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EXHIBITOR MANUAL



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March 17-19, 2021
Shanghai New International Expo Centre

China's Platform for the Photonics Community

LASER World of **PHOTONICS CHINA**

INTRODUCTION

Welcome to LASER World of PHOTONICS CHINA 2021!

In order to assist you in preparing for the upcoming exhibition, we have designed this Exhibitor Manual to simplify your arrangements. If you have questions or concerns, 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 LASER World of PHOTONICS CHINA 2021? Have you applied for a shell scheme booth or is it a raw space booth that you have applied for? 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 III 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 is crucial for every LASER World of PHOTONICS CHINA 2021 exhibitor to know each form's submission deadline. Following this directory will save you time and money. Please ensure that all the forms are returned as required by their respective deadlines.

3. Forms:

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

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

Item	Type of Service Partner	Company Name
Building Approval for Indoor One-storey (above 4.5m) Booth & Two-storey Booth Design	Drawing Approval Company Appointed by SNIEC	HAH Consulting & Exhibition Co., Ltd. Shanghai
Rental of Furniture, Facility, Equipment, etc.	Official Contractor	Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd.
Shipping of Exhibits	Official Freight Forwarder	Top-trans Expo Logistics Co., Ltd.

Contractual relations will only be between you and the contracting partner mentioned on the respective form. Regarding these contractual relationships there are no rights or obligations of Messe Muenchen Shanghai Co., Ltd. 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.

4. Move-In & Move-Out:

Move-In & Move-Out dates and times can be found on page 17 of the exhibitor manual for your reference.

5. Disclaimer

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

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

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

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

MM-SH will make every effort to provide best quality services in every aspect to meet the exhibitors' requirements; MM-SH, however, shall not bear any liability arising from the following situations: 1. Any delay or failure to provide

INTRODUCTION

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

6. Terms and Conditions

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

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

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

Please read this Exhibitor Manual carefully. This Exhibitor Manual is legally binding on exhibitors, contractors and service providers. Exhibitors, contractors and service providers shall strictly abide by the provisions of this Exhibitor Manual. Messe Muenchen Shanghai Co., Ltd. has the right of final interpretation of this Exhibitor Manual.

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

Any inquiries or complaints, please contact:

Messe Muenchen Shanghai Co., Ltd.

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SECTION I EXHIBITION GUIDELINE

GENERAL INFORMATION

Exhibition Name	LASER World of PHOTONICS CHINA 2021		
Venue	SNIEC Shanghai New International Expo Centre 2345 Long Yang Road, Pudong New Area Shanghai 201204, P.R. China* *Note: This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors must use a freight forwarder. Transport of exhibit from venue to exhibitor's booth must be handled by Official Freight Forwarder.		
Exhibition Date	17 – 19 March 2021 (Wed - Fri)		
Exhibition Hours	17 - 18 March 2021 (Wed - Thu)	9:00- 17:00	
	19 March 2021 (Fri)	9:00- 16:00	

Organizers

- **Messe München GmbH**
- **Messe Muenchen Shanghai Co., Ltd.**

Co-organizer

- **Chinese Optical Society - Laser Processing Committee (COS-LPC)**

Supporters

- **Wuhan Society of Laser, Hubei**
- **PIDA - Photonics Industry Development Association**
- **Wuhan Laser Association of Optics Valley of China**
- **Laser Institute of America**
- **SPECTARIS - German Industry Association**
- **Taiwan Laser Technology Application Association**

SECTION I EXHIBITION GUIDELINE

CONTACT LIST

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Contact Person: Ms. Iris Qian



SECTION I EXHIBITION GUIDELINE

VENUE INFORMATION

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

SECTION I EXHIBITION GUIDELINE

ONSITE CATERING GUIDE

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

SECTION I EXHIBITION GUIDELINE

ONSITE CATERING GUIDE (CONT'D)

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

HOW TO GET THERE





SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE (CONT'D)

SHANGHAI METRO MAP

(Click above link to get the latest map)



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:

1. Shanghai Railway Station (Line1, Line3 and Line4),
2. West Nanjing Road (Line2, Line12 and Line13),
3. Hongqiao Airport Terminal2 (Line2 and Line10, in-station transfer is only allowed between a train of line 2 bound for Pudong International Airport and that of line 10 bound for Xinjiangwancheng or Hangzhong Road at this station),
4. Longhua (Line11 and Line12),

those holding single journey tickets need to pay for new tickets if they should exit the above stations.



SHANGHAI METRO
NETWORK MAP

The picture is for reference only
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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: 30KM

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

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

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 line7 to Huamu Road Station, 60min.

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

By transrapid (maglev train)

The maglev 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
	22:15	300km/h
加开班次 Extra Frequency	22:40	

By subway

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

Take metro Line 3 or Line 4 to Zhongshan Park, Line 1 or Line 8 to People's Square, Line 4 or Line 6 to Century Avenue, then change to metro Line 2 towards Pudong International Airport Station and get off at Longyang Road Station to change line7 to Huamu Road Station.

SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE (CONT'D)

By bus

Line 798

Bus Da Qiao No.6

Lujiazui --- SNIEC

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

By car

The expo centre 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 & Enquiry Line: +86-21-96990

Shanghai Railway Station:

Service Line: +86-12306

Ticket Line: +86- 9510 5105

Public Transport Company

Enquiry HotLine: +86-21-6384 8484

Transrapid Maglev

Enquiry HotLine: +86- 21-2890 7777

The above information is updated on 1 November, 2020

2021.3.17-19
上海新国际博览中心

laser@mm-sh.com

慕尼黑上海光博会

LASER World of **PHOTONICS** CHINA

www.world-of-photonics-china.com.cn www.world-of-photonics-china.com



SECTION I EXHIBITION GUIDELINE

SNIEC SITEMAP

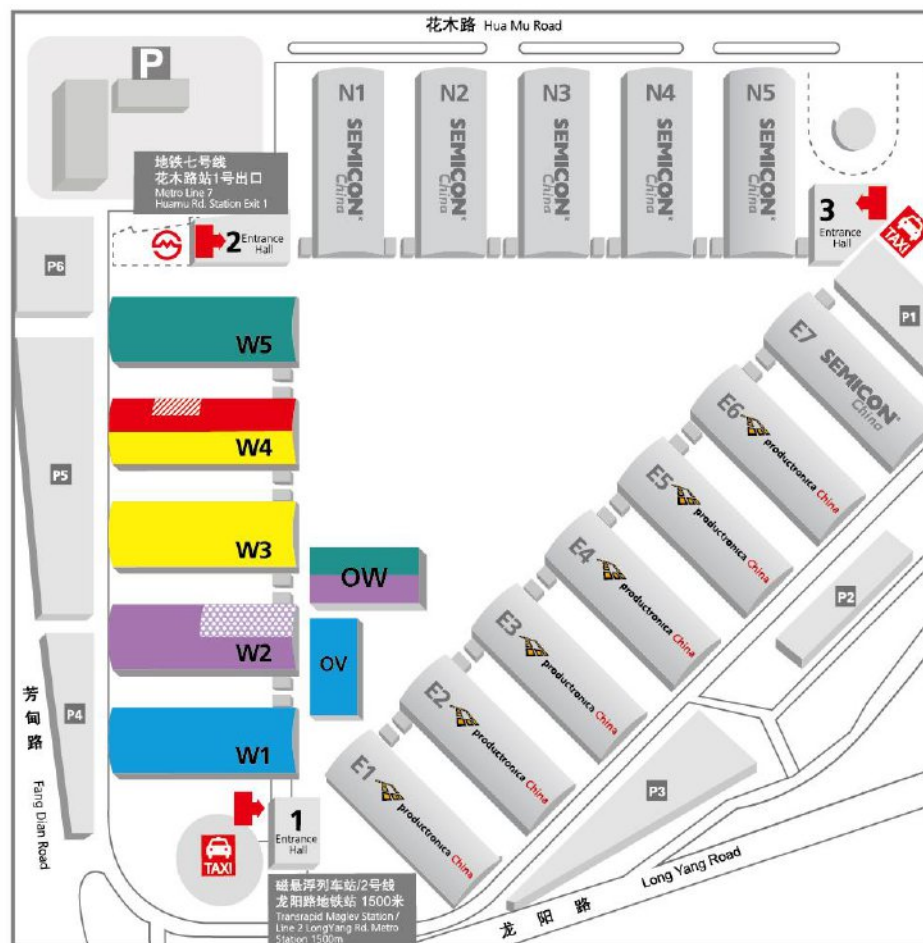
展馆布局图 Hall Assignments

慕尼黑上海光博会

LASER World of **PHOTONICS** CHINA



2021年3月17-19日，上海新国际博览中心



W5/OW

光学与光学制造展区
Optics and manufacturing technology

W4

检测与质量控制展区
Test and measurement/quality control/optical measurement systems

W4

红外技术与应用产品特色展示
Infrared technology and application

W3/W4

激光器与光电子展区
Lasers and optoelectronics

W2/OW

激光生产与加工技术展区
Lasers and Laser Systems for Production Engineering

W2

特别展示“新应用”
Special show “New applications”

W1/OV

中国（上海）机器视觉展暨机器视觉技术及工业应用研讨会
VisionChina (ShangHai)

SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS

Access (exhibits to hall)	Please refer details on the next page
Admissible Floor Load	3,300 kgs / sqm (33 kN / sqm, for a single space of up to 30 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 W : 11,500 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
Security System	Security guards on duty 24hrs, video surveillance, sensor alarm system
Telephone	LDD, DDD, IDD
Ventilation	16,000 m ³ / hour x 21 = 336,000 m ³ / hour

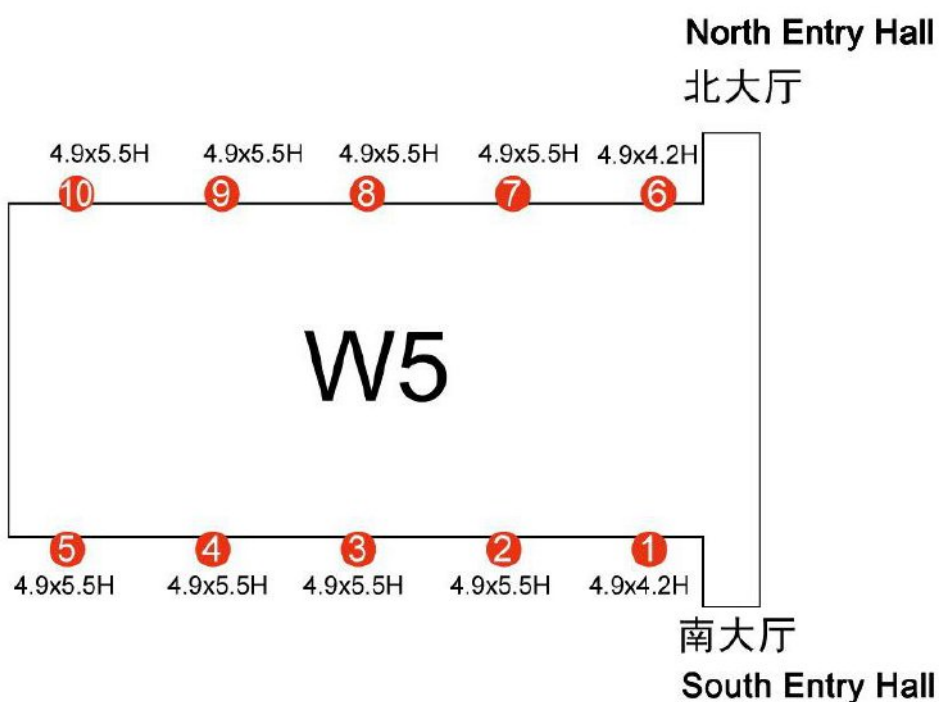
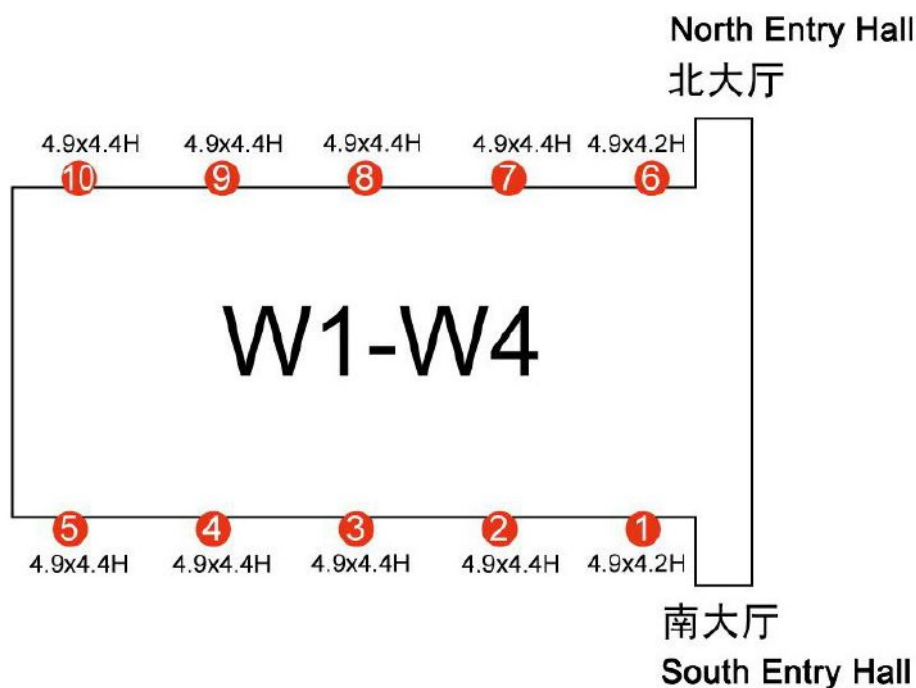
OW Technical Specification

Access (Exhibits to Hall)	OW Entrance: 2.2m (width) x 2m (height)
Admissible Floor Load	500 kgs / m ² (If there is vertically vibrating part in exhibit operation, the above mentioned floor load bearing capacity should be reduced at least by 50%.) <i>*The transportation capacity of forklifts, hydraulic vehicles, etc. cannot be used in the canopy. If there is a large exhibit that needs to be in the tent, please contact organizer in advance.</i>
Air Compressed	None
Flooring	Floor
Maximum Approved Construction Height for Raw Space Booth	One-storey indoor stand, height < 4.5m
Power Supply	5 line, 3 phase 380V / 220V 50HZ



SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS



SECTION I EXHIBITION GUIDELINE

OPERATION SCHEDULE

Description		Date	Time
BUILD - UP PERIOD			
Exhibitor nominated stand contractors move-in		15 Mar. 2021	9:00 – 22:00
		16 Mar. 2021	9:00 – 22:00
Exhibitors' check-in & badge collection	Raw space exhibitors	15 Mar. 2021	9:00 - 17:00
		16 Mar. 2021	9:00 - 17:00
	Shell scheme exhibitors	16 Mar. 2021	9:00 - 17:00
Exhibits move in		15 Mar. 2021	9:00 - 22:00
		16 Mar. 2021	9:00 - 22:00
All exhibits ready for display		16 Mar. 2021	22:00
EXHIBITION PERIOD			
Opening hours of exhibition		17 - 18 Mar. 2021	9:00 - 17:00
		19 Mar. 2021	9:00 - 16:00
TEAR - DOWN PERIOD			
Power supply switch off		19 Mar. 2021	16:00
Forwarder delivers empty crates, etc.		19 Mar. 2021	16:00 - 18:00
Booth dismantling		19 Mar. 2021	16:00 - 22:00

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 in 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. All relevant service supply will be stopped as well as dismantling of shell scheme stands will commence immediately upon exhibition closing. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.
- Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.



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 entrance and deduction from the general management deposit. All the helmets and safety belts should be self prepared.



SECTION I EXHIBITION GUIDELINE

OPERATION SCHEDULE (CONT'D)

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

Normal Hall Access Hours on show days : 8:00 a.m. onwards

Early Hall Access Hours : before 8:00 a.m. (subjected to payment of overtime charge and security fee)

Overtime Charges Applicable for Early Hall Access on Show Days:

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

▪ **EXTENDED WORKING HOURS**



Application can be requested:

- on-site at the SNIEC customer service center in South Entrance Hall before 3 p.m. everyday
- An additional fee will be charged by SNIEC as below
- During the overtime period, there is only electrical supply in the booth. There will be no water supply and compressed air.

OVERTIME PERIOD & CHARGES

Schedule	Date	Overtime Period	Price per hour
Build-up period	15 - 16 March 2021	08:00 – 09:00	RMB 1,300
		22:00 – 08:00	RMB 2,600
Tear-down period	19 March 2021	22:00 – 24:00	RMB 2,600
	After 19 March 2021	00:00 – 08:00	RMB 5,200

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



SECTION I EXHIBITION GUIDELINE

IMPORTANT NOTICE FOR THE ENTRY OF FREIGHT VEHICLES AND EXHIBIT VEHICLES

According to the newest regulations of Shanghai New International Expo Centre, the queue management of vehicles will be implemented from now on. A "Waiting Permit" is required for each freight vehicle / exhibit vehicle that needs to enter the venue, 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	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Vehicle permit to loading bay	<ul style="list-style-type: none"> during build-up / dismantling period at Certification Center in South Square (near Hall W1) or Certification Center at P7 Parking Lot (near Hall N5) 	RMB 50/vehicle/entry/1.5hrs (deposit: RMB 300/vehicle/entry)
Self-driven exhibits	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Exhibit vehicle pass	<ul style="list-style-type: none"> applying to the organizer two weeks prior to move-in 	

Please note

- The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".
- Each mobile phone number / each license plate number can only be used to register one "Waiting Permit" 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).
- Organizer recommends oversea exhibitors to entitle a domestic freight forwarder for waiting permit application.

SECTION I EXHIBITION GUIDELINE

NOTES ON INTELLECTUAL PROPERTY PROTECTION

1. If the intellectual property rights (including copyright, trademark, patent, etc.) in the exhibits have been acquired, please bring the IPR ownership certificate or other supporting documents.
2. The exhibitors shall strengthen self-examination and self-correction of their exhibits, booth design, packaging, advertising materials, and other display parts before and during the show, so as to prevent any intellectual property infringement. The exhibitors shall bear the loss and compensation responsibility according to the laws and regulations of the People's Republic of China if they are held liable by relevant authorities or face any claim from relevant right holder due to intellectual property infringement.
3. The key technical features of the exhibits may not be photographed, shot or otherwise recorded or reproduced without permission during the show. The copyright in booth design, exhibition panels and drawings, etc. are also protected by relevant laws.
4. Exhibitors must be authorized or permitted by law before the use of any music. For more details, please contact Music Copyright Society of China.
5. In case of any intellectual property disputes, please contact the organizer or onsite IPRs office in time and cooperate with the staff.
6. The exhibitors, service providers, suppliers, etc., shall not use the logo of the organizer or the show, the name of the show (both Chinese and English names), slogan, the image of the mascot, etc., without the written consent of the organizer.

Section II.A

Forms That Must Be Submitted

- **How to get exhibitor badges?**
=> Form 2.1.3 Registration of Exhibitor Badges
- **How to inform and invite my clients to visit our booth?**
=> Form 2.1.4 VIP Badges
- **How to apply for laser and X-ray equipment?**
=> Form 2.1.6 Registration of Laser & X-Ray Equipment



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

EXHIBITOR CENTER

The Exhibitor Center is a platform where you can go to upload and modify all your information including company profile, product information, registration of exhibitor badges etc.

The information you submit will be used for the promotion of both the fair and your company.

We will inform you about registration username and password by Service Email.

You may visit <http://www.world-of-photonics-china.com.cn/zh-cn/exhibitor/login.html> login to the Exhibitor Center.

Login to Exhibitor Center

语言 ▾

→ Login

Dear Exhibitor, If you accidentally forgot your username or password, please contact:


Yin Liu
Tel. : +86 21 2020 5573 >Email: evelyn.liu@mm-sh.com

Fill in your username & password, click "Login".



Overview


Dear MM Test, Welcome to the Exhibitor Center.



Exhibitor Profile

Upload and edit exhibitor profile.


→ Update Now



Product Information

Upload or import products from previous year.


→ Upload Now



Badge Application

Apply and submit exhibitor badge information.

→ Apply Now



VIP Visitor Invitation (online)

Invite your visitors online and send e-invitation.

→ Invite Online

语言

→ 展商中心中文版

Exhibitor Center

→ Overview

→ Exhibitor Profile

→ Product Information

→ Badge Application

→ VIP Visitor Invitation

→ Exhibitor News

→ Exhibitor Activity

→ Download Center

→ Promotion

→ Log out



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.1 COMPANY PROFILE

DEADLINE: 28 JANUARY 2021

In order that more visitors can find you online easily, please choose the most appropriate, specific Products Category and upload your product information regularly.

The info you submit keeps in synchronication to the official website – Online catalogue.

(http://www.world-of-photonics-china.com.cn/zh-cn/onlinejournal/show_list.html)

Exhibitor Profile	
Company Name (Chinese)	<input type="text"/>
Company Name (English)	<input type="text"/>
Booth No.	<input type="text"/>
Booth Area (SQ)	<input type="text"/>
Country*	<div>Please Select <input type="button" value="v"/></div>
Company Logo (Thumbnail)	<div><input type="button" value="Upload"/></div> <div>Picture Size: 240x120 pix Usage: to be displayed in "Exhibitor List"--"Company Profile"</div>
Company Logo (Original)	<div><input type="button" value="Upload"/> Format: jpg / tif / ai / cdr Picture Size: bigger than 800x800 pix or vector file.</div>
Product Category*	<div>Lasers and optoelectr... <input type="button" value="X"/></div> <div>→ Add product category</div>
Application field*	<div>Public administration/... <input type="button" value="X"/></div> <div>→ Add application field</div>
Company Profile (Chinese)	<input type="text"/>
Company Profile (English)	<input type="text"/>
Company Website	<input type="text" value="http://"/>
Wechat QR Code	<div><input type="button" value="Upload"/></div> <div>Picture Size: 240x240 pix Usage: to be displayed in "Exhibitor List"--"Company Profile"</div>
<div><input type="button" value="Save"/> <input type="button" value="→ Next"/></div>	



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.2 PRODUCT INTRODUCTION

DEADLINE: 28 JANUARY 2021

In order that more visitors can find you easily, please upload your products regularly and choose the most appropriate, specific Product Category and Industry Application. The info you submit keeps in synchronication to the official website - Online catalogue. Your products have the chance to be promoted in various ways, such as show EDM, WeChat, Show Preview and Onsite Catalogue. Every visitor can find your information before the show.

