

## Welcome

Dear Exhibitor,

Thank you for participating in SIGN CHINA 2024, LED CHINA 2024•Shanghai, Digital Signage China 2024, which will take place from 19-21 September in Shanghai. To prepare your stand and to benefit as much as possible from your participation, we herewith provide you the Manual with Technical Information and Promotional Opportunities.

**Please make sure you return all mandatory and other relevant order forms to the respective service providers before the deadlines.** Should you need any assistance in your preparations for the event, please feel free to contact the Customer Service Department of Trust Exhibition at [service@signchinashow.com](mailto:service@signchinashow.com).

We thank you for your valuable support and co-operation. Looking forward to seeing you in Shanghai in September.

Kind regards,

Trust Exhibition Co Ltd Shanghai Branch

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## A Exhibition Information

### A01 Name of the Events

SIGN CHINA 2024

LED CHINA 2024 · Shanghai

Digital Signage China 2024

### A02 Location

Shanghai New International Expo Centre

2345 Longyang Road, Pudong New Area, Shanghai, China

Tel: 86 21 2890 6888 Website: [www.sniec.net](http://www.sniec.net)

### A03 Schedule of Event

Move-in	Tuesday - Wednesday 17-18 September	9:00-18:00 (Free overtime till 22:00)	Contractors are required to work within these move-in periods. If contractors need to work beyond these hours, they should apply for the overtime hours through the Official Contractor before 16:00hrs on that day. The details of overtime working can be found in the B09 - Overtime Working Hours and Fees in the Exhibitors Manual. Contractors or exhibitors shall cover all costs incurred by overtime working.
Show Period	Thursday - Friday 19-20 September	For exhibitors: 8:20-17:30	Exhibitors shall arrive at their stand and have their stand ready before the show starts.
		For visitors: 9:00-17:30 (no admission after 16:45)	
	Saturday 21 September	For exhibitors: 8:20-17:00	
		For visitors: 9:00-16:30 (no admission after 16:00)	
Move-out	Saturday 21 September	17:00-22:00 (move-out before 17:00 is prohibited)	Exhibitors are requested to follow the move-out schedule. Early move-out is prohibited. Contractors are required to work within this move-out period. If Contractor need to work beyond 22:00 on 21 September, please contact the Official Contractor before 1600hrs and bear the overtime charge.

Remark:

Please login SNIEC' s website <https://sniocard.lzshanghai.com/web/homepage/index.html> to apply for worker badges one month before move-in.

### A04 Exhibitors' Registration

All exhibitors are required to register at the Exhibitors Registration Counter with two business cards and the "Registration Notice" issued by the organiser. The exhibitor badges will be provided when register on Form 03 or onsite.

1. Exhibitor Registration Date and Hours: 9:00-18:00 of 17-18 September.
2. Registration Venue: Entrance Hall One (South Entrance Hall)

Remark: Registration Notice will be sent by email to all exhibitors two weeks before the show starts.

### A05 Contact Details

**1.Organiser: Trust Exhibition Co Ltd Shanghai Branch**

Tel: 86 20 38106261, 38106263 (Customer Department)

Email: [service@signchinashow.com](mailto:service@signchinashow.com)

**2.Official Contractor: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Company**

Electricity & Other Technical Inquiry : Mr. Terry Shen

Tel: 86 20 8128 3147

Email: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com)

Raw Space Design Approval : Mr. Kennys Zou

Tel: +86 21 6183 0621

Email: [signchina@milton-gz.com](mailto:signchina@milton-gz.com)

Exhibitor Service : Ms. Yannis Ye

Tel: +86 20 8128 3143

Email: [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com)

**3.Official Contractor for Deluxe Shell Stand: E Young Exhibition Services Co., Ltd.**

Contact Person: Mr. He

Email: [406157023@qq.com](mailto:406157023@qq.com)

Mobile: 86 135 6043 2194

**4.Official Forwarding Agent: Top-Trans Expo Logistics Co., Ltd.**

Contact Person: Ms. Annie Zhan

Mobile: 86 151 0202 6019

Email: [annie.zhan@top-trans.com.cn](mailto:annie.zhan@top-trans.com.cn)

Contact Person: Mr. Anthony Nie

Mobile: 86 138 1872 1467

Email: [anthony.nie@top-trans.com.cn](mailto:anthony.nie@top-trans.com.cn)

**5.Official Agent for Translation: Shanghai Tonggao Information Technology Co., Ltd.**

Contact Person: Mr. Cui

Mobile: 86 185 1624 1020

Email: [cj@tonggaoinfo.com](mailto:cj@tonggaoinfo.com)

**6.Exhibition Safety Supervision: OptSafe Management Services (Shanghai) Limited**

Tel: 86 21 6995 7316 / 6995 7319 / 6995 7320

Contact Person: Mr. Zhang / Mr. Hu

Email: [signchina2024@opt-safe.com](mailto:signchina2024@opt-safe.com)

**7.Hotel**

## B General Information and Regulations

### B01 Presentation of Exhibits

Exhibitors must present their exhibits throughout the period of the exhibition from 19-21 September. Exhibitors are not allowed to remove his exhibits from the exhibition floor prior to the official closing hours of the exhibition. Every exhibitor should have an authorised representative present at the exhibition stand throughout the show period and during the installation and dismantling of his/her exhibits.

Exhibitors should display their products and items as mentioned in the Exhibition Space Contract. Organiser reserves the right to close down the stand whose exhibits are not match the theme of the exhibition without refund of the participation fee.

### B02 Control & Use of Exhibition Stand

1. All displays shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. The organisers reserve the right to remove or modify any exhibits whose fittings or operations are considered, under the Regulations, unsuitable, noisy, obnoxious, objectionable or dangerous to the exhibition, the visitors or neighbouring exhibitors. All costs incurred for the removal of such exhibits shall be claimed on the exhibitor.
2. The volume of any performance should be controlled properly so as not to disturb the other exhibitors.
3. Access to stands must be provided at all times for officers of the official safety services and other government authorities concerned for inspection purposes.

### B03 Admission & Age Limit

#### Admission for Venue Inspection before the Exhibition Period

Entry to the site for inspection and survey before the exhibition period may be allowed if prior arrangements are made with the organisers.

#### Admission during the Exhibition Period

1. Admission will be allowed by badges issued by the Organiser only; Identification badges are not transferable.
2. Admission badges for all local Chinese staff of foreign representative offices, foreign business agencies and joint ventures who need to enter the exhibition halls to work at the stands will be issued by the Organiser at the fair.

### B04 Insurance & Liability

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than RMB4 million against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organisers will not be held responsible for any loss of, or damage to, exhibits and personal items. **Exhibitors are reminded of their legal liability for their representatives, which also includes their contractors and sub-contractors.**

#### Liability

1. The sponsors, hosts and organisers are not responsible for loss, theft or damage by fire or injury of any nature to any person or article. Reputable guards will be on duty day and night, but will not be a guarantee against loss.
2. Each exhibitor participating in the exhibition needs to indemnify the organisers against all claims of all kind against the organisers, due to or in any way, connected with their participation in the exhibition.
3. The organisers are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exhibition.
4. The sponsors, hosts and organisers shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the organisers to hold the exhibition at the time and place provided. The organisers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organisers will have sustained damages and losses as a result of the foregoing as well, and shall and do hereby waive all claims for damages or compensation. The sums paid to the organisers as fees or otherwise in connection with the exhibition shall remain the property of the organisers.
5. In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organisers, all payment made shall be forfeited. Notice of withdrawal must be made in writing to the organiser who shall arrange for reallocation of such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to.

6. The sponsors, host and organisers bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and/or their agents.

7. The sponsors, hosts, co-organisers and organisers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of P.R.China. Exhibitors are urged to adequately insure all shipments.

