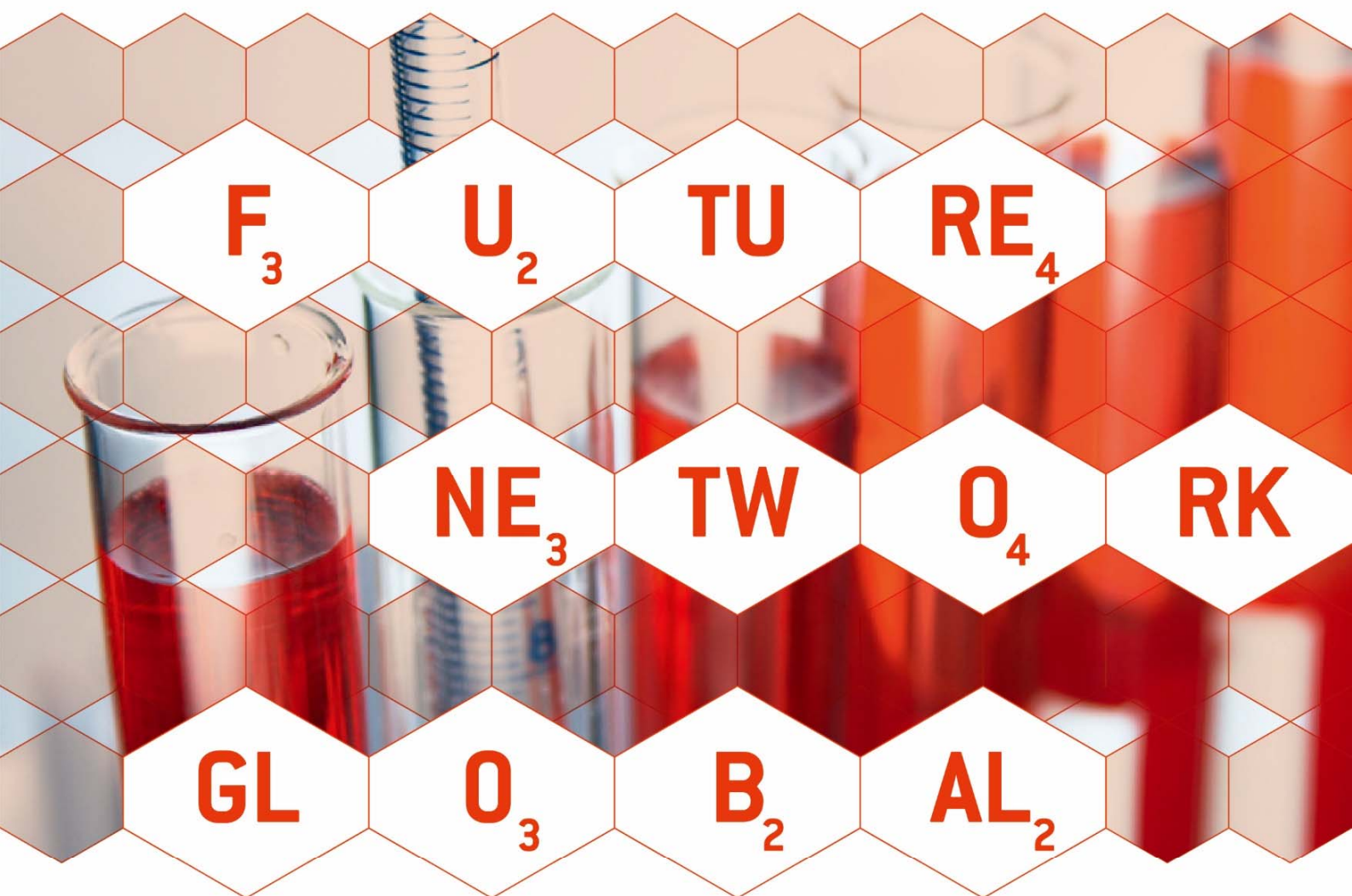




Messe München  
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**Welcome to your success laboratory in China.**

Instrumental Analysis | Laboratory Technology | Biotechnology | Diagnostics

## **Exhibitor Manual**

**October 31–November 2, 2018**

Shanghai New International Expo Centre

[www.analyticachina.com](http://www.analyticachina.com)



**analytica China**

慕尼黑上海分析生化展



# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology,  
Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
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## INTRODUCTION

### Welcome to analytica China 2018!

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 analytica China 2018? 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 required any additional services during the show.

#### 2. Follow the Deadlines:

The chronological order form directory in "CONTENTS" is crucial for every analytica China 2018 exhibitor to know each form's submission deadline. Following this directory will save your time and money. Please ensure 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 fax.

The organizer, Messe Muenchen Shanghai Co., Ltd., will entitle the following official service partners to offer the respective services as well as to issue the debit note to the exhibitors/contractors:

ITEM	TYPE OF SERVICE PARTNER	COMPANY NAME
Building Approval for Indoor One-storey (above 4.5m) Booth Design	Drawing Approval Company Appointed by SNIIEC	HAH Consulting & Exhibition Co., Ltd. Shanghai
Building Approval for Two-storey Booth Design	Drawing Approval Company Appointed by SNIIEC	HAH Consulting & Exhibition Co., Ltd. Shanghai
Rental of Furniture, Facility, Equipment, etc.	Official Stand Contractor	MEPLAN GMBH
Hotel Reservation & Invitation Letter to China	Official Travel Agent	Orient Event Service
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 in SECTION I 'Operation Schedule & Overtime' of the exhibitor manual for easy reference.

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

Please contact:

**Messe Muenchen Shanghai Co., Ltd.**

**Add:** 11<sup>th</sup> Floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122 / P.R.China

**Technical Management**

**Contact person:** Mr. Matty Cao

**Tel.:** +86 (0)21 2020 5531

**Fax:** +86 (0)21 2020 5688

**Email:** matty.cao@mm-sh.com

**Exhibitor Service**

**Contact person:** Ms. Victoria Cui

**Tel.:** +86 (0)21 2020 5692

**Fax:** +86 (0)21 2020 5688

**Email:** victoria.cui@mm-sh.com





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



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## SECTION I EXHIBITION GUIDELINE

### GENERAL INFORMATION

<b>Exhibition Name</b>	analytica China 2018	
<b>Venue</b>	SNIEC Shanghai New International Expo Centre 2345 Long Yang Road, Pudong New Area Shanghai 201204, P.R. China*	
	<b>*Note: This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors must use a freight forwarder. Transport of exhibit from venue to exhibitor's booth must be handled by Official Freight Forwarder.</b>	
<b>Exhibition Date</b>	31 Oct. - 2 Nov. 2018 (Wed - Fri)	
<b>Exhibition Hours</b>	31 Oct. - 1 Nov. 2018 (Wed - Thu)	9:00 – 17:00
	2 Nov 2018 (Fri)	9:00 – 16:00

#### Organizers

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

#### Organizing partner

- CAIA (China Association for Instrumental Analysis)

#### Co-organizer

- CCS (Chinese Chemical Society)

#### Supporters

- CNHUPO - China Human Proteome Organisation
- IAIA - Indian Analytical Instruments Association
- JAIMA - Japan Analytical Instruments Manufacturers' Association
- Spectaris - German Industry Association for Optical, Medical and Mechatronical Technologies
- eurom 2 - European Federation for Precision Mechanical and Optical Industries
- Gambica Association Ltd.
- German Federal Ministry of Economics and Technology with "made in Germany"
- Shanghai Society of Food Science





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### SECTION I EXHIBITION GUIDELINE

## Contact List

#### ORGANIZERS

##### Messe München GmbH

Messegeleände 81823 München, Germany

Tel.: +49 89 949-20382

Fax: +49 89 949-9720324

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Email: tobias.wissel@messe-muenchen.de

##### Messe Muenchen Shanghai Co., Ltd.

11th Floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road

Pudong New Area, Shanghai 200122 / P.R. China

Tel.: +86 21-2020 5692

Fax: +86 21-2020 5688

Contact Person: Ms. Victoria Cui

Email: victoria.cui@mm-sh.com

#### TECHNICAL MANAGEMENT / BOOTH SURVEY

##### Messe Muenchen Shanghai Co., Ltd.

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

Tel.: +86 21-2020 5500

Fax: +86 21-2020 5688

Contact Person: Mr. Matty Cao (E1, E2) / ext. 831

Ms. Katrina Wu (E3) / ext 665

Mr. Nicholas Zhao (E4) / ext.203

Email: matty.cao@mm-sh.com

katrina.wu@mm-sh.com

nicholas.zhao@mm-sh.com

#### VISA APPLICATION

##### Messe Muenchen Shanghai Co., Ltd.

11th Floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road

Pudong New Area, Shanghai 200122 / P.R. China

Tel.: +86 21-2020 5563

Fax: +86 21-2020 5688

Contact Person: Ms. Shirley Du

Email: shirley.du@mm-sh.com

#### OFFICIAL HOTELS / OFFICIAL TRAVEL AGENCY

##### Shanghai Orient Event Service Co. Ltd.

251 Cao Xi Road Block 3 #08-01, Xuhui District

Shanghai, China 200235

Tel: +86 21-5109 9795

Fax: +86 21-6464 4008

Contact Person: Ms. Michelle Zhong

Email: booking@orient-explorer.com.cn

#### OFFICIAL STAND CONTRACTOR FOR SHELL SCHEME

##### MEPLAN GMBH

Olof - Palme - Straße 1

81829 München, Germany

Tel.: +49 (0)89 949 283 69

Fax: +49 (0)89 540 267 569

Email: jessica.kiessling@meplan.de

Contact Person: Ms. Jessica Kiessling

#### OFFICIAL CONTRACTOR RAW SPACE

##### Viewshop Exhibits & Display (Shanghai) Co., Ltd. (Hall E1, E2)

Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126

Tel: +86 21-3251 3138

Fax: +86 21-3251 7901

Contact Person: Mr.Harry Wang (E1) / ext. 215

Mr.Tony Jiang (E2) / ext. 224

Email: harry.wang@viewshop.net

tony.jiang@viewshop.net

#### SHANGHAI HOMER-EXPO SERVICE CO., LTD. (Hall E3, E4)

1st Floor, No.16 Building of the National Science Park

of Donghua University, No.658 Jinzhong Road, Shanghai,China

Tel.: +86 21-5221 2001

Fax: +86 21-5221 2002

Contact Person: Ms. Liya Xu

(E3) / ext. 805

Mr. Jialin Huang (E4) / ext. 806

Email: xly@homer-expo.com

hjl@homer-expo.com

#### OFFICIAL FREIGHT FORWARDER

##### Top-trans Expo Logistics Co., Ltd.

Rm 2001, Zhong Dian Building, No. 1029,

North Nanquan Road, Shanghai 200122, CHINA

Tel.: +86 21-5835 0858

Fax: +86 21-5835 0929

#### Overseas Cargo Contacts:

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Mr. Kevin LU / ext. 804 / +86 175 2173 3856