You can add a new product directly according to the following steps.

Product Information

→ Import products from previous years → Add a product



Product Information		Save & view
Product Picture (for web view)* * Required Fields		
<div>Upload</div> <p>Format: jpg / jpeg / png / gif, size shall not exceed 10MB. Picture Size: 150x150 pix Usage: to be displayed in "Exhibits List"--"Product Information"</p>		
Product Picture (for printing)		
<div>Upload</div> <p>Format: jpg, size shall not exceed 10MB. Pixel Density: no less than 300 dpi. Picture Size: either width or height shall not less than 900 pixels.</p>		
Product document		
<div>Upload</div> <p>Format: jpg / pdf / ppt / rar / zip, size shall not exceed 10MB. Usage: To be downloaded by visitors.</p>		
Product Name (Chinese)*		
<input type="text"/>		
Product Name (English)*		
<input type="text"/>		
More exhibit details		
<input type="text" value="http://"/>		
Release*		
<div>Please Select</div>		
Product Category*		
<div>Please Select</div>		
Application field*		
→Add application field		
Product Introduction (Chinese)		
<div></div>		
Product Introduction (English)		
<div></div>		
→ Save & back to list		Save & view Cancel



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.3 EXHIBITOR BADGE

DEADLINE: 26 FEBRUARY 2021

Exhibitors should submit the on-site staff information to order the exhibitor badges. In order to make it easier for you to submit the information, you may add or import the badges online.

Click "Registration of Exhibitor Badges" to start badge application.

Badge Application

Note:

- Only personalized exhibitor badges will be issued. Please fill in the required blanks.
- Workmen for booth construction must apply for a "contractor badge". Booth constructors are only allowed to enter the exhibition halls during move-in and move-out period. In order to guarantee a smooth process during the exhibition period, please do not apply for an "exhibitor badge" for your stand contractor. Holders of an exhibitor badge are allowed to enter the exhibition hall during move-in period, exhibition period and move-out period. You can apply for exhibitor badges for your own company, your co-exhibitors and your agents.
- Please submit all the exhibitor badges before:
- Where to pick up your exhibitor badges?

Booth Type	Date	Time	Place
Raw Space	<input type="text"/>	9:00-17:00	Exhibitor Check-in counter, #1 South entrance hall (near Hall W1), Shanghai New International Expo Center.
	<input type="text"/>	9:00-17:00	
Shell Scheme	<input type="text"/>	9:00-17:00	

Bulk application: Click "Import badges from excel"

Single application: Click "Add single badge"

Badge Application

Name*

Company Name (Chinese)

Company Name (English)


Department Job Title*

Tel


Mobile

Email


Import badges from CSV



Download template



Fill the form



Upload the form

Please note:

- Please open the CSV template with MS Office.
- Require fields: Company name (CN or EN), Name, Job Title.
- Please confirm file format is .csv and file size shall not exceed 20M. Please do not change the file format.

- Fill in the badge detail

- Save

- Download the template

- Fill in the list

- Upload the .csv file

For the time in which the trade fair is held, each exhibitor receives the following number of exhibitors' passes free of charge:

REGISTERED SQM:	PASSES:	REGISTERED SQM:	PASSES:
9 TO 17	5	55 TO 100	35
18 TO 35	10	101 TO 400	50
36 TO 54	25	MORE THAN 400	MAXIMUM 50

* The number of exhibitor passes is not increased for co-exhibitors or additionally represented organisations. Additional exhibitor passes are obtainable from the trade fair management and will be charged for. Exhibitor passes are intended solely for stand personnel and must not be passed on to third parties.

When and **Where** to receive the exhibitor badges:

BOOTH TYPE	DATE	TIME	PLACE
INDOOR RAW SPACE	15 MAR. 2021	9 AM-5 PM	CHECK IN COUNTER, 1# (SOUTH) ENTRANCE HALL , SHANGHAI NEW INTERNATIONAL EXPO CENTRE
	16 MAR. 2021	9 AM-5 PM	
SHELL SCHEME	16 MAR. 2021		



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.5 SAFETY PLEDGE

DEADLINE: 28 JANUARY 2021

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 eMail: marvin.ma@mm-sh.com nancy.huang@mm-sh.com iris.qian@mm-sh.com Contact Persons: Mr. Marvin Ma/ext.860 (W1/OW) Ms. Nancy Huang/ext. 887 (W2/W3) Ms. Iris Qian/ext.636 (W4/W5)	Company:
	Tel.:
	Fax:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

LASER World of PHOTONICS CHINA is a professional show in the sector for laser technology. As such, it pays a great deal of attention to safety issues during live demonstrations at the Expo Centre. To create a civilized, safe and professional exhibition setting, we require all exhibitors to carefully read the pledge and laser product demonstration safety requirement and laser safety management deposit below commit to the following:

1. For the purpose of live laser demonstrations, please be sure to fill out and submit Form 2.1.6 REGISTRATION OF LASER AND X-RAY EQUIPMENT and to sign the safety pledge, together with product photos, and correct safety protection measures.
2. Any product to be operated on site must strictly comply with safety requirements. Demonstration equipment must be kept at least 50cm away from booth structure or edge.
3. The deadline for submitting Form 2.1.6 REGISTRATION OF LASER AND X-RAY EQUIPMENT is **January 28 2021**. Failure to submit will be assumed as No Demonstration on site.
4. **If the demonstration that violates the safety requirements, or document submitted is incomplete before 9th February 2021, or onsite demonstration without laser demonstration application form and security pledge signed, organizer will require the exhibitors pay RMB 8000 as Laser Safety Management Deposit. The relevant safety measures and documents requested must be provided before the show.** Any non-conformity to the above laser safety requirements will be reported to Messe Muenchen Shanghai Co., Ltd., and Messe Muenchen Shanghai Co., Ltd. reserves the right to deduct costs incurred for safety measures on site from the booth general management deposit and to cut off the supply and then demand the stop of the demonstration. (*refer to Laser Safety Management Deposit on page P29*)

Declaration of Safety Responsibility

We declare all the information above is true and accurate. During the onsite operation, we would strictly obey the safety regulations as well as stipulations and make protection measures. We shall take full responsibility for onsite demonstration. If there is any consequence or accident caused by the demonstration, we are willing to accept the handling and punishment by the venue, organizer and security guards, and assume full responsibility.

Person responsible as Laser Safety Officer _____

Booth. No. _____

Contact number (Mobile): _____

Company stamp/Signature of company's booth safety affairs director

Date



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

AND LASER SAFETY MANAGEMENT DEPOSIT

Basic Laser Safety Requirement

According to Messe Muenchen Shanghai Co., Ltd. requirement, each laser product shall comply with below basic laser product safety requirement:

1. Class 1, Class 1M, Class 2, Class 2M, Class 3R, Class 3B, Class 4.
Each laser product should be correctly classified according to IEC/EN 60825-1:2007 or equivalent laser standard, the laser hazardous level should be show on product or package.
2. Each laser product should clearly show below information according to IEC/EN 60825-1:2007 or equivalent laser standard.
 - 2.1 Laser class
 - 2.2 Wavelength (visible, invisible)
 - 2.3 Maximum output power
 - 2.4 Working mode (CW, Pulse, Scanning)
 - 2.5 Laser aperture (applicable to Class 3B and Class 4 laser)
 - 2.6 Laser standard and version
 - 2.7 Warning label
3. Laser product engineering requirement:
 - 3.1 Protective housing: Each laser product shall have a protective housing which, when in place, prevents human access to laser radiation (including errant laser radiation) in excess of the AEL for Class 1, except when human access is necessary for the performance of the function(s) of the product
 - 3.2 Access panels and safety interlocks:
A safety interlock shall be provided for access panels of protective housings if laser emission marked with "x" is accessible in below table:

Product class	Accessible emission during or after removal of access panel				
	1, 1M	2, 2M	3R	3B	4
1, 1M	—	—	X	X	X
2, 2M	—	—	X	X	X
3R	—	—	—	X	X
3B	—	—	—	X	X
4	—	—	—	X	X

- 3.3 Remote interlock connector:
Each Class 3B and Class 4 laser system shall have a remote interlock connector. When the terminals of the connector are open-circuited, the accessible radiation shall not exceed the AEL for Class 1M or Class 2M as applicable.
- 3.4 Manual reset:
Class 4 laser must have a manual reset.
- 3.5 Key control:
Each Class 4 laser system shall incorporate a manual reset to enable resumption of accessible Class 4 laser radiation emission after interruption of emission caused by the use of the remote interlock connector or an interruption of longer than 5 s of electrical mains power
- 3.6 Laser radiation warning:
 - 3.6.1 Each Class 3R laser system in the wavelength range below 400 nm and above 700 nm and each Class 3B and Class 4 laser system shall have audible or visible warning.
 - 3.6.2 Each operational control and laser aperture that can be separated by 2 m or more from a radiation warning device shall itself be provided with a radiation warning device.
 - 3.6.3 Where the laser emission may be distributed through more than one output aperture, then a visible warning device shall clearly indicate the output aperture or apertures through which laser emission can occur.
- 3.7 Beam stop or attenuator:
Each Class 3B and Class 4 laser system shall incorporate one or more permanently attached means of attenuation (e. g., beam stop, attenuator, switch). The beam stop or attenuator shall be capable of preventing human access to laser radiation in excess of the AEL for Class 1M or Class 2M as applicable
- 3.8 Viewing optics
Any viewing optics, viewport or display screen incorporated in a laser product shall provide sufficient attenuation to prevent human access to laser radiation in excess of the AEL for Class 1M.
- 3.9 Personal protection:
Any laser product should provide sufficient protection (e.g. laser protective glasses), or training (e.g. demonstration laser safety knowledge) to protect people from laser hazards.
 - 3.10.4 sound and ultrasonics
 - 3.10.5 harmful substances
 - 3.10.6 explosion
- 3.10 Protection against other hazards:
 - 3.10.1 electrical hazards



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

3.10.2 excessive temperature

3.10.3 spread of fire from the equipment

4 Installation

Class3B and Class 4 laser product shall be installed by people with sufficient laser safety knowledge. The installation shall strictly follow its design and demonstrate requirement and ensure a stable construction. Any temporary movement or structure change is not allowed during the demonstration.

5 Other items:

5.1 Laser working area limit: high power laser welding or cutting equipment shall provide a protective housing (metal or glass) that can limit the access of Class 3B or Class4 laser emission and possible reflected or scattered emission.

5.2 Laser component: Any laser component with greater than Class 2 laser emission shall not position the beam to other areas (e.g. floor, ceiling, wall) and shall not position to any people. High power laser shall equipped with professional beamstop or attenuator.

5.3 Larger visible laser power must be equipped with specialized attenuator in order to prevent the scattering of laser radiation damage to the human eye.

5.4 Each laser demonstration site shall have one laser safety officer (LSO) to monitor the whole demonstration.

6 If any need for laser safety goggles, please contact the official supplier as below:

Chengdu Shield Optic-Electric Material Co., Ltd.

Contact Person: Ms. Caixia Zhong

Tel.: +86-028-8782 4012 / 181 0819 0630 Fax: +86-028 8782 4013 Email: 2130737824@qq.com

LASER SAFETY MANAGEMENT DEPOSIT

A. If any demonstration that violates the safety requirements requested by any refuse and delay to pay the Laser Safety Management Deposit, Messe Muenchen Shanghai Co., Ltd. have right to reject to give exhibitor badges, and stop the power supplies and other facility supply.

B. If the demonstration without laser demonstration application form and security pledge signed, or demonstration that violates the safety requirements, or document submitted is incomplete, the organizer will take the liability to take safety measures to start mandatory safety modification, or provide protective measures to ensure the safety of laser products to be exhibited onsite. Any protective measures provided by the organizer or any violation to the safety requirements will be deducted from laser safety management deposit.

C. Laser Safety management deposit

➤ Processing Date: **before 10 March 2021**

➤ Price: **RMB 8000**

Methods of Payment: **Bank Transfer in RMB only/onsite pay**

NAME: Shanghai ASEA EXPO

BANK Account: 1001205809300080182

BANK: INDUSTRIAL AND COMMERCIAL BANK OF CHINA, SHANGHAI MUNICIPAL BRANCH

Bank Address: NO.9 PU DONG AVENUE SHANGHAI CHINA

Swift Code: ICBKCNBJSHI

➤ The general management deposit will be returned by transfer if no undue irregularities. If paid in cash, the laser security management deposit will be refunded in cash. If the payment is made by bank transfer, the laser security management deposit will be refunded by remittance. 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 has the right to refuse the refund of the deposit.

D. Any violation will lead to deduction from the deposit with details as below:

	Deduction Rules of Laser Safety Management Deposit	Deduction
1	If demonstration machine lack of protective measures, the organizer will provide acrylic baffle charged RMB 1000 / square meters, deducted from the deposit	According to actual charges
2	If demonstration machine lack of protective measures, the organizer will provide barricades charged RMB 60 / piece, deducted from the deposit	According to actual charges
3	If demonstration machine lack of protective measures, the organizer will provide goggles charged RMB 300 / pair, deducted from the deposit	According to actual charges

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

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



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.6 REGISTRATION OF LASER AND X-RAY EQUIPMENT

DEADLINE: 28 JANUARY 2021

(NOTICE : EACH FORM ONLY VALID FOR ONE MACHINE)

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 eMail: marvin.ma@mm-sh.com nancy.huang@mm-sh.com iris.qian@mm-sh.com Contact Persons: Mr. Marvin Ma/ext.860 (W1/OW) Ms. Nancy Huang/ext. 887 (W2/W3) Ms. Iris Qian/ext.636 (W4/W5)	Company:													
	Tel.:	Fax:												
	Email:													
	Person in Charge (Signature):													
	Apply Date:													
	Hall / Booth No.:	Demonstration devices Number: (Default Quantity is one)												
Laser Safety Officer	Name Title Mobile													
Product name														
Product Model														
Product category	<input type="checkbox"/> Laser component / source <input type="checkbox"/> Laser equipment / tools <input type="checkbox"/> Laser cutting / welding machine <input type="checkbox"/> Laser marking machine <input type="checkbox"/> Others, please specify:_____													
Declared laser class	<table border="0"> <tr> <td>IEC Class</td> <td>FDA Class</td> </tr> <tr> <td><input type="checkbox"/> Class 1, 1M</td> <td><input type="checkbox"/> Class I</td> </tr> <tr> <td><input type="checkbox"/> Class 2, 2M</td> <td><input type="checkbox"/> Class IIa, II</td> </tr> <tr> <td><input type="checkbox"/> Class 3R</td> <td><input type="checkbox"/> Class IIIa</td> </tr> <tr> <td><input type="checkbox"/> Class 3B</td> <td><input type="checkbox"/> Class IIIb</td> </tr> <tr> <td><input type="checkbox"/> Class 3B</td> <td><input type="checkbox"/> Class IV</td> </tr> </table>		IEC Class	FDA Class	<input type="checkbox"/> Class 1, 1M	<input type="checkbox"/> Class I	<input type="checkbox"/> Class 2, 2M	<input type="checkbox"/> Class IIa, II	<input type="checkbox"/> Class 3R	<input type="checkbox"/> Class IIIa	<input type="checkbox"/> Class 3B	<input type="checkbox"/> Class IIIb	<input type="checkbox"/> Class 3B	<input type="checkbox"/> Class IV
IEC Class	FDA Class													
<input type="checkbox"/> Class 1, 1M	<input type="checkbox"/> Class I													
<input type="checkbox"/> Class 2, 2M	<input type="checkbox"/> Class IIa, II													
<input type="checkbox"/> Class 3R	<input type="checkbox"/> Class IIIa													
<input type="checkbox"/> Class 3B	<input type="checkbox"/> Class IIIb													
<input type="checkbox"/> Class 3B	<input type="checkbox"/> Class IV													
User accessible to the laser beam?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否													
Laser wavelength	Please specify all emitting wavelength:													
Laser emission power														
Product certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No													
Demonstrate during the fair?	<input type="checkbox"/> Yes <input type="checkbox"/> No													
Special requirement for the demonstration?	<input type="checkbox"/> Eye safety glasses <input type="checkbox"/> Gas <input type="checkbox"/> On-site laser safety control measures, e.g. beam stop, interlock switch, radiation emission warning													
Document list	<input type="checkbox"/> User manual / installation manual <input type="checkbox"/> Product rating label <input type="checkbox"/> Product photo <input type="checkbox"/> Laser safety report or certificate(if applicable) <input type="checkbox"/> Laser source specification													



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

Statement of laser safety responsible:

I herewith declare that I do not operate lasers of class 3R, 3B or 4 in such a way that people get affected by their radiation.

Laser safety officer signatures:

Date

Evaluation:

1. Will your Demonstration equipment keep at least 50cm away from booth structure or edge? ☐ Yes ☐ No
2. Please refer to Laser Safety Management Deposit on page P26
3. Will any smoke, or gas be generated during the events? ☐ Yes ☐ No

Please describe the protection measures in detail if you select yes. Protection: _____

Registration for the operation of X-ray and other radiation equipment in accordance with the X-Ray Order (RöV)

We hereby register the following X-ray and other radiation equipment for operation:

1. Technical information equipment data

-Designation: _____ Manufacturer: _____

-Type: _____ Year built: _____

-Purpose: _____ Radiation unit no.: _____

-Type approval no.: _____ Permission to demonstrate equipment: _____

-CE designation under the Medical Products Act (MPG): _____ Location: _____

2. Persons responsible for radiation protection (legal representative, in the case of legal entities): _____

3. Radiation protection officers: _____

4. Other persons involved in the operation of the X-ray equipment (other radiation equipment): _____

We have such protections: _____

1. **Please attach a photo of the exhibiting product for inspection.** The submission of this form is regarded as the full acceptance of the '**Laser Product Demonstrate Safety Requirement**'

2. Above information will be provided to the technical department to review and record, exhibitors are obliged to provide further information or to amend the relevant programs. The submission of this form is not the final approval from organizer.

Company stamp and legally binding signature of safety officer

Place, date



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.7 DECLARATION OF GAS MOVE-IN

DEADLINE: 28 JANUARY 2021

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 eMail: marvin.ma@mm-sh.com nancy.huang@mm-sh.com iris.qian@mm-sh.com Contact Persons: Mr. Marvin Ma/ext.860 (W1/OW) Ms. Nancy Huang/ext. 887 (W2/W3) Ms. Iris Qian/ext.636 (W4/W5)	Company:
	Tel.:
	Fax:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

If exhibitors request to take inert gas into the venue, this form is required to be completed and returned to the organizer for record as well as submission to the venue and the relevant departments for review. Exhibitors are not allowed to take gas into the venue without permission.

We hereby register to bring the following gas into the venue:

- Technical data of gas
-Designation: _____ Manufacturer: _____
-Year of manufacture: _____ Shelf life: _____
- Purpose: _____
- Using date: _____ Quantity (bottle): _____
- Gas protection officer and contact info: (legal representative) _____
- Person responsible for gas safety operation and contact information: _____

Safety protection measures and please specify (attachments are acceptable): _____

(Special instruction: All pressure vessels or devices brought into the venue shall comply with all relevant safety standards and requirements; devices and tubes using inert compressed air shall be resistant to a safe pressure level $\geq 15\text{Kg/cm}^2$, and pipe joints shall be fastened with hoop instead of iron wires or other materials.)

Notes:

- Above information will be submitted to the venue and the relevant departments to review and record, exhibitors are obliged to provide further information or to amend the relevant programs. The submission of this form is not the final approval from organizer.
- Exhibitors are allowed to bring gas into the venue only with the consent of the organizer with stamp and should use it in the designated area. Otherwise, the organizer keeps the right to clean up, the risks and responsibilities shall be borne by the exhibitors.
- If it is found that a pressure vessel is not properly placed or installed, the organizer has the right to require the exhibitors to immediately and safely evacuate it or transport it to a designated area. The exhibitors shall cooperate for the same.

Declaration of Safety Responsibility

We declare all the information above is true and accurate. During the onsite operation, we would strictly obey the safety regulations as well as stipulations and make protection measures. We shall take full responsibility for the safety of pressure vessels brought into the venue during the use, management, shipment, storage, safekeeping, etc. If there is any consequence or accident caused by our gas operation, we are willing to accept the handling and punishment by the venue, organizer and security guards, and assume full responsibility.

Company stamp/Signature of authorized representative

Date



SECTION II.A FORMS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

2.1.8 APPLY FOR ON-SITE DEMONSTRATION

DEADLINE: 28 JANUARY 2021

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, 200122 Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 eMail: marvin.ma@mm-sh.com nancy.huang@mm-sh.com iris.qian@mm-sh.com Contact Persons: Mr. Marvin Ma/ext.860 (W1/OW) Ms. Nancy Huang/ext. 887 (W2/W3) Ms. Iris Qian/ext.636 (W4/W5)	Company:
	Tel.:
	eMail:
	Signature:
	Date:
	Hall / Booth No.:

The exhibitors who carry out onsite promotional activity during the exhibition are required to submit this application in advance to the organizer and relevant safety supervision departments for review and record. No promotional activity permitted during non-exhibition period.