### **B05 Exhibit Demonstration and Operation**

1. Exhibitors must provide prior notification of an intention to operate a machine with a description of function and safety controls (including potential hazards, controls to power failure, etc.). Please compile a Contractor Risk Check Form (please refer to Form 07). Exhibitors may be required to demonstrate their operation to the safety officers during the move-in.
2. Exhibitors must ensure that their exhibits will fit within the space ordered. All moving or hazardous parts should be set back at least 0.5m from the aisles and no protrusions of any kind allowed into the aisles.
3. Exhibitors must nominate an individual to be responsible for machinery safety and the stand will always be manned by a competent operator, within safe operating guidelines and with knowledge of relevant emergency procedures.
4. Exhibitors must have a plan for power failure in the halls. Machines should have failsafe capability if power is suddenly lost.
5. Only trained operators with the correct PPE should handle or operate machinery. Visitors should only observe from a safe distance.
6. No hazardous chemical is allowed unless the exhibitor obtains prior permission from the organisers. Hazardous chemicals may only be allowed into the halls if they are essential to the exhibit and only on the basis that a proper assessment is conducted for the safe use, handling and storage of the chemical with an emergency plan to deal with a casualty or spillage.
7. Exhibitors with moving machinery should not be wearing ties, loose clothing or have long hair which is not tied up. Visitors must be prevented from getting too close to moving machinery.
8. Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases.
9. Any machine or apparatus can only be operated on the stand, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Exhibitor.

### **B06 Ceiling Hanging Point**

No hanging object is allowed in the exhibition centre without permission. There are no hanging point in the Outdoor Pavillion.

To apply for hanging structures, please submit Form 7 - Hanging Point on or before deadline or contact:

**Official Contractor: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Company**

Electricity & Other Technical Inquiry : Mr. Terry Shen

Tel: 86 20 8128 3147

Email: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com)

### **B07 Forwarding Services**

**Officail Freight Forwarder: Top-Trans Expo Logistics Co., Ltd.**

Tel: 86 21 5835 0858

Contact Person: Ms. Annie Zhan

Mobile: 86 151 0202 6019

Email: [annie.zhan@top-trans.com.cn](mailto:annie.zhan@top-trans.com.cn)

Contact Person: Mr. Anthony Nie

Mobile: 86 138 1872 1467

Email: [anthony.nie@top-trans.com.cn](mailto:anthony.nie@top-trans.com.cn)

Do not use non-recommended freight forwarder to avoid unnecessary loss.

### **B08 Transport Pass and Charges**

1. Vehicle enter into loading area

a. Vehicles over 0.5 tons should be applied for Vehicle Queue Pass in Vehicle Pass Management System via official WeChat of SNIEC (ID: SNIEC\_SH) one week before move-in period . Print Vehicle Queue Pass on an A4 paper and present on windshield of the Vehicle.

During move-in, enter into P3 parking lot of SNIEC at the designated time, and other time will not be allowed to enter the surrounding area of SNIEC.

b. Along with Vehicle Queue Pass and Contractor Move-in Pass to applying for Vehicle Pass in P3 parking lot of SNIEC.

Remarks: please apply the Vehicle Queue Pass when the plate number is confirmed, because it could not be revised after registered.

2. A "Transport Pass" must be obtained at the exhibition centre's pass management office before driving vehicles into the loading areas. The pass management office is located in the South Entrance Square, please enquire at the Customer Service Centre in the lobby for assistance.

3. A "Transport Pass" is RMB 50/vehicle with a RMB 300 deposit. The refund of the deposit is based on the presentation of the "Transport Pass" as well as the deposit receipt after the timely completion of the loading. Any loss or damage of the "Transport Pass" will result in the deposit being forfeited.
4. The time limit for loading is 1.5 hours. An overtime charge will be assessed at RMB 100 for every 30 mins (minimum charge).
5. Once the loading is finished, vehicles should depart immediately to avoid unnecessary traffic congestion for which the deposit will be deducted.

## B09 Overtime Working Hours and Fees

### Overtime Working Fee:

18:00-22:00 (Free overtime till 21:00 on 17-18 September)	After 22:00 (17-18 September)	After 24:00 (21 September)
RMB1,600/booth/hour	RMB3,200/booth/hour	RMB6,400/booth/hour

**Remarks: Please apply for the overtime working hours through the Official Contractor before 1600hrs each day.**

1. The Overtime Working Fee includes general exhibition hall lighting and security service except air conditioning.
2. According to the labor protection regulation, no overtime working after 2200hrs is permitted. An urgent overtime working after midnight must be approved by the exhibition center.
3. The Overtime Working Hours must be applied via the Official Contractor before 1600hrs each day. the Official Contractor will get the approval from the exhibition service centre.

## B10 Move-out, Dismantling and Cleaning

### A. Move out concrete schedule

Move-out Permit Distribution Hour 14:00, 21 September	Exhibitors can get the Move-out Permit on the Official Contractor's counter in the South entrance hall. Please keep it safe all the time. Exhibitor shall be responsible for the security of their exhibits and property. If exhibitors need additional Move-out Permit, please approach to the Official Contractor at the service counter.
Opening Hour of Storage Area 16:00, 21 September	Please follow the guideline and retrieve the packing material in order. For any inquiry, please contact the official forwarder.
Electricity Cut-off 17:00, 21 September	Exhibitors want to continue using electricity after 17:00 shall notify the Official Contractor before 12:00. Exhibitors turn off the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for all ensuing consequences.
Move-out Time 17:00-22:00, 21 September	Exhibitors are requested to move out during this time period. The exhibitor who need to stay after 16:00 shall apply to the official contractor. All staff on-site must wear safety helmets during this period.
Collection of the Distribution Boxes 18:00, 21 September	Exhibitor or contractor is required to take good care of the electrical box and wire before the venue staff come to collect it. Deposit will be deducted due to lost of electrical box.
Truck Entry to Halls 19:00, 21 September	Trucks should follow the instruction of onsite staff to enter and leave the hall.

### B. Move-out Administrative Regulations

1. No exhibitor is allowed to remove his exhibits from the exhibition floor prior to the official close of the exhibition: 17:00 on 21 September.
2. No stand may be dismantled or removed in part or in whole before 17:00 on 21 September. Stand contractors cannot access the exhibition centre before 17:00 and vehicles are not permitted into the loading areas until 19:00 on 21 September.
3. Exhibitors/contractors must leave the venue and stands in the same condition as they found them. Damage caused by the exhibitor/contractor's installation shall be assessed by the Organisers and the cost of reinstatement and restoration shall be charged to the exhibitor/contractor.
4. Exhibitors/contractors are responsible for the removal of all items belonging to them, such as stand building materials, structures, fittings and waste from the exhibition centre (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads). Sites must be completely cleared of exhibitor's/contractor's belongings not later than 22:00 on 21 September after which the Official Contractor has the right to remove all objects found at the cost of the exhibitor/contractor and deducted from the deposit.
5. A Move-out Permit from the Organizer is required to remove exhibits from the hall.
6. The exhibitors and contractors must follow strictly the dismantle time schedule and regulations announced by the Organizer.
7. All on-site working staff must wear safe helmets during the dismantling period. Workers shall operate with care in order to prevent accidents. Exhibitors are responsible for any losses caused by their own workers.

8. The waste oil produced by your equipment during the show must be dumped in the designated collection point, shall not be dumped in the gutter.

#### **C. Refund of Deposit**

7 days after the exhibition, official contractor will receive the information from the venue. Exhibitor/Contractor can claim back his/her deposit when there is no electrical box or facility damage as well as the booth is cleaned up. The Official Contractor will refund the deposit to the exhibitor's according to the provided information within 30 working days.

#### **D. Reminder for stranded in exhibition hall & OT charges**

1. Read thoroughly online exhibitor manual and see Form 11.
2. Read move in & move out notice when receive of the deposit receipt from the Official Contractor.
3. Take note to the notice of all entrance of exhibition hall.
4. Be aware of the broadcast and msg.