Email: linda.zhang@top-trans.com.cn

kevin.lu@top-trans.com.cn

#### Domestic Cargo Contacts:

Mr. Alfa WANG (E1) / ext. 809 / +86 137 7437 6676

Ms. Linda ZHANG (E2) / ext. 815 / +86 132 4812 1726

Mr. Kevin LU (E3) / ext. 804 / +86 175 2173 3856

Ms. Selina SUN (E4) / ext. 813 / +86 132 4837 7721

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### SECTION I EXHIBITION GUIDELINE

## Venue Information

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



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### SECTION I EXHIBITION GUIDELINE

#### ONSITE CATERING GUIDE

Type of Services	Location	Contact Details
Restaurants / Snack Bars / Catering	<b>Noodles Factory</b> Inside of #1 South Entrance Hall (2nd floor)	+86-21-2890 6688
	<b>East Dawning</b> Inside of #2 North Entrance Hall	East Dawning booking-tel +86-21-2890 6785/6
	<b>Tree Coffee</b> Inside of #2 North Entrance Hall	+86-21-2890 6668
	<b>JM Snack Bar</b> East side of Halls W1 - W5 inside, West side of Halls E1- E4 inside Inside of #1 South Entrance Hall (1 <sup>st</sup> floor)	+86-21-2890 6652
	<b>Li Hua Lunch Box</b> Loading bay between Hall W2&W3, W4&W5	+86-139 0174 7158 +86-21-2890 6177
	<b>Lv Quan Restaurant</b> mezzanine of Halls W2 & W3, south side of Hall N2	+86-21-2890 6197/6198
	<b>Hui Zhan Lunch Box</b> Loading bay between Hall W3 & W4, E1&E2, Mezzanine of Halls E3 & E4	+86-21-2890 6652 +86-21-2892 8898
	<b>McDonalds</b> East side of Hall W5; west side of Hall E1 & E4 South side of Hall N4	+86-21-2890 6637 +86-158 2198 4501
	<b>HB Restaurant</b> West side of Hall E2	+86-21-6168 3078 +86-21-2890 6779
	<b>Duo Duo Juice Bar</b> West side of Hall E3	
	<b>Papa Johns</b> West side of Hall E4	+86-21-2892 8777 +86-159 0096 6003
	<b>Milano Restaurant</b> West side of Hall E5 & E7	+86-21-2890 8590 +86-21-2892 8029
	<b>Shi Ke Fast Food</b> West side of Hall E5	+86-21-2892 8028/8719 +86-159 2187 2154
	<b>La Cité Café</b> N3-B2a, West side of Hall E6, south side of Hall N5	+86-21-2892 8188/8888 +86-159 0096 6003
	<b>E.Mefans (Asian fast food)</b> South side of Hall N1	+86-21-2036 7717 +86-181 1740 0030
	<b>Subway</b> N1-B2a	+86-13917584644
	<b>THE DELI by Paulaner</b> South side of Hall N2	+86-139 1742 9384 +86-185 1620 4993
	<b>Private House</b> N3-B1b	
	<b>YA SUO Shi Tang</b> N3-B2c	+86-21-2036 7777
	<b>Forever Valley (Chinese fast food)</b> South side of Hall N3, N3-R1	+86-159 0062 2555
	<b>Shen Nong Shi Fast Food</b> Loading bay between Hall N3 & N4	+86-189 1815 1713 +86-133 7191 2281
	<b>Uncle Fast Food (Chinese fast food)</b> Mezzanine of Halls N3 and N4	+86-21-2036 7177 +86-152 2173 9063
	<b>Dupling House, Lao Zhong Xing Shanghai</b> N4-B2a	+86-21-63660000



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#### ONSITE CATERING GUIDE

Type of Services	Location	Contact Details
<b>Restaurants outside the Expo Centre (SNIEC)</b>		
Kerry Parkside / B1	Yolota Noodle House	-Chinese Cuisine +86-21-5015 0757
	Carl's Jr	-Western Fast Food /
	Ajisen Ramen	-Japanese Cuisine +86-21-5015 9771
	Tsuru-koshi	-Japanese Cuisine +86-21-5876 0002
	Subway	-Western Fast Food +86-21-6856 0377
	Chao Kee 1975	-Chinese Cuisine +86-21-5856 7917
	Pure & Whole	-Vegetarian +86-21-5061 0618
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
	Blue Frog	-Western Cuisine +86-21-3378 0271
	Aniseed Saigon	-Vietnamese Restaurant +86-21-6190 8006
	Starbucks	-Cafe +86-21-3868 3758
	Baker & Spice	-Bread & Dessert +86-21-5015 2375
Kerry Parkside / 2F	Shanghai Min	-Chinese Cuisine +86-21-5015 1079
	Vale Cuisine	-Chinese Cuisine +86-21-5017 7331
	South Beauty	-Chinese Cuisine +86-21-2028 2366
	Johnny Moo	-Western Cuisine +86-21-5018 2292
	Agora	-Japanese Cuisine +86-21-6839 0577
	Seesaw	-Cafe
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
Zhong Liang Japanese Restaurant	No.1027 Mei Hua Road	+86-21-5059 9679
Dalian Seafood & Dumplings	No.1017 Mei Hua Road	/
Noodle House	No.1095 Mei Hua Road	+86-139 1836 5382
Northeast flavoured Cuisine	No.999 #20 Mei Hua Road	+86-21-3898 4066
Busan flavoured Cuisine	No.999 #38-41 Mei Hua Road	+86-139 1833 5601
Northwest flavoured Restaurant	No. 1007 Mei Hua Road	+86-21- 5045 6488
Tian Xia Yi Jia Tea House	No. 435 Ying Hua Road	+86-21-5059 1660
KFC	No. 2000 Long Yang Road	+86-21-5080 8275 +86-21-5080 8278
Yong He King	No. 2000 Long Yang Road	+86-21-3378 0346





# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology, Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
www.analyticachina.com

## 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: 30 km

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

Take metro line 2 to Longyang Road Station to change 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: 27 km

Take metro line 2 to Longyang Road Station to change line 7 to Huamu Road Station, 60 min.

#### By train

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

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

#### 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
	加开班次 Extra Frequency	22:15
	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 line 7 to Huamu Road Station.



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## SECTION I EXHIBITION GUIDELINE

### HOW TO GET THERE (CONT'D)

#### By bus

Line 798

Lujiazui --- SNIEC

Bus Da Qiao No.6

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

#### By car

The expo centre is located at the intersection of two ring roads that lead from the center of Shanghai over the Nan Pu Bridge and through Pudong.

#### By taxi

Available at the entrances of the SNIEC fairground.

#### Transportation service hotline

##### Pudong International Airport:

Ticket & Enquiry Line: 86-21-96990

##### Hongqiao Airport:

Ticket Line: 86-21-96990

##### Shanghai Railway Station:

Service Line: 86-12306

Ticket Line: 95105105

##### Public Transport Company

Enquiry Hotline: 86-21-63848484

##### Transrapid Maglev

Enquiry Hotline: 86- 21-2890 7777

The above information is updated on 4 June, 2018





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### SECTION I EXHIBITION GUIDELINE

## HOW TO GET THERE (CONT'D)

### SHANGHAI METRO MAP

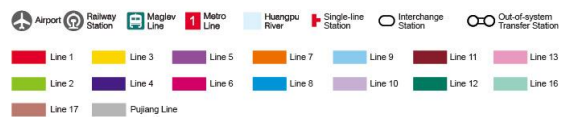


**Tip:**

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 NanjingRoad ( 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

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### SECTION I EXHIBITION GUIDELINE

### SNIEC SITEMAP





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### SECTION I EXHIBITION GUIDELINE

#### TECHNICAL SPECIFICATIONS

Access (exhibits to hall)	Please refer details on next page
Admissible Floor Load	3,300 kg / sqm (33 kN / sqm, for a single space of up to 30 sqm (3.3 t / sqm)
Air Compressed	Lower than 10 bar Various Outlets at 10mm(D),19mm(D), 25mm(D)
Elevator	No elevator available, one-story construction
Emergency Lighting	Provided
Fire Protection	Automatic fire sprinkler system, fire detection & alarm system with riser, hose reel portable fire extinguisher, hydrant
Floor Space Per Hall (Gross)	Halls E: 11500 sqm
Flooring	Concrete floor with hardener
Internet	ISDN (128 K), cable broadband network (max individual: 10 m)
Lighting Level	250 LuX (average)
Maximum Approved Construction Height for Raw Space Booth	One-storey booth: 6 m Two-storey booth: 8.5 m
Power supply	5 line, 3 phase 380 V / 220 V 50 HZ
Security System	Security guards on duty 24 hrs., video surveillance, sensor alarm system
Telephone	LDD, DDD, IDD
Ventilation	Available



