

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

Before booking and registration

- ☐ 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.

Buyer registration and documents

- ☐ Check whether your existing buyer badge is valid and which documents apply to you in the current overseas buyer badge guide.
- ☐ Pre-register in the Buyer Service System. Save the QR-code receipt offline and confirm the badge office and its opening hours.
- ☐ Prepare your original passport, business card, receipt and any extra documents required by the current badge guide.

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 tools - clickable links

Official Canton Fair: phase dates, product categories and exhibitor search

Official Buyer Service System: registration and QR receipt

Official badge guide: documents, locations and opening hours

Official exhibition hall map: phase, area and hall

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
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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
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Samples and supporting documents

Sample specification / cost / shipping / arrival date	Test reports or product documents requested / sender / due date
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Agree before leaving the booth

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

Compare the same specification and quantity. A cheaper unit price may exclude delivery or packing: record those differences and mark estimates clearly.

Check on the same basis	Supplier A / product reference	Supplier B / product reference
Model / specification / differences		
Sample and document evidence received		
Unit price / currency / delivery term / place		
Minimum order / order quantity / extra charges		
Production time / when it starts / dispatch date		
Sample cost / shipping / arrival date		
Units/carton / carton size / gross weight		
Missing evidence / terms to confirm		

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.

NZGBA official links: Customs, MPI, product safety and electrical compliance