#### **E. Definition of stranded & OT, evidence**

1. No matter what you are doing, either build up the booth or testing your exhibits, stranded in the exhibition hall after the official move in and move out hours, will be deem as OT, even you have nothing doing. Official contractor is engaged with the rights to deduct deposit to compensate the relevant fees. Exhibitor and contractor is requested to close the main power of the booth, otherwise, it will be deeming as OT too.
2. Official contractor isengaged the rights to deduct deposit to compensate the OT fee should he did notreceive OT payment from exhibitor and his contractor. Exhibitor shall pay forhis own OT fees, at the same time, the contractor is required to coordinatewith his exhibitor when exhibitor do not pay for the OT fee.
3. Official contractor will take pictures and videos as evidence after official hours. Either exhibitor or contractor OT will be charged. Official contractor will deduct deposit no matter who paid for it.
4. OT caused by logistics reason, please approach to official forwarder in advance, official contractor do not get involved to the logistic arrangement, he just record the evidence of OT.

#### **F. Definition of cleaning, garbage, OT charges**

1. Finish cleaning means all the garbage are all clean up besides the booth area. Official contractor does not take the photo from exhibitor or contractor as evidence. All cleaning is required to be finished before 22:00, 21 September. Organizer, exhibition hall and official contractor will take pictures and videos after 22:00. Any garbage left around exhibition hall area will also deem as OT.
2. Official contractor will clean up all the left garbage on 22:00, 21 September. Any booth still dismantling or cleaning will be deeming as OT. Any booth come back to clean up the booth after 22:00 will be charged both OT fee and cleaning fee.
3. **Exhibitors/contractors are responsible for keeping the electrical boxes after they have been rented. Please take care of the electrical boxes during move-in and move-out.**

### **B11 Recycling Service**

There is a designated recycling supplier in the exhibition centre. They provide recycling service for the removal of stand materials, waste and debris on move-out. The recycling office, Room E6-B2B, is located outside Hall E6. Please consult the on-site organiser's office for this service.

Recycling Office:

Tel: 86 21 28928684

Fax: 86 21 28928686

Contact person

Mr. Chen: 86 1893 0783 426

Mr. Xu: 861376 1553 128

### **B12 Hall/Stand Cleaning**

The organisers will arrange the general cleaning of the exhibition hall (e.g. aisles) and stands prior to the opening of exhibition, and daily thereafter. The cleaning of the booth will be taken care by the exhibitor or their contractor.

### **B13 Catering and Flowers**

There are designated catering and flower suppliers in the exhibition centre. Other suppliers are not allowed to operate in the exhibition centre. Food from outside catering companies is not permitted.

Simulated plants, including artificial flowers is not permitted.

### **B14 Security**

During the entire exhibition period, although official security guards will be provided by the organisers, exhibitors are responsible for the security of their exhibits, property, and personal effects. Any loss or damage shall be at their own risk.

### **B15 No Smoking**

Smoking is prohibited within the exhibition area, except in the special areas designated by the organisers. The exhibitor/contractor shall be held responsible for any damage or loss caused by his/her smoking in the exhibition area. Any violation shall be fined at RMB 50/occurrence by the Organiser.

## B16 Inflammable, Explosive and Dangerous Goods

All flammable, explosive, hazardous and dangerous goods are not allowed in the hall.

## B17 Environmental Guidelines

Everyone involved in the exhibition has a role to play in reducing the amount of material and energy used. Here are some guidelines to make your participation more environmentally-friendly and remember —**REDUCE, REUSE, RECYCLE.**

### Pre-show

1. Plan what you wish to distribute – don't print and ship more than you need. Source environmentally-friendly promotional handouts or gifts.
2. Plan special design stands/features, etc. in order that these can be prefabricated, then dismantled at the close of the show.

### Show period

1. Don't distribute material in plastic bags and be selective when handing out material.
2. Eliminate PVC banners and signs, use cotton or paper instead.
3. If building a raw space or special design stand, limit the height and construction based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc.).
4. Use non-VOC, water based paints and glues, or linseed oil paints.
5. Install CFL or LED lighting, using less energy and lasting longer.
6. Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
7. Keep packing materials and containers to a minimum.
8. For catering, use recyclable materials for crockery and cutlery; or use glass, china that can be washed and reused.
9. Use recycling bins for garbage disposal.

### Post-show

1. Dismantle, don't demolish – disposing of into local landfills is not a viable solution.
2. Reuse packing materials for transportation.
3. Take away unused promotional materials etc. and use later.

**Remember – REDUCE, REUSE, RECYCLE !!!!!**

## B18 Hall Specifications

### Hall Specifications of SNIEC

Facilities	Halls W1-W5
Access For Exhibits/Visitors	10 gates per hall: 5m(w) x 4m(h). 5 north gates & 5 south gates
Exhibits to Halls	trucks/forklifts
Flooring	concrete floor with hardener, loading 3mt/sqm
Electricity Capacity	2400kw
Power Supply	5 wire, 3 phase 380v/220v, 50hz/5000kva
Air Compressor	8 bar
Lighting Level	250lx
Ceiling Height	11-17m
Hanger in Halls	light ad carrier under 10kg
Water Supply	294 per hall with caliber of 28mm
Drainage	168 per hall with caliber of 100mm
Fire Protection	automatic fire sprinkler system, fire detection & alarm system with riser & hosereel, portable fire extinguishers
Air Conditioning	28°C in summer, 23°C in winter
Telephone	200 lines per hall
Ventilation	33,600 cubic meter/hour per hall
Internet	wireless LAN, ISDN



Security System	24 hours security guards on duty, video surveillance, intrusion alarm
Broadcasting System	available in halls and offices
Emergency Lighting	available in halls and offices
Toilets	available in each hall, including facilities for disabled

Note: The above information supplied by Shanghai New International Expo Centre is correct at the time of printing and may be subject to change without prior notice.

## B19 Other Information

### China Visa Applications

All foreigners must obtain an entry visa before proceeding to China. For a visa application, all exhibitors are required to have an Invitation Letter from the Chinese Authorities. Please send your request for the Invitation Letter to us via [service@signchinashow.com](mailto:service@signchinashow.com). Upon receipt of exhibitor's completed visa application, the organisers will coordinate and forward the application to the Chinese authorities for issuing an Invitation Letter. This letter will be ready within 14 days and will be sent to your company by fax or express mail.

Passports must be valid for 6 months beyond the intended date of entry to China.

### Customs & Excise

Tax is normally not paid on all displays, stationery and drinks to be consumed in the exhibition hall. However, import tax may be charged on souvenirs and gifts. In order to avoid complication, exhibitors are encouraged to abstain from distributing gifts at the stand, except in very small quantity. If the gifts are too expensive, too large in size or are electronic products, the Chinese customs office may refuse clearance even if the carrier is willing to pay the import tax. Exhibitors are therefore advised not to carry these in their personal luggage. Slides, video, movies and all literature for distribution in the exhibition must be vetted and approved by Chinese Customs in advance. For details, please refer to the manual concerning freight forwarding.

### Credit Cards

Small hotels, shops and restaurants only accept cash. You are therefore advised not to rely entirely on credit cards for your daily expenses. Only major hotels and high-class restaurants accept credit cards; MasterCard, Visa and American Express are most commonly accepted in China.

### Medical

Please bring with you prescribed drugs you may need since these might not be available in China.

Please also ensure that you have appropriate medical insurance, and be aware of how the coverage applies in Shanghai, should medical attention or hospitalization be required. Hospitals will normally require cash or a credit card in advance before they will admit a patient.

### Weather

The temperature in Shanghai on September is normally around 21-27°C.

### Arrival Formalities

Health declaration, entry card and the Customs Declaration forms are normally presented to you by the aircrew before landing. If you are hand carrying exhibit items or publicity literature, please declare these at Customs. Should difficulties of clearance arise, request that the cargo be customs bonded. You will be able to de-bone and clear the same article at the exhibition halls with the on-site Customs officers. For details, please contact the official freight forwarder.