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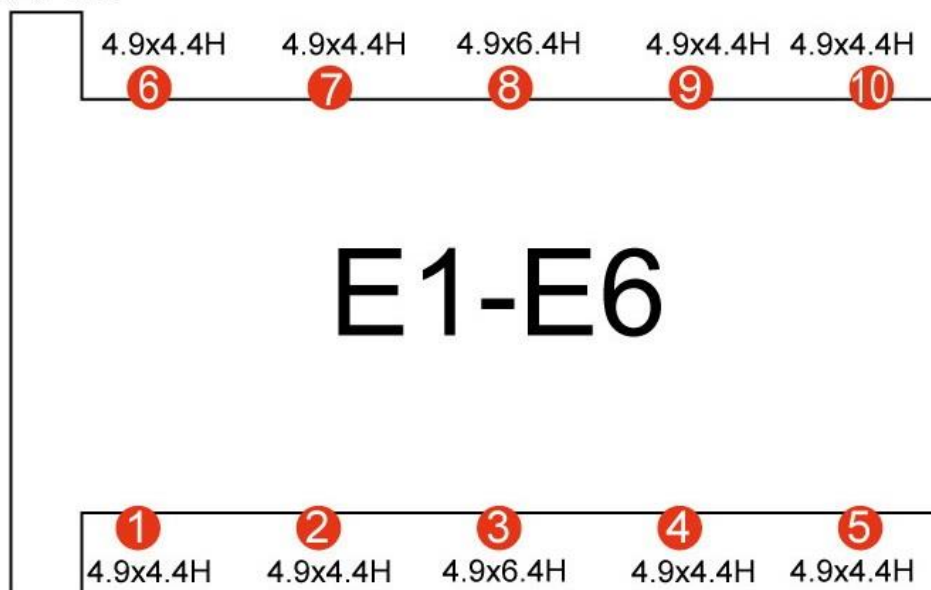
SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS (CONT'D)

Height of Hall Access

East Entry Hall

东大厅



南大厅

South Entry Hall



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## SECTION I EXHIBITION GUIDELINE

### EXHIBITOR ACTION CHECKLIST

We expect to make it easier for you to prepare for the show without missing any important notice. The following check list will provide you with an overview of all the things that you should pay attention to. If you have any further inquiry, please feel free to contact us.

WHEN TO DO	WHAT TO DO
2017/2~ 2018/7	✧ <b>Exhibitor application</b> , fill out and return us the application form, pay attention to the Service Email - <b>Confirmation Letter</b> .
2017/2~	✧ <b>Follow analytica China on WeChat immediately</b> . You can get exhibitor notices in time and receive exhibition and industry news.
2017/3~ 2018/7	✧ <b>Confirm the show hall, floor plan, and your booth No.</b>
2017/6	✧ Pay attention to the Service Email - <b>Marketing Service Brochure</b> . Have an overview of all the marketing services, order the promotional items and ads. Communicate with the organizer to confirm the cooperation program, put it into force.
2017/11~	✧ Pay attention to the Service Email - <b>Your Exhibitor Center Account</b> . Complete company information and start publishing products, news, activities via Exhibitor Center, so that visitors could search your company information in time.
2018/1	✧ <b>Plan and implement the exhibition promotion plan</b> and make full use of the marketing services provided by the organizer, make the exhibition more effective. Please refer to the Marketing Service Brochure for details.
2018/5	✧ Pay attention to the Service Email - <b>Exhibitor Manual</b> . Start booth design, be informed of all the deadlines.
2018/6	✧ Pay attention to the Service Email - <b>Visitor Invitation</b> . Use the free resources, such as invitation letter and e-sticker, to invite the customers to your booth. ✧ analytica world news – <b>Show preview</b> (June issue) will be released in the whole industry, which can publish the advertisement or product introduction of the exhibitor, please refer to the Marketing Service Brochure for details.
2018/7	✧ Pay attention to the Service Email - <b>Important information reminder</b> ✧ <b>The balance / total participation fee should be paid before 31 July 2018.</b> ✧ Submit the exhibitor badges, invite VIPs via Exhibitor Center.
2018/9	✧ Disable Exhibitor Badge registration and VIP Visitor Invitation. ✧ Check if all the MUST forms in the Exhibitor Manual have been submitted before the deadlines.
2018/10	✧ Confirm the Operation Schedule and Overtime Period in the Exhibitor Manual.
2018/10	✧ Pay attention to the Service Email - <b>Move-in Notice</b> . Be familiar with the process on site.
2018/10/29~ 10/30	✧ <b>Move in.</b>
2018/10/31~ 11/2	✧ <b>Show period.</b>





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## SECTION I EXHIBITION GUIDELINE

### ON-SITE OPERATION SCHEDULE

#### Exhibitor Check in

- Please take the **relevant documents** of the exhibition (Such as **Application Form, Letter of Acknowledgement of Participation** and **Debit Note**) and **Business cards**. You can get your exhibitor badge and related materials at the check in counter, **South Entrance Hall** of the Expo Centre.
- Exhibitors should remember your **booth number**, so as to cope with the materials released from the check-in counter staff.

Description	Date	Time
<b>BUILD - UP PERIOD</b>		
Exhibitor Nominated Stand Contractors	29 Oct. 2018	12:00 - 22:00
	30 Oct. 2018	09:00 - 22:00
Raw Space Exhibitors' Check-In & Badge Collection	29 - 30 Oct. 2018	09:00 - 17:00
Shell Scheme Exhibitors' Check-In & Badge Collection	30 Oct. 2018	09:00 - 17:00
All Exhibits ready for display	30 Oct. 2018	22:00
<b>EXHIBITION PERIOD</b>		
Opening Hours of Exhibition	31 Oct. - 1 Nov. 2018	09:00 - 17:00
	2 Nov. 2018	09:00 - 16:00
<b>TEAR - DOWN PERIOD</b>		
Forwarder delivers empty crates, etc.	2 Nov. 2018	16:00 - 18:00
Booth dismantling	2 Nov. 2018	16:00 - 22:00

#### Please note

- The various dates and time listed above will be strictly enforced. Exhibitors are advised to adhere to the above-mentioned time 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 at least one staff stationed in the booth to take care of the exhibits during the build-up/show/dismantling period.
- During build-up and exhibition period, exhibits that have been transported into exhibition hall are not allowed to move out generally. If necessary, please apply to official freight forwarder onsite service counter. After approval, official freight forward will issue 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 3<sup>rd</sup> party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

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

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

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

Overtime Charges Applicable for Early Hall Access on Show Days:

- Overtime charge : RMB 2400 / 1,000 sqm / hr (one hour at least)
- Security guard : RMB 120 / hr / pax (required for other exhibits safety reasons)





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## SECTION I EXHIBITION GUIDELINE

### EXTENDED WORKING SCHEDULE

#### 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	29 Oct. 2018	22:00 – 08:00	RMB 2400
	30 Oct. 2018	22:00 – 08:00	RMB 2400
		08:00 – 09:00	RMB 1200
Tear-down period	2 Nov. 2018	22:00 – 24:00	RMB 4800

\* 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.



According to the newest regulation from Shanghai New International Expo Centre, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). Meanwhile, the exhibitors must wear the helmets as well during move-in and move-out period at open area. 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.



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

#### 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 RMB 100 per vehicle per every half hour (the overtime charge for less than half an hour is also RMB 100).
- The deposit will be refund with showing the "Vehicle Permit to Loading Bay" as well as the deposit receipt within 10 days after the completion of the loading and unloading only. **For any loss or damage of the "Vehicle Permit to Loading Bay", the deposit will not be refunded.**
- The above fees are not inclusive of overnight parking fees.
- The standard of vehicle parking fee is subject to the authorized load of vehicle driving license.
- The freight forwarders (except one driver per vehicle) are required to purchase the construction badges at Certification Center in South Square (near Hall W1) or at P7 Parking Lot (near Hall N5).

## Section II.A

### Contents That Must Be Submitted (All Exhibitors)

- How to get exhibitor badges?  
=> 2.1.3 Registration of Exhibitor Badges
- How to inform and invite my clients to visit our booth during the show?  
=> 2.1.4 VIP Invitation
- How to show our company information on the catalogue?  
=> 2.1.5 Online Catalogue  
=> 2.1.6 Catalogue and Advertisements



# analytica China

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## SECTION 2.1 CONTENTS 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 Exhibitor Profile, Product Information, Badge Application, VIP Visitor Invitation and so on.

All 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 Email "analytica China 2018 - Your Exhibitor Center Account".

You may visit <http://www.analyticachina.com.cn/zh-cn/exhibitor/login.html>, login to Exhibitor Center.

Language | 展商中心 | 观众预登记

**analytica China** 2018年10月31日-11月2日  
慕尼黑上海分析生化展 上海新国际博览中心  
第九届中国国际分析、生化技术、诊断和实验室技术博览会暨analytica China国际研讨会

Messe München

展会 | 旅游和住宿 | 展馆布局 | 在线会刊 | 在线客服

Login to Exhibitor Center

**Login to Exhibitor Center**

语言

Username

Password

→ Login

Dear [Name] Welcome to the Exhibitor Center.

语言 → 中文

**Exhibitor Center**

- Overview
- Exhibitor Profile
- Product Information
- Badge Application
- VIP Visitor Invitation
- Exhibitor Express
- Exhibitor Activity
- Download Center
- Log out

→ **Exhibitor Profile**  
Upload and edit exhibitor profile.  
Exhibitor Information   
[Update Now](#)

→ **Product Information**  
Upload or import products from previous year.  
[Upload Now](#)

→ **Badge Application**  
Apply and submit exhibitor badge information online.  
[Apply Now](#)

→ **VIP Visitor Invitation**  
Invite your VIP visitors online and send e-invitation.  
[Invite Online](#)

→ **Exhibitor Express**  
Update and publish latest exhibitor news.  
[Release Now](#)

→ **Exhibitor Activity**  
Update and publish latest exhibitor activity.  
[Release Now](#)

→ **Download Center**  
Download all documents for organizing your participation.  
[Enter Download Center](#)



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## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.1 EXHIBITOR PROFILE

**DEADLINE: 31 AUGUST 2018**

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

The information you submit via Exhibitor Center keeps in sync to analytica China Chinese [E-Catalogue](#). Every visitor can find your information before the show.

Dear [Redacted]  
Welcome to the Exhibitor Center.

