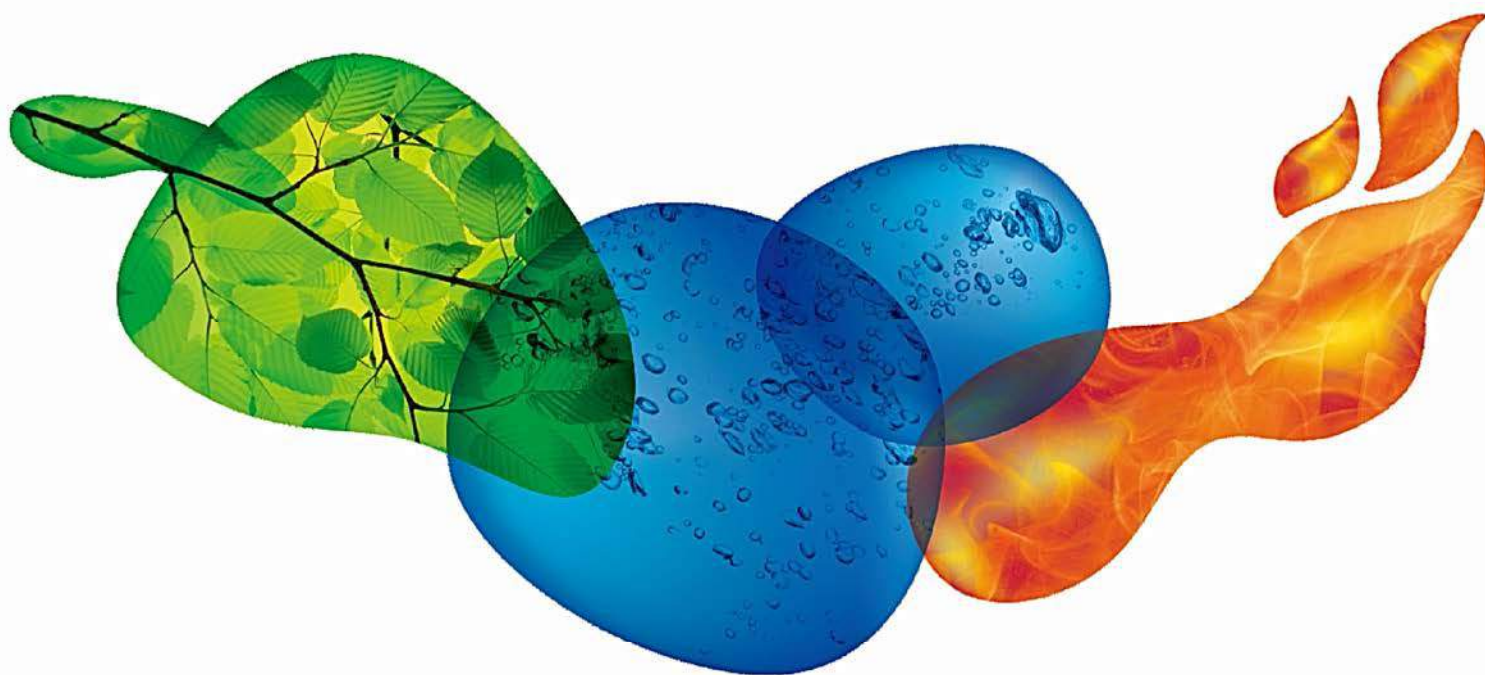


# IE expo China 2020

April 21-23, 2020

Shanghai New International Expo Centre (SNIEC)



## Exhibitor Manual

Asia's Leading Trade Fair for Environmental  
Technology Solutions: Water, Waste, Air and Soil



# **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 - 20 (Section II.C)**

## INTRODUCTION

### Welcome to IE expo China 2020—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 2020, 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 3 - 5 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.

#### 4. Move-In & Move-Out:

Move-In & Move-Out dates and times can be found on page 21 of the Exhibitor Manual for your reference.

-----  
**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.**  
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#### Please contact:

##### Operation Management

##### Messe Muenchen Shanghai Co., Ltd. (MM-SH)

11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122 / P.R.China

Contact Person: Ms. Krystal Cao (ext.829)

Tel.: +86 (0)21 2020 5500

Fax: +86 (0)21 2020 5688

E-mail: krystal.cao@mm-sh.com

##### Organizers

##### Messe München GmbH

Messegelände

81823 München, Germany

Contact Person: Ms. Tanja Dettmann

Tel.: +49 (0) 89 949 20 295

Fax: +49 (0) 89 949 97 20 295

E-mail: tanja.dettmann@messe-muenchen.de

##### Messe Muenchen Zhongmao Co., Ltd.(MM-ZM)

17th Floor, Building A, Fenglin International Building

No. 388 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

## INTRODUCTION

### DECLARATION SERVICE PARTNER

The organizers will entitle the following official service partners to offer the respective services as well as to issue the debit note and invoice to the exhibitors/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.	6-10, 12-17	Official Contractor	Milton Exhibits & Engineering (Shanghai) Ltd. ( Hall W1-W3 , E1-E2) Shanghai SERVE Exhibition Co., Ltd. (Hall W4-W5, N1-N3) Viewshop Exhibits & Display (Shanghai) Co., Ltd. (Hall E3-E7 & Outdoor)
Shipping of Exhibits	Shipping Guideline	Official Freight Forwarder	Top-trans Expo Logistics Co., Ltd. (E1-E7, Outdoor) EXPOTRANSWORLD LTD. (W1-W5) APT Showfreight Shanghai Co., Ltd (N1-N3)

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 onsite. The organizer will not be responsible for losses caused by the use of unlicensed vendors.

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

## CONTENTS

SECTION I	EXHIBITION GUIDELINE	PAGE
1	Special Notice	6
2	General Information	7
3	Contact List	8
4	Venue Information	10
5	Onsite Catering Guide	11
6	How to Get There	13
7	Venue Sitemap	17
8	Technical Specifications	18
9	Operation Schedule & Overtime	21

SECTION II.A	SHELL SCHEME MANDATORY FORMS	
S/No.	Item Description	Deadline
	Technical Specifications	24
	Stand Packages Description	27
Form 1	Company Name for Stand Fascia and Stand Layout	6 March 2020 33

SECTION II.B	RAW SPACE MANDATORY FORMS	
S/No.	Item Description	Deadline
	Technical Specifications	34
Form 2	Declaration of Exhibitor Nominated Stand Contractor for Raw Space	6 March 2020 37
Form 2.1	Construction Regulations and Declaration of Safety Responsibility	6 March 2020 43
Form 2.2	Building Approval for One-storey Booth Design	6 March 2020 46
Form 2.3	Building Approval for Two-storey Booth Design	6 March 2020 47
Form 3	Rental of Fire Extinguisher in the Booth	6 March 2020 51
Form 7	Electrical Power Supply	6 March 2020 52
Form 13	Stand Layout	6 March 2020 53

## CONTENTS

<b>SECTION II.C    OPTIONAL FORMS</b>		<b>PAGE</b>
<b>S/No.</b>	<b>Item Description</b>	<b>Deadline</b>
Form 4	Stand Package (Stand Package Description for Shell Scheme Exhibitors' Reference)	6 March 2020
Form 5	Registration of Additional Exhibitor Badges	6 March 2020
Form 6	Electrical Equipment & Fittings	6 March 2020
Form 7	Electrical Power Supply	6 March 2020
Form 8	Hanging Points & Banners	6 March 2020
Form 9	Telephone & Fax Equipment	6 March 2020
Form 10	Water and Compressed Air Supply	6 March 2020
Form 11	Meeting Rooms	6 March 2020
Form 12	Additional Furniture	6 March 2020
Form 13	Stand Layout	6 March 2020
Form 14	Office Equipment	6 March 2020
Form 15	Special Items	6 March 2020
Form 16	Additional Booth Cleaning	6 March 2020
Form 17	Booth Personnel (Interpreter / Hostess)	6 March 2020
Form 18	Lunch Box Order	6 March 2020
Form 19	Hotel Reservation	1 April 2020
Form 20	Invitation Letter to China	1 April 2020
<b>SECTION III    SHIPPING GUIDELINE</b>		
	Shipping Guideline	86

## CONTENTS

SECTION IV	RULES AND REGULATIONS	PAGE
<b>Technical Guidelines</b>		88
1	Opening Hours	89
2	Traffic on The Trade Fair Grounds, Escape Ways, Safety Installations	89
3	Technical Data	89
4	Stand Construction Regulations	89
5	Technical Safety Regulations, Technical Regulations, Supply of Technical Features	93
6	Waste Management	94
7	Water, Sewage, Soil Conservation	95
8	Painting Work	95
9	Sand, Soil and Similar Materials	95
<b>Terms of Participation</b>		
1	Application	96
2	Permitted Exhibits and Exhibitors	96
3	Co-exhibitors and Additionally Represented Companies	96
4	Participation Fees, Lien	96
5	Terms of Payment	96
6	Rental Contract	97
7	Cancellation of Contract	97
8	Force Majeure, Cancellation of the Event	97
9	Dates of Setting up and Dismantling / Assembly, Staffing and Dismantling of Stand	97
10	Stand Design and Equipment	97
11	Safety Measures	98
12	Technical Installations and Other Regulations	98
13	Restoration of the Exhibition Areas	98
14	Use of Equipment	98
15	Transport of Track-laying Vehicles	98
16	Sales Regulations	98
17	Catalogue, Internet Information	98
18	Exhibitors' and Workers' Passes	98
19	Circular Letters	98
20	Alterations	98
21	Liability and Insurance	98
22	Photography, Filming, Video Recording and Sketching	99
23	Catering, Deliveries to Stands	99
24	Intellectual Property Rights	99
25	Verbal Agreements	99
26	Regulations for Use	99
27	Period of Exclusion	99
28	Place of Performance, Applicable Law	99
29	Jurisdiction, Arbitration Agreement	99
30	Data Protection	99
31	Severability Clause	99



# Section I. Exhibition Guideline

- **What, Where & When**  
=> **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**



## SECTION I EXHIBITION GUIDELINE

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### SPECIAL NOTICE

**Welcome to IE expo China 2020!**

**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) 23521085**

**Vicky.qin@mm-zm.com**

## SECTION I EXHIBITION GUIDELINE

### GENERAL INFORMATION

<b>Exhibition Name</b>	<b>IE expo China 2020</b> <b>Asia's Leading Trade Fair for Environmental Technology Solutions: Water, Waste, Air and Soil</b>	
<b>Venue</b>	SNIEC Shanghai New International Expo Centre 2345 Long Yang Road, Pudong New Area Shanghai 201204, P.R. China* <b>*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.</b>	
<b>Exhibition Dates &amp; Hours</b>	<b>21 – 22 April 2020</b> <b>(Tuesday - Wednesday)</b>	<b>9.00 am - 5.00 pm</b>
	<b>23 April 2020</b> <b>(Thursday)</b>	<b>9.00 am - 4.00 pm</b>

#### 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

China Urban Construction Research Institute  
 Subcommittee on Solid Waste of the Chinese Society for Environmental Sciences  
 Shanghai Environmental Protection Industry Association  
 Shanghai Academy of Environmental Sciences  
 Shanghai Society for Environmental Science  
 Shanghai Association of Environmental Protection Industry

#### International and Regional Supporters

Bavarian State Ministry of the Environment and Consumer Protection (StMUV), Germany  
 Business France, France  
 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 and Nuclear Safety (BMU), 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, Recycling & Waste Management (RETech), Germany  
 International Solid Waste Association (ISWA), Austria  
 International Water Association (IWA), United Kingdom  
 Japan External Trade Organization (JETRO), Japan  
 Japan-China Environment Service Center, Japan  
 Korea Environmental Preservation Association (KEPA), Korea  
 Taiwan Environmental Manufacturers Association, Taiwan

## SECTION I EXHIBITION GUIDELINE

### CONTACT LIST

ORGANIZERS	OFFICIAL STAND CONTRACTOR
<p><b>Messe München GmbH</b> Messegelände; 81823 München, Germany Tel.: +49 (0)89 949 20 295 Fax: +49 (0)89 949 97 20 295 Contact Persons: Ms Tanja Dettmann Ms Andrea Graf E-mail: tanja.dettmann@messe-muenchen.de andrea.graf@messe-muenchen.de</p> <p><b>Messe Muenchen Zhongmao Co., Ltd.</b> 17<sup>th</sup> Floor, Building A, Fenglin International Building No. 388 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><b>Milton Exhibits &amp; Engineering (Shanghai) Ltd.</b> <b>(Hall W1-W3, E1-E2)</b> Milton Exhibits House, Block 16 Shanghai Shineland, No. 1188 Huiy Highway, Jiading District, Shanghai 201802 / P.R. China Tel.: +86 (0)21-61830668 Fax: +86 (0)21-61830688 Contact Persons: Mr. Ian Liu (Hall W1) Tel: +86 (0) 21-61830625 Ms. Trudy Tang (Hall W2) Tel: +86 (0) 21-61830682 Ms. Nicole Dai (Hall W3) Tel: +86 (0) 21-61830683 Mr. Oliver Hou (Hall E1) Tel: +86 (0) 21-61830635 Mr. Jason Ge (Hall E2) Tel: +86 (0) 21-61830656 Email: ianliu@milton-sh.com trudytang@milton-sh.com nicoledai@milton-sh.com oliverhou@milton-sh.com jasonge@milton-sh.com</p>
BOOTH SURVEYOR	
<p><b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688/99 Contact Persons: Mr. Marvin Ma / ext. 860 (W1/W2 &amp; E1 Outdoor) Ms. Nancy Huang / ext. 887 (W3/W4/W5) Mr. Matty Cao / ext.831 (E2/E3/E4) Ms. Iris Qian / ext. 626 (E5/E6/E7) Mr. Fred Liu / ext. 893 (N1/N2/N3) E-mail: marvin.ma@mm-sh.com nancy.huang@mm-sh.com matty.cao@mm-sh.com iris.qian@mm-sh.com fred.liu@mm-sh.com</p>	<p><b>Shanghai SERVE Exhibition Co., Ltd.</b> <b>(Hall W4-W5, N1-N3)</b> No.46, Lane 668, Fanglin Road Shanghai, China, 201801 Tel.: +86 (0)21-5239 6651 Fax: +86 (0)21-5239 6653 Contact Persons: Ms. Yoyo Ge / ext. 805 (W4) Ms. Niko Song /ext. 807 (W5) Ms. Joey He /ext. 802 (N1) Ms. Yvonne Gui /ext. 811 (N2) Mr. DK Cai /ext. 812 (N3) Email: yoyoge@serve-expo.com nikosong@serve-expo.com joeyhe@serve-expo.com yvonnegui@serve-expo.com dkcai@serve-expo.com</p>
VISA APPLICATION & HOTEL RESERVATION	
<p><b>visa Application</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Contact Person: Mr. Steve Shen / ext. 863 E-mail: steve.shen@mm-sh.com</p> <p><b>Hotel Reservation</b> <b>Shanghai Mengxuan Exhibition Service Co., Ltd.</b> Room 417, 4F Donglong building No.158, Shuanglia Road, Xujing Town, Qingpu District, Shanghai, China Tel: +86 (0) 400-114-8966 Contact Persons: Merry : +86(0) 183 2155 5228 Cici: +86(0) 177 2112 6991 Email: stt@mxydt.com zy@mxydt.com</p>	<p><b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd.</b> <b>(Hall E3-E7 &amp; Outdoor)</b> Room A08-A11, No. 1099 Guo zhan Road Shanghai, China, 200126 Tel.: +86 (0)21-3251 3138 Fax: +86 (0)21-3251 3139 Contact Persons: Ms. Lizzie Jiang / ext. 231 (E3 &amp; Outdoor) Mr. Peter Gao / ext. 227 (E4 / E5) Ms. Queena Qiu / ext. 205 (E6) Mr. Tim Qian / ext. 222 (E7) Email: lizzie.jiang@viewshop.net peter.gao@viewshop.net queena.qiu@viewshop.net tim.qian@viewshop.net</p>

## SECTION I EXHIBITION GUIDELINE

### OFFICIAL FREIGHT FORWARDER

#### **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. Grace Jiang / ext. 8010 182 1758 5719

Ms. Linda Zhang / ext. 8012 159 0176 6833

E-mail: grace.jiang@top-trans.com.cn  
 linda.zhang@top-trans.com.cn

#### **EXPOTRANSWORLD LTD. (W1-W5)**

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

Tel: +852 2730 1868

Fax: +852 2730 1878

Contact person: Mr. Tommy Seto

Mr. Samir He

E-mail: tommy.seto@expotransworld.com

samir.he@expotransworld.com

#### **APT Showfreight Shanghai Co., Ltd (N1-N3)**

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

## SECTION I EXHIBITION GUIDELINE

### Venue Information

Type of Services	Location	Contact Details
<b>Bank / Credit Card System</b> (Mastercard / VISA / Union Pay)	ATM: SNIEC Entrance Halls	
<b>Bank Services near SNIEC</b>	<b>Bank of Communications</b> No. 291 Yu Lan Road, Shanghai No. 945 Mei Hua Road, Shanghai	+86-21-6845 4369 +86-21-5059 9410
	<b>Agricultural Bank of China</b> No. 321 Yu Lan Road, Shanghai	+86-21-5045 2814
	<b>China Construction Bank</b> No. 348 Bai Yang Road, Shanghai	+86-21-5045 0244
	<b>Industrial and Commercial Bank</b> No. 257 Yu Lan Road, Shanghai	+86-21-5059 1836
	<b>Bank of China</b> No. 1120 Fang Dian Road, Shanghai	+86-21-5076 9612
<b>Baggage Check / Cloak Check</b>	SNIEC South Entrance Hall	
<b>Business Centre</b> (Post office, telephone, fax, photocopying and internet services are available)	SNIEC Entrance Halls	+86-21-2890 6075
<b>Pudong Police Administration Office / SNIEC Police Station</b>	East side of hall W4 (outside)	+86-21-2890 6024/6
<b>Customs Office</b>	West side of hall W2 (inside)	+86-21-2890 6146/8
<b>Press Lounge</b>	On site	
<b>Plants / Flowers</b>	<b>Yingxin Flower Store</b> W3-B1, E2-B3	+86-21-2890 6290
	<b>Xinbo Flower Store</b> E7-B2b, N2-B2c	+86-21-2036 7508 +86-136 5196 2960
<b>Shops</b>	<b>Family Mart</b> W1-B2, W3-B2, E3-B1, inside of #2 North Entrance Hall	
	<b>C-Store</b> N1-R1, E7-B1a	
	<b>Lawson</b> N4-B1	
<b>Digital Print Service</b>	<b>Ri Fu</b> West side of hall E2	+86-21-2890 6788
<b>Stationary / Hardware Stores near SNIEC</b>	<b>METRO mart</b> (within 12 minutes' walk from SNIEC) No. 383 Bai Yang Road	+86-21-6892 8888
	<b>Carrefour</b> (within 5 minutes' drive from SNIEC) No. 185 Fang Dian Road	+800 820 0871
<b>Stores for Electronic Equipment near SNIEC</b>	<b>METRO mart</b> (within 12 minutes' walk from SNIEC) No.383 Bai Yang Road	+86-21-6892 8888
	<b>B&amp;Q</b> (within 10 minutes' walk from SNIEC) No.393 Yin Xiao Road	+86-21-6190 9518
<b>Public Services near SNIEC</b>	<b>China Telecom</b> No. 359 Mei Hua Road	+86-21-6845 4094
	<b>China Post</b> No. 290 Yu Lan Road	+86-21-95580
<b>Hospitals near SNIEC</b>	<b>Shanghai Renji Hospital</b> No. 1630 Dong Fang Road	+86-21-5875 2345
	<b>Shanghai East Hospital</b> No. 150 Ji Mo Road	+86-21-3880 4518
	<b>Shanghai Ruidong Hospital</b> No. 120 Jin Xiu Road (E)	+86-21-5833 9595