**Note: If you are hand carrying exhibits and other items into the exhibition venue, please ensure you declare the same to the on-site customs officer. Otherwise, it would not be possible for you to carry it out of the halls.**

### General Regulations

1. The control of the exhibition is vested, at all times, in the organisers whose decision is final and binding on all exhibitors and contractors.
2. Exhibitors shall be bound by the conditions, rules and regulations set forth in the contract and any changes must be made in writing and signed by the organisers, who shall have full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights reserved for the exhibitor under this application, and shall not operate to increase liabilities of its organisers or sponsors.
3. The organisers shall have the right, without appeal, to resolve all cases not provided in the regulations in this manual.
4. Exhibitors agree to observe by all regulations contained in this manual and further amendments and addendum where required by signing the Application Form with the organisers.

# C Stand Construction and Management

## Preface

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organisers.

## C01 Exhibition Safety Supervision

For the exhibition safety, the organizer has entrusted OptSafe Management Services (Shanghai) Limited to review all raw space booths. Please complete the review of the booth. Only after passing the review, the booth could be built up on-site.

### **Exhibition Safety Supervision: OptSafe Management Services (Shanghai) Limited**

Tel: 86 21 6995 7316 / 6995 7319 / 6995 7320

Contact Person: Mr. Zhang / Mr. Hu

Email: [signchina2024@opt-safe.com](mailto:signchina2024@opt-safe.com)

## C02 Constructor Insurance

Please refer to Form 05 which must be completed by the exhibitor and contractor before electricity rental and designs conformed.

## C03 Stand Height Limits

### **Booth Construction Requirement**

- **One Story Raw Space Booth**

The height limit is 4.4m, Roof of stand shall be limited within 50% of the stand area (closed area such as storage room or meeting room is not allowed to have any roof). If the ceiling is made of glass or board material, 6kg dry powder fire extinguishers must be set up. There must be one for every 20sqm of floor space; two for every 20 - 30sqm, and so on. If the ceiling is made of fabric material, there must be at least 20cm between two single fabrics. In addition, there must be 1kg sprayed flame retardant for every 5sqm (1kg for every 16sqm for nylon or mesh cloth). If there are at least 60sqm (including 60sqm) in the custom-built booth, two exits are required.

Only one story booths are allowed in the Outdoor Pavilion.

- **The maximum height for Deluxe Shell Stand is 4 meters.**

- **Two-story Raw Space Booth**

The height limit is 6m, the top of the booth must remain open and cannot be sealed (blocked). Net area of the booth must be at least 90sqm (90sqm included). A two-story raw space booth can only be built when all the fire requirements are met and relevant checking is approved. The limits of the building area: Two-story area shall not exceed 1/3 of the total booth area; lower limit shall be more than 30sqm and can only be used for business discussions. To ensure the safety of fire control, exhibitors shall set up 6 kg hanging powder fire extinguishers on the first deck, one for every 20sqm, and two for every 20-30sqm and so on. The design drawing of a two-story raw space booth must first be handed in to the Official Contractor Milton Exhibits. After a preliminary examination, the drawing must then be forwarded to HAH Consulting & Exhibition Co., Ltd. Shanghai, who was appointed by SNIEC as the official agent to examine two-story raw space booths no later than 9 August, for approval.

All booths, except island configurations, must provide a full back wall, minimum of 2.4 meters in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by white PVC cloth without any break, contamination, graphics or texts. If the back wall did not meet the above requirements, penalty will be deducted from the construction deposit.

## C04 Booth Approval

After the raw space booth passing the structural safety review, please upload the certificate of approval issued by OptSafe Management Services (Shanghai) Limited in the system of the Official Contractor; the design proposals submitted to OptSafe Management Services (Shanghai) Limited and those uploaded and submitted in the system of the Official Contractor must be the same. The submission of different design proposals are strictly prohibited.

All designs must conform to all statutory requirements and those set out in this Manual, and include the following:

- Plan View, showing clearly all dimensions, walling and major exhibits. Elevation Views, showing clearly all dimensions, graphics, etc.
- Structural calculations/drawings proving structural stability, weight loadings, etc. Details of materials and fire protection.
- Site Safety Information (Forms 06 in this Manual)

- There must be a secondary exit / emergency exit door in the stand when a stand space is equal to 100m<sup>2</sup> and above. Escape route to the exit should be at least 2m wide and clear of obstructions.

All drawings should be in a recognized scale, not less than 1:50 and should be emailed, on or before 9 August, to:

Official Contractor: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Company

Electricity & Other Technical Inquiry : Terry Shen

Tel: 86 20 8128 3147

Email: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com)

Raw Space Design Approval : Mr. Kennys Zou

Tel: +86 21 6183 0621

Email: [signchina@milton-gz.com](mailto:signchina@milton-gz.com)

Exhibitor Service : Yannis Ye

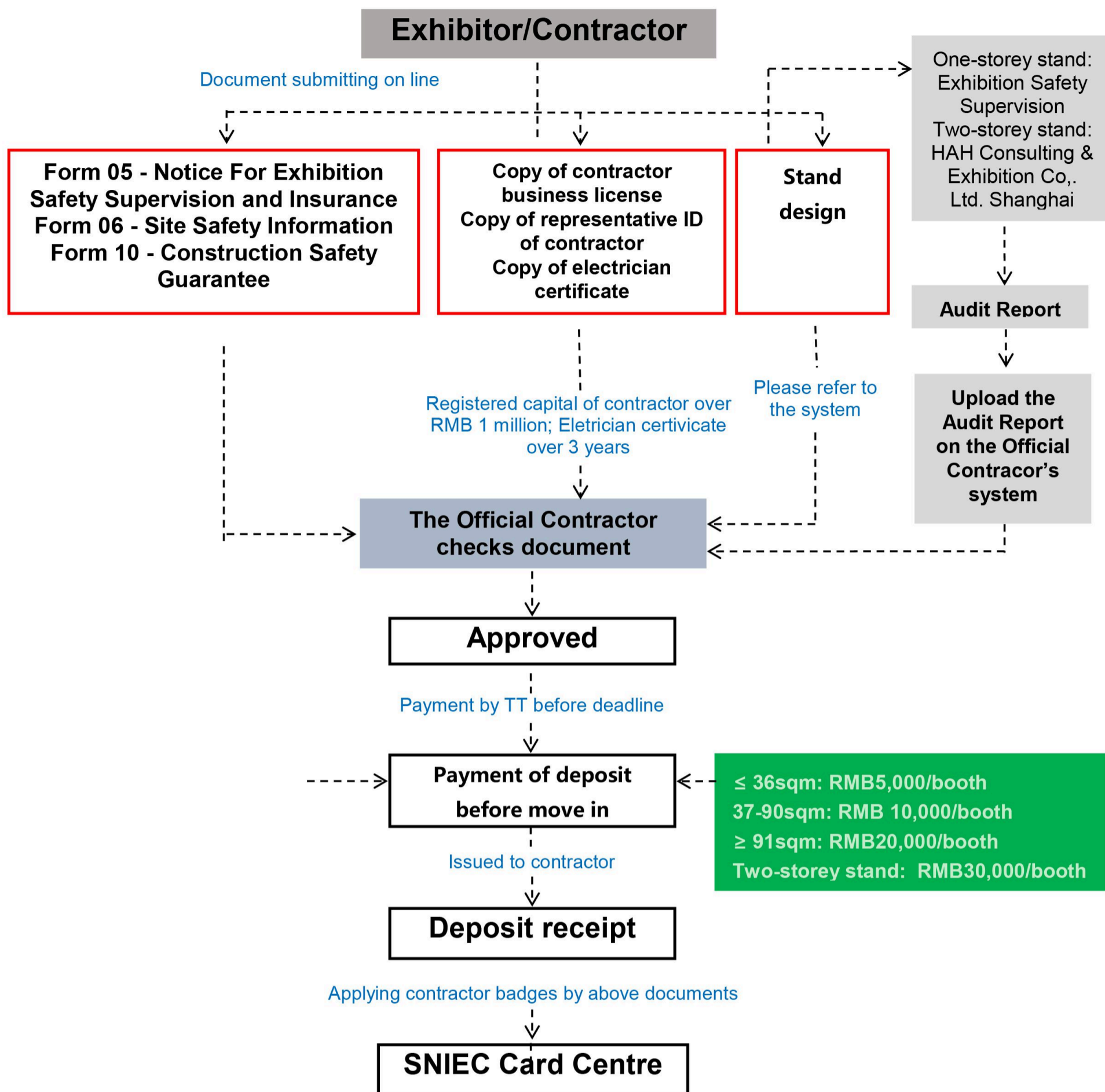
Tel: +86 20 8128 3143

Email: [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com)

Any modifications to stand designs must be re-submitted for approval, and stand installations on-site not complying with the most recent plan received by the Official Contractor will not be permitted.