**Exhibitor Profile**  
Upload and edit exhibitor profile.  
Exhibitor Information

[Update Now](#)

→ **Product Information**  
Upload or import products from previous year.  
[Upload Now](#)

→ **Badge Application**  
Apply and submit exhibitor badge information online.  
[Apply Now](#)

→ **VIP Visitor Invitation**  
Invite your VIP visitors online and send e-invitation.  
[Invite Online](#)

→ **Exhibitor Express**  
Update and publish latest exhibitor news.  
[Release Now](#)

→ **Exhibitor Activity**  
Update and publish latest exhibitor activity.  
[Release Now](#)

→ **Download Center**  
Download all documents for organizing your participation.  
[Enter Download Center](#)

➔

### Exhibitor Profile

**Company Name (Chinese)** \* Required Field

**Company Name (English)**

**Booth No.**

**Booth Area (sq)**

**Country\***

Germany

**Fascia Board**

→ Edit & Confirm fascia board

**Company Logo (Thumbnail)**

Format: jpg / jpeg / png / gif  
Picture Size: 240x120 gtc  
Usage: to be displayed in "Exhibitor List"-"Company Profile"

**Company Logo (Original)**

**Product Category\***

Analysis  Test and measureme...

→ Add product category

**Application field\***

Industrial analysis  Special applications

→ Add application field

**Company Profile (Chinese)**

[Redacted]

**Company Profile (English)**

analytica China is the international trade fair for laboratory technology, analysis and biotechnology in China. Its unique exhibition profile unites all topics that pertain to modern analysis in research and industry. The various exhibition sectors will give you a comprehensive overview of the market. Be sure to also visit the scientific analytics conference and the accompanying laboratories.

- Choose Country, Product Category;
- Edit & Confirm fascia board, upload Logo;
- Fill in Company Profile, Website;
- Click "Save" return to the overview page, or "Next" continue to upload product information.



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## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.2 PRODUCT INFORMATION

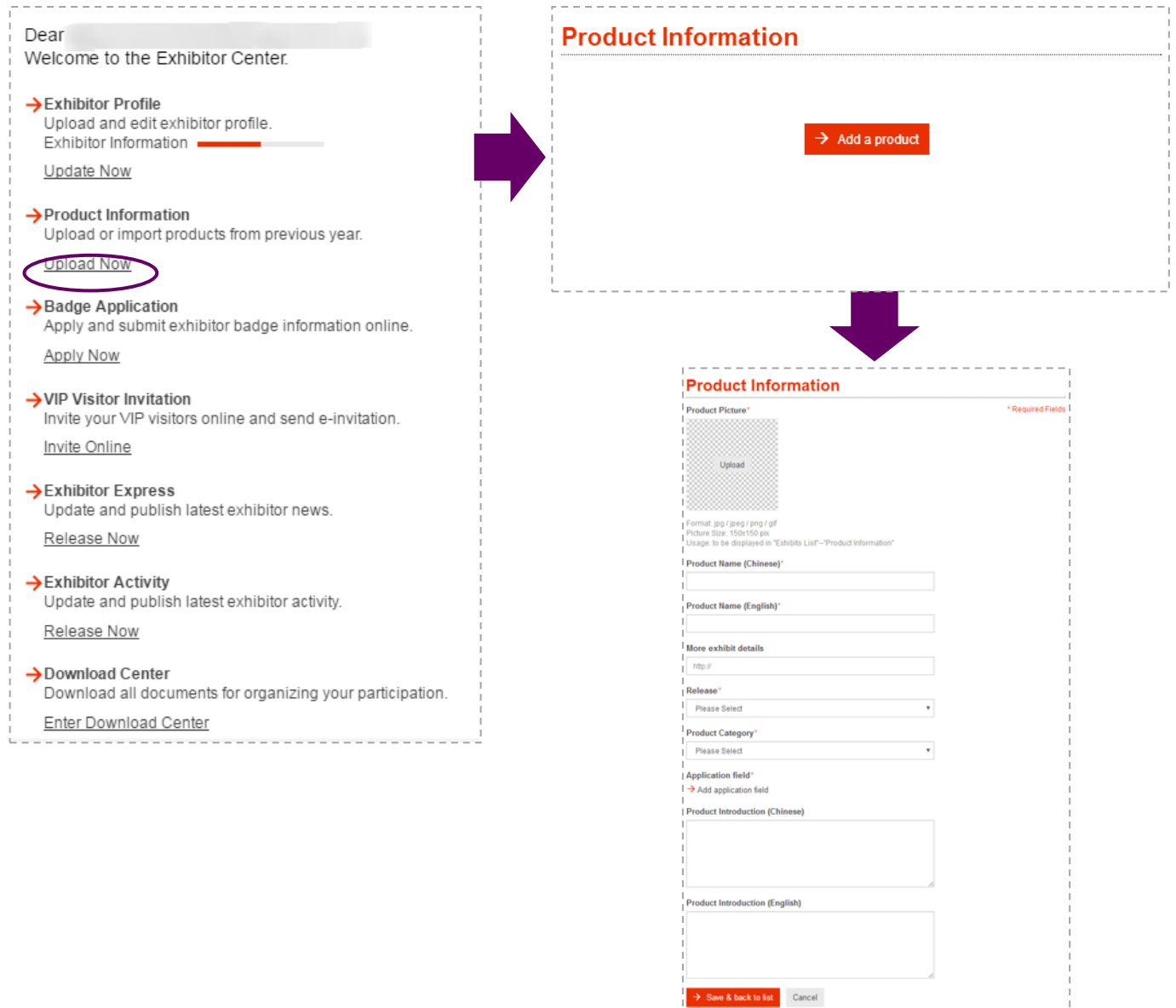
**DEADLINE: 31 AUGUST 2018**

In order that more visitors can find you easily, please upload your Product Introduction regularly and choose the most appropriate, specific Application Field.

The information you submit via Exhibitor Center keeps in sync to analytica China Chinese [E-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.

Click "Next" at the bottom of Exhibitor Profile page or click "Upload Now" on the overview page to start uploading product information.

You can add a new product directly according to the following steps. For old exhibitors, history products can be imported from previous years.







## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.3 BADGE APPLICATION

**DEADLINE: 21 SEPTEMBER 2018**

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 "Next" at the bottom of Product Information page or click "Apply Now" on the overview page 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 Sep 21, 2018.

Each exhibitor receives the following number of exhibitors' badges 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

When and Where to receive the exhibitor badges:

Booth Type	Date	Time	Place
Indoor Raw Space	29-30 Oct. 2018	9 am-5 pm	Check in counter, 2# (North) Entrance Hall of Shanghai New International Expo Centre
Shell Scheme	30 Oct. 2018		

[Import badges from Excel](#)   [Add single badge](#)   [Next](#)

**Import badges from Excel**

Download template

[Download](#)

Fill the form

Upload the form

[Upload](#)

**Please note:**

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

**Badge Application**

Name\*

Company Name (Chinese)

Company Name (English)

Department  Job Title\*

Tel

Mobile

Email

[Save & back to list](#) [Cancel](#)

Each exhibitor receives the following number of exhibitors' badges 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's badges is not increased for co-exhibitors or additionally represented organisations. Additional exhibitors' badges are obtainable from the trade fair organizer and will be charged for. Exhibitors' badges 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	29 Oct. 2018	9 a.m.-5 p.m.	Check in counter, 1# (South) Entrance Hall of Shanghai New International Expo Centre
	30 Oct. 2018		
Shell Scheme	30 Oct. 2018		



# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology, Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
www.analyticachina.com

## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.4 VIP VISITOR INVITATION

**DEADLINE: 16 OCTOBER 2018**

In order to achieve trade show success, we strongly suggest that you nominate key buyers and potential clients as VIPs to attend our show and visit your booth.

Click "Next" at the bottom of Badge Application page or click "Invite Online" on the overview page to start VIP invitation.

VIPs' benefits: 1. Receive an invitation email with his/her VIP e-badge. No need to registrate onsite. 2. VIP Lounge access.

Each VIP will receive an invitation email with his/her VIP E-badge's link, as soon as you click "Send Invitations".

Invitation Email Sample

E-badge Sample



# analytica China

## 慕尼黑上海分析生化展

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## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.5 ONLINE CATALOGUE

**DEADLINE: 31 AUGUST 2018**

The catalogue online is an online service function for exhibitors to help exhibitors introduce and promote the company and its products, and optimize the pre-show market promotion effect.

Visitors search for your company's information through "Exhibitors", "Products", "Application", and "Hall Plan" to better promote your company's brand, products and news. ( Figure 1)

Visitors click on the exhibitor list to quickly search through the criteria "country", "product category", "Hall", "Booth number", "Pavilion" and "Application".(Figure 2)

The information you submit on Exhibitor Center will be presented [Online Catalog](#).( Figure 3)

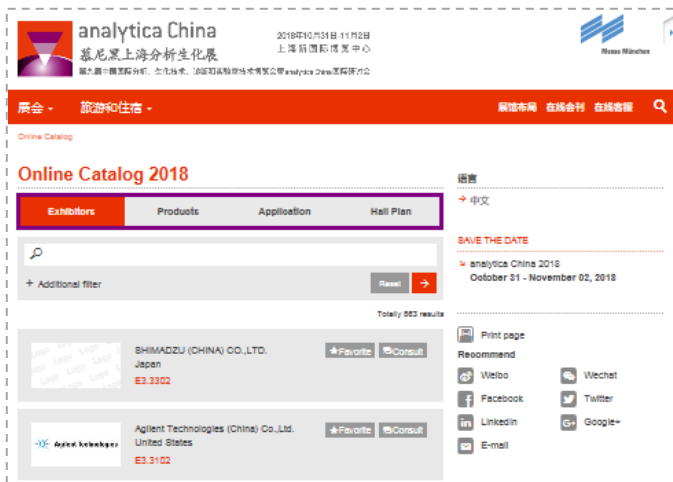


Figure 1

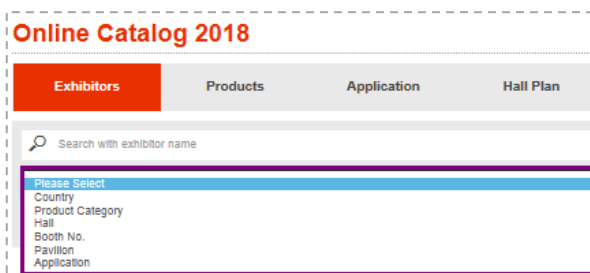


Figure 2

Visitors can "favorite" interested exhibitors and click on "consult" to send the questions directly to your email address. You will receive "analytica China 2018 - consulting email".

