Plan your Canton Fair visit

Tick the preparation tasks. Fill in the trip details and priority meetings before you leave.

Your name / business

Fair phase / product categories

Products / purpose of the visit

Travel dates / hotel / city

Choose your phase

- ☐ Match your products to the official phase list. Record the phase dates and the halls you need before booking flights or a hotel.
- ☐ Shortlist exhibitors in the official product search. Save the company, product, hall and booth; ask priority suppliers for a meeting time.
- ☐ Check entry permission for each part of your route, including any Hong Kong or Macao stop, before paying for travel.

Arrange your badge

- ☐ Returning buyer? Check whether your existing badge is valid for the edition you plan to attend.
- ☐ For a first badge, pre-register in the Buyer Service System and save the QR receipt offline.
- ☐ Check which documents the badge office needs for your fair and when it opens. Take your original passport, business card and registration receipt as required.

Before you travel

- ☐ Save the exhibition area, entrance, badge office and hotel address in Chinese. Keep the hall map and route available offline.
- ☐ Confirm your meeting time, contact and working language. Send the product brief, drawings or sample references first; agree who arranges an interpreter if needed.
- ☐ Prepare phone data and payments. Confirm the hotel booking and who handles accommodation registration.

Priority meetings

Date / time	Company / contact	Hall / booth / product

Official planning tools

Phase dates and exhibitor search

Buyer registration and QR receipt

Year-round overseas buyer pre-registration

Exhibition areas and hall map

Supplier quote and sample record

Use one copy of page 2 for each supplier and product. Page 3 compares two offers and records the follow-up work.

Legal company name / trading name

Contact / WeChat or email / hall and booth

Product / photo / sample reference

Exact model / version / intended use

Product specification

Materials / size / finish / colour / required features / differences from the sample

Quote and production timing

Unit price / currency / quote quantity

Minimum order / quantity discounts / setup charges

Delivery term / where goods are delivered / costs included

Production time / when it starts / dispatch date

Deposit / balance / payment milestones

Quote date / expiry / included and excluded costs

Packing and freight information

Retail pack / labels / units per carton

Carton size / gross weight / packing charge

Samples and supporting documents

Sample specification / cost / shipping / arrival date

Test reports or product documents requested / sender / due date

Agree before leaving the booth

Next action / unanswered product question

Who will do it / due date / how to follow up

Compare quotes and follow up

Use the same specification, quantity and delivery point. For 300 units, US$7.50 each plus US$180 to the port is US$8.10 per unit at that port. Enter charges still to be confirmed in the last row.

Check on the same basis	Supplier A	Supplier B
Company / product reference		
Model / specification / differences		
Sample and document evidence received		
Unit price at agreed delivery point		
Minimum order / order quantity / extra charges		
Production time / when it starts / dispatch date		
Sample cost / shipping / arrival date		
Units/carton / carton size / gross weight		
Unconfirmed charges or evidence		

Follow-up actions

Next action / unanswered product question	Who will do it / due date / how to follow up

Before confirming an order

- ☐ Request a written quote and sample matching the agreed specification. Resolve differences in model, packing, price basis and timing in writing.
- ☐ Check New Zealand product/import requirements and get a freight estimate using the packing data. Add freight, duty/GST and sample or testing costs to your comparison.

New Zealand import and product requirements