Designs of all stands must be such that they can be safely built and dismantled within the move-in and move-out times specified in this Manual.

# Contractor Verification & Move in Procedure



## C05 Electrical Distribution Box, Water and Gas Supply

Please pay attention to the following: Raw Space Stand contractors must apply electrical link-up (Distribution Box) before 9 August. Please submit the Form 08 in this Manual before the deadline. Late submission will incur surcharge.

## C06 Charges and Passes

### Safety Supervision Fee:

Safety supervision fee: RMB6/m<sup>2</sup>;

Handling fee: RMB15/booth.

### Construction Supervision Fee:

Including design approval and supervision, fire control supervision, electricity using supervision.

Size of the Stand	Construction supervision fee (see Form 08)
≤36m <sup>2</sup>	RMB1,000/booth
37-90m <sup>2</sup>	RMB1,500/booth
≥91m <sup>2</sup>	RMB2,000/booth

Damage Deposit/Performance Bond:

1. A Damage Deposit/Performance Bond (cash) must be paid by the stand contractor to the Official Stand Contractor when they register at the exhibition site. This will be held against damages to Shanghai New International Expo Centre, and/or the disposal of extra waste left on-site after the event. Any breach of the organisers/exhibition centre's regulations may also cause the deposit to be forfeited.
2. It is the individual stand contractor's responsibility to remove all packing and waste materials from the SNIEC during both move-in and move-out. Garbage and waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of stand, no smashing of glass panels etc.). Failure to comply will result in the deposit being totally forfeited.

**Fee for Damage Deposit / Performance Bond:**

Size of the Stand	Damage Deposit / Performance Bond (see Form 08)
≤36m²	RMB5,000/booth
37-90m²	RMB10,000/booth
≥91m²	RMB20,000/booth
Two-story stand	RMB30,000/booth

**Fee for Design Approval and Supervision of Double Deck Booth:**

The first deck: RMB25/m², the second deck: RMB50/m².

**Contractor Pass:**

Contractor Passes cost RMB50/person. Please refer to attached "Contractor Pass Application Procedure" .

**Vehicle Pass:**

Vehicle Pass costs RMB50/vehicle/1.5 hours, deposit RMB300/vehicle.

**One-key alarm visual intercom device:**

Rent fee RMB300/set/exhibition period, deposit RMB300/set/exhibition period.

**C07 Registration Procedure for Contractors**

1. Raw Space Stand Contractors must register with SNIEC one month before move-in. Please apply the Contractor Pass on <https://sniocard.lzshanghai.com/web/homepage/index.html>. Only registered contractors can apply Contractor Passes during move-in.
2. Raw Space Stand Contractors must pay the Construction Management Fee at the SNIEC Customer Service Centre and obtain the "Receipt/Construction License" on move-in.
3. Contractors shall show the Construction Management Fee "Receipt/Construction License" to the Official Contractor at their counter in the lobby. Then contractors shall also pay the Damage Deposit to the Official Stand Contractor and obtain a receipt.
4. Contractors may apply for Contractor passes and Vehicle Passes from the venue by showing the Damage Deposit Receipt.

**Only by following the above procedure correctly, will Contractor Passes and Vehicle Passes be issued. Only holders of OFFICIAL PASSES will be allowed access to the venue.**

**C08 Working Hour & Overtime Charge**

Stand build-up period: 2-3 September 09:00-18:00 (Free overtime till 21:00)

Dismantling period: 6 September 17:00-24:00

Stand contractors are required to work within these hours. Stand contractors must notify the Official Contractor before 16:00 and pay the overtime charges if they want to continue work after the above mentioned working hours. Please refer Form 11 for the overtime charge.

**C09 Personal Protective Equipment (PPE)**



### Safety Helmets

As per SNIIEC guidelines, all stand contractors working in the exhibition centre must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.

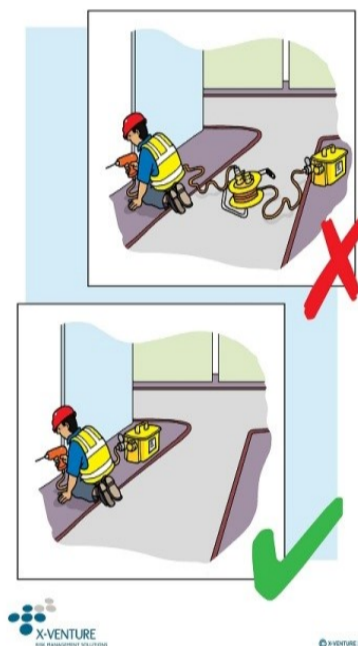
### Footwear

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition centre during build-up and dismantling.

### Use of Tools and Equipment

Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs.

## C10 No Obstruction Gangways



During the process of installation, construction and removal of stands, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organisers may at their discretion order the removal of such objects and the exhibitors/contractors will be liable for the cost of removal

## C11 Stand Construction

1. Materials used for the construction and installation of the exhibition stands and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai. Stretch fabrics which are inflammable are forbidden in the exhibition centre. Stand roof-sealing is forbidden. Raw Space stand should be equipped with at least one portable extinguisher.
2. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.
3. According to fire regulations, there should be 50-60cm clearance between the outer partition walls of the stands and the walls of the exhibition hall for safety inspection.
4. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. Spotlights and other heat-generating equipment should not be focused or be stationed near the fire sprinklers.
5. The organisers or exhibition centre shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors and contractors shall be responsible for risks and expenses that may occur.
6. Contractors must put a protective covering on the hall floor before any work commences, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
7. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the Shell Scheme booth or exhibition centre premises, otherwise, the exhibitor/contractor shall be responsible and liable for any damage caused. All stands must be self-supporting; no structure or other item is allowed to lean on or be fixed to adjacent stands or structure of the exhibition centre.
8. Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO<sub>3</sub>, double-sided blown-sponge or any other materials difficult to clean up are forbidden. Carpet must be incombustible (Class B1).
9. Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of the exhibition centre. Any cost incurred by the exhibition centre for the removal of these items and repair of any damage caused shall be borne by the contractor.
10. No open flame or combustible gas is allowed to be used in the exhibition centre.
11. No pungent glue is allowed.
12. No sawing is allowed in the exhibition centre unless at a specific location designated by the venue owner.

13. Structural plans must be provided for approval (refer to C3 "Stand Design Drawings" section) and demonstrating adequate support for the transfer of loads to the floor.
14. For the close type of stand, apart from the entrance, there should be an emergency exit with its width at least 1 meter. The emergency exit can be closed, but should be opened for emergency use any time. There should be no obstacles to access the emergency exit.
15. Structures must include built in redundancy with no single point of failure on significant loads.
16. Uprights must be fixed into a base plate with at least 2 fixing screws at the top.
17. Fixings must be adequate for the applied loads.
18. Cross bracing must be provided where there is significant potential for movement due to lateral load.
19. Wearing slipper is not allowed inside the exhibition hall.