Activity Form: <input type="checkbox"/> Presentation <input type="checkbox"/> Stage Performance <input type="checkbox"/> On-site demonstration <input type="checkbox"/> On-site Interaction <input type="checkbox"/> Others _____	
Theme/Name:	
Activity Area: (Booth design showing the location and orientation of the activity is required.)	Activity Date/Time:
Frequency: _____ time/day	Duration per time: _____ mins
Is there any harmful light, smoke, gas, rays or dangerous object caused during the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Noise decibels at the peak of activity: _____ dB (Max. 65dB)
Number of Performers:	Are there any stars? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Guests:	Are there any models? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any leaders to participate in the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No (Ministerial level leaders or above at home and the same from abroad)	Are there any on-site security measures? <input type="checkbox"/> Yes <input type="checkbox"/> No
Security projects and measures (If yes, please describe or attach detail with this form):	

Important Notes:

- Exhibition activities shall adhere to the principles of "safety first" and "the sponsor takes responsibilities". The area for the on-site promotional activity in this form is only limited to the range within the booth. If exceeding the scope of the booth, in order not to affect the rights of other exhibitors and public safety, the on-site promotional activity may be suspended or stopped.
- Exhibitors are obliged to provide further information or modify related plans if required by the organizer and the government's safety supervision department. The submission of this form is not as the final approval by the organizer and the government's safety supervision department.
- When filling in, please ensure that the above information and samples are true, correct and complete. If the above content is found inconsistent with the on-site situation, or if the site safety supervisor discovers safety problems in the course of the activity, the organizer has the right to request rectification. In serious cases, the activity will be stopped. All losses and consequences will be borne by the exhibitors.
- The organizer has the right to require the suspension for rectification if any violation of government laws and regulations, related safety regulations and requirements of the venue and the organizer, or there is any negative effect or safety accident on the exhibition, exhibitors and visitors in the course of activity. In serious cases, the activity will be stopped. All losses and consequences will be borne by the exhibitors.
- If necessary, the exhibitors shall provide additional materials related to the activity including, but not limited to, the Work Program for Activity Safety, the Planning/Effect Map for the Site Layout, the Program for the Composition of Participants, the List of Participants and the Agenda for Activity.
- If necessary, the exhibitor should hire security guards based on the form, scale and security risks of the activity and bear the expenses.

Declaration of Safety Responsibility

- The company undertakes to strictly abide by the laws and regulations of the People's Republic of China, as well as the relevant safety policies and requirements of the exhibition and to declare and organize on-site activities during the exhibition lawfully and civilly.
- The activities declared and organized by the company adhere to the principle of "safety first", take the initiative to investigate and eliminate all potential safety hazards, and ensure the safety of the process and content of the activities.
- The content of the activities declared by the company conforms to the theme of the exhibition. No contents that may affect China's international image and the image of the exhibition.
- The person in charge of the booth for the company is the first person responsible for safety of the activities.
- The materials of activity declaration submitted by the company are absolutely true. They should not be fraudulent or conceal facts.
- The company will carry out relevant activities in strict accordance with the contents examined and approved.
- The company will actively cooperate with on-site safety supervisors to implement relevant security measures, accept supervision and obey command.
- The company undertakes to complete material correction and site activities rectification within the prescribed time limit. If the time limit is exceeded, leading to the failure of the activities and causing losses and adverse consequences, the company shall bear all responsibilities.
- Our company is willing to accept the handling and punishment by the on-site safety supervisors, hall owner, organizer and security guards if the activity organized by our company violates the relevant safety regulations and requirements, or there is any security risk, accident or negative effect on the exhibition, exhibitors and visitors, and assume full responsibility. All losses and consequences caused by this will be borne by our company.

Company stamp/Signature of authorized representative

Date

Section II.B

Forms That Must Be Submitted

(Shell Scheme)

- **How to inform organizer of our official company name on booth fascia and our special request about the location of facilities and additionally ordered equipments in my booth?**
 - => Form 2.2.1 Company Name for Stand Fascia**
 - => Form 2.2.2 Shell Scheme Stand Layout**

SECTION II.B FORMS THAT MUST BE SUBMITTED (SHELL SCHEME)

2.2.1 COMPANY NAME FOR STAND FASCIA

DEADLINE: 28 JANUARY 2021

Every Shell Scheme Exhibitor should complete the company name for fascia on-line via the Exhibitor Center. You may login with your username and password, and submit the information. For the login steps, please refer to 2.1. You may fill in the "Fascia Board (EN)" (required), "Fascia Board (CN)" on the Exhibitor Profile page.

Exhibitor Profile

Company Name (Chinese)
慕尼黑

Company Name (English)
MM

Booth No.
W1.1111

Booth Area (SQ)
36.00

Country*
China

Fascia Board

→ Edit & Confirm fascia board Modified: 2017.11.28 10:23

Dear Exhibitor,
Please fill in your company name for stand fascia. This name will be also for promotion use. Any modification, please click "Exhibitor Profile".

Chinese Name
[Redacted]

English Name
[Redacted]

Submit Fill in later

Note

- If "Fascia Board (CN)" & "Fascia Board (EN)" haven't been submitted 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.
- Logo not larger than 200 x 200 mm may be attached onto the fascia. Please note that basic booth without logo, re-production of logo is solely at **Exhibitor's Expense**. If you wish to have your logo on the fascia produced by the general contractor, please send a sample or a high resolution digital file (jpg- or tif- format), together with form 3.9, to the Official Contractor for quotation.

SECTION II.B FORMS THAT MUST BE SUBMITTED (SHELL SCHEME)

2.2.2 SHELL SCHEME STAND LAYOUT

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 tony_li@aseaexpo.com Mr. Tony Li (Ext. 198) Hall OW6 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW7 Organizer's complaining phone: +86 21 2020 5500	Company:	
	Address:	
	Tel:	Email:
	Person in Charge:	
	Signature:	
	Hall / Booth No.:	Date:

This form must be completed and returned by **ALL Shell Scheme Exhibitors**.

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

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

Amount

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

Booth size _____ (m): _____ (m)
 right (Neighboring Booth No.)

Symbol

ST socket
 ST24 24hrs socket
 L fluorescent tube
 S spotlight
 W water connection
 D compressed air
 T telephone
 F fax machine
 M machine connection

Booth back wall (Neighboring Booth No.)

left (Neighboring Booth No.)

Section II.C

Forms That Must Be Submitted (Raw Space)

- **How to get our special booth design approval?
Can I ask our booth contractor to submit drawing to organizer directly?**
 - => Form 2.3.1 Declaration of Exhibitor
Nominated Stand Contractor for Raw Space**
 - => Form 2.3.2 Construction Regulations and
Declaration of Safety Responsibility**
 - => Form 2.3.3 Building Approval for One-storey
Booth Design**
- **How to carry out booth design approval if we
built two-storey booth?**
 - => Form 2.3.3 Building Approval for One-storey
Booth Design**
 - => Form 2.3.4 Building Approval for Two-storey
Booth Design**
- **Do I need to rent the Fire Extinguisher for
two-storey booth?**
 - => Form 2.3.5 Rental of Fire Extinguisher in the
Booth**
- **How to order electrical power supply for lighting
& machine**
 - => Form 2.3.6 Electrical, Water and
Compressed Air Supply**
 - => Form 2.3.7 Stand Electrical, Water and
Compressed Air Supply Layout**

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.1 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in Charge:	
	Signature:	Date:
	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 official contractor by email for approval **before 28 JANUARY 2021**. 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 move-in procedure.
- All raw space stands are required to purchase exhibition liability insurance during build-up / show / dismantling period (please refer to the next page for more details). The copy of insurance policy must be submitted to the organizer/official contractor for proceeding move-in procedure.
- Contractors should pay for Hall Management Fee at RMB 28/m² and the general management deposit: RMB 200 / m² / show period. For booth smaller than 50 m²: minimum amount is RMB 10,000 / booth / show period. For the detailed information please refer to "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 displayed content of each booth shall not violate the laws and regulations of China and the relevant regulations of the show.
- For the raw space booth contractor, its business scope of independent legal entity shall cover interior decoration or exhibition decoration projects. Corresponding certification documents will be required for Real-name Authentication procedures.
- Any agreement or arrangement between exhibitors and their nominated booth contractors is deemed as an agreement reached and to be fulfilled by both parties. Both parties shall settle any accident or dispute arising from the performance of the agreement according to law, and the exhibition organizer shall not be liable for any losses caused by any default arising thereof.
- The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer for any modification.
- The raw space contractors must study Form 2.3.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachments "Fire Protection Regulations and Safety Rules" and "Outdoor Booth and Two-storey Booth Construction Regulations" as well as Section V Technical Guidelines.

Your stand design / construction information (please mark ✓)

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

Notes:

The stand design drawings of the above booth types 2-3 must be reviewed and approved by Grade A National Registered Structural Engineer. The relevant inspection / re-inspection fee will be incurred accordingly.

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

Stand contractor:		
Address:		
Onsite safety manager:	Onsite phone no.:	Fax:
Email:	Electrician on duty:	Onsite phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Onsite safety manager:	Onsite phone no.:	Email:
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.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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

Please note

- The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".
- Each mobile phone number / each license plate number can only be used to register one "Waiting Permit" per day. The license plate number can be modified several times before payment but once only after payment. 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.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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

According to request of the Organizer and Shanghai New International Expo Centre, the exhibitor nominated stand contractors and exhibitors who build their booths on their own should purchase exhibition liability insurance during build-up / show / dismantling period, pay hall management fee and general management deposit to our official stand contractor with showing the copy of insurance policy. With completion of Real-Name Authentication, all contractors and forwarders must buy construction badges from the venue with showing hall management fee & build-up 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 move-in procedure.

1. Contractor badges by going through Real Name Authentication Procedure for Non-official Stand Contractors

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

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

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

Should you need any further clarification, please contact SNIIEC via the hotlines: 86-21 28906100 ext. 201/202/203/204 or refer to http://www.sniiec.net/cn/about_download.php

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 general management deposit, hall management fee receipt and completion receipt of Real-Name Authentication. Each badge is RMB 50 (including RMB 30 badge fees + RMB 20 accidental injury insurance fees). A person without badge is forbidden to any construction activities.

2. Insurance

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

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: RMB 500,000
- 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: RMB 350,000
- 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: Ms. Guan; Tel: 86-21-62485075; MP: 86-13817536180/15821304337; Email: guanji001@pingan.com.cn

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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 and General management deposit

All exhibitor nominated stand contractors and exhibitors who build their booths on their own should purchase exhibition liability insurance during build-up / show / dismantling period, pay hall management fee and general management deposit to our official stand contractor with showing the copy of insurance policy.

A. Price: **RMB 28/sqm/show period** (based on the rented area)

General management deposit: **RMB 200/sqm/show period. For booths smaller than 50 sqm: RMB 10,000/booth / show period**

B. Methods of Payment: **Bank Transfer in USD only**

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

NAME: Shanghai ASEA EXPO

BANK Account: 1001205809300080182

BANK: INDUSTRIAL AND COMMERCIAL BANK OF CHINA, SHANGHAI MUNICIPAL BRANCH

Bank Address: NO.9 PU DONG AVENUE SHANGHAI CHINA

Swift Code: ICBKCNBJSHI

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

Notes:

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

** The General Management Deposit Rules

- A. To those unpaid booths, the organizer has the right to reject its build-up and stop the power supplies, etc.
- 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%



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

3	Booth height exceeds the maximum height limit.	100%
4	Booth structural/safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not offset 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 entering the exhibition hall privately; working overtime secretly or delaying work against the regulations without applying for overtime; privately connect electrical power supply, water supply or compressed air without the written authorization of the official contractor. Failure to move in according to the designated early move-in date / time but not due to force majeure.	50%
7	Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch is not to be installed.	50%
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	During move-in, out or event period piling up anything that occupies, blocks and interrupts the truck buffer area, fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be	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 70dB (with reference to the complaints and the sound level test result on-site).	50%
16	Booth dismantling begins before the exhibition ends on the last show day.	50%
17	For not recycling the paint buckets, KT boards, carpets or low-pressure plastic paper (bubble plastic paper) after use.	50%
18	For any violation behaviour within the exhibition area and disobey the rectification opinion of the organizer.	50%
19	Placing 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 setting up enough fire extinguishers, sprinkler system and automatic alarm as regulated.	30%
22	During the construction, exhibition and demolition of the booth, the scrap, waste or other abandoned items are dumped in non-designated place.	30%
23	For not wearing a helmet and seatbelt in aerial work, or without qualified and safe lifting tools or platforms and specialized personnel to command, care and set up security zones.	30%
24	For not wearing a valid document issued by the organizer on the construction site; or on-site construction workers not properly wearing qualified helmets.	20%
25	For fights and activities that disturb public order within the exhibition area.	20%
26	In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions	20%
27	In terms of brutal construction, illegal construction and demolition of stands (push and pull, etc.) without setting the security warning zones and dismantling the stand in advance against the provisions of the organizers	20%
28	For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures,	10%
29	During setting up and dismantling the booth, each booth shall designate a person in charge of site safety and if he is not on the site when organizers and exhibition construction contractors conduct safety inspection of the booth.	10%
30	Smoking at the construction site	10%
31	Damage made to the hall facilities (walls, gates, floor, pillars, etc.)	According to actual charges
30	If any demonstration that violates the safety requirements, or document submitted is incomplete before the show, or onsite demonstration without laser demonstration application form and security pledge signed, the organizer has right to reject to stop the power supplies and other facility supply.	100%
31	If the demonstration without laser demonstration application form and security pledge signed, or demonstration that violates the safety requirements, or failure again to meet the safety requirements after certain measures by exhibitors, the organizer will take the liability to take safety measures to start mandatory safety modification, or provide protective measures to ensure the safety of laser products to be exhibited onsite. Any protective measures provided by the organizer or any violation to the safety requirements will be deducted from the management deposit.	According to actual charges

※ The exhibitor must 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 a final decision in case of any controversies.

C. The general management deposit will be returned by transfer if no undue irregularities occurred. 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), remitte's name and contact details when he applies for the refund of the deposit at the Official Contractor service counter on site. It will take 30 working days to complete the refund. If the exhibitor/contractor could not return the original receipt of the deposit or written receipt documents, the official contractor has the right to refuse the refund of the deposit.



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

****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 the 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 occurring in the booth construction process.

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

No.	Content	Standard	Unit	Total (RMB)
1	Fire hydrant	Damage	One	1625.00
2	Fire extinguisher	2kg	One	190.00
		4kg		325.00
3	Electrical cable	5*4mm ²	Meter	21.00
		5*10mm ²		43.00
		5*16mm ²		70.00
		5*25mm ²		122.00
		5*35mm ²		137.00
		5*50mm ²		195.00
		5*70mm ²		271.00
		5*95mm ²		332.00
4	Copper joint	10mm ²	One	5.00
		16mm ²		5.00
		35mm ²		7.00
		50mm ²		9.00
		70mm ²		10.00
		95mm ²		17.00
5	Air circuit breaker	16A	One	180.00
		32A		185.00
		40A		190.00
		63A		240.00
		80A		540.00
		100A		540.00
		150A		1560.00
		200A		1560.00
		250A		1560.00
		300A		2990.00
		400A		3380.00
6	Air pipe	5HP	Set	472.00
		10HP		710.00
		15HP		1048.00
7	Pagoda head	10mm	One	50.00
		20mm		51.00
		25mm		52.00
8	Water pipe	for living	Set	428.00
		for machine		585.00
		drainage		702.00
9	Pagoda head	12mm	One	20.00
		20mm		20.00
10	Copper ball valve	1/2'	One	23.00
		3/4'		38.00



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

		1'		61.00
11	Outer shell of electric box	15A	One	560.00
		32A		671.00
		63A		728.00
		100A		830.00
11	Outer shell of electric box	150A	One	1560.00
12	Copper piece in electric box	200A	Group	10530.00
		250A		10790.00
		300A		11570.00
		400A		12220.00
		Damage		130.00
13	Electric box latch	30A	One	7.00
14	Temporary electric box (orange socket 220V)	Damage	One	13.00
15	Telephone module in pipe ditch	Damage	Piece	300.00
16	Net wire	Damage	Meter	8.00
17	Hanging gourds	Damage	One	520.00
18	Meeting room gooseneck representative machine	Damage	One	5545.00
19	Meeting room wireless microphone	Damage	One	3640.00

Venue Compensation List for On-site Damaged Constructions

No.	Content	Standard	Unit	Total (RMB)
1	Collision post	Damage	Piece	1040.00
		Paint abrasion	Place	190.00
2	Iron gate and fence of loading bay	Serious distortion	Place	1820.00
		Slight damage		300.00
3	Mental fence of the heat pump	Damage	Piece	1000.00
4	High limit pole	Damage	Piece	2600.00
		Chain link damage		100.00
		Metal bracket damage	One	6500.00
5	Cast iron cover of outdoor open drain	Damage	Piece	300.00
6	Manhole cover	Damage	One	650.00
7	Show ground outdoor	Make hole	One	2600.00
		Abrasion	1m ² and	910.00
8	Steel door	Damage	One	5499.00
		Make hole		1000.00
		Abrasion	Place	200.00
9	Iron cover of indoor pipe ditch	450*450	Place	300.00
		450*900		600.00
10	Small iron cover of indoor pipe ditch	Damage	Piece	104.00
11	Electric cable cover	Damage	Piece	240.00
12	Show ground indoor	Make hole	One	10000.00
		Serious abrasion	Place	500.00
		Slight abrasion		200.00
13	Hall top steel structure	Slight strike	Place	5000.00
		Serious strike		50000.00
14	Big gate of hall	Small gate damage	One	5200.00
		Big gate damage		32500.00
15	Small door doorknob	Damage	One	910.00



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

16	Small door hinge	Damage	One	520.00
17	Small door lock	Damage	One	1521.00
18	Big gate doorknob	Damage	One	1040.00
19	Big gate hinge	Damage	One	3647.00
20	Door-closer	Damage	One	2886.00
21	Doorsill strip of big gate	Damage	Piece	780.00
22	Big gate glass	Damage	Sqm	1200.00
23	Big gate frame	Damage	One	11180.00
24	Big gate doorframe	Damage	One	11742.00
		Refit		1300.00
25	Small door doorframe	Damage	One	3244.00
		Out of shape		663.00
26	Wood veneer at entrance	Damage	Piece	3000.00
		Abrasion	Place	325.00
27	Square brick	Pollute & Damage	1m ² and	390.00
28	Edge block of road	Damage	Piece	260.00
29	Asphalt pavement	Damage	Sqm	195.00
30	Traffic cone	Damage	One	130.00
31	Traffic cone	Damage	One	171.00
32	Speed limit belt	Damage	Piece	332.00
33	High limit pole of north road	Damage	Piece	1300.00
34	Wall surface coating	Abrasion	Place	100.00
35	Conference room chairman's podium	Abrasion	Place	1300.00
36	Writing-board on chair of meeting room	Damage	Piece	150.00
37	Meeting room carpet	Pollute & Damage	Piece	390.00 (imported)
38	Projector screen in meeting room	Damage	Piece	6000.00
39	Meeting room chair	Lose	One	390.00

* SNIEC keeps all rights for the adjustment of this price list.

* The above price list is updated in May 2020.

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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

DEADLINE: 28 JANUARY 2021

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

1. To strictly adhere to the national and local governmental policies on safe production and fire prevention and to implement the related regulations. Each stand contractor should pay relevant fees and submit respective application forms & drawings for stand construction approval according to request of the organizer and SNIEC. The booth must be built according to approved drawings submitted.
2. During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for 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.
3. **The maximum height for one-storey structure and advertisement is 6,00m. The maximum height for two-storey structure is 8,50m. Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than 50% of the stand side in question, and completely closed walls may be no more than 6 m in length. The building of three-storey booth or above is forbidden. * The height of the booth in the OW Hall must be less than 4.5 meters.**
4. All construction structures must be fireproof. Stand construction and decoration materials must be noncombustible with a burning diffusion rate not lower than Class B1. **The contractor is required to carry the material fireproof documents on site.**
5. All the indoor booths cannot have a closed roof.
6. **When the 1st floor area of a double-storey booth is semi or fully enclosed and above 120sqm, 2 or more evacuation doors wider than 0.9m must be set up. When the upper storey area of a two-storey booth is above 200sqm, at least two stairways wider than 0.9m must be arranged, the distance between 2 evacuation exits must be at least 5m.**
7. The fire protection system, electric installations, emergency exits and aisles may not be obstructed by stand constructions.
8. A back wall or partition not lower than 2.5m must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered with fire-proof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand is forbidden.
9. The platform of any booth shall not exceed 15cm in height. Any platform exceeding 10cm in height must install slope.
10. The hanging point used for supporting the booth structure is strictly forbidden, which means that structures hung from the ceiling must be separate from the booth structure on the floor. Exhibits are not allowed to be hung from the ceiling of the exhibition hall. **Sound systems (hi-fi and acoustics) are NOT allowed for hanging points.**
11. 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.
12. **For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.**
13. **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**

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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.

14. The stand contractor should have in place windproof measures to ensure the safety and stability of outdoor stand structure.
15. For outdoor stands, the lighting fixtures should be rainproof and the control switch must be combined with leakage protection devices.
16. **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.**
17. **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.**
18. No smoking is allowed in the halls. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.
19. The use of airships and balloons is not permitted in the halls and in the outdoor exhibition grounds.
20. 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.
21. Builders working on construction in height of 2m and above must comply with safety rules and regulations of construction in height.
22. To ensure the constructions and facilities of the venue are in good condition and working areas are kept clean. In case of any damage or pollution, the contractors should compensate according to "Venue Compensation List for On-site Damaged Facilities" and "Venue Compensation List for On-site Damaged Constructions".
23. After the opening of the exhibition, each construction company shall leave safety person in charge and the full-time staff onsite in case of dealing with problems in a timely manner.
24. During the dismantling period, the booth must be totally torn down without rubbish and damage.
25. The organizer, official contractor 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. In case of any hidden power safety hazard or serious security breach at a booth, they shall have the right to suspend or cut off the power supply immediately without notifying the exhibitor. Any loss incurred thereby shall be borne by the exhibitor/contractor.
26. 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 will be to blame 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.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

FIRE PROTECTION REGULATIONS AND SAFETY RULES

• Fire Protection Safety Regulations

According to the newest regulation of SNIEC, the stand design drawings of indoor one-storey booth 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 area only if it is flame proofed and its burning diffusion rate up to Class B1. **The contractor is required to carry the material fire proof documents on site.** During build-up/show/dismantling period, the carpet to be paved must be noncombustible with a burning diffusion rate not lower than Class B1. **The contractor must hold on site the flame retardant test report and marking for the carpet.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any behavior which could occupy, obstruct or block out the escape ways and emergency exits is forbidden during the build-up/show/dismantling period.