## SECTION I EXHIBITION GUIDELINE

### ONSITE CATERING GUIDE

Type of Services	Location	Contact Details
<b>Restaurants / Snack Bars / Catering</b>	<b>Noodles Factory</b> inside of #1 South Entrance Hall (2nd floor)	+86-21-2890 6688
	<b>East Dawning</b> inside of #2 North Entrance Hall	East Dawning booking-tel +86-21-2890 6785/6
	<b>Tree Coffee</b> inside of #2 North Entrance Hall	+86-21-2890 6668
	<b>JM Snack Bar</b> east side of Halls W1 - W5 (inside) west side of Halls E1& E2 (inside) inside of #1 South Entrance Hall (1 <sup>st</sup> floor)	+86-21-2890 6652
	<b>Pacific Coffee</b> east side of Hall W1, east side of Hall E4	+86-138 1683 6085
	<b>Li Hua Lunch Box</b> loading bay between Hall W2 & W3, W4 & W5	+86-139 0174 7158 +86-21-2890 6177
	<b>Lv Quan Restaurant</b> mezzanine of Halls W2 & W3, south side of Hall N2	+86-21-2890 6197/6198
	<b>Hui Zhan Lunch Box</b> mezzanine of Halls E3 & E4; the loading bay between Hall W1 & W2, W3 & W4, E1 & E2	+86-21-2890 6652 +86-21-2892 8898
	<b>McDonalds</b> east side of Hall W5, west side of Hall E1 & E4, south side of Hall N4	+86-21-2890 6637 +86-158 2198 4501
	<b>HB Restaurant</b> west side of Hall E2	+86-21-2890 6779
	<b>Duo Duo Juice Bar</b> west side of Hall E3	+86-138 1622 2256
	<b>Papa Johns</b> west side of Hall E4	+86-21-2892 8777 +86-159 0096 6003
	<b>Milano Restaurant</b> west side of Hall E5, south side of Hall E7, south side of Hall N3	+86-21-2890 8590 +86-21-2892 8029
	<b>Shi Ke Fast Food</b> west side of Hall E5	+86-21-2892 8028/8719 +86-159 2187 2154
	<b>La Cité Café</b> west side of Hall E6, south side of Hall N5	+86-21-2892 8188/8888 +86-159 0096 6003
	<b>Xin Ran (Chinese fast food)</b> south side of Hall N1	+86-21-2036 7717 +86-135 8550 9939
	<b>Subway</b> N1-B2a	+86-13917584644
	<b>THE DELI by Paulaner</b> south side of Hall N2	+86-139 1742 9384 +86-185 1620 4993
	<b>Private House</b> N3-B1b	+86-137 6181 3543
	<b>YA SUO SHI TANG Restaurant</b> N3-B2b	+86-21-2036 7777
	<b>Forever Valley (Chinese fast food)</b> south side of Hall N3	+86-159 0062 2555
	<b>Shen Nong Shi Fast Food</b> the loading bay between Hall N3 & N4	+86-189 1815 1713 +86-133 7191 2281
	<b>Uncle Fast Food (Chinese fast food)</b> mezzanine of Halls N3 and N4	+86-21-2036 7177 +86-152 2173 9063
	<b>Dupling House, Lao Zhong Xing Shanghai</b> N4-B2a	+86-21-63660000
	<b>Huizun Catering</b> N4-B2b	+86-21-2036 7521



## SECTION I EXHIBITION GUIDELINE

### ONSITE CATERING GUIDE (CONT'D)

Type of Services	Location	Contact Details
<b>Restaurants outside the Expo Centre (SNIEC)</b>		
<b>Kerry Parkside / B1</b>	<b>Yolota Noodle House</b>	Chinese Cuisine +86-21-5015 0757
	<b>Carl's Jr</b>	Western Fast Food +86-21-5899 3622
	<b>Suzhou Noodles</b>	Chinese Cuisine +86-21-5033 8698
	<b>Tingdon Donburi</b>	Japanese Cuisine +86-21-5877 8717
	<b>Subway</b>	Western Fast Food +86-21-6856 0377
	<b>Chao Kee 1975</b>	Chinese Cuisine +86-21-5856 7917
	<b>Spicy at the Corner</b>	Chinese Cuisine +86-21-6838 7605
	<b>Pintxos</b>	Western Cu +86-21-5858 0617
	<b>SongFa</b>	Southeast Asia cuisine +86-21-6836 3367
	<b>HEYTEA</b>	Beverage +86-21-5821 2215
<b>Kerry Parkside / 1F</b>	<b>Shanghai Dim Sum</b>	Chinese Cuisine +86-21-2022 1338
	<b>Xin Wang Restaurant</b>	Chinese Cuisine +86-21-5891 0362
	<b>Element Fresh</b>	Western Cuisine +86-21-2022 2537
	<b>BIANCHI</b>	Western Cuisine +86-21-6858 3991
	<b>Beef &amp; Liberty</b>	Western Cuisine +86-21-5042 9086
	<b>The Cook</b>	Buffet Restaurant +86-21-6169 8886
	<b>Starbucks</b>	Cafe +86-21-3868 3758
	<b>Breadsociety</b>	Bread & Dessert +86-21-5031 8197
<b>Kerry Parkside / 2F</b>	<b>Shanghai Min</b>	Chinese Cuisine +86-21-5015 1079
	<b>Vale Cuisine</b>	Chinese Cuisine +86-21-5017 7331
	<b>The Hut</b>	Chinese Cuisine +86-21-3880 5057
	<b>Johnny Moo</b>	Western Cuisine +86-21-5018 2292
	<b>Agora</b>	Japanese Cuisine +86-21-6839 0577
	<b>Chao Tang Restaurant</b>	Chinese Cuisine +86-21-6027 6079
<b>Cun Cao Xin Restaurant</b>	No.999 #14 Mei Hua Road	+86-21-6858 0796
<b>Yu Shan Fang</b>	No.977 Mei Hua Road	+86-21-3872 9917
<b>Noodle House</b>	No.1099 Mei Hua Road	+86-139 1836 5382
<b>Yu's Northeast flavoured Cuisine</b>	No.999 #19-20 Mei Hua Road	+86-21-3898 4066
<b>Busan flavoured Cuisine</b>	No.999 #37 Mei Hua Road	+86-139 1833 5601
<b>Northwest flavoured Restaurant</b>	No. 1007 Mei Hua Road	+86-21- 5045 6488
<b>Yong He King</b>	No. 2000 Long Yang Road	+86-21-3378 0346
<b>Hai Di Lao Hot Pot</b>	No. 2000 Long Yang Road	+86-21-5077 2688



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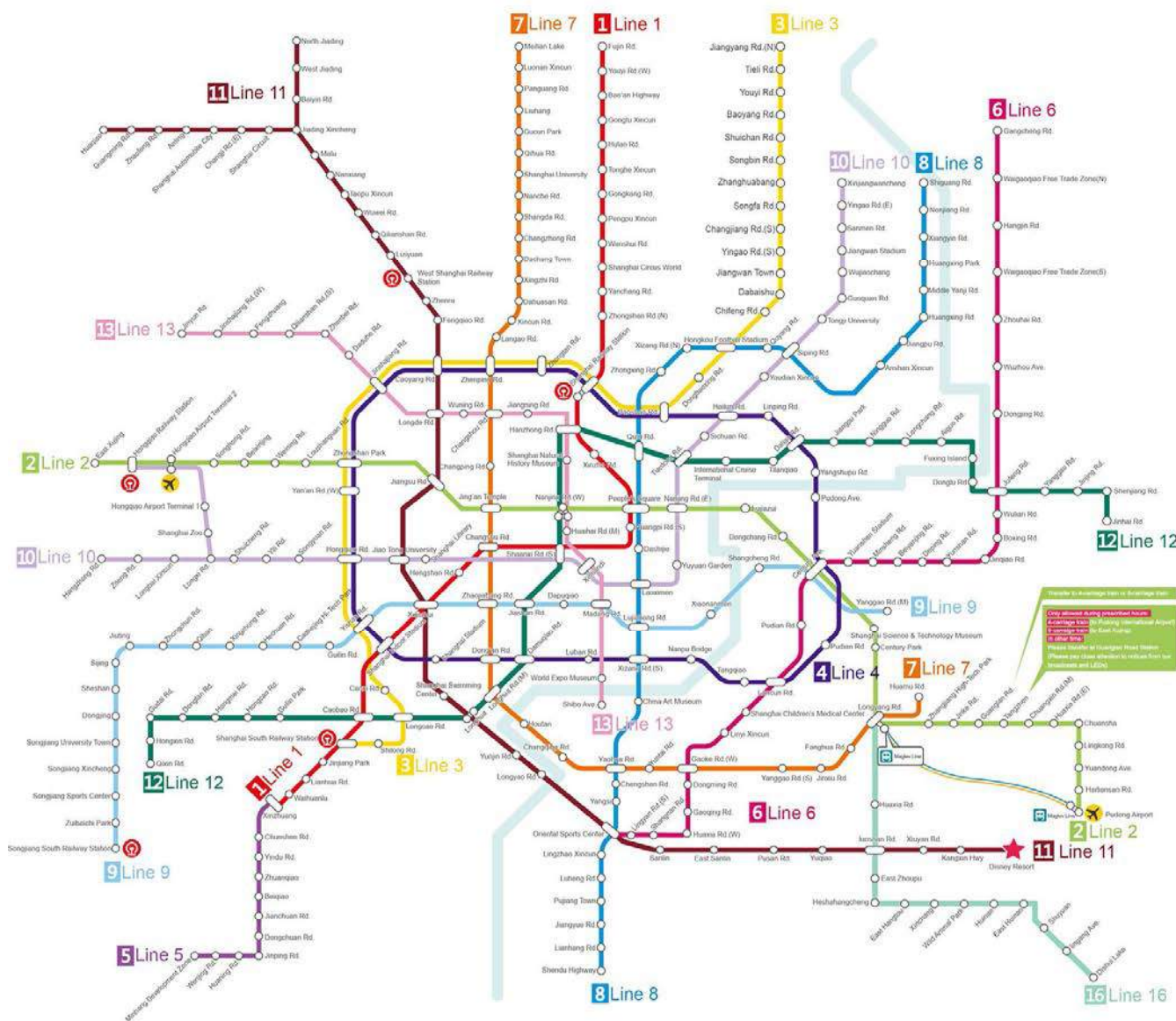
## SECTION I EXHIBITION GUIDELINE

### 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>



#### Tip:

Passengers holding public transportation cards are entitled to free transfer and uninterrupted fare charging within 30 minutes after getting out of the following stations: Shanghai Railway Station (Line 1, Line 3 and Line 4), West Nanjing Road (Line 2, Line 12 and Line 13), Longhua (Line 11 and Line 12), Hongqiao Airport Terminal 2 (Line 2 and Line 10); those holding single journey tickets need to pay for new tickets if they should exit the above stations.



SHANGHAI METRO NETWORK MAP

This picture is for reference only.

All rights reserved, reproduction prohibited.

## 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 center.

#### From Pudong International Airport

By taxi: 33KM

By Transrapid (Maglev train): from Pudong International Airport to Longyang Road. With airport tickets, one-way fare is RMB 40; round-trip fares are RMB80.

By Metro: take metro Line 2 to Longyang Road Station to change Line 7 to Huamu Road Station, 100 min.

By Airport Line Bus No. 5: from Pudong Int'l Airport to Longyang Road, 40 min, ca. RMB 16.

#### From Hongqiao Airport

By taxi: 27KM

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

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

#### 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
发车间隔 Interval	6:45	15 mins
	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, to 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 Line 7 to Huamu Road Station.

## SECTION I EXHIBITION GUIDELINE

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### 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.

#### **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: 95105105

##### **Public Transport Company**

Enquiry Hotline: 86-21-63848484

##### **Transrapid Maglev**

Enquiry Hotline: 86- 21-2890 7777

**The above information was updated on December 2 2019**

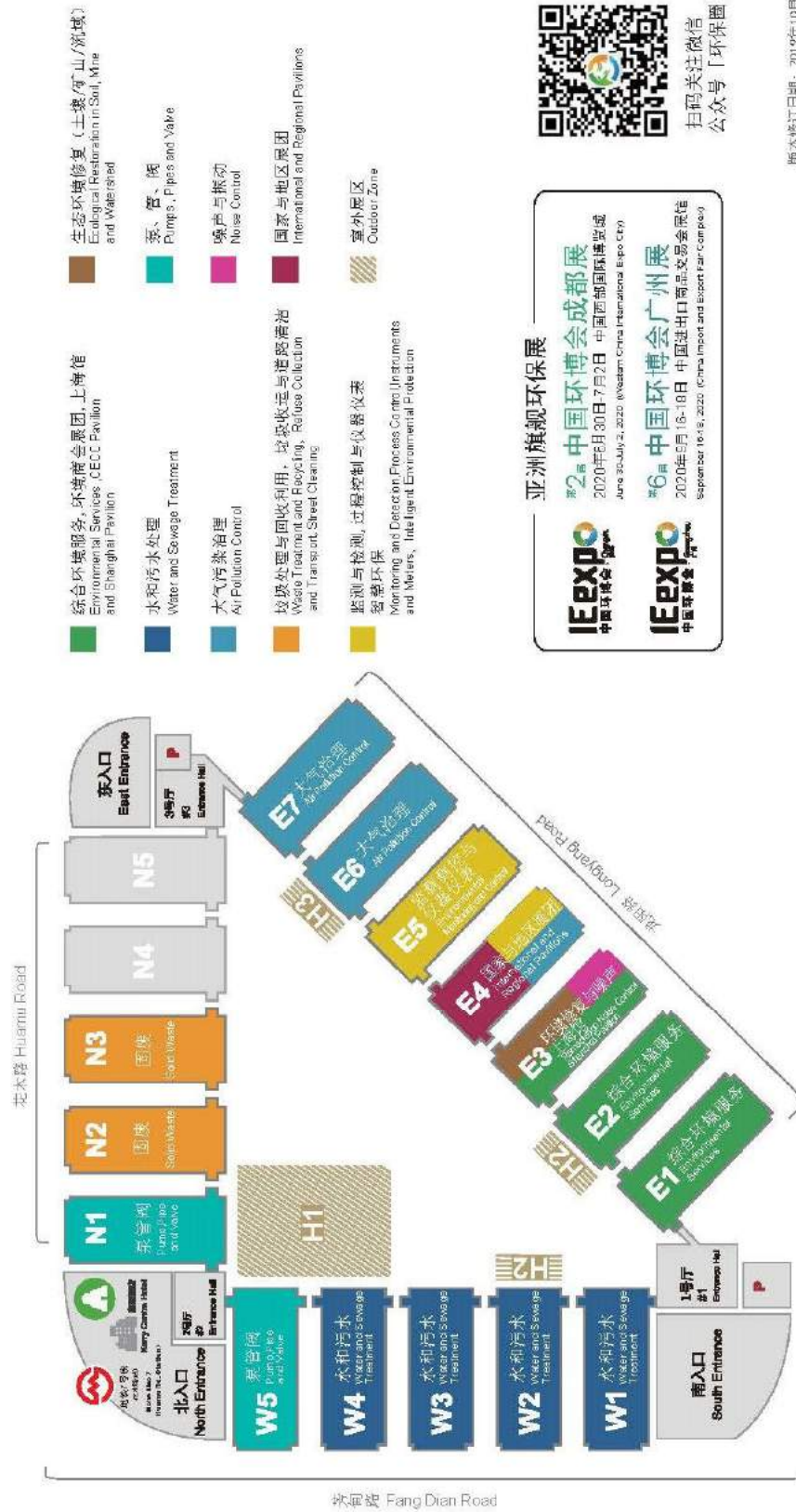
SECTION I EXHIBITION GUIDELINE

VENUE SITEMAP

**第21届中国环博会**  
2020.4.21-23 上海新国际博览中心  
IE expo China 2020 | April 21-23, 2020 (SNEC)

**2000-2020 周年**  
IE expo 中国环博会 · CHINA  
Presented by IFAT

**展馆示意图**  
Layout of Exhibition Sections



版本修订日期: 2019年10月10日



## 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	ISDN (128K), cable broadband network (max individual: 10 M)
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 <sup>3</sup> / hour x 21 = 336,000 m <sup>3</sup> / hour

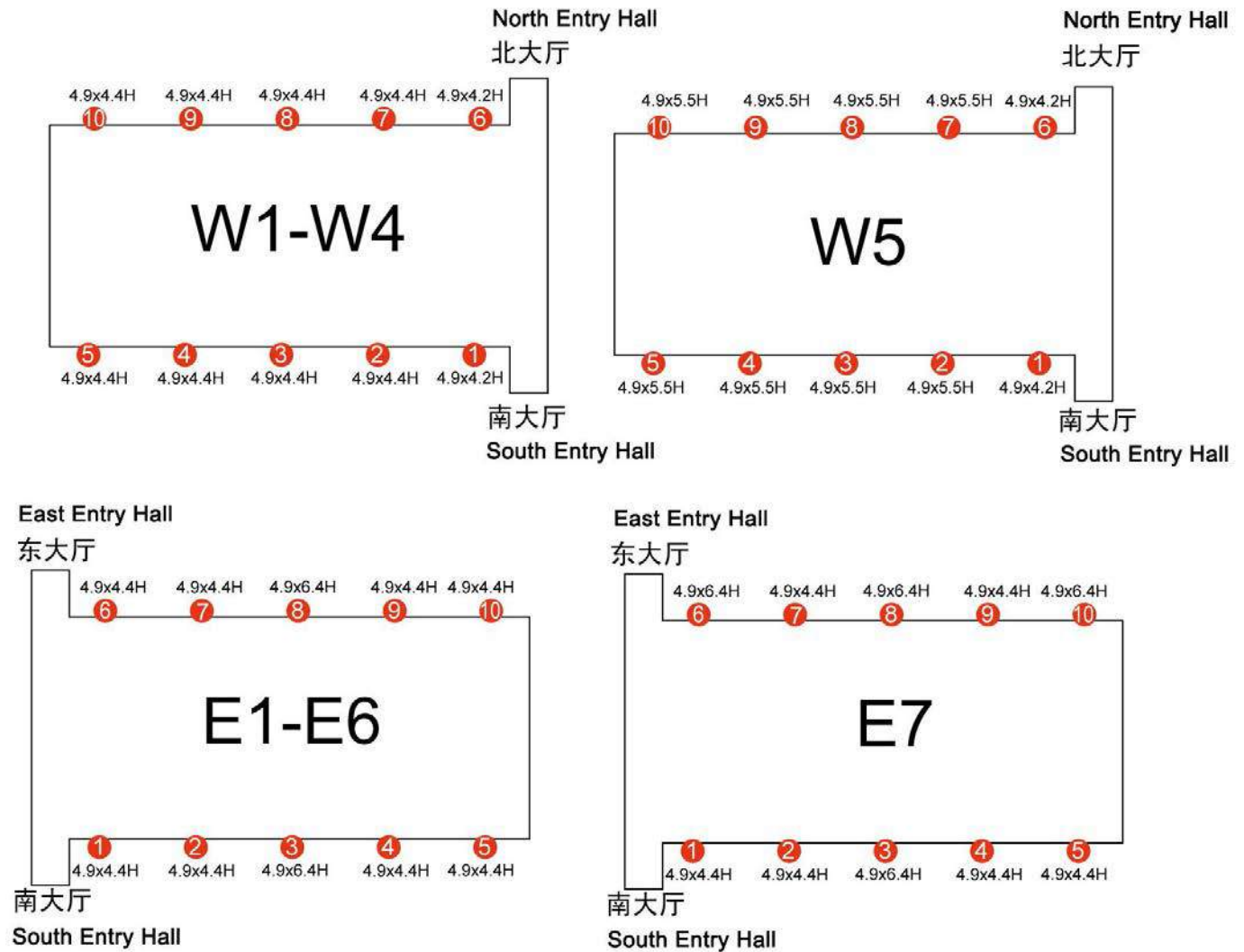
#### Outdoor Area Technical Specification

