

IE expo China 2024: The must-attend event in the double carbon era

April 18-20, 2024

Shanghai New International Expo Centre (SNIEC)



Exhibitor
Manual

ie-expo.com



IE expo
中国环博会 · CHINA
Presented by IFAT

Please Select Your Exhibitor Type

Shell Scheme Exhibitor

Please complete:

- Forms 1 (Section II.A)**
- Forms 4 - 5 (Section II.C)**

Raw Space Exhibitor

Please complete:

- Forms 2– 2.3,3,7,13 (Section II.B)**
- Forms 5 - 10 (Section II.C)**

Other Special Requirements

Please refer to:

- Forms 4 - 19 (Section II.C)**

INTRODUCTION

Welcome to IE expo China 2024—Asia's Leading Trade Fair for Environmental Technology Solutions: Water, Waste, Air and Soil!

In order to assist you in your preparations for the upcoming exhibition, we have designed this Exhibitor Manual to simplify your arrangements. Should you have any questions, please do not hesitate to contact us. Our staff is more than eager to assist you with any concerns you may have.

Here are some tips to get the most value out of your Exhibitor Manual:

1. What Kind of Exhibitor are you?

What have you applied for at IE expo China 2024, a shell scheme booth or a raw space booth? Once you have identified what kind of exhibitor you are, you can go straight into the forms that are relevant and are required to be submitted to prepare for your participation. Section II.C Optional Forms will be useful if you require any additional services during the show.

2. Follow the Deadlines:

The chronological order form directory on page 4 - 6 is helpful for every exhibitor. Following this directory will save your time and money. Please ensure that all the forms are returned as required by their respective deadlines.

3. Forms:

We recommend to make copies of all the forms you submit and keep them in your files. Exhibitors signing up after the respective deadlines should submit all forms immediately by email.

Please note the following official service partners to offer the respective services as well as to issue the debit note and invoice to the exhibitors or contractors:

Item	Form No.	Type of Service Partner	Company Name
Building Approval for One-storey above 4.5m Booth Design	2.2	Drawing Approval Company Appointed by SNIEC	HAH Consulting & Exhibition Co., Ltd. Shanghai
Building Approval for Two-storey Booth Design	2.3	Drawing Approval Company Appointed by SNIEC	HAH Consulting & Exhibition Co., Ltd. Shanghai
Rental of Electrical Power Supply, Fax & Internet, Water and Compressed Air etc.	1,3,6-10, 12-16	Official Contractor	Viewshop Exhibits & Display (Shanghai) Co., Ltd. (Hall W1-W5) Milton Exhibits & Engineering (Shanghai) Ltd. (Hall N1-N5) Shanghai SERVE Exhibition Co., Ltd. (Hall E1-E7, Outdoor)
Shipping of Exhibits	Shipping Guideline	Official Freight Forwarder	APT Showfreight Shanghai Co., Ltd (W1-W5) EXPOTRANSWORLD LTD. (N1-N5) Top-trans Expo Logistics Co., Ltd. (E1-E7, Outdoor)

Contractual relations will only be between you and the respective service partners as mentioned above. Regarding these contractual relationships there are no rights or obligations of the organizers.

For your own safety, please do not use vendors that do not have the necessary licenses required on-site. The organizer will not be responsible for losses caused by the use of unlicensed vendors.

INTRODUCTION

4. Move-In & Move-Out:

Move-In & Move-Out dates and times can be found on page 23 of the Exhibitor Manual for your reference.

5. Disclaimer

The organizer will make every effort to provide best quality services in every aspect to meet the exhibitors' requirements; The organizer, however, shall not bear any liability arising from the following situations:

1. Any delay or failure to provide all or part of the services due to delayed return of the forms by the exhibitor after the deadline. 2. Any surcharge or failure to provide all or part of the services resulting from delayed submission of application by the exhibitor after the deadline. 3. Any delay, compensation, damage due to failure to comply with the rules and regulations and relevant laws by the exhibitor. 4. Any delay, damage, disputes due to the engagement with any non-designated service provider by the exhibitor. 5. Any inaccuracy in the publication materials provided by the exhibitor or contractor, or delayed submission.

Messe Muenchen Zhongmao Co., Ltd. (hereinafter referred to as "MM-ZM") will not assume any liability for the correctness, completeness and up-to-date status of the content of any information filled in and submitted by exhibitors, contractors and service providers.

This Exhibitor Manual includes links to external websites of third parties, MM-ZM has no influence on the contents of these websites. In all cases, the respective site provider or operator shall be responsible for the content of the sites linked. MM-ZM does not bear any legal liability therefrom.

In particular, MM-ZM reserves the right to make changes or extensions to the this Exhibitor Manual provided without prior notification and exhibitors, contractors and service providers should follow the latest version of the Exhibitor Manual. Decisions based on the information provided on or via this Exhibitor Manual are for your own account and risk. MM-ZM shall not be liable for any direct or indirect damages caused by use of information provided on or via this Exhibitor Manual.

MM-ZM does not bear any legal liability for any loss arising from any direct or indirect use of contents of this Exhibitor Manual, including without limitation the losses resulted from error or omission, etc.

6. Terms and Conditions

Exhibitors, contractors and service providers shall ensure that the information (including text, logo, photos, videos, company introduction, etc.) filled in and submitted to Messe Muenchen Zhongmao Co., Ltd. (hereinafter referred to as "MM-ZM") in accordance with this Exhibitor Manual are authentic and valid, and in accordance with relevant laws and regulations (including without limitation Advertising Law, Anti-Unfair Competition Law, etc.), and do not in any way whatsoever violate or infringe any third party's intellectual property rights or other legal rights, including without limitation trademarks, copyrights, patents and portraiture right, etc.

Exhibitors, contractors and service providers shall guarantee that the data provided to MM-ZM is authentic and valid and such data could be forwarded to third parties in order to fulfill the purpose of provision of exhibitor services in this Exhibitor Manual as well as being processed and used for fulfilling the business purposes of MM-ZM, provided that such use of data by MM-ZM will be in compliance with data protection legislation. The exhibitors, contractors and service providers confirm and undertake that all the data provided to MM-ZM is legally collected, and the consent of relevant individuals has been obtained for the use of the data under this Terms and Conditions.

In case of any breach of this Terms and Conditions by exhibitors, contractors and service providers, MM-ZM reserves the right to modify and delete the relevant content or stop providing services to such exhibitors, contractors and service providers. In that case, exhibitors, contractors and service providers shall bear full responsibility and compensate MM-ZM for all the losses arising from the exhibitors, contractors and service providers' breach of this Terms of Conditions (including without limitation any compensation to third parties and fines, etc.).

INTRODUCTION

Please read this Exhibitor Manual carefully and accept that all terms in the manual are recognized as legally binding in all parts. Each exhibitor acting on behalf of a third party shall be directly liable for meeting the demands of MM-ZM in respect of this fair.

The Exhibitor Manual constitutes an integral part of the Exhibition Contract concluded by and between the organizer and the exhibitors. According to the laws and regulations promulgated by the People's Republic of China, the relevant provisions by Shanghai Municipal People's Government and other relevant authorities, the relevant terms, conditions and requirements including but not limited to production safety, fire control safety and credential management, have been clarified in the Exhibitor Manual herein for the exhibitors, the contractors and the service providers to read carefully and comply with, including any revised texts released by the organizer. The exhibitors, the contractors and the service providers shall strictly comply with all rules, regulations and requirements issued or circulated by the organizer during the show, including the Exhibitor Manual, Pre-show Notes, Important Notice on Move-in and Dismantling, Safety Instructions, Onsite Announcements and so on.

For enquiries, please refer to 'Contact List' in SECTION I.

Messe Muenchen Zhongmao Co., Ltd. has the right of final interpretation of this Exhibitor Manual.

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Section I. Exhibition Guideline

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=> **General Information**
- **Who can I call for different exhibition services?**
=> **List of Contacts**
- **Where can I find a supermarket, restaurant, bank etc. near the fairground?**
=> **Venue Information**
- **How to go to the fairground?**
=> **How to Get There**
- **How can I get to the exhibition hall when I arrive at the fairground?**
=> **SNIEC Sitemap**
- **How about the height, floor space, lighting level, etc. of the hall where I am exhibiting**
=> **Technical Specifications**
- **When will the trade fair open and close every day during the show period ?**
=> **Operation Schedule & Overtime**

SPECIAL NOTICE

Welcome to IE expo China 2024!

**To better serve our exhibitors, we launched the online exhibitor self-service system:
<http://exself.ie-expo.com>**

Please submit the following materials via the platform:

- Show catalogue entries
- Company profiles
- Exhibitor badge application
- Standard booth fascia information

Furthermore, we offer some free value-added services to fully support your promotion before our event:

- Exclusive invitation card for your customers
- Customized WeChat visitor invitation
- Invitation EDM to your customers
- Priority badges for your selected clients

Please contact us for detailed information and application forms.

**May we kindly remind you to submit all materials before the deadline.
Do not hesitate to reach us if you have any queries:**

Messe Muenchen Zhongmao Co., Ltd.

Ms. Caroline Ji
Tel: (+8621) 23521181
Caroline.ji@mm-zm.com

Ms. Vicky Qin
Tel: (+8621) 23521038
Vicky.qin@mm-zm.com

SECTION I EXHIBITION GUIDELINE

GENERAL INFORMATION

Exhibition Name	IE expo China 2024 Asia's Leading Trade Fair for Environmental Technology Solutions: Water, Waste, Air and Soil	
Venue	SNIEC Shanghai New International Expo Centre 2345 Long Yang Road, Pudong New Area Shanghai 201204, P.R. China* *Note: This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors have to use a freight forwarder. The transportation of exhibits from the venue to the exhibitor's booth needs to be handled by the official freight forwarder.	
Exhibition Dates & Hours	18 – 19 April 2024 (Wednesday - Thursday)	9.00 am - 5.00 pm
	20 April 2024 (Friday)	9.00 am - 4.00 pm

Organizers

Chinese Society for Environmental Science
China Environment Chamber of Commerce
Messe Muenchen GmbH
Messe Muenchen Zhongmao Co., Ltd.

Trade Fair Management

Messe Muenchen Zhongmao Co., Ltd.

Co-Organizer

Pipeline Inspection and Rehabilitation Committee of China Municipal Engineering Association
Shanghai Association of Environmental Protection Industry
Shanghai Society of Environmental Sciences
Profession Association of Environmental Protection Industry of Shanghai
Shanghai Environmental Protection Chamber Of Commerce

International and Regional Supporters

Bavarian State Ministry of the Environment and Consumer Protection (StMUV), Germany
Danish Export Association, Denmark
Cluster of Environmental Technology Bavaria, Germany
Commercial Service, U.S. Consulate General Shanghai, USA
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Germany
European Water Association (EWA), Germany
Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), Germany
Federal Ministry of Education and Research (BMBF), Germany
Federation of the German Waste, Water and Raw Materials Management Industry (BDE), Germany
German Association for Water, Wastewater and Waste (DWA), Germany
German Water Partnership (GWP), Germany
German RETech Partnership e.V., Germany
International Solid Waste Association (ISWA), The Netherlands
Japan External Trade Organization (JETRO), Japan
Japan-China Environment Service Center, Japan
Korea Environmental Preservation Association (KEPA), Korea
Singapore Water Association, Singapore

CONTACT LIST

ORGANIZERS	OFFICIAL STAND CONTRACTOR
<p>Messe München GmbH Am Messesee 2; 81829 München, Germany Tel.: +49 (0)89 949 20 295 Fax: +49 (0)89 949 97 20 295 Contact Persons: Ms Tanja Dettmann E-mail: tanja.dettmann@messe-muenchen.de</p> <p>Messe Muenchen Zhongmao Co., Ltd. 15th Floor, Building A, Fenglin International Building No. 380 Fenglin Road, Xuhui District, Shanghai 200032 / P. R. China Tel.: +86 (0)21-2352 1111 Fax: +86 (0)21-2352 1088 Contact Persons: Mr. Sonny Sun ext.1129 Ms. Caroline Ji ext.1181 E-mail: sonny.sun@mm-zm.com caroline.ji@mm-zm.com</p>	<p>Viewshop Exhibits & Display (Shanghai) Co., Ltd. (Hall W1-W5) Room A08-A11&B01, No. 850 Bo Cheng Road Shanghai, China, 200126 Tel.: +86 (0)21-3251 3138 Fax: +86 (0)21-3251 3139</p> <p>Contact Persons: Ms. Kelly Zhang / ext. 205 (W1/W2) Ms. Nora Ning / ext. 812 (W3) Ms. Mia Li / ext. 227 (W4) Ms. Lizzie Jiang / ext. 231 (W5)</p> <p>Email: kelly.zhang@viewshop.net nora.ning@viewshop.net mia.li@viewshop.net lizzie.jiang@viewshop.net</p>
BOOTH SURVEYOR	<p>Milton Exhibits & Engineering (Shanghai) Ltd. (Hall N1-N5) Milton Exhibits House, Block 16 Shanghai Shineland, No. 1188 Huyi Highway, Jiading District, Shanghai 201802 / P.R. China Tel.: +86 (0)21-6183 0668 Fax: +86 (0)21-6183 0688</p> <p>Contact Persons: Ms. Luzie Gong (Hall N1/N2) Tel: +86 (0) 21-61830633 Ms. Lily Jiang (Hall N3/N4) Tel: +86 (0) 21- 61830600 Mr. James Sun (Hall N5) Tel: +86 (0) 21- 61830685</p> <p>Email: luziegong@milton-sh.com lilyjiang@milton-sh.com jamesun@milton-sh.com</p>
<p>Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688/99 Contact Persons: Mr. Fred Liu / ext. 893 (W1/W2/E1) Ms. Nancy Huang / ext. 887 (W3/W4/W5) Ms. Caitriona Da / ext. 863 (N1/N2) Mr. Scott Zhang / ext. 665 (N3/N4/N5) Ms. Salvatore Yu / ext. 831 (E2/E3/E4/Outdoor) Ms. Iris Qian / ext. 626 (E5/E6/E7)</p> <p>E-mail: fred.liu@mm-sh.com nancy.huang@mm-sh.com caitriona.da@mm-sh.com scott.zhang@mm-sh.com salvatore.yu@mm-sh.com iris.qian@mm-sh.com</p>	<p>Shanghai SERVE Exhibition Co., Ltd. (Hall E1-E7, Outdoor) Room 1206, No.3000, Great Wall Building, North Zhongshan Road, Putuo District, Shanghai, China, 200063 Tel.: +86 (0)21-5239 6651 Fax: +86 (0)21-5239 6653</p> <p>Contact Persons: Mr. Kevin Zhang /ext. 813 (E1) Ms. Cheon Ma /ext. 846 (E2) Ms. Stella Guo /ext. 823 (E3) Ms. Jacey Lv /ext. 811 (E4/Outdoor) Ms. Polaris Peng /ext. 818 (E5) Mr. Roy Li /ext. 807 (E6) Ms. Rohana Song /ext. 830 (E7)</p> <p>Email: kevinzhang@serve-expo.com cheonma@serve-expo.com stellaguo@serve-expo.com jaceylv@serve-expo.com polarispeng@serve-expo.com royli@serve-expo.com rohanasong@serve-expo.com</p>
VISA APPLICATION & HOTEL RESERVATION	
<p>Visa Application Messe Muenchen Shanghai Co., Ltd. Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: caitriona.da@mm-sh.com Contact Person: Ms. Caitriona Da / ext. 863</p> <p>HOTEL RESERVATION Shanghai Mengxuan Exhibition Service Co., Ltd. Email: Lilu@mxydt.com Contact Person: Ms Li +86 135 6437 2191 Ms Xu +86 137 6153 1951 Ms Zhang +86 136 5175 7017</p>	

SECTION I EXHIBITION GUIDELINE

OFFICIAL FREIGHT FORWARDER

APT Showfreight Shanghai Co., Ltd (W1-W5)

Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai 200336 China

Tel: +86 (0)21-6124 0090

Fax: +86 (0)21- 6124 0091

Contact person: Mr. Peter Wu / ext.311
Mr. Jimmy Zhu / ext.315

E-mail: Peter.Wu@aptshowfreight.com
Jimmy.Zhu@aptshowfreight.com

EXPOTRANSWORLD LTD. (N1-N5)

Room 706-707, 7th Floor, Star House, 3 Salisbury Road, Tsimshatsui, Hong Kong

Tel: +852 2730 1868

Fax: +852 2730 1878

Contact person: Mr. Andy Chan
Mr. Tommy Seto

E-mail: andy.chan@expotransworld.com
tommy.seto@expotransworld.com

Top-trans Expo Logistics Co., Ltd. (E1-E7, outdoor)

Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003

Tel.: +86 (0)21-5835 0858

Fax: +86 (0)21-5835 0929

Contact person:
Ms. Cathy Chen / 135 8580 2707
Mr. Anthony Nie / 138 1872 1467

E-mail: cathy.chen@top-trans.com.cn
anthony.nie@top-trans.com.cn

SECTION I EXHIBITION GUIDELINE

Venue Information

Type of Services	Location	Contact Details
Bank / Credit Card System (Mastercard / VISA / Union Pay)	ATM: SNIEC Entrance Halls	
Bank Services near SNIEC	Bank of Communications No. 291 Yu Lan Road, Shanghai	+86-21-6845 4369
	No. 945 Mei Hua Road, Shanghai	+86-21-5059 9410
	Agricultural Bank of China No. 321 Yu Lan Road, Shanghai	+86-21-5045 2814
	China Construction Bank No. 348 Bai Yang Road, Shanghai	+86-21-5045 0244
	Industrial and Commercial Bank No. 257 Yu Lan Road, Shanghai	+86-21-5059 1836
	Bank of China No. 1120 Fang Dian Road, Shanghai	+86-21-5076 9612
Baggage Check / Cloak Check	SNIEC South Entrance Hall	
Business Centre (Post office, telephone, fax, photocopying and internet services are available)	SNIEC Entrance Halls	+86-21-2890 6222
Pudong Police Administration Office / SNIEC Police Station	East side of hall W4 (outside)	+86-21-2890 6110
Customs Office	West side of hall W2 (inside)	+86-21-2890 6146/8
Press Lounge	On site	
Plants / Flowers	Yingxin Flower Store W3-B1, E2-B3	+86-21-2890 6290 +86-135 0161 1091
	Turui Flower Store E7-B2b, N2-B2c	+86-21-2036 7508 +86-137 0181 1991
Shops	Family Mart W1-B2, W3-B2, E3-B1	+86-21-2892 8397 +86-139 1628 2845
	C-Store N1-R1, E7-B1a	+86-137 6141 2655
	Lawson N4-B1	+86-21-2036 7516 +86-136 7196 5363
Digital Print Service	Ri Fu E2-B1	+86-21-2890 6788 +86-138 1672 9177
Stationary / Hardware Stores near SNIEC	METRO mart (within 12 minutes' walk from SNIEC) No. 383 Bai Yang Road	+86-21-6892 8888
Stores for Electronic Equipment near SNIEC	METRO mart (within 12 minutes' walk from SNIEC) No.383 Bai Yang Road	+86-21-6892 8888
	B&Q (within 10 minutes' walk from SNIEC) No.393 Yin Xiao Road	+86-21-6190 9518
Public Services near SNIEC	China Telecom No. 359 Mei Hua Road	+86-21-6845 4094
	China Post No. 290 Yu Lan Road	+86-21-95580
Hospitals near SNIEC	Shanghai Renji Hospital No. 1630 Dong Fang Road	+86-21-5875 2345
	Shanghai East Hospital No. 150 Ji Mo Road	+86-21-3880 4518
	Shanghai Ruidong Hospital No. 120 Jin Xiu Road (E)	+86-21-5833 9595

SECTION I EXHIBITION GUIDELINE
ONSITE CATERING GUIDE

Type of Services	Location	Contact Details
Restaurants / Snack Bars / Catering	Noodles Factory inside of #1 South Entrance Hall (2nd floor)	+86-21-2890 6688
	JM Snack Bar / JC Cafe east side of Halls W1 - W5 inside, west side of Halls E1& E2 inside inside of #1 South Entrance Hall (1 st floor)	+86-21-2890 6652
	Dicos inside of #2 North Entrance Hall (1 st floor)	+86-152 0181 5903
	Jumeriah inside of #3 South Entrance Hall (2nd floor)	+86-155 2768 1928
	Li Hua Lunch Box loading bay between Hall W2&W3, W4&W5, N3&N4	+86-21-2890 6177 +86-159 0041 5604
	Lv Quan Restaurant mezzanine of Halls W2 & W3, south side of Hall N2	+86-21-2890 6197 +86-139 1608 3088
	Hui Zhan Lunch Box mezzanine of Halls E3 & E4	+86-21-2890 6652
	McDonalds east side of Hall W5, west side of Hall E1 & E4, south side of Hall N4	+86-21-2890 6638 +86-158 2198 4501
	HB Restaurant west side of Hall E2	+86-21-2890 6779
	Duo Duo Juice Bar west side of Hall E3	+86-21-2890 6197 +86-139 1608 3088
	P-Coffee E4-B1	+86-21-2892 8669
	Milano Restaurant west side of Hall E5, south side of Hall E7, south side of Hall N3	+86-21-2892 8590 +86-189 1893 8592
	Shi Ke Fast Food west side of Hall E5	+86-189 6415 4130
	La Cité Café west side of Hall E6	+86-21-2892 8188 +86-159 0096 6003
	Xin Ran south side of Hall N1	+86-21-2036 7717 +86-180 1938 2208
	Subway N1-R2a	+86-21-2036 7545
	THE DELI by Paulaner south side of Hall N2	+86-137 0182 3477
	Private House N3-B1b	+86-137 6181 3543
	Good Cooking south side of Hall N3	+86-21-2036 7584
	Ya Suo Shi Tang N3-B2bc	+86-21- 2036 7777
	Uncle Fast Food mezzanine of Halls N3 and N4	+86-21-2036 7518 +86-152 2173 9063
	Dumpling House, Lao Zhong Xing Shanghai N4-B2a	+86-156 1865 8496
	Huizun Catering N4-B2b	+86-21-2036 7521
	Qin Shen N5-R1	+86-139 0170 8811
	Uncle Kadeer (Halal Food) N5-B2	+86-21-2892 8778

SECTION I EXHIBITION GUIDELINE
ONSITE CATERING GUIDE (CONT'D)

Type of Services	Location	Contact Details
Restaurants outside the Expo Centre (SNIEC)		
Kerry Parkside / B1	Sue Hsiao Liu	-Chinese Cuisine +86-21-5067 5517
	FEI ZAP MAI LAAN	-Chinese Cuisine +86-180 0186 6153
	DAFU DONG	-Japanese Cuisine +86-181 4974 4298
	Suzhou Noodles	-Chinese Cuisine +86-21-5033 8698
	MA JI YONG	-Chinese Cuisine +86-152 1688 7032
	Meizhou Dongpo	-Chinese Cuisine +86-152 2829 4884
	Geylang SG Kitchen	-Southeast Asia cuisine +86-152 5520 8628
	FAT PHO	-Southeast Asia cuisine +86-21-5834 1668
	Mvuke Tokyo	-Bread & Dessert +86-130 5253 9701
	Venchi	-Beverage +86-187 0171 3793
	HEYTEA	-Beverage +86-21-5821 2215
Kerry Parkside / 1F	Chin Chin	-Southeast Asia cuisine +86-21-6877 1285
	Bianchi Plus	-Western Cuisine +86-21-6858 3991
	Beef & Liberty	-Western Cuisine +86-21-5042 9086
	The Battery	-Western Cuisine +86-21-5899 1739
	The Brew	-Western Cuisine +86-21-6169 8886
	LOKAL	-Western Cuisine +86-21-5019 2007
	The COOK	-Buffet Restaurant +86-21-6169 8886
	Wineyaki	-Japanese Cuisine +86-21-5835 0955
	Starbucks	-Cafe +86-21-3868 3758
	Luneurs	-Bread & Dessert +86-182 2154 0647
Kerry Parkside / 2F	Fook Luk House	-Chinese Cuisine +86-21-5889 7786
	Vale Cuisine	-Chinese Cuisine +86-21-5017 7331
	The Hut	-Chinese Cuisine +86-21-3880 5057
	Jin Yue	-Chinese Cuisine +86-131 2298 6808
	SIYA	-Chinese Cuisine +86-21-6886 0085
	Marzano	-Western Cuisine +86-21-6877 3508
	The Meat	-Western Cuisine +86-21-6169 8886
	Agora	-Japanese Cuisine +86-21-6839 0577
	Aburi-en	-Japanese Cuisine +86-21-5082 2977
	Fall in Thai	-Southeast Asia cuisine +86-21-5075 7707
	Seesaw Coffee	-Café +86-158 2140 9401
Cun Cao Xin Restaurant	No.999 #12 Mei Hua Road +86-21-6858 0226	
Yu Shan Fang	No.977 Mei Hua Road +86-21-3872 9917	
Yu's Northeast flavoured Cuisine	No.999 #19-20 Mei Hua Road +86-21-3898 4066	
The King of Korean BBQ	No.999 #37 Mei Hua Road +86-21-5043 3606	
Northwest flavoured	No. 1007 Mei Hua Road +86-21- 5045 6488	
Yong He King	No. 2000 Long Yang Road +86-21-3378 0346	
Hai Di Lao Hot Pot	No. 2000 Long Yang Road +86-21-5077 2688	

SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE



SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE (CONT'D)

SHANGHAI METRO MAP

(Click above link to get the latest map)

WEBSITE: <http://service.shmetro.com/en/yxxlt/index.htm>



SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE

SNIEC is strategically located in Pudong's key economic development zone. There is a public traffic interchange for bus and metro, one named "Longyang Road Station" about 10-min walk from the station to fairground, and one named "Huamu Road Station" about 1-min walk from the station to fairground.

By flight

The expo centre is located half way between Pudong International Airport and Hongqiao Airport, 35 km away from Pudong International Airport to the east, and 32 km away from Hongqiao Airport to the west. You can take the airport bus, maglev or metro directly to the expo centre.

From Pudong International Airport

By taxi: 30 KM

By Transrapid Maglev: from Pudong International Airport to Longyang Road. With airport tickets, one-way fare is RMB 40; round-trip fares are RMB 80.

Take metro line 2 to Longyang Road Station to change to line 7 to Huamu Road Station, 100 min.

By Airport Line Bus No. 3: from Pudong Int'l Airport to Longyang Road, 40 min, ca. RMB 20.

From Hongqiao Airport

By taxi: 27 KM

By Metro: Take metro Line 2 to Longyang Road Station to change to Line 7 to Huamu Road Station, 60 min.

By train

From Shanghai Railway Station or Shanghai South Railway Station please take metro line 1 to People's Square, then take metro line 2 toward Pudong International Airport Station and get off at Longyang Road Station to change to line 7 to Huamu Road Station, 60min.

From Hongqiao Railway Station, please take metro line 2 to Longyang Road Station and change to line 7 to Huamu Road Station, 70 min.

By Transrapid (Maglev train)

The Maglev train only takes 8 minutes directly from Pudong Airport to Long Yang Rd, and then take metro Line 7 to Huamu Road Station.

龙阳路站 Longyang Rd. Station

首班车First Train	龙阳路站Longyang Rd. Station	6:45
末班车Last Train		21:40
	6:45	15 mins
发车间隔 Interval	7:00—8:40	20 mins
	9:00—18:45	15 mins
	19:00—21:40	20 mins

浦东机场站 Pudong Airport Station

首班车First Train	机场站Airport Station	7:02
末班车Last Train		21:42
发车间隔 Interval	7:02—8:42	20 mins
	9:02—18:47	15 mins
	19:02—21:42	20 mins
加开班次 Extra Frequency	22:15	300km/h
	22:40	

By subway

Please take metro line 7 and get off at Huamu Road Station, you can arrive at SNIEC directly.

Take metro Line 3 or Line 4 to Zhongshan Park, Line 1 or Line 8 to People's Square, Line 4 or Line 6 to Century Avenue, then change to metro Line 2 towards Pudong International Airport Station and get off at Longyang Road Station to change to line 7 to Huamu Road Station.

SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE

By bus

Line 798

Lujiazui --- SNIEC

Bus Da Qiao No.6

Shanghai Jiaotong University (Xu Jia Hui Area) --- Zhangjiang High-Tech Park

By car

The Expo Centre (SNIEC) is located at the intersection of two ring roads that lead from the center of Shanghai over the Nan Pu Bridge and through Pudong.

By taxi

Available at the entrances of the SNIEC fairground.

1# South Entrance of SNIEC: Intersection of Fangdian Road and Longyang Road

2# North Entrance of SNIEC: Intersection of Fangdian Road and Huamu Road

3# East Entrance of SNIEC: Intersection of Luoshan Road and Huamu Road

Transportation service hotline

Pudong International Airport:

Ticket & Enquiry Line: 86-21-96990

Hongqiao Airport:

Ticket Line: 86-21-96990

Shanghai Railway Station:

Service Line: 86-12306

Ticket Line: 9510 5105

Public Transport Company

Enquiry Hotline: 86-21-6384 8484

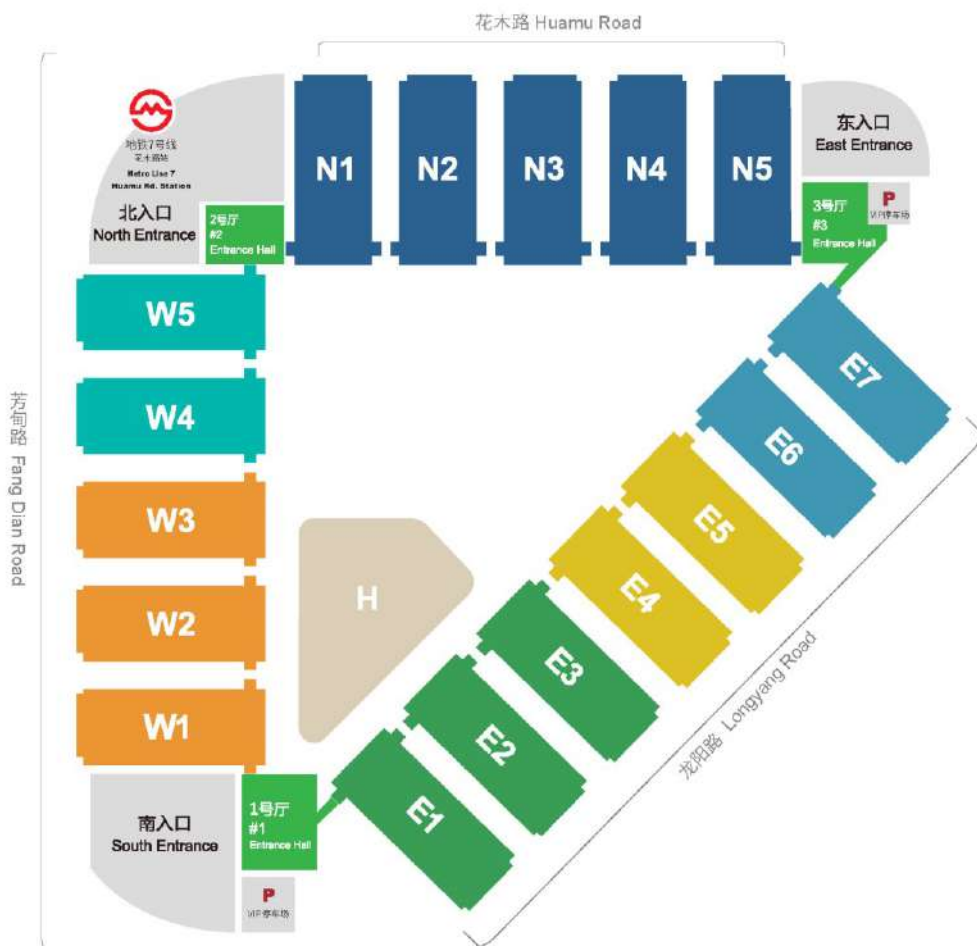
Transrapid Maglev

Enquiry Hotline: 86- 21-2890 7777

The above information was updated on 11 September, 2023

VENUE SITEMAP

第25届中国环博会 2024.4.18-20
SHANGHAI 环博会
IE expo China 2024 上海新国际博览中心



展馆示意图

- 综合环境解决方案
国家与地区展团
环境商会展团
上海馆
Comprehensive Environmental Solutions
International and Regional Pavilions
CECC Pavilion
Shanghai Pavilion
- 水与污水
Water and Sewage Treatment
- 给水排水系统
智慧水务
Water Supply and Drainage System
Smart Water
- 场地修复
Site Remediation
- 大气污染治理
Air Pollution Control
- 垃圾管理与回收
废弃物资源化与能源化
城市清洁
Refuse Management and Recycling
Waste to Resources and Energy
City Cleaning
- 监测与检测
过程控制与仪器仪表
智慧环保
Monitoring and Detection
Process Control, Instruments and Meters
Intelligent Environmental Protection
- 碳中和与绿色制造
Carbon Neutrality and Greener Manufacturing
- 室外展区
Outdoor Zone