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

During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

• General Safety Regulations

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

• Safety rules and regulations of construction in height

- It is requested that all builders get the physical examination certificate for construction in height. Builders contracting mentally ill, epileptic, hypertensive, or vision and hearing-impaired personnel, are strictly forbidden to be assigned to construction in height! No exceptions made!
- Builders working on construction in height, should take educational safety course, and should pass all required exams before being assigned to such construction.
- Builders must wear safety helmets and belts, wear soft bottom shoes, and the clothing should be suitable for construction in height. They should always be aware of the following rules:
 - ✓ All rules and regulations for construction in height must be adhered to at all times
 - ✓ Alcohol is prohibited when working at the fairground.
 - ✓ Prohibited to take breaks in unsafe areas.
 - ✓ Prohibited to deliberately drop items.
 - ✓ Prohibited to work if too exhausted or sleep deprived.
 - ✓ No horseplay or gambling.
 - ✓ Prohibited to remove fire extinguishing equipment from designated places
 - ✓ Prohibited to disregard personal safety equipment regulations.
 - ✓ Prohibited to dismantle or damage safety devices and installations.
 - ✓ **Prohibited to use herring bone ladder up to 2m**
 - ✓ **Prohibited to use movable scaffolding higher than 4m or without guardrail on the top or with guardrail lower than 1.2m on the top. The ladder / movable scaffolding must be in four-wheel-locked status when working on construction in height**
 - ✓ **All the aerial works as working on the hanging basket are strictly prohibited**
- It is very important that all builders are ever aware of potential hazards and unsafe situations.
- Builders should check the scaffolding, ladders and steel cables carefully to ensure they are reliable before starting construction.
- Tools such as hammers, hoisting jacks etc. should be handled carefully by the builders.
- Builders are required to clean the construction area when their work is finished.
- Warning signs must be in place around construction 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 the Centre for specific-type work must possess "Shanghai Specific-type Operator Certificate" (workers in height, electricians, welders or forklift drivers and others) and submit the scan copy to the organizer / official contractor. Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

TWO-STOREY STAND CONSTRUCTION REGULATIONS

• General conditions

Outdoor stand or Two-storey stand construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/contractor or recommended by the venue.

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

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

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

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

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

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

• Approval procedure

The construction application must be submitted to the Organizers or the official contractor until **28 February 2021**. The following documents must accompany the application.

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

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

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

• Stand construction

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

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

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

• Positioning of cabins / Design of upper storey

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

• Balustrades

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with balustrades. These must be at least 1.20 m high. An upper chord, middle chord and lower chord must at least be provided.

In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of balustrades if required. To prevent object (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or rounded in shape

• Load-bearing capacity

Ceiling strength:

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

Strength of stairways:

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

Strength of balustrades / railings:

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

• Fire prevention

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

For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers.

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

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

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.3 BUILDING APPROVAL FOR INDOOR ONE-STOREY BOOTH DESIGN

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in charge:	
	Signature:	Date:
	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 2.3.1 and 2.3.2 until 28 February 2021** for drawing inspection/re-inspection:

<ul style="list-style-type: none"> ● Perspective ● Plan of ground floor ● Elevations and Cross-sections ● Electricity layout ● Booth plan and material description(with fire detection report) 	<ul style="list-style-type: none"> ● 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)
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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 drawing re-inspection 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.
- If submitted later than the deadline, drawings received 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 28 JANUARY 2021** 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:	E-mail:
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.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.4 BUILDING APPROVAL FOR TWO-STOREY BOOTH DESIGN

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW		Company:	
		Address:	
Tel:		Email:	
Person in charge:			
Signature:		Date:	
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 2.3.1 and 2.3.2 until 28 February 2021** for drawing inspection/re-inspection:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Perspective ● Plan of ground floor (marked with unit function & fire facilities) ● Elevations and Cross-sections ● Electricity layout ● Booth plan and material description(with fire detection report) | <ul style="list-style-type: none"> ● Cutaway View (outdoor booth / two-storey booth) ● Structural drawing (outdoor booth / two-storey booth, attached with fireproof testing report) ● Dimension, weight, truss specifications, material description, connection method, etc. of hanging structure (if any) ● Plan of upper floor (two-storey booth) |
|---|--|

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.
- All outdoor booth drawings shall be indicated in the specifications of the materials and the way of strengthening, and the wind/rain proof measures.
- 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.
- For construction and design drawings for outdoor booths or two-storey booths without approval of top level certified structural engineer and drawing re-inspection 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 booth drawing approval must be shown onsite. Booth construction should be strictly in accordance with the approved drawings.
- If submitted later than the deadline, drawings received will not be accepted or processed timely. If delays occur, time-related consequences should be borne by the exhibitors and contractors.

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 28 JANUARY 2021** 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.**


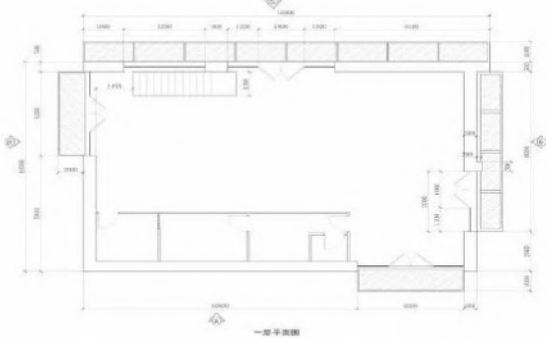
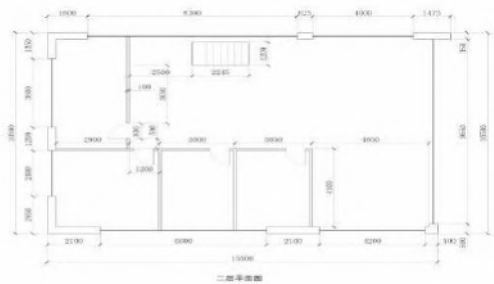
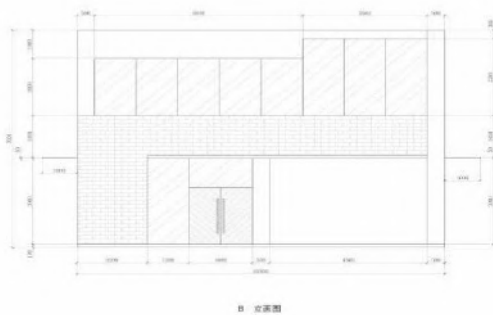
Booth Contractor

Company:	
Address:	
Tel:	Fax:
Contact:	E-mail:
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.	

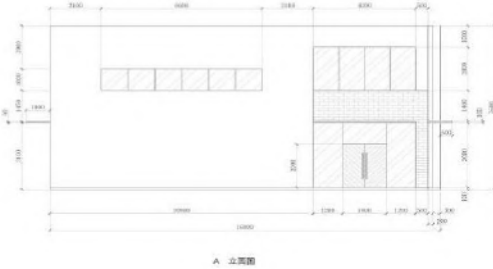
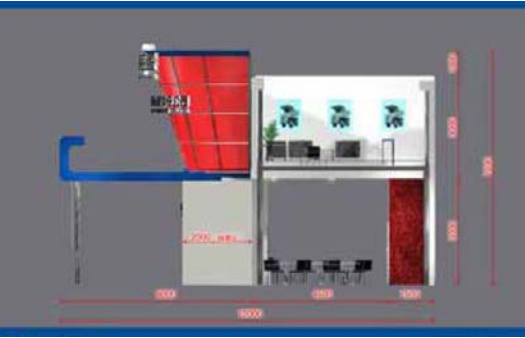
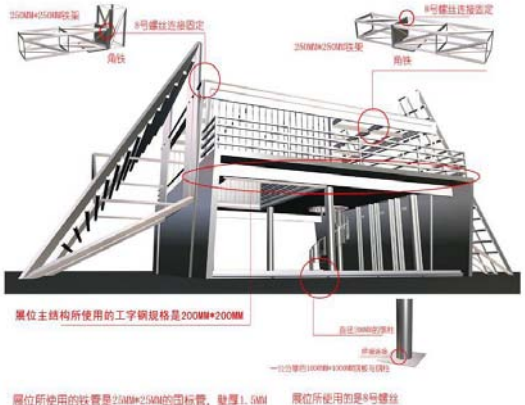
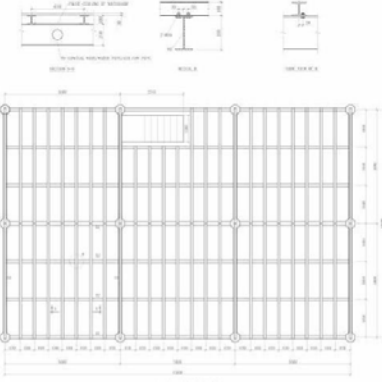
****Be sure to do the ground protection work before entering the outdoor exhibition site for construction.**

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

STAND DESIGN DRAWING SPECIFICATION FOR BUILDING APPROVAL

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

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

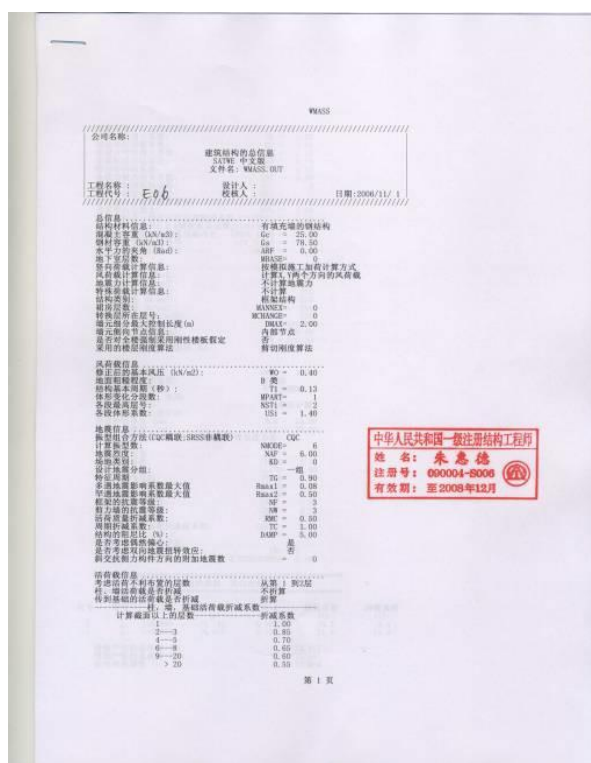
Drawing	Sample
<p>Side elevation (required for two-storey booths)</p>	 <p>A 立面图</p>
<p>Cutaway view (required for two-storey booths)</p>	
<p>Detailed booth material checklist (required for all raw space booths)</p>	
<p>Structural drawing (required for two-storey booths)</p>	 <p>SMS 结构平面图</p>
Drawing	Sample

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

Booths require re-inspection:

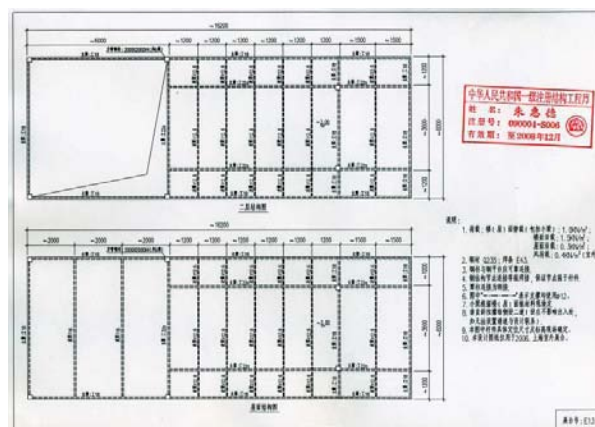
Structural calculation drawing

(Stamped by a Grade A registered National structural engineer)



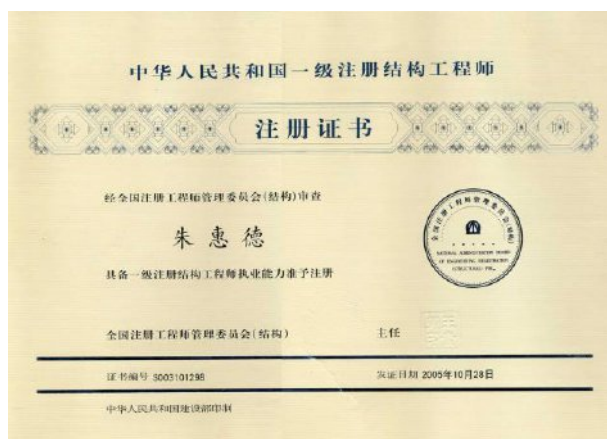
Booths require re-inspection:

Static test report or static load calculation (Stamped by a
Grade A registered National structural engineer)



Booths require re-inspection:

A carbon copy of the certification of the Grade A National
registered structural engineer



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.5 RENTAL OF FIRE EXTINGUISHER IN THE BOOTH

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

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

Note

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

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.6 ELECTRICAL SUPPLY, WATER SUPPLY AND COMPRESSED AIR

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in Charge:	
	Signature:	Date:
	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 the following orders are excluding connection.

excluding connection.

Item	Description	Unit Price RMB		Quantity	Total RMB
Electrical Supply (Lighting use only)	The electricity box of a booth shall have an electrical fire monitoring system.	Electrical supply	electrical fire monitoring		
	Power supply, 380 V / 15 Amp / 50 Hz, three phases	1500	470		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases	2000	550		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases	2900	630		
Electrical Supply (Machine use only)	Power supply, 380 V / 15 Amp / 50 Hz, three phases	1500			
	Power supply, 380 V / 30 Amp / 50 Hz, three phases	2000			
	Power supply, 380 V / 60 Amp / 50 Hz, three phases	2900			
	Power supply, 380 V / 100 Amp / 50 Hz, three phases	4600			
Compressed Air	Exhibition service Compressed air 5HP(≤0.4m3/Min & 8~10kgf/cm2), Ø 10mm	4300			
	Exhibition service Compressed air 10HP(0.41~1.03/Min & 8~10kgf/cm2), Ø 20mm	4900			
	Exhibition service Compressed air 15HP(1.1~1.8m3/Min, 8-10kgf/cm2, Ø 25mm	5500			
Water Supply	Exhibition service Water supply to booth with 10m pipe up & down. Ø 15mm up, Ø 25mm down, P. 4kgf/cm2	2680			
	Exhibition service Water supply to machine with 10m pipe up & down. Ø 20mm, Ø 25mm down, P. 4kgf/cm2	4320			
<input type="checkbox"/> We do require power connection (RMB 1500 handling fee, based on the above price list, will be charged for connection, excl. adaptor.)					

➤ **Compressed air can not be provided in the OW Hall**

- After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline for on-site 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 can be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 2.3.7 "Stand Electrical Supply, Water Supply and Compressed Air 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.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. 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.

For detailed specification please refer to the next page.

SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

Electricity Notes:

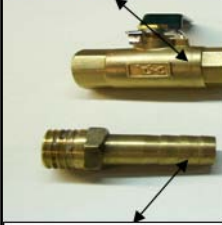

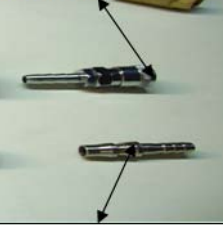
Power during build – up / dismantling period

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

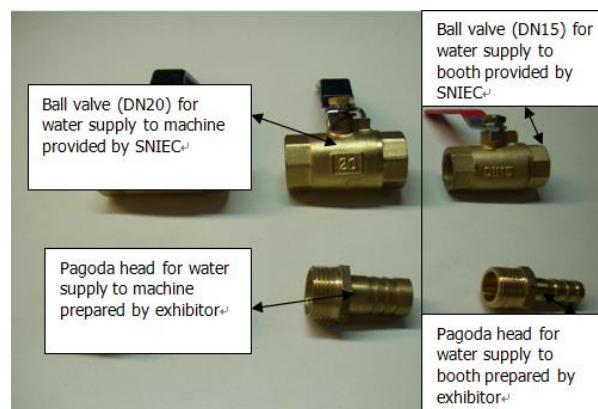
- **Compressed Air / Water Supply Notes: For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.**

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

Data of air compressor adaptor

15HP≤1.0m³/min interface (DN25) provided by SNIEC	10HP≥0.9m³/min interface (DN20) provided by SNIEC	5HP≥0.4m³/min interface (disconnect coupling head) provided by SNIEC
		
≤1.0m³/min pagoda head metric system prepared by exhibitor	≥0.9 m³/min pagoda head metric system prepared by exhibitor	≥0.4 m³/min quick adaptor prepared by exhibitor

Data of water supply adaptor



SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

2.3.7 STAND ELECTRICAL SUPPLY, WATER SUPPLY AND COMPRESSED AIR LAYOUT

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in Charge:	
	Signature:	Date:
	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 enclosed or additionally ordered equipment.

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

Amount

Booth back wall (Neighboring Booth No.)

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

Booth size
 ____ (m): ____ (m)

right
 (Neighboring
 Booth No.)

left
 (Neighboring
 Booth No.)

Symbol

ST socket
 ST24 24hrs socket
 L fluorescent tube
 S spotlight
 W water connection
 D compressed air
 T telephone
 F fax machine
 M machine connection

Section III Optional Forms

- Can we order the stand package or change the original stand package type?
=> Form 3.1 Stand Packages
- How to order additional electrical equipment, furniture, telephone, water supply, office equipment, compressed air for our booth?
 - => Form 3.2 Electrical Equipment & Fittings
 - => Form 3.3 Stand Additional facility
 - => Form 3.6 Additional Furniture
 - => Form 3.7 Office Equipment
 - => Form 3.8 Telephone & Fax Equipment
 - => Form 3.9 Special Items
 - => Form 3.10 Additional Booth Cleaning
- How to optimize our company's advertising exposure?
=> Form 3.5 Hanging Point & Advertising Opportunities
- How to order interpreter and hostess for our booth?
=> Form 3.12 Booth Personnel
- Is there any hotel near fairground that we can order with exhibition preferential rate?
=> Form 3.13 Hotel Reservation
- How to get the invitation letter for visa application?
=> Form 3.14 Invitation Letter to China

SECTION III OPTIONAL FORMS

3.1 STAND PACKAGES (CONT'D)

DEADLINE: 28 JANUARY 2021

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5573 Fax: +86 (0)21-2020 5688 eMail: evelyn.liu@mm-sh.com Contact Person: Ms. Evelyn.Liu	Company:
	Tel:
	Fax:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:
	company stamp

Raw Space Exhibitor who wants to order the stand package
 Shell Scheme Exhibitor who wants to change original stand package type

Please complete this form and return with the necessary payment

Booth Type	Price per Sqm (RMB) Stand package only (without Rental Space)	Booth Area (SQM)
Basic (min. 9 Sqm, only for Local exhibitors)	200.--	
Sparkle (min. 9 Sqm)	370.--	
Premium (min.9 Sqm)	720.--	
Please find further details and specifications of the above Shell Scheme Stand Packages on Form 3.1.1		

Unit price for space rental + **Unit price for stand package construction** × **Booth size** = **Total price**
In your application form

***Total payment above – Payment in your application form = Balance**


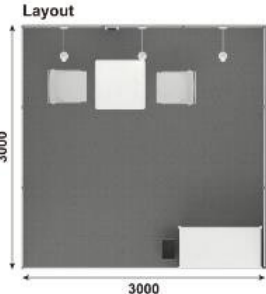
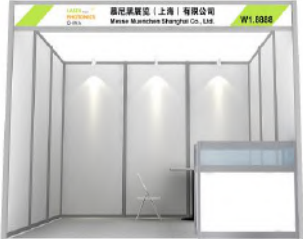
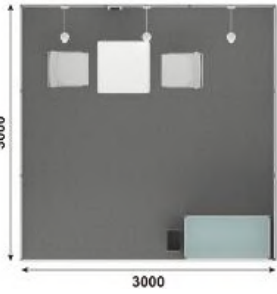
Note

- Checks should be made out in favour of Messe Muenchen Shanghai Co., Ltd.
- Orders without remittances will not be entertained.
- Logo not larger than 200 x 200 mm may be attached onto the fascia. Please note that basic booth without logo, re-production of logo is solely at **Exhibitor's Expense**. If you wish to have your logo on the fascia produced by the general contractor, please send a sample or a high resolution digital file (jpg- or tif- format), together with form 3.9, to the Official Contractor for quotation.
- Exhibitors will be held responsible for any loss or damage.
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. And exhibitors will have to make good of any damages or losses.
- A written approval from the organizer is required if the modification is necessary. And all relating expenses shall be borne by the exhibitors.
- No refundment will be entertained for unused complimentary furniture in stand packages.
- The official contractor will take in charge of booth cleaning.
- **The exhibitors should be responsible for the bank charges when transferring the payment.**

SECTION III OPTIONAL FORMS

3.1.1 STAND PACKAGES DESCRIPTION

(* If exhibitor wants to change stand package, please fill in Form 3.1 on page 57)

Basic 1 (Local only)		Max. stand height 2.5m	9m²	<=12m²	<=18m²	<=24m²	<=30m²
  (min. 9 Sqm)		Carpet, Fireproof	√	√	√	√	√
		Wall panels, white, 2.5m ht	√	√	√	√	√
		Complimentary furniture:					
		Lockable cupboard	1	1	2	2	2
		Square table	1	1	2	2	2
		Folding chair	2	3	4	6	8
		Waste paper basket	1	1	2	2	2
		100W spotlight	3	4	6	8	10
		13A/220V 500W socket	1	1	2	2	3
		Fascia (orange), 0.3m ht KT board; Lettering & booth no. (black)	√	√	√	√	√
Basic 2 (W5 Optics Area only)		Max. stand height 2.5m	9m²	<=12m²	<=18m²	<=24m²	<=30m²
  (min. 9 Sqm)		Carpet, Fireproof	√	√	√	√	√
		Wall panels, white, 2.5m ht	√	√	√	√	√
		Complimentary furniture:					
		Low glass showcase	1	1	2	2	2
		Square table	1	1	2	2	2
		Folding chair	2	3	4	6	8
		Waste paper basket	1	1	2	2	2
		100W spotlight	3	4	6	8	10
		13A/220V 500W socket	1	1	2	2	3
		Fascia (green), 0.3m ht KT board; Lettering & booth no. (white)	√	√	√	√	√

※Poster suggestion size: 900mmxH:2400mm/400mmxH:2400mm

※both sides of the lamp pillar is not available to stick posters

SECTION III OPTIONAL FORMS

(* If exhibitor wants to change stand package, please fill in Form 3.1 on page 57.)