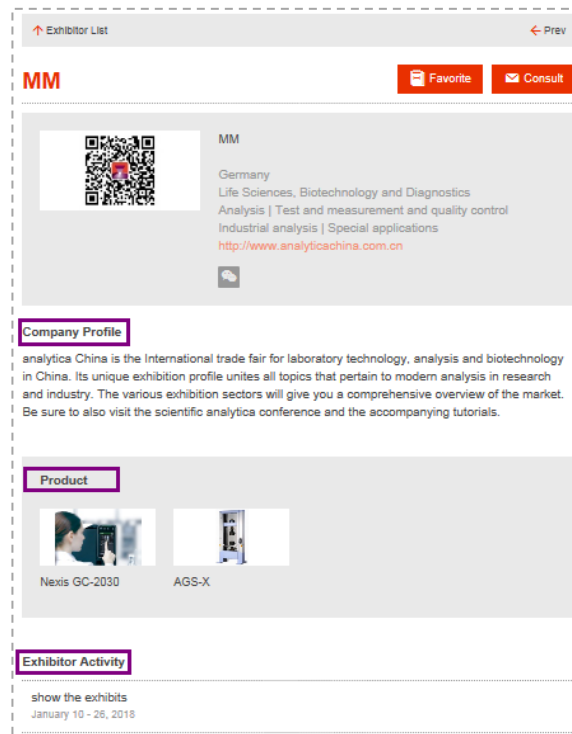
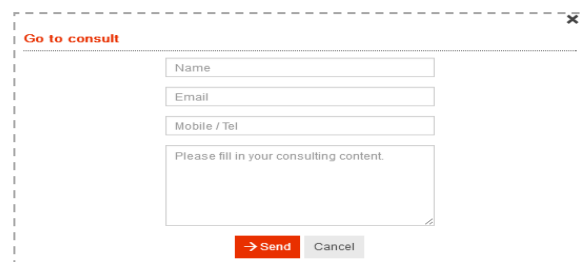
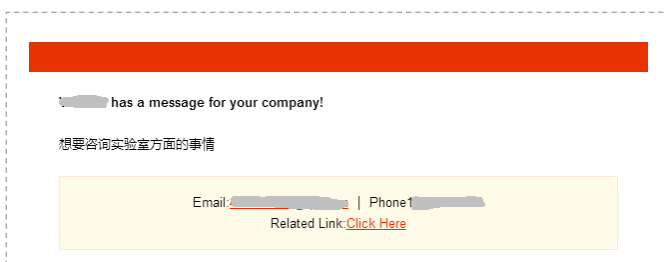


Figure 3





# analytica China

## 慕尼黑上海分析生化展

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## SECTION 2.1 CONTENTS THAT MUST BE SUBMITTED (ALL EXHIBITORS)

### 2.1.6 CATALOGUE AND ADVERTISEMENTS

DEADLINE: 6 AUGUST 2018

#### OPTIONAL CATALOGUE ENTRY AND CHARGE STANDARD

To order the onsite catalogue advertisements, please download the Marketing Service Brochure through download center, tick the item on the below Order Form and seal it, then send to [lihua.zhu@mm-sh.com](mailto:lihua.zhu@mm-sh.com)

analytica China 2018 Onsite Catalogue Advertisements:



ITEM	PRICE
<b>Run-off page, 1/3 (4c)</b> (Vertical: 61 mm * 232 mm; Horizontal: 210 mm * 85 mm)	RMB 5,000 / issue
<b>Run-off page, 1/1 (4c)</b> (210 mm * 285 mm)	RMB 10,000 / issue
<b>Inside back cover</b> (210 mm * 285 mm)	RMB 13,000 / issue
<b>Bookmark advertisement</b> (Vertical: 100 mm * 150 mm max; Horizontal: 150 mm * 100 mm max)	RMB 10,000 / issue
<b>Product Preview</b> (300 words and 1 picture)	RMB 2,000 / issue
<b>Logo Publication</b> (on exhibitor list and floor plan)	RMB 3,000/ issue

If you have any questions, please don't hesitate to contact us:

Tel: +86-(0)21-2020-5500, Email: [ac@mm-sh.com](mailto:ac@mm-sh.com)



# analytica China

## 慕尼黑上海分析生化展

第九届中国国际分析、生化技术、诊断和实验室技术博览会  
暨 analytica China 国际研讨会



Messe München

2018年10月31日-11月2日

上海新国际博览中心

www.analyticachina.com.cn

### Order Form

Please fax / email to:  
Messe Muenchen Shanghai Co., Ltd.

Tel: (86 21) 2020 5646  
Fax: (86 21) 2020 5688 / 20205699

Contacts: Ms. Lihua Zhu  
E-mail: lihua.zhu@mm-sh.com

Company: \_\_\_\_\_ Hall / Booth No.: \_\_\_\_\_

Country: \_\_\_\_\_ Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Please tick

##### 1. Digital Media

###### 1.1 Chinese Website Advertisements

###### 1.1.1 Chinese Website Advertisements ( General Pages )

Banner AD 1 RMB 40,000

Banner AD 2 RMB 30,000

Banner AD 3 RMB 30,000

Banner AD 4 RMB 20,000

Banner AD 5 RMB 10,000

###### 1.1.2 Chinese Website Advertisements ( Special Pages )

Banner AD 1 RMB 30,000

Banner AD 2 RMB 30,000

Banner AD 3 RMB 20,000

###### 1.2 Promotion on social media (Mobile)-official WeChat

###### 1.2.1 Advertisements on Official Wechat

Content delivery RMB 3,000

Banner RMB 2,000

###### 1.2.2 Pushed Invitations to Mobiles

**Free**

###### 1.3 Electronic Badge Advertisements

RMB 10,000

###### 1.4 Official Show e-Newsletter

Inner Banner RMB 4,000

Text Ad RMB 2,000

###### 1.5 EDM Precision Marketing

RMB 6,000 / 10,000 sets

RMB 3,000 / 5,000 sets

##### 2. Print Media

###### 2.1 Advertisement on analytica World News (Show Preview)

Run-off page, 1/3 RMB 5,000 / issue

First Catalogue page RMB 13,000 / issue

Run-off page, 1/1 RMB 10,000 / issue

Inside front cover RMB 14,000 / issue

Inside back cover RMB 13,000 / issue

Outside back cover RMB 16,000 / issue

Bookmark advertisement RMB 10,000 / issue

Product Preview RMB 2,000 / issue

Logo Publication RMB 2,000 / issue

Gatefold advertisement RMB 28,000 / issue

###### 2.2 Advertisement on Onsite Catalogue

Run-off page, 1/3 RMB 5,000 / issue

First Catalogue page RMB 13,000 / issue

Run-off page, 1/1 RMB 10,000 / issue

Inside front cover RMB 14,000 / issue

Inside back cover RMB 13,000 / issue

Outside back cover RMB 16,000 / issue

Bookmark advertisement RMB 10,000 / issue

Product Preview RMB 2,000 / issue

Logo Publication RMB 3,000 / issue

Gatefold advertisement RMB 28,000 / issue

##### 3. Onsite Advertisement Opportunities

###### 3.1 Visitor Lanyards Sponsorship

RMB 60,000 / 10,000 sets

###### 3.2 Onsite Sponsorship

Visitor Registration Counter RMB 30,000 / 3 days

Visitor Lounge RMB 20,000 / 3 days

Internet Lounge RMB 20,000 / 3 days

Barcode Scanner Rental RMB 6,000 / 3 days

Information Counter RMB 20,000 / 3 days

Staff Uniform RMB 20,000 / 3 days

Disposable cup sponsoring RMB 5,000 / 1,000 pieces

Dining coupon sponsoring RMB 5,000 / 1,000 pieces

###### 3.3 Gift Sponsorship

Bags Sponsorship RMB 20,000 / 5,000 bags

Materials Distribution RMB 10,000 / 5,000 copies

###### 3.4 Onsite Advertisements

Registration hall screen advertising  
RMB 50,000 / period

LED advertisement on registration backdrop  
RMB 35,000 / period

Outside advertisement board  
RMB 30,000 / piece

Billboard in connecting corridor RMB 25,000 / piece

Ground label RMB 6,000 / piece

Hanging banner RMB 30,000 / piece

Corridor windmaster  
RMB 8,000 / piece; RMB 12,000 / 2 pieces

Corridor advertisement between Halls  
RMB 12,000 / piece; RMB 24,000 / 3 consecutive banners

Hanging banner above aisles  
RMB 20,000 / piece

Triangle billboard on the service vehicle RMB 15,000 / piece

##### 4. Conference Sponsorship Opportunities

###### 4.1 Part of the conference themes

The 9<sup>th</sup> Shanghai International Symposium on Analytical Chemistry

LSAC Life Science & Biotech Forum

Lab Construction and Lab Safety Forum

2018 Shanghai Sino-EU International Forum on Food Safety

The forum on Domestic-made Scientific Instrument and Laboratory-technology Powered Quick Testing

Technical training series:  
food safety, lab technician, the former sample handling, moving fast detection, mass spectrometry, bio-pharmaceuticals, environmental monitoring, etc

Precision Medicine: Gene Test Technology and Individual Medication

Sample Pre-treatment Frontier TechnologyForum

###### 4.2 Conference sponsorship

Analytica Conference ( Gold sponsor and Silver sponsor packages )

Company brochure insertion

Coffee break

Conference bags and gifts

Speech time

Proceedings

Conference dinner

Date

Signature / Company stamp

## Section II.B

### Contents That Must Be Submitted (Shell Scheme)

- What complimentary facilities in my booth if I ordered stand package?  
=> 2.2.1 Stand Packages Description
- How to inform organizer of our official company name on booth fascia?  
=> 2.2.2 Company Name for Stand Fascia
- What kind of connections do you need for your booth and where should they be installed?  
=> 2.2.3 Stand Layout





# analytica China

## 慕尼黑上海分析生化展

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[www.analyticachina.com](http://www.analyticachina.com)

### SECTION II.B CONTENTS THAT MUST BE SUBMITTED-SHELL SCHEME

#### 2.2.1 SHELL SCHEME PACKAGES

Orders for shell scheme packages and additional furniture have to be submitted to MEPLAN GmbH until 21<sup>st</sup> August 2018 the latest.