扫码关注微信
公众号「环保圈」

SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS

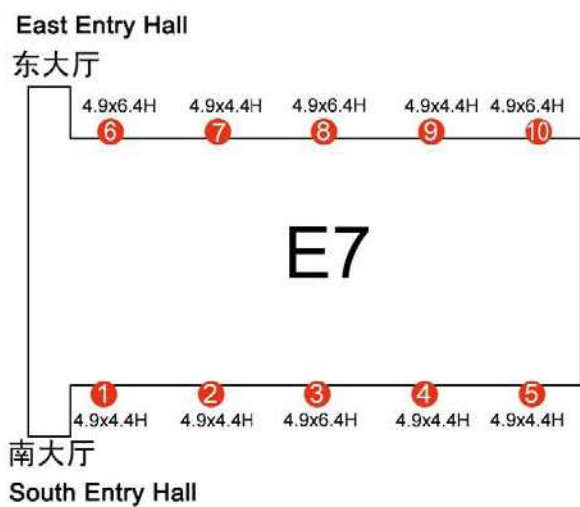
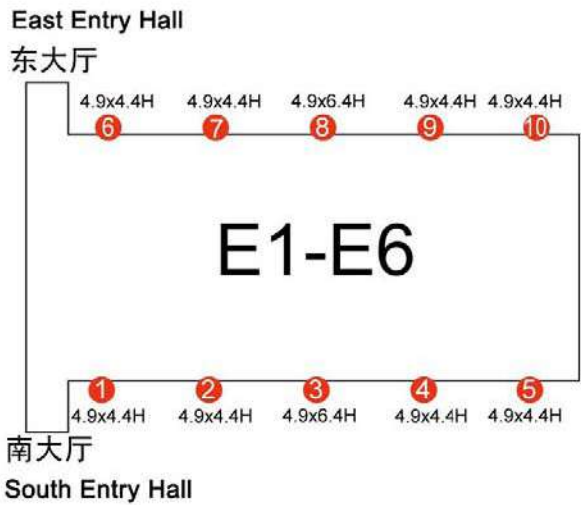
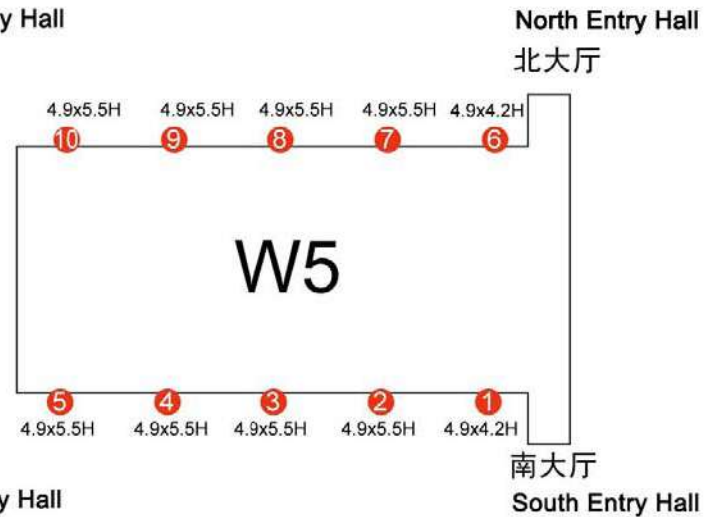
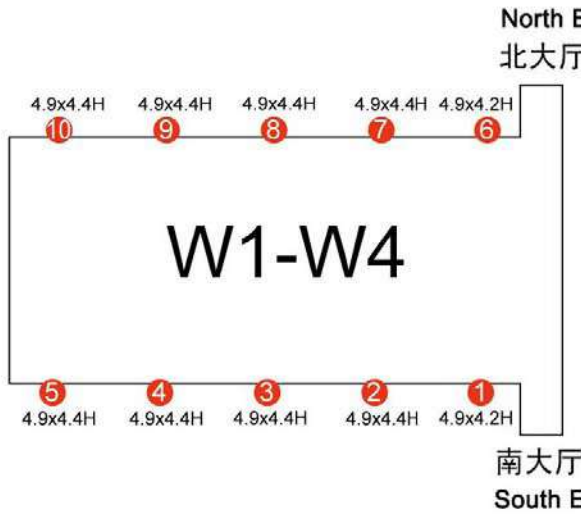
Exhibition Hall Technical Specification

Height of Access (Exhibits to Hall)	Please refer to the details on next page
Admissible Floor Load	3,300 kgs / sqm (33 kN / sqm, for a single space of up to 50 sqm (3.3 t / sqm)) If there is any vertically vibrating part in the exhibit operation, the above mentioned floor load bearing capacity should be reduced at least by 50%.
Air Compressed	Lower than 10 bar Various Outlets at 10mm(D), 19mm(D), 25mm(D)
Elevator	No elevator available, one storey construction
Emergency Lighting	Provided
Fire Protection	Automatic fire sprinkler system, fire detection & alarm system with riser, hose reel portable fire extinguisher, hydrant
Floor Space Per Hall (Gross)	Halls E & W: 11,500 sqm; Halls N: 12,340 sqm
Flooring	Concrete floor with hardener
Internet	Cable broadband network
Lighting Level	250LuX (average)
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	Security guards on duty 24hrs, video surveillance, sensor alarm system
Telephone	LDD, DDD, IDD
Ventilation	16,000 m ³ / hour x 21 = 336,000 m ³ / hour

SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access



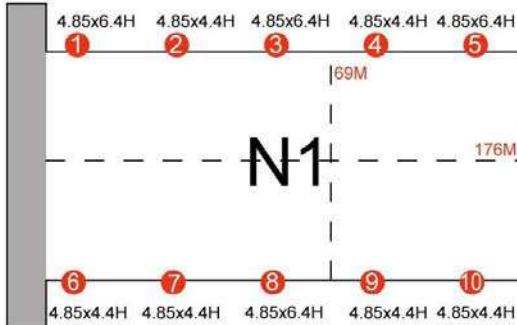
SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access

North Entry Hall

北大厅

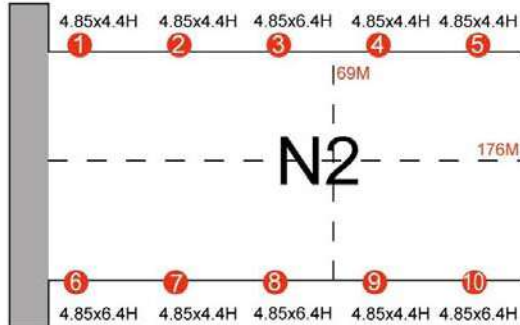


东大厅

East Entry Hall

North Entry Hall

北大厅

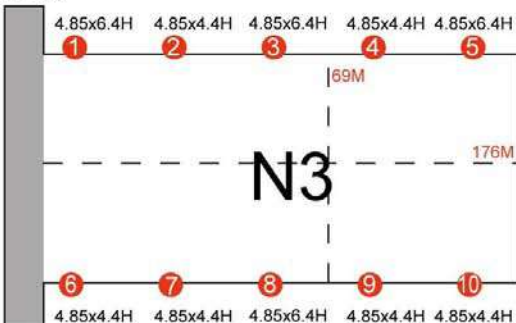


东大厅

East Entry Hall

North Entry Hall

北大厅

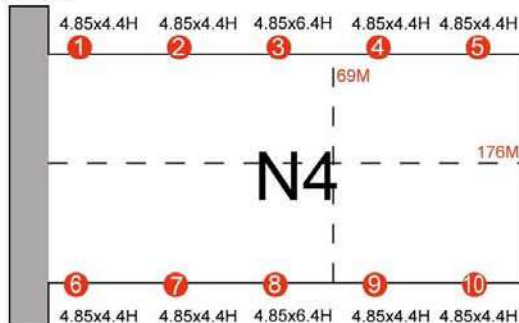


东大厅

East Entry Hall

North Entry Hall

北大厅

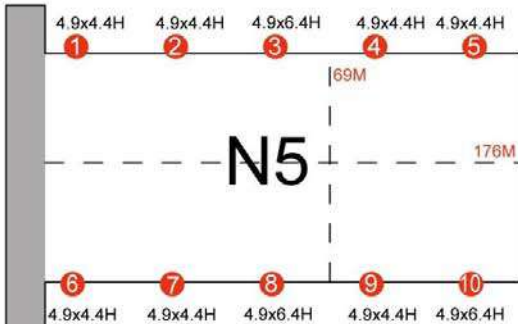


东大厅

East Entry Hall

North Entry Hall

北大厅



东大厅

East Entry Hall

SECTION I EXHIBITION GUIDELINE

Outdoor Area Technical Specification

Normal Load Area	5,000 kg / sqm
Light Load Area	3,000 kg / sqm
Heavy Load Area	20,000 kg / sqm
Flooring	Concrete with hardener I, III
	Seeded gravel bed II
	For exhibits with moving parts, the above mentioned floor load capacity shall be reduced by 50%. These loads are to be taken into account for the installation of exhibits / displays and also for the handling of equipment and exhibits.
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of a three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	24 hours security guards on duty, video surveillance, instruction alarm system

- I : Flooring Concrete with hardener
- II : Seeded gravel bed
- III : Flooring Concrete with hardener, light load area



SECTION I EXHIBITION GUIDELINE

Operation Schedule & Overtime

Description	Date	Time
Build-up Period - Exhibitor Nominated Stand Builders (Raw Space Booth Construction)		
Raw Space Booth Construction	16 April 2024	09:00 – 22:00
	17 April 2024	09:00 – 22:00
Exhibitors' Move-in		
Exhibitors' Check-in & Badge Collection Raw Space	16 April 2024	09:00 – 18:00
	17 April 2024	09:00 – 18:00
Exhibitors' Check-in & Badge Collection Shell Scheme	17 April 2024	09:00 – 18:00
Exhibits Move-in	16 April 2024	09:00 – 22:00
	17 April 2024	09:00 – 22:00
Facility Switch on (Electrical power, water supply and compressed air)	17 April 2024	15:00
All Exhibits Ready for Display	17 April 2024	22:00
Exhibition Period		
Opening Hours of Exhibition	18-19 April 2024	09:00 – 17:00
	20 April 2024	09:00 – 16:00
Tear-down Period		
Booth Dismantling	20 April 2024	16:00 – 22:00

This schedule is subject to "Important Notice" publicized before move-in. Should there be any amendment, an updated copy will be available at the Organizer's Office on-site.

Please note

- a) Exhibitors should strictly follow the above schedule. Moving out in advance is not allowed. Exhibitors are strongly advised to arrange the trip accordingly to avoid conflicting the schedule. Exhibitors should bear the loss that caused by time conflict.
- b) Exhibits may be delivered to the stand earlier than the time specified if construction has progressed sufficiently to receive the exhibits. Please liaise with the official freight forwarder for such arrangements. Exhibitors must be present to receive such exhibits and make sure that at least one staff is stationed at the booth to take care of the exhibits during the build-up/show/dismantling period.
- c) During the build-up and exhibition period, exhibits that have been transported into the exhibition hall are generally not allowed to be moved out. If necessary, please apply to the official freight forwarder onsite in the service counter. After approval, the official freight forwarder will issue an exhibit move-out permit.
- d) During exhibition period, exhibits which are not portable as well as construction materials are forbidden to be transported into exhibition hall. Neither trolley nor hand-hydraulic trolley is allowed to enter and to be used in the hall.
- e) Exhibitors are required to commence packing their exhibits and belongings as soon as the exhibition ends on the last day. Arrangements with the freight forwarders will have to be made in advance. All relevant service supply will be stopped as well as dismantling of shell scheme stands will commence immediately upon exhibition closing. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.
- f) Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.
- g) Exhibitors should take care of their exhibits and belongings, booth should be looked after by exhibitor's own personnel from time to time.



According to the newest regulation from Shanghai New International Expo Centre, every exhibitor, contractor and freight forwarder must wear a helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIEC and the official contractor reserve the right to refuse entrance and deduction from the general management deposit. All the helmets and safety belts should be self prepared.

★★★ Important Notice: Each company attending the show must appoint an onsite safety manager during the show period, who should wear exhibitor badge with ID photo attached on it.

SECTION I EXHIBITION GUIDELINE

OPERATION SCHEDULE & OVERTIME (CONT'D)

EARLY HALL ACCESS ON SHOW DAYS (ONLY FOR PERSONNEL WITH OFFICIAL 'EXHIBITOR' BADGE)

Normal hall access hours on show days: 08:00 onwards
 Early hall access hours: before 08:00
 (Subjected to payment of overtime charge and security fee)

Overtime charges applicable for early hall access on show days:

- Overtime charge: RMB 2,600 / hr / 1,000 sqm (one hour at least)

EXTENDED WORKING HOURS



Application can be requested:

- on-site at the SNIEC customer service center in 1[#] South Registration Hall (near Hall E1) before 15:00 everyday
- An additional fee will be charged by SNIEC as below
- During the overtime period, there is only electrical supply in the booth. There will be no water supply and compressed air.

OVERTIME PERIOD & CHARGES

Schedule	Date	Overtime Period	Price / 1000sqm / hour (one hour at least)
Build-up Period	16 April 2024	08:00 – 09:00	RMB 1,300
		22:00 – 08:00 ⁺¹	RMB 2,600
	17 April 2024	08:00 – 09:00	RMB 1,300
		22:00 – 08:00 ⁺¹	RMB 2,600
Tear-down Period	20 April 2024	22:00 – 24:00	RMB 2,600
		00:00 – 08:00	RMB 5,200

** This schedule is up to date at the time of print. Should there be any amendments an updated copy will be available at the Organizer's Office on-site.

SECTION I EXHIBITION GUIDELINE

Important notice for the entry of freight vehicles and exhibit vehicles

According to the newest regulations of Shanghai New International Expo Centre, the queue management of vehicles will be implemented from now on. A "Waiting Permit" is required for each freight vehicle / exhibit vehicle that needs to enter the venue, and must be applied in advance through online system with the completion of vehicle registration and payment.

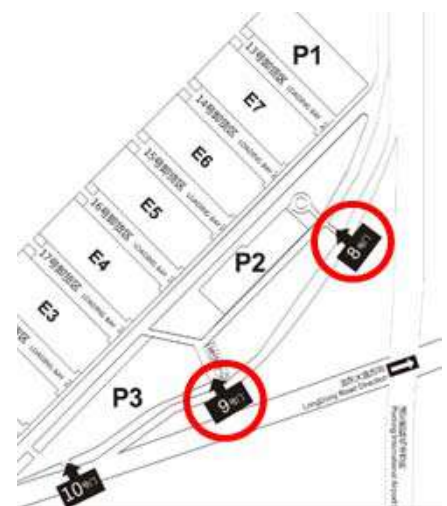
The system-generated "Waiting Permit" shall be printed on A4 paper and placed on the front windshield of the vehicle, so it can enter the designated parking lot for a specified period of time. Vehicles without the "Waiting Permit" or not complying with the specified period of time on the "Waiting Permit" are not allowed to enter or park in the surrounding area of Shanghai New International Expo Centre (ie Middle Yanggao Road - Luoshan Road - Longyang Road - Pujian Road - South Yanggao Road), Otherwise it will be regarded as in violation of traffic rules. For details, please consult the official contractor / freight forwarder.

Type of vehicles	Admitted area(s) in SNI EC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 70/vehicle/license
	loading bay	Vehicle permit to loading bay	<ul style="list-style-type: none"> during build-up / dismantling period at Certification Center in South Square (near Hall W1) or Certification Center at P7 Parking Lot (near Hall N5) 	RMB 50/vehicle/entry/1.5hrs (deposit: RMB 300/vehicle/entry)
Self-driven exhibits	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Exhibit vehicle pass	<ul style="list-style-type: none"> applying to the organizer two weeks prior to move-in 	

Please note

- **The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".**
- **Each mobile phone number / each license plate number can only be used to register one "Waiting Permit".** For the user who registers through license plate number cannot modify the license plate number after getting the "Waiting Permit", only reregister can change it. The vehicle is not allowed to enter the parking lot of the venue if it does not comply with the "Waiting Permit".
- In case of failure to arrive at the designated parking lot within the specified period of the "Waiting Permit", the vehicle may only be delayed one batch later in the day.
- Drivers are advised to enter the enclosed area and drive directly into the designated parking lot of the venue in strict accordance with the prescribed time slots. In case of failure to arrive at the designated parking lot within the time period specified in the "Waiting Permit", only one batch can be postponed backward within the same day.
- **Once an order is submitted, all information cannot be modified**, including mobile phone number, license plate number, show name, admission time and venue information. If you find that the information filled in is wrong, please cancel the payment immediately and log out of the system, log in again and apply.
- **Once an order is placed successfully and payment is completed, the order cannot be cancelled online and no refund can be made. Please make sure to place your order carefully and ensure that your mobile phone number and license plate number are filled in accurately, and that the exhibition, hall and entry time are selected accurately.**
- For the "Waiting Permit" fee, an electronic invoice can be issued temporarily, which can be viewed through online system and printed on your own. It is subject to the approval of the Tax Bureau.
- The driver should follow the guidance of the security guard and is forbidden to leave the vehicle unattended. Once the loading and unloading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic jam for which the deposit will be deducted as a penalty.
- The overtime charge will be levied at RMB100 per vehicle per every half hour (the overtime charge for less than half an hour is also RMB 100).
- The deposit will be refund with showing the "Vehicle Permit to Loading Bay" as well as the deposit receipt within 10 days after the completion of the loading and unloading only. **For any loss or damage of the "Vehicle Permit to Loading Bay", the deposit will not be refunded.**
- The above fees are not inclusive of overnight parking fees.
- The freight forwarders (except one driver per vehicle) are required to purchase the construction badges at Certification Center in South Square (near Hall W1) or at P7 Parking Lot (near Hall N5).
- **Truck with blue license plate of other provinces and cities is recommended to enter the venue through Gate 8 or 9 near P2 and P3 Parking Lot . Please refer to the right picture.**
- "Waiting Permit" center consultation phone: 021-61515193 Customer service mailbox: public@wisdomuni.com
- "Waiting Permit" customer service reception opening time: Monday to Friday (weekdays) 9:30 -17:30
- Organizer recommends oversea exhibitors to entitle a domestic freight forwarder for waiting permit application.

* The above information is subject to "Important Notice" publicized before move-in.



SECTION I EXHIBITION GUIDELINE

《轮候证》线上系统操作流程:

1. 打开微信关注"上海新国际博览中心"公众号。



2. 选择菜单栏右下角的"货车登记"->"登记办证"。



3. 初次办证的用户，需要先注册账号。注册后请牢记“手机号”和“姓名”。日后登录账号时需填写相关信息。



4. 注册成功后，点击“申请轮候证”



5. 填写车牌号和车辆类型。**务必准确填写车牌号!**



SECTION I EXHIBITION GUIDELINE

6. 填写申请人信息。务必准确填写手机号，短信验证通过，才能进入下一步。



入场申请 申请人信息 展会信息 订单确认 支付成功

申请人姓名: 输入姓名

联系电话: 输入手机号

验证码: 输入验证码 MPJE

短信验证码: 输入短信验证码 获取

【睿智科技】验证码: 611592。
您正在申请轮候证, 请在页面输入完成验证。感谢您的支持!

下一步

7. 选择展会名称、入场日期、入场时间、场馆信息。因每批次轮候证的数量有限，若入场时间和展馆信息无法选择，请另择含有“-P8”的展会名称办理。



展会名称:

- 2019原料药及制药机械展-撤展
- 2019原料药及制药机械展-撤展-P8
- 2019全教与显示展-布展
- 2019全教与显示展-撤展
- 2019北京埃森博展-布展
- 2019北京埃森博展-撤展
- 2019上海世界移动通信博览会-布展
- 2019上海世界移动通信博览会-撤展
- 2019轨道展-布展
- 2019轨道展-撤展

入场日期: 05月20日

入场时间: 21:00-22:00

展馆信息: W1-5,E1-3/P3

8. 核对信息后即可前往微信支付。如需修改请点击“取消”重新填写。提交前务必确认所有信息无误!



入场申请 申请人信息 展会信息 订单确认 支付成功

2019汽车材料展-撤展

展馆: W1-W5

入场日期: 2019-07-06

入场时间: 19:00后

车辆信息

车牌号: JPA...

申请人信息

申请人姓名: 郭

联系电话: 13007880664

订单信息

制证服务费: ¥20

支付方式

微信支付

验证码: 0014020 0014020

订单提交后, 请在15分钟内完成支付, 15分钟后订单将自动取消。

提交

9. 支付成功后，保存轮候证的正反面图片并打印，司机需要放置在前挡风玻璃显著位置，正面朝外，供交警和保安识别。



1 05月01日 7:00前

馆号: W1-5,E1-3

停车场: P3

测试319

布展轮候证

沪XDXSDD

备注:

- 此证请打印(A4大小)置于车辆的右后视镜显著位置, 正面朝外, 便于交警、保安识别查验。
- 因车辆必须: 携此证, 及规定时间+行驶路线进入场馆指定停车场, 详见此证指南。
- 务请驾驶员严格按照指定的路线进入指定区域, 严禁行驶进入场馆指定停车场。
- 未带此证的参展车辆或未携此证入场将被拒绝入场, 请知交警、保安人员查验现场, 以便及时识别并罚款。

10. 提交后的订单均可在个人中心内查看。如提交订单后支付发生错误，可于15分钟内前往个人中心，找到该证的订单，继续完成支付。如超时，订单将被自动取消。



申请轮候证

邀请码办证

个人中心

SECTION I EXHIBITION GUIDELINE

OTHER INFORMATION

Notes on Intellectual Property Protection

If the intellectual property rights (including copyright, trademark, patent, etc.) in the exhibits have been acquired, please bring the IPR ownership certificate or other supporting documents.

The exhibitors shall strengthen self-examination and self-correction of their exhibits, booth design, packaging, advertising materials, and other display parts before and during the show, so as to prevent any intellectual property infringement. The exhibitors shall bear the loss and compensation responsibility according to the laws and regulations of the People's Republic of China if they are held liable by relevant authorities or face any claim from relevant right holder due to intellectual property infringement.

The key technical features of the exhibits may not be photographed, shot or otherwise recorded or reproduced without permission during the show. The copyright in booth design, exhibition panels and drawings, etc. are also protected by relevant laws.

Exhibitors must be authorized or permitted by law before the use of any music. For more details, please contact Music Copyright Society of China.

The exhibitors shall abide by the relevant rules. In case of any intellectual property disputes, please contact the organizer or onsite IPRs office in time and cooperate with the staff.

The exhibitors, service providers, suppliers, etc., shall not use the logo of the organizer or the show, the name of the show (both Chinese and English names), slogan, the image of the mascot, etc., without the written consent of the organizer.

Insurance

Considering the safety issue and to ensure the smooth operation of the show, all raw space stands are required to purchase exhibition liability insurance during build-up / show / dismantling period. The copy of insurance policy must be submitted to the organizer/official contractor for proceeding move-in procedure. The scope of insurance for each booth should include but not limited to the following with cumulative compensation limit not less than 8 million RMB in total:

A. For each booth, the exhibitor, contractor as well as the organizer Messe Muenchen Zhongmao Co., Ltd must be listed as the insured.

B. Insurance plan: In the insurance period, if the following loss or expense occurs arising out of the insured or its employees' negligence when performing the exhibition work, loading and unloading exhibit, operating machines, or doing other exhibition related work in the exhibition hall specified in the policy, the insurer will pay, according to the policy, for the amount that the insured is legally liable to pay to the third party in accordance with the law of the People's Republic of China (excluding laws of Hongkong, Macao, and Taiwan):

- a) The loss of the building, fixtures, ground, and foundations in the rented exhibition premises.
- b) The pensions, medical expenses and other related expenses caused by personal injury and death of the insured Chinese staff employed.
- c) The pensions, medical expenses, and other related expenses incurred as a result of personal injury and death of a third party.

Recommendation:

A. Insurance Company: PingAn Property & Casualty Insurance Company of China

B. Insurance Type: Exhibition Liability Insurance

C. Price: RMB 400/booth/show period (**Special note: For special risk, please check with your insurance company in order to avoid disputes when you claim.**)

D. Contact: Ms. Guan; Tel: 86-21-62485075; MP: 86-13817536180/15821304337; Email: guanji001@pingan.com.cn

E. Insurance method:

Scan QR Code



F. Claim process:

- 1) Call 95511 or the contact at the first time.
- 2) Reserve the scene of the accident; take photos; the injured shall be sent to hospital to have medical treatment as soon as possible and keep all the medical documents.
- 3) Submit all the required documents to the insurer.

The exhibitors are strongly recommended to purchase the relevant insurance for their exhibits.

The organizer is not liable for any direct or indirect personal injuries, damage and loss of property and exhibits towards exhibitors, their representatives, employees and contractors.

Security Advice

Please be aware of dangerous actions during set-up period and dismantling. **Therefore, ensure the safety of your personnel and all other people!** The inspection team of the organizer will be present and regularly control the site. If any construction seems to be insecure, the organizer reserves the right to withdraw the permission of booth construction.

Be sure to look after your exhibits and property carefully during the construction and the whole exhibition. The organizer will take no responsibility for losses.

Section II.A

Forms That Must Be Submitted (Shell Scheme)

- **How do I inform the organizer about our official company name on booth fascia and our special request about the location of facilities and additionally order equipments in my booth?**

=> Form 1 Company Name for Stand Fascia and Stand Layout

- **How to show our company information on the catalogue?**

**=> Please use the "Online Exhibitor Self-Service System"
(<http://exself.ie-expo.com>)**

SECTION II.A SHELL SCHEME MANDATORY FORMS

TECHNICAL SPECIFICATIONS

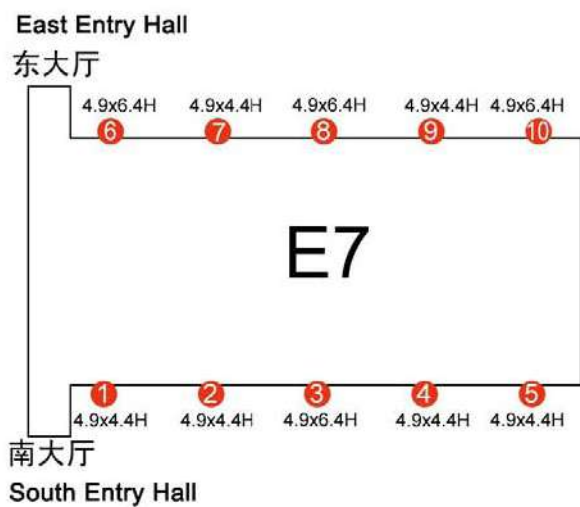
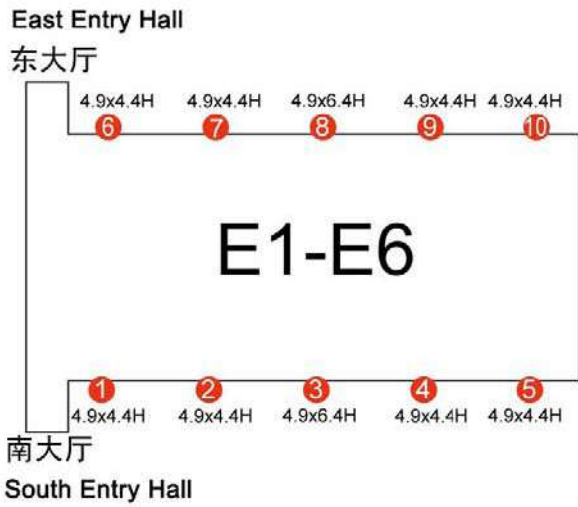
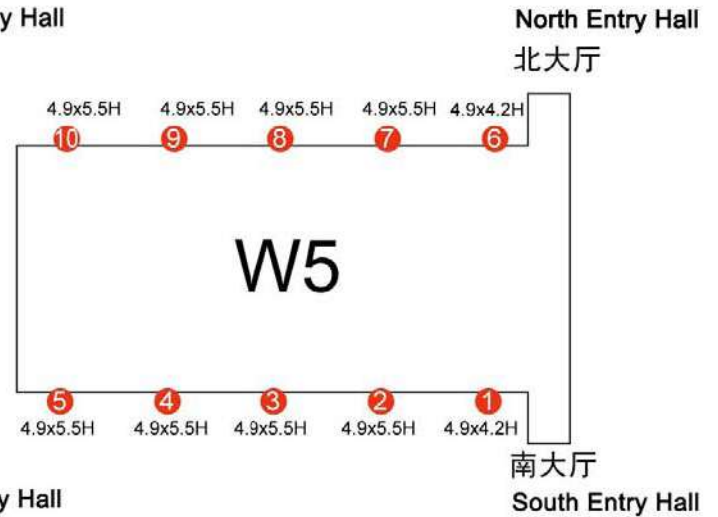
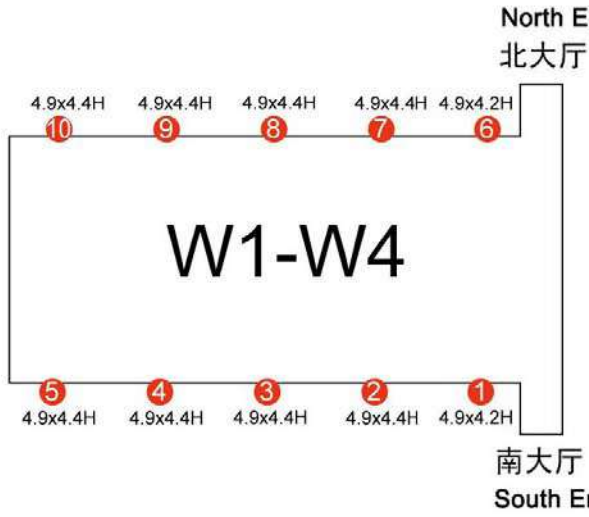
Exhibition Hall Technical Specification

Height of Access (Exhibits to Hall)	Please refer to the details on next page
Admissible Floor Load	3,300 kgs / sqm (33 kN / sqm, for a single space of up to 50 sqm (3.3 t / sqm)) If there is any vertically vibrating part in the exhibit operation, the above mentioned floor load bearing capacity should be reduced at least by 50%.
Air Compressed	Lower than 10 bar Various Outlets at 10mm(D), 19mm(D), 25mm(D)
Elevator	No elevator available, one storey construction
Emergency Lighting	Provided
Fire Protection	Automatic fire sprinkler system, fire detection & alarm system with riser, hose reel portable fire extinguisher, hydrant
Floor Space Per Hall (Gross)	Halls E & W: 11,500 sqm; Halls N: 12,340 sqm
Flooring	Concrete floor with hardener
Internet	Cable broadband network
Lighting Level	250LuX (average)
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	Security guards on duty 24hrs, video surveillance, sensor alarm system
Telephone	LDD, DDD, IDD
Ventilation	16,000 m ³ / hour x 21 = 336,000 m ³ / hour

SECTION II.A SHELL SCHEME MANDATORY FORMS

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access



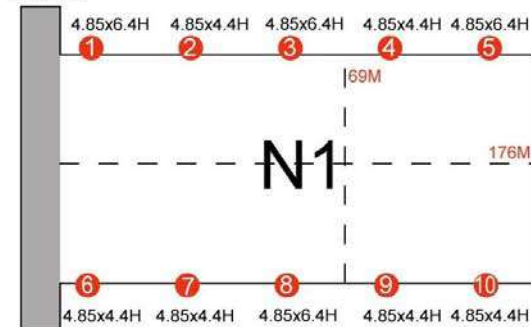
SECTION II.A SHELL SCHEME MANDATORY FORMS

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access

North Entry Hall

北大厅

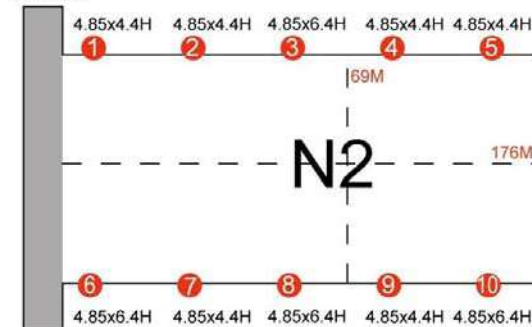


东大厅

East Entry Hall

North Entry Hall

北大厅

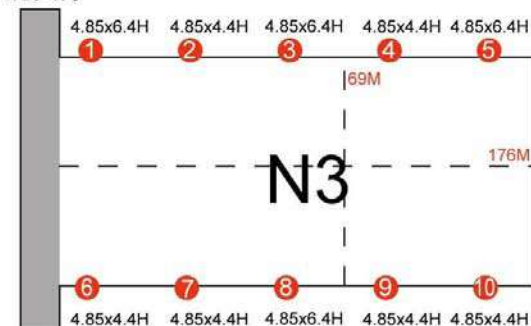


东大厅

East Entry Hall

North Entry Hall

北大厅

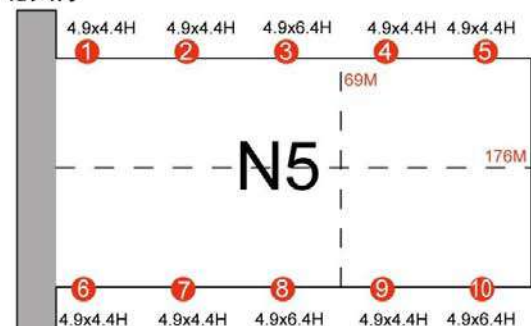


东大厅

East Entry Hall

North Entry Hall

北大厅

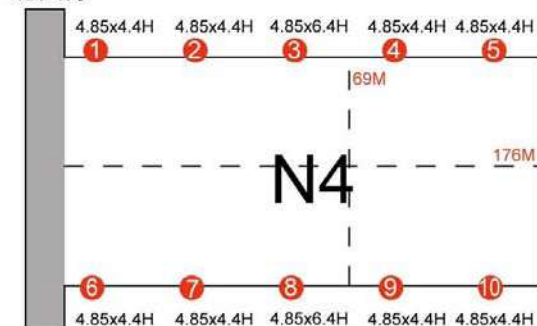


东大厅

East Entry Hall

North Entry Hall

北大厅



东大厅

East Entry Hall

SECTION II.A SHELL SCHEME MANDATORY FORMS

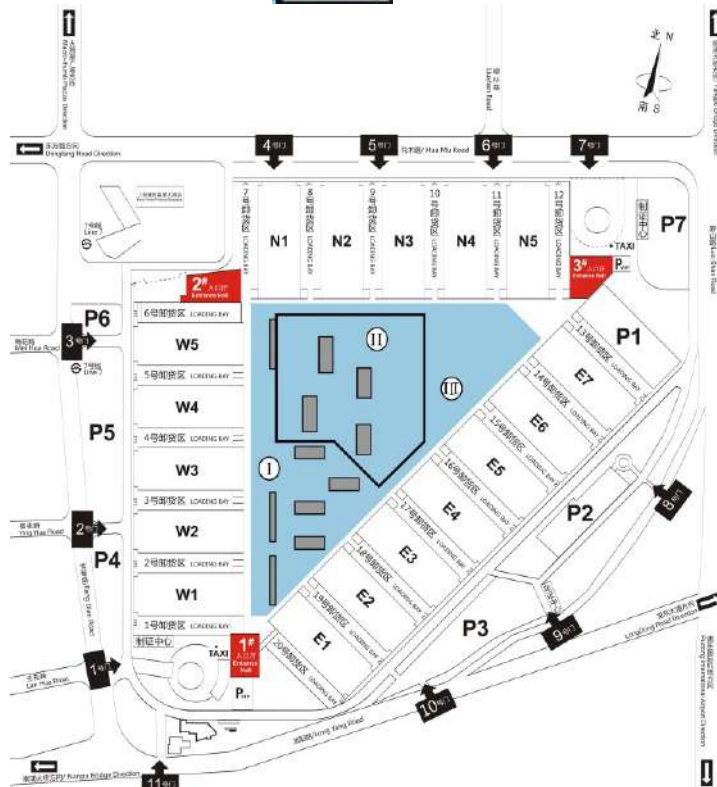
TECHNICAL SPECIFICATIONS (CONT'D)

Outdoor Area Technical Specification

Normal Load Area	5,000 kg / sqm
Light Load Area	3,000 kg / sqm
Heavy Load Area	20,000 kg / sqm
Flooring	Concrete with hardener I, III
	Seeded gravel bed II
	For exhibits with moving parts, the above mentioned floor load capacity shall be reduced by 50%. These loads are to be taken into account for the installation of exhibits / displays and also for the handling of equipment and exhibits.
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of a three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	24 hours security guards on duty, video surveillance, instruction alarm system

- I : Flooring Concrete with hardener
- II : Seeded gravel bed
- III : Flooring Concrete with hardener, light load area

Heavy load area



SECTION II.A SHELL SCHEME MANDATORY FORMS

STAND PACKAGES DESCRIPTION

*If you want to order any of these stand package, please fill in form 4 in SECTION II.C on page 63



1. Basic (min 12 sqm RMB 210.-- per sqm)			
Max. stand height 3m	12m ²	15m ²	18m ²
Carpet, Needle punched carpet, with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, white, 2.5m Ht	√	√	√
Aluminum square profile in 40*40mm, 3m ht for entrance	√	√	√
Complimentary furniture:			
Information counter (1000L*500W*750H mm)	1	1	2
Square table (650L*650W*680H mm)	1	1	2
Folding chair	3	4	4
Waste paper basket	1	1	2
100W spotlight, white	3	3	4
13A/220V (max. 500W) power socket	1	1	2
Fascia, 2m*0.5mH; Lettering & booth no.	√	√	√

*The above perspective is for reference only. The construction will be executed on a case-by-case basis.