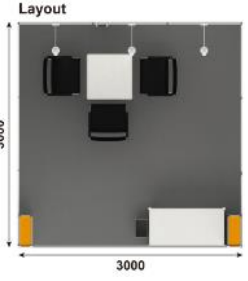
Sparkle 1   (min. 9 Sqm)	Max. stand height 3m	9m²	<=12m²	<=18m²	<=24m²	<=30m²	<=36m²
	Carpet, Fireproof	√	√	√	√	√	√
	Wall panels, 2.5m ht	√	√	√	√	√	√
	Design element, 3m ht	√	√	√	√	√	√
	Complimentary furniture:						
	Lockable cupboard	1	1	2	2	2	3
	Square table	1	1	2	2	3	4
	Black leather chair	3	4	6	8	12	12
	Waste paper basket	1	1	2	2	2	3
	100W spotlight	3	4	6	8	10	12
	13A/220V 500W socket	1	1	2	2	3	3
	Fascia, 0.47m ht; Lettering & booth no.	√	√	√	√	√	√
	Logo, in sticker cut-out, excl. design, incl. production	√	√	√	√	√	√
Sparkle 2(W4 /OW Optics Area only)   (min. 9 Sqm)	Max. stand height 3m	9m²	<=12m²	<=18m²	<=24m²	<=30m²	<=36 m²
	Carpet, Fireproof	√	√	√	√	√	√
	Wall panels, 2.5m ht	√	√	√	√	√	√
	Design element, 3m ht	√	√	√	√	√	√
	Complimentary furniture:						
	Low glass showcase	1	1	2	2	2	3
	Square table	1	1	2	2	3	4
	Black leather chair	3	4	6	8	12	12
	Waste paper basket	1	1	2	2	2	3
	100W spotlight	3	4	6	8	10	12
	13A/220V 500W socket	1	1	2	2	3	3
	Fascia, 0.47m ht; Lettering & booth no.	√	√	√	√	√	√
	Logo, in sticker cut-out, excl. design, incl. production	√	√	√	√	√	√

※Poster suggestion size: 900mmxH:2400mm/400mmxH:2400mm

※both sides of the lamp pillar is not available to stick posters

SECTION III OPTIONAL FORMS

(* If exhibitor wants to change stand package, please fill in Form 3.1 on page 55.)

Premium	Max. stand height 3m	9m ²	<=12m ²	<=18m ²	<=24m ²	<=30m ²
 	Carpet, needle punch, Blue	√				
	Wall panels, 2.4mH	√				
	Complimentary furniture:					
	Square Table	1	1	2	2	3
	Black Leather chair	3	4	6	8	10
	Lockable cupboard	1	1	2	3	3
	Waste paper basket	1	1	2	2	2
	Spotlight	3	4	6	8	12
	13A/220V 500W socket	1	1	2	2	3
	Fascia, 0.3mH; Lettering & booth no.	√	√	√	√	√
	Logo, excl. design, incl. production	√	√	√	√	√

※Poster suggestion size: 900mmxH:2400mm/400mmxH:2400mm

※both sides of the lamp pillar is not available to stick posters

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

Note

- **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 lighting fixture is allowed to be connected by shell scheme exhibitors.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**

SECTION III OPTIONAL FORMS

3.2 ELECTRICAL EQUIPMENT & FITTINGS (OPTIONAL FOR SHELL SCHEME)

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Description	Unit Price RMB	Quantity	Total RMB
Long arm spotlight 100 W	200		
Floodlight, 250 W	490		
Eye-ball Halogen-light, 50 W	240		
Down light, 100 W	240		
HQI lamp, 70 W (round)	430		
HQI lamp, 70 W (square)	430		
Fluorescent tube, 40 W, ca. 120 cm long	230		
Socket / Square Pin Socket, 13A / 220V (max. 0,5 kW)	240		
Cold and warm water dispenser, incl. 2 nos. 19 l distilled water	700		
19 l distilled water bottle	65		
Coffee Machine, incl. filter	800		

Note

- **No lighting fixture is allowed to be connected by shell scheme exhibitors.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.3 STAND ADDITIONAL FACILITY

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:	
	Address:	
	Tel:	Email:
	Person in Charge:	
	Signature:	Date:
	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 the following orders are excluding connection.

excluding connection:

Item	Description	Unit Price RMB		Quantity	Total RMB
Electrical Supply (Lighting use only)	The electricity box of a booth shall have an electrical fire monitoring system.	Electrical supply	electrical fire monitoring		
	Power supply, 380 V / 15 Amp / 50 Hz, three phases	1500	470		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases	2000	550		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases	2900	630		
Electrical Supply (Machine use only)	Power supply, 380 V / 15 Amp / 50 Hz, three phases	1500			
	Power supply, 380 V / 30 Amp / 50 Hz, three phases	2000			
	Power supply, 380 V / 60 Amp / 50 Hz, three phases	2900			
	Power supply, 380 V / 100 Amp / 50 Hz, three phases	4600			
Compressed Air	Exhibition service Compressed air 5HP(≤0.4m3/Min & 8~10kgf/cm2), Ø 10mm	4300			
	Exhibition service Compressed air 10HP(0.41~1.03/Min & 8~10kgf/cm2), Ø 20mm	4900			
	Exhibition service Compressed air 15HP(1.1~1.8m3/Min, 8-10kgf/cm2, Ø 25mm	5500			
Water Supply	Exhibition service Water supply to booth with 10m pipe up & down. Ø 15mm up, Ø 25mm down, P. 4kgf/cm2	2680			
	Exhibition service Water supply to machine with 10m pipe up & down. Ø 20mm, Ø 25mm down, P. 4kgf/cm2	4320			
<input type="checkbox"/> We do require power connection (RMB 1500 handling fee, based on the above price list, will be charged for connection, excl. adaptor.)					

- **Compressed air can not be provided in the OW Hall**
- After the deadline, late orders may not be completed. If accepted and available, a surcharge of 50% after the deadline for on-site 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 can be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form "3.2 Stand Additional Facility 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.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. 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.

For detailed specification please refer to the next page.




SECTION III OPTIONAL FORMS

Electricity Notes:

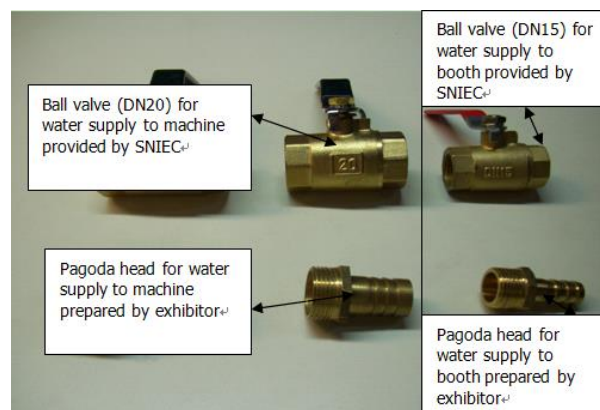
Power during build – up / dismantling period

- 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.
- In order to effectively prevent electrical fire accidents and further improve the fire safety, SNIEC has introduced electrical fire monitoring according to the requirements of the Shanghai Fire Bureau. All booths are required to apply for electrical fire monitoring and the fee will be paid by exhibitors or contractors. The secondary level electric box (lighting part) of booth is replaced by the electrical fire monitoring and generally exhibitors or contractors do not need to carry secondary electrical box.
- **All prices include power consumption.**
- **All raw space exhibitors must order one number power main for lighting if they need power. Electrical Supply (Lighting use only) should be connected to lighting electrical fire monitoring.**
- **Power main for machine and lighting should be separated. For safety reasons, power should be ordered according to the maximum starting current.**
- **No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.**
- **Large size LED shall order power supply separately.**
- **Each operation of the demonstration machine shall order power supply separately.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- **The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.**
- **Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power usage will not have any adverse effect on the show and that the exhibitor/contractor will take full responsibility for any related safety accident.**
- **Each exhibitor/contractor is responsible for the supplied switch box and is requested to take care after the power has been switched on. The electrical power supply must be cut off before you leave the booth. Thank you.**
- **Compressed Air / Water Supply Notes:**For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.
- Exhibitors can install driers, filters or other compatible devices depending on their own equipment.
- Do not connect to gas pipelines without permission. If any exhibitor or constructor connects to the gas pipes at the venue without installing appropriate valves. If the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the organizer, the official contractor and the hall owner are entitled to require the exhibitor or contractor to rectify such problems immediately. Otherwise, the compressed air supply shall be cut off, and the exhibitor or contractor shall be liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or contractor shall be held liable and required to compensate for the loss as per relevant regulations.

Data of air compressor adaptor

15HP≤1.0m³/min interface (DN25) provided by SNIEC	10HP≥0.9m³/min interface (DN20) provided by SNIEC	5HP≥0.4m³/min interface (disconnect coupling head) provided by SNIEC
		
≤1.0m³/min pagoda head metric system prepared by exhibitor	≥0.9 m³/min pagoda head metric system prepared by exhibitor	≥0.4 m³/min quick adaptor prepared by exhibitor

Data of water supply adaptor



SECTION III OPTIONAL FORMS

3.4 STAND ADDITIONAL FACILITY LAYOUT

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	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 enclosed or additionally ordered equipment.

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

Amount

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

Booth size
____ (m): ____ (m)

right
(Neighboring
Booth No.)

left
(Neighboring
Booth No.)

Symbol

ST socket
 ST24 24hrs socket
 L fluorescent tube
 S spotlight
 W water connection
 D compressed air
 T telephone
 F fax machine
 M machine connection

SECTION III OPTIONAL FORMS

3.5 HANGING POINTS AND ADVERTISING OPPORTUNITIES

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

★★★ **Important Notice:** Since the increasing number of hanging points on LC, the operating load of SNIEC has been exceeded, resulting in move-in delays and potential safety risks. After communication with SNIEC, to promote environment friendly participation and ensure the safety and smooth progress of the move-in and dismantling, hanging point services will only be provided for **booths with 72 sqm and above** during LC 2020. Booths below 72sqm cannot apply for hanging point service. For alternative ways to enhance your booth image, means such as upgrading booth designs or choosing sponsorship opportunities could be considered.

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.

Description	Unit Price RMB	Quantity	Total RMB
Hanging point fee - in hall - (for construction purpose only, per each point, incl. the genie lift, excl. all accessories, max. loading capacity 200 kg /point, unit weight less than 1000 kg, if you need block for hanging point, please apply on-site with RMB100/pc deposit.) <i>Please refer the notice on next page!</i>	2,750.00/point		
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 refer the notice on next page!</i>	900/m ²		
**New Regulation: If the hanging banner fits the description of both "hanging point" and "Release and Hanging of Ad in the air in exhibition halls", charges to the higher price shall prevail.			

Note

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

We as organizer do recommend you to think about alternative possibilities to design your booth construction without using hanging points to reduce costs in your construction.

SECTION III OPTIONAL FORMS

Instructions for hanging point usage and advertisement suspension

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

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

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



SECTION III OPTIONAL FORMS

3.6 ADDITIONAL FURNITURE (1)

DEADLINE: 28 JANUARY 2021

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	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Description	Unit Price RMB	Quantity	Total RMB
Carpet, needle punch (EXPOTEX grey / blue / red), per sqm	50		
Carpet, needle punch (other colour except the 3 basic), per sqm	On request		
Carpet, Velour quality, per sqm	168		
Platform for cabins consisting of wooden beams with wood panel cover, 0,1 m h, excl. Carpet	250		
Wall panel, 100 x 250 cm -fitting the ordered stand package-	270		
Wall panel, 50 x 250 cm -fitting the ordered stand package-	200		
Coloured sticker: surcharge per wall element (2.5 sqm)	240		
Plexi Glass Panel, 100 x 250 cm ht	600		
Swing lockable door (System)	600		
Lockable folding door	550		
Folding chair	60		
Black leather chair	240		
Black bar stool	265		
Information counter (95 x 45 x 75 cm ht)	250		
Information counter (100 x 50 x 100 cm ht)	315		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.6 ADDITIONAL FURNITURE (2)

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Description	Unit	Quantity	Total RMB
Square table	250		
Rectangular table	280		
Glass coffee table	260		
Round table Ø 70 cm	280		
Bistro table Ø 60 x 115 cm	300		
TV Rack	400		
Lockable cupboard	350		
Table showcase (100 x 50 x 100 cm ht)	600		
Tall showcase built-in with 2 down lights (100 x 50 x 200 cm ht)	1200		
Tall showcase built-in with 3 white jewellery down lights (100 x 50 x 200 cm ht)	1400		
Display cube (50 x 50 x 50 cm)	310		
Display cube (50 x 50 x 70 cm)	350		
Display cube (50 x 50 x 100 cm)	400		
Display cube (100 x 50 x 100 cm)	430		
Coat hanger	150		
Shelf rack	500		
Flat shelf	120		
Slope shelf	100		
Literature rack, A4 size, Wall element	200		
Free standing literature rack	400		
Potted plant, 80 cm or 100 cm ht	240		
Potted plant, 150 cm ht	300		
Flowers, Ø 20 cm	300		
Waste paper basket	20		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

ADDITIONAL FURNITURE (CONY'D)



家具租赁图例 FURNITURE RENTAL SAMPLES



咨询桌
Information Counter
1000L x 500W x 780H mm



锁柜
Lockable Cupboard
1000L x 500W x 780H mm



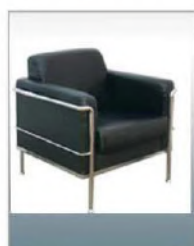
折椅
Folding Chair
510L x 470W x 720H mm



黑皮椅
Black Leather Chair
570L x 440W x 760H mm



金属椅
Stainless Steel Chair
570W x 440D x 465H mm



单人沙发
One Seat Sofa
800L x 730W x 780H mm



沙发
Sofa
1300L x 730D x 780H mm



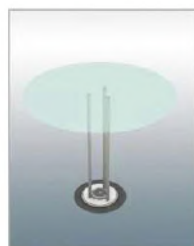
异形吧椅
Bistro Bar Stool
370L x 420D x 760-860H mm



吧椅
Bar Stool
480W x 400D x 455H mm



咖啡台
Coffee Table
550L x 550W x 470H mm



玻璃圆桌
Round Table
660 Ø x 750H mm



方台
Square Table
650L x 650W x 680H mm



吧台
Bar Table
600 Ø x 1000H mm



木纹圆桌
Round Table
600 Ø x 780H mm



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



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



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



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



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



货架
Cargo Rack
1000L x 500W x 2000H mm



SECTION III OPTIONAL FORMS

ADDITIONAL FURNITURE (CONT'D)



电视柜
TV-Video Stand
750L x 500W x 1000H mm



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



杂志架 A
Magazine Rack A



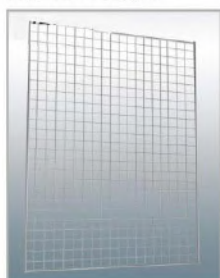
杂志架 B
Magazine Rack B
405L x 470D x 1335H mm



平层板
Flat Shelf
1000L x 300W mm



斜层板
Sloped Shelf
1000L x 300W mm



网格片
Gridding



锁门
Lockable Door
950W x 2000H mm



折门
Folding Door
950W x 2000H mm



衣帽钩
Coat Hanger (4 Hooks)
1000L mm



展板
Panel
1000W x 2500H mm



废物箱
Wastepaper Basket
250L x 180W x 270H mm



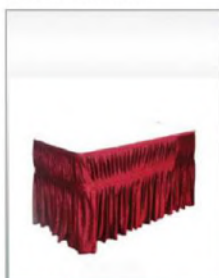
围栏
Barricade for queue
1200H mm



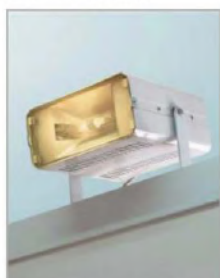
植物
Plant
1000H mm



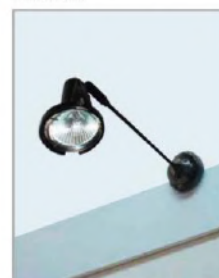
长条桌
Rectangular Table
1200L x 600W x 750H mm



签到桌 (蓝色围裙)
Registration table
1800L x 600W x 750H mm



150W 泛光灯
150W HQI floodlight



50W石英长臂射灯
50W halogen longarm spotlight



100W长臂射灯
100W Long Arm Spotlight



40W日光灯
40W Fluorescent Tube



插座
Power Socket (Square Pin)
Max.500W



投影设备
Projector & Screen



等离子
Plasma (42"50")



冰柜
Refrigerator (45L)



饮水机
Water Dispenser

SECTION III OPTIONAL FORMS

3.7 OFFICE EQUIPMENT

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel: Fax:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Please remember to order the necessary socket

Description	Unit Price RMB	Quantity	Total RMB
Laptop Computer (Intel Core Duo)	3000		
Copy machine A3 & A4	1200		
Laser Printer, color (size: A4)	1500		
42" Plasma exclude Audio System	2500		
50" Plasma exclude Audio System	3600		
Video (LCD) Projector (2500 Lumen)	4000		
Video (LCD) Projector (5000 Lumen)	6000		
Projection Screen with tripod, 75" (153cm L x 114cm W)	800		
Projection Screen with tripod ,100" (203cm L x 153cm W)	800		
Projection Screen , 120" (243cm L x 183cm W)	1000		
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	3500		
One set of Medium scale Audio System, 6 x 6 m area, 50 person: 2 x Bose 802 Speaker 1 x Amplifier, 1 Audio Mixer 4 x Cable Microphones	4500		
Cable Microphone with stand (to be ordered with Audio System)	600		
Wireless Microphone with stand (to be ordered with Audio System)	800		
Condense Microphone for speech (to be ordered with Audio System)	400		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.8 TELEPHONE & INTERNET (FOR INDOOR EXHIBITORS ONLY)

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Please remember to order the necessary socket

Description	Unit Price RMB	Refundable Deposit RMB (paid on-site)	Quantity	Total RMB
IDD line (International Direct Dialling)	3240	4000		
Wire broadband line for Internet (20M, 1 public static IP address)	5900			
Wire broadband line for Internet (10M, 1 public dedicated IP address)	7800			
Wire broadband line for Internet (20M, 1 public dedicated IP address)	14500			

Note

- **For Hall OW6 booths who reserves the telephone and internet services, the extra extension cord and cable protection board fee will be charged. Please contact the official contractor for separate quotation.**
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 3.4 "Stand Additional Facility 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.**
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.9 SPECIAL ITEMS

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Fax:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

Description	Unit Price RMB	Quantity	Total RMB
Company logo in sticker cut-out, 200 mm h, fitting on the fascia	300		
Company logo in digital printout, 200 mm h, fitting on the fascia	400		
Normal labour, per hour	120		
Carpenter, stand fitter, per hour	300		
Supervisor, graphic fitter, per hour	300		
Mounting poster for foam board / no. (1 Sqm)	150		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- **The company logo must be submitted as an high resolution file: JPG, TIF or AI – Format.**
- 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 be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.10 ADDITIONAL BOOTH CLEANING

DEADLINE: 28 JANUARY 2021

Please return form to: Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd. 5F(West), Building D, No.787 Xiehe Road, Changning District, Shanghai, 200335/P.R.China Tel.: +86-21-5860 0698 Fax: +86-21-5860 0522 tamy_he@aseaexpo.com Mr. Tamy He (Ext. 123) Hall W1 judy_jia@aseaexpo.com Ms. Judy Jia (Ext. 106) Hall W2 xue_gao@aseaexpo.com Ms. Anna Gao (Ext. 110) Hall W3 demon_wan@aseaexpo.com Ms. Demon Wan (Ext. 401) Hall W4 louis_liu@aseaexpo.com Mr. Louis Liu (Ext. 215) Hall W5 betty_ni@aseaexpo.com Ms. Betty Ni (Ext. 109) Hall OW	Company:
	Tel:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

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

For shell scheme booth, the official contractor will clean booth every morning during show days.

	Description	Unit Price RMB	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 per Sqm for the duration of the fair only.	30		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline and 50% 2 weeks before build-up and for on-site must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% (50% 2 weeks before build-up and for on-site orders) 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.
- **The exhibitors/contractors should be responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.11 BOOTH PERSONNEL (INTERPRETER/HOSTESS)

DEADLINE: 28 JANUARY 2021

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5655/66 eMail: marvin.ma@mm-sh.com Contact Person: Mr. Marvin Ma / ext. 860	Company:
	Tel:
	Fax:
	Email:
	Person in Charge (Signature):
	Date:
	Hall / Booth No.:

- This form should be completed and returned for all exhibitors who require temporary staff during the exhibition duration.
- Exhibitors are not permitted to employ any interpreter / hostess in China without the advanced permission of the organisers. Exhibitors will be responsible for the safety of temporary staff on duty at their stand. The organisers will not be responsible for any loss or damage caused by the personnel.
- Rates quoted here will be doubled on Saturdays, Sundays, and Public Holidays.

a) Ordinary interpreter (English) at daily rate of RMB 2000,-- 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:

- After the deadline, late orders may not be completed. If accepted and available, a surcharge of 30 % after the deadline and 50 % two weeks before build-up and on-site must be levied.
- For changes in confirmed and invoiced orders, a surcharge of 30 % (50 % two weeks before build-up and on-site) must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form can be offered on request and are subject to a separate quotation.
- **The exhibitors/contractors are responsible for the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III OPTIONAL FORMS

3.12 HOTEL RESERVATION

DEADLINE: 26 FEBRUARY 2021

OFFICIAL HOTEL DESCRIPTION

Online booking link: <https://www.world-of-photonics-china.com/en/visitors/travel-stay/accommodation/>

For more details, please contact:

Messe Muenchen Shanghai Co., Ltd.