### C12 Wall of Booth

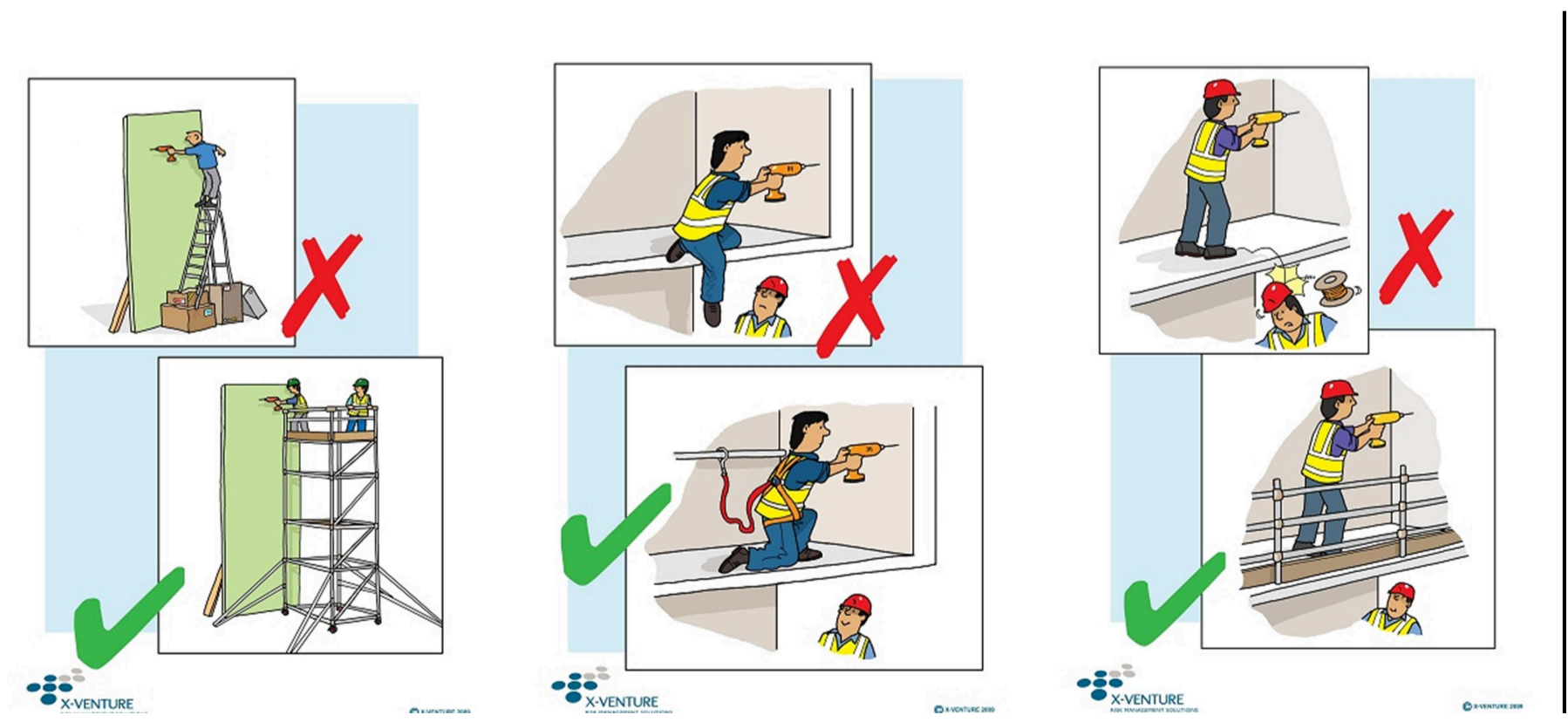
1. A completely paneled stand is prohibited.
2. The location of the exhibits and the wall shall not affect the adjacent booth.
3. The closed area should not exceed 50% of the open side of the booth. Enclosed area of the open side shall not exceed 50%.
4. Wall of the open side is not allowed to be completely blocked out in case block the view of the adjacent booth.
5. Any exceptions shall be approved by the organizer and agree by the adjacent booth.
6. This term is not applicable to the booth which face to the wall of exhibition hall.
7. To ensure the visibility of the booth, fence below 1.1 meters high will be deemed as "open" type design.
8. If organizer believes that the booth design has affected to the other exhibitor, he/she reserves the right to refuse the design or request to change the design.

### C13 Rear Surface of Stands

Contractor must have any exposed stand surface neatly finished unless the surface is facing the outer wall of the exhibition centre. The organiser reserves the right to order modification of any exposed surface and the contractor shall be responsible for the cost. Exhibitors/contractors are not allowed to put advertising, logos, signs etc. any rear surface of their stand when this faces to is adjacent to other exhibitor's stand.

### C14 Working at Height

1. Operators who are engaged in working at height (2 meters or above) must carry out necessary safety measures against injuries that might be caused by falling, or objects being dropped.
2. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
3. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
4. **If work is above 2 meters, ladders are not allowed;** a suitable metal scaffold or working platform must be used. The scaffold/platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to least base dimension ratio of 3.5 (indoors) and 3 (outdoors). Workers must wear safety belt/harness and clip on to a secure anchorage point. Scaffolds/platforms may not be moved while in use or occupied.
5. Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g. safety helmet.



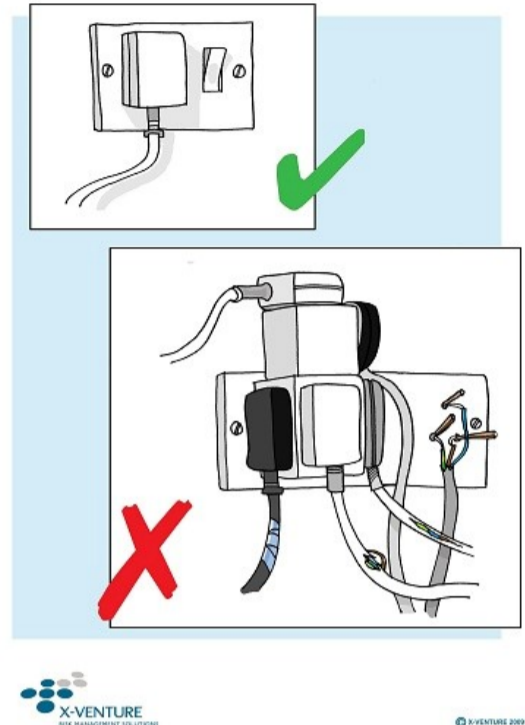
### C15 Electrical Installation

#### Application for Distribution Box

Raw Space stand contractor must apply electrical link-up (Distribution Box) before 9 August. Please see Form 08.

### Connection of Distribution Box

1. The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
2. Only qualified electrical materials are used in the build-up of booths (including both Shell Scheme booths and Raw Space Stands). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. 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).
3. 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 passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
4. The distribution box 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.
5. Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented. All electrical apparatus, wires/cables etc. which can be easily contacted by people shall be covered with special protection.



### Electricity Supply

The exhibition centre will supply electricity to stands at 12:00 on 3 September (the time may be subject to change, and the exact time will be broadcast two hours prior to supply). Exhibitors and contractors shall carry out inspections within those two hours to ensure conformity to the Rules of Operating Low-Voltage Electric Facilities.

### Electricity Cut-off at Show Close (4-6 September)

To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must cut off electricity to all facilities (electricity to Shell Scheme stands will be cut off by the Official Stand Contractor) when the exhibition day ends. If there are stands whose electrical supply is not cut off, the exhibition centre shall turn off the power and the exhibitors and contractors will be responsible for all ensuing consequences. In the case of stands which require 24 hours' power, the exhibitors or contractors must apply to the Official Contractor.

### Electricity Cut-off – Show Close (6 September)

Electricity will be cut off at 17:15 on 6 September. Please turn off all the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for all ensuing consequences.

### Temporary Electricity Supply During Build-up and Dismantling

There is one temporary Distribution Box located at each gate in each hall. Contractors may use them during build-up and dismantling.