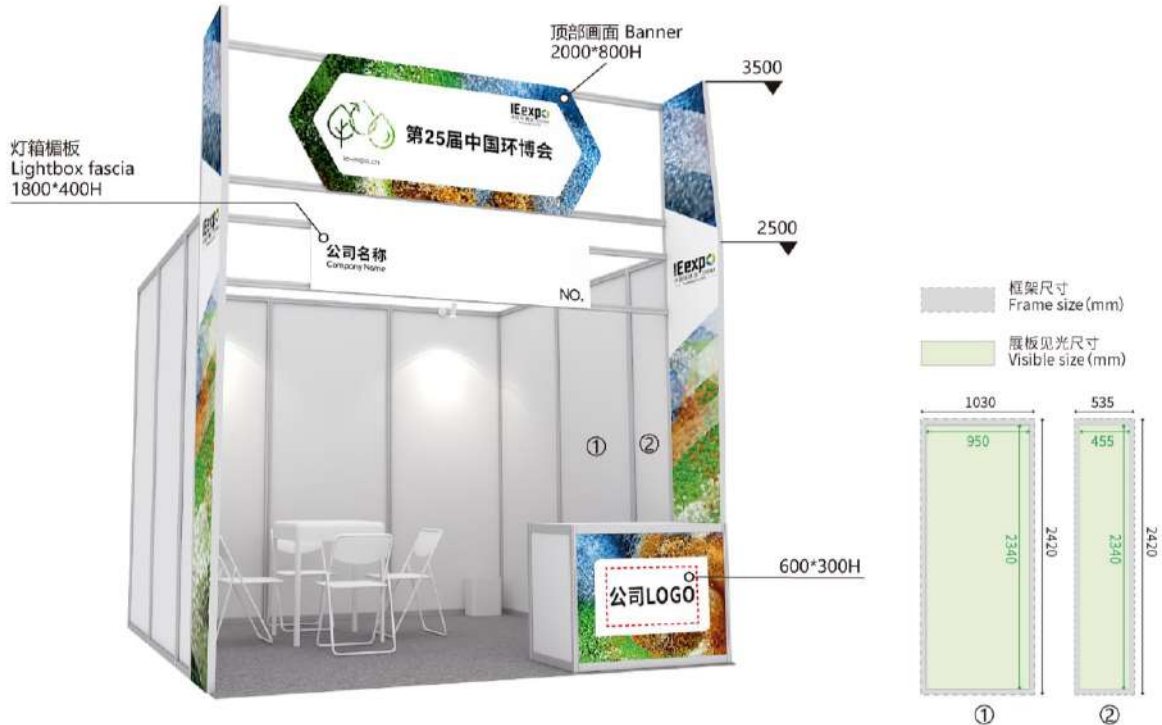
Notes

- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any damages or losses.
- For Shell scheme booth, the official contractor will clean booth every morning during show days.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
- Socket is not for lighting use, but only for electricity supply of low power equipment, which is lower than the maximum power of socket. For high power equipment, please order additional power supply with form 7. You are requested to send Form 13 - stand layout showing your included or additionally ordered equipment.
- If the no recycling materials such as KT board or wooden furniture are found to be used in shell scheme booth on-site, organizer and the official contractor have right to request the exhibitor to cooperate with rectification or take charge of deposit for on-site management.

SECTION II.A SHELL SCHEME MANDATORY FORMS

STAND PACKAGES DESCRIPTION

*If you want to order any of these stand package, please fill in form 4 in SECTION II.C on page 63



2. Premium (min 12 sqm RMB420.-- per sqm)			
Max. stand height 3.5m	12m ²	15m ²	18m ²
Carpet , Needle punched carpet , with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, 2.5m Ht	√	√	√
Aluminum square profile in 40*40mm, 3.5m ht for entrance	√	√	√
Complimentary furniture:			
Lockable cupboard (1000L*500W*750H mm)	1	1	2
Square table (650L*650W*680H mm)	1	1	2
Folding chair	4	4	8
Waste paper basket	1	1	2
100W spotlight, white	3	3	4
13A/220V (max. 500W) power socket	1	1	2
Logo on lockable cupboard, in sticker cut-out, excl. design, incl. production	√	√	√
Lightbox Fascia, 1.8m*0.4m ht; Lettering & booth no.	√	√	√

*The above perspective is for reference only. The construction will be executed on a case-by-case basis.

Notes

- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any damages or losses.
- For Shell scheme booth, the official contractor will clean booth every morning during show days.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
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- If the no recycling materials such as KT board or wooden furniture are found to be used in shell scheme booth on-site, organizer and the official contractor have right to request the exhibitor to cooperate with rectification or take charge of deposit for on-site management.

SECTION II.A SHELL SCHEME MANDATORY FORMS

STAND PACKAGES DESCRIPTION

FORM 1 COMPANY NAME FOR STAND FASCIA AND STAND LAYOUT

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	
	Signature:	Date:
	Hall / Booth No.:	

This form must be completed and returned by **ALL Shell Scheme Exhibitors**. Please fill the company name into the space below as it should appear on the fascia.

The exhibitor's name must be placed in *English* and can additionally be placed in *Chinese*.

If the exhibitor has a standard Chinese name, please indicate this on this form. The lettering and characters (not more than 20 characters) will be provided at no extra charge.

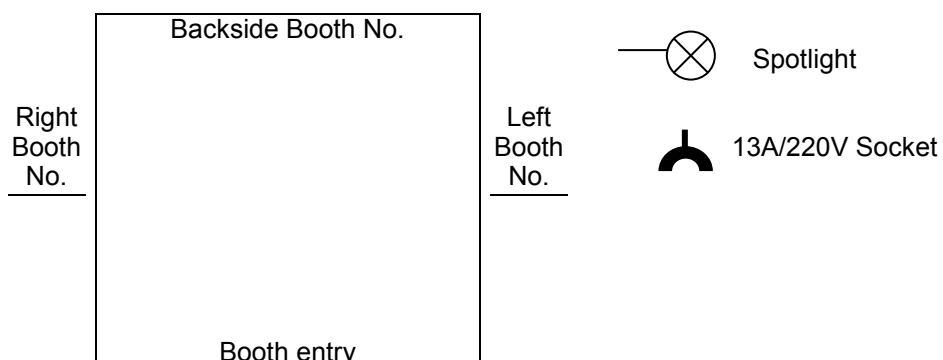
[1] ENGLISH: PLEASE USE BLOCK LETTERS

[2] CHINESE: PLEASE WRITE CLEARLY

Note

- **The construction of Shell Scheme booth can not exceed 4.5m in height.**
- **The company name for stand fascia must accord with the information in the application form. It's required to get the approval from the organizer if any modification.** Only company names may be used on the fascia. Advertising slogans and the like will not be permitted. If your fascia name details are not received by the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.
- If you wish to have your logo in the booth produced by the general contractor, please send a sample or a high resolution (300dpi) digital file (eps), together with **Form 15 (Section II.C Optional Forms)**, to the **official contractor** for quotation.
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- If the KT boards are used in shell scheme booth, the official contractor will charge a deposit of RMB 100/sqm according to the size of booth. The deposit will be refunded after the KT boards are recycled by the exhibitor during the dismantling period.

If you have special requests regarding the location of spotlights and sockets in your booth, please mark out in below layout.



Section II.B

Forms That Must Be Submitted (Raw Space)

- **How to show our company information in the catalogue?**
=> **Please use the "Online Exhibitor Self-Service System" (<http://exself.ie-expo.com>)**
- **How to get our special booth design approval? Can I ask our booth contractor to submit the drawing to the organizer directly?**
=> **Form 2 Declaration of Exhibitor Nominated Stand Contractor for Raw Space**
=> **Form 2.1 Construction Regulations and Declaration of Safety Responsibility**
=> **Form 2.2 Building Approval for One-storey Booth Design**
- **How to carry out booth design approval if we build a two-storey booth?**
=> **Form 2.3 Building Approval for Two-storey Booth Design**
- **Do I need to rent a fire extinguisher for a two-storey booth?**
=> **Form 3 Rental of fire extinguisher in the Booth**
- **How to order electrical power supply for lighting & machine?**
=> **Form 7 Electrical Power Supply**
=> **Form 13 Stand Layout**

SECTION II.B RAW SPACE MANDATORY FORMS

TECHNICAL SPECIFICATIONS

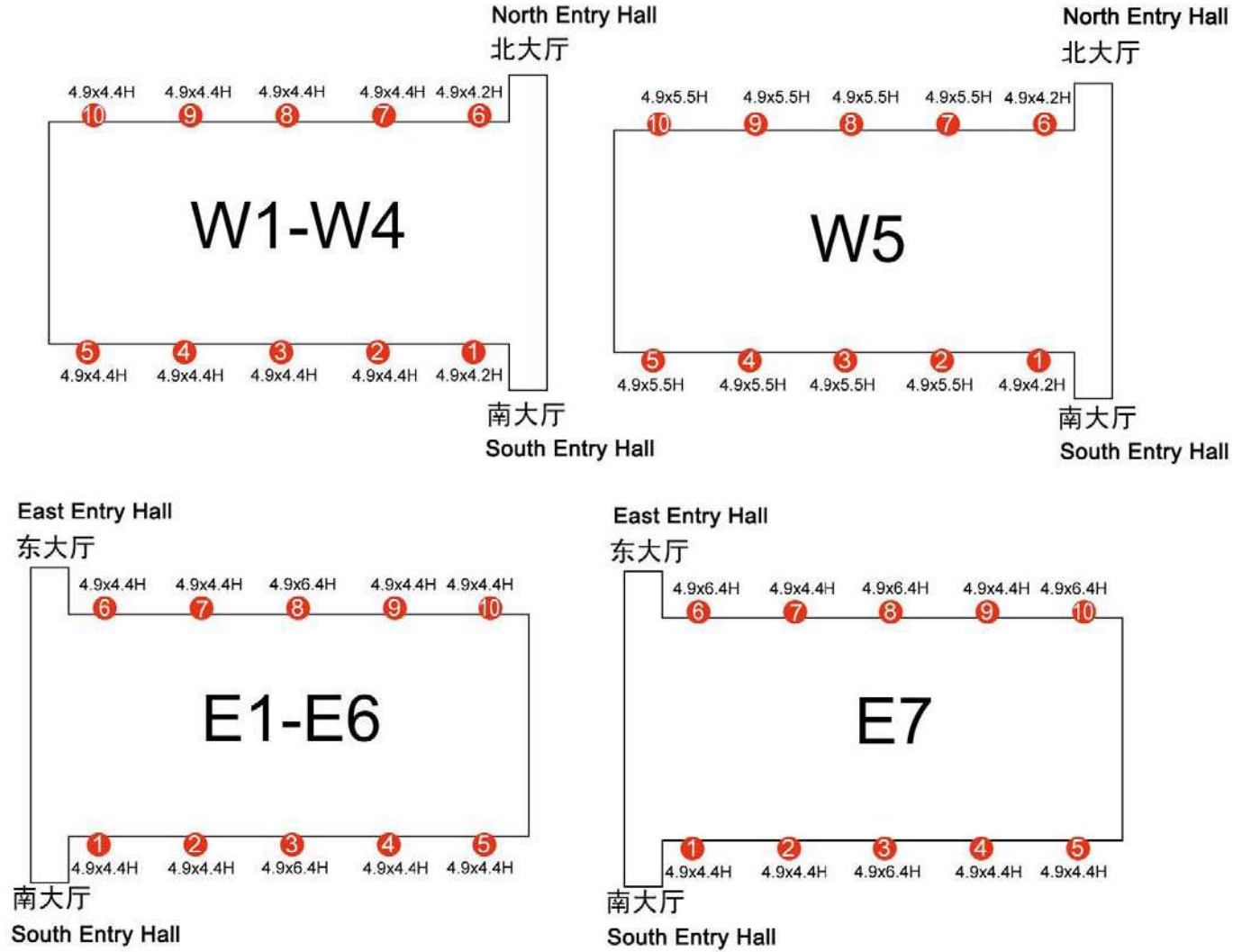
Exhibition Hall Technical Specification

Height of Access (Exhibits to Hall)	Please refer to the details on next page
Admissible Floor Load	3,300 kgs / sqm (33 kN / sqm, for a single space of up to 50 sqm (3.3 t / sqm)) If there is any vertically vibrating part in the exhibit operation, the above mentioned floor load bearing capacity should be reduced at least by 50%.
Air Compressed	Lower than 10 bar Various Outlets at 10mm(D), 19mm(D), 25mm(D)
Elevator	No elevator available, one storey construction
Emergency Lighting	Provided
Fire Protection	Automatic fire sprinkler system, fire detection & alarm system with riser, hose reel portable fire extinguisher, hydrant
Floor Space Per Hall (Gross)	Halls E & W: 11,500 sqm; Halls N: 12,340 sqm
Flooring	Concrete floor with hardener
Internet	Cable broadband network
Lighting Level	250Lux (average)
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	Security guards on duty 24hrs, video surveillance, sensor alarm system
Telephone	LDD, DDD, IDD
Ventilation	16,000 m ³ / hour x 21 = 336,000 m ³ / hour

SECTION II.B RAW SPACE MANDATORY FORMS

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access



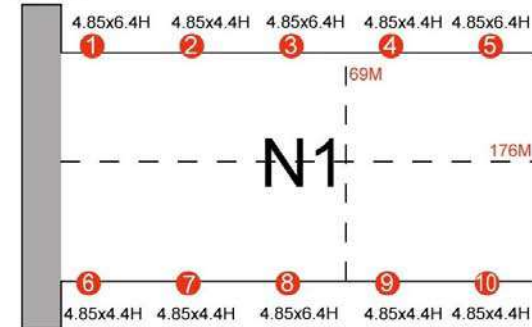
SECTION II.B RAW SPACE MANDATORY FORMS

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access

North Entry Hall

北大厅

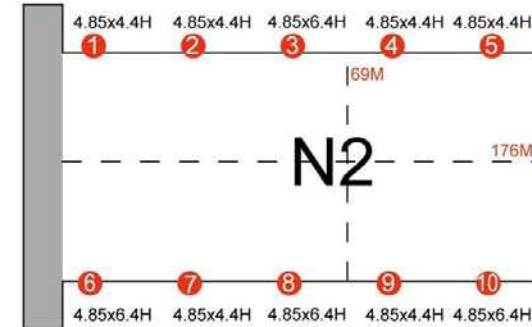


东大厅

East Entry Hall

North Entry Hall

北大厅

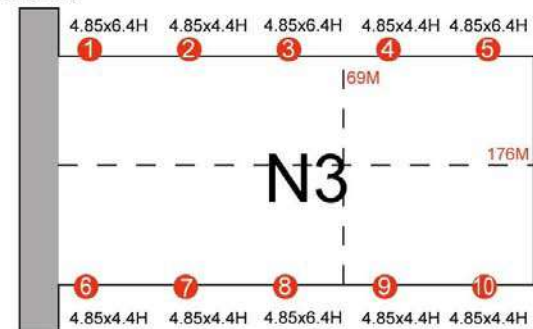


东大厅

East Entry Hall

North Entry Hall

北大厅

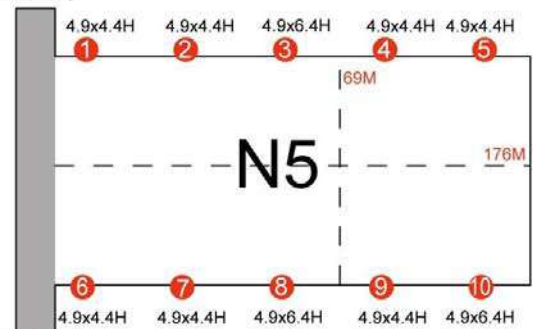


东大厅

East Entry Hall

North Entry Hall

北大厅

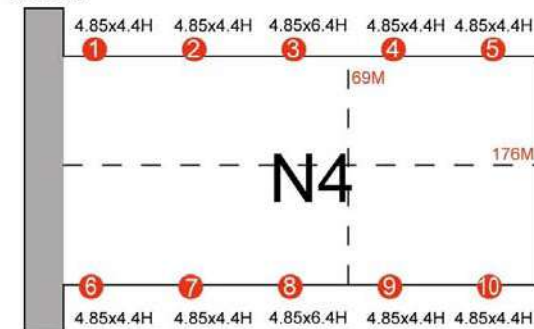


东大厅

East Entry Hall

North Entry Hall

北大厅



东大厅

East Entry Hall

SECTION II.B RAW SPACE MANDATORY FORMS

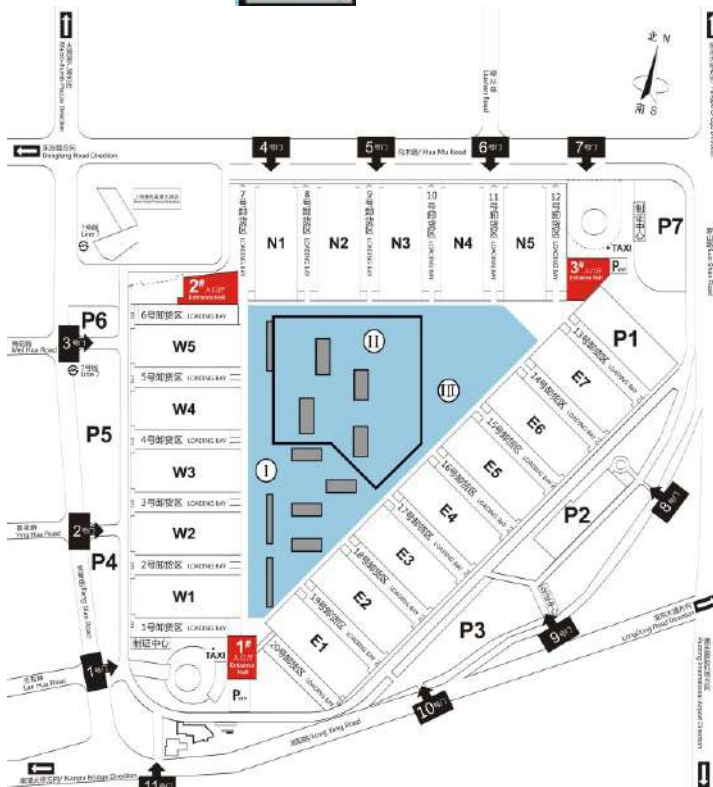
TECHNICAL SPECIFICATIONS (CONT'D)

Outdoor Area Technical Specification

Normal Load Area	5,000 kg / sqm
Light Load Area	3,000 kg / sqm
Heavy Load Area	20,000 kg / sqm
Flooring	Concrete with hardener I, III
	Seeded gravel bed II
	For exhibits with moving parts, the above mentioned floor load capacity shall be reduced by 50%. These loads are to be taken into account for the installation of exhibits / displays and also for the handling of equipment and exhibits.
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6m Two-storey booth: 8.5m The building of a three-storey booth or above is forbidden.
Power Supply	5 line, 3 phase 380V / 220V 50HZ The control switch of D/B box is equipped with leakage protection devices.
Security System	24 hours security guards on duty, video surveillance, instruction alarm system

- I : Flooring Concrete with hardener
- II : Seeded gravel bed
- III : Flooring Concrete with hardener, light load area

Heavy load area



SECTION II.B RAW SPACE MANDATORY FORMS

**Form 2 Declaration of Exhibitor Nominated Stand Contractor
FOR RAW SPACE**

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**. This form must also be signed by the exhibitor unless power of attorney has been granted.

- Technical drawings of the stand design including perspective drawings, elevations and layout with dimensions must be submitted to the organizer by e-mail for approval **before 15 March 2024**, and must be reviewed and approved by Grade A National Registered Structural Engineer/ third-party safety supervision agency. Stand design without the organizer and the official contractor's approval will not be permitted in the exhibition.
- Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding in the move-in procedure.
- All stand construction companies must take up exhibition liability insurance for their employees working on the stand during build-up / show / dismantling period (please consult the insurance companies for more details). **A copy of the insurance policy must be submitted to the organizer/official contractor in advance for approval.**
- Contractors should pay for **Hall Management Fee (RMB 35/sqm)** and the general management deposit: **RMB 200 / m² / show period. For booth smaller than 100 m²: minimum amount is RMB 20,000 / booth / show period.** Contractors should buy contractor badges at RMB 50/person (RMB30/person for badge fee plus RMB20/person for contractor accidental injury insurance fee). For the detailed information, please refer "Move-in Procedure for Exhibitor Nominated Stand Contractor for Raw Space" on next page
- For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
- Supply of facilities (e.g. electrical power, water, compressed air, internet, hanging points, ect.) must be ordered through the organizer only.
- For each booth, the booth number must be prominently displayed**, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The costs incurred will be borne by the exhibitor. The displayed content of each booth shall not violate the laws and regulations of China and the relevant regulations of the show.
- For the raw space booth contractor, its business scope of independent legal entity shall cover interior decoration or exhibition decoration projects. Corresponding certification documents will be required for Real-name Authentication procedures.
- Any agreement or arrangement between exhibitors and their nominated booth contractors is deemed as an agreement reached and to be fulfilled by both parties. Both parties shall settle any accident or dispute arising from the performance of the agreement according to law, and the exhibition organizer shall not be liable for any losses caused by any default arising thereof.
- The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer for any modification.
- The raw space contractors must study Form 1.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachments "Fire Protection Regulations and Safety Rules" and "Outdoor Booth and Two-storey Booth Construction Regulations" as well as Section V Technical Guidelines.**

Your stand design / construction information (please mark ✓)

1. One-storey indoor stand, height < 4.5m
 2. One-storey indoor stand, 4.5 <= height <= 6m
 3. Two-storey indoor stand, height <= 8.5m

Notes: The stand design drawings above must be reviewed and approved by Grade A National Registered Structural Engineer / third-party safety supervision agency. The relevant inspection / re-inspection fee will be incurred accordingly. The upper-storey booth space must be charged for two-storey booth construction. (50% of the price of the respective ground-floor space)

According to the new regulation by SNIIEC, in order to enhance the safety of booth construction, all raw space booths must get the approval form qualified third-party safety supervision agency.

Please fill the information below (valid with company stamp only):

Stand contractor:		
Address:		
Onsite safety manager:	Onsite phone no.:	Fax:
E-mail:	Electrician on duty:	Onsite phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Onsite safety manager:	Onsite phone no.:	E-mail:
Company stamp and legally binding signature of exhibitor:		



According to the newest regulation from Shanghai New International Expo Centre, every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIIEC and the official contractor reserve the right to refuse against entrance and deduction from the general management deposit. All the helmets and safety belts should be self prepared.

SECTION II.B RAW SPACE MANDATORY FORMS

Important notice for the entry of freight vehicles and exhibit vehicles

According to the newest regulations of Shanghai New International Expo Centre, the queue management of vehicles will be implemented from now on. A "Waiting Permit" is required for each freight vehicle / exhibit vehicle that needs to enter the venue, and must be applied in advance through online system with the completion of vehicle registration and payment.

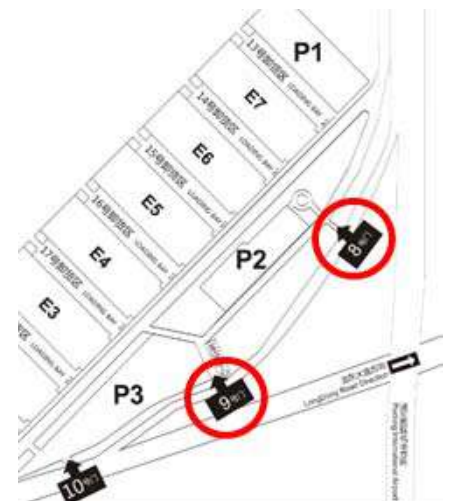
The system-generated "Waiting Permit" shall be printed on A4 paper and placed on the front windshield of the vehicle, so it can enter the designated parking lot for a specified period of time. Vehicles without the "Waiting Permit" or not complying with the specified period of time on the "Waiting Permit" are not allowed to enter or park in the surrounding area of Shanghai New International Expo Centre (ie Middle Yanggao Road - Luoshan Road - Longyang Road - Pujian Road - South Yanggao Road), Otherwise it will be regarded as in violation of traffic rules. For details, please consult the official contractor / freight forwarder.

Type of vehicles	Admitted area(s) in SNIEC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 70/vehicle/license
	loading bay	Vehicle permit to loading bay	<ul style="list-style-type: none"> during build-up / dismantling period at Certification Center in South Square (near Hall W1) or Certification Center at P7 Parking Lot (near Hall N5) 	RMB 50/vehicle/entry/1.5hrs (deposit: RMB 300/vehicle/entry)
Self-driven exhibits	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Exhibit vehicle pass	<ul style="list-style-type: none"> applying to the organizer two weeks prior to move-in 	

Please note

- **The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".**
- **Each mobile phone number / each license plate number can only be used to register one "Waiting Permit".** For the user who registers through license plate number cannot modify the license plate number after getting the "Waiting Permit", only reregister can change it. The vehicle is not allowed to enter the parking lot of the venue if it does not comply with the "Waiting Permit".
- In case of failure to arrive at the designated parking lot within the specified period of the "Waiting Permit", the vehicle may only be delayed one batch later in the day.
- Drivers are advised to enter the enclosed area and drive directly into the designated parking lot of the venue in strict accordance with the prescribed time slots. In case of failure to arrive at the designated parking lot within the time period specified in the "Waiting Permit", only one batch can be postponed backward within the same day.
- **Once an order is submitted, all information cannot be modified,** including mobile phone number, license plate number, show name, admission time and venue information. If you find that the information filled in is wrong, please cancel the payment immediately and log out of the system, log in again and apply.
- **Once an order is placed successfully and payment is completed, the order cannot be cancelled online and no refund can be made. Please make sure to place your order carefully and ensure that your mobile phone number and license plate number are filled in accurately, and that the exhibition, hall and entry time are selected accurately.**
- For the "Waiting Permit" fee, an electronic invoice can be issued temporarily, which can be viewed through online system and printed on your own. It is subject to the approval of the Tax Bureau.
- The driver should follow the guidance of the security guard and is forbidden to leave the vehicle unattended. Once the loading and unloading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic jam for which the deposit will be deducted as a penalty.
- The overtime charge will be levied at RMB100 per vehicle per every half hour (the overtime charge for less than half an hour is also RMB 100).
- The deposit will be refund with showing the "Vehicle Permit to Loading Bay" as well as the deposit receipt within 10 days after the completion of the loading and unloading only. **For any loss or damage of the "Vehicle Permit to Loading Bay", the deposit will not be refunded.**
- The above fees are not inclusive of overnight parking fees.
- The freight forwarders (except one driver per vehicle) are required to purchase the construction badges at Certification Center in South Square (near Hall W1) or at P7 Parking Lot (near Hall N5).
- **Truck with blue license plate of other provinces and cities is recommended to enter the venue through Gate 8 or 9 near P2 and P3 Parking Lot . Please refer to the right picture.**
- "Waiting Permit" center consultation phone: 021-61515193 Customer service mailbox: public@wisdomuni.com
- "Waiting Permit" customer service reception opening time: Monday to Friday (weekdays) 9:30 -17:30
- Organizer recommends oversea exhibitors to entitle a domestic freight forwarder for waiting permit application.

* The above information is subject to "Important Notice" publicized before move-in.



SECTION II.B RAW SPACE MANDATORY FORMS

➤ 《轮候证》线上系统操作流程:

1. 打开微信关注“上海新国际博览中心”公众号。



2. 选择菜单栏右下角的“货车登记”-“登记办证”。



3. 初次办证的用户，需要先注册账号。注册后请牢记“手机号”和“姓名”。日后登录账号时需填写相关信息。



4. 注册成功后，点击“申请轮候证”



5. 填写车牌号和车辆类型。**务必准确填写车牌号!**



SECTION II.B RAW SPACE MANDATORY FORMS

6. 填写申请人信息。务必准确填写手机号，短信验证通过，才能进入下一步。

【睿智科技】验证码：611592。
您正在申请轮候证，请在页面输入完成验证。感谢您的支持！

7. 选择展会名称、入场日期、入场时间、场馆信息。因每批次轮候证的数量有限，若入场时间和展馆信息无法选择，请另择含有“-P8”的展会名称办理。

展会名称：2019原料药及制药机械展-撤展-P8

入场日期：06月20日

入场时间：21:00-22:00

展馆信息：W1-5,E1-3/P3

8. 核对信息后即可前往微信支付。如需修改请点击“取消”重新填写。提交前务必确认所有信息无误！

2019汽车材料展-撤展

展馆：W1-W5

入场日期：2019-07-06

入场时间：19:00后

车辆信息：车牌号：JPA...

申请人信息：申请人姓名：邵... 联系电话：138...

订单信息：制证服务费：¥20

支付方式：微信支付

验证码：09144220

9. 支付成功后，保存轮候证的正反面图片并打印，司机需要放置在前挡风玻璃显著位置，正面朝外，供交警和保安识别。



10. 提交后的订单均可在个人中心内查看。如提交订单后支付发生错误，可于 15 分钟内前往个人中心，找到该证的订单，继续完成支付。如超时，订单将被自动取消。



SECTION II.B RAW SPACE MANDATORY FORMS

MOVE-IN PROCEDURE FOR EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

According to the request of Organizer and Shanghai New International Expo Centre, the exhibitor nominated stand contractors and exhibitors who build their booths on their own should pay hall management fee to the venue and the general management deposit to our official stand contractor. Further, insurance is a must for their employees working on the stand during build-up / show / dismantling period (please consult the insurance companies for more details). With completion of real-name authentication, all contractors and forwarders must buy construction badges by showing the receipt of hall management fee & the general management deposit, contractor/forwarder name list and ID card during build-up period.

Stand design without the organizer / official contractor's approval, or without the approval from Grade A National Registered Structural Engineer/third-party safety supervision agency, will not be permitted in the exhibition. Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding in the move-in procedure.