11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, P.R. China, 200122

Tel.: +86 (0)21-2020 5500

Fax: +86 (0)21-2020 5655/66

eMail: iris.qian@mm-sh.com

Contact Person: Ms. Iris Qian / ext. 626

SECTION III OPTIONAL FORMS

INVITATION LETTER TO CHINA(CONT'D) VISA APPLICATION

Due to the adjustment of immigration policy caused by Covid-19, the invitation letter will be issued according to the applicant's specific situation. For detail please contact:

Messe Muenchen Shanghai Co., Ltd

11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai, P.R. China, 200122

Contact : Mr. Iris Qian / ext. 626

Tel.: +86 (0)21 2020 5500

Email: iris.qian@mm-sh.com

Section IV

Shipping Guidelines

Contact of official freight forwarder:

*** Top-trans Expo Logistics Co., Ltd.**
Please refer shipping guideline from Page 78

Section V

Rules & Regulation from Page 92

SHIPPING GUIDELINE

Important tips for transport,
handling and insurance of your exhibits

LASER World of PHOTONICS CHINA 2021
17.03. – 19.03.2021
SNIEC SHANGHAI



Top-trans Expo Logistics Co., Ltd.

Room 1507, New Bridge Building,
No. 68 Xinqiao Road, Shanghai 200003
Tel : 021-5835 0858
Fax : 021-5835 0929

SECTION III SHIPPING GUIDELINE

LASER World of PHOTONICS CHINA 2021

SNIEC, Shanghai, China, 17-19 Mar 2021

Dear Exhibitor,

RE : IMPORTANT NOTICE FOR CUSTOMS CLEARANCE

It is with honour and pleasure to inform you that Top-Trans Expo Logistics Co., Ltd. is the 'sole' Official Freight Forwarder appointed by the organizer for the subject exhibition. In order to ensure the smooth customs clearance and handling of your exhibits at the above event, we wish to bring the enclosed **"Shipping Manual"** and following important points, which are reiterated in the latest Customs Notice, to your attention.

1) DEADLINE OF THE DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE

Please be informed that due to the rigid customs formalities and high rate of customs inspection in Shanghai, advance submission of 'List of Exhibits (with HS code)' form are required by Shanghai Customs. Therefore, please complete this document in English (in Excel Format) and send it to Top-Trans no later than **1st of Feb 2021**. **Late submission of 'List of Exhibits' form will not be accepted by the Customs!**

The 'List of Exhibits' form is attached herewith. – Please note that this form is the only approved format accepted by the Chinese Customs Authorities. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists.

2) ACCURACY OF THE CUSTOMS DOCUMENTS

Your cargo will probably be opened for inspection by customs, so please make sure there is no any discrepancy between 'List of Exhibits' and actual content of the cargo.

3) CUSTOMS REJECT TO CLEAR ANY ITEMS UNRELATED

And any items unrelated with the exhibition are not allowed to be packed into the shipment.

Thank you for your attention to this matter. Should you have any queries or difficulties providing the 'List of Exhibits' before 1st of Feb 2021, please feel free to contact:

Ms. Linda Zhang

Mobile: 159 0176 6833

Tel: 021-5835 0858 x 8012

Fax: 021-5835 0929

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

Mr. Anthony Nie

Mobile: 138 1872 1467

Tel: 021-5835 0858 x 8004

Fax: 021-5835 0929

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

Yours Sincerely,

Top-Trans Expo Logistics Co. Ltd.

8th of Dec, 2020

SECTION III SHIPPING GUIDELINE

A. SCHEDULE

	For air shipments	For sea shipments
CARGO RECEIVING PERIOD	3rd – 4th of Mar 2021	3rd – 4th of Mar 2021
DOCUMENTS REACHING TOP-TRANS		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before	1st of Feb 2021	1st of Feb 2021
INBOUND PAYMENT ON OR BEFORE	12th of Mar 2021	

****Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment. Especially for cargoes which needed 3C certification, such as computer, cable, plug, etc. pls send us the LOE as soon as possible and follow our schedule.**

- Above schedule is subject to the final decision of move-in dates from the organizer.
- Holiday Adjustments during Chinese New Year, Labour Day, Dragon Boat Festival, and National Day definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to the above documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay.

B. DOCUMENTS CHECKLIST

DOCUMENTS INCLUDING	REMARKS	DETAILS IN SECTION
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)/ATA Carnet	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3/4
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to TOP-TRANS	E
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	F
Original "Fumigation Certificate" for wooden packing / products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to TOP-TRANS ; - 1 copy by fax or by email in advance.	J
Insurance Policy (if insured)	- 1 copy brought to fair site	N



SECTION III SHIPPING GUIDELINE

C. DOCUMENTATION

1. CONSIGNMENT INSTRUCTION

*****SHIPMENTS SENT BY COURIER WILL NOT BE ACCEPTED!*****

<p>For air shipments - to Shanghai Airport: Master Air Waybills: CONSIGNEE: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC SHANGHAI BRANCH(KSF) RM.A615 NO.1333 WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201202) ATTN: CANDY TEL:+862150962051 USCI+91310115X07304429N</p> <p>NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: LINDA&ANTHONY TEL: (+86) 21 5835 0858 FOR: Laser China 2021 USCI+91310115MA1H82265B</p> <p>House Air Waybills: CONSIGNEE: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: LINDA& ANTHONY TEL: (+86) 21 5835 0858 FOR: Laser China 2021 USCI+91310115MA1H82265B</p> <p>NOTIFY PARTY: SAME AS CNEE</p>	<p>For sea shipments - to Shanghai Seaport:</p> <p>CONSIGNEE & NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: LINDA& ANTHONY TEL: (+86) 21 5835 0858 FOR: Laser China 2021 USCI+91310115MA1H82265B</p>
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The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOODS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. **The consignee on MAWB and HAWB are not the same.** Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by wrong waybills of lading.

All shipments must be consigned "Freight prepaid" to the above consignee.

SECTION III SHIPPING GUIDELINE

2. PRE-ALERT OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

****According to the New Customs Regulation, the customs declaration must commence immediately after the cargo arrives. Therefore, the pre-alert must reach us as soon as possible according to the schedule.**

- **For air shipments - to Shanghai Airport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Flight number of aircraft.
- b. Date of departure from foreign airport and date of arrival Shanghai
- c. Master airway bill no. & House Airway Bill No.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

- **For sea shipments - to Shanghai Seaport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Name of vessel and voy. no.
- b. Date of departure from foreign seaport and date of arrival Shanghai
- c. Ocean bill of lading no.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

3. LIST OF EXHIBITS (LOE)

Please complete one "LIST OF EXHIBITS" for each package (except literature) and return to TOP-TRANS according to the schedule herein.

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed precisely, including the Brand value, net weight, HS code number to identify the tax rate for Customs data entry.

- **MODEL and SERIAL Numbers of Equipment**

Please be informed that, for all exhibitions in China, exhibitor must provide the **MODEL and SERIAL numbers** of their exhibiting equipment with declared value at or over US\$500.00 (per unit).

Customs officers will record the **MODEL and SERIAL numbers** of all the equipment (especially of machinery products) during their inspection when import. This record will be checked again during the export.

In such case, it is strongly recommended that the exhibitor should print the **MODEL and SERIAL numbers** of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return / re-export / transfer / sold exhibits.

- **Material of the Exhibits**

Exhibitors must declare the material of each exhibit on the LOE (especially for stand fitting materials. E.g.

SECTION III SHIPPING GUIDELINE

made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

4. ATA CARNET

ATA Carnet is accepted for temporary import in China, but ONLY for purpose as 'Exhibition & Fairs'.

For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a 'MUST' to have ATA Carnet number on HAWB or B/L.

Original signed power of attorney with company stamp should be attached with ATA.

The shipment under ATA Carnet MUST totally return after the exhibition, all listed items can not consumed on-site. If necessary, please issue one HAWB for consumed items, and one HAWB for ATA shipment, under one MAWB.

Exhibits import under ATA Carnet can only be re-exported as one shipment and can't be separated for return to different destination port or airport.

All listed items on ATA Carnet MUST totally same as the exhibits.

D. PERMANENT IMPORT

For permanent import, Chinese buyers have to be involved as actual consignee. Before shipment B/L issued, Top-Trans need exhibitor's confirmation who will pay for import duty & tax with buyer's contact details and buyer need to provide trading import documents for submit to the customs.

If no confirmed buyers yet but the exhibitor still want to permanent import, we can introduce a third party trading agent to act as proforma import agent & provide import documents based on LOE (list of exhibits) from exhibitor and then pay duty & tax on behalf of exhibitors. But please note in this situation, the trading agent can't arrange: overseas payment to sellers/exhibitors or issue VAT CNY invoice or change customs duty sheet title to final buyers in China when exhibitors finally confirmed buyers and sell to those buyers during or after exhibition. The exhibitor and buyer need to arrange above trading issue and overseas payment by themselves.

Without correct documents, exhibits can't be permanently imported.

E. CENSORSHIP ITEMS

All promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country such as 'ROC'.

It is stipulated by the General Administration of Press and Publication of the People's Republic of China (hereafter as GAPP) and the Chinese Customs that : Advertising materials and technical information materials including but not limited to literature, films, slides, audiotapes, videotapes, photos, advertising gifts, map illustrations, directions and other publicity materials shall not be allowed for display or use or distribution at the exhibition before approved by GAPP in Beijing. **The Chinese Customs has the right to reject import if prior approval is not granted.** Therefore, it is **NOT** recommended to ship these items to the exhibition directly. Top-Trans will not take any responsibility of the shipment detained/delayed due to lack of media products import license.

If any books/magazines with ISBN or ISSN (bar) code, it could not be imported under the show but through a book trader agent instead.

Please be aware that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs and the cost is for account of the exhibitors. Individual duty receipt is not available, full commodity assessment will take place for the entire show. Electronic products such as USB flash disk, mobile

SECTION III SHIPPING GUIDELINE

charger & portable battery charger/bank can't be consumed as CCC is mandatory. Only brochure (with/without catalogue bag, less than 100pcs/exhibitor) and pen (less than 50pcs/exhibitor) can be consumed. All non-consumable exhibits must be re-exported after the exhibition

F. DANGEROUS GOODS / HAZARDOUS GOODS

Corresponding IMCO certificate is a must for any dangerous goods / hazardous goods dispatched. The original certificate must be attached to the original airway bill or ocean bill of lading sending to the consignee. Please send a copy of this document to **TOP-TRANS** by fax or by email before the original is sent out.

Surcharge for handling of dangerous cargo will incur. Please refer to the attached tariff for the rate.

G. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment can't be imported as exhibition goods because the list of exhibits of detained goods was not submitted in advance to the customs system at least one month before show.

H. PACKING INSTRUCTIONS

It is recommended that whenever possible, freight must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced. Any damage and claims will not be accepted caused by unsuitable packing. Please ensure the followings:

- All cases should be bolted rather than screwed or nailed.
- Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.
- If cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- Exhibitor, at their discretion, may plan to exhibit equipment on skid, as the floor may not always be completely level. These skids must however be suitably covered to preserve the overall presentation of the exhibition.
- To minimize risk of loss, damage or delay, please avoid shipping your cargoes in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). We recommend you use big strong cases with small cartons collected together inside.
- It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.

• Protection against Damage and Rain

Please be advised that cargoes will be placed outdoors many times including open-air storage at the exhibition site. It is recommended that the packing of case must be strong enough to protect the cargoes from damage and rain. Packing in cartons is not recommended, as it is not suitable for repeated handling and repacking.

When cargoes are repacked with used packing materials, these packing are regarded as no longer suitable to protect cargoes against damage / moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

• Heavy and Oversized Cargoes

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **TOP-TRANS** in advance. For quotation of hiring such equipment, please refer to the attached tariff. A detailed layout should also be provided to **TOP-TRANS** for better on-site operations.

SECTION III SHIPPING GUIDELINE

Cases for heavy cargoes should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

I. MARKING INSTRUCTIONS

Shipping labels are provided (Appendix II). Please apply a minimum of two shipping labels per package.

• SPECIAL MARKINGS

Please indicate below markings on the sides of the crates/cases if applicable:

- Label **FRAGILE** items on all sides.
- Items, which must be kept in upright position, on 2 sides, label **THIS SIDE UP**.
- Items which cannot be stored outdoors must be marked on 2 sides with **THE UMBRELLA SYMBOL**.
- Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label **SLING** in the proper location.
- Cases containing spare parts must be marked **SPARE PARTS** and contain only spare parts.
- **CENTER OF GRAVITY, FRONT, BACK** and **LIFTING POINT** signs must be clearly marked externally for uneven loads and bulky items.
- Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

J. DECLARATION OF WOODEN OR NON-WOODEN PACKING

• Observe District

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

• Observe Scope

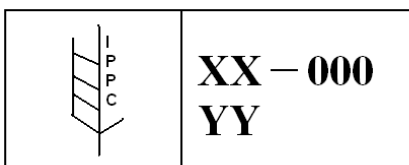
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

• Exempted Scope

- Those wooden composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard.
- Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

• Observe Requirement

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned to the origin.



Where:
IPPC - Abbreviation of "International Plant Protection Convention";
XX - International Standardization Organization (ISO) two letter country code;
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by

SECTION III SHIPPING GUIDELINE

fax or by email before the originals are sent out.

• Non-Wooden Packing Materials

For goods that are not packed with wooden packing materials or are not loaded on a wooden pallet, exhibitors are required to issue a "Declaration of non-wooden packing materials". Please issue 2 originals with company stamp and signature. One original must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

If failed to make the necessary arrangement for the handling of wooden packing goods, exhibitor should be responsible for the penalties from Chinese Authorities and the delay of exhibits delivery to stand.

K. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS

TOP-TRANS will deliver cargoes to stands, assist unpacking and repacking and customs clearance against signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives be present on-site during move-in and move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitor's risk. **TOP-TRANS** will not be responsible for delay of customs clearance and positioning / displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through **TOP-TRANS** as they are imported to China on the basis of temporary importation permission. **TOP-TRANS** will not be responsible for any confiscation and / or fines arising therefrom.

During the move-in and move-out, all exhibitors or their authorized agents should defer to the on-site arrangement of **TOP-TRANS**' staff on site strictly. If exhibitors or their authorized agents take action without the permission of **TOP-TRANS**' staff on site, **TOP-TRANS** will not be responsible for any result and / or damage therefrom.

L. STORAGE OF EMPTIES

In order to eliminate fire hazards and ensure safety of on-site construction, according to the regulations of the venue, all empties storage shall be managed and related charges be collected by the Official Forwarder.

All empty cases must be placed within the designated yellow line in loading area, and follow the arrangement of the official forwarder.

Any loss, liability, and / or consequences rose from disobedience of the above shall be borne by the exhibitor. The Organizer and Official Forwarder therefore takes no responsibility thus from.

M. MOVE-OUT

Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform **TOP-TRANS** earlier for earlier arrangement; while the final decision is subject to the Customs' approval. Surcharge for priority or express service applies. Please refer to the attached tariff for the rate.

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Therefore, if shipment has to stay in China permanently after the show, please contact us in advance before shipping to check the feasibility of permanent import. Pls refer to section D for details on permanent import.

Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely

SECTION III SHIPPING GUIDELINE

- not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
 - **Battery, powder, toner or ink cartridge, liquid and gel are controlled dangerous cargo by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing**, if exhibitors can't provide certificate for safe transport of chemical goods.(Such as: batteries in the computer motherboard, mouse, keyboard, etc.)
 - As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Please pay attention that **the new customs system requires** one temporary import shipment **should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled** after show close.

N. PAYMENT

• Payment terms

Inward: Cargoes will be delivered to fair booth upon full payment is settled according to **the schedule**.

Outward: Return shipment will be effective and / or Airway Bills or Ocean Bills of Lading will be released upon receipt of full payment.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Please kindly pay off all the charges timely and send the bank slip by email. **TOP-TRANS** is entitled to cancel the services without any liability if the charges fail to reach **TOP-TRANS** in time.

• Account details:

Account	TOP-TRANS EXPO LOGISTICS (HONG KONG) COMPANY LIMITED
Company Address	Room 508,David House,8-20 Nanking street,Jordan, Kowloon, Hong Kong.
Bank Name	Hong Kong and Shanghai Banking Corporation Ltd.
Bank Address	No. 1, Queen's Road Central, Hong Kong
Account No.	801-084-898-838
Swift code	HSBCHKHCHKH
Remark	Charges for "Laser China 2021"

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(Remitting bank charges are to be borne by the payer)

O. INSURANCE & CONDITIONS OF BUSINESS

All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey.

If any loss or damages occur, please inform **TOP-TRANS** timely and **TOP-TRANS** will inform the Customs for handling. As the procedure is complicated, please take care of your goods during the fair to avoid such case happen. Please be kindly noted that even the exhibits are insured, the relevant tax and duty are still inevitable.

All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.

Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

SECTION III SHIPPING GUIDELINE

SERVICES AND RATES

For General Cargoes

I. INWARD MOVEMENT

1) From Shanghai port to booth

For freight arriving directly in Shanghai: customs clearance on a temporary basis, transport from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Air Freight

Basic handling rate	RMB3.70 per chargeable weight kilo
Min. charge	RMB370.00 per consignment per exhibitor

Land / Sea Freight

Basic handling rate	RMB370.00 per cbm or 1,000kgs, whichever is greater
Min. charge LCL	RMB370.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB8,510.00 per 20' GP container
Min. charge FCL 40' GP	RMB17,020.00 per 40' GP container
Min. charge FCL 45' GP	RMB18,500.00 per 45' GP container

2) From Shanghai bonded warehouse to booth

Collection from Shanghai bonded warehouse up to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Basic handling rate	RMB300.00 per cbm or 1,000kgs, whichever is greater
Min. charge	RMB600.00 per consignment per exhibitor
To apply a customs cover note for transfer in bond, if applicable	RMB660.00 per set

3) Onsite handling

From vehicle at venue up to booth	RMB70.00 per cbm or 1,000kgs, whichever is greater
Packing or unpacking charges	RMB50.00 per cbm or 1,000kgs, whichever is greater
Handling of empty cases during show period	RMB50.00 per cbm or 1,000kgs, whichever is greater
Min. charge	1 cbm per consignment per exhibitor

II. OUTWARD MOVEMENT

Services and rates same as Inward movement (item I).

III. HEAVY-LIFT / OVER-SIZE SURCHARGES

1) Heavy-lift surcharge

For lifting of any one single piece of exhibits exceeding 4,000kgs, heavy load surcharge will be levied.

From 4,001-7,000 kgs	RMB200.00 per 1,000kgs of exceeding part
From 7,001-9,000 kgs	RMB260.00 per 1,000kgs
Over 9,000 kgs	RMB340.00 per 1,000kgs

SECTION III SHIPPING GUIDELINE

2) Over-size Surcharge

For any one single piece of exhibit exceeding 6.0M (L) x 2.4M (W) x 2.6M (H), Oversize surcharge will be levied.

Over-size Surcharge	10% surcharge for exceeding each of these dimensions
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** Applicable to all the items I-II.