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

**SECTION I EXHIBITION GUIDELINE**

**TECHNICAL SPECIFICATIONS (CONT'D)**

**Height of Hall Access**





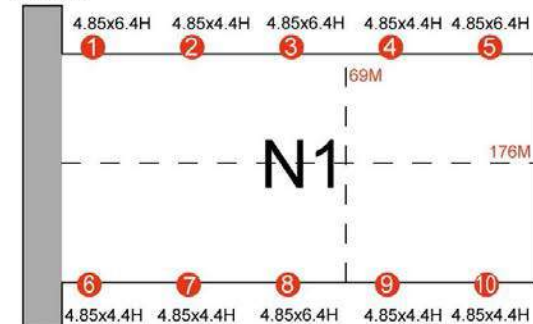
## SECTION I EXHIBITION GUIDELINE

### TECHNICAL SPECIFICATIONS (CONT'D)

#### Height of Hall Access

North Entry Hall

北大厅

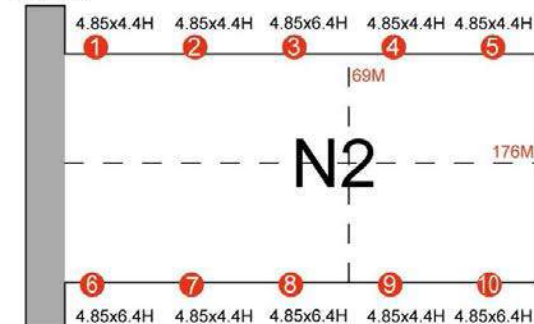


东大厅

East Entry Hall

North Entry Hall

北大厅

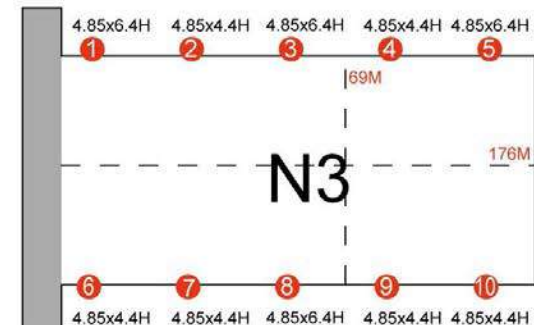


东大厅

East Entry Hall

North Entry Hall

北大厅



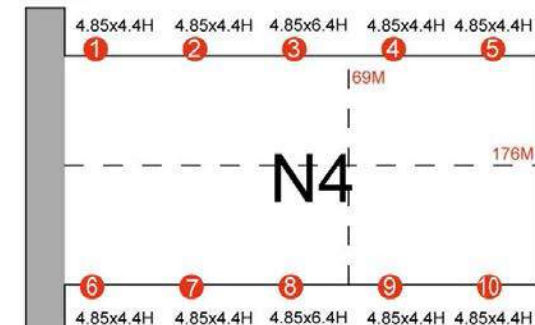
东大厅

East Entry Hall

North Entry Hall

North Entry Hall

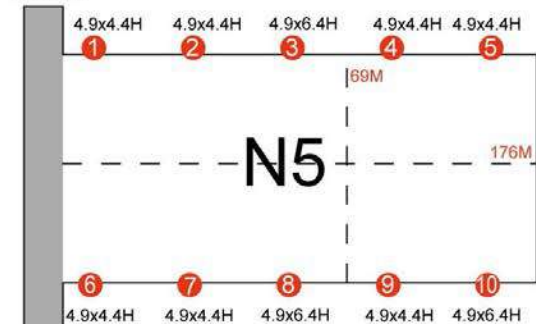
北大厅



东大厅

East Entry Hall

北大厅



东大厅

East Entry Hall

## SECTION I EXHIBITION GUIDELINE

### Operation Schedule & Overtime

Description	Date	Time
<b>Build-up Period - Exhibitor Nominated Stand Builders (Raw Space Booth Construction)</b>		
Raw Space Booth Construction	19 April 2020	12:00 – 22:00
	20 April 2020	09:00 – 22:00
<b>Exhibitors' Move-in</b>		
Exhibitors' Check-in & Badge Collection Raw Space	19 April 2020	12:00 – 18:00
	20 April 2020	09:00 – 18:00
Exhibitors' Check-in & Badge Collection Shell Scheme	20 April 2020	09:00 – 18:00
Exhibits Move-in	19 April 2020	12:00 – 22:00
	20 April 2020	09:00 – 22:00
Facility Switch on (Electrical power, water supply and compressed air)	20 April 2020	15:00
All Exhibits Ready for Display	20 April 2020	22:00
<b>Exhibition Period</b>		
Opening Hours of Exhibition	21-22 April 2020	09:00 – 17:00
	23 April 2020	09:00 – 16:00
<b>Tear-down Period</b>		
Booth Dismantling	23 April 2020	16:00 – 22:00

**This schedule is up to date at the time of print.**

**If there is any amendment, an updated copy will be available at the Organizer's Office on-site.**

#### Please note

- The various dates and times listed above will be strictly enforced. Exhibitors are advised to adhere to the above-mentioned times and dates.
- 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.
- 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.
- 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. Upon exhibition closing all relevant service supply will be stopped and dismantling of shell scheme stands will commence immediately. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.
- Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3<sup>rd</sup> 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.



**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 / per hour
- Security guard: RMB 120 / hr / pax (required for other exhibits safety reasons)

#### **EXTENDED WORKING HOURS**



Application can be requested:

- on-site at the SNIEC customer service center in 1<sup>st</sup> 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 electronical 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	19 April 2020	08:00 – 09:00	RMB 1,300
		22:00 – 08:00	RMB 2,600
	20 April 2020	08:00 – 09:00	RMB 1,300
		22:00 – 08:00	RMB 2,600
Tear-down Period	23 April 2020	22:00 – 24:00	RMB 2,600
		After 24:00	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 SNIEC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot	Waiting permit	· 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	Vehicle permit to loading bay	· 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	· 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	· 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" per day. 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.**
- 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 standard of vehicle parking fee is subject to the authorized load of vehicle driving license.
- 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).

## **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	ISDN (128K), cable broadband network (max individual: 10 M)
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 <sup>3</sup> / hour x 21 = 336,000 m <sup>3</sup> / hour

#### Outdoor Area Technical Specification

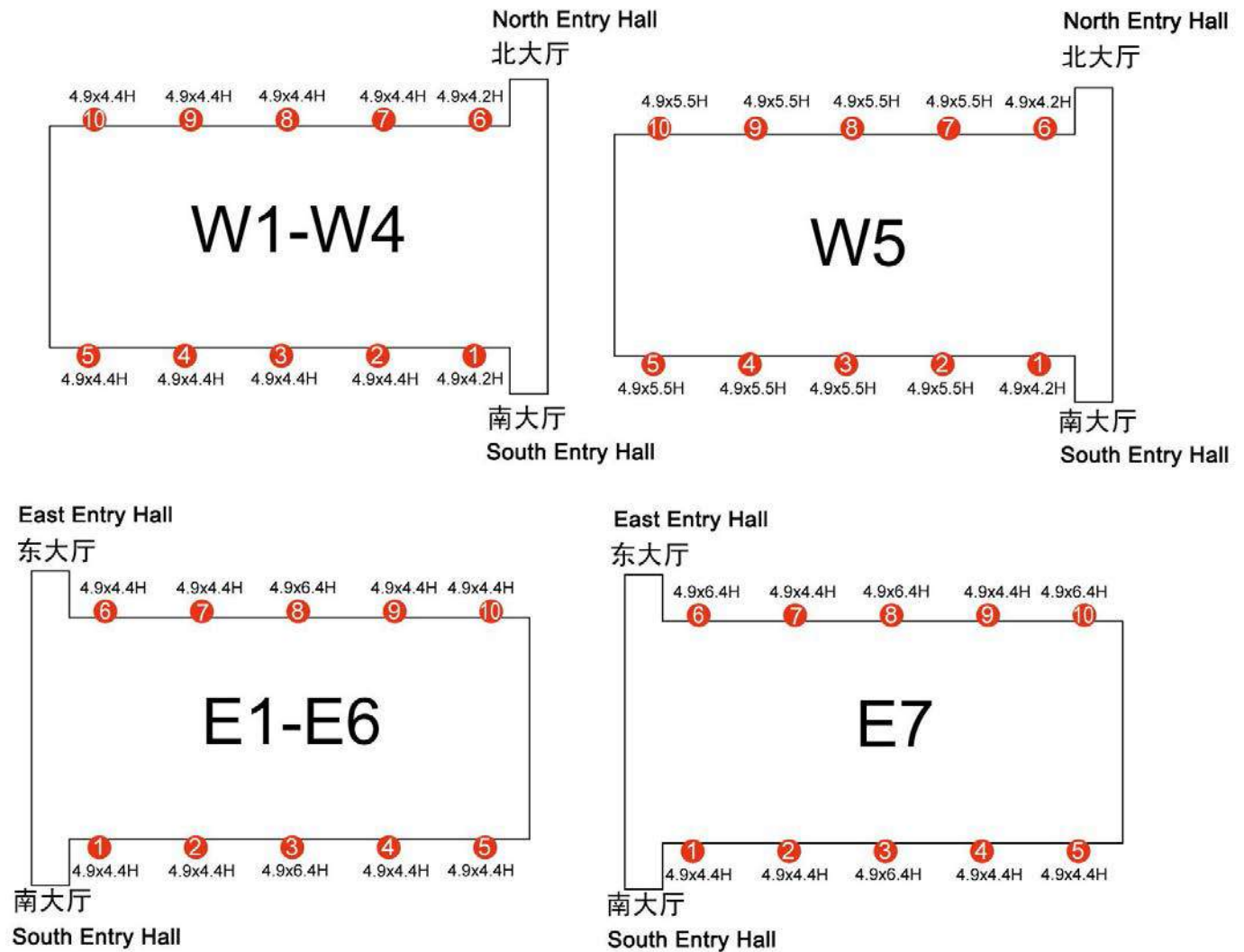
Normal Load Area	5,000 kg / sqm
Light Load Area	3,000 kg / sqm
Heavy Load Area	20,000 kg / sqm
Flooring	Concrete with hardener I, III
	Seeded gravel bed II
	For exhibits with moving parts, the above mentioned floor load capacity shall be reduced by 50%. These loads are to be taken into account for the 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



## SECTION II.A SHELL SCHEME MANDATORY FORMS

### TECHNICAL SPECIFICATIONS (CONT'D)

#### Height of Hall Access





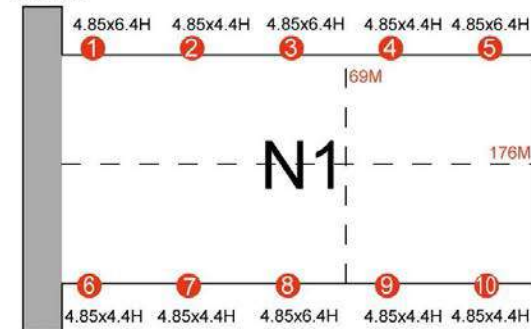
## SECTION II.A SHELL SCHEME MANDATORY FORMS

### TECHNICAL SPECIFICATIONS (CONT'D)

#### Height of Hall Access

North Entry Hall

北大厅

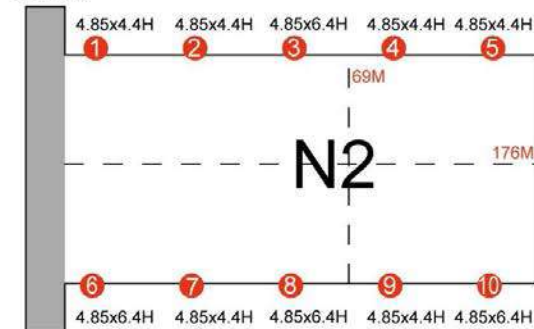


东大厅

East Entry Hall

North Entry Hall

北大厅

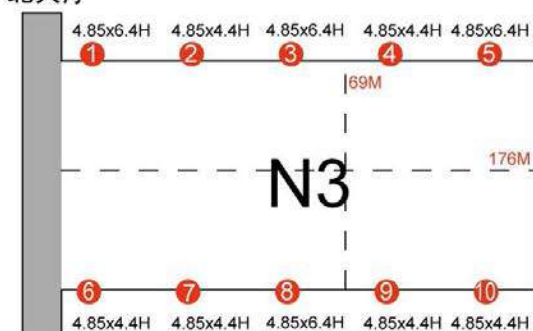


东大厅

East Entry Hall

North Entry Hall

北大厅

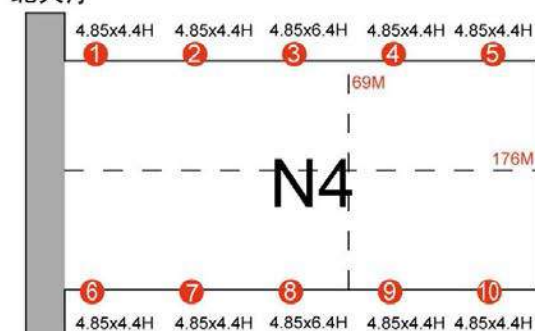


东大厅

East Entry Hall

North Entry Hall

北大厅

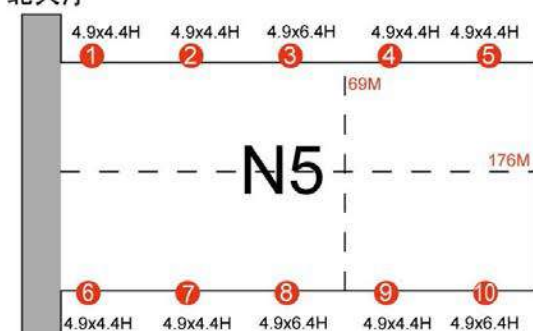


东大厅

East Entry Hall

North Entry Hall

北大厅



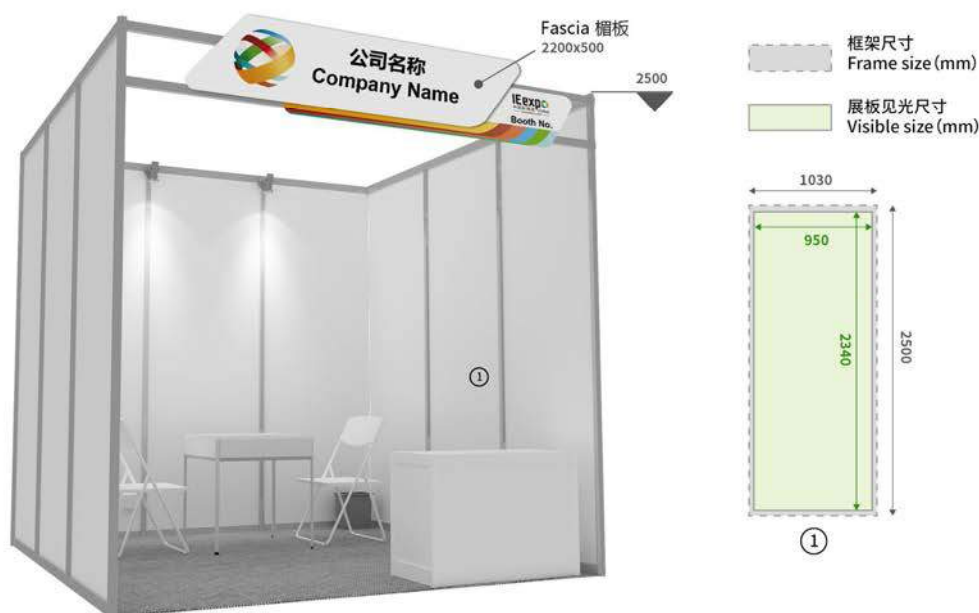
东大厅

East Entry Hall

## SECTION II.A SHELL SCHEME MANDATORY FORMS

### STAND PACKAGES DESCRIPTION

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



1. Basic (min 12 sqm RMB 150.-- per sqm)			
Max. stand height 2.5m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
Carpet, Needle punched carpet, with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, white, 2.5m ht	√	√	√
<b>Complimentary furniture:</b>			
Information counter (950L*450W*750H mm)	1	1	2
Square table (750L*750W*750H 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
2.2m*0.5mH KT board Fascia, lettering & booth no.	√	√	√