1. Real Name Authentication Procedure for Non-Official Contractor and Contractor Badge Purchase

All stand contractors and freight forwarders are required to go through Real-Name Authentication procedure at the Certification Center in South Square (near Hall W1) at least 15 days prior to the first move-in date in order to obtain entry permission from SNIIEC.

Documents required for Real-name Authentication procedures include: The original and 2 photo copies (front and back sides) of second-generation ID cards (first-generation ID cards are not accepted) of the person in charge of the work from the contractor; Two photo copies of the contractor's business license, which bear the company seal; Originals and 2 photo copies of relevant industry training certificates; The Real-name Authentication Form for Erection Contractors and Transport Contractors; The Safety Commitment of Erection Contractor.

All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal. If the holder of the certificates and documents cannot make it to the SNIIEC to go through the procedures in person, a Letter of Authorization signed and stamped by the entrusting party and the entrusted party must be provided.

Should you need any further clarification, please contact SNIIEC via the hotlines: **86-21 28906100 ext. 201/202/203/204.**

With completion of real-name authentication, all forwarders and contractors must buy construction badges **at the Certification Center in South Square (near Hall W1) or at P7 Parking Lot (near Hall N5) with showing hall management fee & the general management deposit receipt, contractor/forwarder name list and ID card** during build-up period. **Each badge is RMB 50 (include RMB 30 badge fees + RMB 20 accidental injury insurance fees).** People without badge are forbidden to do any construction activities.

2. Insurance Purchase

Considering the safety issue and to ensure the smooth operation of the show, all raw space stands are required to purchase exhibition liability insurance during build-up / show / dismantling period. The copy of insurance policy must be submitted to the organizer/official contractor for proceeding move-in procedure. The scope of insurance for each booth should include but not limited to the following with cumulative compensation limit not less than 8 million RMB in total:

A. For each booth, the exhibitor, contractor as well as the organizer Messe Muenchen Zhongmao Co., Ltd must be listed as the insured.

B. Insurance plan: In the insurance period, if the following loss or expense occurs arising out of the insured or its employees' negligence when performing the exhibition work, loading and unloading exhibit, operating machines, or doing other exhibition related work in the exhibition hall specified in the policy, the insurer will pay, according to the policy, for the amount that the insured is legally liable to pay to the third party in accordance with the law of the People's Republic of China(excluding laws of Hongkong, Macao, and Taiwan.):

a) The loss of the building, fixtures, ground, foundations and property in the rented exhibition premises.

b) The pensions, medical expenses and other related expenses caused by personal injury and death of the insured Chinese staff employed.

c) The pensions, medical expenses, and other related expenses incurred as a result of personal injury and death of a third party.

Recommendation:

A. Insurance Company: PingAn Property & Casualty Insurance Company of China

B. Insurance Type: Exhibition Liability Insurance

C. Price: RMB 400/ booth/show period (**Special note: For special risk, please check with your insurance company in order to avoid disputes when you claims.**)

D. Contact details: Ms. Guan; Tel: 86-21-62485075; MP: 86-13817536180/15821304337; Email: guanji001@pingan.com.cn

E. Insurance method:

SECTION II.B RAW SPACE MANDATORY FORMS

Scan QR Code



F. Claim process:

- 1) Call 95511 or the contact at the first time.
- 2) Reserve the scene of the accident; take photos; The Injured shall be sent to hospital to have medical treatment as soon as possible and keep all the medical documents.
- 3) Submit all the required documents to the insurer.

The exhibitors are strongly recommended to purchase the relevant insurance for their exhibits.

The organizer is not liable for any direct or indirect personal injuries, damage and loss of property and exhibits towards exhibitors, their representatives, employees and contractors.

3. Hall Management Fee and General management deposit

The organizer and Shanghai New International Expo Centre require raw space contractors and exhibitors who build their booths on their own to pay hall management fee and general management deposit to the official contractor with showing 'Exhibition Liability Insurance'.

All exhibitors nominated stand contractors and exhibitors who build their booths on their own should pay to the official contractor.

A. Price: **RMB 35 / sqm / show period** (based on the contracted booth space)

General management deposit: **RMB 200/sqm/show period. For booths smaller than 100 sqm: RMB 20,000/booth / show period**

A. Methods of Payment: **Bank Transfer in RMB only**

B. Payment date and place: All contractors of raw space booths and the exhibitors who will build up the booths on their own should pay the fees before move-in period to the official contractor`s below account according to the debit note issued by the official contractor.

Hall W1-W5: Viewshop Exhibition & Display (Shanghai) Co., Ltd.	Hall N1-N5: Milton Exhibits & Engineering (Shanghai) Ltd.	Hall E1-E7 & Outdoor: Shanghai SERVE Exhibition Co., Ltd.
Account Name: Viewshop Exhibition & Display (Shanghai) Co., Ltd. Account No.: 442962465001 Bank Name: Bank Of China Shanghai HENG FENG RD SUB-BR SWIFT Code: BKCHCNBJ300	Account Name: Milton Exhibits & Engineering (Shanghai) Ltd. Account No.: 98491455300000366 Bank Name: Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch Bank Add: No.855 Changning Road, Changning District, Shanghai 200050, China SWIFT Code: SPDBCNSH	Account Name: Shanghai SERVE Exhibition Co., Ltd. Account No.: 1001 2605 0922 4869 948 Bank Name: ICBC Shanghai Branch United Building Subbranch Bank Add: Zhongshan Bei Road 2700 SWIFT Code: ICBKCNBJSHI

C. Refund of Deposit: The general management deposit will be returned by transfer. The exhibitor/contractor is required to provide the relative information concerning company name, bank name, A/C No. (in accordance with the account info when transferring), remittee's name and contact details when he applies for the refund of the deposit at the Official Contractor service counter onsite. It will take 30 working days after the show to complete the refund.

Notes

- ❖ **The above information is subject to "Important Notice" publicized before move-in.**
- ❖ **The above date is available for processing. For the official move-in, please refer to "Operation Schedule".**
- ❖ **To save time for onsite procedures, the exhibitors/contractors must pay the hall management fee and general management deposit in advance by transfer.** Please fax the relative information concerning company name, bank name, A/C No., booth no and so on shortly after the payment is made. You can get the stamped receipt from the Official Contractor during on-site check in after transfer is confirmed by showing receipt of hall management fee and bank note of transfer, as well as the copy of exhibition liability insurance policy.

SECTION II.B RAW SPACE MANDATORY FORMS

❖ The exhibitors/contractors should be responsible for the fees when transferring the general management deposit.

** The General Management Deposit Rules

- A. The organizer has the right to reject its build-up and stop the power supplies, etc. if the booth fees have not been paid.
 B. The exhibitor, and its stand contractor must surely comply with all of the various construction/fire protection/safety regulations and terms of participation in this manual. Any violation will lead to deduction from the deposit. Details as below:

	General Management Deposit Deduction Rules	Deduction Rate
1	The booth design drawings have not been submitted to the organizer / official contractor for approval, or without the approval from Grade A National Registered Structural Engineer/ third-party safety supervision agency.	100%
2	The design, structure or materials for booth construction is not in accord with the blueprints/drawings approved by the organizer, or does not conform to any of the construction/fire protection/safety regulations.	100%
3	Booth height exceeds the maximum height limit.	100%
4	Booth structural/safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not off-set the compensation, the hall owner and the organizer have right to claim for further compensation.	100%
5	Unauthorized electric connection or power overload.	100%
6	For the use of flammable, explosive and other forbidden objects against the fire safety requirements of the exhibition hall; or without fire treatment on materials.	100%
7	For those without going through procedures entering the exhibition hall privately; working overtime secretly or delaying work against the regulations without applying for overtime; privately connect electrical power supply, water supply or compressed air without the written authorization of the official contractor. Failure to move in according to the designated early move-in date / time but not due to force majeure.	50%
8	Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch is not to be installed.	50%
9	The structure, decoration, light fittings, exhibits, etc. exceeds the booth range.	50%
10	Non-island booth without a back wall higher than 2.5m.	50%
11	Any uncovered structure surface facing the neighboring stand, or the covering substance are not pure white, smooth or consistent with the building materials.	50%
12	Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand.	50%
13	During move-in,out or event period piling up anything that occupy, block and interrupt the truck buffer area, fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.	50%
14	Fail to clear up the construction materials, garbage and packing stuff within preset time in the move-in/out period. Any building materials, scraps, empty cases, wooden structures, display boards or tools are placed on public aisles or in loading bay which caused jams during the move-in/out period.	50%
15	The sound volume of the booth is above 65dB (with reference to the complaints and the sound volume measuring result on-site).	50%
16	Booth dismantling begins before the exhibition ends on the last show day.	50%
17	For not recycling the paint buckets, KT boards, carpets or low-pressure plastic paper (bubble plastic paper) after use.	50%
18	For any violation behaviour within the exhibition area and disobey the rectification opinion of the organizer.	50%
19	Place empty boxes or construction materials in the yellow areas of the loading bay without application.	50%
20	For not having a reliable grounding of all metallic structures and shells, not having grounding wires fixed on the electrical box. Cables cross the aisle.	30%
21	Not set up enough fire extinguishers, sprinkler system and automatic alarm as regulated.	30%
22	During the construction, exhibition and demolition of the booth, the scrap, waste or other abandoned items are dumped in non-designated place.	30%
23	For not wearing a helmet and seatbelt in aerial work, or without qualified and safe lifting tools or platforms and specialized personnel to command, care and set up security zones.	30%
24	For not wearing a valid document issued by the organizer on the construction site; or on-site construction workers not properly wearing qualified helmets.	20%
25	For fights and activities that disturb public order within the exhibition area.	20%
26	In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions.	20%
27	In terms of brutal construction, illegal construction and demolition of stands (push and pull, etc.) without setting the security warning zones and dismantling the stand in advance against the provisions of the organizers.	20%
28	For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures.	10%
29	During setting up and dismantling the booth, each booth shall designate a person in charge of site safety and if he is not on the site when organizers and exhibition construction contractors conduct safety inspection of the booth.	10%
30	Smoking in smoking-free areas	10%
31	Damage made to the hall facilities (walls, gates, floor, pillars, etc.)	According to actual charges

※ The exhibitor has to cooperate with all the rectification necessary, otherwise the power supply will be fully cut until the rectification is made.

※ The organizer reserves the right of final decision in case of any controversies.

SECTION II.B RAW SPACE MANDATORY FORMS

C. The general management deposit will be returned by transfer if no undue irregularities. The exhibitor/contractor is required to provide the relative information concerning company name, bank name, A/C No. (in accordance with the account info when transferring), remittee's name and contact details when he applies for the refund of deposit at Official Contractor onsite service counter. It will take 30 working days to complete the refund. If the exhibitor/contractor could not return the original receipt of deposit or written receipt documents, the official contractor have the right to refuse to refund the deposit.

****Regulations on the management of "blacklist" booth contractors**

In the following situations, the responsible booth contractor will be included in the blacklist. The hall owner as well as the organizer has the right to cancel its qualification of booth contractor in the next shows.

- A. There are no rectifications or corrective actions in accordance with the requirements of the organizer after receiving rectification notice against irregularities.
- B. The booth dismantling has not been completely implemented by the end of move-out.
- C. The design, structure or materials for booth construction is not in accordance with the blueprints/drawings approved by the organizer, or does not conform to any of the construction/fire protection/safety regulations.
- D. Any accident or injury occurs in the booth construction process.

****Venue Compensation List for On-site Damaged Constructions and Facilities**

No.	Content	Standard	Unit	Total (RMB)
1	Fire hydrant	Damage	One	1,625.00
2	Fire extinguisher	2kg	One	190.00
		4kg		325.00
3	Electrical cable	5*4mm ²	Meter	21.00
		5*10mm ²		43.00
		5*16mm ²		70.00
		5*25mm ²		122.00
		5*35mm ²		137.00
		5*50mm ²		195.00
		5*70mm ²		271.00
4	Copper joint	10mm ²	One	5.00
		16mm ²		5.00
		35mm ²		7.00
		50mm ²		9.00
		70mm ²		10.00
		95mm ²		17.00
5	Air circuit breaker	16A	One	180.00
		32A		185.00
		40A		190.00
		63A		240.00
		80A		540.00
		100A		540.00
		150A		1,560.00
		200A		1,560.00
		250A		1,560.00
		300A		2,990.00
400A	3,380.00			
6	Air pipe	5HP	Set	472.00
		10HP		710.00
		15HP		1,048.00
7	Pagoda head	10mm	One	50.00
		20mm		51.00
		25mm		52.00

SECTION II.B RAW SPACE MANDATORY FORMS

No.	Content		Standard	Unit	Total (RMB)
8	Water pipe		for living	Set	428.00
			for machine		585.00
			drainage		702.00
9	Pagoda head		12mm	One	20.00
			20mm		20.00
10	Copper ball valve		1/2'	One	23.00
			3/4'		38.00
			1'		61.00
11	Outer shell of electric box		15A	One	560.00
			32A		671.00
			63A		728.00
			100A		830.00
			150A		1,560.00
			200A		10,530.00
			250A		10,790.00
			300A		11,001.00
		400A		12,220.00	
12	Copper piece in electric box		Damage	Group	130.00
13	Electric box latch		30A	One	7.00
14	Temporary electric box (orange socket 220V)		Damage	One	13.00
15	Detailed compensation list of 15A distribution box with monitoring function	S3-4P Current Leakage Breaker 380V, 15A (Including Firmware MT303)	Damage	set	1,708.00
16		S3 Power Supply & Anti surge Module	Damage	set	517.00
17		S3-ELS485 Communication Modules (Including ELSWitch FirmWare)	Damage	set	260.00
18		Lora Communication Module	Damage	set	910.00
19		Cable	Damage	set	104.00
20		Box	Damage	set	585.00
21		ABB Switch	Damage	row	251.00
22		Inlet-wire	Damage	pcs	273.00
23		Line bank	Damage	pcs	104.00
24		Others	Damage	set	98.00
25	Detailed compensation list of 30A distribution box with monitoring function	S3-4P Current Leakage Breaker 380V, 32A (Including Firmware MT303)	Damage	set	1,971.00
26		S3 Power Supply & Anti surge Module	Damage	set	517.00
27		S3-ELS485 Communication Modules (Including ELSWitch FirmWare)	Damage	set	260.00
28		Lora Communication Module	Damage	set	910.00
29		Cable	Damage	set	104.00
30		Box	Damage	set	585.00
31		ABB Switch	Damage	row	248.00
32		Inlet-wire	Damage	pcs	273.00
33		Line bank	Damage	pcs	104.00
34		Others	Damage	set	98.00

SECTION II.B RAW SPACE MANDATORY FORMS

No.	Content		Standard	Unit	Total (RMB)
35	Detailed compensation list of 60A distribution box with monitoring function	S3-4P Current Leakage Breaker 380V, 63A (Including Firmware MT303)	Damage	set	2,317.00
36	Detailed compensation list of 60A distribution box with monitoring function	S3 Power Supply & Anti surge Module	Damage	set	517.00
37		S3-ELS485 Communication Modules (Including ELSWitch FirmWare)	Damage	set	260.00
38		Lora Communication Module	Damage	set	910.00
39		Cable	Damage	set	104.00
40		Box	Damage	set	650.00
41		ABB Switch	Damage	row	390.00
42		Inlet-wire	Damage	pcs	403.00
43		Line bank	Damage	pcs	195.00
44		Others	Damage	set	234.00
45		Detailed compensation list of 100A distribution box with monitoring function	MCCB 125A	Damage	set
46	S3-ELS485 Communication Modules (Including ELSWitch FirmWare)		Damage	set	260.00
47	Lora Communication Module		Damage	set	910.00
48	Cable		Damage	set	130.00
49	Box		Damage	set	1,300.00
50	Inlet-wire		Damage	pcs	650.00
51	Line bank		Damage	pcs	260.00
52	Others		Damage	set	286.00
53	LORA Gateway		Damage	pcs	26,000.00
54	Telephone module in pipe ditch		Damage	Piece	300.00
55	Net wire		Damage	Meter	8.00
56	Hanging gourds		Damage	One	520.00
57	Meeting room gooseneck representative machine		Damage	One	5,545.00
58	Meeting room wireless microphone		Damage	One	3,640.00

* Please refer the laset compensation list from SNIEC. SNIEC keeps all rights for the adjustment of this price list.

* The above price list is updated in March 2023.

Venue Compensation List for On-site Damaged Constructions

No.	Content	Standard	Unit	Total (RMB)
1	Collision post	Damage	Piece	1,040.00
		Paint abrasion	Place	190.00
2	Iron gate and fence of loading bay	Serious distortion	Place	1,820.00
		Slight damage		300.00
3	Mental fence of the heat pump	Damage	Piece	1000.00
4	High limit pole	Damage	Piece	2,600.00
		Chain link damage		100.00
		Metal bracket damage	One	6,500.00
5	Cast iron cover of outdoor open drain	Damage	Piece	300.00
6	Manhole cover	Damage	One	650.00
7	Show ground outdoor	Make hole	One	2,600.00
		Abrasion	1m2 and	910.00
8	Steel door	Damage	One	5,499.00
		Make hole		1,000.00
		Abrasion	Place	200.00

SECTION II.B RAW SPACE MANDATORY FORMS

No.	Content	Standard	Unit	Total (RMB)
9	Iron cover of indoor pipe ditch	450*450	Place	300.00
		450*900		600.00
10	Small iron cover of indoor pipe ditch	Damage	Piece	104.00
11	Electric cable cover	Damage	Piece	240.00
12	Show ground indoor	Make hole	One	10,000.00
		Serious abrasion	Place	500.00
		Slight abrasion		200.00
13	Hall top steel structure	Slight strike	Place	5,000.00
		Serious strike		50,000.00
14	Big gate of hall	Small gate damage	One	5,200.00
		Big gate damage		32,500.00
15	Small door doorknob	Damage	One	910.00
16	Small door hinge	Damage	One	520.00
17	Small door lock	Damage	One	1,521.00
18	Big gate doorknob	Damage	One	1,040.00
19	Big gate hinge	Damage	One	3,647.00
20	Door-closer	Damage	One	2,886.00
21	Doorsill strip of big gate	Damage	Piece	780.00
22	Big gate glass	Damage	Sqm	1,200.00
23	Big gate frame	Damage	One	11,180.00
24	Big gate doorframe	Damage	One	11,742.00
		Refit		1,300.00
25	Small door doorframe	Damage	One	3,244.00
		Out of shape		663.00
26	Wood veneer at entrance	Damage	Piece	3,000.00
		Abrasion	Place	325.00
27	Square brick	Pollute & Damage	1m2 and	390.00
28	Edge block of road	Damage	Piece	260.00
29	Asphalt pavement	Damage	Sqm	195.00
30	Traffic cone	Damage	One	130.00
31	Traffic cone	Damage	One	171.00
32	Speed limit belt	Damage	Piece	332.00
33	High limit pole of north road	Damage	Piece	1,300.00
34	Wall surface coating	Abrasion	Place	100.00
35	Conference room chairman's podium	Abrasion	Place	1,300.00
36	Writing-board on chair of meeting room	Damage	Piece	150.00
37	Meeting room carpet	Pollute & Damage	Piece	390.00 (imported) 195.00 (domestic)
38	Projector screen in meeting room	Damage	Piece	6,000.00
39	Meeting room chair	Lose	One	390.00

* Please refer the laset compensation list from SNIEC. SNIEC keeps all rights for the adjustment of this price list.

* The above price list is updated in March 2023.

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 2.1 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY (MANDATORY FORM FOR MOVE-IN)

DEADLINE: 15 MARCH 2024

In order to strengthen the safety management of SNIEC's facilities and exhibiting booth construction at the fairground and to avoid any accident, we, the raw space booth contractor, guarantee that we will strictly comply with the following regulations during the build-up/dismantling period:

1. To strictly adhere to the national and local governmental policies on safe production and fire prevention and to implement the related regulations. Each stand contractor should pay relevant fees and submit respective application forms & drawings for stand construction approval according to request of the organizer and SNIEC. The booth must be built according to approved drawings submitted.
2. During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.
3. **The maximum height for one-storey structure and advertisement is 6,00m. The maximum height for two-storey structure is 8,50m.** Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than 50% of the stand side in question, and completely closed walls may be no more than 6 m in length. The building of three-storey booth or above is forbidden. * The height of the booth in the OW Hall must be less than 4.5 meters.
4. All construction structures must be fireproof. Stand construction and decoration materials must be noncombustible with a burning diffusion rate not lower than Class B1. **The contractor is required to carry the material fireproof documents on site. Fire-retardant and flammable construction / decoration materials are required to be placed separately. Normal flammable decoration materials is allowed to be used in partial area only if it is flame proofed and its burning diffusion rate up to Class B1.**
5. All the indoor booths cannot have closed roof.
6. **When the 1st floor area of a double-storey booth is semi or fully enclosed and above 120sqm, 2 or more evacuation doors wider than 0.9m must be set up. When the upper storey area of a two-storey booth is above 200sqm, at least two stairways wider than 0.9m must be arranged, distance between 2 evacuation exits must be 5m at least.**
7. The fire protection system, electric installations, emergency exits and aisles may not be obstructed by stand constructions.
8. A back wall or partition not lower than 2.5m must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered with fire-proof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand is forbidden.
9. The platform of any booth shall not exceed 15cm in height. Any platform exceeding 10cm in height must install slopes.
10. The hanging point used for supporting booth structure is strictly forbidden, which means that structures hung from the ceiling must be separate from the booth structure on the floor. Exhibits are not allowed to be hung from the ceiling of the exhibition hall. **Sound systems (hi-fi and acoustics) are NOT allowed for hanging points.**
11. **Speakers and other sound amplifiers can only be placed on the ground or on the platform of the stage, not allowed to be placed in mid-air or the top of the structure, not allowed to be hung on the structure of the hanging point.**
12. The proposal and design drawings of exhibition stand are required to be submitted to the organizer for approval before the show. All raw space booth design drawings must be reviewed and approved by Grade A National Registered Structural Engineer/ third-party safety supervision agency. The stand construction must comply with public statutory regulations, such as the Shanghai Building Regulations, as well as with the terms of participation of the organizer. Any activity which affects the safe construction is forbidden, e.g.: exhibitor appoints a private person, individual household or companies which are unqualified or do not have any permits for construction work; a stand contractor carries out work, which is not related to its contracted exhibitors' stand in the venue without permission; a contractor uses eliminable decoration materials and facilities stipulated by national government.
13. **For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.**
14. **During build-up and dismantling period, the paint buckets must be recycled after use. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor and taken away from the venue. In addition, the general waste such as carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Dumping of general or grease waste in anywhere within**

SECTION II.B RAW SPACE MANDATORY FORMS

- the venue is prohibited, including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition halls and unloading areas. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.**
15. The stand contractor should have in place windproof measures to ensure the safety and stability of outdoor stand structure.
 16. For outdoor stands, the lighting fixtures should be rainproof and the control switch must be combined with leakage protection devices.
 17. **All metallic structures and shells shall have a reliable grounding. The grounding wire shall be fixed to electrical box and connected with eligible wire and cable. Any electrical box or cable cannot cross the public aisle.**
 18. **Exhibitors/contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch must be installed.**
 19. No smoking is allowed in the halls. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.
 20. The use of airships and balloons is not permitted in the halls and in the outdoor exhibition grounds.
 21. All workmen on site must wear contractor badges. Workers for specific-type work must possess Specific-type Operator Certificate. Every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIEC reserve the right to refuse against entrance. All the helmets and safety belts should be self-prepared.
 22. Builders working on construction in height of 2m and above must comply with safety rules and regulations of construction in height.
 23. To ensure the constructions and facilities of the venue are in good condition and working areas are kept clean. In case of any damage or pollution, the contractors should compensate according to "Venue Compensation List for On-site Damaged Facilities" and "Venue Compensation List for On-site Damaged Constructions".
 24. After the opening of the exhibition, each construction company shall leave safety person in charge and the full-time staff onsite in case of dealing with problems in a timely manner.
 25. During the dismantling period, the booth must be totally torn down without rubbish and damage.
 26. The organizer and hall owner will reserve the right to carry on the onsite inspection and forbid those booths disobeying the regulations build up in the scope of the exhibition centre.
 27. The stand contractor will be to blame and take all responsibilities for any damage and accident injury during the build-up/show/dismantling period or in the course of transportation if violating the above regulations.

.....
 We, the raw space exhibitor and stand contractor, have studied this Exhibitor Manual, including this form. We hereby accept that all terms in the Exhibitor Manual are recognized as legally binding in all parts and declare that the stand construction will comply with all regulations stated in the manual. We are blamed and take all responsibilities if violating the relevant regulations and will accept all penalties from the management of the organizer and SNIEC.

	Exhibitor	Stand Contractor
Company Name & Booth No.		
Onsite Safety Manager (Name)		
Committed and Signed by Onsite Safety Manager (Valid with Company Stamp only)		

SECTION II.B RAW SPACE MANDATORY FORMS

FIRE PROTECTION REGULATIONS AND SAFETY RULES

• Fire Protection Safety Regulations

According to the newest regulation of SNIEC, all raw space booth design drawings must be reviewed and approved by Grade A National Registered Structural Engineer / third-party safety supervision agency.

The proposal and design drawings of exhibition stand are required to be submitted to the organizer or the official contractor for approval before the show.

The maximum height for one-storey structure and advertisement is 6.00m. The maximum height for two-storey structure is 8.50m. The wall facing the aisle must be at least 50% open. The building of three-storey booth or above is forbidden. Ultra-high or overweight exhibits are not permitted in the halls. Booth buildings and exhibits must remain within the borders of the rented area.

All the indoor booths cannot have closed roof. When the ground floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, two or more evacuation doors wider than 0.9m should be set up.

Stand construction and decoration materials must be noncombustible with a burning diffusion rate not lower than Class B1. Normal flammable decoration material is allowed to be used in partial area only if it is flame proofed and its burning diffusion rate up to Class B1. **The contractor is required to carry the material fire proof documents on site.** During build-up/show/dismantling period, the carpet to be paved must be noncombustible with a burning diffusion rate not lower than Class B1. **The contractor must hold on site the flame retardant test report and marking for the carpet.**

Flammable materials such as elastic fabric, bamboo, straw, foam and artificial green plants are prohibited even after they have undergone fire retardant treatment.

Ramps leading to the common passage at the edge of the platform within the range of booths shall be set up during the construction of platform to prevent public injuries caused by the gap between the platform and the ground.

If there are facilities such as fire-fighting, power supply, and communication facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of minimum 60cm shall be maintained, and also instructions shall be affixed at an appropriate position on the booth.

For the stands decorated with glass materials, tempered glass must be used to ensure the strength and thickness of the glass (glass curtain wall thickness is not less than 10mm) and installations of the glass should be reasonable and reliable with metal frame structures or specialized hardware. Elastic materials need to be used as cushion between the frames or hardware and the glass materials to ensure the safety of glass. Large areas of glass materials should be clearly marked to prevent crushing injuries. If glass floor is used, the structural support columns and walls must be fixed under the floor. Directly building structures above the smooth glass surface is prohibited to ensure a stable structure.

For steel columns, seamless tubes with diameters over 100mm should be used with the chassis welded to the bottom, the flange with diameters over 600mm welded to the upper part, in order to increase contact area of the connection point and ensure the firmness of the booth structure.

The main wall landing width of the stand structure should be not less than 120mm to ensure the contact area between the wall and the ground. Connecting beams should be set up at the top between the wall spanning more than 6m long and steel frame structure. Supporting columns should be added in the lower part to ensure the overall stiffness and stability of the booth.

Load-bearing components of each booth shall use steel angles, U-bars, square tubes and other materials that meet corresponding Chinese national standards, but not use ornamental and flexible metals or brittle materials. Wooden load-bearing columns and supporting beams shall be lined with continuous solid wood square tubes inside to ensure their structural integrity and stability.

The single span of any wooden structure shall be no more than 6 meters wide and no more than 5 meters high. The single span of any steel or steel and wooden hybrid structure (including those lined with steel square tubes inside or equipped with iron frames) shall be no more than 8 meters wide. Molded steel grid structures can be wider depending on their cross-sections but shall be no more than 12 meters wide (except those used for professional stages).

The wooden walls of any frameless structure shall be at least 30 cm thick; and those with a frame structure shall be at least 10 cm thick. Wooden load-bearing walls shall be supported by square steel or seamless tubes inside them.

The installations and maintenance of electric fixture and connections, gas equipment and pipelines may only be carried out by authorized specialists with operation certifications. All workers for specific-type work, such as electric welding and other tasks that might be in link with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules.

Painting, welding, Chainsaw are forbidden to use in the venue.

The contractors must strictly comply with the approval procedure for open flames work and take required safety measures on spot. At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be assigned onsite for supervision. The welding and cutting are prohibited to the pipelines in operation or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there's no remnant tinder or unburned material after the work. Pyrotechnics and open fires are not permitted at the fairground during build-up/show/dismantling period.

Fire-resistant cables and insulate casing must be used during wiring works; insulation porcelain and plastic connectors must be used during branch circuit connections. Aerial laying must be used when laying the wires, ground laid wires should be protected by cubes or by bridge plates.

The electric and gas connections should be fixed and isolated from constructions. The electric and gas connections should be installed in pipe or protected by a cable bridge if those connections are on the ground. Double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm. High-power equipment may only be installed and operated upon the approval of the venue and with a written undertaking letter from the exhibitor regarding on the premise of safety operation. All heat-generating devices shall be at least 3 meters from any fixed power supply facility at the venue and shall not emit heat towards these facilities. Do not use lighting devices whose power exceeds 500 W or use halogen-tungsten lamps. High heat-producing lighting devices shall be protected with insulation pads; light boxes, and lamp posts used for advertising shall have convection air vents.

The exhibitors/contractors shall clean up the flammable materials in time. The storage of flammable packaging materials of exhibits is prohibited to be kept at the fairground. The flammable and explosive construction materials (e.g. painting) shall be stored in safe place outside of the fairground.

All construction tools and materials shall not be placed within or in the back (side) space of the booth, and shall be cleared out of the exhibition hall before its closing time after completed.

Flammable and explosive materials shall not be exhibited at the fairground. The flammable and explosive exhibits can be replaced with incombustible models.

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside.

Any behavior which could occupy, obstruct or block out the escape ways and emergency exits is forbidden during the build-up/show/dismantling period. **For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers. During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.**

• General Safety Regulations

According to the newest regulation from Shanghai New International Expo Centre, every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIEC reserve the right to refuse against entrance. All the helmets and safety belts should be self-prepared.

• Safety rules and regulations of construction in height

- It is requested that all builders get the physical examination certificate for construction in height. Builders contracting mentally ill, epileptic, hypertensive, or vision and hearing-impaired personnel, are strictly forbidden to be assigned to construction in height! No exceptions made!
- Builders working on construction in height, should take educational safety course, and should pass all required exams before being assigned to such construction.
- Builders must wear safety helmets and belts, wear soft bottom shoes, and the clothing should be suitable for construction in height. They should always be aware of the following rules:
 - ✓ All rules and regulations for construction in height must be adhered to at all times
 - ✓ Alcohol is prohibited when working at the fairground.
 - ✓ Prohibited to take breaks in unsafe areas.
 - ✓ Prohibited to deliberately drop items.
 - ✓ Prohibited to work if too exhausted or sleep-deprived.
 - ✓ No horseplay or gambling.
 - ✓ Prohibited to remove fire extinguishing equipment from designated places
 - ✓ Prohibited to disregard personal safety equipment regulations.
 - ✓ Prohibited to dismantle or damage safety devices and installations.
 - ✓ **Prohibited to use herring bone ladder up to 2m**
 - ✓ **Prohibited to use movable scaffolding higher than 4m or without guardrail on the top or with guardrail lower than 1.2m on the top. The ladder / movable scaffolding must be in four-wheel-locked status when working on construction in height**
 - ✓ **All the aerial works as working on the hanging basket are strictly prohibited**
- It is very important that all builders are ever aware of potential hazards and unsafe situations.
- Builders should check the scaffolding, ladders and steel cables carefully to ensure they are reliable before starting construction.
- Tools such as hammers, hoisting jacks etc. should be handled carefully by the builders.
- Builders are required to clean the construction area when their work is finished.
- Warning signs must be in place around constructional hazard zones. It is prohibited to walk underneath cranes and payloads.
- At night, sufficient lighting must be provided for construction in height.
- Builders should avoid the overlapping, and have the reliable isolation measure when the overlapping construction is unavoidable.
- Builders must strictly adhere to regulations for handling electric devices and power supplies, as well as for working in hazard zones.
- The construction should be stopped immediately if heavy weather such as rainstorms, heavy fog, and above level storms etc. should occur.
- Builders should be aware of the risks of heatstroke in summer and frostbite in winter.
- All levels of construction leaders should surmount the violation of regulations in management, because there are a lot of accidents which were caused by the violation of regulations in management.
- Lifting machines/vehicles used in the construction shall be allowed in the centre only with prior consent of the venue.

All workers entering into the Centre for specific-type work must possess "Shanghai Specific-type Operator Certificate" (workers in height, electricians, welders or forklift drivers and others) and submit the scan copy to the organizer / official contractor. Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.

SECTION II.B RAW SPACE MANDATORY FORMS

TWO-STOREY STAND CONSTRUCTION REGULATIONS

• General conditions

All raw space booth design drawings must be reviewed and approved by Grade A National Registered Structural Engineer/ third-party safety supervision agency.

Approval for the two-storey stand depends on the position of the stand within the hall and the area occupied. Since consideration must be given to the overall appearance of the hall in question, the visibility of signs, and the visual affects on neighboring stand, two-storey constructions may be limited in number or prohibited altogether.

