committee (including the central ministries and commissions) and Event Organizers | |  | |  |  | The Organizing Committee will provide working meals for the participants and staff of the members of the Organizing Committee (including the central ministries and commissions) and event organizers and cover the accommodation gap. |

Annex 2

List of LDCs and HIPCs in Africa

|  |  |  |
| --- | --- | --- |
| No. | Country | LDC/HIPC |
| 1 | Angola | LDC |
| 2 | Benin | LDC and HIPC |
| 3 | Burkina Faso | LDC and HIPC |
| 4 | Burundi | LDC and HIPC |
| 5 | Cameroon | HIPC |
| 6 | Central African Republic | LDC and HIPC |
| 7 | Chad | LDC and HIPC |
| 8 | Comoros | LDC and HIPC |
| 9 | Republic of the Congo | HIPC |
| 10 | Côte d'Ivoire | HIPC |
| 11 | Djibouti | LDC |
| 12 | Democratic Republic of the Congo | LDC and HIPC |
| 13 | Eritrea | LDC and HIPC |
| 14 | Ethiopia | LDC and HIPC |
| 15 | Gambia | LDC and HIPC |
| 16 | Ghana | HIPC |
| 17 | Guinea | LDC and HIPC |
| 18 | Guinea-Bissau | LDC and HIPC |
| 19 | Lesotho | LDC |
| 20 | Liberia | LDC and HIPC |
| 21 | Madagascar | LDC and HIPC |
| 22 | Malawi | LDC and HIPC |
| 23 | Mali | LDC and HIPC |
| 24 | Mauritania | LDC and HIPC |
| 25 | Mozambique | LDC and HIPC |
| 26 | Niger | LDC and HIPC |
| 27 | Rwanda | LDC and HIPC |
| 28 | Sao Tome and Principe | LDC and HIPC |
| 29 | Senegal | LDC and HIPC |
| 30 | Sierra Leone | LDC and HIPC |
| 31 | Somalia | LDC and HIPC |
| 32 | South Sudan | LDC |
| 33 | Sudan | LDC and HIPC |
| 34 | Tanzania | LDC and HIPC |
| 35 | Togo | LDC and HIPC |
| 36 | Uganda | LDC and HIPC |
| 37 | Zambia | LDC and HIPC |

Note: LDCs and HIPCs are subject to the latest lists published by UN, IMF and WB.