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

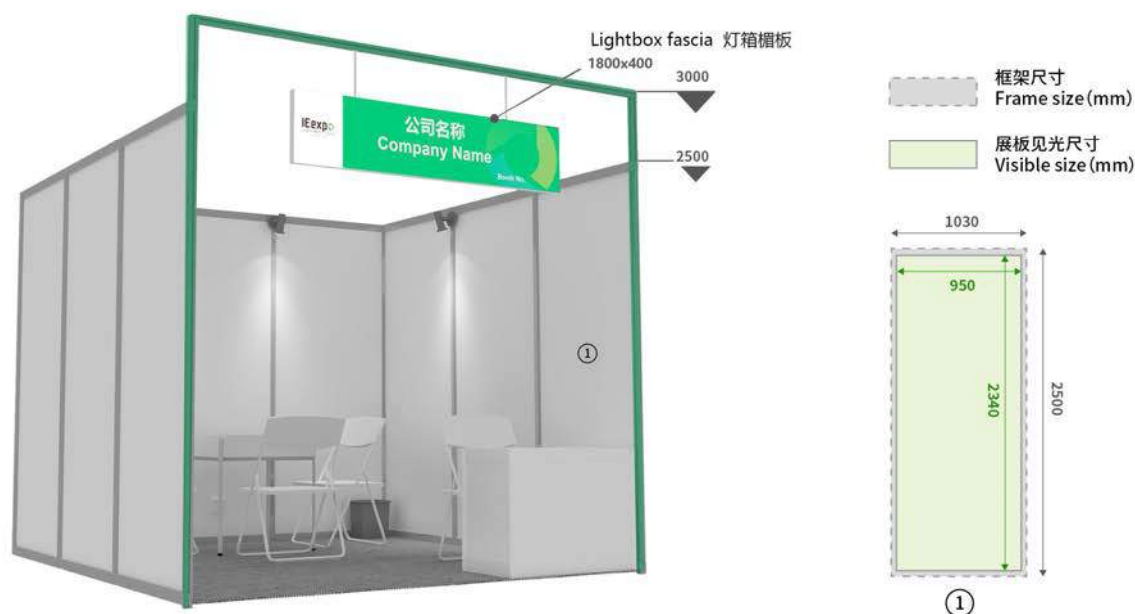
#### Notes

- 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



2. Upgrade (min 12 sqm RMB250.-- per sqm)			
Max. stand height 3m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
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 for entrance, green, 3mht	√	√	√
<b>Complimentary furniture:</b>			
Lockable cupboard ( 950L*450W*750H mm )	1	1	2
Square table ( 750L*750W*750H 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
Lightbox fascia, 0.45m ht, lettering & booth no.	√	√	√

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

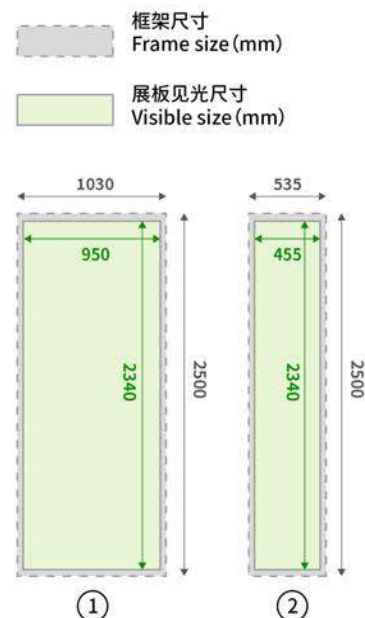
#### Notes

- 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.
- 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



3. Premium (min 12 sqm RMB300.-- per sqm)			
Max. stand height 3.5m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
Carpet , Needle punched carpet , with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, 2.5m ht	√	√	√
Banner, 2mL*0.8m ht	√	√	√
Aluminum square profile in 80*80mm for entrance, 3.5mt	√	√	√
<b>Complimentary furniture:</b>			
Lockable cupboard ( 950L*450W*750H mm )	1	1	2
Square table ( 750L*750W*750H mm )	1	1	2
Folding chair	4	4	8
Waste paper basket	1	1	2
100W spotlight	3	3	4
13A/220V (max. 500W) power socket	1	1	2
Fascia, 0.3m ht, lettering & booth no.	√	√	√

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

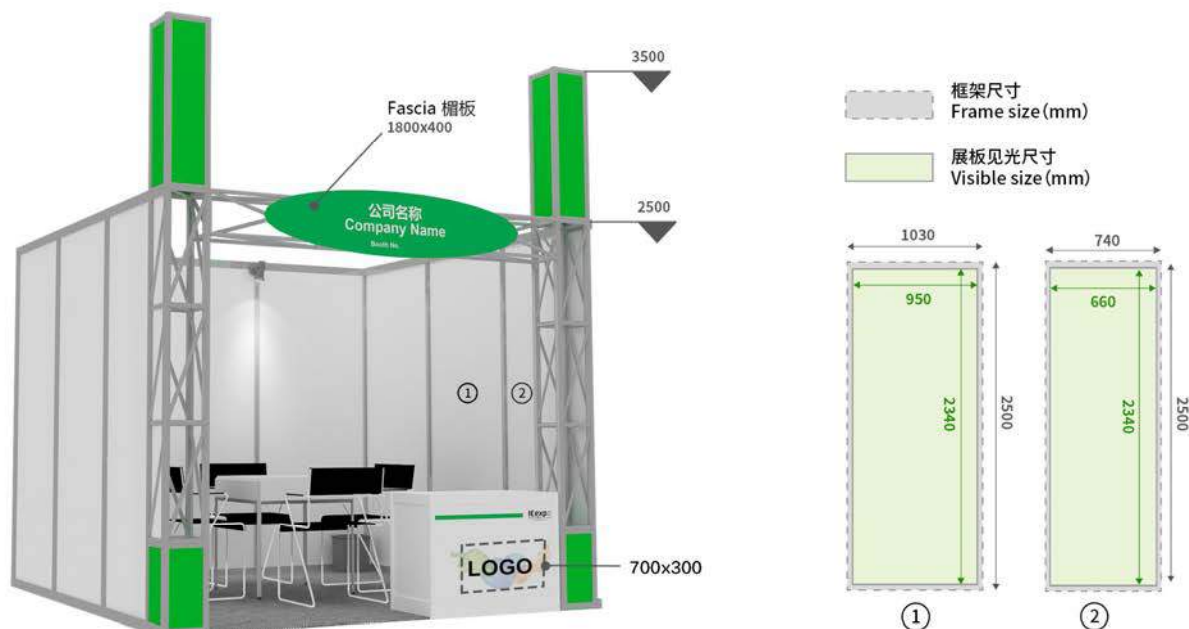
#### Notes

- 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.
- 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



4. Deluxe - A ( min 12 sqm RMB500.-- per sqm )			
Max. stand height 3.5m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
Carpet , Needle punched carpet , with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, 2.5m ht; Truss element for entrance, 3.5mht	√	√	√
<b>Complimentary furniture:</b>			
Lockable cupboard ( 950L*450W*750H mm )	1	1	2
Square table ( 750L*750W*750H mm )	1	1	2
Leather chair	4	4	8
Waste paper basket	1	1	2
100W spotlight	4	4	8
13A/220V (max. 500W) power socket	1	1	2
Fascia, 0.4m ht, lettering & booth no.	√	√	√
Logo on lockable cupboard (700L*300H mm), in sticker cut-out, excl. design, incl. production	√	√	√

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

#### Notes

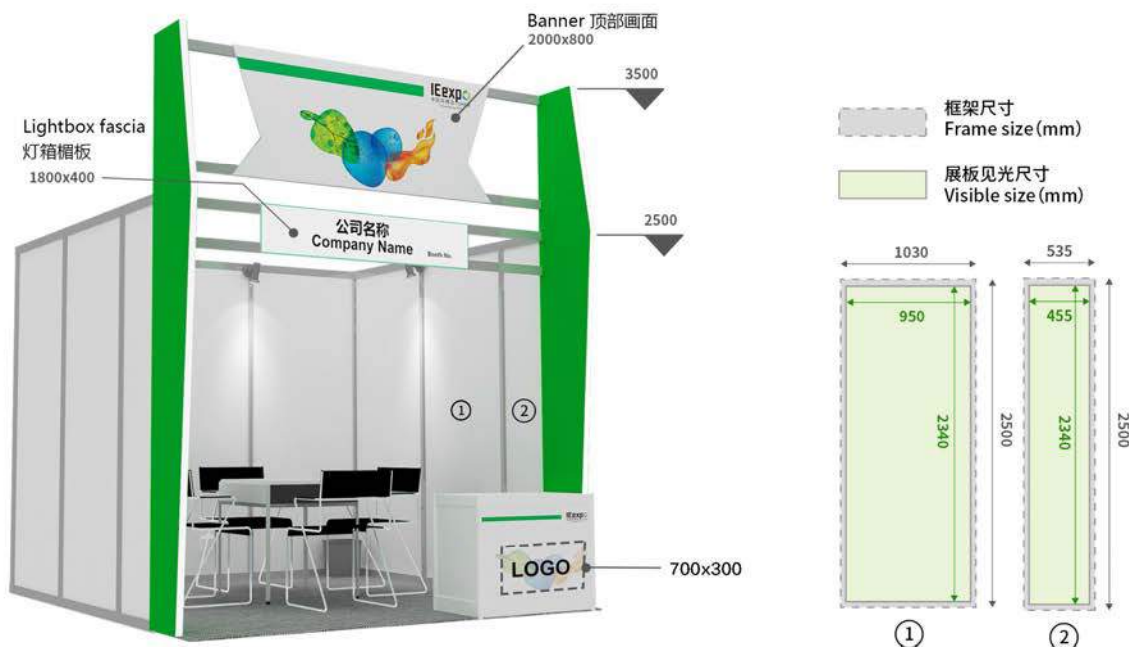
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any damages or losses.
- For Shell scheme booth, the official contractor will clean booth every morning during 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



5. Deluxe - B (min 12 sqm RMB500.-- per sqm)			
Max. stand height 3.5m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
Carpet , Needle punched carpet , with PVC covering during move-in period, fireproof (grey)	√	√	√
Wall panels, white, 2.5m ht	√	√	√
Wooden design element (green), 3.5 m ht and Banner with digital printing on mesh fabric, 0.8 m ht	√	√	√
<b>Complimentary furniture:</b>			
Lockable cupboard ( 950L*450W*750H mm )	1	1	2
Square table ( 750L*750W*750H mm )	1	1	2
Leather chair	4	4	8
Waste paper basket	1	1	2
100W spotlight, white	4	4	8
13A/220V (max. 500W) power socket	1	1	2
Logo on lockable cupboard (700L*300H mm), in sticker cut-out, excl. design, incl. production	√	√	√
Lightbox Fascia, 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.
- 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



6. Deluxe - C (min 12 sqm RMB500.-- per sqm)			
Max. stand height 3.5m	12m <sup>2</sup>	15m <sup>2</sup>	18m <sup>2</sup>
Carpet , Needle punched carpet , with PVC covering during move-in period, fireproof (grey)	√	√	√
Wooden wall panel	√	√	√
Wooden fascia board , Lettering & booth no.	√	√	√
Design element (green), 3.5 m ht, with IE expo China logo on top	√	√	√
Storage room with lockable door (1000x1000mm)	√	√	√
<b>Complimentary furniture:</b>			
Lockable cupboard (950L*450W*750H mm)	1	1	2
Square table ( 750L*750W*750H mm )	1	1	2
Leather chair	4	4	8
Waste paper basket	1	1	2
100W spotlight, white	4	4	8
13A/220V (max. 500W) power socket	1	1	2
Logo on lockable cupboard (700L*300H mm), in sticker cut-out, excl. design, incl. production	√	√	√

\*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 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

### FORM 1 COMPANY NAME FOR STAND FASCIA AND STAND LAYOUT

DEADLINE: 6 MARCH 2020

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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.

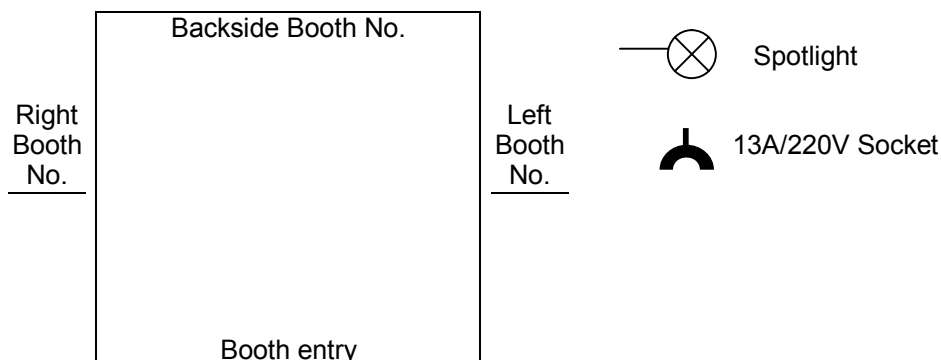
#### [1] ENGLISH: PLEASE USE BLOCK LETTERS


#### [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.

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	ISDN (128K), cable broadband network (max individual: 10 M)
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 <sup>3</sup> / hour x 21 = 336,000 m <sup>3</sup> / hour

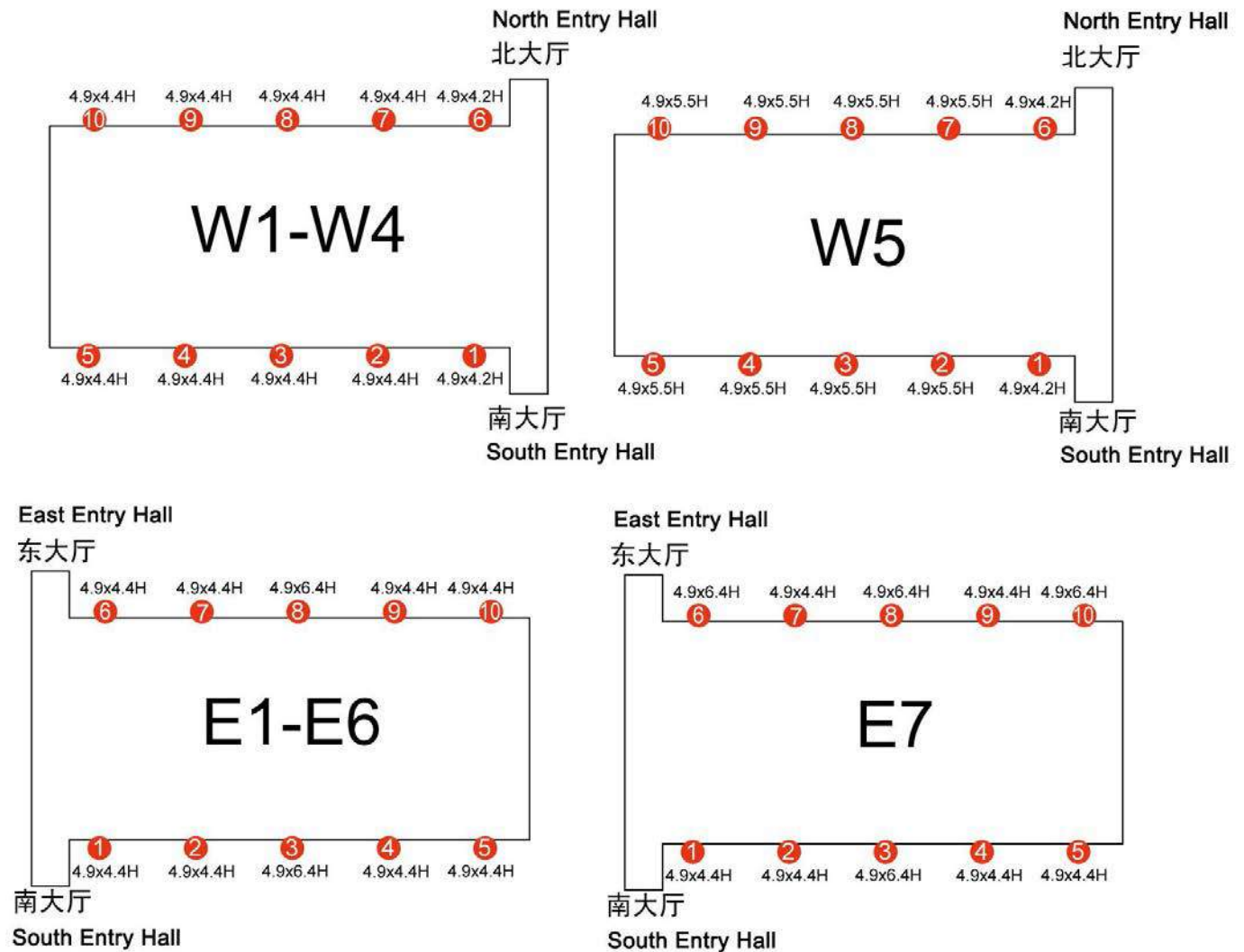
#### Outdoor Area Technical Specification

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

## SECTION II.B RAW SPACE MANDATORY FORMS

### TECHNICAL SPECIFICATIONS (CONT'D)

#### Height of Hall Access



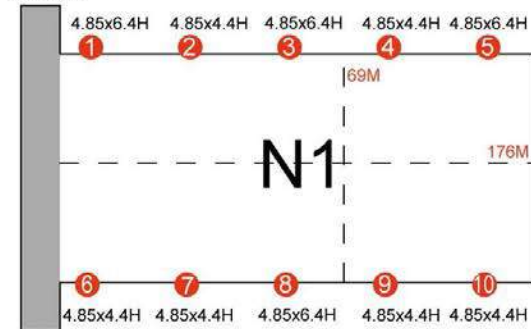
**SECTION II.B RAW SPACE MANDATORY FORMS**

**TECHNICAL SPECIFICATIONS (CONT'D)**

**Height of Hall Access**

**North Entry Hall**

北大厅

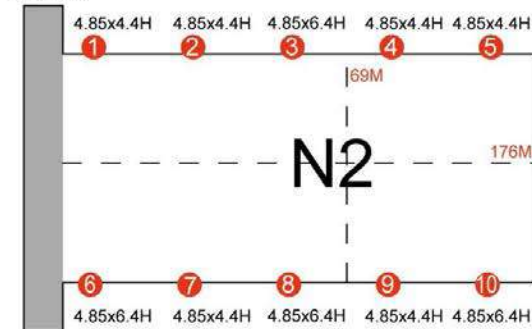


东大厅

**East Entry Hall**

**North Entry Hall**

北大厅

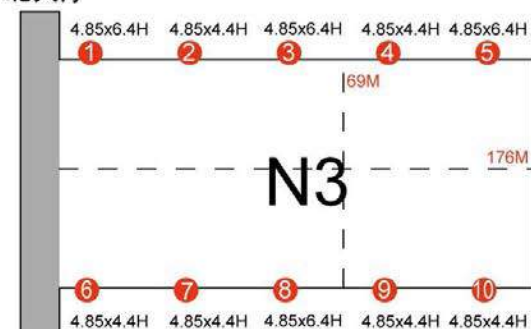


东大厅

**East Entry Hall**

**North Entry Hall**

北大厅

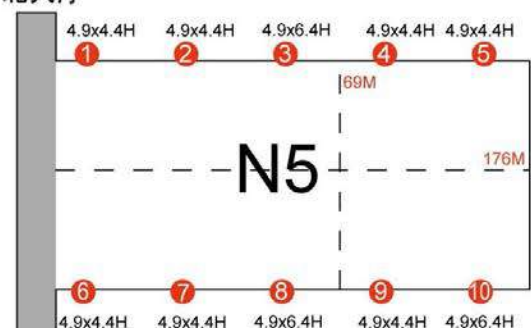


东大厅

**East Entry Hall**

**North Entry Hall**

北大厅

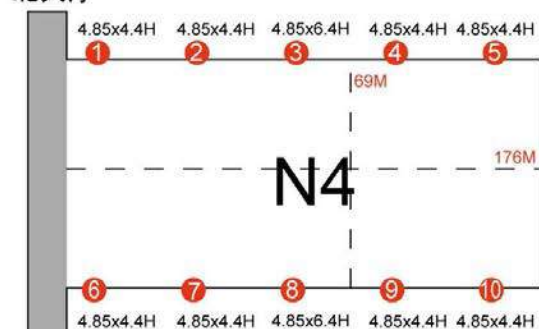


东大厅

**East Entry Hall**

**North Entry Hall**

北大厅



东大厅

**East Entry Hall**



## SECTION II.B RAW SPACE MANDATORY FORMS

### FORM 2 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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 6 March 2020**. 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 construction during build-up / show / dismantling period (please consult the insurance companies for more details). A copy of insurance policy must be submitted to the organizer/official contractor in advance for approval.
- Contractors should pay for **Hall Management Fee (RMB 35/sqm)** to official contractor and buy **contractor badges (RMB 50)** (include RMB 30 badge fees + RMB 20 accidental injury insurance fees). Please refer to the "Move-in Procedure for Exhibitor Nominated Stand Contractor for Raw Space" on the 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.
- Electrical power supply 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 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 2.1 "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 IV Technical Guidelines.**

Your stand design / construction information (please mark ✓)

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

#### Notes:

The stand design drawings of the above booth type 2 and 3 must be reviewed and approved by Grade A National Registered Structural Engineer. 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).