Two-storey constructions must be designed in such a way, that it is possible to install and dismantle them within the designated time period. No upper storey may be built across the aisles.

Two-storey booth can only be built when the assigned booth area is 24 sqm and above.

The total stand height cannot be more than 8.5 m. The structures of booth cannot be hung on the structures of the hall. The building of three-storey booth or above is forbidden.

The price of the usable space on the upper floor is 50 % of the raw space price for the ground floor space.

In the case of infringement of any of the conditions specified here, the organizers reserve the right to take action in accordance with the general terms of participation.

• Approval procedure

The construction application must be submitted to the Organizers or the official contractor until **15 MARCH 2024**. The following documents must accompany the application.

- ⇒ Forms 2.3.1, 2.3.2, 2.3.4, 2.3.6, 2.3.7 of the manual
- ⇒ Perspective
- ⇒ Plan of ground floor
- ⇒ Plan of upper floor (Two-storey booth)
- ⇒ Elevations and Cross-sections
- ⇒ Cutaway View (Outdoor booth / Two-storey booth)
- ⇒ Structural drawing (Outdoor booth / Two-storey booth)
- ⇒ Electricity layout
- ⇒ Specification of construction together with the materials

All documents are to be submitted in Chinese and English and all drawings are to be specified scale (m). **Documents submitted by fax cannot be processed.**

The cost of the approval procedure is to be borne by the exhibitor. Please note that irrespective of approval by the organizers, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Shanghai Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the organizers.

• Stand construction

The sum of the dead load and the live load for the designed two-storey booth shall not exceed the approved bearing value of the exhibition venue.

The two-storey booths shall be constructed with materials in steel structure and reinforcement processing accordingly. In particular, the load-bearing structure shall be constructed of steel and be well grounded.

The foundation of the pillar and beam for two-storey booths should be connected with ground beam and reinforced with high-strength screws. Moreover, hard rubber non-slip pads should be added to the ground contact surface as well to prevent translation.

• Positioning of cabins / Design of upper storey

Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1 m from any aisles. A distance of at least 3 meters must be maintained between neighboring stands. If it is not possible to maintain this distance, a closed partition of at least 2 m in height must be installed here as a screen. The side facing the neighboring stand must be finished in white, of neutral and clean

appearance. The neighbor is permitted to use this surface for promotion purposes.

• Balustrades

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with balustrades. These must be at least 1.10 m high. An upper chord, middle chord and lower chord must at least be provided. In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of balustrades if required. To prevent object (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or rounded in shape.

• Load-bearing capacity

Ceiling strength:

The following should be estimated for the storey ceiling of a two-storey trade fair stand in a trade fair hall: When upper-decker is used for meetings and customer support, i.e., furnishing with tables and chairs arranged freely or in meeting cabins, the first-storey ceiling must be designed for a live load of 3.5 kN/sqm. If there is unrestricted use as exhibition or sales room, as meeting room or a great number of chairs, the first-storey ceiling must be designed for a live load of 5.0 kN/sqm. The use should be entered clearly recognizable in the plans, which are submitted for approval.

Strength of stairways:

The construction must be capable of resisting 1/20 of the load-bearing capacity in horizontal direction (point of attack: surface of upper floor). All stairways are to be constructed in accordance with Shanghai Building Regulations and with a live load of 5.0 kN/sqm.

Strength of balustrades / railings:

Balustrades and railings should be designed for 1 kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

• Fire prevention

The upper storey area above 200sqm, at least two stairways must be arranged, distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers.

None of the areas in the upper storey of indoor two-storey booth may have a closed ceiling/sail.

Windows must be installed in all cabins and enclosed areas to ensure a clear view of the outside.

When the 1st floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up. The door of any fully enclosed room must keep open.

Up until final approval of the completed stand, additional measures of safety or fire prevention may also be imposed if deemed necessary.

For other rules, please refer Form 1.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachment "Fire Protection Regulations and Safety Rules" as well as Section II Technical Guidelines.

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 2.2 BUILDING APPROVAL FOR ONE-STOREY BOOTH DESIGN

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

In order to enhance the safety of booth construction, all raw space booths must get the approval form qualified third-party safety supervision agency. The specific requirements will be informed to all exhibitors in the coming important notice.

The digital file of the following documents must be submitted to the Official Contractor together with the forms 2, 2.1, 2.2 & 2.3 until 15 March 2024 for drawing inspection/re-inspection:

- Perspective
- Plan of ground floor
- Elevations and Cross-sections
- Electricity layout
- Booth plan and material description(with fire detection report)
- Plan of upper floor
- Cutaway View
- Structural drawing
- Dimension, weight, truss specifications, material description, connection method, etc. of hanging structure (if any)

Note:

- A. All documents are to be submitted in Chinese and English and all drawings are to be specified scale (m). Documents submitted by fax cannot be processed.
- B. All drawings submitted to the drawing approval company appointed by SNIIEC for inspection/re-inspection shall be dimensioned in Arabic numbers. DO NOT specify only by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.
- C. Besides the above mentioned drawings, the following documents are also necessary for drawing re-inspection by the drawing approval company appointed by SNIIEC: 1. Structural calculation drawing stamped by Grade A registered National structural engineer, in duplicate; 2. Static test report or static load calculation stamped by Grade A registered National structural engineer, in duplicate; 3. A carbon copy of the certification of Grade A National registered structural engineer.
- D. Indoor one-storey booth design without the organizer and the official contractor's approval will not be permitted in the exhibition.
- E. For construction and design drawings for all raw space without approval of Grade A National Registered Structural Engineer/third-party safety supervision agency, the organizer as well as the venue keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.
- F. The results of drawing inspection shall be rendered on-site and booth construction should be strictly in accordance with the approved drawings.
- G. Drawings received later than the deadline will not be accepted or processed timely. If delays occur, time-related consequences should be borne by the exhibitors and construction units.

Height \geq 4.5mH One-storey Booth Drawing Inspection / Re-inspection Fee

Item	Unit Price (RMB)
Inspection Fee -- Drawings to be inspected by the drawing approval company appointed by SNIIEC	25/SQM
Re-inspection Fee -- Drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIIEC	18/SQM

- ◆ The effective stand area is considered to be the usable space on the upper floor (as a rule the space on which a person could stand or walk) plus the construction space on the ground floor.
- ◆ The acceptance of late application received **after 15 March 2024** is not guaranteed. If accepted, a 50% -100% surcharge of the total amount will be incurred as overdue penalty.
- ◆ **If there is any modification on the approved stand drawing, the modified drawing design is still required to be reviewed and approved. The inspection fee will be charged again.**
- ◆ **The drawings will be inspected or re-inspected upon receipt of the payment.**

Booth Contractor

Company:	
Address:	
Tel:	Fax:
Contact:	Email:
Name of Grade A Registered Structural Engineer:	No.:
Tel:	Mailing Add.:
Remark: If the exhibitor/builder submits the drawings to the drawing approval company appointed by SNIIEC for re-inspection, please clearly fill in the field of "Name of Grade A Registered Structural Engineer". The above step can be ignored if the drawings are submitted to the drawing approval company appointed by SNIIEC for inspection.	

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 2.3 BUILDING APPROVAL FOR TWO-STOREY BOOTH DESIGN

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to ‘Contact List’ in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

The stand design drawings of outdoor booths or two-storey booths must be reviewed and approved by Grade A National Registered Structural Engineer.

The digital file of the following documents must be submitted to the **Official Contractor together with the forms 2, 2.1 & 2.3 until 15 March 2024** for drawing inspection/re-inspection:

- Perspective
- Plan of ground floor (marked with unit function & fire facilities)
- Elevations and Cross-sections
- Electricity layout
- Booth plan and material description(with fire detection report)
- Plan of upper floor (two-storey booth)
- Cutaway View (outdoor booth / two-storey booth)
- Structural drawing (outdoor booth / two-storey booth, attached with fireproof testing report)
- Dimension, weight, truss specifications, material description, connection method, etc. of hanging structure (if any)

Note:

- A. All documents are to be submitted in Chinese and English and all drawings are to be specified scale (m). Documents submitted by fax cannot be processed.
- B. All drawings submitted to the drawing approval company appointed by SNIIEC for inspection/re-inspection shall be dimensioned in Arabic numbers. DO NOT specify only by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.
- C. Besides the above mentioned drawings, the following documents are also necessary for drawing re-inspection by the drawing approval company appointed by SNIIEC: 1. Structural calculation drawing stamped by Grade A registered National structural engineer, in duplicate; 2. Static test report or static load calculation stamped by Grade A registered National structural engineer, in duplicate; 3. A carbon copy of the certification of Grade A National registered structural engineer.
- D. Indoor one-storey booth design without the organizer and the official contractor’s approval will not be permitted in the exhibition.
- E. For construction and design drawings for outdoor booths or two-storey booths without approval of top level certified structural engineer and drawings re-inspected by the drawing approval company appointed by SNIIEC, the organizer as well as the venue keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.
- F. The results of drawing inspection shall be rendered on-site and booth construction should be strictly in accordance with the approved drawings.
- G. Drawings received later than the deadline will not be accepted or processed timely. If delays occur, time-related consequences should be borne by the exhibitors and construction units.

Drawing Inspection / Re-inspection Fee

Item	Unit Price (RMB)
Inspection Fee -- Drawings to be inspected by the drawing approval company appointed by SNIIEC	50/SQM
Re-inspection Fee -- Drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIIEC	25/SQM


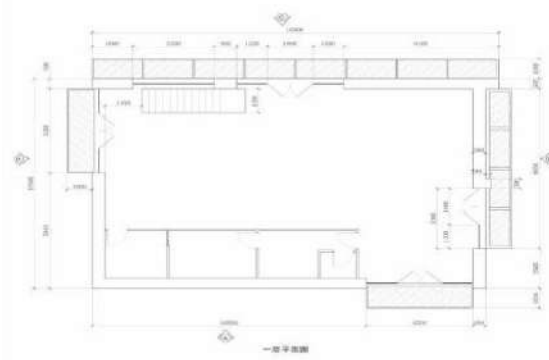

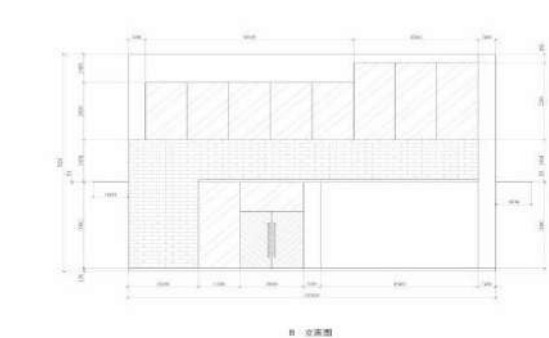
- ◆ The effective stand area is considered to be the usable space on the upper floor (as a rule the space on which a person could stand or walk) plus the construction space on the ground floor.
- ◆ The acceptance of late application received **after 15 March 2024** is not guaranteed. If accepted, a 50% -100% surcharge of the total amount will be incurred as overdue penalty.
- ◆ **If there is any modification on the approved stand drawing, the modified drawing design is still required to be reviewed and approved. The inspection fee will be charged again.**
- ◆ **The drawings will be inspected or re-inspected upon receipt of the payment.**

Booth Contractor

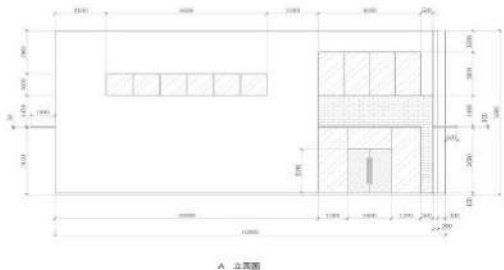


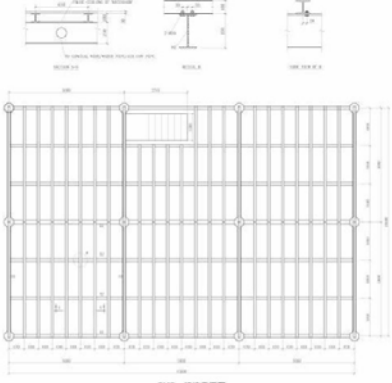
Company:	
Address:	
Tel:	Fax:
Contact:	Email:
Name of Grade A Registered Structural Engineer:	No.:
Tel:	Mailing Add.:
Remark: If the exhibitor/builder submits the drawings to the drawing approval company appointed by SNIIEC for re-inspection, please clearly fill in the field of “Name of Grade A Registered Structural Engineer”. The above step can be ignored if the drawings are submitted to the drawing approval company appointed by SNIIEC for inspection.	

SECTION II.B RAW SPACE MANDATORY FORMS

STAND DESIGN DRAWING SPECIFICATION FOR BUILDING APPROVAL

Drawing	Sample
<p>Booth perspective (required for all raw space booths)</p>	
<p>Ground floor plan (required for all raw space booths)</p>	
<p>Upper floor plan (required for two-storey booths)</p>	
<p>Elevation (required for all raw space booths)</p>	

SECTION II.B RAW SPACE MANDATORY FORMS

Drawing	Sample
<p>Side elevation (required for all raw space booths and two-storey booths)</p>	 <p>A 立面图</p>
<p>Cutaway view (required for all raw space booths)</p>	
<p>Detailed booth material checklist (required for all raw space booths)</p>	 <p>展位主结构所使用的工字钢规格是200MM*200MM</p> <p>展位所使用的铁管是25MM*25MM的圆钢管，壁厚1.5MM 展位所使用的是#号螺栓</p>
<p>Structural drawing (required for booths higher $\geq 4.5M$ / outdoor / two-storey booths)</p>	 <p>SMS 结构平面图</p>

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 3 RENTAL OF FIRE EXTINGUISHER AT THE BOOTH

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to ‘Contact List’ in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.

Description	Unit Price RMB	Refundable Deposit RMB (paid on-site)	Quantity	Total RMB
Hanging dry powder sprinkler (4 kg)	600.00			
Fire extinguisher (3 kg)	200.00	200.00		
Temporary fire alarm	300.00			

Note

- **After the deadline**, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form can be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. And Exhibitors will have to make good of any damages or losses.
- Any complaint regarding rental items or installation must be lodged before the first day of the show. Otherwise all items are deemed to have been received in good order and condition.
- The official contractor will issue the invoice.

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 7 ELECTRICAL POWER SUPPLY

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

	Description	Unit Price RMB		Quantity	Total RMB
For lighting use only	The electricity box of a booth shall have an electrical fire monitoring system.	Electrical supply	electrical fire monitoring		
	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1,810.00	470.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2,800.00	550.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	4,890.00	630.00		
	<input type="checkbox"/> A handling fee of RMB500 / power supply (based on the above price list) will be charged for lighting connection from D/B box to lighting.				
For machine use only	Power supply, 380 V / 15 Amp / 50 Hz, three phases (without machine connection)	1,800.00			
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2,800.00			
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	4,500.00			
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	6,750.00			
	<input type="checkbox"/> A handling fee of RMB 500 / power supply (based on the above price list) will be charged for machine connection from D/B box to machine.				

***** A 50% surcharge, based on the total AMOUNT RMB of your power supply, will be levied for outdoor application. Outdoor electric box may need to lay cable bridge, the cost will be charge based on the actual. Shell scheme exhibitors need to pay RMB 3000 as a deposit.**

Power during build - up / dismantling period

Halls:

The herewith ordered power supply will be switched on one day before the show starts. **Temporary power for build-up / dismantling is available on the wall of generator rooms beside each gate in the halls up to 63Amp/380V.**

Notes

- In order to effectively prevent electrical fire accidents and further improve the fire safety, SNIIEC has introduced electrical fire monitoring according to the requirements of the Shanghai Fire Bureau. All booths are required to apply for electrical fire monitoring and the fee will be paid by exhibitors or contractors. The secondary level electric box (lighting part) of booth is replaced by the electrical fire monitoring and generally exhibitors or contractors do not need to carry secondary electrical box.
- **All prices include power consumption.**
- **All raw space exhibitors must order one number power main for lighting if they need power. Electrical Supply (Lighting use only) should be connected to lighting electrical fire monitoring. The outlet of the distribution box with monitoring function shall be connected by the exhibitors / contractors.**
- **Power main for machine and lighting should be separated. For safety reasons, power should be ordered according to the maximum starting current.**
- **No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.**
- **Each operation of the demonstration machine shall order power supply separately. It is recommended to apply for power main for machine separately for LED screen.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- **The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.**
- **Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power usage will not have any adverse effect on the show and that the exhibitor/contractor will take full responsibility for any related safety accident.**
- **After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.**
- **For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.**
- **Cancelled orders are not refundable.**
- **Items not listed on this form will be offered on request and are subject to a separate quotation.**
- **Exhibitors are required to mark on the Form 13 (Stand Layout) the position of all items ordered. The location of distribution box with monitoring function is regarded as the same as lighting electric box. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50%-100% on the rental price. The distribution box with monitoring function shall be installed next to the lighting electric box and not laid in the facility trench.**
- **For each booth ,the electric boxes / distribution boxes must be fixed in a safe place within the booth area. The storage room shall keep open when placing such boxes inside. It is prohibited to place the electric boxes / distribution boxes in obvious location of the booth, on the public aisle or fire escape.**
- **All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good of any damages or losses.**
- **Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. Any positive balance will be refunded, and excess usage will be billed to exhibitors accordingly.**
- **Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.**
- **The official contractor will issue the invoice.**

Each exhibitor/contractor is responsible for the supplied switch box and is requested to take care after the power has been switched on. The electrical power supply must be cut off before you leave the booth. Thank you.

SECTION II.B RAW SPACE MANDATORY FORMS

FORM 13 STAND LAYOUT

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

You are requested to send your stand layout showing your power supply location which have been ordered with form 7.

- Power supply (for lighting / for machine)
- Water connection (Order form 10, Section II.C)
- Compressed air (Order form 10, Section II.C)

Amount

- _____ Power supply
- _____ Water connection
- _____ Compressed air

Booth size _____(m); _____(m)

Symbol

- W water connection
- D compressed air
- T telephone
- PL Power supply for lighting
- PM Power supply for machine

Booth back wall (Neighboring Booth No.)

Right Booth No.

Left Booth No.

Section II.C Optional Forms

- **How to order additional electrical equipment, furniture, telephone, water supply, office equipment, compressed air for our booth?**
 - ⇒ **Form 4 Stand Package**
 - ⇒ **Form 5 Registration of Additional Exhibitor Badges**
 - ⇒ **Form 6 Electrical Equipment & Fittings**
 - ⇒ **Form 7 Electrical Power Supply**
 - ⇒ **Form 9 Telephone & Fax Equipment**
 - ⇒ **Form 10 Water and Compressed Air Supply**
 - ⇒ **Form 12 Additional Furniture**
 - ⇒ **Form 13 Stand Layout**
 - ⇒ **Form 14 Office Equipment**
 - ⇒ **Form 15 Special Items**
 - ⇒ **Form 16 Additional Booth Cleaning**
- **How to optimize our company's advertising exposure?**
 - ⇒ **Form 8 Hanging Point & Banners**
- **Is there any conference room on the fairground that we can reserve during the show?**
 - ⇒ **Form 11 Meeting Rooms**
- **How to order an interpreter and hostess for our booth?**
 - ⇒ **Form 17 Booth Personnel (Interpreter / Hostess)**
- **How to receive the invitation letter for visa application?**
 - ⇒ **Form 18 Invitation Letter to China**

SECTION II.C OPTIONAL FORMS

FORM 4 STAND PACKAGE

1. Basic

(min 12 sqm)

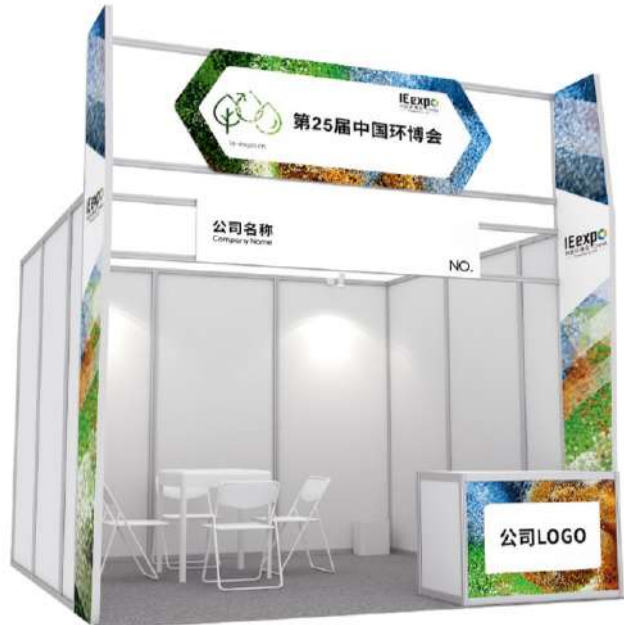
RMB 210.-- per sqm



2. Premium

(min 12 sqm)

RMB 420.-- per sqm



*The above perspective is for reference only. The construction will be executed on a case-by-case basis. Detailed stand package equipments, please refer to "STAND PACKAGES DESCRIPTION" on page 33.

SECTION II.C OPTIONAL FORMS

**FORM 6 ELECTRICAL EQUIPMENT & FITTINGS
(OPTIONAL FOR SHELL SCHEME)**

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following item to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Spotlight, 100 W	180.00		
Long arm spotlight 100 W (L03)	180.00		
Floodlight, 250 W	550.00		
Eye-ball Halogen-light, 50 W	280.00		
Down light, 100 W	300.00		
HQI lamp, 70 W (round)	400.00		
HQI lamp, 70 W (square)	400.00		
Fluorescent tube, 40 W, 120 cm long (L04)	180.00		
Socket / Square Pin Socket, 13 A / 220 V (max. 0.5 kW) (P01)	180.00		
Cold and warm water dispenser, incl. 2 nos. 19L distilled water (E030)	400.00		
19L distilled water (bottle)	90.00		
Coffee Machine, incl. filter	600.00		

<p>Notes</p> <ul style="list-style-type: none"> ➤ Power supply and socket are not included in above. ➤ No lighting fixture is allowed to be connected by shell scheme exhibitors. ➤ Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally. ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. ➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. 	<ul style="list-style-type: none"> ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. And exhibitors will have to make good of any damages or losses. ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The official contractor will issue the invoice. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.
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SECTION II.C OPTIONAL FORMS

FORM 7 ELECTRICAL POWER SUPPLY

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to ‘Contact List’ in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

	Description	Unit Price RMB		Quantity	Total RMB
For lighting use only	The electricity box of a booth shall have an electrical fire monitoring system.	Electrical supply	electrical fire monitoring		
	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1,810.00	470.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2,800.00	550.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	4,890.00	630.00		
	<input type="checkbox"/> A handling fee of RMB500 / power supply (based on the above price list) will be charged for lighting connection from D/B box to lighting.				
For machine use only	Power supply, 380 V / 15 Amp / 50 Hz, three phases (without machine connection)	1,800.00			
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2,800.00			
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	4,500.00			
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	6,750.00			
	<input type="checkbox"/> A handling fee of RMB 500 / power supply (based on the above price list) will be charged for machine connection from D/B box to machine.				
*** A 50% surcharge, based on the total AMOUNT RMB of your power supply, will be levied for outdoor application. Outdoor electric box may need to lay cable bridge, the cost will be charge based on the actual. Shell scheme exhibitors need to pay RMB 3000 as a deposit.					

Power during build - up / dismantling period

Halls:

The herewith ordered power supply will be switched on one day before the show starts. Temporary power for build-up / dismantling is available in the halls.

Notes

- In order to effectively prevent electrical fire accidents and further improve the fire safety, SNIEC has introduced electrical fire monitoring according to the requirements of the Shanghai Fire Bureau. All booths are required to apply for electrical fire monitoring and the fee will be paid by exhibitors or contractors. The secondary level electric box (lighting part) of booth is replaced by the electrical fire monitoring and generally exhibitors or contractors do not need to carry secondary electrical box.
- All prices include power consumption.
- All raw space exhibitors must order one number power main for lighting if they need power. Electrical Supply (Lighting use only) should be connected to lighting electrical fire monitoring. The outlet of the distribution box with monitoring function shall be connected by the exhibitors / contractors.
- Power main for machine and lighting should be separated. For safety reasons, power should be ordered according to the maximum starting current.
- No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
- Each operation of the demonstration machine shall order power supply separately. It is recommended to apply for power main for machine separately for LED screen.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
- The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.
- Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power usage will not have any adverse effect on the show and that the exhibitor/contractor will take full responsibility for any related safety accident.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.

SECTION II.C OPTIONAL FORMS

- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 13 (Stand Layout) the position of all items ordered. The location of distribution box with monitoring function is regarded as the same as lighting electric box. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50%-100% on the rental price. The distribution box with monitoring function shall be installed next to the lighting electric box and not laid in the facility trench.**
- **For each booth , the electric boxes / distribution boxes must be fixed in a safe place within the booth area. The storage room shall keep open when placing such boxes inside. It is prohibited to place the electric boxes / distribution boxes in obvious location of the booth, on the public aisle or fire escape.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good of any damages or losses.
- Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. Any positive balance will be refunded, and excess usage will be billed to exhibitors accordingly.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- The official contractor will issue the invoice.

Each exhibitor/contractor is responsible for the supplied switch box and is requested to take care after the power has been switched on. The electrical power supply must be cut off before you leave the booth. Thank you.

SECTION II.C OPTIONAL FORMS

FORM 8 HANGING POINTS & BANNERS

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to ‘Contact List’ in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

- We hereby order the following items to be used during the duration of the exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Hanging point fee - in hall - (for construction purpose only, per point, incl. the genie lift, excl. all accessories, max. loading capacity 200 kg / point, unit weight less than 1 ton, if you need block for hanging point, please apply on-site) <i>Please observe the notice on the next page!</i>	3,200.00/point /period		
Hanging point fee for banner - in hall - (max. size for banner, 2.00 x 5.00 m) incl. the genie lift, excl. all accessories <i>Please observe the notice on the next page!</i>	<=5 sqm (single side)	3,000.00/piece	
	> 5 sqm (single side)	500.00/sqm	
**If the hanging banner fits the description of both “hanging point” and “Release and hanging of ad in the air in exhibition halls”, charges to the higher price shall prevail.			

Note

- The filled hanging point quantity in order form is just estimated quantity. The final calculation of the quantity of hanging points can only be done after the hall owner has positioned the hanging structure onsite and the amount of hanging points at the ceiling is defined. Then these hanging points at the ceiling will be invoiced to the exhibitor.
- The “Hanging Point” in price list means the point connecting hanging cable and ceiling crossbeam. Quantity of hanging point will be calculated based on this specification on-site. The final calculation of the quantity of hanging points is subject to the location of crossbeams above the specific booth. For the hanging points needed at the hall ceiling (“V Shape” way), the normal case is considered to be minimum two hanging points at the hall ceiling to result in one hanging point at the construction.
- Please check with the official contractor if banner could be hung above your booth before you submit the form.
- After the deadline, late orders may not be accommodated. **If accepted and available, a surcharge of 50% must be levied.**
- For changes of confirmed and invoiced orders, **a surcharge of 50% must be levied.**
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- Order of hanging points can only be accepted with the submission of plans (dimension, weight, truss specifications, material description, connection method, etc. of hanging structure) at the same time.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good of any damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

★★★ Important Notice: It is subject to the objective condition of the passages to decide whether the hanging points are available as some passages are particularly narrow due to the large scale of this exhibition. Please consider an alternative solution in case no hanging point is available.

SECTION II.C OPTIONAL FORMS

Instructions for hanging point usage and advertisement suspension

The applicants shall meet the following requirements while using the hanging point and suspending the advertisement:

1. Exhibit is forbidden to be suspended.
2. The hanging point shall not be used for fastening or connecting any structure connected with the ground.
3. The application will not be accepted if the objects to be suspended affect the normal operation of the facilities and equipment of the exhibition hall.
4. The application will not be accepted if the structure to be suspended may affect the safety of the exhibition hall's facility and equipment.
5. The hanging points cannot be used for hoisting purposes of non-suspended objects and equipment, nor can they be used for the suspension of any movable objects.
6. For the booth near the wall of the exhibition hall, no hanging point is available on the adjoined part and whether it is available on the non-adjoined part shall be decided on site.
7. The total weight of the suspended independent structure shall be less than 1000 kg.
8. Each hanging point could bear no more than 200 kg.
9. The object to be suspended must be solid and reliable metal structure. Pure wood structure is forbidden to be suspended.
10. If the suspended structure includes electric equipment, such as lights, LED screen, etc. the metal structure and the casing must have a reliable grounding device. **Sound systems (hi-fi and acoustics) are NOT allowed for hanging points.**
11. Notice for suspending large LED Screen:
 - a. The application for large LED Screen hanging point shall be rendered to the exhibition hall ten working days before the moving in date.
 - b. The application shall include booth floor plan, booth perspective, exact size and total weight of the screen and frame, location of the hanging point and load bearing, etc.
 - c. The landing screen shall not be fastened with the hanging point.
 - d. It shall not be suspended without prior application and approval.
12. Regarding the truss
 - a. The aluminum alloy truss size should not be less than 200mm*200mm and not greater than 400mm*400.
 - b. The iron truss size should not be less than 300mm*300mm and not greater than 400mm*400mm.
13. The structure must be connected by wire-rope or special sling with sufficient mechanical strength. Iron wire or rope is not allowed.
14. Regarding the timber with steel structure
 - a. The timber with steel structure must be connected with firm metal framework inside and must be an opening to see the internal structure clearly. Timber structure, structure with no connection or with unstable connection with metal strengthened structure is not accepted.
 - b. Structure of monolithic metal framework covered by timber board must be suspended by integral truss frame assembled on the top.
15. For the suspended structure its top edge shall not be higher than 9m and bottom edge not lower than 6m away from the floor.
16. The advertisement or the hanging structure shall not exceed booth space and be suspended above the public area.
17. The top and bottom edges of the banner shall be fixed by one metal tube per edge without any break or connection points. The metal tube shall be self-prepared by exhibitor/booth contractor. The venue is not responsible for it.
18. The hanging banners no more than 5 meters wide and no more than 25KG can be hung by cotton ropes. The hanging banners exceeding the above specifications must be hung by block. Banners wider than 5 meters shall be fixed by lamp holders. Banner should be produced by applicant (incl. graphic and accessories).
19. If the hanging banner fits the description of both "hanging point" and "Release and Hanging of Ad in the air in exhibition halls", charges to the higher price shall prevail.
20. Exhibitors or their booth contractors are responsible to assemble the hanging signs by themselves. SNIEC is responsible for hanging and removal of all signs under instruction by exhibitors or their booth contractors who comply with the rule. When hanging structure is positioned and hanging points and blocks are installed by technician from venue, exhibitor/booth contractor should hoist hanging point by themselves after confirming point quantity with venue technician.
21. The applicant shall keep all point moving up and down synchronously while lifting the suspended structure with the premise of ensuring the balance.
22. The applicant shall pay the deposit (RMB 100/pc) for renting the chain hoist from the exhibition hall in customer service office in entrance halls if the chain hoist package should be used to connect the hanging points. The staff of SNIEC will send the chain hoist to the booth and the applicant shall return it back to the storage and get the deposit back after the confirmation of SNIEC.
23. In the process of rising or falling, chain hoists must be done at various points in balance by the force. It is strictly prohibited individual or part of the point defects force. Each hand chain hoist should be operated by one person. It is forbidden one person operates a number of chain hoists simultaneously. The hook of chain hoist must be connected with the suspended structure by special sling or wire rope.
 - a. Sling is recommended to be adopted owing to its safety and stability. When using a sling, security check is required to make sure it's intact.
 - b. Before using wire rope, its connections must be firmly and tightened by wrench to reach the safety of mechanical strength.
 - c. Neither other materials may not be used instead of sling or wire rope, nor the direct use of the chain itself. The load-bearing chain of the chain hoist must also be vertically downward and should not be cable-stayed and be used as lifting crane during move-in/out. The wire rope is prohibited to be penetrated into the hoist chain for indirect structural reinforcement.
24. The applicant shall strictly abide by the operating and managing rules about structure safety and safe utilization of electric power, etc. and bear all responsibilities.
25. Organizer and SNIEC reserve the right to refuse hanging materials or any items that do not comply with safety guidelines. Organizer keeps the right to prohibit but not limited any sound, light, and any fittings that will affect other exhibitors and visitors on hanging structure, whether it appears on the previous approved drawings or not.
26. All costs and risks associated with overhead hanging features are the sole responsibility of the exhibitor. These include the risk that sightlines to the exhibitor's own signs may be blocked by others' signs and displays.



If anyone or any company violates any rules of this regulation, the person or the company shall bear responsibility for all the consequences arising therefrom and bear the corresponding legal liability and economic compensation.