MEPLAN GmbH is taking care of all MEPLAN stand packages and additional equipment

(furniture, graphic works, additional cabins, plants and booth cleaning)

For this purpose, please use our webshop:

<https://konfigurator.meplan.de/de/Configuration/StartConfiguration?EventId=62927825>

In case you are planning to order additional graphic, please do not forget to name your graphic files understandably and send us a graphic layout for the correct position of each graphic file.

If there are special items special which you can't find in our webshop please contact us.

*Please note: AREA must be ordered separately.*

**ALL ORDERS** received after 21<sup>st</sup> August 2018 are subject to a 30 % late order surcharge.

**ALL ORDERS** received after 17<sup>th</sup> October 2018 are subject to a 50 % late order surcharge.

After this deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% for late orders as well as for on-site orders must be levied.

#### **ON-SITE ORDERS:**

**ALL ORDERS** received on site are subject to a 50% on site order surcharge. They will only be accepted on the condition that all timely orders are executed and there is equipment available-

#### **GENERALLY:**

Please do not pay in cash for any services regarding stand construction services on site if not directly to MEPLAN staff. Should anybody approach you on site with such request, please inform the MEPLAN staff immediately.

#### **CANCELLATION FEE:**

In case of cancellation of the stand construction order by the exhibitor the following fees are due:

Cancellation after receipt of the stand construction order: **EURO 250.00 (fixed charge)**.

Cancellation after receipt of the stand construction order and **5 weeks to 2 weeks before the set-up starts 70 % of the contracted orders sum.**

Cancellation after receipt of the stand construction order and **less than 2 weeks before the set-up starts 100 % of the contracted orders sum.**







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## SECTION II.B CONTENTS THAT MUST BE SUBMITTED-SHELL SCHEME

# General Terms of Business

## Terms of rental of MEPLAN GmbH

MEPLAN GmbH  
Olof-Palme-Straße 1  
81829 Muenchen  
Deutschland / Germany  
Phone +49 (0)89 9 49-2 49 80  
Fax +49 (0)89 9 49-2 49 89



### 1. General remarks

**1.1** All legal transactions and offers are subject only to our terms of business as set out below. This also applies to all future legal transactions. Any provisions of the customer deviating from our terms of business are not valid; this also applies even if those provisions are not explicitly repudiated. Our terms of business apply for both prefabricated stands (stand systems) as well as for stands commissioned on an individual basis (customized design stands).

**1.2** The exhibition stands (stand systems or customized design stands) supplied are as a general rule provided only on a rental basis. All parts supplied are therefore rented explicitly unless the elements concerned are explicitly declared to be parts for sale as set out in the offer and/or confirmation of order.

**1.3** Offers we submit to the customer merely serve as a basis of agreement for a contractual relationship unless they are declared in writing to be binding. The contract is concluded by our sending the customer a confirmation of order in reply to his or her offer.

**1.4** All agreements, orders, amendments and cancellations must be made in writing. In the event that the customer has not received a confirmation of order up to 10 working days prior to the commencement of the event, we must be urgently notified in writing to this effect. A set-up plan and list of the items/services ordered are attached to the confirmation of order.

**1.5** If assembly and installation services are to be rendered by us, the services concerned are additionally subject to separate agreements.

### 2. Prices

**2.1** The given prices apply plus statutory value-added tax in the absence of any agreement to the contrary. All the prices concerned are for the rental provision of the relevant items for the duration of the trade fair/exhibition in the absence of any agreement to the contrary.

**2.2** The prices do not include costs for connections provided on site, costs for approval procedures (e.g. structural calculations) or fees of any kind raised by exhibition companies, forwarding companies, customs authorities, etc.

**2.3** Any additional charges due for the given rental item resulting from an increase in value-added tax, transportation tax, customs duties, export duties, overseas freight costs or similar measures or orders imposed by the relevant authorities after contract conclusion are payable by the customer.

**2.4** We are entitled to additionally invoice the customer with such increases in our purchasing prices compared with those applying at the time of contract conclusion as are attributable to changes set out under Item 2.3.

**2.5** Each contracting party can demand price adjustments 4 months after the time of contract conclusion if the prices for the materials required or wage costs or ancillary wage costs based on statutory or collectively agreed adjustments have changed in total by more than 5%. The contracting party demanding the given adjustment is

to provide evidence that the relevant requirements have been met.

**2.6** In the case of stand systems, each change of plan after the third such change is subject to a flat-rate charge of EUR 25 plus VAT per change. Once the stand set-up period has commenced, any changes to the stand layout in the case of both stand systems and customized stands can only be carried out subject to the feasibility of

the change concerned and additional costs (hourly rate plus materials plus VAT).

### 3. Delivery period and default on delivery

**3.1** Compliance with delivery and service provision obligations on our part depends on the punctual, proper and orderly compliance with obligations on the part of the customer. These include the punctual receipt of documents to be provided by the customer, the punctual clarification and approval of plans, no on-site hindrances,

compliance with the agreed terms of payment and other obligations on the part of the customer. In the event that the given requirements are not met on time or incompletely, then the delivery period will be appropriately extended.

**3.2** Should the supply of our products/services be delayed or rendered impossible by such circumstance as is not our responsibility, then we are

exempted from supplying the product/service for the duration of the given hindrance and the implications

thereof. No compensation claims can be asserted against us. Each contracting party is entitled to cancel the contract concerned should service provision be delayed or rendered impossible in this way for a period exceeding 4 weeks.

**3.3** We are not responsible for such delays in service provision as are attributable to statutory import restrictions such as those in respect of foreign exchange transactions, etc.

### 4. Terms of payment, retention of title

**4.1** Payment is due without deduction immediately upon receipt of the given invoice in the absence of any written agreement to the contrary.

**4.2** The customer is only entitled to set off other claims against the claim concerned if his counterclaim is legally valid, undisputed or recognized by us. Moreover, he is only authorized to exercise the given withholding entitlement to the extent that the counterclaim concerned arises from the same contractual relationship. The assertion of any withholding entitlement above and beyond this — with particular regard to the commercial withholding entitlement as set out under § 369 of the German Commercial Code (HGB) is excluded.

**4.3** We accept bills of exchange as payment only after our prior written approval and for the purpose of fulfilling obligations. All costs are payable by the customer. The claim to payment continues to exist until such time as the bill of exchange has been redeemed.

**4.4** In the event that such events occur in respect of the customer as impinge upon his or her creditworthiness, then we are entitled to demand immediate payment of all such receivable as are still open and already due and, to the extent that such payment is not received despite the customer having been set a reasonable payment deadline, to cancel the contract and recover the items supplied by us.

**4.5** In the case of default on payment, we are entitled, having set a reasonable payment deadline, to cancel the contract without prior notification of intent or claim compensation for damages. The assertion of further claims above all due to delayed service provision remains unaffected by this.

**4.6** Title to purchased goods shall only pass to the customer after payment of the purchase price has been made in full.

### 5. Security precautions/obligations on the part of the customer

**5.1** Cabins and lockable items of furniture are not secured against breaking and entry. The locking mechanisms are only intended to provide privacy. We therefore advise you urgently to order stand security services. Moreover, the customer is urgently advised to insure all rented items as well as exhibits and the like in an appropriate manner (value of approx. EUR 500 per m<sup>2</sup> stand structure). We are not liable for any items left on the stand.

**5.2** Should the customer supply materials or documents for the purpose of producing the object of contract, then the customer is responsible for guaranteeing that the items produced and supplied in accordance with his or her documents do not violate any third-party property protection rights. We are not obliged to verify whether the data and documents provided by the customer for production and supply purposes violate third-party property protection rights. The customer undertakes to exempt us from all compensation claims or other claims asserted by third parties in this connection as soon as he is asked to do so and to pay all damages arising from the violation of property protection rights.

**5.3** It is the customer's responsibility to order stand perimeter walls. The usage of the rear walls of neighboring stands as perimeter walls for the customer's own stand is not allowed.

### 6. Storage

As a general rule, no items belonging to the customer are stored on his or her behalf. Should storage services be required and rendered



# analytica China

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www.analytica.china.com

## SECTION II.B CONTENTS THAT MUST BE SUBMITTED-SHELL SCHEME

exceptionally, this is only done if an appropriate storage note is issued. We are only liable for the items stored in cases of willful and grossly negligent behavior on our part as well as in the event of our violation of key contractual obligations.

### 7. Provisions specific to rental contracts

**7.1** The rental items are supplied exclusively for the purpose and period agreed. The rental contract cannot be cancelled ordinarily. The items may only be sublet with our explicit approval.

**7.2** The state and completeness of the rental items are to be checked by the customer upon their receipt. The provisions set out under § 377 German Commercial Code (HGB) apply where appropriate. A report on the transfer of the items concerned (acceptance report) is to be drawn up. The transfer occurs at an agreed point in time, no later than 18.00 hrs on the day prior to the opening of the trade fair/exhibition, however. The customer is obliged to accept the items to the extent that the necessary requirements have been met. In terms of the acceptance inspection, it is irrelevant whether the customer takes up all the given products/services despite the fact that he/she is obliged to do so.

**7.3** As the rental items concerned are not new, normal traces of usage as well as wear and tear do not justify claims in respect of rectification, replacement or return. This also applies to such deviations in colour once the items are returned.

**7.4** The risk of accidental loss or damage is transferred to the hirer when the rental items are handed over to him. Any loss of or damage to the rental items must be notified to us without delay so that joint measures in respect of damage limitation/rectification can be coordinated. The risk borne by the customer is transferred back to us once the items are returned.

**7.5** Irrespective of whether culpable or not, the customer is liable for any loss of or damage to the rental items during the period in which the given items are in his custody. He undertakes to reimburse any costs incurred for the production/ repair of the rental items up to a maximum amount equating to the value of the items concerned at the time they were accepted by the customer. We advise the customer to insure the rental items against loss, damage and vandalism at his or her own expense. The insurance value of the rental items can be provided by us upon request. Any damaged stand system walls will be charged to the customer at a price of EUR 50 plus value-added tax each.