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 SNIEC 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, which 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 that it enters the designated parking lot for a specified period of time. Vehicles not showing the "Waiting Permit" or not complying with the specified period of time on "Waiting Permit" are not allowed to enter or park in the surrounding area of Shanghai New International Expo Center (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	· 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	Vehicle permit to loading bay	· 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	· 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	· 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" per day. 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.**
- 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 standard of vehicle parking fee is subject to the authorized load of vehicle driving license.
- 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).

## SECTION II.B RAW SPACE MANDATORY FORMS

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

According to the request of the Organizer and Shanghai New International Expo Centre, the exhibitor nominated stand contractors and exhibitors who build their booth on their own should pay hall management fee to official contractor, pay the general management deposit to our official stand contractor and must take up insurance 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 with showing hall management fee & the general management deposit receipt, contractor/forwarder name list and ID card during build-up period.

Stand design without the organizer / 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.

#### 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 SNIEC.

**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 SNIEC 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 SNIEC 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:

A. For each booth, the exhibitor, contractor as well as the organizer Messe Muenchen Shanghai 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. Compensation limit: RMB500,000
- b) The pensions, medical expenses and other related expenses caused by personal injury and death of the insured Chinese staff employed. Cumulative compensation limit: RMB1,500,000; Cumulative compensation limit per person: RMB350,000
- c) The pensions, medical expenses, and other related expenses incurred as a result of personal injury and death of a third party. Cumulative compensation limit: RMB2,000,000; Cumulative compensation limit per person: RMB350,000

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

## SECTION II.B RAW SPACE MANDATORY FORMS

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.**

### 3. Hall Management Fee

**All exhibitors nominated stand contractors and exhibitors who build their booths on their own are obliged to pay hall management fee to the official contractor.**

- A. Price: **RMB 35 / sqm / show period** (based on the contracted booth space)  
B. Method of payment: **Bank transfer**

### 4. 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 a general management deposit to the official contractor for the duration of the show period.**

- A. Price: RMB 200 / sqm / show period. For booth smaller than 100 sqm: RMB 20,000 / booth / show period

B. Methods of Payment: Bank Transfer in RMB only

<b>Hall:W1-W3, E1-E2:</b> Milton Exhibits & Engineering (Shanghai) Ltd.	<b>Hall W4-W5, N1-N3:</b> Shanghai SERVE Exhibition Co., Ltd.	<b>Hall E3-E7 &amp; Outdoor:</b> Viewshop Exhibition & Display (Shanghai) Co., Ltd.
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 Address: 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 Address: ICBKCNBJSHI	Account Name: Viewshop Exhibition & Display (Shanghai) Co., Ltd. Account No.: 4429-62465001 Bank Name: Bank Of China Shanghai Zhabei Sub-branch SWIFT Code: BKCHCNBJ300

- 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



## SECTION II.B RAW SPACE MANDATORY FORMS

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 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.
- ✧ The exhibitors/contractors should be responsible for the fees when transferring the general management deposit.
- ✧ The receipt of the general management deposit must be confirmed and stamped by showing the receipt of the hall management fee. The receipt of the general management deposit without a stamped confirmation of the Official Contractor is invalid and unavailable for deposit refund.

### \*\* 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	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. 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 those without going through procedures before entering the exhibition hall; 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.	50%
7	Exhibitors/contractors of raw space booths who 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%
8	The structure, decoration, light fittings, exhibits, etc. exceeds the booth range.	50%
9	Non-island booth without a back wall higher than 2.5m.	50%
10	Any uncovered structure surface facing the neighboring stand, or the covering substance are not pure white, smooth or consistent with the building materials.	50%
11	Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand.	50%
12	For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.	50%
13	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.	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 level of the booth is above 75dB (with reference to the complaints and the sound level test result on-site).	50%
16	Booth dismantling begins before 16:00 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%



## SECTION II.B RAW SPACE MANDATORY FORMS

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 at the construction site	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.

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.

- There are no rectifications or corrective actions in accordance with the requirements of the organizer after receiving rectification notice against irregularities.
- The booth dismantling has not been completely implemented by the end of move-out.
- 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.
- Any accident or injury occurs in the booth construction process.

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

Description		Unit	Penalty (RMB)
Show ground indoor	Make hole (dia≤10mm, depth≤100mm)	One	10000.00
	Serious abrasion	Place	500.00
	Slight abrasion		200.00
Iron gate and fence of loading bay	Serious distortion	Place	1820.00
	Slight damage		300.00
High limit pole	Damage	Piece	2600.00
	Chain link damage		100.00
	Metal bracket damage	One	6500.00
Big gate of hall	Small gate damage	One	5200.00
	Big gate damage		32500.00
Outer shell of electric box	15A	One	560.00
	100A		830.00
Copper piece in electric box	Damage	Group	130.00
Electrical cable	5*4mm <sup>2</sup>	Meter	21.00
	5*10mm <sup>2</sup>		43.00
	5*16mm <sup>2</sup>		70.00
	5*25mm <sup>2</sup>		122.00
	5*35mm <sup>2</sup>		137.00
	5*50mm <sup>2</sup>		195.00
	5*70mm <sup>2</sup>		271.00
	5*95mm <sup>2</sup>		332.00

\* SNIEC keeps all rights to adjust this price list.

## SECTION II.B RAW SPACE MANDATORY FORMS

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

**DEADLINE: 6 MARCH 2020**

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:

- To strictly adhere to the national and local governmental policies on safety procedure 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 the request of the organizer and SNIEC. The booth must be built according to approved drawings submitted.
- During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.
- 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.**
- All the 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 fire proof documents on site.**
- All the indoor booths cannot have closed roof.
- When the 1<sup>st</sup> floor area of a double-storey booth is semi or fully enclosed and bigger than 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.**
- The fire protection system, electric installations, emergency exits and aisles may not be obstructed by stand constructions.
- 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.
- The platform of any booth shall not exceed 15cm in height. Any platform exceeding 10cm in height must install slopes.
- 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.
- The proposal and design drawings of exhibition stand are required to be submitted to the organizer for approval before the show. Indoor one-storey booth not lower than 4.5m, outdoor booth or two-storey booth construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by the exhibitor/contractor or recommended by the venue. 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.
- 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.**
- 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.**
- The stand contractor should have in place windproof measures to ensure the safety and stability of outdoor stand structure.
- For outdoor stands, the lighting fixtures should be rainproof and the control switch must be combined with leakage protection devices.
- All metallic structures and shells shall have a reliable grounding. The grounding wires shall be fixed on electrical box. Any electrical box or cable cannot cross the public aisle.**
- 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.**
- No smoking is allowed in the halls. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.
- The use of airships and balloons is not permitted in the halls and in the outdoor exhibition grounds.
- 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.
- Builders working on construction in height of 2m and above must comply with safety rules and regulations of construction in height.
- All have to ensure that 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".
- After the opening of the exhibition, each construction company shall leave one safety person in charge and the full-time staff onsite in case of dealing with problems in a timely manner.
- During the dismantling period, the booth must be totally torn down without rubbish and damage.
- 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.
- 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 regulations of SNIEC, the stand design drawings of indoor one-storey booths NOT lower than 4.5m, outdoor booth or two-storey booth must be reviewed and approved by Grade A National Registered Structural Engineer.**

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 areas 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 have on hand the flame retardant test report and marking for the carpet.**

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.

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 8mm) 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 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.

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 and 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.

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. 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.**

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 that are 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 without guardrail on the top or with guardrail lower than 1.2m on the top**
    - ✓ **All the over-hanging operations as working on the cradle 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). 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

Two-storey stand construction is permitted at the fairground with approval of a top level certified structural engineer, who is employed by the exhibitor/contractor or recommended by the organizer. The 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 affect on neighbouring stands, 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 official stand contractor until 6 March 2020. The following documents must accompany the application

- ⇒ Forms 2, 2.1, 2.3 and 7 of the exhibitor manual
- ⇒ Perspective
- ⇒ Plan of ground floor
- ⇒ Plan of upper floor (Two-storey booth)
- ⇒ Elevations and Cross-sections
- ⇒ Cutaway View (Two-storey booth)
- ⇒ Structural drawing (Two-storey booth)
- ⇒ Electricity layout
- ⇒ Specification of construction together with the materials
- ⇒ Copy of insurance of working staff for the stand construction during build-up / show / dismantling period

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 the approval by the organizers, the installer and/or operator of the 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

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for floor as well as for coverings and ceilings.

#### • Positioning of cabins / Design of upper storey

Stairways, open cabins, terraces and hospitality zones must be set back at a distance of at least 1 m from any aisles. A distance of at least 3 m must be maintained between neighbouring 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 neighbouring stand must be finished in white, of neutral and clean appearance. The neighbour 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 the upper deck is used for meetings and customer support, i.e., furnished 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 a 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 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

If the upper storey area is larger than 200sqm, at least two stairways 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.

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. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

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.

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

#### Outdoor work management

1. For outdoor work, construction materials shall be sheltered and protected. A large area of decorative glass materials shall be stuck with warning signs to avoid personal injury. After daily construction works, the unfinished part should be properly sheltered and protected to prevent falling or sprinkling.
2. The windproof and fireproof protective measures should be taken to those construction materials piled in outdoor area. Fire extinguishing equipment must be allocated during the build-up / dismantling period.
3. Construction materials piled in outdoor area and current construction works should be protected from strong wind. After getting blustery forecast, following measures should be taken at construction site: to shelter and protect construction materials, to reinforce finished and unfinished building structure for windproof, to keep properly the articles stored on upper layers to prevent injury or damage causing by falling.
4. When the wind strength reaches a certain value, the organizer and official contractor have the right to adjust or suspend construction works. After completing the necessary protection and reinforcement work, raw space exhibitors and their nominated contractors must comply with relevant announcement to suspend all operational and constructional activities (including outdoor areas), and to evacuate the staff to safe area.
5. When the weather turns rainy, raw space exhibitors and their nominated contractors should adjust the construction content and slow down construction progress. Provided that the rain reaches certain strength, the organizer and official contractor have the right to adjust or suspend the aerial works, so as to avoid personal injury due to slipping floor.
6. For outdoor construction works at night, raw space exhibitors and their nominated contractors shall arrange the construction content properly on the basis of lighting condition and lighting effects. In case of insufficient lighting, construction works which might cause potential safety hazards or with more difficulties (including but not limited to material lifting, assembling of glass wall, aerial works, etc.) are strictly forbidden.

For other rules, please refer to Form 2.1 "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: 6 MARCH 2020**

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**.

**According to the newest regulation of SNIEC, the stand design drawings of indoor one-storey booths NOT lower than 4.5m 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, 2.2 & 2.3 until **6 March 2020** 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 (one-storey booth Not lower than 4.5m)
- Cutaway View (one-storey booth Not lower than 4.5m)
- Structural drawing (one-storey booth Not lower than 4.5m)
- Dimension, weight, truss specifications, material description, connection method, etc. of hanging structure (if any)

**Note:**

- 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.
- All drawings submitted to the drawing approval company appointed by SNIEC 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.
- Besides the above mentioned drawings, the following documents are also necessary for drawing re-inspection by the drawing approval company appointed by SNIEC: 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.
- Indoor one-storey booth design without the organizer and the official contractor's approval will not be permitted in the exhibition.
- 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 SNIEC, 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.
- The results of drawing inspection shall be rendered on-site and booth construction should be strictly in accordance with the approved drawings.
- 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 SNIEC	25/SQM
Re-inspection Fee -- Drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIEC	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 6 March 2020** is not guaranteed. If accepted, a 50% 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 SNIEC 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 SNIEC for inspection.	



## SECTION II.B RAW SPACE MANDATORY FORMS

### FORM 2.3 BUILDING APPROVAL FOR TWO-STOREY BOOTH DESIGN

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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 **6 March 2020** 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 (one-storey booth Not lower than 4.5m)
- Cutaway View (one-storey booth Not lower than 4.5m)
- Structural drawing (one-storey booth Not lower than 4.5m)
- 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 SNIEC 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 SNIEC: 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 SNIEC, 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 SNIEC	50/SQM
Re-inspection Fee -- Drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIEC	25/SQM


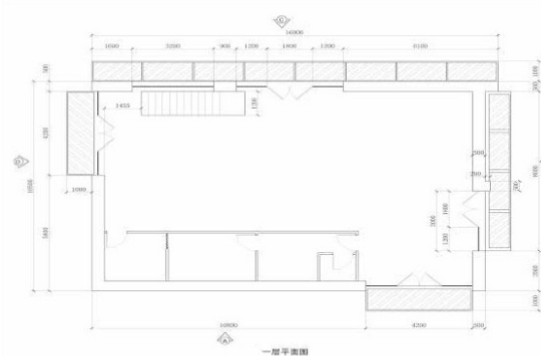
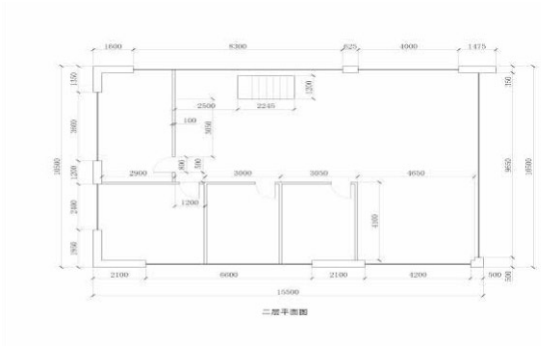
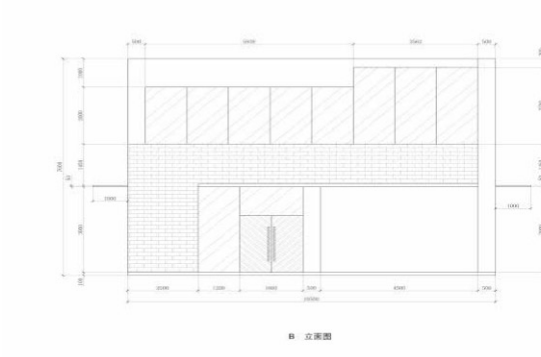
- ◆ The effective stand area is considered to be the usable space on the upper floor (as a rule the space on which a person could stand or walk) plus the construction space on the ground floor.
- ◆ The acceptance of late application received **after 6 March 2020** is not guaranteed. If accepted, a 50% 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**

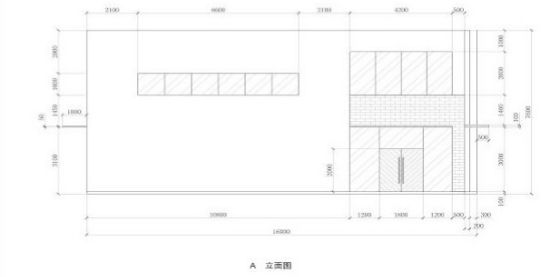


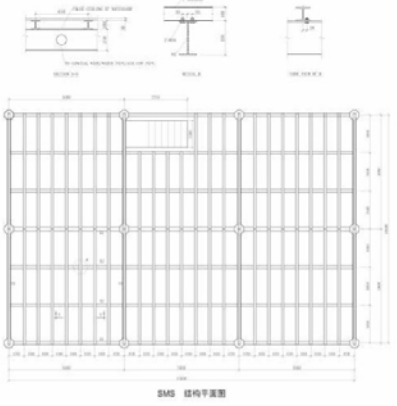
Company:	
Address:	
Tel:	Fax:
Contact:	Email:
Name of Grade A Registered Structural Engineer:	No.:
Tel:	Mailing Add.:
Remark: If the exhibitor/builder submits the drawings to the drawing approval company appointed by SNIEC for re-inspection, please clearly fill in the field of "Name of Grade A Registered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

**SECTION II.B RAW SPACE MANDATORY FORMS**

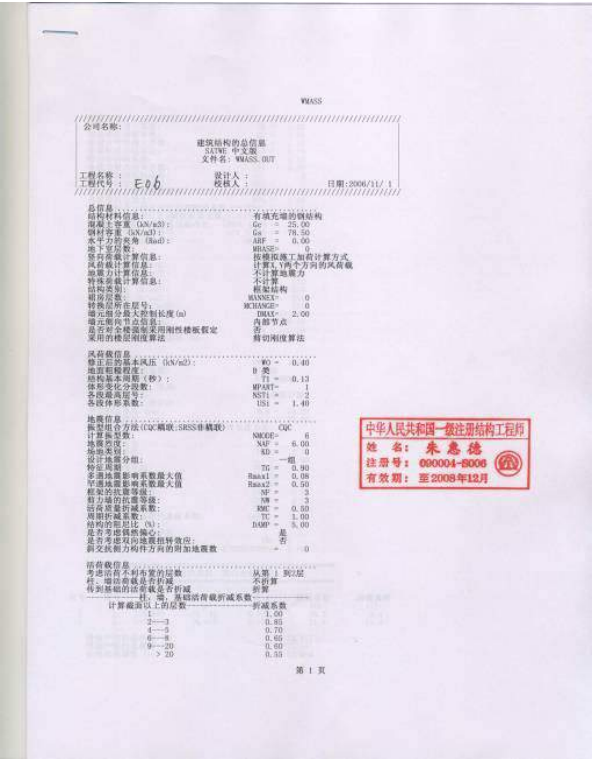
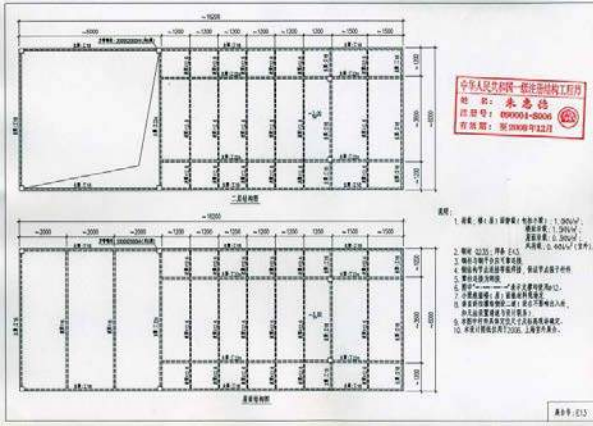

**STAND DESIGN DRAWING SPECIFICATION FOR BUILDING APPROVAL**

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 booths higher <math>\geq 4.5\text{M}</math> / outdoor / two-storey 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250MM*250MM的国标管，壁厚1.5MM</p> <p>展位所用的是8号螺丝</p>
<p>Structural drawing (required for booths higher <math>\geq 4.5\text{M}</math> / outdoor / two-storey booths)</p>	 <p>SMS 结构平面图</p>

## SECTION II.B RAW SPACE MANDATORY FORMS

Drawing	Sample
<p>Booths require re-inspection:</p> <p>Structural calculation drawing (Stamped by a Grade A registered National structural engineer)</p>	
<p>Booths require re-inspection:</p> <p>Static test report or static load calculation (Stamped by a Grade A registered National structural engineer)</p>	
<p>Booths require re-inspection:</p> <p>A carbon copy of the certification of a Grade A National registered structural engineer</p>	

## SECTION II.B RAW SPACE MANDATORY FORMS

### FORM 3 RENTAL OF FIRE EXTINGUISHER AT THE BOOTH

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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.**

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			

<b>Notes:</b> <ul style="list-style-type: none"> <li>➤ On-site order is not acceptable.</li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50 % must be levied.</li> <li>➤ For changes of confirmed and invoiced orders, a surcharge of 50 % must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The official contractor will issue the invoice.</li> </ul>
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## SECTION II.B RAW SPACE MANDATORY FORMS

### FORM 7 ELECTRICAL POWER SUPPLY

**DEADLINE: 6 MARCH 2020**

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	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1,740.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2,690.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	4,730.00		
	☐ 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)	1,700.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2,660.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	4,360.00		
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	6,530.00		
	☐ 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. 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 is available in the halls up to 63 Amp / 380 V.