SECTION II.C OPTIONAL FORMS

FORM 9 TELEPHONE & FAX EQUIPMENT

(FOR INDOOR EXHIBITORS ONLY)

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to ‘Contact List’ in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Refundable Deposit RMB (paid on-site)	Quantity	Total RMB
Local DD (Local Direct Dialing)	3,300.00			
DDD line (Domestic Direct Dialing)	3,800.00	1,000.00		
IDD line (International Direct Dialing)	4,190.00	4,000.00		
Wire broadband line for Internet (20M, 1 public static IP address)	6,700.00			
Wire broadband line for Internet (10M, 1 public dedicated IP address)	9,500.00			
Wire broadband line for Internet (20M, 1 public dedicated IP address)	13,800.00			
Fax machine roll paper type (24 hrs socket excluded, telephone line excluded)	1,100.00			

<p>Notes</p> <ul style="list-style-type: none"> ➤ Power supply and sockets are not contained in the above items. ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. ➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form will be offered on request and are subject to a separate quotation. ➤ Exhibitors are required to mark on the Form 13 (Stand Layout) the position of all items ordered. On-site requests for re-positioning will be subject to a relocation charge of 50%-100% on the rental price. ➤ The network will be enabled one day before the exhibition. For enabling two or more days early, please propose with the submission of orders and bear the related expenses that may be involved. ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➤ Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. Call charges will be deducted from the Deposit. Any positive balance will be refunded, and excess usage will be billed to exhibitors accordingly. ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when 	<ul style="list-style-type: none"> ➤ Exhibitors, contractors and service providers shall earnestly comply with the network security policies and guidelines of the People's Republic of China and Shanghai Municipality, and strictly abide by the Internet security laws, public order and social ethics of the People's Republic of China and shall not undermine the network security. They shall not use the Internet to endanger the national security, dignity and interest of the People's Republic of China. It is prohibited to use the Internet to advocate terrorism, extremism, racial hatred, discrimination, or spread violent or pornographic information; to fabricate or spread false information that may disrupt economic and social order; and to illegally access personal information of others or infringe on others' reputation, privacy, intellectual property rights and other legitimate rights and interests, etc. ➤ The exhibitors or other entities shall not use any network equipment or devices (including but not limited to wireless networks and devices such as WIFI, IBEACON, BLE and NFC) to collect or use personal information (including electronic information) on the show site without authorization. ➤ Exhibitors, contractors or service providers shall use the network services appropriately and shall not create Wi-Fi hotspots without permission; in case there is any situation that may undermine the network security and operation, the organizer shall have the right to terminate such users' Internet access. ➤ As the network is partially open, exhibitors shall independently take precautions to protect their computers, update their operating systems and install security management and antivirus software, to prevent leakage or loss of any personal information; in case of any data leakage, they shall be liable for the consequences.
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Kind Reminder

The orders of wire broadband for internet may not be accommodated due to the limit of bandwidth in SNIEC. If not accommodated, the exhibitor could surf online via wireless. Please dial 10086 (Mobile) or 10010 (Unicom) to enquire details on the application procedure and standard charges for wireless Internet service. With the possible variations on service charges among different cities, it's highly recommended that the exhibitor shall apply for local wireless Internet service in advance.

SECTION II.C OPTIONAL FORMS

FORM 10 WATER AND COMPRESSED AIR SUPPLY

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Water supply to booth with 10m pipe up & down. Ø 15mm up, Ø 25mm down, P. 4kgf/cm ²	3,700.00		
2	Water supply to machine with 10m pipe up & down. Ø 20mm, Ø 25mm down, P. 4kgf/cm ²	5,200.00		

We do require water connection

- **A handling fee of RMB 500/time (based on the total RMB AMOUNT of your water supply) will be charged.**
- **A 50% surcharge, based on the total RMB AMOUNT of your water supply, will be levied for outdoor application.**

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Compressed air 5HP (≤0.4m ³ /Min & 8~10kgf/cm ²), Ø 10mm	6,830.00		
2	Compressed air 10HP (0.41~1.03/Min & 8~10kgf/cm ²), Ø 20mm	9,070.00		
3	Compressed air 15HP (1.1~1.8m ³ /Min, 8-10kgf/cm ² , Ø 25mm	10,200.00		

We do require compressed air connection

- **A handling fee of RMB 500/time (based on the total RMB AMOUNT for compressed air connection) will be charged.**
- **Application for outdoor booths will not be accepted.**
- **It is prohibited to bring air compressors into the venue.**
- **Please indicate the air delivery in _____ litre/min for our reference.**

Notes:

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied. ➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form will be offered on request and are subject to a separate quotation. ➤ Exhibitors are required to mark on Form 13 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50%-100% on the rental price. | <ul style="list-style-type: none"> ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➤ Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. Any positive balance will be refunded, and excess usage will be billed to exhibitors accordingly. ➤ Any complaint regarding rental items or installation must be lodged before the first day of the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice. |
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For detailed specification please refer to the next page.

SECTION II.C OPTIONAL FORMS

FORM 10 WATER AND COMPRESSED AIR SUPPLY

DEADLINE: 15 MARCH 2024

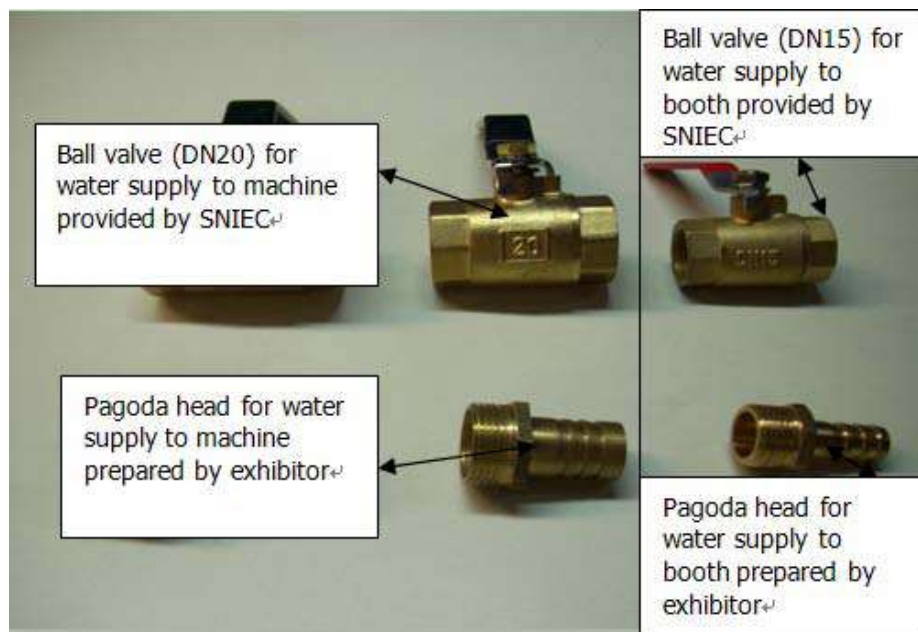
Compressed Air / Water Supply Notes:

- **For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.**
- Exhibitors can install driers, filters or other compatible devices depending on their own equipment.
- Do not connect to gas pipelines without permission. If any exhibitor or constructor connects to the gas pipes at the venue without installing appropriate valves. If the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the organizer, the official contractor and the hall owner are entitled to require the exhibitor or contractor to rectify such problems immediately. Otherwise, the compressed air supply shall be cut off, and the exhibitor or contractor shall be liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or contractor shall be held liable and required to compensate for the loss as per relevant regulations.

Data of air compressor adaptor

<p>15HP 1.1 ~ 1.8m³/min interface (DN25) provided by SNIEC</p>	<p>10HP 0.41 ~ 1.0m³/min interface (DN20) provided by SNIEC</p>	<p>5HP ≤0.4m³/min interface (disconnect coupling head) provided by SNIEC</p>
<p>15HP connector national standard metric system 1 inch pipe thread interface prepared by exhibitor</p>	<p>10HP connector national standard metric system 3/4 inch pipe thread interface prepared by exhibitor</p>	<p>5HP connector 10mmD quick adaptor prepared by exhibitor</p>

Data of water supply adaptor



SECTION II.C OPTIONAL FORMS

FORM 11 MEETING ROOMS

DEADLINE: 23 MARCH 2024

Please return form to: Messe Muenchen Zhongmao Co., Ltd. 15th Floor, Building A, No. 380 Fenglin Road, Xuhui District, Shanghai 200032 Contact Person: Ms. Ningning Huo Tel.: +86 (0)21-2352 1005 Fax: +86 (0)21-2352 1088 E-mail: ningning.huo@mm-zm.com	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	
	Signature:	Date:
	Hall / Booth No.:	

This form should be completed and returned by exhibitors who require a meeting room for their own use.

Room No.	Area sqm	Style	Seats	Description Incidental & Furniture	Unit	Price RMB
<input type="checkbox"/>	75	Theater	60	1 podium, 1 white board, 60 chairs, maximum 2 wireless microphones, 19 L water, fixed 5000 lumens 1080P short-focus projector with projector screen, wireless screen projection	4 hours/time	13,000.00
<input type="checkbox"/>	101	Theater	64	1 podium, 1 white board, 64 chairs, maximum 2 wireless microphones, 19 L water, fixed 5000 lumens 1080P short-focus projector with projector screen, wireless screen projection, 75-inch intelligent conference tablet	4 hours/time	13,000.00
<input type="checkbox"/>	110	Theater	64	1 podium, 1 white board, 64 chairs, maximum 2 wireless microphones, 19 L water, fixed 5000 lumens 1080P short-focus projector with projector screen, wireless screen projection, 75-inch intelligent conference tablet	4 hours/time	13,000.00
<input type="checkbox"/>	101	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	105	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	110	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	75	Theater	60	1 Podium, 1 white board, 60 chairs, 2 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	90	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	101	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	105	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	110	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	220	Class	120	1 Podium, 1 white board, 120 chairs, 6 microphones, 19 liters water	4 hours/time	15,000.00
<input type="checkbox"/>	232	Class	120	1 Podium, 1 white board, 120 chairs, 4 microphones, 19 liters water	4 hours/time	15,000.00
<input type="checkbox"/>	240	Class	120	1 Podium, 1 white board, 120 chairs, 4 microphones, 19 liters water	4 hours/time	15,000.00
<input type="checkbox"/>	232	Class	120	1 Podium, 1 white board, 120 chairs, 19 liters water, 136" LED, W3000×H1750×Th 38 mm; display ratio 16:9; resolution: >1080P	4 hours/time	18,000.00
<input type="checkbox"/>	204	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	18,000.00
<input type="checkbox"/>	220	Theater	160	1 Podium, 1 white board, 160 chairs, 6 microphones, 19 liters water	4 hours/time	18,000.00
<input type="checkbox"/>	223	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	18,000.00
<input type="checkbox"/>	232	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	18,000.00
Additional Facilities						
<input type="checkbox"/>	3-Dimensional Practicality Projector 3000 Lumen				pcs/seminar	1,560.00
<input type="checkbox"/>	3-Dimensional Practicality Projector 5000 Lumen				pcs/seminar	3,120.00
<input type="checkbox"/>	100" Projector Screen (1.6M*2.2M)				pcs/seminar	300.00

SECTION II.C OPTIONAL FORMS

<input type="checkbox"/>	120" Projector Screen (1.8M*2.4M)	pcs/seminar	1,000.00
<input type="checkbox"/>	Upgraded Amplifier System	pcs/seminar	1,500.00
<input type="checkbox"/>	Wireless Microphone	pcs/seminar	312.00
<input type="checkbox"/>	Meeting Room Signage (1*2.5mh), incl. production, excl. design	pcs/seminar	900.00
<input type="checkbox"/>	Meeting Room Signage (1*1.5mh), incl. production, excl. design	pcs/seminar	624.00
<input type="checkbox"/>	laptop	pcs/seminar	800.00
<input type="checkbox"/>	Exhibition service LED Screen Wall (4mW*2.5mH)	pcs/seminar	7,500.00
<input type="checkbox"/>	Exhibition service LED Screen Wall (5.5mW*2.5mH)	pcs/seminar	10,000.00
<input type="checkbox"/>	Exhibition service 30 AMP/380 V Switch Box	pcs	3,350.00
<input type="checkbox"/>	Rectangular table with tablecloth (Red flannelette)	pcs	420.00
<input type="checkbox"/>	Folding chair	pcs	30.00

Please mark the required duration of rental:

	18 April 2024	19 April 2024	20 April 2024
9 am - 1 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 pm - 5 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes	
<ul style="list-style-type: none"> ➢ The meeting rooms will be rented to exhibitors on a first come, first served basis. ➢ All orders will only be processed upon receipt of full payment before the show. ➢ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. ➢ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➢ Cancelled orders are not refundable. ➢ Items not listed on this form can be offered on request and are subject to a separate quotation. ➢ The exhibitors will be responsible for any damages on equipment or facilities connected with the use of the meeting rooms. 	<ul style="list-style-type: none"> ➢ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➢ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➢ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➢ The official contractor will issue the invoice. ➢ The signage outside meeting room will be charged separately. Please complete and return this form for rental. ➢ Please refer to the 'Notice for Meeting Room Rental' below.

Notice for usage of meeting room / office / space room

1. The meeting rooms shall not be used for any purpose other than meetings / conferences. The offices and space rooms shall be used according to the purpose of application.
2. The buildings and facilities should not be destroyed.
3. The posters are not allowed to be mounted on the buildings and facilities.
4. All the equipped furniture and facilities in the rooms are not allowed to be moved out.
5. Banner or hanging banner is forbidden.
6. It is prohibited to decorate the exterior walls (e.g. glass, frame).
7. If you need to set up arch or kind of structure outside the room, you are required to submit the proposal to the organizer 4 weeks before move-in for approval of SNIEC. Related inspection and advertising fees are also required.
8. Dining in the rooms is prohibited.
9. Should you need audio cable, please inform the organizer in advance; If you bring your own projector, please prepare the connecting line long enough to connect the laptop.
10. The microphone brought by yourself does not match the sound system equipped in the meeting room.
11. Please consider the necessity to provide business card holder, attendance book, place card, registration desk and table cloth for yourself.
12. The time slot for meeting room rental is 9:00-13:00 or 13:00-17:00, please arrange the room decoration and resetting accordingly. If you need early entry to set up between 9:00 and 17:00 during move-in period, please apply to the organizer in advance. If conditions permit, there can be 4 hours (consecutive one-time) for early entry. Exceeding hours will be charged at the meeting room overtime rate as (one hour at least): 8:00-22:00: 1,000/room/hour and 22:00-08:00⁺¹: 2,000/room/hour
13. The building materials for room decoration are permitted into the venue during move-in period only.
14. Contractors, who are responsible for the room decoration, should pay a general management deposit min. RMB 10,000 per room to the official contractor before move-in. After the trade fair, the complete examination will be carried on by the hall owner. If the room has been totally reset without damage, the deposit will be returned after the show.
15. 4-hour (consecutive one-time) move-in is provided for free for meeting room decoration, which can only be used between 9:00 and 18:00 and when the meeting room is available. No use for other purposes. Exceeding hours will be charged at the meeting room overtime rate (8:00--22:00: 1,000/room/hour; 22:00--08:00+1: 2,000/room/hour, one hour at least). Meeting room overtime is not accepted beyond the move-in / show / dismantling period. If the meeting room is fully booked on two consecutive days and the user of the second day is different from the first day, the second day user is allowed to turn over the meeting room from 18:00 to 22:00 on the first day free of charge, exceeding hours will be charged at the meeting room overtime rate.

SECTION II.C OPTIONAL FORMS

FORM 12 ADDITIONAL FURNITURE

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Carpet, needle punch (EXPOTEX grey / blue / red), per sqm	40.00		
Carpet, needle punch (other color except the 3 basic), per sqm	45.00		
Carpet, rips quality, per sqm	100.00		
Carpet, velours quality, per sqm	150.00		
Platform for cabins consisting of wooden beams with wood panel cover, 0,1 m h, excl. carpet, per sqm	200.00		
Wall panel, 100 x 250 cm (AS16) -fitting the ordered stand package-	280.00		
Wall panel, 50 x 250 cm -fitting the ordered stand package-	150.00		
Lockable swing door (System) (AS13)	550.00		
Folding door (System) (AS14)	400.00		
Folding chair (C01)	50.00		
Black leather chair (C02)	200.00		
Black bar stool (BS01 / BS02)	220.00		
Information counter white system 95 x 45 x 75 cm ht (AS01)	200.00		
Information counter white system 100 x 50 x 100 cm ht	200.00		
Square table (MT02)	200.00		
Rectangular table	250.00		
Glass coffee table (CT01)	150.00		
Round table Ø 80 cm x 75cm (MT01)	250.00		

<p>Notes</p> <ul style="list-style-type: none"> ➤ No lighting fixture is allowed to be connected by shell scheme exhibitors. ➤ Sockets are for electricity supply of exhibits only. ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. ➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. 	<ul style="list-style-type: none"> ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice.
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SECTION II.C OPTIONAL FORMS

FORM 12 ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
TV rack	400.00		
Lockable cupboard (AS02) (100 x 50 x 75 cm)	300.00		
Table showcase (AS05) 100 x 50 x 100 cm ht	800.00		
Tall showcase built-in with 2 down lights, 100 x 50 x 200 cm ht (AS07)	1,200.00		
Tall showcase built-in with 3 white jewellery down lights, 100 x 50 x 200 cm ht (AS07)	1,500.00		
Display cube (50 x 50 x 50 cm) (AS03)	250.00		
Display cube (50 x 50 x 75 cm)	300.00		
Display cube (50 x 50 x 100 cm) (AS04)	400.00		
Display cube (100 x 50 x 100 cm)	500.00		
Coat hanger (AS15)	80.00		
Free standing coat hanger	336.00		
Shelf rack	500.00		
Flat shelf (AS11)	80.00		
Slope shelf (AS12)	80.00		
Literature rack, A4 size, wall element	150.00		
Free standing literature rack (M01 / M02)	350.00		
Potted plant, 80 cm or 100 cm ht (SP03)	120.00		
Potted plant, 150 cm ht	150.00		
Flowers, Ø 20 cm	150.00		
Waste paper basket (AS17)	15.00		

<p>Notes</p> <ul style="list-style-type: none"> ➤ No lighting fixture is allowed to be connected by shell scheme exhibitors. ➤ Sockets are for electricity supply of exhibits only. ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. 	<ul style="list-style-type: none"> ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice.
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SECTION II.C OPTIONAL FORMS

FORM 12 ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 15 MARCH 2024



AS01
咨询桌
Information Counter
1000L x 500W x 750H mm



AS02
锁柜
Lockable Cupboard
1000L x 500W x 750H mm



AS03
矮身展示台
Low Display Cube
500L x 500W x 500H mm



AS04
高身展示台
Tall Display Cube
500L x 500W x 1000H mm



AS05
矮身玻璃柜
Low Glass Showcase
1000L x 500W x 1000H mm



AS06
高身玻璃柜
Tall Glass Showcase
500L x 500W x 2000H mm



AS07
高身玻璃柜
Tall Glass Showcase
1000L x 500W x 2000H mm



AS08
货架
Cargo Rack
1000L x 500W x 2000H mm



AS09
1M高咨询桌
Information Counter 1mH
1000L x 500W x 1000H mm



AS10
资料架
Catalogue Holder (metal)
950L x 50D x 280H mm



AS11
平展板
Flat Shelf
1000L x 300W mm



AS12
斜展板
Sloped Shelf
1000L x 300W mm



AS13
锁门
Lockable Door
950W x 2000H mm



AS14
折门
Folding Door
950W x 2000H mm



AS15
阶梯型咨询桌
Information Counter
1030L x 535W x 1100H mm



AS16
展板
Panel
1000W x 2500H mm



A17
废物箱
Wastepaper Basket
250L x 170W x 290H mm



MT01
白色圆桌
Round Table
800Φ x 750H mm



MT02
方台
Square Table
650L x 650W x 700H mm



C01
折椅
Folding Chair
460L x 400D x 455H mm



C02
皮椅
Black Leather Arm Chair
570W x 440D x 455H mm



C03
葫芦椅
Glisso
480W x 550mm x 800H mm



S01
单人沙发
Single Sofa
700W x 700D x 455H mm



S02
双人沙发
2-seat Sofa
1500W x 700D x 450H mm



S03
站立衣架
Coat Hanger
1710H mm

SECTION II.C OPTIONAL FORMS

FORM 12 ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 15 MARCH 2024



CT01
单人咖啡台
 Coffee Table
 550L x 550W x 450H mm



CT02
双人咖啡台
 Coffee Table
 1000L x 550W x 450H mm



BT01
吧台
 Bar Table
 600Φ x 1000H mm



BS01
吧椅
 Bar Stool
 460W x 400D x 455H mm



M01
杂志架A
 Magazine Rack A
 380 x 1500H mm



M02
杂志架B
 Magazine Rack B
 270 x 250 x 1200H mm



D01
长条桌(无桌布)
 Long table w/o apron
 1200L x 450W x 750H mm



D02
签到桌(蓝色围裙)
 Registration Table (blue cover)
 1200L x 450W x 750H mm



D03
会议桌
 Meeting Table
 1400L x 700W x 750H mm



AV01
投影设备
 Projector & Screen



AV02
LCD
 LCD (42" 50")



E01
冰箱
 Refrigerator (90L)
 500L x 500W x 860H mm



E02
双门冰箱
 Refrigerator (140L)
 500W x 500mm x 1350H mm



E03
饮水机(配3桶水)
 Water Dispenser
 (3 buckets included)



SP02
围栏
 Barricade For Queue
 1200H mm



SP03
植物
 Plant
 1000H mm



L01
70W金卤灯
 70W HQ1 floodlight



L02
50W LED扁嘴射灯
 50W LED Spade lamp



L03
9W LED长臂射灯
 9W LED Long Arm spotlight



L04
40W日光灯
 40W Fluorescent Tube



P01
插座
 Power Socket (Square Pin)
 Max. 500W

SECTION II.C OPTIONAL FORMS

FORM 13 STAND LAYOUT

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

This form must be completed and returned by **ALL Raw Space Exhibitors**.

You are requested to send your stand layout showing your included or additionally ordered equipment.

- Positioning of cabin
- Sockets
- Spotlights
- Machine connection
- Water connection
- Compressed air

Amount

- _____ sockets
- _____ machine connection
- _____ spotlight
- _____ fluorescent tubes
- _____ water connection
- _____ compressed air

Booth size
_____ (m): _____ (m)

Right
Booth
No.

Backside Booth No.

Left
Booth
No.

Symbol

- ST socket
- L fluorescent tube
- S spotlight
- W water connection
- D compressed air
- T telephone
- F fax machine
- M machine connection

SECTION II.C OPTIONAL FORMS

FORM 14 OFFICE EQUIPMENT

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Please remember to order the necessary socket (Form 6)

Description	Unit Price RMB	Refundable Deposit	Quantity	Total RMB
Desktop computer (Pentium III), incl. CD-ROM, keyboard, mouse & modem	2,500.00	3000.00		
Laptop incl. modem (Pentium III - 450)	5,000.00			
17" LCD – Monitor	3,000.00			
Copy machine (A3 & A4)	1,500.00			
Ink jet Printer, B&W (size: A4)	1,500.00			
Ink jet Printer, color (size: A4)	1,500.00			
DVD player	1,500.00			
42" Plasma screen exclude Audio System - wall mounted -	3,500.00			
50" Plasma screen exclude Audio System - wall mounted -	4,000.00			
Video (LCD) Projector (2500 Lumen)	7,600.00			
Video (LCD) Projector (5000 Lumen)	9,000.00			
Projection Screen with tripod, 6' x 9'	3,600.00			
Hanging Projection Screen, 120" (243cm L x 183cm W)	3,700.00			
One set of Small scale Audio System, for 3 x 2m area, 8 person: 2 x Bose 101 Speaker; 1 x Amplifier; 1 x Cable Microphone	3,000.00			
One set of Medium scale Audio System, for 6 x 6 m area, 50 person: 2 x Bose 802 Speaker; 1 x Amplifier, 1 Audio Mixer 4 x Cable Microphones	5,500.00			
Cable Microphone with stand (should be ordered with Audio System)	550.00			
Wireless Microphone with stand (should be ordered with Audio System)	1,500.00			

<p>Notes</p> <ul style="list-style-type: none"> ➤ After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied. For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. 	<ul style="list-style-type: none"> ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice.
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SECTION II.C OPTIONAL FORMS

FORM 15 SPECIAL ITEMS

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

- We hereby order the following items to be used during the duration of the exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 13 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Company logo in sticker cut-out, 200 mm h	240.00		
Company logo in digital printout, 200 mm h	380.00		
Normal labour, per hour	280.00		
Carpenter, stand fitter, per hour	340.00		
Supervisor, graphic fitter, per hour	410.00		
Mounting poster for foam board / no. (1 Sqm)	200.00		

Notes	
<ul style="list-style-type: none"> ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Company logo should be submitted as AI or TIFF or relevant design document. ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. 	<ul style="list-style-type: none"> ➤ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be possible. Exhibitors will have to make good of any damages or losses. ➤ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to have been received in good order and condition. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice.

SECTION II.C OPTIONAL FORMS

FORM 16 ADDITIONAL BOOTH CLEANING

DEADLINE: 15 MARCH 2024

Form Submitted to – Official Contractor For details, please refer to 'Contact List' in SECTION I.	Exhibiting Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	Date:
	Signature & Company Stamp:	
	Hall / Booth No.:	

Waste removal is included within the participation fee, not included is any cleaning service.

Shell Scheme Exhibitors do NOT need to complete and return this form. The official contractor will be in charge of booth cleaning.

	Description	Unit Price RMB/SQM	Quantity	Total RMB
<input type="checkbox"/>	We hereby order the daily additional cleaning of our stand area only (no exhibits, furniture etc.) for the price of RMB 70.00 per sqm for the duration of the fair only.	70.00		
<input type="checkbox"/>	Stand cleaning service is not required			

<p>Notes</p> <ul style="list-style-type: none"> ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. 	<ul style="list-style-type: none"> ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. ➤ The official contractor will issue the invoice.
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SECTION II.C OPTIONAL FORMS

FORM 17 BOOTH PERSONNEL (INTERPRETER/HOSTESS)

DEADLINE: 15 MARCH 2024

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11 ^F , Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai 200122 Contact Person: Ms. Shirley Du / ext. 837 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: Shirley.du@mm-sh.com	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	
	Signature:	Date:
	Hall / Booth No.:	

- This form should be returned with the company stamp for exhibitors who require temporary staff during the exhibition duration.
- Exhibitors will be responsible for the safety of temporary staff on duty at their stand. The organizer will not be responsible for any loss or damage caused by such personnel.
- Rates quoted here will be doubled on Public Holidays.

a) Ordinary interpreter (English) at daily rate of RMB 1500,-- per interpreter

No. of Persons	Starting Date	Ending Date	Amount in RMB	Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Advanced interpreter (English) at daily rate of RMB 3,600,-- per interpreter

No. of Persons	Starting Date	Ending Date	Amount in RMB	Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

c) Advanced interpreter (German) at daily rate of RMB 4,800,-- per interpreter

No. of Persons	Starting Date	Ending Date	Amount in RMB	Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

d) Advanced interpreter (Japanese) at daily rate of RMB 4,800,-- per interpreter

No. of Persons	Starting Date	Ending Date	Amount in RMB	Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

e) Hostess at daily rate of RMB 850,-- per hostess

No. of Persons	Starting Date	Ending Date	Amount in RMB	Requirement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline must be levied. For changes in confirmed and invoiced orders, a surcharge of 50% must be levied. ➤ Cancelled orders are not refundable. | <ul style="list-style-type: none"> ➤ Items not listed on this form can be offered on request and are subject to a separate quotation. ➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment. |
|---|--|

SECTION II.C OPTIONAL FORMS

Form 18 HOTEL RESERVATION

DEADLINE: 8 APRIL 2024

Official Hotel Rates

For online booking please click: <https://dwz.cn/ErY4Eblh>

Star	Hotel Name	Hotel Address	Unit Price RMB	Breakfast/ Internet	Distance to SNIEC
5*	Kerry Hotel Pudong Shanghai	No. 1388 Hua Mu Road	Single room 1400 double room 1500	One/free Two/free	5 mins on foot
5*	Chateau Star River Pudong Shanghai	No.2588 Jinxiu Road	Single room 900 double room 900	Have/free	10 mins by free shuttle bus
5*	Grand Mercure Shanghai Century Park	No.1199, Ying Chun Road	Single room 758 double room 758	Have/free	10 mins by free shuttle bus
5*	CROWNE PLAZA SHANGHAI JINXIU	No.399 Jinzun Road	Single room 698 double room 698	Have/free	15 mins by free shuttle bus
4*	Manju Hotel (Shanghai New International Expo Center)	No.1609 Luoshan Road	Single room 498 double room 498	Have/free	10 mins by free shuttle bus
4*	Dorsett Shanghai	No.800 HuaMu Road	Single room 698 double room 698	Have/free	10 mins by free shuttle bus
4*	Shanghai Lujiazui Rezen Hotel	No.568 Nanyangjin Road	Single room 528 double room 528	Have/free	10 mins by free shuttle bus
4*	Luxemon Hotel	NO.357 Songlin Road	Single room 528 double room 528	Have/free	10 mins by free shuttle bus
4*	Shanghai Dongjiang Mingcheng Hotel	No. 299 Kaiqing Road	Single room 458 double room 458	Have/free	20 mins by free shuttle bus
4*	Pudong Fute Hotel (Xiepu Road Subway Station)	No.2333 Pudong Avenue	Single room 458 double room 458	Have/free	10 mins by free shuttle bus
4*	Yitel Hotel (Pudian Road Subway Station, Lujiazui, Shanghai)	No. 1243DongFfang Road	Single room 498 double room 498	Have/free	20 mins by free shuttle bus
3*	Ibis Hotel (Shanghai Lianyang)	No. 200 Fangdian Road	Single room 488 double room 488	Have/free	10 mins by free shuttle bus
3*	Vienna Hotel (Shanghai International Tourist Resort Xiuyan Road Metro Station)	No.489 Kangyan Road	Single room 398 double room 398	Have/free	20 mins by free shuttle bus
3*	Ji Hotel (Shanghai World Expo Yanggao South Road)	No.1139 Chengshan Road	Single room 498 double room 498	Have/free	20 mins by free shuttle bus
2*	GreenTree Inn (Shanghai Kangqiao Pusan Road Metro Station Jinxiu Road)	No.399 Kanghua Road	Single room 298 double room 298	Have/free	20 mins by free shuttle bus

- Please make your booking before the deadline of 8 April 2024.
- After handing in your hotel booking form, our official travel agency will reply to you with a confirmation letter.

SECTION II.C OPTIONAL FORMS

Please use your confirmation letter to check in at your hotel.

- Cancellation policy: The organizer and official travel agency have to be informed about the cancellation before 8 April 2024, otherwise the room fee for one night will be charged.
- No show: In case of no show, one night room fee will be charged as penalty.
- The free shuttle bus service between the hotel and the exhibition hall is only applicable to the guests who reserve the hotel from the organizer and official travel agency.

Any question relate to the hotels you may get in touch with the travel agency:

Shanghai Mengxuan Exhibition Service Co., Ltd.

Ms Li +86 13564372191

Ms Xu +86 13761531951

Ms Zhang +86 136 5175 7017

E-amil: Lilu@mxydt.com

Online booking please click: <https://dwz.cn/ErY4Eblh>

SECTION II.C OPTIONAL FORMS

Hotel Booking Form

DEADLINE: 8 APRIL 2024

Hotel Reservation Form

For online booking please click: <https://dwz.cn/ErY4Eblh>

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others _____
*Name of Hotel:	
*Company Name:	
*Guest Name:	1, Surname: _____, First Name: _____ 2, Surname: _____, First Name: _____
*Room Type:	
*Daily Room Rate (RMB):	
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements:	
Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time: _____
*Please note paid by credit card is subject to 3% admin fee.	

Please return form to: <u>Shanghai Mengxuan Exhibition Service Co., Ltd.</u> Ms Li +86 135 6437 2191 Ms Xu +86 137 6153 1951 Ms Zhang +86 136 5175 7017 E-mail: Lilu@mxydt.com <p style="text-align: center;">OR</p> <u>Messe Muenchen Zhongmao Co., Ltd.</u> Tel.: +86(0)21-2352 1111 E-mail: daisy.jia@mm-zm.com Contact Person: Ms. Daisy Jia (ext:1182)	Company:
	Address:
	Tel: _____ Fax: _____
	Email:
	Person-in-charge:
	Signature: _____ Date: _____
	Complex/Stand No.:

- Please make your hotel reservation by click the link(<https://dwz.cn/ErY4Eblh>). You can also fill in the form above and mail to the travel agency(Shanghai Mengxuan), or to the Organizer(Messe Muenchen Zhongmao).
- All the reservation shall be made before the deadline 8 April 2024. Rooms will be subjected to availability after the deadline.
- Payment policy: The hotel fee will be paid directly on site during the check-in. A valid credit card is needed or the deposit of one night hotel fee.
- Cancellation policy: any cancellation after order confirmed, one night room charge has to be applied.
- No show: For any room blocked and cancellation before the deadline, the entire period of stay of room rate shall apply as cancellation penalty (inclusive of service charge and taxes applicable.)

SECTION II.C OPTIONAL FORMS

**Form 19 Invitation Letter to China
VISA APPLICATION**

DEADLINE: 3 APRIL 2024

INSTRUCTIONS ON HOW TO APPLY FOR A CHINESE VISA

To apply for any type of Chinese visa, the following is required:

One completed visa application form, a valid original passport with blank pages. More documents are required if applying for:

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China
Visa validity		A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa
Duration of stay / number of entries		Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao
Requirements towards passport	A	There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page
	B	Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply
Where to apply for a Chinese visa		Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).