**7.6** The rental relationship is automatically terminated at the end of the given event (trade fair/exhibition) and dismantling work commences with immediate effect of the end of the given event in the absence of any agreement to the contrary. Any item left behind on the rental stand will be disposed of without any claim to reimbursement of the value on the part of the customer.

**7.7** The customer is responsible for the care and supervision of all rental items in his custody from the time of acceptance of same up until 2 hours after the trade fair/ exhibition has ended. In the event that the customer violates his or care and supervision obligations, he must compensate us for the damage thus incurred.

**7.8** No pro-rata repayment of rental costs is made for such items supplied as basic, standard equipment as are not needed by the customer in specific cases. Nor can the items concerned be swapped or set off against other services by way of payment.

### 8. Limitation of liability

We are liable in accordance with statutory regulations for damage in respect of injury to life, body or health. As far as other damage is concerned, we are liable only in cases of willful or grossly negligent behaviour on our part subject to the provisions set out under Sentence 3. As far as other damage attributable to negligent behaviour

constituting a violation of key contractual terms is concerned, we are also liable in such cases, limited however to foreseeable damage. The above provisions in respect of liability limitation apply to both statutory and contractual claims, with specific regard to compensation claims arising from warranty terms. Any liability in accordance with provisions set out in the Product Liability Act remain unaffected by the above terms.

### 9. Copyright and other property protection rights

**9.1** Any draft documents, plans, drawings, production and assembly documents as well as the design and concept description all remain our intellectual property. The customer is not entitled without our consent to copy the documents generated as a result, use them for his own purposes or pass them on to third parties. Nor is he entitled to build structures subsequently on the basis of them in the absence of any agreement to the contrary.

**9.2** Should the customer violate the obligations set out under Item 9.1, then he is to pay a contractual fine amounting to 50 % of the rental price agreed between the contracting parties for the rental items concerned, but at least EUR 5,000. The contractual fine can then be set off against any compensation claim that may be asserted. Further claims particularly in respect of the customer refraining from such actions seems fair and reasonable. The parties undertake to abide by the arbitral award.

**9.3** Even after payment of the agreed charge, the copyright to the documents mentioned under Item 9.1 and the items we produce remains with us.

**9.4** We are entitled to display our company name in an appropriate size on the items produced by us and/or based on the customer's plans, particularly with regard to exhibition stands. Moreover, we are entitled to publish photographic material of the services rendered and/or use them for promotional purposes at no cost and without requiring the customer's specific consent to do so.

### 10. Data processing

We are entitled to process such data concerning the customer as we receive by way of the business relationship or in connection with same in accordance with the provisions set out in the Data Protection Act, irrespective of whether the data concerned comes from the customer himself or herself or from third parties.

### 11. Place of performance and court of jurisdiction

**11.1** The place of performance for payment by the customer is Munich.

**11.2** The following applies to customers with their principal place of business located within the Federal Republic of Germany: If the exhibitor is a trader, legal person

under public law or special fund under public law, the Munich courts have jurisdiction. We are also entitled, if we so wish, to bring an action against the customer at the court having jurisdiction at the exhibitor's principal place of business.

The following applies to customers with their principal place of business located outside the Federal Republic of Germany but within the area of application of Regulation (EC) No. 44/2001, the EC Convention on Jurisdiction and the Enforcement of Judgements in Civil and Commercial Matters and the Lugano Convention – if the exhibitor is engaged in a trade or business and does not fall under the general

jurisdiction of the Federal Republic of Germany, the Munich courts have jurisdiction for all disputes arising from or in connection with this contract. We are also entitled, if we so wish, to bring an action against the exhibitor at the court having jurisdiction at the customer's principal place of business.

The following applies to customers with their principal place of business located outside the Federal Republic of Germany and outside the area of application of

Regulation (EC) No. 44/2001, the EC Convention on Jurisdiction and the Enforcement of Judgements in Civil and Commercial Matters and the Lugano Convention – all disputes arising from or in connection with this contract whose value does not exceed EUR 100,000 are to be decided via the Euro arbitration system of the European network REAM. The court of arbitration of the Italian Chamber of Commerce in Munich is to be the arbitration centre. Arbitration proceedings are to be held in Munich and conducted in German. A sole arbitrator will decide on the dispute as seems fair and reasonable. The parties undertake to abide by the arbitral award. Disputes exceeding a value of EUR 100,000 are subject to the arbitration of

the court of arbitration of the Italian Chamber of Commerce in Munich and its rules of arbitration. Arbitration proceedings are to be held in Munich and conducted in German. A sole arbitrator will decide on the dispute as seems fair and reasonable. The parties undertake to abide by the arbitral award.

**11.3** For all legal relations between ourselves and the customer, the law of the Federal Republic of Germany applies under the exclusion of the Vienna Purchase Rights Convention 1980 (CISG), even in cases where the customer's principal place of business or domicile is located abroad.

**11.4** Should one provision of these terms be or become invalid, the validity of the contract as a whole and of other provisions of these terms shall remain in effect.

## 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?
  - => 2.3.1 Declaration of Exhibitor Nominated Stand Contractor for Raw Space
  - => 2.3.2 Construction Regulations and Declaration of Safety Responsibility
- How to carry out booth design approval if we built higher than 4.5m ht or two-storey booth?
  - => 2.3.3 Building Approval for Indoor One-storey Booth Design
  - => 2.3.4 Building Approval for Two-storey Booth Design
- Do I need to install sprinkler systems for two-storey booth?
  - => 2.3.5 Rental of Fire Extinguisher in the Booth (for Two-storey Booth Only)
- How to order electrical power supply for lighting & machine
  - => 2.3.6 Electrical Power Supply
  - => 2.3.7 Stand Layout





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9<sup>th</sup> International Trade Fair for Laboratory Technology,  
Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
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### SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

#### 2.3.1 DECLARATION OF EXHIBITOR NOMINATED STAND CONTRACTOR

##### FOR RAW SPACE

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		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 organizer by email for approval **before 31 August 2018**. Stand design without the organizer's approval will not be permitted in the exhibition.
- All stand construction companies must take up insurance for their employees working on the stand construction during build-up / show / dismantling period (please consult the insurance companies for more details).
- Contractors should pay for **Hall Management Fee at RMB 27/sqm** and buy **contractor badges at RMB 50/pc**. Please refer "Move-in Procedure for Exhibitor Nominated Stand Contractor for Raw Space" on next page.
- For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
- Electrical power supply **must** be ordered through the official contractor **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 cost incurred will be borne by the exhibitor.
- The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer if any modification.
- The raw space contractors must study 2.3.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachment "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 < 4.5 m  
 2. One-storey indoor stand, 4.5 <= height <= 6 m  
 3. Two-storey indoor stand, height <= 8.5 m

**Notes:**

The stand design drawings of the above booth type 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:**

Stand contractor:		
Address:		
Contact person:	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. In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNI EC reserve the right to refuse against entrance. 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 SNI EC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot	Waiting permit	<ul style="list-style-type: none"> <li>system activation time is subject to the notice publicized by the official contractor / freight forwarder</li> <li>processing and payment through online system</li> </ul>	RMB 20/vehicle/license
	loading bay	Vehicle permit to loading bay	<ul style="list-style-type: none"> <li>during build-up / dismantling period</li> <li>at Certification Center in South Square (near Hall W1) or Certification Center at P7 Parking Lot (near Hall N5)</li> </ul>	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"> <li>system activation time is subject to the notice publicized by the official contractor / freight forwarder</li> <li>processing and payment through online system</li> </ul>	RMB 20/vehicle/license
	loading bay	Exhibit vehicle pass	<ul style="list-style-type: none"> <li>applying to the organizer two weeks prior to move-in</li> </ul>	

#### 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 RMB 100 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).



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

Stand design without the organizer/official contractor's approval will not be permitted in the exhibition. Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding move-in procedure.

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

All stand contractors and freight forwarders are required to go through Real-Name Authentication procedure at 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 cards are not accepted) of the person in charge of the work from the contractor; Two photo copies of the contractor's business license, which bear the company seal; Originals and 2 photo copies of relevant industry training certificates; The Real-name Authentication Form for Erection Contractors and Transport Contractors; The Safety Commitment of Erection Contractor.

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

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

With completion of real-name authentication, all forwarders and contractors must buy construction badges **at Certification Center in South Square (near Hall W1) or at P3 Parking Lot (near Hall N5) with showing the general management deposit receipt, contractor/forwarder name list and ID card** during build-up period. **Each badge is RMB 50**(include RMB 30 badge fees + RMB 20 accidental injury insurance fees). Person without badge is forbidden to any construction activities.

#### 2. Insurance Purchase

For the sake of workers' safety, all the stand contractors nominated by exhibitors and exhibitors who build their own booths must buy both accidental injury insurance and exhibition responsibility insurance that has equal function for their workers during build-up/show/dismantling period (For more details, please kindly consult the insurance company). For general management deposit made via bank transfer before the show, a copy of the insurance policy must be presented on-site to the official contractor to obtain deposit receipt with confirmed stamp for the general management deposit. Booth Contractors can purchase the relevant insurances themselves, or choose to buy the insurance from the following insurance provider.

- A. Insurance Company: PingAn Property&Casualty Insurance Company of China Shanghai Branch
- B. Insurance Type: Exhibition Responsibility Insurance
- C. Price: RMB 400/per booth/show period
- D. Contact detail: Ms. Guan Tel:0086-21-62485075; MP:13817536180 email: GUANJI001@pingan.com.cn

QR Code:



Website link:

[http://icore-comp.pingan.com.cn/icore\\_comp/pa18MobileInquiry/mobile/enterD11forsf.do?isPC=true](http://icore-comp.pingan.com.cn/icore_comp/pa18MobileInquiry/mobile/enterD11forsf.do?isPC=true)

#### 3. Hall Management Fee



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

All contractors of raw space booths and the exhibitors who will build up the booths on their own should pay hall management fee to the official contractor.