<b>Notes</b> <ul style="list-style-type: none"> <li>➤ All prices include power consumption.</li> <li>➤ All raw space exhibitors must order at least one power supply for lighting.</li> <li>➤ Power main for machine and lighting should be separated.</li> <li>➤ 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.</li> <li>➤ Shell scheme exhibitors need to pay RMB 3000 as a deposit.</li> <li>➤ 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.</li> <li>➤ According to the new regulation to be implemented by SNIEC, for safety reasons all booths are required to apply for secondary switch boxes when ordering electrical power supply. It is forbidden to directly connect from the electrical power supply. The implementation time is subject to the official release of SNIEC. The charge standard will be notified separately.</li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50 % must be levied.</li> </ul>	<ul style="list-style-type: none"> <li>➤ For changes confirmed and invoiced orders, a surcharge of 50 % must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ The official contractor will issue the invoice.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> <li>➤ Exhibitors are required to mark on the 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% on the rental price.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Any complaint regarding rental items or installation must be lodged before the first day of the show. Otherwise all items are deemed to receive in good order and condition.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul>
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**Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. All exhibitors/ contractors must cut off the electrical power supply before leaving the booth. Thank you.**  
**For detailed specification please refer to the next page.**

## SECTION II.B RAW SPACE MANDATORY FORMS

### FORM 13 STAND LAYOUT

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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

Booth back wall (Neighboring Booth No.)

\_\_\_\_\_ Power supply  
 \_\_\_\_\_ Water connection  
 \_\_\_\_\_ Compressed air

Booth size  
 \_\_\_\_\_(m): \_\_\_\_\_(m)

Right  
Booth  
No.

Left  
Booth  
No.

#### Symbol

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


## **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**
  - => Form 18 Lunch Box Order**
  
- **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)**
- **Is there any hotel near the fairground where we can book with exhibition preferential rate?**
  - => Form 19 Hotel Reservation**
- **How to receive the invitation letter for visa application?**
  - => Form 20 Invitation Letter to China**

## SECTION II.C OPTIONAL FORMS

### FORM 4 STAND PACKAGE

#### 1. Basic

(min 12 sqm)

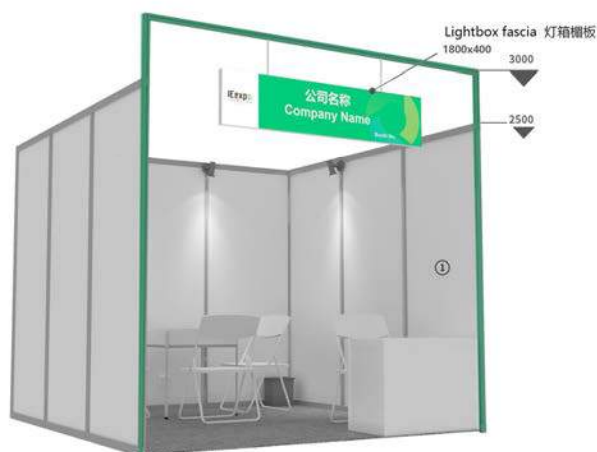
RMB 150.-- per sqm



#### 2. Upgrade

(min 12 sqm)

RMB 250.-- per sqm



#### 3. Premium

(min 12 sqm)

RMB 300.-- per sqm

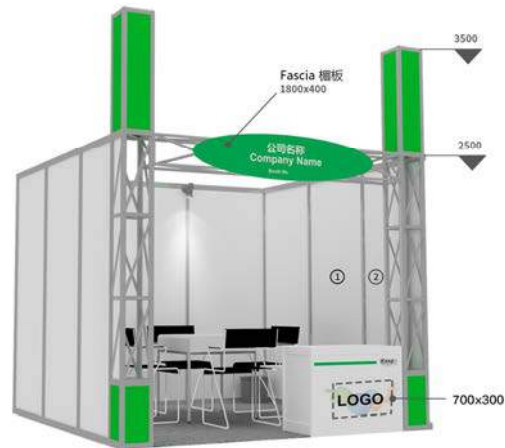


\*The above perspective is for reference only. The construction will be executed on a case-by-case basis.

## SECTION II.C OPTIONAL FORMS

### FORM 4 STAND PACKAGE

**4. Deluxe – A**  
( min 12 sqm )  
RMB 500.-- per sqm



**5. Deluxe – B**  
( min 12 sqm )  
RMB 500.-- per sqm



**6. Deluxe – C**  
( min 12 sqm )  
RMB 500.-- per sqm



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



## SECTION II.C OPTIONAL FORMS

### FORM 4 STAND PACKAGE

DEADLINE: 6 MARCH 2020

<b>Please return form to:</b> <b>Messe Muenchen Zhongmao Co., Ltd.</b> 17th Floor, Building A, Fenglin International Building No. 388 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	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Contact Person:	
	Signature:	Date:
Hall / Booth No.:		

**For the Raw Space Exhibitor** who would like to order the stand package **or the Shell Scheme Exhibitor** who would like to change the original stand package type, please complete this form and return with the necessary payment. **STAND SPACE HAS TO BE ORDERED SEPARATELY.**

Once the shell scheme package is ordered, please find **SECTION II.A** to complete and return **Shell Scheme Mandatory Forms.**

Item	Booth Type	Sqm	Price per Sqm RMB Stand package only (without space rental)	Total Price RMB
1	Basic (min. 12 sqm)		150.00	
2	Upgrade (min. 12 sqm)		250.00	
3	Premium (min. 12 sqm)		300.00	
4	Deluxe – A (min. 12 sqm)		500.00	
5	Deluxe – B (min. 12 sqm)		500.00	
6	Deluxe – C (min. 12 sqm)		500.00	

**Notes:**

- Orders without remittances will not be kept up.
- Only company names may be used. Advertising slogans will not be permitted.
- 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.
- For the stand packages which include the production of a logo, please submit a high resolution (300dpi) digital file (jpg- , tif- or eps-). ( ) Please ✓ if required
- Logo not larger than 300 x 300 mm may be attached onto the fascia. Please note that **production of additional logo is solely at exhibitor's expense**. If you wish to have your logo on the fascia produced, please send a high resolution (300dpi) digital file (jpg- , tif- or eps-), together with **Form 15**, to **official contractor** for quotation.
- 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.
- 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.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No refundment will be kept for unused complimentary furniture in stand packages.
- Exhibitors will be held responsible for any loss or damage.
- The official contractor is in charge of the booth cleaning.
- 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 the right to request the exhibitor to cooperate with rectification or take charge of deposit for on-site management.
- **The exhibitors should be responsible for the bank charges when transferring the payment.**



## SECTION II.C OPTIONAL FORMS

### FORM 6 ELECTRICAL EQUIPMENT & FITTINGS

(OPTIONAL FOR SHELL SCHEME)

DEADLINE: 6 MARCH 2020

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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		

#### Notes

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>➤ <b>Power supply and socket are not included in above.</b></li> <li>➤ <b>No lighting fixture is allowed to be connected by shell scheme exhibitors.</b></li> <li>➤ <b>Sockets are for electricity supply of exhibits only.</b></li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied.</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The official contractor will issue the invoice.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> </ul> |
|--|---|

## SECTION II.C OPTIONAL FORMS

### FORM 7 ELECTRICAL POWER SUPPLY

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1,740.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2,690.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	4,730.00		
	<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)	1,700.00		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2,660.00		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	4,360.00		
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	6,530.00		
	<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. 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 is available in the halls up to 63 Amp / 380 V.

<b>Notes</b> <ul style="list-style-type: none"> <li>➤ All prices include power consumption.</li> <li>➤ All raw space exhibitors must order at least one power supply for lighting.</li> <li>➤ Power main for machine and lighting should be separated.</li> <li>➤ 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.</li> <li>➤ Shell scheme exhibitors need to pay RMB 3000 as a deposit.</li> <li>➤ 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.</li> <li>➤ According to the new regulation to be implemented by SNIEC, for safety reasons all booths are required to apply for secondary switch boxes when ordering electrical power supply. It is forbidden to directly connect from the electrical power supply. The implementation time is subject to the official release of SNIEC. The charge standard will be notified separately.</li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50 % must be levied.</li> </ul>	<ul style="list-style-type: none"> <li>➤ For changes confirmed and invoiced orders, a surcharge of 50 % must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ The official contractor will issue the invoice.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> <li>➤ Exhibitors are required to mark on the 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% on the rental price.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Any complaint regarding rental items or installation must be lodged before the first day of the show. Otherwise all items are deemed to receive in good order and condition.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul>
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**Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. All exhibitors/ contractors must cut off the electrical power supply before leaving the booth. Thank you.**

**For detailed specification please refer to the next page.**

## SECTION II.C OPTIONAL FORMS

### FORM 8 HANGING POINTS & BANNERS

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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>	2,800.00/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)	2,800.00/piece	
	> 5 sqm (single side)	450.00/sqm	
<b>**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.</b>			

#### 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 1000KG.
  8. Each hanging point can bear no more than 200KG.
  9. The object to be suspended must be solid of reliable metal structure. Pure wood structure is forbidden to be suspended.
  10. If the suspended structure includes electric equipment, such as lights, audio, LED screen, etc. the metal structure and the casing must have reliable grounding device.
  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. The top edge of the suspended structure shall not be higher than 9m away from the floor.
  16. The advertisement or the hanging structure shall not exceed booth space and be suspended above the public area.
  17. All the hanging banners not more than 5 meters wide and not more than 25KG, which can be hung by cotton ropes with the graphics with exhibitor's logo or image will be charged as advertisement release (RMB2,800/piece for banners no bigger than 5sqm; RMB450/sqm for banners bigger than 5sqm. Banner should be produced by applicant (incl. graphic and accessories). The top and bottom edges of the banner shall be fixated 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 exceeding the above specifications must be hung by block. Banners wider than 5 meters shall be fixated by lamp holders. 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.
  19. 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.
  20. The applicant shall keep all point moving up and down synchronously while lifting the suspended structure with the premise of ensuring the balance.
  21. The applicant shall pay the deposit (RMB100/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.
  22. In the process of rising or falling, chain hoists must be used 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 that 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 tighten by wrench to reach the safety of mechanical strength.
    - c. No other materials may 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.
  23. 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.
  24. Organizer and SNIEC reserve the right to refuse hanging materials or any items that do not comply with safety guidelines.
  25. 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: 6 MARCH 2020

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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 (10M, 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)	15,525.00			
Fax machine roll paper type (24 hrs socket excluded, telephone line excluded)	1,100.00			

<b>Notes</b> <ul style="list-style-type: none"> <li>➤ Power supply and socket are not included in above.</li> <li>➤ No lighting fixture is allowed to be connected by shell scheme exhibitors.</li> <li>➤ Sockets are for electricity supply of exhibits only.</li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied.</li> <li>➤ For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ 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% on the rental price.</li> <li>➤ Cancelled orders are not refundable.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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% on the rental price.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul>
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## SECTION II.C OPTIONAL FORMS

### FORM 10 WATER AND COMPRESSED AIR SUPPLY

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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 10 m pipe up & down, Ø 15 mm (inner dia. of client interface), P. 4 kg/cm <sup>2</sup>	3,700.00		
2	Water supply to machine with 10 m pipe up & down, Ø 20 mm (inner dia. of client interface), P. 4 kg/cm <sup>2</sup>	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 0.5 HP-5 HP ( ≤0.4 m <sup>3</sup> /Min & 8~10 kgf/cm <sup>2</sup> ), Ø 10 mm (inner dia. of client interface)	6,830.00		
2	Compressed air 6 HP-10 HP ( ≤0.9 m <sup>3</sup> /Min & 8~10 kgf/cm <sup>2</sup> ), Ø 19 mm (inner dia. of client interface)	9,070.00		
3	Compressed air 10 Bar 1 m <sup>3</sup> /Min, Ø 25 mm (inner dia. of client interface)	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.**

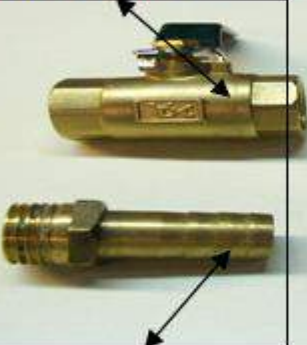


<b>Notes:</b> <ul style="list-style-type: none"> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied..</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form will be offered on request and are subject to a separate quotation.</li> <li>➤ <b>Shell scheme exhibitors need to pay RMB 3000 as a deposit.</b></li> <li>➤ <b>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% on the rental price.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipments are advised to bring their own stabilizer.</b></li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul>
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## SECTION II.C OPTIONAL FORMS

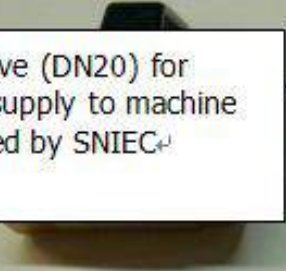



### FORM 10 WATER AND COMPRESSED AIR SUPPLY

DEADLINE: 6 MARCH 2020

#### Data of air compressor adaptor

15HP $\leq$ 1.0m <sup>3</sup> /min interface (DN25) provided by SNIEC	10HP $\geq$ 0.9m <sup>3</sup> /min interface (DN20) provided by SNIEC	5HP $\geq$ 0.4m <sup>3</sup> /min interface (disconnect coupling head) provided by SNIEC
		
$\leq$ 1.0m <sup>3</sup> /min pagoda head metric system prepared by exhibitor	$\geq$ 0.9 m <sup>3</sup> /min pagoda head metric system prepared by exhibitor	$\geq$ 0.4 m <sup>3</sup> /min quick adaptor prepared by exhibitor

#### Data of water supply adaptor

	
Ball valve (DN20) for water supply to machine provided by SNIEC	Ball valve (DN15) for water supply to booth provided by SNIEC
	
Pagoda head for water supply to machine prepared by exhibitor	Pagoda head for water supply to booth prepared by exhibitor



## SECTION II.C OPTIONAL FORMS

### FORM 11 MEETING ROOMS

**DEADLINE: 6 MARCH 2020**

<b>Please return form to:</b> <b>Messe Muenchen Zhongmao Co., Ltd.</b> 17th Floor, Building A, No. 388 Fenglin Road, Xuhui District, Shanghai 200032 Contact Person: Ms. Mabel Ma (ext.1005) Tel.: +86 (0)21-2352 1111 Fax: +86 (0)21-2352 1088 E-mail: mabel.ma@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"/>	101	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	8,000.00
<input type="checkbox"/>	105	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	8,000.00
<input type="checkbox"/>	110	Class	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4 hours/time	8,000.00
<input type="checkbox"/>	75	Theater	60	1 Podium, 1 white board, 60 chairs, 2 microphones, 19 liters water	4 hours/time	9,000.00
<input type="checkbox"/>	90	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	9,000.00
<input type="checkbox"/>	101	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	9,000.00
<input type="checkbox"/>	105	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	9,000.00
<input type="checkbox"/>	110	Theater	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4 hours/time	9,000.00
<input type="checkbox"/>	220	Class	120	1 Podium, 1 white board, 120 chairs, 6 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	232	Class	120	1 Podium, 1 white board, 120 chairs, 4 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	240	Class	120	1 Podium, 1 white board, 120 chairs, 4 microphones, 19 liters water	4 hours/time	10,000.00
<input type="checkbox"/>	204	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	220	Theater	160	1 Podium, 1 white board, 160 chairs, 6 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	223	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	12,000.00
<input type="checkbox"/>	232	Theater	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4 hours/time	12,000.00

#### 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	240.00
<input type="checkbox"/>	Upgraded Amplifier System	pcs/seminar	1,200.00
<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



## SECTION II.C OPTIONAL FORMS

Please mark the required duration of rental:

	21 April 2020	22 April 2020	23 April 2020
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"/>

<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>➤ The meeting rooms will be rented to exhibitors on a first come, first served basis.</li> <li>➤ All orders will only be processed upon receipt of full payment before the show.</li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50%.</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> <li>➤ The exhibitors will be responsible for any damages on equipment or facilities connected with the use of the meeting rooms.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The official contractor will issue the invoice.</li> <li>➤ <b>The signage outside meeting room will be charged separately. Please complete and return this form for rental.</b></li> <li>➤ <b>Please refer to the 'Notice for Meeting Room Rental' below.</b></li> </ul>
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### Notice for usage of meeting room / office / space room

1. The buildings and facilities should not be destroyed.
2. Posters are not allowed to be mounted on the buildings and facilities.
3. All the equipped furniture and facilities in the rooms are not allowed to be moved out.
4. Banners or hanging banners are forbidden.
5. It is prohibited to decorate the exterior walls (e.g. glass, frame).
6. 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.
7. Dining in the rooms is prohibited. For coffee break in the rooms, we would recommend the caterer nominated by SNIEC for safety reasons. Please keep the room clean.
8. Should you need audio cable, please inform the organizer in advance; If you bring your own projector, please make sure the connecting line is long enough to connect the laptop.
9. Please note that the microphone brought by yourself may not match the sound system equipped in the meeting room.
10. Please consider the necessity to provide business card holders, attendance books, place cards, registration desk and table cloth for yourself.
11. 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.
12. The materials for room decoration are permitted in venue during move-in period only.
13. Contractors, who are responsible for the room decoration, should pay a general management deposit min. RMB 5,000 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.