### Electrical Apparatus

All electrical apparatus, their electrical load and sensitivity in electrical insulation must comply with the relevant PRC regulations.

## C16 Painting

Large-scale painting is not permitted in the exhibition centre. However, small scale "touch-up" painting of the exhibits and stands is permitted during the move-in period with all necessary safety precautions in place. These precautions include:

1. Painting in a properly ventilated area;
2. Use non-toxic paints, non-aerosol paints;
3. Cover the exhibition centre floor with dry paper or plastic film;
4. No painting near the exhibition centre's vertical structures (i.e. walls);
5. No washing of painting materials within or surrounding the exhibition centre;

Contractors are responsible for any damage to the exhibition centre from painting and liable for the cost of restoring damage.

## C17 Lifting and Floor Loading



All complex lifts using cranes or requiring a lift over 2m or a load above 5000kg must be notified to the Recommended Forwarding Agent in advance, with a suitable lifting plan provided. Exhibitors are required to compile a Risk Assessment and Method Statement.

Floor loading for Halls W1-W5 in SNIEC is 3,000kg/sqm. If there will be any vertical vibration in Halls W1- W5 during the exhibition period, the fore-mentioned floor loading capacity will be reduced by 50 percent. If the exhibit exceeds the mentioned dimensions, exhibitors must declare such to the Organiser in advance, and the Organiser will consult with the exhibition centre. If approved, in order to ensure safety, the exhibitor shall take appropriate measures, as per the requests of the exhibition centre, before moving in the exhibits. If NOT approved, the exhibits are not allowed to be moved in. Should the exhibitor fail to declare the overage: 1. When the over-weight amount is discovered and the exhibitor refuses to correct the situation, then the exhibitor will be expelled from the exhibition centre; 2. Should any safety problem or accident occur due to this overage, the exhibitor shall take full responsibility.

### C18 Deductions from Contractors Damage/Performance Deposit (settled by your appointed stand contractor)

Exhibitors must ensure that their appointed contractor shall observe and comply with the following guidelines. Infringement will trigger a deduction from the Contractors Damage/ Performance Deposit without prior notice.

Classification	NO.	Penalty for construction deposit	Deduction amount/ Deposit ratio
<b>Structure</b>	1	The declaration of booth design drawings does not match the on-site construction, which violates the fire and safety regulations of the exhibition hall, including: 1.The booth design plan conceals the height, the declaration layer is double layered, the on-site booth structure is super high or the exhibits are super high, and the vertical projection of the structure exceeds the scope of the booth; 2. The materials used do not comply with fire regulations, and the safety hazards in the rectification notice issued by the conference have not been rectified on time; 3. Personal injury or death caused by poor construction materials or hiring unqualified personnel at the booth.	100%
	2	The structure, decoration, lighting, furniture, and exhibits of the booth exceed the rented area of the booth.	50%
	3	Use the structure of the exhibition hall or adjacent booth to fix one's own booth or for decorative purposes.	50%
	4	The image of adjacent booths is affected due to the lack of beautification or substandard beautification of the back panel. Unauthorized use of company products or advertising spray painting directly wrapped around exhibition hall pillars for illegal advertising release.	50%
<b>Construction Security</b>	5	Failure to properly/promptly dispose of garbage, packaging materials, or building materials generated during the entry/exit period. Those who fail to clean up the construction materials or dispose of the generated garbage, packaging materials or building materials within the specified time during the exhibition setup/withdrawal period, intentionally leaving booth garbage and structures in the exhibition hall and its surroundings.	100%
	6	Failure to properly/promptly clean up any waste generated during the entry/exit period (including any packaging materials, construction materials, waste materials, empty boxes, wooden structures, plaster, glue, tools, etc.).	100%
	7	Damage to exhibition facilities (such as walls, entrances, floors, columns, etc.).	Exhibition Hall Venue Pricing
	8	The construction operation did not provide ground protection and contaminated the exhibition hall facilities in any form (such as paint, oil stains, fuel, carpet adhesive, film, etc.).	Exhibition Hall Venue Pricing
	9	Carry paint buckets to the site for painting, coating, painting, putty operations, and other related processes.	1000-3000 RMB/Once
	10	During the withdrawal period, barbaric construction was carried out, pushing or pulling down the booth.	1000-3000 RMB/Once
	11	Dangerous operations such as open flames, metal cutting, polishing, welding, painting, and the use of electric saws are carried out in the museum.	500-1000 RMB/Once
	12	The construction personnel of the booth did not wear construction documents as required; Construction personnel did not wear safety helmets correctly during the deployment and withdrawal period; Failure to wear a safety belt during high-altitude operations and absence of personnel underneath to take protective measures.	500-1000 RMB/Once
	13	Use herringbone ladders and wooden ladders above 2 meters, and do not use mobile work platforms or scaffolding for work at heights above 2 meters.	500-1000 RMB/Once

<b>Water and electrical safety regulations</b>	14	Unauthorized connection to fixed facilities in venues such as electricity, gas, and water sources, resulting in the melting of waterproof quick connectors due to exceeding the actual reported usage of electricity. Hiring an unqualified electrician to operate resulting in safety issues.	100%
	15	Lost electrical box, lost electrical box baffle, damaged waterproof quick connector, damaged electrical box shell, burned air switch, illegal withdrawal resulting in damage to other exhibition booths. Damaging the fixed facilities of the exhibition hall, damaging the ground, etc.	Hall Venue Pricing
<b>Fire protection Regulations</b>	16	Suitable for polyurethane foam, KT board, sunlight board, ordinary sponge, elastic cloth, yarn products, mesh cloth; Flammable materials such as bamboo, straw, and simulated green plants are used as building materials; The carpets and materials used do not meet the national B1 fire protection standard.	100%
	17	Empty boxes, waste materials, packaging materials, wooden structures, signs, etc. that have not been placed in the storage area of the conference as stipulated by the conference.	50%
<b>Exhibition Regulations</b>	18	Engaging public performers who do not comply with relevant regulations of the public security department and do not have approval from the public security department, and perform with pornographic content (such as pole dancing, body painting, etc.).	100%
	19	The sound of booth exhibits or performance activities exceeds the designated decibels of the conference, which has a negative impact on the image of surrounding exhibitors and the conference.	100%

**Remarks:**

1. If penalty incurred before the damage/performance deposit is being paid, contractor must settle the penalty or all activities shall be prohibited.
2. If the damage/performance deposit is not sufficient to cover the actual cost/penalty incurred, the Organiser reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.
3. If the Contractor violates the conditions/rules and regulations (including but not limited to the rules and regulations of the Exhibition and/or the Exhibition Centre) other than those stated above, the Organiser reserves the right to deduct from the deposit as deemed necessary, and also prohibit the contractor from working at all other future events organised by the Organiser. The Organiser also reserves the right to prohibit the Exhibitor from joining future events organised by the Organiser.
4. In case of disputes, the decision of the Organiser is final.

\*\* Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organiser, they are legally responsible any liable for their contractors and sub-contractors. It is therefore essential that exhibitors appoint an established and reputable stand.

## D Special Notice

### D01 Kindly Remind

1. No portable air compressors may be used in the Exhibition Centre and stands requiring it should order compressed air from the Official Contractor in advance.
2. Intellectual property certificates and related documents of all exhibits should be well prepared during the whole exhibition period. If any violation against the intellectual property occurs, the Organiser reserves the right to remove the alleged infringing exhibits out of the exhibition halls. All exhibition expenses paid to the Organiser will not be refunded. To avoid any dispute, please prepare intellectual property certificates and related documents for your exhibits.
3. Exhibitors must take good care of all their personal belongings such as purses, laptops, cameras, mobile phones, etc. during the exhibition period, especially when you are having business discussion with customers. You may remind your customers of the same from time to time. Any incident of theft must be report to the Organiser immediately as it will be necessary to complete a security form and report the incident to the police.
4. If a courier service is needed, please contact China Railway Express provided by the Shanghai Lujiazui Property Management Co., Ltd at the tent outside Hall W5. Do not trust anyone who tout you their courier service which you are not familiar with.