NOTES

- 1 The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
- 2 The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- 3 The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
- 4 The applicant should not engage in activities incompatible with his / her status when he/she enters China
- 5 For foreign visitors employment in the territory of China is prohibited without approval

SECTION II.C OPTIONAL FORMS

**Form 19 INVITATION LETTER TO CHINA
VISA APPLICATION**

DEADLINE: 3 APRIL 2024

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue. Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: caitriona.da@mm-sh.com Contact Person: Ms. Caitriona Da / ext. 863	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

Please supply information as listed below for those who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

<u>Invitation Letter Processing Fee: Free of charge.</u>	
Company Name:	_____
Address:	_____
Telephone:	_____ Fax: _____
Surname:	_____ First Name: _____
Gender: _____ Nationality: _____	Place & Date of Birth: _____
Passport No: _____	Job Title: _____
Date of Arrival: _____	Date of Departure: _____
Country/ City of Embassy where you would like to apply visa: _____	

Procedures:

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your visa invitation letter immediately.
3. Please submit the application form together with the following required documents according to the procedure policy.
 - ✓ passport copy
 - ✓ entry record to China
4. Once approved, we will send you an invitation letter via fax or email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
7. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY

Section III

Shipping Guidelines

Contact of official freight forwarder:

**=> Top-trans Expo Logistics Co., Ltd.
(E1-E7 , Outdoor)**

**=> EXPOTRANSWORLD LTD.
(N1-N5)**

**=> APT Show freight Shanghai Co., Ltd
(W1-W5)**

Please refer to the shipping guideline from Page 90

SECTION III SHIPPING GUIDELINE

EXPOTRANSWORLD LTD., Top-trans Expo Logistics Co., Ltd. and APT Showfreight Shanghai Co., Ltd. have been appointed as official freight forwarders for IE expo China 2024, to be responsible of handling local and oversea exhibits from exhibitors, including custom clearance, transportation, document and on-site logistic service. To ensure your exhibits smoothly being handled for the show, please kindly follow the below towershipping guideline and get in contact with the official forwarders. To avoid any delay in logistics handling or additional charges, please obtain full version of “Shipping Manual” from corresponding freight forwarders by different halls as follow:

**Hall E1-E7 & Outdoor Official Freight Forwarder:
Top-trans Expo Logistics Co., Ltd.**

Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003
Tel.: +86 21 5835 0858 Fax: +86 21 5835 0929
Contact person: Ms. Cathy Chen / 135 8580 2707
Mr. Anthony Nie / 138 1872 1467
E-mail: cathy.chen@top-trans.com.cn
anthony.nie@top-trans.com.cn

**Hall N1-N5 Official Freight Forwarder:
EXPOTRANSWORLD LTD.**

Room 706-707, 7th Floor, Star House, 3 Salisbury Road, Tsimshatsui, Hong Kong
Tel: +852 2730 1868 Fax: +852 2730 1878
Contact person: Mr. Andy Chan / Mr. Tommy Seto
E-mail: andy.chan@expotransworld.com
tommy.seto@expotransworld.com

**Hall W1-W5 Official Freight Forwarder:
APT Showfreight Shanghai Co., Ltd**

Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai 200336
Tel: 86 (21) 6124 0090 Fax: 86 (21) 6124 0091
Contact person: Mr. Peter Wu ext.311
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ON-SITE LOGISTIC OFFICIAL HANDLING TARIFF

(Only applicable to on-site local exhibits, for detailed shipping tariff and manual, please obtain full version from official forwarder)

ON-SITE HANDLING SERVICES

On-site handling services include delivery of exhibits from arrival at the fairground to booth or vice versa, unpacking, repacking, positioning and/or handling of empty cases during the show period.

Handling Rate	RMB 70.00 per cbm or 1,000 kg, whichever is the greater, Min RMB 70.00 per exhibitor per shipment
Handling of Empty cases during the show period	RMB 50.00 per cbm or 1,000 kg, whichever is the greater, Min RMB 50.00 per exhibitor per shipment
Packing /Unpacking charges	RMB 50.00 per cbm or 1,000 kg, whichever is the greater, Min RMB 50.00 per exhibitor per shipment

SECTION III SHIPPING GUIDELINE

HEAVY-LIFT / OVER-SIZE SURCHARGES

Exhibits in excess of 3,000 kg per package or size over L 6.0 m x W 2.3 m x H 2.5m will be additionally charged as follows. The surcharge will be billed in addition to the basic handling charge:

Single Package				Additional Charges Percent			
Parameter				Exceed item			
L	W	H	Ton	Over 1 it	Over 2 it	Over 3 it	Over 4 it
6M	2.3 M	2.5 M	3 Ton	10%	15%	25%	30%
6M	2.3 M	2.5 M	7 Ton	15%	20%	30%	35%
6M	2.3 M	2.5 M	15 Ton	20%	25%	35%	40%

EQUIPMENT & MANPOWER FOR INSTALLATION OF MACHINES

(Normal working hours)

Forklift	
3 Ton	RMB 80.00/hour (Min. 2hrs)
5 Ton	RMB 110.00/hour (Min. 2hrs)
10 Ton	RMB 175.00/hour (Min. 2hrs)
15 Ton	RMB 225.00/hour (Min. 2hrs)
Others	As per request

Manpower	
Labors	RMB 50.00/hour (Min. 2hrs) Overtime additional surcharge 50% after 5 pm

Crane	
25Ton	RMB 225.00/hour (Min. 2hrs)
35Ton	RMB 375.00/hour (Min. 2hrs)
50Ton	RMB 525.00/hour (Min. 2hrs)
70Ton	RMB 900.00/hour (Min. 2hrs)
100Ton	RMB 1,000.00/hour (Min. 2hrs)
130Ton	RMB 1,600.00/hour (Min. 2hrs)
200Ton	RMB 1,750.00/hour (Min. 2hrs)
Others	As per request

For any service not mentioned above, please kindly contact the corresponding official freight forwarders, **Top-trans Expo Logistics Co., Ltd. (E1-E7 & Outdoor)**, **Expotransworld Ltd. (N1-N5)** and **APT Showfreight Shanghai Co., Ltd. (W1-W5)** to obtain a detailed shipping manual, tariff or separate quotation for specific cargo information.

Section IV

Rules & Regulations

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SECTION IV RULES AND REGULATIONS

TECHNICAL GUIDELINES

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SECTION IV RULES AND REGULATIONS

1. Opening Hours

1.1. During installation and dismantling

Work is permitted in the halls and open-area exhibition grounds during general installation and dismantling from 9:00 a.m. till 6:00 p.m., insofar as other hours specific to a trade fair are not stipulated.

These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours.

1.2. During events

During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing time in the evening. MM-ZM reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, they need to apply in advance for the overtime work from the venue and MM-ZM.

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

2.1. Traffic regulations

Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MM-ZM can make exceptions to this and grant corresponding parking permits or permission for driving in. MM-ZM is authorized to make the granting of parking permits or permission to drive in which depends on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MM-ZM or the security guards at any time. A parking permit or permit to drive in is only valid for the vehicle, for which it was issued.

MM-ZM is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and dismantling times in those cases, in which MM-ZM permits to drive on the trade fair grounds during an event.

The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event.

Optimum courtesy should be shown to pedestrians. Driving is not permitted on blocked paths and planted areas. Driving in the halls is only permitted for loading and unloading based on a written confirmation. Attention must be paid to the load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MM-ZM has designated as campgrounds for an event, are not subject to this regulation. Parking is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM-ZM reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MM-ZM is authorized to issue more far-reaching traffic regulations and traffic routing measures, especially to ensure smooth flow of traffic during setup and dismantling times as well as during an event; every person on the trade fair grounds is obligated to comply with such. MM-ZM especially reserves the right to regulate access to exhibitors or their stand construction or other suppliers to the individual stands.

We recommend using the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days in our experience. No claims may be made against MM-ZM if the trade fair grounds are overcrowded or if delays occur for exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MM-ZM are subject to the regulation of traffic on the trade fair grounds.

2.2. Escape Ways

2.2.1. Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones are not allowed to be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to pile up their building materials or exhibits and do not cooperate after receiving warning from MM-ZM, MM-ZM has the right to charge for a penalty from the general management deposit.

Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this. If any damages occur during the process, no claim of reimbursement for the damage should be put towards MM-ZM.

Hydrants in the halls and the open-air exhibition grounds are not allowed to be obstructed by constructions, made difficult to locate or inaccessible.

A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed.

Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

2.2.2. Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently shall not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification shall not be covered by structures, blocked or otherwise be rendered unrecognizable.

Information stands, tables and other furniture shall only be set up at sufficient safety distances from access and exit doors or stairwell accesses. If hall exits are located within a stand, these areas designated as hall exits shall not be made narrower.

2.3. Safety installations

Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they shall not be blocked or obstructed.

2.4. Stand Numbering

For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.

2.5. Guarding

MM-ZM or the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MM-ZM does not guarantee complete guarding and surveillance of the trade fair grounds.

MM-ZM is authorized to take required measures for guarding and surveillance. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MM-ZM. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-ZM for the trade fair grounds.

Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MM-ZM if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-ZM.

3. Technical Data

3.1. Hall data

Floor area per hall (gross):

W1-W5, E1-E7: 11,500sqm

N1-N5: 12,340sqm

Admissible floor load: 3,300kg/sqm (33 kN/sqm, for a single space of up to 50sqm (3,3t/sqm))

If there is any vertically vibrating part in the exhibit operation, the floor load bearing capacity mentioned above should be reduced at least by 50%.

Flooring: Concrete floor with hardener

Access: Please refer to "Technical Specifications" in Section I of Exhibitor Manual

Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

3.2. Outdoor area data

Outdoor area has 3 types of floor conditions: 1 Heavy load area with loading capacity of 20tons/sqm; 2 Normal load area with loading capacity of 5tons/sqm and; 3 Light load area with loading capacity of 3tons/sqm. Due to this condition, the booth construction scheme provided by the exhibitors shall also include the loading capacity of the booth. In special cases, relevant info, such as floor material and etc., will be required from the exhibitors as well. The exhibitor has to observe the limits conveyed to him.

Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

3.3. Floor loading capacity

Exhibitors are obligated to check the floor loading capacity and it's also the exhibitors' duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The loading capacity should be considered during the exhibit installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the two main electricity wire-tunnels in the hall, drainage cover and facility well at the outdoor area.

If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-ZM and the official freight forwarder for the show.

Any exhibits that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate and etc., to prevent the potential damage to the floor.

The exhibitors with heavy weight exhibits have to strictly follow the over-size / overweight exhibit schedule assigned by MM-ZM and its official freight forwarder.

4. Stand Construction Regulations

The promotional materials in the booth should correspond to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-ZM has the right to ask the exhibitor to change the promotion material and reserves the right to charge the exhibitor a penalty for violating this regulation.

During move-in/show/move out period, blocking the public aisle using construction materials, promotional materials, exhibits and causing human traffic are strictly forbidden. MM-ZM has the right to charge a penalty from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-ZM.

4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health.

Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5.2 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the

SECTION IV RULES AND REGULATIONS

administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

4.2. Approval of Stand Construction

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space booth construction insofar as it is built by the exhibitor and its constructor. On request, MM-ZM's Operations Department and the appointed service partners will check stand construction plans submitted (in two copies) for exhibitors. No separate approval notification will be issued.

All stand constructions, two-storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

**** According to the new regulation by SNIEC, all raw space booths must get the further approval form qualified third-party safety supervision agency.**

4.2.1. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds. Dimensioned stand plans for one-storey stand constructions must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitor Manual of MM-ZM. All raw space booths must get the further approval form qualified third-party safety supervision agency. No separate approval notification will be issued to the indoor booth below 4.5m.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and two-storey stand design". The form must be submitted the required number of copies to MM-ZM. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the above building approval procedures shall be charged from the exhibitor who has the booths. (see Section II.B of Exhibitor's Manual).

4.2.2. Vehicles and Containers

Vehicles and containers as exhibition objects in the halls require approval.

4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved or do not comply with the Technical Guidelines or laws, must be rectified or removed according to the requirements of MM-ZM. If this is not done within a set time limit, MM-ZM is authorized to make the rectifications at the expense of the exhibitor or insofar as required to remove such stand constructions.

4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MM-ZM from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

The organizer is exempt from the liability of any dispute between exhibitors and their own suppliers.

The organizer is exempt from the liability of any dispute between exhibitors and the organizer's appointed service partners.

4.3. Height of construction

The maximum booth construction and advertising height for one-storey booth is 6.00 m.

The maximum booth construction and advertising height for two-storey booth is 8.50 m.

Shell scheme stands are forbidden to change its original height limit. The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MM-ZM's Operations Department responsible for this.

Exhibits are not subject to this limitation on principle, but MM-ZM should be informed of them in advance.

4.4. Fire Protection and Safety Regulations

Exhibitors and booth construction contractors shall obey the fire protection rule and regulation from the venue and the organizer. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits cannot be occupied by booth construction materials.

4.4.1. Materials for stand construction and decoration

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof. Normal flammable decoration materials may be used in partial areas if it is flame proof and its burning diffusion rate is up to Class B1. The contractor is required to carry the material fire proof documents on site. Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible).

Stand flooring must be laid joint-tight.

The carpet paved must be non-combustible with a burning diffusion rate not lower than Class B1. The contractor must hold on site the flame retardant test report and marking for the carpet.

4.4.1.2. The building material for temporary tent should be noncombustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm and the distance between tents should be kept at 9 meters. If the automatic sprinkler system is installed in the tent, the size of the

tent could be doubled. Smoke discharge facilities that cover 2% of the building area must be installed when the booth area is above 2000 sqm.

4.4.1.3. All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.

4.4.1.4. The upper storey area above 200sqm, at least two stairways must be arranged, the stair width is not less than 0.9m, and distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.4.1.5. When the 1st floor area of a two-storey booth is semi or fully enclosed with the range of above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

4.4.2. Stand location

a) The stand decoration cannot be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition hall shall be 60 cm at the least and piling up materials in this pathway is forbidden.

c) The area of the stand construction or building at the outdoor area can not exceed 1200 sqm and the height of the stand construction or building must be lower than or equal to two-storey buildings.

4.4.3. Vehicles

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside. The battery should be disconnected, and the fuel tank must be locked. Combustible engines shall not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor grounds. Fuel may not be stored at stands.

4.4.4. Hazardous Materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the fairground during build-up/show/dismantling period.

b) The exhibitors/contractors shall clean up the flammable materials in time during build-up/dismantling period. The flammable packaging materials of exhibits is prohibited to be kept at the fairground.

c) Weapons, firearms, cutlery, explosive materials, oil, easy combustible materials, toxic materials and caustic materials, any flammable, explosive, toxic, or corrosive materials, including flammable liquids and gases, compressed gases, hydrogen balloons, explosives, and petroleum are forbidden to be exhibited and used at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition venue.

d) At any time, the storage amount of solid or liquid hazardous material cannot exceed the amount for one day use in the rented area or booth. The remains shall be sealed up in the special container or where the venue and the organizer permit.

e) The poisonous waste shall be sealed in proper container with obvious marking and be disposed in accordance with the relevant regulations issued by the government.

4.4.5. Smoking

Smoking is prohibited in any indoor area of the trade fair ground or in any outdoor non-designated smoking spots.

4.4.6. Use of air balloons

The use of airships/ blimps, balloons, unmanned aerial vehicles and other hovering equipment is not permitted in the halls and on the outdoor exhibition grounds.

4.4.7. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials shall be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or - if substantial quantities of such collected - several times daily.

4.4.8. Abrasive cutting and all work with open flames

Chainsawing, electric planning, electric welding and cutting work only can be carried out at the outdoor area without raining during build-up period. All workers for specific-type work, such as electric welding and other tasks that might be in link with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules.

After showing the Specific-type Operator Certificate, the exhibitor / contractor operator must complete the fire application in advance (list fire extinguishers and other safety measures). After the official contractor confirms that the safety measures are implemented, the organizer can stamp the application. And then exhibitor / contractor operator must go to the onsite Fire Office to gain the fire certificate. Meanwhile, notices should be made to the surrounding stands and working staff within the stands before any of above mentioned tasks are operated.

At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be assigned onsite for supervision.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

The welding and cutting are prohibited to the pipelines in operation or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there's no remnant tinder or unburned material after the work.

SECTION IV RULES AND REGULATIONS

4.4.9. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands. Any empties should be removed without delay. Storage of empties within the prescribed area on the trade fair grounds is only permitted by the forwarding company contracted to do this by MM-ZM. This service is subject to charges.

MM-ZM is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

4.4.10 Glass and acrylic glass

For the stands decorated with glass materials, tempered glass must be used to ensure the strength and thickness of the glass (glass curtain wall thickness is not less than 10mm) and installations of the glass should be reasonable and reliable with metal frame structures or specialized hardware. Elastic materials need to be used as cushion between the frames or hardware and the glass materials to ensure the safety of glass. Large areas of glass materials should be clearly marked to prevent crushing injuries. If glass floor is used, the structural support columns and walls must be fixed under the floor. Directly building structures above the smooth glass surface is prohibited to ensure a stable structure.

4.5. Exits, escape routes, doors

4.5.1. Exits, escape routes

Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficulties to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

4.6. Platforms, ladders, ascents, footbridges

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with railing. These must be at least 1.20 m high. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided.

One-level platforms, on which you can walk, may have a maximum height of 0.20 m, and need to arrange ascents.

Ladders, ascents and footbridges must be in compliance with current safety regulations.

4.7. Stand Design

4.7.1. Appearance and boundary

The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MM-ZM is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fairs in the special participation conditions.

Walls, which border visitor aisles, should be brightened up via the building in display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand.

The stand sides bordering neighboring stand should be kept neutral, white and clear.

A back wall or partition must be installed that is not lower than 2.5m for each raw space stand structure, except island stand and national pavilion structure, to separate from neighbouring booth. The side of back wall facing neighbouring booth must be kept white, neutral and clean. In addition, plate or construction paper must be under-laid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-ZM has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-ZM in case the above mentioned violation happens.

No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle open.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries. MM-ZM has the right to ask the exhibitor modify the stand structure within time limit in case the above mentioned violation happens. Stand constructions must not obstruct the normal operation of the fire protection system, air conditioning, mechanical ventilation vents. MM-ZM has the right to ask the exhibitor modify the stand structure in case the above mentioned violation happens.

4.7.2. Checking the rented area

MM-ZM measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation, the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.7.3. Protection of the public facilities in the hall

Hall components and technical facilities may not be damaged, soiled or in any

way changed (e.g. by drilling holes, use of nails or screws, etc.).

Painting, applying wallpaper and pasting are not permitted.

Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits.

Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

Exhibitors need to be responsible for any damages they have caused on the public facilities and pay the penalty based on the quotations provided by the venue (please find the detailed quotation at 5.1.1). If the penalty is not fulfilled by the deadline assigned, MM-ZM has the right to deduct the charged penalty from the general management deposit paid by exhibitors / contractors directly. The venue and the organizer reserve the right to sequentially claim the damage if the deposit fails to fully compensate.

4.7.4. Hall floors

Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Inferior carpets containing CaCO₃ are forbidden.

Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-sponge or any other materials difficult to clean up are forbidden.

Otherwise, nothing shall be stuck on the hall floors nor be painted.

All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

4.7.5. Objects hung from the hall ceiling

The objects to be suspended at the ordered fastening points may only be attached by hall owner's appointed staff under observation of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks cannot carry overload.

Exhibitors need to fill the form for Hanging points and banners and follow all the regulations indicated in the form closely.

4.7.6. Separating Walls

Separating walls can be ordered using the Exhibitors' Manual.

Exhibitors shall neither change nor work separating walls and supports.

Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities

The following regulations need to be observed and followed if the exhibitors require onsite demonstration / presentation of their products and services:

a) The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which the exhibitors are the legal distributors or agents. Exhibits, booth design and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such a dispute, it shall be dealt with under relevant laws and regulations on Intellectual Property Rights Protection. Should there be any intellectual property rights dispute between/ among exhibitors in the exhibition, the organizer reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.

b) All exhibits, goods, products, posters, documents or services presented by the exhibitor shall be relevant to the exhibition theme and be part of the exhibits profile. MM-ZM reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitors.

c) The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to the company's own products and services, carry out promotion in breach of Chinese laws or public order and good custom; nor are they permitted to display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for these materials at the venue. Any exhibitors in breach of Chinese laws and regulations and relevant government regulations and rules of the city where the exhibition is being held, shall bear the corresponding legal liability.

d) Retailing is forbidden.

e) The loudness level may not exceed 65 dB (A) at stand borders. The presentation / demonstration shall not in any way effect the neighbouring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MM-ZM has the right to cut off the electricity power supply within the booth and deduct the general management deposit accordingly. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will bear all the damage by themselves.

f) MM-ZM is authorized to restrict or prohibit presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons.

g) All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

h) Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.

i) Any machine or apparatus can only be demonstrated within the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are allowed to be used without adequate safety measures taken by the exhibitors.

j) In the demonstration of dangerous exhibits involving cutting, shearing, and lasers which are exposed to the risk of open flame, high temperature and physical injury, the exhibitors shall equip and install protective covers that meet the quality standards of the Chinese relevant authorities, arrange professionals for the operation, and furnish fire extinguishers as required.

k) Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons.

l) The distribution of printed materials, samples, gifts and etc is only permitted within your own stand area. MM-ZM reserves the right to determine whether it's safe to distribute the materials or not.

m) Toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall.

n) All relevant local government authorized licenses and / or permits must be obtained and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.

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o) Should the exhibitor intend to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MM-ZM in written in advance. It's principally forbidden for the exhibitor to run an on-site patrolling advertising team. The activities are allowed only with MM-ZM's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there be any problem caused by the activities, MM-ZM reserves the right to tune down the sound volume, shut down the equipment or stop the activities.

p) It is strictly prohibited to demonstrate or operate heating, barbecue stoves, or make heating or open fire apparatus, candles, lanterns, torches, welding equipment or other smoke creating material.

q) It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are recognized dangerous.

r) Charging of exhibits including but not limited to vehicle exhibits is prohibited in the venue.

s) The exhibitors/contractors are not allowed to bring diesel, diesel air compressors or engines into the trade fair grounds. If necessary, the application must be submitted in advance to the organizer and the venue for approval, together with the data (such as diesel fuel, storage, diesel boiling point and flash point, fueling link, fueling safety operating procedures, etc.). With the consent of the organizer and the venue, the special item can be carried into the trade fair grounds and used within the prescribed area. MM-ZM reserves the right to make further restrictions for special cases. MM-ZM is authorized to enter stands to check if the stand compliances with the above regulations.

MM-ZM is authorized to remove, cover or otherwise prevent advertising, which violates the regulations cited above.

4.8. Outdoor Exhibition Grounds

4.8.1. Checking the rented area

MM-ZM measures the rented area on the ground of the open-air exhibition and marks it at the corners.

Every exhibitor is obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electricity box, telecommunication box, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area. No objects on the rented area may protrude beyond the rented area. MM-ZM Operations Department, can grant exceptions for rotary tower cranes for safety reasons; MM-ZM can make the exceptional permission dependent on whether all affected exhibitors have granted permission for the fact that a rotary tower crane protrudes over their stand. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond the rented area. In that case, MM-ZM is authorized to require the modifications within the time limit.

4.8.2. Setup

4.8.2.1. Stand Setup

All structures, which should be set up on the open-area exhibition grounds, require the prior consent of MM-ZM and the venue.

The required application forms as well as booth schematics, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to MM-ZM's Operations Department and the appointed service partners in due time, but at least nine weeks before setup begins.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

The outdoor stand itself needs to be safe and secure and all the construction materials need to meet the standard in the relevant national regulations for the temporary building constructions. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. Operations that will cause damages to the onsite ground and buildings, such as drilling in the grounds, using wallplugs, are strictly forbidden. Protections for the grounds and onsite buildings need to be applied during the booth construction. Spraying, painting material, and glue on the ground or onsite building surface is forbidden. Exhibitors are bound to pay for any facility damages they cause during the whole show period. If any exhibitors fail to fulfil such duty, MM-ZM and the venue have the right to deduct the damage amount from the general management deposit. If the general management deposit is not enough to cover the damages, MM-ZM and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

Factors, such as rain, strong wind and such natural conditions that may bring unsafe elements to the booth, need to be considered during booth design and prevention work needs to be fully prepared.

For outdoor booth, lightings, plugs, electric switch box and such electricity related equipments need to be water resistant. Equipments connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures needs to have a ground connection.

Stand structures on the outdoor exhibition grounds may not be built narrower than 0.5 m to the border of neighboring stands unless MM-ZM gives written permission for this.

Booth construction and material storage is strictly forbidden at the loading area, drainage and facility well at the outdoor area. Forklift and crane are not allowed to operate at above areas as well.

If the outdoor booth needs to be equipped with air-conditioning for construction purpose, a declaration is required in advance. The exhibitor/contractor should fill in the special item entry form (on which it must be stated the air-conditioning is installed with leakage protection device) for stamp confirmation of the organizer, with showing the original of special operation type certificate of the installer and the copy of air-conditioning certificate.

4.8.2.2. Anchoring and work in the fair

Precise site plans must be submitted to MM-ZM and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the outdoor exhibition ground. Any work in the area grounds is prohibited without written permission.

4.8.2.3. Cranes and Exhibits

All cranes and exhibits, which are to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MM-ZM and must be registered using the appropriate forms of the Exhibitor Manual of MM-ZM, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MM-ZM will set the binding maximum setup height available for these exhibits for safety reasons. MM-ZM is authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MM-ZM reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

4.8.3. Dismantling

All exhibition areas must be entrusted back to MM-ZM in their original condition by the set dismantling deadline. All wastes in the booth need to be cleared out and general management deposit will be returned only if the following 2 conditions are fulfilled:

1) All facility damages caused during the show are fully compensated.

2) The venue's approval for accepting the booth condition

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work.

If the required reconditioning work has not been completed by the set dismantling deadline, MM-ZM is authorized to do this or contract a third party to do this at the expense of the exhibitor.

4.8.4. Public aisles between the blocks of stand areas

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

4.8.5. Other regulations

Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times.

Building components, stand signs and flags must be installed in such a way that they do not interfere unreasonably with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons, apart from flags. The exhibitor takes full responsibility to ensure that the flags are fastened in a very safe way. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the permit of MM-ZM, and the exhibitor needs to rectify with the requirement of MM-ZM according to the actual situation.

The general regulations and the regulations for the hall area, insofar as they can be applied to the outdoor exhibition grounds in the sense they are intended, also apply to the outdoor exhibition grounds.

4.9. Two-storey Constructions

4.9.1. Construction request

The booth within 24 sqm and above is allowed to build 2nd storey.

Both storeys can only present the products and services from the same exhibitor and its co-exhibitors.

Two-storey stands can only be built with the prior consent of MM-ZM's Operations Department and the appointed service partners.

However, approval is dependent on the projected location in the hall and the area belonging to it. Hall facilities, direction signs and visual effect to the neighbouring stands need to be considered during the booth designing stage.

The number of two-storey booths will be limited and MM-ZM has the right to forbid the exhibitor to build a two-storey booth.

Another decisive factor for approval is how the two-storey stand affects the design and clear structure of the hall as well as the neighbouring stands.

All the indoor booths can not have roof constructions, no matter how small the covering area is. Upper storey of the two storey booth can not cross the aisles in the hall.

A fire distinguishing is required in any room within the booth.

When the 1st floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.

4.9.2. Conditions concerning stand area safety distances, height of stand interior rooms

The maximum structure height is set separately for each event and stated in the participation conditions.

The height clearance of interior rooms in two-storey structures must be at least 2.40 m in the ground (first) floor as in the upper floor (second floor).

The distance between the public pathway and stairs, open exhibition areas and client meeting areas should be more than 1.0 meter.

4.9.3. Live loads/assumed loads

The following should be estimated for the storey ceiling of a two-storey stand in a trade fair hall:

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1) When the upper storey is used for general visitor traffic, meetings, presentations and/or as storage space, the storey ceiling must be designed for a live load of 5.0 kN/sqm.

2) When the upper storey is used for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm.

3) When the upper storey is used for the rest for employers, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0 kN/sqm.

The use should be clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5.0 kN/sqm.

Balustrades and railings should be designed for 1 kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

4.9.4. Escape ways/stairs

The upper storey area above 200sqm, at least two stairways must be arranged, and width are not less than 0.9m, while distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.9.5. Construction materials

In two-storey stands, the load-carrying construction components, ceiling of the ground floor and the floor of the upper floor must be composed of at least fireproof construction materials.

Construction materials normally used in trade fair structures are permitted for flooring and wall covering in the ground and upper floors. Anchoring in the hall floor is not permitted.

Two-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MM-ZM reserves the right to apply any additional technical safety or fire safety requirements, which might become necessary.

4.9.6. Upper storey

All common rooms of the stand must have visual contact to the hall.

In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of railings in the upper storey, if required.

Railings should be installed in line with items 4.6 and 4.9.3.

A closed ceiling is not allowed for the upper storey.

4.10. Dismantling Stands

Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the booth and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation).

MM-ZM is authorized but not obligated to transport away and store exhibition goods, which is still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor as well as charge an appropriate handling fee from trade fair forwarding companies. MM-ZM is authorized to dispose of exhibition material and all other objects, which an exhibitor has left behind after the end of the dismantling time.

5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features

5.1. General regulations

Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

5.1.1 Damage compensations

Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the quotation from the venue.

Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MM-ZM at the expense of the exhibitor in question after the end of the event. MM-ZM has the right to deduct expense mentioned above from the general management deposit from the exhibitor. If the general management deposit is not enough to cover the damages, MM-ZM and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

For shell scheme exhibitors, fees related to repairs and replacements for the damaged items, such as flooring, lighting, rental equipments, no matter the damage is done by exhibitor itself, its representatives, its partners, service providers hired by exhibitor, its representatives and partners or by individuals, should be borne by the exhibitor.

5.1.2 Safety operations

During set-up and dismantling period in the exhibition area (halls and outdoor) wearing a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m). Herring bone ladder up to 2m is prohibited. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When passing tools or objects, throwing is forbidden.

Overhead work after drinking alcohol is also strictly forbidden. It is prohibited to use hanging basket.

5.2. Use of tools

The use of cartridge-powered tools is prohibited.

The use of woodworking machines without chip suction-off is not permitted.

Only cranes, forklifts and platforms may be used, which are made available by the service partners of MM-ZM responsible for this. An agreement about this must be reached with MM-ZM in special cases.

5.3. Electrical Installations

5.3.1. Connections

Only MM-ZM or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MM-ZM or its suppliers, include the main connection with electric power lines, main power fuse and-if applicable-main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by MM-ZM. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.

In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MM-ZM. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MM-ZM.

A layout drawing should be sent with an order, which make the desired placement of the connections clear.

Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MM-ZM determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MM-ZM is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.

Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MM-ZM is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-ZM can make the electric connection to the neighboring stand at the same or lower costs without running cables and connections through the stand of the exhibitor.

Exhibitors shall not have any objection towards all the required facility layouts, such as electrical cables, Internet cables, water pipelines and etc., at the fairground. If the exhibitor wants to re-allocate the cables lay across / around the stand, or wants to lay cables that cross traffic paths or other stands, the exhibitor must pay for the cost of changes after having the written consent from MM-ZM. The cables must be laid road-worthy.

Facility cables needs to be protected by the cable bridge during the whole show period.

Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

Electricity power consumption will be calculated based on the quotation in the Exhibitor Manual.

The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.3.2. Stand installation

Within stands, installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observation of the regulations applicable at the event site and according to the current state of technology. The installation personnel must hold valid electrician operation certificate.

Electric installations within a stand can be carried out by MM-ZM or its suppliers on order.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-ZM at the expense and own risk of the exhibitor and be stored for safekeeping.

5.3.3. Assembly and operating regulations

The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. Fire resistant cables with insulate casings must be used. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE). Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

All metallic structures and shells shall have a reliable grounding. Any electrical terminal switches should be installed with 30mA leakage protectors. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

The electric and gas connections should be fixed and isolated from constructions. The electric and gas connections should be installed in pipe or protected by a cable bridge if those connections are on the ground. Double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

5.3.4. Safety measures

All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers.

Lighting fixtures may not be attached to flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances are close to non-flammable materials.

The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm.

High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. If it can be used, the high-temperature lighting must be installed with effective protection measures.

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The lead wires of high-temperature and high-light lamps must be made of high-temperature resistant casing and mounted on a special metal frame with no combustibles around them. High temperature lamps should be equipped with a protective cover. The installation height of high temperature and high light lamps should be more than 2.5 meters.

Outdoor lighting fixtures should be water-proof and save measure toward rain, wind should be considered. Cables must be protected by water-proof bridge plates. Irrelevant electrical devices are not allowed to be used. Raw space booths should be installed with a master electrical switch.

All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must be submitted to the venue next day morning to get the electricity re-supplied.

MM-ZM has the right to cut off the power supply if any electrical fitting or equipment is considered to be dangerous or might bring potential safety hazards to other exhibitors or visitors.

The multinomial sockets are not allowed to use so as to avoid the short circuit due to the overload.

5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special feature of their construction, require their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

5.4. Water and sewage installations

5.4.1. Connections

Only MM-ZM or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MM-ZM. Exhibitors are expressly forbidden to obtain water from neighboring stands.

In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MM-ZM. Individual regulations have to be made. Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MM-ZM determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-ZM is authorized to upgrade the water and sewage installations at the expense of the exhibitor even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Water and sewage connections are possible in principle in the open-air exhibition grounds; pipes can be laid above or below ground. In exceptional cases when there is an unfavorable location, it might not be possible to install an ordered connection or extra costs can be expected.

MM-ZM is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-ZM can make the water and sewage connection to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-ZM is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per cubic meter using the built-in meter.

Chemically polluted sewage may not be fed into the canal system.

The water supply and sewage disposal will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Plumbing installations within a stand may be carried out by MM-ZM or its suppliers on request.