## SECTION II.C OPTIONAL FORMS

### FORM 12 ADDITIONAL FURNITURE

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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		

<b>Notes</b> ➤ <b>No lighting fixture is allowed to be connected by shell scheme exhibitors.</b> ➤ <b>Sockets are for electricity supply of exhibits only.</b> ➤ 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 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. ➤ 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: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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
Round table Ø 80 cm x 75cm (MT01)	250.00		
Bistro table Ø 60 x 100 cm ht (BT01)	280.00		
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		
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		

#### Notes

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>➤ <b>No lighting fixture is allowed to be connected by shell scheme exhibitors.</b></li> <li>➤ <b>Sockets are for electricity supply of exhibits only.</b></li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied.</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> </ul> | <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul> |
|---|---|

**SECTION II.C OPTIONAL FORMS**

**FORM 12 ADDITIONAL FURNITURE (CONT'D)**

**DEADLINE: 6 MARCH 2020**



**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 500W x 280H mm



**AS11**  
**平层板**  
Flat Shelf  
1000L x 300W mm



**AS12**  
**斜层板**  
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



**A16**  
**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**  
**蒺芦椅**  
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: 6 MARCH 2020**



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



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



**吧桌**  
Bar Table  
600Φ x 1000H mm



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



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



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



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



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



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



**投影设备**  
Projector&Screen



**LCD**  
LCD(42"50")



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



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



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



**围栏**  
Barricade For Queue  
1200H mm



**植物**  
Plant  
1000H mm



**70W金卤灯**  
70W HQI floodlight



**50W LED扁嘴射灯**  
50W LED Spade lamp



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



**40W日光灯**  
40W Fluorescent Tube



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



## SECTION II.C OPTIONAL FORMS

### FORM 13 STAND LAYOUT

DEADLINE: 6 MARCH 2020

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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: 6 MARCH 2020

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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, 1.5 x 1.5 m(F27)	1,000.00			
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			

#### Notes

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>➤ <b>No lighting fixture is allowed to be connected by shell scheme exhibitors.</b></li> <li>➤ <b>Sockets are for electricity supply of exhibits only.</b></li> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied.</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> </ul> | <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ The official contractor will issue the invoice.</li> </ul> |
|---|---|

## SECTION II.C OPTIONAL FORMS

### FORM 15 SPECIAL ITEMS

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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		

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

### FORM 16 ADDITIONAL BOOTH CLEANING

**DEADLINE: 6 MARCH 2020**

<b>Form Submitted to – Official Contractor</b>  <b>For details, please refer to 'Contact List' in SECTION I.</b>	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 <b>RMB 70.00</b> per sqm for the duration of the fair only.	70.00		
<input type="checkbox"/>	Stand cleaning service is not required			

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

### FORM 17 BOOTH PERSONNEL (INTERPRETER/HOSTESS)

**DEADLINE: 6 MARCH 2020**

<b>Please return form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11 <sup>th</sup> floor, PINGAN Fortune Tower, 1088 Yuanshen Road, 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 completed and returned by all exhibitors who require temporary staff during the exhibition duration.
- The Organisers will not be responsible for any loss or damage caused by such personnel.
- Rates quoted here will be doubled on Saturdays, Sundays, and 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"> <li>➤ After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% must be levied.</li> <li>➤ For changes in confirmed and invoiced orders, a surcharge of 50% must be levied.</li> <li>➤ Cancelled orders are not refundable.</li> <li>➤ Items not listed on this form can be offered on request and are subject to a separate quotation.</li> </ul> | <ul style="list-style-type: none"> <li>➤ The official contractor will issue the invoice.</li> <li>➤ The exhibitors/contractors are responsible for the bank charges when transferring the payment.</li> <li>➤ For technical staff (e.g. stand fitter) please fill-in form 15.</li> </ul> |
|---|--|



## SECTION II.C OPTIONAL FORMS

### FORM 18 LUNCH BOX ORDER

**DEADLINE: 6 MARCH 2020**

<b>Please return form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5540 Fax: +86 (0)21 2020 5688 eMail: shine.gao@mm-sh.com Contact Person: Ms. Shine Gao	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

This form should be completed and returned by all exhibitors who need to order lunch boxes during move-in / show period / move-out before the above deadline. The nominated caterer - Shanghai YIMA Catering & Administrating Co., Ltd. will offer the catering service.

Set A	<u>Chinese Cuisine</u>			
	Main course	Beverage	Snacks	Price
	(for one person)			
	A1. Braise pig cartilage rice	Water (335ml)	Yogurt/Fruit	RMB 35
	A2. Kung pao chicken rice	Water (335ml)	Yogurt/Fruit	RMB 35
Set B	<u>Chinese/Western Cuisine</u>			
	Main course	Beverage	Snacks	Price
	(for one person)			
	B1. Baked chicken with spices rice	Water (335ml)	Yogurt/Fruit	RMB 50
	B2. Beef pasta	Coke (335ml)	2 chicken wings	RMB 50
	B3. Ham sandwich	Coke (335ml)	2 chicken wings	RMB 50
Set C	<u>Western Cuisine</u>			
	Main course	Beverage	Snacks	Price
	(for one person)			
	C1. Super pizza (9 inches)	Coke (335ml)	2 chicken wings	RMB 80
	C2. Cheese pizza (9 inches)	Coke (335ml)	2 chicken wings	RMB 80

Date	Move-in		Show Period		Move-out
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					

#### Note

- After the deadline, late orders may not be accommodated.
- The exhibitors should inquire the nominated caterer on payment details.
- The nominated caterer will deliver the lunch boxes directly to the corresponding booths.
- The nominated caterer will contact you on payment details. The invoice will be issued by the nominated caterer.

## SECTION II.C OPTIONAL FORMS

### FORM 19 HOTEL RESERVATION

DEADLINE: 1 APRIL 2020

#### Introduction of Official Hotels

##### 1. Kerry Hotel Pudong, Shanghai

☆☆☆☆☆

No. 1388 Hua Mu Road, Pudong



Connected to Kerry Parkside with a wide range of shops and restaurants, luxurious Kerry Hotel Pudong, Shanghai is a 3-minute walk from the New International Expo Centre and Huamu Road Subway Station (Line 7). Elegant and modern, it features a spacious fitness centre including a spa and children's Adventure Zone. Free Wi-Fi is available. Kerry Hotel Pudong is a 10-minute drive from Zhangjiang High Tech Zone and a 25-minute drive from Waigaoqiao Free Trade Zone. Shanghai Disneyland can be reached in 17 minutes by car or by shuttle bus arranged by the hotel. It takes 30 minutes driving to The Bund. There is also a shuttle service from the hotel to Longyang Road Maglev Station, where guest can take the maglev train and reach Shanghai Pudong International Airport in 15 minutes.

It only takes a 3 minutes' walk to Shanghai New International Expo Centre.

There is 35 minutes' drive to Pudong International Airport and 30 minutes' drive to Hongqiao Airport.

##### 2. Shanghai Jumeirah Himalayas Hotel

☆☆☆☆☆

No. 1108 Meihua Road, Pudong



Inspired by Feng Shui elements, the luxurious Jumeirah Himalayas Shanghai boasts a blend of Oriental and modern design elements. Exclusive amenities include an indoor pool, 24-hour fitness facilities and pampering spa services.

Offering free Wi-Fi, Jumeirah Himalayas Hotel sits opposite Shanghai New International Exhibition Centre. It is a 10-minute stroll to Maglev Train Station, which is a 7-minute train ride from Pudong Airport. Huamu Road Subway Station (Line 7) is located only steps away. Right beside is Himalayas Centre, which houses a large rooftop garden and an art museum. Shanghai Disneyland can be reached in 24 minutes by car.

It only takes a 3 minutes' walk to Shanghai New International Expo Centre.

There is 35 minutes' drive to Pudong International Airport and 30 minutes' drive to Hongqiao Airport.

##### 3. Grand Mercure Hotel Pudong Century Park

☆☆☆☆☆

No. 1199 Yingchun Road, Pudong



Featuring free Wi-Fi in all areas, Grand Mercure Shanghai Century Park (Formerly Radisson Blu Hotel Pudong Century Park) is located in Pudong District, a 3-minute drive from New International Exhibition Centre. It offers a swimming pool, a fitness centre and rooms with free internet.

Grand Mercure Shanghai Century Park is 11 minutes' drive from Century Park and 16 minutes' drive to Lujiazui Financial Area. The hotel is a 35-minute car journey to Pudong International Airport. Shanghai Disneyland can be reached within 27 minutes by car. Jing'an Temple is around 25 minutes' car ride away.

It only takes 5 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 30 minutes' drive to Pudong International Airport and a 40 minutes' drive to Hongqiao Airport.

## SECTION II.C OPTIONAL FORMS

### FORM 19 HOTEL RESERVATION

**DEADLINE: 1 APRIL 2020**

#### Introduction of Official Hotels

##### 4. Wyndham Grand Plaza Royale Oriental Shanghai

☆☆☆☆☆

**No. 2288 Pudong Avenue**



Wyndham Grand Plaza Royale Oriental Shanghai boasts 360 degrees view of both modern and old Shanghai. Towering over Yangpu Bridge, the property is located along the bustling Pudong Avenue in the business centre between Lujiazui Finance Zone and Jinqiao Area.

The 318 tastefully decorated rooms and suites are lavishly appointed and exude a unique boutique ambience. Each unit comes with enhanced services and amenities including LCD TV with international satellite channels, wired and wireless internet, large work station, bedside lighting control and alarm clock.

For guests' comfort, the spacious bathroom has a hairdryer, bathrobe, slippers and rainforest showerhead. An in-room fax machine is available on request.

It only takes 20 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 40 minutes' drive to Pudong International Airport and a 30 minutes' drive to Hongqiao Airport.

##### 5. Parkview hotel

☆☆☆☆

**No.555 Dingxiang Road**



Just a 2-minute walk from Shanghai Oriental Art Centre, Parkview Hotel is designed by the renowned French architect Paul Andreu. It offers free bicycle rentals and free WiFi access in all rooms.

Parkview Hotel is a 2-minute drive from Shanghai Science & Technology Museum and a 10-minute drive from Shanghai New International Expo Centre. Pudong International Airport is a 30-minute drive away. Shanghai Disneyland can be reached in 29 minutes by car.

It only takes 15 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 35 minutes' drive to Pudong International Airport and a 40 minutes' drive to Hongqiao Airport.

##### 6. New Century Manju Hotel (SNIEC Centre) ☆☆☆

**No. 1609 Luoshan Road**



Shanghai New Century Manju Hotel Luoshan is located 2 km from Shanghai New International Expo Centre and 5 km from Lujiazui commercial area. Fitted with luxurious decors, it features a lake, a lawn and free Wi-Fi in public areas.

Hotel Shanghai New Century Manju is a 10-minute walk from Century Park and a 15-minute ride from Pudong International Airport via the Shanghai Maglev Train. It is close to Shanghai Science and Technology Museum Subway Station (line 2) or Huamu Road Subway Station (line 7). The popular Nanjing Road Area is about 20 minutes' drive away. Shanghai Disneyland can be reached in 18 minutes by car.

It only takes 5 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 30 minutes' drive to Pudong International Airport and a 50 minutes' drive to Hongqiao Airport.

##### 7. Ramada Plaza Pudong South Hotel ☆☆☆

**No. 938, Hunan Road**



The Ramada Plaza Hotel (Pudong South Branch) (Shanghai Maoye Huameida Guangchang) is located in Pudong New District, not far from the Shanghai New International Exhibition Center and Expo Area. Longyang Road Metro Station (Line 2/Line 7/Maglev) is just a short distance away. To reach Hongqiao Airport and Railway Station will take around 40 minutes by car, or around 30 minutes to reach Pudong International Airport.

It only takes 10 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 30 minutes' drive to Pudong International Airport and a 60 minutes' drive to Hongqiao Airport.

## SECTION II.C OPTIONAL FORMS

### FORM 19 HOTEL RESERVATION

DEADLINE: 1 APRIL 2020

#### Introduction of Official Hotels

##### 8. Blue Horizon Royal Parklane International Hotel

☆☆☆

NO. 2991 West Gaoke Road



The Blue Horizon Royal Parklane International Hotel (Bolong Guoji Dajiudian) is located on West Gaoke Road in the Pudong New Area of Shanghai, with Zhangjiang High-Tech Park on the east and the Shanghai Maglev Train to the north. This Shanghai hotel offers guest rooms and suites of different sizes. All rooms come with the standard amenities including Internet. Chinese and Western cuisines are available on site as well as room service, conference rooms and a banquet hall. Business guests can take advantage of the meeting facilities and business center. Other services on offer are a ticket office, free parking and an airport pickup service. Those who like to exercise can use the fitness facilities for a good workout.

It only takes 10 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 31 minutes' drive to Pudong International Airport and a 48 minutes' drive to Hongqiao Airport.

##### 9. JI Hotel (Shanghai Kangqiao Hunan Road)

No. 2568, Hunan Road



If what you're looking for is a conveniently located hotel in Shanghai, look no further than JI Hotel Shanghai Kangqiao Hunan Road. Situated only from the city center, guests are well located to enjoy the town's attractions and activities. With its convenient location, the hotel offers easy access to the city's must-see destinations.

JI Hotel Shanghai Kangqiao Hunan Road also offers many facilities to enrich your stay in Shanghai. A selection of top-class facilities such as free Wi-Fi in all rooms, express check-in/check-out, luggage storage, Wi-Fi in public areas, car park can be enjoyed at the hotel. JI hotel (Shanghai Kangqiao Hunan Road) is located in the center of Kangqiao. Close to the Yuqiao station of metro Line 7. The hotel's decoration style is a good choice for business trip.

It only takes 10 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 30 minutes' drive to Pudong International Airport and a 60 minutes' drive to Hongqiao Airport.

##### 10. Jinjiang Inn (Shanghai Lujiuzui)

☆☆

No.57 Pudian Road, Pudong



For travelers who want to take in the sights and sounds of Shanghai, Jinjiang Inn Shanghai Lujiuzui is the perfect choice. With its location just 6.09 Km from the city center and 23. Km from the airport, this 2.5-star hotel attracts numerous travelers each year. For those of you who want to venture out, Honorary Consulate of Jamaica, Paris in spring Store (Pu Jian), Central flower Market are just some of the attractions available to visitors.

Jinjiang Inn Shanghai Lujiuzui also offers many facilities to enrich your stay in Shanghai. For the comfort and convenience of guests, the hotel offers 24-hour room service, 24-hour front desk, luggage storage, Wi-Fi in public areas, car park.

It only takes 10 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 40 minutes' drive to Pudong International Airport and a 65 minutes' drive to Hongqiao Airport.

**SECTION II.C OPTIONAL FORMS**

**FORM 19 HOTEL RESERVATION**

**DEADLINE: 1 APRIL 2020**

**Introduction of Official Hotels**

**11. Motel (Shanghai Yaohan Store)**

**No. 1758, Pudong South Road**



Stop at Motel Shanghai South Pudong Road No.1 Yaohan to discover the wonders of Shanghai. Featuring a complete list of amenities, guests will find their stay at the property a comfortable one. Take advantage of the hotel's 24-hour front desk, luggage storage, Wi-Fi in public areas, car park, room service. Each guestroom is elegantly furnished and equipped with handy amenities. The hotel offers various recreational opportunities. Motel Shanghai South Pudong Road No.1 Yaohan combines warm hospitality with a lovely ambiance to make your stay in Shanghai unforgettable.

It only takes 10 minutes to Shanghai New International Expo Centre here by free shuttle bus.

There is a 40 minutes' drive to Pudong International Airport and a 65 minutes' drive to Hongqiao Airport.



## SECTION II.C OPTIONAL FORMS

### Official Hotel Rates

Pre-payment required hotels:

Star	Name of Hotel	Room Type	Unit Price	Internet	Breakfast (single / double)	Distance to SNIEC
5*	Grand Mercure Shanghai Century Park	single room	RMB 900	Free Broadband	single	Free Shuttle Bus 2 km
		double room	RMB 900		double	
5*	Wyndham Grand Plaza Royale Oriental Shanghai	single room	RMB 750	Free Broadband	single	Free Shuttle Bus 6 km
		double room	RMB 750		double	
4*	Parkview Hotel Shanghai	single room	RMB 700	Free Broadband	single	Free Shuttle Bus 4 km
		double room	RMB 700		double	
4*	Ramada Plaza Pudong South Hotel	single room	RMB 500	Free Broadband	single	Free Shuttle Bus 4 km
		double room	RMB 500		double	
3*	New Century Manju Hotel Shanghai	single room	RMB 550	Free Broadband	single	Free Shuttle Bus 2 km
		double room	RMB 550		double	
3*	Blue Horizon International hotel	single room	RMB 400	Free Broadband	single	Free Shuttle Bus 6 km
		double room	RMB 400		double	
chain	Ji Hotel (Shanghai Kanqiao Huna Road)	single room	RMB 400	Free Broadband	single	Free Shuttle Bus 9 km
		double room	RMB 400		double	
chain	Jinjiang Inn (Shanghai Lujiazui)	single room	RMB 380	Free Broadband	single	Free Shuttle Bus 7 km
		double room	RMB 380		double	
chain	Motel ( Shanghai Yaohan store)	single room	RMB 350	Free Broadband	single	Free Shuttle Bus 7 km
		double room	RMB 350		double	

- The organizer has negotiated the above discounted rates. Please make your booking before the **deadline of 1 April 2020**.
- After handing in your hotel booking form, our official travel agency will reply to you with a confirmation letter. 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 the deadline; otherwise the room fee for one night will be charged.
- **No show:** Incase 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.