IV. BASIC SERVICE CHARGE

Service rate	RMB320.00 per consignment per exhibitor
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V. OTHER CHARGES

1) Translation of "List of Exhibits" form

Service rate	RMB32.00 per page
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2) Customs clearance fee for exhibits against undertaking licence for ATA CARNET

Service rate	RMB800.00 per license or carnet per entry per city
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3) Animal and plant Quarantine Fumigation Charge

(Applicable to both air and / or sea freight)

a) Bulk cargo/ Air cargo	RMB60.00 per case
b) Per 20' Container	RMB450.00 per 20' container
c) Per 40' Container	RMB580.00 per 40' container

** Items (a) is applicable to LCL shipments.

** Items (a - c) are applicable to FCL shipments.

4) Terminal charges at Shanghai seaport/airport

Air freight

Terminal Charges	RMB2.50 per chargeable weight kilo
Min. charge	RMB250.00 per consignment per exhibitor

Sea freight (LCL)

Terminal charges	RMB200.00 per cbm
Min. charge	RMB600.00 per consignment per exhibitor

Sea freight (FCL)

Terminal charges(20' container)	RMB83.00 per cbm (Min 23 cbm)
Terminal charges(40' container)	RMB52.00 per cbm (Min 46 cbm)

*If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

SECTION III SHIPPING GUIDELINE

5) Detention charges

Air freight	RMB 2.50 per kg per day
Sea freight	RMB 7.00 per cbm per day
FCL	RMB6.00 per cbm per day

*If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

*Min. 20'=23 cbm, 40'=46 cbm, 45'=50 cbm

6) If any cargoes arrive at / departure from Yang Shan Seaport, additional charges will incur

LCL	RMB40.00 per cbm or 1,000kg
Min. charge	RMB144.00 per consignment per exhibitor
FCL 20'	RMB800.00 per 20' container
FCL 40'	RMB1600.00 per 40' container

7) Storage charges in China

a) Stored at Shanghai airport upon arrival	RMB0.20per chargeable weight kilo per day
b) Stored at Shanghai seaport upon arrival	RMB11.00 per cbm or 1,000kg per day
c) Bonded warehouse storage	RMB5.00 per 1cbm or 1000kg per day Min RMB 100.00 per consignment per exhibitor
d) Bonded warehouse entry fee	RMB45.00 per cbm per entry

**Same rate applicable to outward movement.

**If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

8) Forklift and driver

3-ton capacity cost per hour	RMB200.00 per hour (Min. 4 hours)
5-ton capacity cost per hour	RMB300.00 per hour (Min. 4 hours)
10-ton capacity cost per hour	RMB420.00 per hour (Min. 4 hours)

9) Cranage and driver

20-ton capacity cost per hour	RMB550.00 per hour (Min. 4 hours)
50-ton capacity cost per hour	RMB1000.00 per hour (Min. 4 hours)
Others	Upon request

10) Vacuum packaging and re-sealing of exhibits

With packing materials

Handling rate	RMB280.00 per cbm
Min. charge	RMB280.00 per consignment per exhibitor

Without packing materials

Handling rate	RMB180.00 per cbm
Min. charge	RMB180.00 per consignment per exhibitor

SECTION III SHIPPING GUIDELINE

REMARKS

1. Above charges exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties or any items not covered in this tariff. Exhibitors should reimburse TOP-TRANS for the cost if they incur, plus 5% commission.
2. We accept the responsibility of providing Customs Bond based on the CIF value of the temporary imported exhibit and will charge the exhibitor 5% for the sum deposited by us with the Customs Department. Minimum charge RMB1200 (non-refundable).
3. Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.
4. All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis.
5. To ensure safe and orderly quality on-site operation, all shipments consigned to the subject exhibition are requested to be communicated with TOP-TRANS in advance. Failure in doing that or the inconsistency in cargo details that is considered to interrupt normal operation may lead to delay in operation. TOP-TRANS does not take any responsibility for anything thus caused.
6. Additional charges incurred for wrong consignee details will be **RMB680 per consignment per exhibitor**.
7. All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at **RMB4.00 per kg, Min RMB1200.00 per HAWB** and vice versa.
8. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, and basic service charge** will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
9. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, a 100% additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
10. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. while the final decision is subject to the Customs' approval.
11. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult TOP-TRANS for the rate.
12. No unpacked cargoes without container are accepted.
13. Exhibitors will be charged overtime surcharge for working on non-official working hours, e.g. beyond normal working / opening hours of official move-in, move-out, holidays, as well as show period. Rates are subject to separate quotation.
14. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
15. **TOP-TRANS** is only responsible for the conditions of out-packages, which exempt their liabilities from any damage or loss of the contents.
16. **TOP-TRANS** does not take any responsibility for:
 - a) any exhibits not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) any tax / duty for sold exhibits.
17. This tariff is compiled on volume or weight basis and has no correlation with the value of cargoes, thus no insurance coverage is included. All cargoes are requested for fully covered insurance
18. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
19. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

SECTION V RULES AND REGULATIONS

RULES AND REGULATIONS

1. Regulations Observance

Rules and Regulations are part of the exhibition contract, every exhibitor, his agent or contractor, must observe the rules and regulations laid down and enforced from the date of this exhibition, including any amendments which may be applicable from the date of the exhibition and introduced by the relevant authorities or the organizers.

Failure to observe these rules and regulations may result in the authorities or the organizers ordering the closure and removal of all or part of the stand or exhibits from the exhibition hall in the event that this occurs, the authorities and the organizers will not be held liable for any loss or damage thereby suffered by any exhibitor.

The exhibitors or the sub-contractors will read the rules and regulations hereto carefully before the set up and exhibition time. Should there be any questions, please inquire of the Organizers and the official service suppliers.

Please be kindly noticed that the rules and regulations regarding safety and fire fighting are totally updated in this manual, which must be strictly followed by exhibitors and contractors. If there were rules and regulations in the manuals of previous events that do not match up to the manual of event the rules and regulation of this manual should be followed.

The exhibitors, the constructors and the service providers shall strictly comply with all rules, regulations and requirements issued or circulated by the Organizers during the Expo, including the Exhibitor's Manual, Pre-Expo Notes for Exhibitors, Entrance Instructions, Safety Instructions, and Expo Announcements.

2. Important Information

Credit Cards are not accepted on-site for paying service orders (Except for overtime working fee). All payments must be done through bank transfer or cheque on site due to tax regulations. Please pay in advance to avoid any possible inconvenience.

3. Presentations and / or Demonstrations of Exhibits

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

(a) Submit to the organizers full details of any working exhibits, involving moving parts, inflammable materials, laser or other dangers, in writing and obtain approval prior to the exhibition.

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

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

(d) Safety install and guard all working exhibits to prevent slippage and position the exhibit within the actual stand area and in a way that would not be hazardous or cause any injury to all persons, whether visitors, staff or contractors.

(e) Isolate starting devices to prevent operations by any visitor or other unauthorised person.

(f) Ensure that toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall. **Prior approval from the relevant controlling authority, in addition to that of the Organizers, must be obtained for such purpose.**

SECTION V RULES AND REGULATIONS

(g) Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the exhibition hall and stands. **Prior the Fire Safety Bureau (FSB) approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.**

(h) 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.

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

(j) The outlets and vents of mechanical equipment shall not be placed towards adjacent booths or pedestrian passageways. Appropriate measures should be taken to protect the surroundings from pollution such as noise, heat, gas and smoke generated pollution during the exhibit's demonstration or remove anything that may interfere the process of the Expo.

(k) Ensure that adequate protection is catered to prevent damage to the hall flooring, carpet and facilities. Any damages caused will be at the responsibility of the exhibitor concerned.

(l) Ensure that any product or display like roofing, awning, ceiling or lighting pelmet must be highlighted in the respective stand plan and submitted to the organizers for the Fire Safety Bureau (FSB) approval. Without this FSB approval no such product or display will be permitted in this exhibition by the FSB.

(m) Ensure that all the relevant local government authority licenses and or permits are obtained and its stipulated regulations and conditions are observed and abided for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.

(n) The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which the exhibitors are the legal distributors or agents. Exhibits, booth designs and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such dispute, it shall be dealt with under relevant laws and regulations on Intellectual Property Rights Protection. Messe Muenchen Shanghai Co., Ltd. reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.

(o) The maximum allowed sound level is **70 dB (A)**. Onsite demonstrations require prior application to the organizers and may only take place at certain times stipulated by the organizers. 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-SH 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 bear all the damage by themselves.

(p) MM-SH 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.

(q) 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-SH 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 exhibitor.

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

(s) Should the exhibitor intend to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MM-SH 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-SH's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there be any problem caused by the activities, MM-SH reserves the right to turn down the sound volume, shut down the equipment or stop the activities.

SECTION V RULES AND REGULATIONS

(t) According to the rules and regulations issued by the state government and Shanghai municipal government, identification and personal information of citizens (including electronic information) should be protected. Such information collection should be strictly controlled and standardized. Therefore, without the approval by Organizer, Exhibitor and other organizations are not allowed to apply networking facilities or other methods (including but not limited to Wi-Fi, IBEACON, BLE, NFC etc.) to collect and use the personal information on-site (including electronic information).

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

4. Photography and Videography

The exhibitors are not permitted to take large professional photographic equipment to the venue without the written approval of the Organizers. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography.

Exhibitors who need to photograph or record videos on the Expo site shall not infringe on the intellectual property rights and other related rights and interests legally enjoyed by the Organizers, other exhibitors and any other third parties, and shall not disturb the order of the Expo.

5. Admission and Identification

Admission into the exhibition hall will be strictly controlled. Exhibitors, their representatives, delegates, and trade visitors are all required to put on their respective badges for admission into the exhibition hall. Exhibitors can receive the badges before the opening of the exhibition if there is no payment problem.

a) Exhibitors

Exhibitors are permitted to enter the exhibition area half an hour before opening time and remain not more than half an hour after the closing time during the exhibition days. Exhibitors and their staff are requested to be present at their stand at least 15 minutes before the opening hours of the exhibition.

Persons below 18 years of age are not allowed to use exhibitor badges, nor will they be admitted. This ruling will be enforced during the build-up and tear-down days.

b) Visitors

Trade visitors must complete a registration form before entry. Only those related to the branch will be allowed to enter. Persons under 18 years of age will not be granted entry during the build-up, tear down, and exhibition days.

6. Floor load-bearing

The floor load-bearing capacity of indoor exhibition space is **3.3 tons/sqm**.

If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to set up a booth or pile heavy goods on the two main cable pipelines in the exhibition hall. The above-mentioned floor load-bearing capacity shall be taken into consideration during the goods transportation, placement, demonstration and operation. Should there be any question, inquiries are to be made with the Organizer before goods are moved into the hall.

7. Customs Clearance

All items and exhibits entering the exhibition halls must first be cleared by customs. Exhibitors are to check with the official freight forwarder regarding this procedure in any case.

Please note that items not cleared by customs will not be allowed to leave the exhibition halls once brought in.

Tax is normally not imposed on displays, stationery and drinks to be consumed in the exhibition hall, if you want to distribute any souvenirs, please declare to customs for approval. In order to avoid disorder on the exhibition site, you are not encouraged to distribute souvenirs, except small quantities of gifts to your customers or people who serve you at the exhibition.

Films, lantern slides, recording tapes, video tapes, records, VCD, CD and DVD's cannot be shipped to China for display.

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All literature for distribution, slides videos and movies must be approved by the Chinese customs in advance.

Recommended Assistance

We strongly recommend that exhibitors engage the services of our official freight forwarders to facilitate all your consignment, customs clearance, and exhibits handling needs.

The official freight forwarders, whose details can be found on the guidelines for freight forwarding arrangements, would be most willing and able to attend to all your consignment and shipping requirements.

8. Booth Construction and Dismantling

All booths should have their own safety regulations and safety supervisor to ensure the safety during the exhibition.

(a) Stand Height

All special booth designs must be submitted for approval at least **8 weeks** in advance and will be taken into consideration on a case-by-case basis, **the maximum construction height is 6.00 m for one-storey and 8.50 m for two-storey booths** in order to avoid unnecessary accidents. **The building of three-storey booths or above is forbidden.** Exceptions concerning these limits will be given at the sole discretion of the organizers taking stand location, design and stand construction safety into consideration. **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. Please refer to Building Approval for Indoor One-storey Booth Design. The stand design drawings of indoor two-storey booths must be reviewed and approved by Grade A National Registered Structural Engineer. Please refer to Form 2.3.4 Building Approval for Two-storey Booth Design.**

(b) Stand Fitting & Boundaries

All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of the contracted space within the exhibition hall. **Except for island stands and national pavilion structures, a back wall must be installed for all other stand structures. The backs of walls facing neighbouring stands must covered with fire-proof material such as PVC and be 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. In the case of advertising structures directly facing adjoining stands, a minimum distance of 2.00m must be kept to the edge of the stand corner. Flashing or changing lights must not be used for advertising purposes.**

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.

Erection of partitions or display boards which could hamper the fire protections system and the air-conditioning diffusers and air flow inside the halls / rooms are not allowed.

Any temporary structures erected must allow a minimum clearance of **1,2 meters (4 feet)** from door opening to fire cabinets, electrical and mechanical riser and alarm call points.

(c) Open Frontages

All stands in the exhibition, irrespective of height, must have at least 50% of any frontage facing an aisle open.

(d) Painting

Major paintings of displays and exhibition materials are not permitted in the exhibition hall and the centre. However, "touch-up" painting of the displays and exhibition materials is permitted in the exhibition hall, provided such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place.

It is strictly prohibited to use any oil paint or dope with penetrating odor, unmatched with environment protection or safety for decoration of stands. The safety protection measures include:

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These precautions include:

- Painting in an area which is properly ventilated
- Use of nontoxic and fireproof paints
- Covering the concrete floor with plastic overlaid with drops sheets
- No painting near the centre's vertical structure (i.e. walls)
- No washing of paint material within or surrounding the centre

The exhibitors are responsible for any damage to the organizers and show halls resulting from paintwork and bear the costs for damage and rehabilitation expenses at polluted areas.

(e) All Raw Space Stands and Shell Scheme Stands

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.

Contractors must ensure that the stand they are constructing and / or decorating is clean before handing it over to the exhibitor.

Contractors will also have to bear any charges levied by the hall owner for damages caused to the property and / or flooring.

No part of any structure or exhibit may extend beyond the boundaries of the contracted area. This includes the exhibitor's name, logo, light fitting or posters.

No fittings, display or self-adhesive stickers / signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may nails or screws be driven, nor holes be drilled into the floors, walls, doors or pillars or any part of the exhibition hall.

All the indoor booths cannot have a roof. Exhibitors are not allowed to construct a permanent false ceiling at their stand.

Hanging points used for firmness of booth construction are strictly forbidden, which means structures to be hung from the ceiling must be separated from the booth structure on the floor.

To ensure the good visual effect of the show, the booth should not be an obstacle to any other stands in the hall. If the organizer judges that the back board, side board or other structure of the booth shall block the sight or cover the neighbor booth, it shall have the right to ask the exhibitor or contractor to modify the design so as to correspond with the regulations. All the expense incurred during stand modification should be born by the exhibitor or contractor.

In the case of an island booth, a complete wall is not permitted on any side of the booth (This does not refer to internal partition walls within the island booth).

Each stand shall ensure that the power supply for the facilities is off after the exhibition is closed each day. If the power is not off, the organizers and the show hall will turn off the main switch of the power supply, and the exhibitors shall bear all consequence concerned. The power supply of the stands which are shut down will be restored by the organizer after the application is made to the organizer in written form the next morning and the safety inspection is made by the organizer. If exhibitors need 24-hours electric supply (sharing the same electric box with the illuminating system is forbidden), water and air supply, should submit the application to the organizer and official stand contractors by written. Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power usage will not have any adverse effect on the show and that the exhibitor / contractor will take full responsibility for any related safety accident.

Raw space exhibitors must order power supply for lighting.

(f) Exhibitors who reserved Raw Space stands

Exhibitors who have booked "Raw Space" stands must use either the official stand contractor or appoint another contractor of their choice, subject to the approval of the organizer / hall owner. This contractor will have to comply with the following rules and regulations.

(1) Flooring of stands must be covered in B1 fireproof carpet or other suitable material. The contractor is required to carry the carpet material fireproof documents on site.

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(2) The inflammable material of elasticity cloth, bamboo, straw, foam plastic etc. is strictly prohibited for use even if it is after anti-faming fireproof treatment.

(3) Except for island stands and national pavilion structures, a back wall must be installed for all other stand structures. The backs of walls facing neighbouring stands 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. All stands in the exhibition, irrespective of height, must have at least 50% of any front-age facing an aisle open.

(4) Each exhibitor is responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighbouring stand's wall.

(5) For special stand, the exhibitor must submit to the organizers the stand drawings including elevation, floor plan & electricity layout together with detailed dimensions and construction material description by e-mail (saved in ".jpg file") or mail by **22 January 2021**. The contractor may only commence stand construction once these plans have been approved, signed and returned by the organizers. **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.**

(6) For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor. The displayed content of each booth shall not violate the laws and regulations of China and the relevant regulations of the show.

(7) The exhibitor may not use the reverse of back wall or partition of neighboring booth as well as display the exhibiting company name, logo, etc. on it.

(8) All booths cannot have a roof.

(9) If designed with a platform, please apply a slope type instead of an angular type. If using an angular type, the height of the platform should be lower than 10cm and it should be marked with safety signs.

(g) Exhibitors who reserved Shell Scheme stands

- (1) Shell scheme stands will be built using modular system. Items which are provided contracted are listed in the respective order forms.
- (2) No alteration or attachment to a shell scheme structure shall be made without the approval of the official stand contractor. This includes the painting or wallpapering of its walls. No nailing or drilling will be allowed; if you require assistance in hanging or displaying your exhibits, please consult the official stand contractor. **No lighting fixture is allowed to be connected by shell scheme exhibitors. Shell scheme exhibitors shall not modify the booth construction.**
- (3) An exhibitor occupying a corner stand has a choice to have the side-wall or an additional open side with a fascia, complete with name and stand number, at no additional cost.
- (4) The company name on the fascia should accord with the information applied in the application form. Logos may be attached on to the fascia, but must not be larger than 200 mm x 200 mm. The cost of reproduction is borne by the exhibitor.
- (5) Any change in colour of fascia and floor covering must be carried out by the official stand contractor, after approval from the organizers. The cost involved must be borne by the exhibitor.
- (6) No financial credit will be given for any shell scheme package item not utilised.

9. Two Storey Stand Construction

Two-storey stand constructions are permitted in the halls with approval of top level certified structural engineer, who is employed by the contractor or recommended by the organizer. Approval for the two-storey stand depends on the position of the stand within the hall and the area it occupies. Since consideration must be given to the overall general appearance of the hall in question, the visibility of signs and the visual affect on neighbour-stand, two-storey constructions may be limited in number or prohibited altogether.

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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 storeys may be built across the aisles.

For a two-storey structure, exhibitors need to install a sprinkle system on the ceilings of each storey and the total height cannot be more than 8.5 m. The structures of the booth cannot hang on the structures of the hall. For other information please refer to the relevant regulations on normal construction of building and relevant regulations on booth structure and decoration.

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

Approval procedure

- The construction application must be submitted to the Official Contractor until **22 January 2021**
- The following documents must accompany the application if you apply for approval by drawing approval company appointed by SNIEC
 - ⇒ 2.3.1, 2.3.2, 2.3.4, 2.3.6, 2.3.7 in the exhibitor manual
 - ⇒ Plan of ground floor
 - ⇒ Plan of upper floor
 - ⇒ Elevations and Cross-sections
 - ⇒ Cutaway View
 - ⇒ Electricity layout
 - ⇒ Sectional drawings
 - ⇒ Static test report **or** static load calculation
 - ⇒ Specification of construction together with the materials

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

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

Stand construction

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

Positioning of cabins / Design of upper storey

Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1 m from any aisles. A distance of at least 3 m must be maintained to 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:

Balustrades must be at least 1,1 m in height. Where open at floor level, an anti-roll batten must be installed on the floor (height $\geq 0,05$ m). To prevent objects (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.

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

Load-bearing capacity

Ceiling strength:

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

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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 load-bearing capacity of 5kN/sqm.

Strength of balustrades / banisters:

Balustrades and banisters must be designed to withstand horizontal loads of 1 kN/m at the level of the handrail.

Fire prevention:

The number and width of the evacuation stairs in the upper floor of the double-layer booth shall be calculated and determined as required and shall not be less than 2 pairs, width of which should be no shorter than 0.9 m. The horizontal distance between the nearest edges of two adjacent evacuation stairs should not be less than 5 m. When the upper floor is used as office space and the area is no more than 120 sqm, one evacuation stair should be enough.

Open stairways can be used for the evacuation for a double-layer booth. Its total width should be determined by calculation, and the minimum net width of the stairs should not be less than 1.4 m.

If the enclosed booth construction area is over 160 sqm, meanwhile the design affects the automatic use of fire fighting system, then it's necessary to set an automatic fire alarming system and automatic fire extinguishing system.

Handrails must be easy to grab hold of and run without interruptions.

The fire apparatus and other fire fighting devices shall be equipped for the raw space stands with the satisfactory quality and quantity during the move-in and event period. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8 sqm of 1st floor and one annually eligible fire extinguisher for each 12 sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8 sqm and one annually eligible fire extinguisher for each 12 sqm of upper and lower layers.

Generally, with 5 kg dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 kg carbon dioxide fire extinguishers. The emergency indicating lamps, identifying nighttime evacuating indication path shall be equipped at all evident positions.

No area of the upper storey may have a closed ceiling or canopy. Metal grids 1 cm x 1 cm in modular dimension are permitted. Inclusive of lighting elements, the open area must comprise at least 50 %.

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

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

10. Obstruction of aisles or nearby booths

No part of any stand or exhibit structure including fascia, signs, lighting, wiring, corner posts or other fitting, shall project into or overhang any aisle or obscure any fire or exit signs. No objects are to be attached to or suspended from the fire sprinkles or light fixtures on the ceiling.

All entrances and exits of the exhibition hall should be kept unimpeded and the width of the public passageway must be at least 3 m in width. Where there is a column in the passageway, a minimum aisle width of 3,5 m must be maintained.

A 1 m passage between the back wall of the stand and the walls of the exhibition hall building should be reserved for security inspection purposes.

Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all time.

Exhibitors and their agents and employees shall keep all aisles and gangways clear of materials, packing cases, waste and equipment. The organizers reserve the right to remove any obstruction which contravenes this regulation and to charge the exhibitor responsible for the cost of doing so without prejudice to any claim for damages which the organizers or any other person(s) may have by reason of such obstruction.

Any demonstration, live performance or other activity which results in obstruction of aisles or which prevents ready access to a neighbouring booth shall be suspended by the organizers.

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11. Floor Plan Submission

The final exhibition floor plan together with all drawings for the construction and structures (the drawing for the structure should be approved and stamped by certified structural engineers) must be submitted to the organizer for endorsement until **22 January 2021**. The drawings endorsed by the organizer must be submitted by the exhibitor to the Municipal Fire Protection Bureau for approval. The floor plan and booth layout must comply with the current fire safety regulations and organizer's guidelines for exhibition layout.

Floor plans with a scale of no less than **1:500** and marked with the built-up location of booths should be submitted. Detailed structural drawings with a scale of no less than **1:50** showing crossings and construction height shall be submitted. Where necessary, exhibitor shall also obtain all the necessary approvals for the construction from the relevant authorities, and submit them together with the drawings. If the organizer considers it necessary to make some changes in any of those drawings, the exhibitor must re-submit the drawings incorporating the required changes to organizer for approval within ten (10) days.

12. Electrical supplies and installation

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor. No exception is permitted.

All electrical equipment and installations should be tested and approved by the organizers appointed licensed engineers prior to turning on the electricity supply.

All electrical supplies must be ordered from the organizers appointed contractor.

Exhibitors who reserved raw space only are requested to submit their electrical order form accompanied by a propose layout plan. Inspection on-site will be carried out before the power supply is turned on.

All lighting devices installed shall be at least 50 cm from any exhibit, decoration or material; all heat-generating devices shall be at least 3 m from any fixed power supply facility at the venue and shall not emit heat towards these facilities.

Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the organizers at least 6 weeks before the commencement of the exhibition. The installation and use of heavy-duty electric equipment shall be checked and ratified by the show hall and can only be used if the safety is ensured as the precondition. Do not use lighting devices whose power exceeds 500 W or use halogen-tungsten lamps. High heat-producing lighting devices shall be protected with insulation pads; light boxes, and lamp posts used for advertising shall have convection air vents. Convective cooling holes should be designed on lamp boxes and posts. Applicants are requested to submit the following information and documents when applying:

- a) Specifications and its rating in watts / units of the light fitting
- b) Total units to be installed
- c) Layout line drawing of planned electrical installation
- d) Company name of the contractor
- e) Names and identify card / passport numbers of all attending electrical personnel
- f) Electrical order form in the exhibitor manual

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing an inconvenience to all exhibitors.

Computers, precision instruments and other devices shall be equipped with uninterruptible power supply. If any damage or data loss is incurred due to such devices facing any power interruption, the exhibitors and constructors shall be liable for the consequences.

The installation personnel for electric lines and facilities must hold valid electrician operation certificates. 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 lying must be used when laying the wires, ground laid wires should be protected by cubes or by bridge plates.

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Only qualified electrical materials are used in the build-up of booths (including both standard and special booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. 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).

All metallic structures and shells shall have a reliable grounding. 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 passageways 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 distribution box for standard exhibition stands must be installed in a cable duct in the exhibition hall, while the distribution box for special exhibition stands must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.

It is strictly prohibited for the distribution boxes to be put in the aisle, fire passages or in the obvious parts of the stands.

Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented.

During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours) with the organizers.

In case of any power failure at a booth, the Organizers or the venue staff shall have the right to enter the booth to conduct security checks and adjust the Expo's power circuits and capacity. Exhibitors and constructors shall cooperate with the organizers or the venue staff.

If the organizers' worker discovers any hidden power safety hazards or serious security breaches at a booth, they shall have the right to suspend or cut off the power supply immediately without notifying the exhibitor. If any loss is incurred thereby, the exhibitor or constructor shall bear it.

The organizers reserve the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultants is deemed dangerous or likely to inconvenience exhibitors or visitors.

Please remember to indicate the locations of any additional electrical fittings you require on the form "Electrical Equipment & Fittings", so that the electrical and service engineers and staff can prepare your requirements before you arrive at the exhibition site.

13. Contractors

All contractors appointed by the exhibitors will, in the construction, erection, and decoration of stands, use only those materials acceptable by the authorities. Each contractor shall guarantee that the stand construction is finished and that all waste and unwanted materials are removed by the stipulated opening time of the exhibition. The contractor shall dismantle and remove the stand together with all waste, within the breakdown dates specified under the "Operations Schedule" section of this service manual. Absolutely no construction and stand fitting work will be allowed during the official move-in period.

For the raw space booth contractor, its business scope of independent legal entity shall cover interior decoration or exhibition decoration projects. Corresponding certification documents will be required for Real-Name Authentication procedures.

According to the new regulations of Shanghai New International Expo Centre, all stand contractors are required to go through Real-Name Authentication procedure at least 15 days prior to the first move-in date in order to obtain entry permission from SNIEC. The approved contractors can collect their contractors' entry pass during the official move-in period.

14. Lost and Found

All enquiries regarding lost and found items should be made to the security office. All lost and found articles are catalogued and stored for 30 days. At the expiry of this period, all articles will be disposed of at the discretion of the hall and no other person shall have any further claim to those articles. The hall shall not be responsible for

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any items not collected during the stipulated period.

15. Group / National pavilion

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and/or co-exhibitors on their pavilion be fully cognisant of, agree to, and abide with the rules and regulations stated herein.

16. Site plan

The organizers reserve the right to alter the layout, plans and positioning of all stands, if in their opinion, such change(s) are desirable or necessary, for the benefit of the exhibition and the exhibitors.

17. Sub-letting of stands

Exhibitors must not transfer, dispose of, part with, or otherwise sub-let, in whole or in part, their contracted space, office meeting area, store area, or other accommodation whatsoever, whether for financial consideration or otherwise, or enter into any agreement to do so. An exhibitor, being officially appointed sole agent or sole licensee, must declare, at the time of application for space, the name(s) of the principals to be represented and confine his/her display to their products. This does not debar any exhibitor displaying products of a principal for whom he became sole agent or sole licensee after allotment of space, provided permission has been obtained from the organizers a prior.

This regulation shall be deemed to include any subsidiary material and/or product not being a part of, but used as complementary to, an exhibit. An exhibitor may not, except by written endorsement from the organizers, display directly or indirectly, advertise or give credits to any products other than his own or his principals. The organizer reserves the right to have any products or signs violating this regulation masked or removed from the exhibition hall.

18. Exhibits move-in

Please ensure that all exhibits will be consigned to the official freight forwarders to co-ordinate the move-in of your exhibits. No guarantee for on-time move-in can be maintained if exhibitors fail to inform the official freight forwarders in advance.

All consignments and documentation should be clearly marked (see shipping guidelines).

Please note:

- a) For insurance reasons and to ensure proper control and co-ordination of site movements, only the official freight forwarder is permitted to work in-hall and operate lifting equipment. No other freight handling contractor will be permitted to work in the exhibition hall. This regulation should be strictly enforced.
- b) Exhibitors must ensure that the delivery, loading and unloading of goods is carried out only at the loading and unloading area. The exhibition security officers and/or on-site handling agent will be at this area to supervise and direct the vehicles and ensure smooth and safe operations of freight activities.
- c) Please note that only the official freight forwarders will be permitted to move and handle exhibits within the exhibition hall. Exhibits arriving onsite without a pre-appointed freight forwarder will be referred to the organizer's appointed official freight forwarder. All costs incurred will be borne by the exhibitor concerned.
- d) Exhibits requiring mechanical assistance must be handed over to the official freight forwarders at the loading and unloading bay. Exhibitors using their own freight forwarder up to these areas are requested to submit the details to the official freight forwarders to facilitate co-ordination. No other freight forwarders or exhibitors are allowed to use any of their own lifting equipment on site (eg. Hydraulic car).
- e) To avoid congestion in hall, only hand-carried items which can be taken out of their cases without any risk or damage to the floors and halls are allowed to be unpacked inside the exhibition premises. Major items should be unpacked away from the exhibition premises and then brought to the stand for positioning. Arrangements should be made with the on-site handling agent.
- f) Exhibitors should not arrive at the exhibition hall or at the outdoor area earlier than the time stipulated in the "Operations Schedule". The exhibitor must be present at his own stand to accept the delivery of freight.

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The organizers will not accept any delivery on behalf of the exhibitor, nor can they be responsible for failure in delivery.

Exhibitors are reminded that small attractive items are most at risk at this time and stands should not be left unattended until all portable items have been removed/packed, and hired items and equipment collected by the relevant suppliers.

19. Manning of exhibition stands and conduct of stand personnel

All exhibition stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and his staff must be confined to the stand or site allocated. Exhibitors are reminded that their exhibits must remain on display until after the show has closed including the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the exhibition for recruiting staff, other than to seek local agents for their products.

20. Failure to exhibit

Any organisation which, have signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the organizers, shall be held liable for the full cost stated in the contract, plus any additional costs incurred by the organizers as a result of the failure to exhibit or turn up for the exhibition.

21. Fire precautions

All exhibitors must comply with and ensure that all their contractors, staff, agents and servants, etc. comply with the prevailing government fire protection law and the fire safety regulations and building codes of the centre.

Stand construction and decoration materials must accord with the national and local fire protection regulations that all of them must be noncombustible 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. The inflammable material of elasticity cloth, bamboo, straw, foam plastic etc. is strictly prohibited for use even if it is after anti-flaming fire-proof treatment.

Any person who encounters an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavour to extinguish it or confine it by the use of the fire extinguishers and / or remove all items in that vicinity.

No packing materials or brochures may be stored behind the walls of perimeter stands or any other designated service areas. The fire lanes in and around the centre must remain clear and unobstructed.

Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

- a) Display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.
- b) Display and operation of any electrical, mechanical or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.
- c) All toxic and hazardous materials, including flammable liquids, compressed gas or dangerous chemicals. Special care must be taken not to obstruct or hide from the view of the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel / riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

22. Hanging Points on the Ceiling

No hanging object is allowed in the centre without permission. Each permitted hanging point may bear an object which weighs no more than 200 KG. The professional staff of the centre shall conduct the hanging work.

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23. Emergency Protection

The safety inspection system shall be set up by the exhibitors and constructors, a person shall be assigned for fire control safe operation to ensure safety for the construction of the stand, exhibition and move-out. Should any accident happen, it must be reported to the organizers at the first time.

The exhibitors and together with the constructors shall responsibly cooperate with the organizer and the concerned government departments and show hall for all the activities of security tour inspection, rectification, emergency evacuation, and shall observe instruction and put into effect.

24. Smoking

Smoking is forbidden in all indoor areas and parking lots of the venue. Smoking is only allowed at fixed smoking points set in the outdoor area of the venue.

25. Management of Hazardous Substances

Without the written approval from the organizers, the venue and concerned government departments, it is forbidden to demonstrate or use any heater, grill, candle, lantern, torch, welding device or any other heat-generating, naked flame-generating, or smoke-generating material; it is forbidden to demonstrate or use any electric, mechanical or chemical device that may be defined as dangerous; it is forbidden to use any flammable, explosive, toxic, or corrosive materials, including flammable liquids and gases, compressed gases, hydrogen balloons, explosives, and petroleum; it is forbidden to carry weapons, guns, swords, ammunition, explosives, radioactive substances and other hazardous substances, or anything forbidden by the concerned government departments into the venue.

The inventory of hazardous solids or liquids stored at the booth shall not exceed one day's usage; all remaining stock shall be kept in an area designated by the organizers.

No automobiles, motorcycles, and other diesel vehicles, new energy vehicles, or other fuel equipment at the venue shall be repaired, started, charged, or fueled, and the amount of fuel in their tanks shall be no higher than 10%.

Toxic or hazardous wastes shall be packed and sealed in proper containers, which shall be marked accordingly, and managed or disposed as per the government regulations on waste disposal.

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

26. Use of dangerous materials

Hazardous materials

Unless otherwise approved by the organizers, the centre and all appropriate government authorities in writing:

- a) No naked flame or temporary gas lamps may be used.**
- b) No explosive, petrol and highly flammable toxic or corrosive substances are allowed.**

Compressed air

According to the fair safety regulations stipulated by the Shanghai Public Security Bureau, all air compressors must be placed outside the exhibition hall. This rule will be strictly enforced. If exhibitor needs compressed air for the exhibit display, please submit the form 3.3 to the official contractor. Compressed air is centrally provided by the hall. The outlet of compressor is 0.6-0.8Mpa. The exhibitor should install dryers, filters and other adapters according to its own demand. Exhibitors, which have special demands of compressed air, should claim to the designated contractor 30 days before entering into the hall in advance.

Do not connect to gas pipelines without permission. If any exhibitor or constructor connects to the gas pipes at the venue without installing appropriate valves or if the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the organizer, the official contractor and the hall owner are entitled to require the exhibitor or contractor to rectify such problems immediately. Otherwise, the compressed air supply shall be cut off, and the exhibitor or contractor shall be liable for the consequences. If there is any accident or economic loss incurred, the exhibitor or contractor shall be held liable and required to compensate for the loss as per relevant regulations.

SECTION V RULES AND REGULATIONS

Industrial gas

The use of industrial gas of inflammable or toxic nature for demonstration purpose is not permitted within the exhibition site.

Radioactive materials

No radioactive materials are to be used in the exhibition hall at any time.

Hot work demonstrations

No naked or open flame equipment is to be used at any time.

Toxic wastes

No toxic materials or wastes are allowed at any time.

27. Pressure vessels

The exhibitors must make the written application to the organizers in advance if they are to use helium, argon, nitrogen inertia compressed gas, and only with the approval they can bring it to the show hall. The exhibitors shall be fully responsible for the use, supervision, shipping, storage, keeping and safety of the pressure vessels.

All the pressure vessel and equipment taken into the show hall shall observe the related security standards and regulations. The safety withstanding pressure of the equipment using compressed air equipment must be $\geq 15 \text{ kg/cm}^2$, hose clamps shall be used for pipe orifice onnection, it is not approved to use iron wire or other articles for banding.

If the pressure vessels are not put in good order, the organizers will notify the exhibitors to pullout the vessels safely from the hall or to the appointed location momentarily, and the exhibitors must cooperate and execute.

28. Catering / Flowers

There are existing catering and flower suppliers in the centre. Any other non-appointed suppliers are not allowed to run similar businesses in the centre.

If small-scale catering service is to be provided in the booth, exhibitors should apply to the organizers and submit all the documents 1 month before the opening of the show. All the documents should be complete and approved by the organizers.

The venue, Shanghai New International Expo Center (SNIIEC), provides take-away lunch services during the show period. Exhibitors who are interested in this service could contact SNIIEC's staff after checking-in.

29. Security

The security agency of the venue will ensure the security and safety of the exhibition halls. Nevertheless, responsibility is expressly denied for any loss or damage which may befall any person or property of the exhibition from any cause whatsoever.

YOU MUST ARRANGE YOUR OWN INSURANCE TO COVER ALL STAGES OF THE EVENT FOR YOUR EXHIBITS.

During the expo, the exhibitors shall keep exhibits and personal belongings under proper custody and guard against theft. Laptops must be kept with an anti-theft lock.

Please ensure valuable exhibits and articles are kept in a safe way at the closing time each day. Please make quantitative checks when necessary.

30. Stand cleaning

The organizers will arrange for the general cleaning of the exhibition halls prior to the opening of the exhibition and daily thereafter. It is the responsibility of the exhibitors to maintain their stands in a tidy condition at all times.

If additional stand cleaning is needed at stands, please order in form 3.10

31. Removal of waste

SECTION V RULES AND REGULATIONS

During the build-up and tear-down days of the exhibition, the aisles of the hall must not be obstructed with packing and construction materials or debris. Contractors building "Raw Space Stands" or stand interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas outside the exhibition hall.

At the end of the exhibition, contractors must remove from the site all the materials especially the double-sided carpet tape used from their clients stands by the respective timings stated in the "Operations Schedule". The organizers reserve the right to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature).

Liquid waste, catering sewage, extreme temperature liquid and others must be dumped at a designated site of the exhibition hall or in a self-provided closed container. No rubbish may be dumped in the indoor or outdoor drains, ditches, sinks or pools in bathrooms. If there is any violation, the exhibitors or their constructors shall bear the compensation for pollution cleanup, water pipe blockage, etc., as well as the corresponding administrative penalty and other related liabilities.

During booth construction or dismantling period, exhibitors or service providers should use the public trenches in the halls correctly and ensure that waste water is dumped into the special area instead of the trenches.

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 it in ordinary waste containers. In addition, the carpets 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.

32. Storage

Cartons, crates, cases, packing materials and containers used for storage and consignment of exhibits should not be stored within the exhibition hall. Prior arrangements for safekeeping such items must be made with the official freight forwarder and pay the relevant expense. For more details, please refer to "Shipping Instructions".

The organizers reserve the right to remove and dispose of any such items left in the exhibition hall. Any storage or disposal costs incurred will be borne by the exhibitors.

33. Liabilities and insurance

Exhibitors should buy insurance for their staff, exhibits and valuables. Exhibitors must ensure that their temporary staff and the staff of their servants or agents are insured against claims for workman's compensation. Otherwise, exhibitors should be responsible for the corresponding consequences.

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.

All exhibitors participating in this exhibition must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition stand including duration of the exhibition period and return to domicile. Exhibitors are strongly advised to pack and remove all portable, attractive and valuable items from the exhibition area at the end of each day when the exhibition closes as this is the time when there is the greatest risk of loss and theft. All items **MUST NOT** be left unattended or out of sight at any time. The organizers will not be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their agents, contractors, visitors or any other persons whatsoever.

Exhibitors shall ensure that they are fully covered by insurance and take up public liability and comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his agents or contractors first enter the exhibition site, and to continue until all his exhibits and property have been removed.

The exhibitor shall insure, indemnify and hold the organizers harmless in respect of all costs, claims, demand and expenses to which the organizers may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or invitees.

Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. And exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

SECTION V RULES AND REGULATIONS

Exhibitors must ensure that their temporary staff and the staff of their servants or agents are insured against claims for workman's compensation.

Exhibitors are required to provide evidence and proof of the above insurance to the organizers / show manager if requested to do so.

34. Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying shell scheme stands are also responsible for the cost of making good any damage to the contractor's stand structures, floor covering, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of repairing and replacing for any damages will be assessed by the official stand contractor and charged to the exhibitor concerned.

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

35. Notes on Intellectual Property Protection

1) If the intellectual property rights in the exhibits have been acquired, please bring the IPR ownership certificate or other supporting documents. 2) The exhibitors shall strengthen self-examination and self-correction of their exhibits, booth design, packaging, advertising materials, and other display parts before and during the show, so as to prevent any intellectual property infringement. The exhibitors shall bear the loss and compensation responsibility according to the laws and regulations of the People's Republic of China if they are held liable by relevant authorities or face any claim from relevant right holder due to intellectual property infringement. 3) The key technical features of the exhibits may not be photographed, shot or otherwise recorded or reproduced without permission during the show. The copyright in booth design, exhibition panels and drawings, etc. are also protected by relevant laws. 4) Exhibitors must be authorized or permitted by law before the use of any music. For more details, please contact Music Copyright Society of China. 5) The exhibitors shall abide by the relevant Rules on Complaints and Resolution of Alleged IPR Infringement. In case of any intellectual property disputes, please contact the organizer or the onsite IPR's office in time and cooperate with the staff. 6) The exhibitors, service providers, suppliers, etc. shall not use the logo of the organizer or the show, the name of the show (both Chinese and English names), slogan, the image of the mascot, etc. without the written consent of the organizer.

36. Force majeure

The timing and duration of the exhibition may be altered due to any cause whatsoever, beyond the control of the organizers. The organizers shall not be responsible for any loss sustained by the exhibitor, which is directly or indirectly attributed to a force majeure such as fire, flood, earthquake, windstorm or other natural disasters, act of any sovereign government, and any law and judgement relating to labor dispute. In the event of such circumstances, the money paid by the exhibitor, or any part therefore, may not be refunded to the exhibitor.

37. Authority of premises

In the event of any problems or disputes on-site, the decision of the organizers, being lessee of the premises, will be final. The organizers also reserve the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

38. Unforeseen circumstances

In the event of any occurrence not foreseen in these "Rules and Regulations" and the terms of contract stated in the contract, the decision of the organizers shall be final.

39. Important notice

Exhibitors may appoint their own contractor for stand design and construction – but all approved contractors must lodge a performance bond and damage deposit with the organizer.

The deposit is calculated at RMB 200 per sqm based on the rental space or at RMB 10,000 per booth (smaller than 50 sqm). The deposit will be refunded after deduction of services and damage cost.

SECTION V RULES AND REGULATIONS

SECURITY ADVICE

Dear Exhibitor and Contractors,

Please be aware of dangerous actions during set-up and dismantling period.

**Therefore ensure the safety of
your personnel and all other people!**

Our security team will be present and regularly control the site. If any construction seems to be insecure we reserve the right to withdraw the permission of booth construction.

In serious cases:

Call the ambulance

Phone: **120**

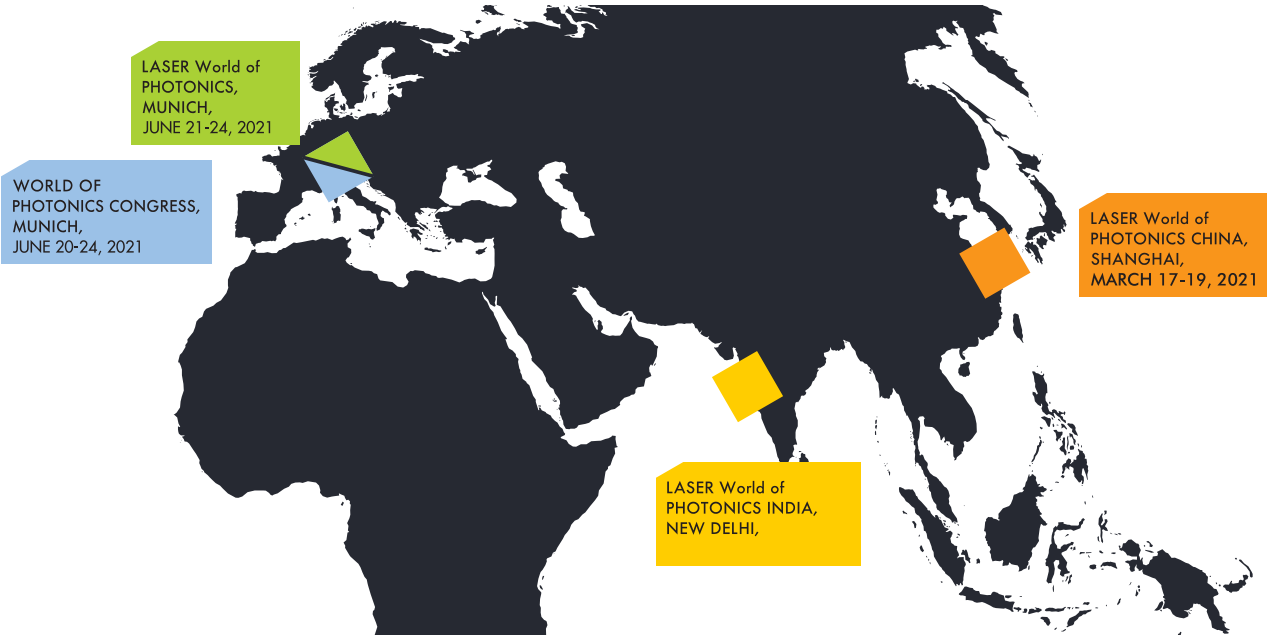
In light cases:

Contact the Organiser Office for First Aid
(need of plaster and light bandages)



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