If the plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MM-ZM or its suppliers, the exhibitor must inform MM-ZM in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the plumbing installation work. If MM-ZM does not receive this information in due time, MM-ZM will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-ZM at the expense and own risk of the exhibitor and be stored for safekeeping.

5.5. Compressed air installations

5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and on the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-ZM reserves the right to install a compressor for compressed air supply at a stand, for example where there is little need for compressed air. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons who have not been authorized to supply compressed air by MM-ZM.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM-ZM or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed

air connection with compressed air lines are part of compressed air installations.

In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MM-ZM. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MM-ZM determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MM-ZM is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MM-ZM is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-ZM can make the compressed air connection to the neighboring stand at the same or lower costs without running lines and connections through the stand of the exhibitor. If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-ZM is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

5.5.2. Stand installation

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MM-ZM or its suppliers on order.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MM-ZM or its suppliers, the exhibitor must inform MM-ZM in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MM-ZM does not receive this information in due time, MM-ZM will connect the consumers at the expense of the renter at the prices valid at the event time.

It is not allowed to store and use pressurized vessels in the exhibition hall. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm². And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-ZM at the expense and own risk of the exhibitor and be stored for safekeeping.

5.6. Exhaust Gas and Exhaust Systems

5.6.1. Exhaust gases and fumes

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They must be drawn off to the outside using appropriate piping.

5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

The outlets may only be installed by MM-ZM or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

5.7. Hazardous materials and facilities

The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc.) requires the prior written consent of MM-ZM. An application for this must be submitted to MM-ZM at least six weeks before the beginning of the event.

The exhibitors shall take full responsibility for the safety of hazardous substances during the use, management, shipment, storage, safekeeping, etc.

5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields requires approval and must be agreed upon with MM-ZM.

Furthermore, operation of high-frequency and radio installations can be only permitted if they have a sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MM-ZM. Information about the frequencies/ applications used on the trade fair grounds can be obtained from MM-ZM.

5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples

The forwarding agents contracted by MM-ZM, hereafter referred to as "trade fair forwarders", have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds. Liability of MM-ZM for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MM-ZM as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-ZM but instead for the exhibitor or a third party. MM-ZM is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor or to contract the appropriate trade fair forwarder with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MM-ZM can be derived from this if such shipments are accepted without checking their appropriateness or completeness, freight

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and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

5.10. Annoyances from exhibition materials

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MM-ZM. This obligation of an exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this.

If an exhibitor does not comply without undue delay with his obligation to remove exhibition material, MM-ZM is authorized to remove the exhibition goods at the expense and own risk of the exhibitor or to close his trade fair stand without the exhibitor having any right to assert claims from this against MM-ZM or the respective organizer. MM-ZM shall set the dismantling time for the closed stand.

With no written confirmation from the venue, the following items are not allowed to enter the trade fair ground: weapon, guns, swords, bullet, explosives, combustible substances, radioactive materials, any types of dangerous materials, objects which are forbidden to import, objects which have IPR issues, objects which might affect the normal operation of the venue and objects that are banned by relevant government departments.

5.11. Information and communication services

All wire connections for information and communication served to a stand are provided solely by MM-ZM.

Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

6. Waste Management

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands.

In case exhibitors do not comply with this regulation, MM-ZM has the right to deduct the services fees of waste management from the general management deposit directly.

6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site or contact the official freight forwarder appointed by MM-ZM to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-ZM reserve the right to remove and process the materials and objects onsite. All fees occurred during these process will be borne by the exhibitors.

Starting from the build-up period, exhibitors and their stand construction contractors have to clear up the waste material in the booth and on the surrounding public pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-ZM has the right to deduct a penalty charge from the general management deposit. Before the opening ceremony, MM-ZM will deal with all the materials left at the non-booth area, such as Opening ceremony area, aisles, empty area in the open area, and etc) and service fees occur with this procedure will be borne by the relevant exhibitors.

Exhibitors or their contractors have to remove all the construction materials and wastes, such as scraps of construction materials, wooden boxes, pallet, paper boxes, wrapping materials, promotional materials and etc., before the end of the dismantling time.

After the end of the dismantling time, any of remaining material will be removed by MM-ZM. No prior notification of the removal will be issued to the exhibitor. Cost occurs for this removal will be borne by the exhibitor along with a penalty charge to leaving wastes onsite.

During build-up and dismantling period, the paint buckets must be recycled after use. Oil and grease waste (including but not limited to food waste oil, machine waste oil/ink, swill, food residues, waste water or waste oil produced after cleaning food/machine, etc.) should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor and taken away from the venue. In addition, the general waste such as carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Dumping of general or grease waste in anywhere within the venue is prohibited, including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition halls and unloading areas. Otherwise, MM-ZM has the right to deduct the general management deposit accordingly.

6.2. Waste requiring special monitoring

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MM-ZM and to have such disposed of properly by the supplier of MM-ZM responsible for this. It is especially a question of the following waste materials:

Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators. The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

6.3. Waste brought to the site

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

7. Water, sewage, soil conservation

7.1. Oil and grease traps

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.

If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

7.2. Cleaning/detergents

MM-ZM is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-ZM. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-ZM may be contracted for this.

Cleaning companies not approved by MM-ZM are expelled from the exhibition areas.

Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

7.3. Damage to the environment

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MM-ZM immediately.

7.4. Sewage disposal

The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences.

The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

8. Painting work

Large-scale painting is not permitted in the trade fair grounds. However, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place including but not limited to:

- Painting in an outdoor area properly ventilated
- Use of non-toxic paint or soluble paint only
- Covering all the floor involved within the working area with dry paper or plastic film, which shall be set up as no-fire area
- No painting near the vertical structures (i.e. walls) of the trade fair grounds
- No washing of paint material within or surrounding the trade fair grounds
- Painting containers and tools shall not be left, washed or dumped within the trade fair grounds

If outdoor exhibitors/contractors carry the amount of paint into the trade fair grounds for machine-up painting, the application (e.g. "Confirmation of safety production notification for large-scale facilities and equipment refinishing operation", "Admission form for paint into outdoor area", etc.) should be submitted in advance to the organizer and the venue for approval. One annually eligible fire extinguisher is also required for each 8sqm of refinishing area. The exhibitors/contractors may bring such special items into the trade fair grounds with the consent of the organizer and shall use them within the prescribed area. The amount of paint and thinner brought in should be strictly controlled, and the remaining must be taken away from the trade fair grounds after the day's work.

The exhibitor/contractor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

During build-up and dismantling period, the paint buckets must be recycled after use. Oil and grease waste (including but not limited to food waste oil, machine waste oil/ink, swill, food residues, waste water or waste oil produced after cleaning food/machine, etc.) should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor and taken away from the venue. In addition, the general waste such as carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Dumping of general or grease waste in anywhere within the venue is prohibited, including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition halls and unloading areas. Otherwise, MM-ZM has the right to deduct the general management deposit accordingly.

9. Sand, soil and similar materials

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitor is responsible for any damage. After the show, exhibitors have to remove all the materials mentioned above from the booth and return the booth to the venue with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

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Title of the trade fair

IE expo China 2024

Venue

Shanghai New International Expo Centre (SNIEC)

Date and Opening hours

April 18-20, 2024

Wed – Thu: 9:00 am to 5:00 pm

Fri: 9:00 am to 4:00 pm

Organizers

Messe München GmbH

Messe Muenchen Zhongmao Co., Ltd

Chinese Society for Environmental Science

China Environment Chamber of Commerce

Contact

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Terms of Participation

1) Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully as well as faithfully completing and signing – with a legally binding signature - the "Application" form and submitting it to Messe Muenchen Zhongmao Co.,Ltd. (MM-ZM) (facsimile or scanned copies are deemed as legally valid) at the earliest opportunity or at the latest by the application deadline.

Deadline for Applications: March 16, 2024

With the application, exhibitors express to MM-ZM their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely on the application form. Co-exhibitors must be named on the application form for co-exhibitors. The same particulars must be specified as for the exhibitor. Incomplete applications cannot be considered.

When an exhibitor submits the application form, it means that the exhibitor acknowledges and observes the Terms of Participation and the Technical Guidelines. After exhibitors receive Participation Admission letter (not Acknowledgment letter), it not only means that the exhibitors have been qualified for participating in the show but a "Booth Rental Contract" becomes valid with assigned area and other relevant services. The application form submitted by the exhibitor (including Terms of Participation and Technical Guidelines), together with the Admission Letter and Exhibitor Manual sent by MM-ZM are indispensable parts of the "Booth Rental Contract", which has legally binding force on both parties.

This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation. Organizers of joint stands have to fill in the application form for joint stands which can be obtained from MM-ZM.

2) Permitted exhibits and exhibitors

All domestic and foreign manufacturers or their Chinese subsidiaries, general importers and specialist dealers authorized by the manufacturers are admitted as exhibitors.

Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the written notice of admission.

General importers and authorized specialist dealers may only exhibit machines and plants whose manufacturers are not represented at **IE expo China 2024**. All exhibits must correspond to the relevant range of exhibits for this trade fair and be designated by name and category on the application form. Articles other than those permitted and registered, as well as used, hired or leased machinery, may not be exhibited. MM-ZM has the final decision and has the right to remove any other exhibits at the exhibitor's risk and expense.

The Terms of Participation as well as the Technical Guidelines are accepted as legally binding with the submission of the application documents.

3) Co-exhibitors and additionally represented companies (see Clause 1, 2)

Co-exhibitors must obtain MM-ZM's written permission to be eligible for the exhibition. The registration fee is RMB 1,800 for each co-exhibitor admitted.

A co-exhibitor is one who presents his own goods or services, using his own staff, at the stand of another exhibitor (the main exhibitor). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors.

The definition of an additionally represented company is as follows: In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor who is a distributor wants to display not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies.

Additionally represented companies are not allowed on the stand.

Admission of the exhibitor does not mean that a contract exists between MM-ZM and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment.

The exhibitor has to pay. The amount can also be invoiced (VAT inclusive) subsequently by MM-ZM.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation, the Technical Guidelines as well as Exhibitor Manual. The exhibitor is liable for the debts and negligence of his co-exhibitors as if they were his own. If co-exhibitors make direct use of MM-ZM services, MM-ZM is entitled to invoice the exhibitor for these services. He is jointly and severally liable. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MM-ZM's prior written consent.

4) Participation fees, lien

The gross participation fees per sqm of floor space are:

- In the halls (12-53 sqm): Raw space**
RMB 2,300/sqm
- In the halls (54-149 sqm): Raw space**
RMB 2,200/sqm
- In the halls (≥150 sqm): Raw space**
RMB 2,100/sqm
- Outdoor (≥80 sqm): Raw space**
RMB 1,200/sqm

Upper-storey stand space costs 50% of the price of the respective ground-floor space.

Besides the rent of the stand area, the participation fees include extensive services provided by MM-ZM, such as consultation and planning advice, publicity work, organization, technical assistance etc.

The above price includes 6% value-added tax. If the tax authority in China adjusts the tax type or tax rate before MM-ZM is issuing the invoice, MM-ZM reserves the right to calculate the tax amount and issue the corresponding invoice according to the new tax type and tax rate from the date when the tax authority in China adjusts the tax type or tax rate. In case of any further tax requirements in the exhibitor's state / country of residence, such as taxes Shall be done by the exhibitor.

Each square meter or part thereof will be included in full in the calculation, the floor space always being considered rectangular, without taking account of projections, supports, service connections and the like.

The applicant shall be invoiced for 50% of the projected participation fee within a reasonable time after his application. Consecutive exhibitors and other exhibitors with exceptions will be subject to the payment notice. This first payment will be refunded without interest if the applicant is not admitted to the trade fair, and the specific payment request is based on the invoice issued by MM-ZM. If an exhibitor decides to decrease applied area, the difference of the first payment due to this change will not be refunded to the exhibitor separately but counted as the participation fee paid by the exhibitor as a whole. The exhibitor shall receive an invoice for the remainder of the participation fee after stand assignment. The remained amount will be the difference between the actual participation fee of the assigned area and the already paid amount.

Payment of the invoices is due immediately unless other payment deadlines are stated in the invoices. Payment of the participation fee as well as payment for admitting co-exhibitors is a prerequisite for occupation of the exhibition area. If exhibitors have ordered MM-ZM services, MM-ZM is entitled to refuse the exhibitor's move-in request and withhold such services, including but not limited to the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MM-ZM. This applies in particular to obligations arising from previous events.

MM-ZM reserves the right to enforce the lessor's lien, as permitted by law, in order to secure its claims arising from the rental. The exhibitor must inform MM-ZM at any time about the ownership of articles, which are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MM-ZM is entitled to detain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. If this is still not enough to make up for the loss of MM-ZM, MM-ZM reserves the right to claim compensation by the exhibitor.

MM-ZM does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MM-ZM is guilty of intent or gross negligence.

Upon special application by the exhibitor, the participation fee and/or the payment for the admittance of co-exhibitors can be invoiced to a third party. As prerequisites, the third party must declare acceptance of the obligation or promise to pay the amount owed to MM-ZM, and MM-ZM must declare its

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agreement with such.

Should the exhibitor wish to have an invoice rewritten because the name, tax number or address of the recipient of the invoice has changed, the exhibitor is obliged to pay MM-ZM a sum amounting to RMB 450 plus VAT for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and MM-ZM was responsible for the incorrect details. The exhibitors should be ultimately responsible for failure of third party

5) Terms of payment (see Clause 4)

The deadlines for payment given in the invoices must be observed. Prior payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalogue, and provision of worker and exhibitor passes. The applicant or exhibitor will receive invoices for all additional charges (e.g. technical services, advertising material) with the confirmation of the order; they are to be paid immediately on receipt. All invoiced amounts in all MM-ZM invoices, which are connected with the event, are to be paid in RMB, without deductions and free of all charges (e.g. bank charges occurring when transferring via bank account have to be paid by the applicant), by credit transfer to the account specified in the invoices, mentioning the exhibitor's company name and invoice number.

Bank details of MM-ZM:

Agricultural Bank of China Shanghai Branch Xuhui Sub-branch

Account Name/Beneficiary: Messe Muenchen Zhongmao Co., Ltd.

Account No: 03329600040037631

Swift BIC: ABOCCNBJ090

Bank Address: No 30 TianYao Qiao Rd, Xuhui District, Shanghai, China

6) Rental contract

The application of the exhibitor represents the rental contractual offer and means that the exhibitor acknowledges and observes the Terms of Participation and the Technical Guidelines. The admission or rejection will be confirmed to the exhibitor in writing in due time. **Admission cannot be transferred.** The rental contract comes into force when MM-ZM has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning has been completed.

The application form submitted by the exhibitor (including Terms of Participation and Technical Guidelines), together with the Admission Letter and Exhibitor Manual sent by MM-ZM are indispensable parts of the "Booth Rental Contract", which has legally binding force on both parties. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in full to such third parties as are neither co-exhibitors admitted by MM-ZM nor additionally represented companies admitted by MM-ZM.

According to this contract, MM-ZM is authorized to assign a stand area to an exhibitor, which might deviate from the information in the application unless these deviations are unacceptable for the exhibitor. A deviation is considered acceptable if MM-ZM does not receive the exhibitor's rejection of the assignment of the stand area within one week.

If an exhibitor rejects a stand area in writing before the above mentioned deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MM-ZM assign him an acceptable stand area. If MM-ZM does not comply with the demand within an appropriate time period, the exhibitor can withdraw from the contract. The exhibitor does not have any further rights.

The allocation of the other stands, in particular of neighboring stands, can be changed by MM-ZM before the trade fair opens. MM-ZM is also entitled to relocate or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations. Exhibitors cannot make claims against MM-ZM because of such changes. MM-ZM may also subsequently, i.e. after the rental contract and the stand assignment have come into force, change space allocations, including but not limited to change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the trade fair is oversubscribed and further exhibitors must be admitted or because changes in assignments of exhibition space ensure that the facilities and space required for the trade fair are used more efficiently. Should such subsequent changes result in a lower participation fee, the difference in amount without interest will be refunded to the exhibitor. Further claims against MM-ZM are excluded. If exhibitors cannot use their stand space or are impaired in the use of their stand because they have infringed legal or official regulations or the Terms of Participation or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MM-ZM compensation for all damage caused by themselves, their legal representatives or employees; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.

The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MM-ZM's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MM-ZM at its own discretion.

Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not fulfilled their financial obligations to MM-ZM, e.g. in respect of previous events, or have infringed the regulations governing the use of the event grounds, or the terms of participation, may be excluded from admission. MM-ZM is entitled to withdraw from the contract or to terminate the contractual relationship without notice, first payment paid to MM-ZM are non-refundable and MM-ZM reserves the right to claim against exhibitors for the

losses incurred if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfills the conditions for admission.

7) Cancellation of the contract

Apart from the statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract. If the exhibitor states that he is withdrawing from the contract, this means – regardless whether he has the right to withdraw from the contract or not – that he is renouncing once and for all his intention to take part in the trade fair. If the exhibitor states that he is withdrawing from the contract and thus renounces once and for all his intention to take part in the trade fair, MM-ZM is entitled to re-let the stand area or use it itself without being obliged to do so, even if the exhibitor has no right to withdraw from the contract. **The exhibitor shall not have any further rights due to the fact that the exhibition space is rented to others or used in another way. If the exhibitor withdraws the contract after application form is submitted and the participation is approved, the first payment shall not be refunded. If the exhibitor withdraws from the contract within 2 months before the show, 100% of the actual participation fee shall be charged. The exhibitor is obliged to make up the balance of the penalty if the exhibitor fails to fully make such first payment or total participation fee when the contract is cancelled.**

MM-ZM is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MM-ZM on time. MM-ZM has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payments for the first payment of 50% for the projected participation fee. MM-ZM is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MM-ZM's rights, objects of legal protection and interests and MM-ZM can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MM-ZM is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MM-ZM's right to claim further damages remains unaffected

8) Force majeure, cancellation of the event

If MM-ZM is compelled, as a result of force majeure (natural disasters such as earthquakes, droughts, tsunamis, typhoons, hurricanes and floods, or fires, war, riots, terrorism, acts of government, epidemics and other acts or events recognized by applicable laws as force majeure or otherwise commonly recognized as a force majeure event by international commercial practice) or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas, temporarily or for longer periods resulting in postponement or curtailing of the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MM-ZM, in particular claims for damages. If MM-ZM cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, or because it has become unreasonable for MM-ZM to hold the event, MM-ZM is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

9) Dates of setting-up and dismantling / assembly, staffing and dismantling of stand

The information such as exact dates for setting-up and dismantling will be published at a later stage, i.e. in the exhibitor manual. The exhibitor shall comply with it strictly. There will be a special build-up scenario for certain sections of the outdoor area.

In the halls:

Beginning of set-up: April 16, 2024 at 9:00 am

Completion of dismantling: April 20, 2024 at 10:00 pm

Early move-in needs to be confirmed in writing by SNIEC, MM-ZM and its appointed official freight forwarder while relevant formalities should be completed and related expense should be paid. If exhibitors want to showcase over-weight / high exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc. with MM-ZM and the official freight forwarder for the show and strictly follow the over-size / overweight exhibit schedule assigned by MM-ZM and its official freight forwarder.

After that, the exhibits or facilities remaining in the indoor exhibition hall and outdoor exhibition venue shall be deemed to be abandoned by the exhibitors. Vehicles which are still in the halls or the outdoor area after these times will be removed by MM-ZM at the risk and expense of the exhibitor concerned. **Setting up must be finished by 10:00 pm on April 17, 2024 at the latest.** An extension is possible only in exceptional cases with the written permission of MM-ZM. The dates for assembly and dismantling must be observed. Stands not occupied by the last day of assembly may be disposed of as MM-ZM sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the trade fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the trade fair opens.

Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the trade fair closes (4:00 pm on April 20, 2024). If they break this rule, MM-ZM is entitled to demand a penalty of RMB 4,500.

MM-ZM is entitled to exclude from future trade fair any exhibitor whose stand is staffed by insufficiently qualified personnel during the trade fair's opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears his stand before the end of the trade fair, or who otherwise infringes the Terms of Participation, without prejudice to MM-ZM's right to cancel the contract in accordance with Clause 7 or to a claim for all costs thereby incurred by

SECTION IV RULES AND REGULATIONS

MM-ZM.

10) Stand design and equipment (see also Technical Guidelines)

a) In the halls:

Height:

The maximum booth construction and advertising height for one storey booths is 6.00 m.

The maximum booth construction and advertising height for two storey booths is 8.50 m.

Two-storey booth can only be built when the assigned booth area is 24 sqm and above.

Ultra-high or overweight exhibits are not permitted in the halls.

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space construction in the halls insofar as they are built by the exhibitor and its contractor. On request, MM-ZM's Operations Department and the appointed service partners will check submitted stand construction plans (submitted in duplicate) for exhibitors. No specific approval will be issued. All stand constructions, two-storey stands (see item 4.9 Technical Guidelines), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor area (see item 4.8 Technical Guidelines) require approval.

All raw space booth design drawings must be reviewed and approved by Grade A National Registered Structural Engineer/ third-party safety supervision agency. Approval depends on the position of the stand within the hall and the area it occupies. Stand drawings containing elevations and cross-sections, cutaway view, electricity layout, static test report or static load calculation, specification of construction must be submitted in quadruplicate to MM-ZM's Operations Department and the appointed service partners for approval by the deadline specified, at the latest 8 weeks before stand assembly is to start.

All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers. The structures of stand cannot hang on the structures of the hall. Material piling is not allowed on the two main electricity tunnels in the halls. In the case of infringement of any of the conditions specified here, MM-ZM is entitled to take action in accordance with the Terms of Participation. MM-ZM will erect partition walls only upon request and at the exhibitor's expense. Exhibitors will receive, in good time, the order form for these walls and further stand walls (height 2.50 m) with the Exhibitor Manual. The stand sides bordering neighboring stands should be not lower than 2.5m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the stand are not allowed to build stand construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

In the case of infringement of any of the conditions specified here, MM-ZM is entitled to take action in accordance with the Terms of Participation.

b) Outdoor Area

Height:

The maximum booth construction and advertising height for one storey booth is 6.00 m.

The maximum booth construction and advertising height for two-storey booth is 8.50 m.

For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers. The area of the stand construction or building at the outdoor area cannot exceed 1200 sqm and the height of the stand construction or building must be lower than or equal to two-storey buildings. All structures to be set-up in the outdoor area require the prior consent of MM-ZM and get permission from a top level certified structural engineer.

Two-storey stand construction is permitted in the outdoor area with the approval of a top level certified structural engineer, who is employed by the exhibitor or recommended by MM-ZM. Approval for the two-storey stand depends on the position of the stand and the area it occupies. The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout and static calculations or test reports, specification of construction and material must be submitted to MM-ZM's Operations Department and the appointed service partners in due time, but at least 8 weeks before set-up begins.

At the set-up of facilities, especially buildings, all applicable regulations at the event site must be observed. Booth construction and material piling are not allowed on the facility well and drainage cover at the outdoor area.

For all construction work, allowance must be made for existing supply lines, distribution boxes, etc. Where these are located within individual stand areas, they must be accessible at all times. Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

The stand sides bordering neighboring stand should be not less than 2.5m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

Construction elements, stand signboards, exhibits and banners on the booth must be arranged so that there is no unreasonable nuisance to neighbors. Misleading company signs must be removed at the request of the trade fair management. Any underground work may only be commenced after approval by MM-ZM's Operations Department.

Exhibitors whose stands adjoin the enclosing fence of the trade fair grounds may not use the fence for their construction purposes. Use of the outside of the fence to carry advertising material is not permitted. Publicity balloons are not permitted on the trade fair grounds.

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

In the case of infringement of any of the conditions specified here, MM-ZM is entitled to take action in accordance with the Terms of Participation.

11) Safety Measures

During set-up and dismantling period in the exhibition area (hall and outdoor) wearing of a safety helmet is compulsory. Herring bone ladder up to 2 m is prohibited. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2 m).

12) Technical installations and other regulations

Applications for electrical installation, water, drainage, and telecommunication connections can be considered only if submitted in due time on the order forms available from MM-ZM. The precise terms of delivery and the connection fees are stated on these forms. Facility cables needs to be protected by the cable bridge during the whole show period. Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

All building structures on the trade fair grounds shall be executed in accordance with the performance of the materials used. Revolving tower cranes, etc. must be secured according to regulations. Suspending advertising media or other loads from cranes is prohibited for safety reasons.

For security reason, hanging advertising materials or other objects on cranes, work platforms and exhibits is prohibited. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the prior written permit of MM-ZM, and the exhibitor needs to rectify with the requirement of MM-ZM according to the actual situation.

13) Restoration of the exhibition areas

All exhibition areas must be handed over to MM-ZM's Operations Department in their original condition by the stipulated date for completion of dismantling. At the end of the exhibition, exhibitors must remove from the site all the materials especially the double-sided carpet tape used from their stands by the respective timings stated in the "Operations Schedule". Apart from the clearance and cleanse of the construction materials and stains, outdoor booths exhibitors and contractors should restore the exhibition area into the initial state and clear all the garbage inside the comprehensive cementing. MM-ZM is entitled to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) by a contracting firm at the exhibitor's cost.

14) Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MM-ZM service partners responsible. In special cases, the consent of MM-ZM's Operations Department is required. All the over-hanging operations as working on the cradle are strictly prohibited.

15) Transport of track-laying vehicles

Only track-laying vehicles with smooth track plates, that are also approved for public roadways, may be driven on the roads of the trade fair grounds. The transport of track-laying vehicles into the exhibition halls is permitted only with written approval of MM-ZM's Operations Department. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

16) Sales regulations

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods must not be delivered to purchasers until after the trade fair closes. Sales are permitted only to wholesalers, retail or trade customers. **Retail sales are prohibited at the exhibition. Otherwise, the Industrial and Commercial Department may be involved and therefore all the penalties and losses incurred will be borne by the exhibitors.**

17) Catalogue and internet information

An official trade-fair catalog and an internet database information will be compiled for the trade fair. All exhibitors (including co-exhibitors and companies at joint stands) are included, with the name indicated in the application form, in the alphabetical list of exhibitors in these media. The minimum entry contains the exhibitor's company name, hall and stand number in the alphabetical list of exhibitors. Exhibitors (including co-exhibitors and companies at joint stands) will be offered other entries, e.g. in the product index, and other forms of

SECTION IV RULES AND REGULATIONS

presentation in these media on a separate order form. The forms will be sent to applicants in good time. MM-ZM assumes no responsibility for the correctness and completeness of the catalog and internet data base information.

The exhibitor is solely responsible for the permissibility under law – and particularly the law on competition and data protection– of any advertisement placed in the trade fair catalogue, the internet database information of MM-ZM at the instigation of the advertiser. Should third parties assert claims against MM-ZM on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MM-ZM fully safeguarded against all claims asserted including all costs of any necessary attorney fees, litigation costs on the part of MM-ZM. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database information of MM-ZM.

18) Exhibitor and worker passes

Exhibitor passes are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors. For the time in which the trade fair is held, each exhibitor receives the following number of exhibitor passes free of charge:

Halls			
Registered sqm	Passes	Registered sqm	Passes
9 to 17	5	72 to 100	30
18 to 35	10	101 to 200	50
36 to 71	20	> 200	max 80

The number of exhibitor passes is not increased for co-exhibitors. Additional exhibitor passes are obtainable from the trade fair management and will be charged. Exhibitor passes are intended solely for stand personnel and must not be passed on to unauthorized third parties.

Worker passes for setting up and dismantling of stands are available in the numbers required and will be charged. They can be purchased on site from the official contractor during setting-up after hall management fee and construction deposit are paid in full amount. Each company attending the show must appoint an onsite safety manager during the show period, who should wear exhibitor badge with ID photo attached on it.

19) Circular letters

Once the stands have been allocated, exhibitors will be informed by circular letters of further details concerning the preparation and organization of the trade fair.

20) Alterations

MM-ZM reserves the right to make alterations and additions in matters affecting technical arrangements (such as dismantling time, facilities switching on and cutting off time, etc.) and safety.

21) Liability and insurance

Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The minimum insured amount for the public liability insurance should be no less than 5 million RMB.

MM-ZM and its partners are neither liable for any personal damages or damages for exhibits nor liable for any compensation on lost material, theft and fire.

If MM-ZM has to pay compensations due to the events related to the exhibitors' participation during the show, MM-ZM has the right to ask the relevant exhibitors reimburse the compensation to MM-ZM.

MM-ZM and its partners is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees. MM-ZM and its partners is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair.

The same applies to vehicles left on the trade fair grounds by exhibitors, their employee contractors or representatives. For his part, the exhibitor is liable for any culpable exhibition articles or exhibition installations and equipment.

MM-ZM and its partners is not liable for any loss, damages or delays occurred during the import / export procedures, such as customs declares, transportations, loading/unloading, for the exhibits. Exhibitors should purchase sufficient amount of transportation insurances. Exhibitors have the obligation and responsibility to complete customs declaration and customs clearance in accordance with applicable PRC laws, and MM-ZM does not bear any joint and several liability.

22) Photography, filming, video recording and sketching

Only persons authorized by MM-ZM in writing and in possession of a valid MM-ZM pass may film, photograph or make sketches or video recordings in the exhibition halls and the outdoor exhibition area. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. If this rule is infringed, MM-ZM can demand that the recorded material be surrendered and take legal steps to achieve this end. Photographs of stands which are to be taken after the opening hours and need special lighting require MM-ZM's prior writing consent.

Such photographs require the main ring circuit to be switched on by the hall electrician. The exhibitor will be charged the costs incurred, insofar as they are not borne by the photographer. MM-ZM is entitled to have photographs, drawings, films and video recordings made of events at the trade fair of stands and exhibits and to use them for advertising or general press publications.

23) Catering and deliveries to stands

Only companies approved in writing by MM-ZM for the event grounds may supply exhibition stands with food and beverages. Deliveries to exhibition stands are only permitted with restrictions. MM-ZM is authorized to allow deliveries to stands only at certain times. Detailed information on the possibilities of catering at the booth will be given in the exhibitor manual at a later stage but in due time before the trade fair starts.

It's strongly suggested by MM-ZM that the exhibitors and visitors should not buy or take any food or drink from illegal peddlers in the exhibition center, otherwise the damage or loss incurred shall be borne by themselves.

24) Intellectual property rights

When participating in trade fairs organized by MM-ZM, exhibitor warrants that its exhibits, packages, design, other display and all related publicity materials found in the trade fair do not in any way whatsoever violate or infringe any third party's legal rights including but not limited to trademarks, copyrights, designs, names and patents whether registered or otherwise. MM-ZM is entitled but not obliged to set up an Intellectual Property Right Complaint Office (IPR Office) for each trade fair, whose purpose shall be to support exhibitors in cases of infringement of their IP rights by other exhibitors in accordance with related intellectual property laws. The exhibitors or agents should provide active cooperation for the investigation for obtaining the evidence, inspection and enquiry work conducted by the IPR Administration and the judicial department. Any exhibit or material suspected of infringement should be removed from the exhibition, and MM-ZM also reserves the right to request the removal of any infringing exhibits or materials. The organizer has the right to refuse participation of any exhibitor found guilty of infringement of intellectual property rights at any future trade fairs. If the exhibitor has complained about another exhibitor or its exhibits in the previous shows and complain this time again, the certifications of the previous complaints should be presented. Otherwise, the IPR Office has the right to refuse its complaint request.

25) Verbal agreements

All verbal agreements, individual and special arrangements are valid only with MM-ZM's written confirmation.

26) Regulations for use

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors and transport vehicles are not permitted to spend the night in the halls or on the outdoor area. Exhibitors must take the other participants in the event into consideration, must not act contrary to public policy and must not misuse their participation in the event for ideological, political or other purposes which have nothing to do with the event.

27) Period of exclusion

Any complaints about invoices are to be made in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

28) Place of performance, applicable law

Shanghai shall be the place of performance, also for all financial obligations. The law of the People's Republic of China shall apply.

29) Jurisdiction, arbitration agreement

The following shall apply to exhibitors incorporated in the PR of China: In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party shall bring an action at the court which has jurisdiction at the registered address of MM-ZM.

The following shall apply to exhibitors incorporated or with their principal place of business outside the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, the both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party shall submit the dispute to Shanghai International Economic and Trade Arbitration Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

30) Data protection

The exhibitor hereby acknowledges and consents that the person-related data of the exhibitor can be processed and used for fulfilling the business purposes of MM-ZM as well as being forwarded to third parties in order to above all fulfil the purpose of the contract concerned; the exhibitor further consents that its personal data could be used by third parties for marketing purposes of related trade fairs by the associate companies of MM-ZM, provided that such use of personal data by MM-ZM will be in compliance with data protection legislation. The exhibitor confirms and acknowledges that all the Personal Data provided by the exhibitor to MM-ZM is legally collected, and the consent of relevant individuals has been obtained for the use of the Personal Data under this Terms of Participation.

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31) Severability Clause

Should the provisions set out in the Terms of Participation or Technical Guidelines be or become legally invalid or incomplete, the validity of the other provisions or the contract concerned remains unaffected. In such a case, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue.

As of November 2022
Messe Muenchen Zhongmao Co., Ltd.

Key facts

APPLY NOW!

Deadline for applications:

March 16, 2024

www.ie-expo.com

Organizers

- Chinese Society for Environmental Science
- China Environment Chamber of Commerce
- Messe Muenchen GmbH
- Messe Muenchen Zhongmao Co., Ltd.

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Key facts

Date

April 18-20, 2024

Venue

Shanghai New International Expo Centre (SNIEC)

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