## SECTION II.C OPTIONAL FORMS

### Official Hotel Rates (CONT'D)

#### On-site payment hotels:

Star	Name of Hotel	Room Type	Unit Price	Breakfast/ Internet	Distance to SNIEC
5*	Kerry Hotel Pudong, Shanghai	Deluxe Single Room	RMB 1350 + 16.6%	One/free	3 mins by foot
		Deluxe Twin / Double Room	RMB 1550 + 16.6%	Two/free	
5*	Jumeirah Himalayas Hotel	Deluxe Single Room	RMB 1000 + 16.6%	One/free	4 mins by foot
		Deluxe Twin / Double Room	RMB 1100 + 16.6%	Two/free	

#### Notes to book the above hotels:

- Booking deadline is **1 April 2020**. 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.
- 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

### Hotel Booking Form

Please send this form to: <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road Pudong New Area, Shanghai 200122 / P.R.China Contact Person: Mr. Steve.Shen / ext. 863 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5655/66 E-mail: steve.shen@mm-sh.com  PLEASE MAKE A COPY FOR YOUR RECORD	*Contact Person:
	*Title:
	*E-mail:
	*Tel:
	Country Code – Area Code – Tel No.
	*Fax:
	Country Code – Area Code – Fax No.
	Company:
	Address:
Booth No.:	
*Signature: _____ Date: _____	

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others _____
*Company Name:	_____
*Guest Name:	Surname: _____ First Name: _____
*Hotel list	<input type="checkbox"/> Kerry Hotel Pudong, Shanghai
	<input type="checkbox"/> Jumeirah Himalayas Hotel
	<input type="checkbox"/> Grand Mercure Shanghai Century Park
	<input type="checkbox"/> Wyndham Grand Plaza Royale Oriental Shanghai
	<input type="checkbox"/> Parkview Hotel Shanghai
	<input type="checkbox"/> Ramada Plaza Pudong South Hotel
	<input type="checkbox"/> New Century Manju Hotel Shanghai
	<input type="checkbox"/> Blue Horizon International Hotel
	<input type="checkbox"/> Ji Hotel (Shanghai Kanqiao Hunan Road)
	<input type="checkbox"/> Jinjiang Inn (Shanghai Lujiazui)
<input type="checkbox"/> Motel ( Shanghai Yaohan Store)	
*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: _____
Only onsite payment hotels need to fill:	_____
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB Others _____
*Credit Card Number:	_____
*Expiry Date:	_____
*Cvv code:	_____
*Credit card holder signature:	_____

Please read the hotel information and notice carefully when filling in this reservation form.

\* are compulsory fields.

## SECTION II.C OPTIONAL FORMS

### Form 20 Invitation Letter to China

**DEADLINE: 1 APRIL 2020**

#### 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 holders a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 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

**Passport Requirements** 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

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** The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form. 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. 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. The applicant should not engage in activities incompatible with his / her status when he/she enters China. Without approval for foreign visitors employment in the territory of China is prohibited

## SECTION II.C OPTIONAL FORMS

### Form 20 Invitation Letter to China (cont'd)

#### VISA APPLICATION

**DEADLINE: 1 APRIL 2020**

<b>Please return form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th floor, PingAn Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: Steve.Shen@mm-sh.com Contact Person: Mr. Steve Shen / ext. 863	Company:
	Address:
	Tel:
	Fax:
	Email:
	Person in Charge:
	Signature:
	Date:
	Hall / Booth No.:

Please supply all of the information below for the person requesting an invitation letter. Accurate information is essential. Full details must be clearly typed.

<b><u>Invitation Letter Processing by MM-SH: Free of charge.</u></b>	
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 a 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
  - ✓ business card
4. Once approved, we will send you an invitation letter via 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. If you need an invitation letter issued by the Chinese government, an application fee of **EUR 50** will be charged.
7. Please take this invitation letter together with your passport to your embassy or consulate to apply for a visa.
8. 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.

Please note the invitation letter is issued by **Messe Muenchen Shanghai Co., Ltd.**



## **Section III**

### **Shipping Guidelines**

**Contact of official freight forwarder:**

- Top-trans Expo Logistics Co., Ltd.**  
**(E1-E7, Outdoor)**
- EXPOTRANSWORLD LTD. (W1-W5)**
- APT Show freight Shanghai Co., Ltd (N1-N3)**

**Please refer to the shipping guideline from Page 86**

## SECTION III SHIPPING GUIDELINE

**EXPOTRANSWORLD LTD. (Shanghai) (W1-W5), Top-trans Expo Logistics Co., Ltd. (E1-E7, Outdoor) and APT Showfreight Shanghai Co., Ltd. (N1-N3)** have been appointed the official freight forwarders by IE expo China 2020, 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 below shipping guideline 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:

### **E1-E7 & Outdoor Official Freight Forwarder:**

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

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

Tel.: +86 21 5835 0858

Fax: +86 21 5835 0929

Contact person: Ms. Grace Jiang ext. 8010 182 1758 5719

Ms. Linda Zhang ext. 8012 159 0176 6833

E-mail: grace.jiang@top-trans.com.cn

linda.zhang@top-trans.com.cn

### **W1-W5 Official Freight Forwarder:**

#### **EXPOTRANSWORLD LTD. (W1-W5)**

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

Tel: +852 2730 1868

Fax: +852 2730 1878

Contact person: Mr. Tommy Seto / Mr. Samir He

E-mail: tommy.seto@expotransworld.com

samir.he@expotransworld.com

### **N1-N3 Official Freight Forwarder:**

#### **APT Showfreight Shanghai Co., Ltd (N1-N3)**

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

Tel: 86 (21) 6124 0090

Fax: 86 (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

## **ON-SITE LOGISTIC OFFICIAL HANDLING TARIFF**

(Only applicable to on-site local exhibits only, for detail 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 fairground to booth or vice versa, unpacking, repacking, positioning and/or handling of empty cases during the show period.

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

## SECTION III SHIPPING GUIDELINE

/Unpacking charges Min **RMB 50.00** per exhibitor per shipment

### HEAVY-LIFT / OVER-SIZE SURCHARGES

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%

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:

### EQUIPMENT & MANPOWER FOR INSTALLATION OF MACHINES

(Normal working hours)

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

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

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

For any service not mentioned above, please kindly contact the corresponding official freight forwarders, **EXPOTRANSWORLD LTD. (Shanghai)(W1-W5)**, **Top-trans Expo Logistics Co., Ltd. (E1-E7, Outdoor)** and **APT Showfreight Shanghai Co., Ltd. (N1-N3)**, to obtain a detail shipping manual, tariff or separate quotation for specific cargo information.

# **Section IV**

## **Rules & Regulations**

**Rules & Regulation from Page 88**

## SECTION IV RULES AND REGULATIONS

### TECHNICAL GUIDELINES

#### Table of contents

<b>1.</b>	<b>Opening Hours</b>	<b>4.9.</b>	<b>Two-Storey Constructions</b>
<b>1.1.</b>	<b>During installation and dismantling</b>	<b>4.9.1.</b>	Construction request
<b>1.2.</b>	<b>During events</b>	<b>4.9.2.</b>	Conditions concerning stand area safety distances, height of stand interior rooms
<b>2.</b>	<b>Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations</b>	<b>4.9.3.</b>	Live loads/assumed loads
<b>2.1.</b>	<b>Traffic regulations</b>	<b>4.9.4.</b>	Escape ways/stairs
<b>2.2.</b>	<b>Escape Ways</b>	<b>4.9.5.</b>	Construction materials
<b>2.2.1.</b>	Fire department zone, hydrants	<b>4.9.6.</b>	Upper storey
<b>2.2.2.</b>	Emergency exits, escape hatches, hall aisles	<b>4.10.</b>	<b>Dismantling Stands</b>
<b>2.3.</b>	<b>Safety installations</b>	<b>5.</b>	<b>Technical Safety Regulations, Technical Regulations, Supply of Technical Features</b>
<b>2.4.</b>	<b>Stand Numbering</b>	<b>5.1.</b>	<b>General regulations</b>
<b>2.5.</b>	<b>Guarding</b>	<b>5.1.1.</b>	Damage compensations
<b>3.</b>	<b>Technical Data</b>	<b>5.1.2.</b>	Safety operations
<b>3.1.</b>	<b>Hall data</b>	<b>5.2.</b>	<b>Use of tools</b>
<b>3.2.</b>	<b>Outdoor area data</b>	<b>5.3.</b>	<b>Electrical Installations</b>
<b>3.3.</b>	<b>Ground loading capacity</b>	<b>5.3.1.</b>	Connections
<b>4.</b>	<b>Stand Construction Regulations</b>	<b>5.3.2.</b>	Stand installation
<b>4.1.</b>	<b>Stand safety</b>	<b>5.3.3.</b>	Assembly and operating regulations
<b>4.2.</b>	<b>Approval of Stand Construction</b>	<b>5.3.4.</b>	Safety measures
<b>4.2.1.</b>	Checking and Approving Constructions Requiring Official	<b>5.3.5.</b>	Safety lighting
<b>4.2.2.</b>	Approval	<b>5.4.</b>	<b>Water and sewage installations</b>
<b>4.2.3.</b>	Vehicles and Containers	<b>5.4.1.</b>	Connections
<b>4.2.4.</b>	Removal of non-approved stand constructions	<b>5.4.2.</b>	Stand installation
<b>4.3.</b>	Scope of liability	<b>5.5.</b>	<b>Compressed air installations</b>
<b>4.4.</b>	<b>Height of Construction</b>	<b>5.5.1.</b>	Connections
<b>4.4.1.</b>	<b>Fire Protection</b>	<b>5.5.2.</b>	Stand installation
<b>4.4.2.</b>	Fire protection and safety regulations	<b>5.6.</b>	<b>Exhaust gas / Exhaust systems</b>
<b>4.4.3.</b>	Stand location	<b>5.6.1.</b>	Exhaust gases and fumes
<b>4.4.4.</b>	Vehicles	<b>5.6.2.</b>	Exhaust systems
<b>4.4.5.</b>	Hazardous Materials	<b>5.7.</b>	<b>Hazardous materials and facilities</b>
<b>4.4.6.</b>	Smoking	<b>5.8.</b>	<b>High-frequency equipment, radio installations, electromagnetic fields</b>
<b>4.4.7.</b>	Use of air balloons	<b>5.9.</b>	<b>Cranes, forklifts, exhibition materials, packaging materials, trade samples</b>
<b>4.4.8.</b>	Recyclable material and waste product containers	<b>5.10.</b>	<b>Annoyances from exhibition materials</b>
<b>4.4.9.</b>	Abrasive cutting and all work with open flames	<b>5.11.</b>	<b>Information and communication services</b>
<b>4.4.10.</b>	Empties	<b>6.</b>	<b>Waste Management</b>
<b>4.5.</b>	Glass and acrylic glass	<b>6.1.</b>	<b>Storage and waste disposal</b>
<b>4.5.1.</b>	<b>Exits, escape routes, doors</b>	<b>6.2.</b>	<b>Waste requiring special monitoring</b>
<b>4.5.2.</b>	Exits, escape routes	<b>6.3.</b>	<b>Waste brought to the site</b>
<b>4.6.</b>	Doors	<b>7.</b>	<b>Water, sewage, soil conservation</b>
<b>4.7.</b>	<b>Platforms, ladders, ascents, footbridges</b>	<b>7.1.</b>	<b>Oil and grease traps</b>
<b>4.7.1.</b>	<b>Stand Design</b>	<b>7.2.</b>	<b>Cleaning/detergents</b>
<b>4.7.2.</b>	Appearance and boundary	<b>7.3.</b>	<b>Damage to the environment</b>
<b>4.7.3.</b>	Checking the rented area	<b>7.4.</b>	<b>Sewage disposal</b>
<b>4.7.4.</b>	Protection of the public facilities in the hall	<b>8.</b>	<b>Painting work</b>
<b>4.7.5.</b>	Hall floors	<b>9.</b>	<b>Sand, soil and similar materials</b>
<b>4.7.6.</b>	Objects hung from the hall ceiling		
<b>4.7.7.</b>	Separating Walls		
<b>4.8.</b>	<b>Presentations, Demonstrations of Exhibits and Onsite Activities</b>		
<b>4.8.1.</b>	<b>Outdoor Exhibition Grounds</b>		
<b>4.8.2.</b>	Checking the rented area		
<b>4.8.2.1.</b>	Setup		
<b>4.8.2.2.</b>	Stand Setup		
<b>4.8.2.3.</b>	Anchoring and Work in the Fair		
<b>4.8.3.</b>	Cranes and Exhibits		
<b>4.8.4.</b>	Dismantling		
<b>4.8.5.</b>	Public aisles between the blocks of stand areas		
	Other regulations		



## 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 for the overtime work from the venue.

### 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

The organizer will mark all stands with stand numbers, which may not be removed without prior consent of the organizer.

#### 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 15tons/sqm; 2 Normal load area with loading capacity of 5tons/sqm and; 3 Light load area with loading capacity of 2tons/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 administrative authorities. Exhibitors shall complete all the related procedures

## SECTION IV RULES AND REGULATIONS

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 one-storey stand constructions in the halls insofar as they are 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 specific approval 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.

**\*\* A new regulation is issued by SNIEC. From 1<sup>st</sup> September, 2011 onwards besides double-decker and outdoor stands, the indoor booths exceeding 4.5m (including 4.5m) in height shall get the approval from the local authority as well.**

#### 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. No specific approval will be issued to the indoor booth below 4.5m. The indoor booth of height 4.5m and upwards shall get the further approval from the local authority.

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 in bilingual (Chinese and English) with the documents, also in bilingual (Chinese and English), requested in the form, in 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 4.5m and upwards in height, has two storeys or the booth is in the outdoor area. (see Section II.A 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 changed or removed according to the case. If this is not done within a set time limit, MM-ZM is authorized to make the changes 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

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 can not be occupied by booth construction materials.

#### 4.4.1. Fire protection and safety regulations

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.

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 can not 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

Vehicles with combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked; combustible engines may not be demonstrated in operation in the hall; fuel may not be stored at stands. 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 may not be exhibited at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition venue.

#### 4.4.5 Smoking

Smoking is forbidden in the halls.

#### 4.4.6. Use of air balloons

The use of airships and balloons 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 shall be carried out at the outdoor area 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.

Only after receiving written approval from SNIEC, any welding, cutting, defrosting and milling work can be operated onsite. 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.

#### 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.



## SECTION IV RULES AND REGULATIONS

### 4.4.10 Glass and acrylic glass

Only safety glass may be used for structures made of glass. Installations of glasses need to be fixed properly and eye-catching signs need to be put on the glasses to avoid any potential danger to the workers and employees. Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height.

### 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 difficult-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 1.00 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 underlaid 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 about 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 SNIEC (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. SNIEC 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 CaCO<sub>3</sub> 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 shall they 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 (lighting fixtures, spotlights, etc.) at the ordered fastening points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not 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) Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer could be displayed. Should there is any intellectual property rights dispute between/ among exhibitors in the exhibition, MM-ZM 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) Retailing is forbidden.

d) The loudness level may not exceed 70 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. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will not bear all the damage by themselves.

e) 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.

f) 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.

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

h) 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 fire-protection measures taken by the exhibitors.

i) 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.

j) 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.

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

l) 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.

m) Should the exhibitor intends 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 is 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.

n) 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.

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

p) 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, 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

## SECTION IV RULES AND REGULATIONS

### 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 SNIIEC.

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 SNIIEC 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 SNIIEC 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 need 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 the 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 construction will be returned if and only if the following 2 conditions are fulfilled:

- 1) All facility damages caused during the show are fully compensated.
- 2) SNIIEC 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 2<sup>nd</sup> storey.

Both storeys can only presents 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.

#### 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:

- 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.



## SECTION IV RULES AND REGULATIONS

### 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 SNIEC.

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 SNIEC 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  $\geq 1.5$  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. The installation height of neon lights should not be less than 2.5 m.

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



## SECTION IV RULES AND REGULATIONS

(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. 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/cm<sup>2</sup>. 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.

### 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 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 MM-ZM. MM-ZM shall set the dismantling time for the closed stand.

With no written confirmation from SNIEC, 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 cause the normal operation of SNIEC 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.

## SECTION IV RULES AND REGULATIONS

### 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. 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-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 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 as follows:

- Painting in an area properly ventilated
  - Use of nontoxic paints
  - Covering all the floor involved within the trade grounds with dry paper or plastic film
  - 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
- 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. 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-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 SNIEC with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

Messe Muenchen Zhongmao Co., Ltd  
April 2019

## SECTION IV RULES AND REGULATIONS

### Title of the trade fair

IE expo China 2020

### Venue

Shanghai New International Expo Centre (SNIEC)

### Date and Opening hours

April 21-23, 2020

Tue - Wed: 9:00 am to 5:00 pm

Thu: 9:00 am to 4:00 pm

### Organizers

Messe München GmbH

Messe Muenchen Zhongmao Co., Ltd

Chinese Society for Environmental Science

China Environment Service Industry Association

China Resource Recycling Association

### Contact

#### **Messe Muenchen Zhongmao Co., Ltd**

17th Floor, Building A, Fenglin International Building, No.388 Fenglin Road, Xuhui District

200032, Shanghai, PR China

Phone: (+86) 21 23521111

Fax: (+86) 21 23521088

ieexpo@mm-zm.com

www.ie-expo.com

#### **Messe München GmbH**

MesseGelaende

818123 Muenchen

Germany

Phone: (+49 89) 949 - 20295

Fax: (+49 89) 949 - 9720295

mail@ie-expo.de

www.ie-expo.com

### **Terms of Participation**

All prices indicated below are gross. No value-added tax is required.

#### **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 6, 2020**

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 2020. 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:

- |                              |                         |
|------------------------------|-------------------------|
| a) In the halls (12-35 sqm): | Raw space RMB 2,300/sqm |
| b) In the halls (36-53 sqm): | Raw space RMB 2,280/sqm |
| c) In the halls (54-99 sqm): | Raw space RMB 2,250/sqm |
| d) In the halls (≥100 sqm):  | Raw space RMB 2,200/sqm |
| e) 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 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**

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 30% of the projected participation fee within a reasonable time after his application. 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 30% 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 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



## SECTION IV RULES AND REGULATIONS

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, and not according to the order in which applications are received.

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

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed so much that the exhibitor can no longer be reasonably expected to accept the exhibition area, **the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MM-ZM.** Otherwise, 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 30% 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 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, or to postpone or curtail 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 19, 2020 at 9:00 am**

**Completion of dismantling: April 23, 2020 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.

**All delivery and stand-construction vehicles must be removed from the halls and from the outdoor area by 6:00 pm on the last day of set-up on April 20, 2020.**

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 6:00 pm on April 20, 2020 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 (5:00 pm on 23 April 2020). 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 MM-ZM.

### 10) Stand design and equipment (see also Technical Guidelines)

#### a) In the halls:

Height:

## SECTION IV RULES AND REGULATIONS

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.

For booths 4.5m and upwards in height, or two-storey stand construction is permitted in the halls with the approval of a top-level certified structural engineer, who is employed by the exhibitor or recommended by MM-ZM. 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.

In the halls for two-storey structures covering more than 30 sqm, a fire extinguisher must be prepared for each 12 sqm of both storey from build-up period onwards. Automatic alarm and sprinkler system must be installed each 8sqm when the 1st floor area of a two-storey booth is fully enclosed construction. 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 kept neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

### 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 double-storey booths whose second floor exceeding 30sqm, a fire extinguisher must be prepared for each 12 sqm of both storey from build-up period onwards. Automatic alarm and sprinkler system must be installed for each 8sqm when 1st floor area of a two-storey booth has fully enclosed construction. 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.

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 2m 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 2m).

### 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 need 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 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:



## SECTION IV RULES AND REGULATIONS

Halls			
Registered sqm	Passes	Registered sqm	Passes
12 to 17	5	55 to 100	30
18 to 26	10	101 to 400	40
27 to 54	20	> 400	max 50

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.

### 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 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 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.

### 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. In case of divergence between the English and the Chinese text, the English shall prevail.

As of July 2019  
Messe Muenchen Zhongmao Co., Ltd.

from the date when the

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# World's Leading Network for Environmental Technologies



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