### D02 Emergency Procedures

#### Emergency Number

All the SNIIEC Customer Service Centre 86-21-2890 6011 / 2890 6021

This number should be called first in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

Useful Telephone Numbers:

Ambulance: 86-21-120

Police: 86-21-110

Fire: 86-21-119

Use these numbers ONLY when the Emergency Number is busy or is not answered within six (6) rings.

#### Emergency Exits

All emergency exits are marked with green signage.

#### Medical

A First Aid stand provides treatment for minor injuries and common ailments.

Open: 19-21 September 09:00-17:00

In the case of an accident/injury, please take following measures:

1. Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
2. If possible, help treat/comfort the injured party until qualified help arrives.

**Fires**

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls.

If you detect fire or smoke:

1. Activate the nearest fire alarm if possible and safe to do so.
2. Call the Emergency Number immediately, giving the exact location and details of the fire.
3. Leave the exhibition hall immediately by the nearest exit.
4. Close doors behind you.

If you hear a fire alarm:

Remain calm and alert, prepare at once to leave the SNIEC.

**Evacuation**

If you hear a fire alarm evacuation announcement or instruction:

1. Leave the SNIEC by the nearest safe exit.
2. Follow announcements over the public address system or instructions by SNIEC staff and/or fire/police officials.
3. Once outside the SNIEC, stay clear of the venue; do not return until it is declared safe to do so by SNIEC management, or fire/police officials.

**D03 Intellectual Property Rights****“Protecting Intellectual Property Rights by Observing Laws and Honest Management”**

Dear Exhibitors,

In order to implement “Measures for the Protection of Intellectual Property Rights during Exhibitions” promulgated by Ministry of Commerce, State Administration for Industry and Commerce, National Copyright Administration and State Intellectual Property Office and enhance the consciousness of IPR protection, effectively curb IPR infringement during exhibitions, safeguard the order of exhibition market and build an environment of fair competition, as the organizer of this show, we strongly request all the exhibitors must refrain from publicizing, showcasing and selling any products as suspected of infringement on IPRs during exhibitions.

Should any exhibition items as suspected of infringement on IPRs are showcased during exhibition, the suspected exhibitors must fully cooperate with IPR administration department or judicial department for the investigation and bear corresponding legal liability.

Your kind and positive cooperation is highly appreciated.

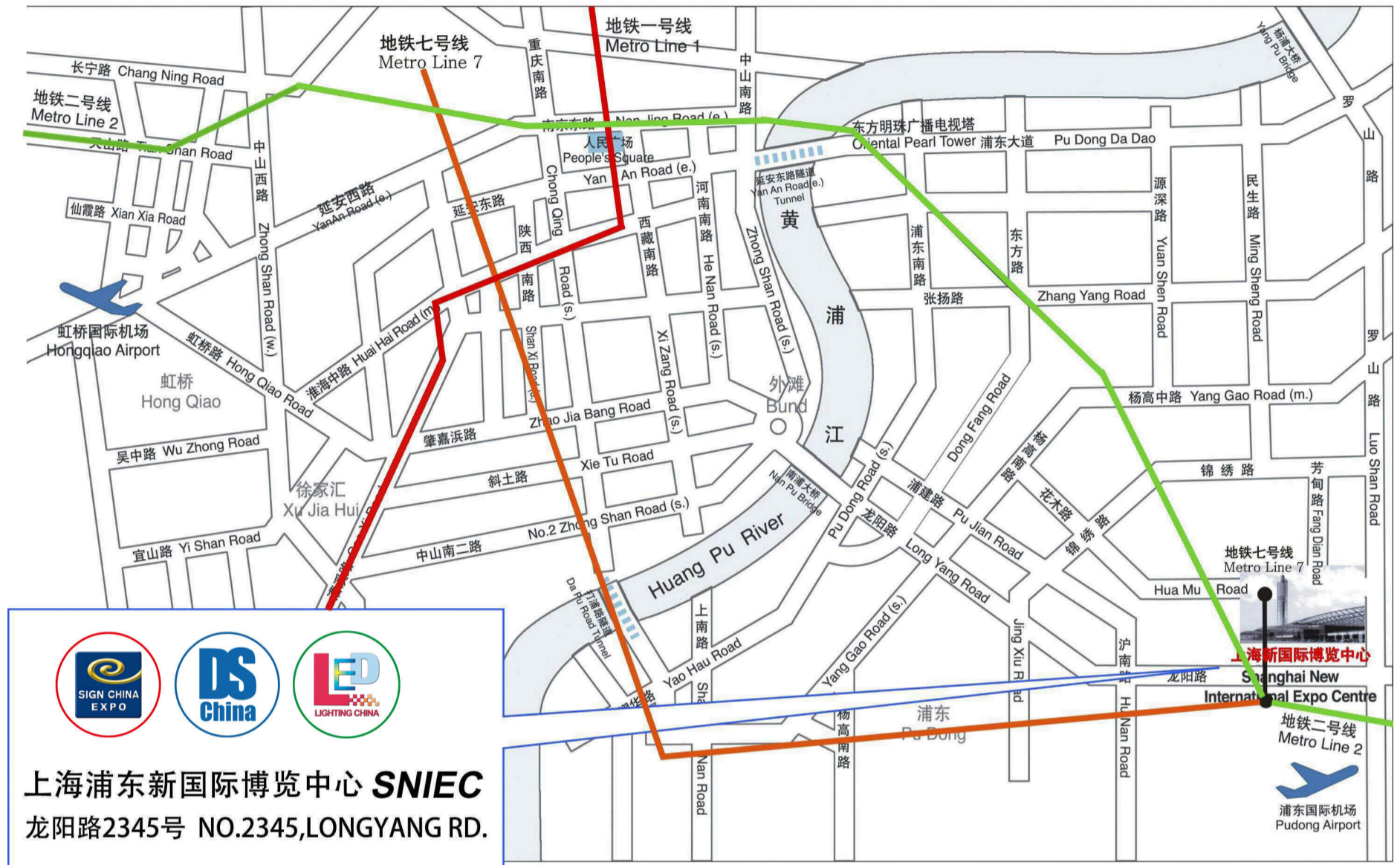
Sincerely yours,

Trust Exhibition Co Ltd Shanghai Branch

## E City Introduction

### E01 Location of the Exhibition

展览馆位置图 Locational Map of Exhibition Venues



### E02 Transportation

#### A. From Shanghai Pudong International Airport to the exhibition centre

1. If you take a taxi, it will take approximately 35 minutes and cost RMB120.
2. If you take the airport shuttle bus Line 3, please get off at Longyang Road Station. The fee for the shuttle bus is about RMB30.
3. If you take the maglev train, it will take approximately 8 minutes and cost RMB50.

#### B. From Shanghai Hongqiao International Airport to the exhibition centre

1. If you take a taxi, it will take approximately 50 minutes and cost RMB150.
2. If you take the airport shuttle bus Line 3, please get on the bus from the Renaissance Yangtze Shanghai Hotel and get off at Longyang Road Station. The fee for shuttle bus is about RMB30.

#### C. From Shanghai Train Station to the exhibition centre

1. If you take the metro, please transfer from Line 1 to Line 2 at People's Square Station and get off at Longyang Road Station.
2. If you take a taxi, it will take approximately 30 minutes and cost RMB65.

#### D. From Shanghai South Railway Station to the exhibition centre

1. If you take the metro, please transfer from Line 1 to Line 2 at People's Square Station and get off at the Longyang Road Station.
2. If you take the taxi, it will take approximately 40 minutes and cost RMB95

#### E. Other ways

If you take the metro Line 7, please get off at Huamu Road Station Exit No.5 and you can arrive at the Northern Lobby of the exhibition centre directly.