A. Price: **RMB 27/sqm/ show period** (based on the contracted booth space)

B. Methods of payment: **Bank Transfer in RMB Only**

**Hall E1, E2 please transfer to:**

Name: Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Account No: 4429-62465001

Bank Name: Bank Of China Shanghai Zhabei Sub-branch

SWIFT: BKCHCNBJ300

**Hall E3, E4 please transfer to:**

Name: Shanghai Homer-EXPO Service Co., Ltd.

Code: 1001288309300094327

Bank Name: Industrial and Commercial Bank of China,  
Shanghai Municipal Branch

Bank Code:102290028836

SWIFT: ICBKCNBJSHI

#### 4. General Management Deposit

The organizer and Shanghai New International Expo Centre require raw space contractors and exhibitors who build their booths on their own to pay a general management deposit to the official contractor for the duration of the show period.

A. Price: **RMB 200/sqm/ show period. For booth smaller than 50 sqm: RMB 10,000/ booth / show period**

B. Methods of Payment: **Bank Transfer In RMB Only**

**Hall E1, E2 please transfer to:**

Name: Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Account No: 4429-62465001

Bank Name: Bank Of China Shanghai Zhabei Sub-branch

SWIFT: BKCHCNBJ300

**Hall E3, E4 please transfer to:**

Name: Shanghai Homer-EXPO Service Co., Ltd.

Code: 1001288309300094327

Bank Name: Industrial and Commercial Bank of China,  
Shanghai Municipal Branch

Bank Code:102290028836

SWIFT: ICBKCNBJSHI

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

#### Notes

- ✧ **The above information is subject to "Important Notice" publicized before move-in.**
- ✧ **The above date is available for processing. For the official move-in, please refer to "Operation Schedule".**
- ✧ **To save time for onsite procedures, the exhibitors/contractors must pay the general management deposit in advance by transfer.** Please fax the relative information concerning company name, bank name, A/C No., booth no and so on shortly after the payment is made. You can get the stamped receipt from the Official Contractor during on-site check in after transfer is confirmed with showing the bank note of transfer.
- ✧ The exhibitors/contractors should be responsible for the fees when transferring the general management deposit.
- ✧ **The Receipt of the general management deposit without a stamped confirmation of the Official Contractor is invalid and unavailable for deposit refund.**





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

#### \*\* 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 accordance with the blueprints/drawings approved by the organizer, or does not conform to any of the construction/fire protection/safety regulations.	100%
3	Booth height exceeds the maximum height limit.	100%
4	Booth structural/safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not off-set the compensation, the hall owner and the organizer have the 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.	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 booths without a back wall higher than 2.5 m.	50%
10	Any uncovered structure surface facing the neighboring stand, or the covering substance is not of pure white, smooth or consistent with the building materials.	50%
11	Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand.	50%
12	For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.	50%
13	For the use of flammable, explosive and other forbidden objects against the fire safety requirements of the exhibition hall; or without fire treatment on materials.	50%
14	Fail to clear up the construction materials, garbage and packing stuff within preset time in the move-in/out period. Any building materials, scraps, empty cases, wooden structures, display boards or tools discovered to be placed out of the booth range during the show period.	50%
15	The sound level of the booth is above 70 dB (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 after use.	50%
18	For not having a reliable grounding of all metallic structures and shells, not having grounding wires fixed on the electrical box.	30%
19	Not setting up enough fire extinguishers, sprinkler system and automatic alarms as regulated.	30%
20	During the construction, exhibition and demolition of the booth, the scrap, waste or other abandoned items are dumped in non-designated places.	30%
21	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%
22	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%
23	For fights and activities that disturb public order within the exhibition area.	20%
24	In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions	20%
26	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%
26	For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures.	10%
27	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%
28	Smoking at the construction site	10%
29	Damage made to the hall facilities (walls, gates, floor, pillars, etc.)	According to actual charges

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

※ The organizer reserves the right of 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), 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.



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### 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.

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

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

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

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





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

#### 2.3.2 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY

##### (MANDATORY FORM FOR MOVE-IN)

**DEADLINE: 31 AUGUST 2018**

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

- To strictly adhere to the national and local governmental policies on 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 SNIIEC. The booth must be built according to approved drawings submitted.
- During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone and take care of the safety.
- The maximum booth construction and advertising height is 6.0m for one-storey booth and 8.5m for two-storey booth. The wall facing the aisle must be at least 50% open. **The building of three-storey booth or above is forbidden.**
- All the construction structures must be fireproof. Stand construction and decoration materials must be noncombustible with a burning diffusion rate not lower than Class B1.
- All the indoor booths cannot have closed roof.
- When the 1<sup>st</sup> floor area of a double-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m must be set up. Automatic alarm and sprinkler system must be installed each 8 sqm when the 1<sup>st</sup> floor area of a two-storey booth is fully enclosed.**
- The fire protection system, electric installations, emergency exits and aisles may not be obstructed by stand constructions.
- A back wall or partition not lower than 2.5m must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered with fire-proof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand is forbidden.
- The booth with the platform exceeding 20cm in height must install slope.
- The hanging point used for supporting booth structure is strictly forbidden, which means that structures hung from the ceiling must be separate from the booth structure on the floor. Exhibits are not allowed to be hung from the ceiling of the exhibition hall.
- The proposal and design drawings of exhibition stand are required to be submitted to the organizer for approval before the show. Indoor one-storey booth not lower than 4.5m, outdoor booth or two-storey booth construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by the exhibitor/contractor or recommended by the venue. The stand construction must comply with public statutory regulations, such as the Shanghai Building Regulations, as well as with the terms of participation of the organizer. Any activity which affects the safe construction is forbidden: e.g.: exhibitor appoints a private person, individual household or companies which are unqualified or do not have any permits for construction work; a stand contractor carries out work, which is not related to its contracted exhibitors' stand in the venue without permission; a contractor uses eliminable decoration materials and facilities stipulated by national government.
- For double-storey booths whose second floor exceeds 30 sqm, a fire extinguisher with annual inspection approval must be prepared for each 12 sqm of both storeys from build-up period onwards.
- The upper storey area above 200 sqm, at least two stairways, wider than 0.9m must be arranged, distance between 2 evacuation exits must be 5m at least.**
- The stand contractor should have in place windproof measures to ensure the safety and stability of outdoor stand structure.
- For outdoor stands, the lighting fixtures should be rainproof and the control switch must be combined with leakage protection.
- Exhibitors/contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch must be installed.**
- No smoking is allowed in the halls. Easily flammable materials may not be used. All work with open flames is forbidden.
- The use of airships and balloons is not permitted in the halls and in the outdoor exhibition grounds.
- All workmen on site must wear contractor badges. Workers for specific-type work must possess Specific-type Operator Certificate. Every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIIEC reserve the right to refuse against entrance. All the helmets and safety belts should be self-prepared.
- Builders working on construction in height of 2m and above must comply with safety rules and regulations of construction in height.
- 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".
- During the dismantling period, the booth must be totally torn down without rubbish and damage.
- The organizer and hall owner will reserve the right to carry on the onsite inspection and forbid those booths disobeying the regulations build up in the scope of the exhibition centre.
- The stand contractor will be to blame and take all responsibilities for any damage and accident injury during the build-up/show/dismantling period or in the course of transportation if violating the above regulations.
- According to the latest environmental regulations from SNIIEC, all paint buckets must not be discarded after use, and must be recycled by exhibitor or contractor own self. Otherwise, the general management deposit will be deducted.**
- All metallic structures and shells shall have a reliable grounding. The grounding wires shall be fixed on the electrical box.**

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 SNIIEC.

	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 for approval before the show.

The maximum booth construction and advertising height is 6.0m for one-storey booth and 8.5m for two-storey booth. 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.**

**All the indoor booths can not 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. Automatic alarm and sprinkler system should be installed for each 8 sqm and a fire extinguisher for each 12 sqm when the ground floor area of a two-storey booth has fully enclosed construction.**

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.

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 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.

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.

**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 equipments 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.

Pyrotechnics and open fires are not permitted at the fairground during build-up/show/dismantling period.

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

Flammable and explosive materials may not be exhibited at the fairground. The flammable and explosive exhibits can be replaced with incombustible models. **Any exhibiting combustible vehicles or machines can't 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.

#### • Safety rules and regulations of construction in height

1. 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!
2. Builders working on construction in height, should take educational safety course, and should pass all required exams before being assigned to such construction.
3. 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.
4. It is very important that all builders are ever aware of potential hazards and unsafe situations.
5. Builders should check the scaffolding, ladders and steel cables carefully to ensure ascertain they are reliable before starting construction.
6. Tools such as hammers, hoisting jacks etc. should be handled carefully by the builders.
7. Builders are required to clean the construction area when their work is finished.
8. Warning signs must be in place around construction hazard zones. It is prohibited to walk underneath cranes and payloads.
9. At night, sufficient lighting must be provided for construction in height.
10. Builders should avoid the overlapping, and have the reliable isolation measure during the overlapping construction which is unavoidable.
11. Builders must strictly adhere to regulations for handling electric devices and power supplies, as well as for working in hazard zones.
12. The construction should be stopped immediately if heavy weather such as rainstorms, heavy fog, and above level storms etc. should occur.
13. Builders should be aware of the risks of heatstroke in summer and frostbite in winter.
14. 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.
15. Lifting machines/vehicles used in the construction shall be allowed in the centre only with prior consent of the venue.

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



# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology,  
Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER 31-NOVEMBER 2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
www.analyticachina.com

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

### OUTDOOR STAND & 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 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 neighbouring 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.

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

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 **31 August 2018**. The following documents must accompany the application

- ⇒ Forms 2.3.1、2.3.2、2.3.3 and 2.3.4 of the exhibitor manual
- ⇒ Perspective
- ⇒ Plan of ground floor
- ⇒ Plan of upper floor (Two-storey booth)
- ⇒ Elevations and Cross-sections
- ⇒ Cutaway View (Two-storey booth)
- ⇒ Structural drawing (Two-storey booth)
- ⇒ Electricity layout
- ⇒ Specification of construction together with the materials

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

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

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with balustrades. These must be at least 1.10 m high. An upper chord, middle chord and lower chord must at least be provided.

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

#### ● Load-bearing capacity

##### Ceiling strength:

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

##### Strength of stairways:

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

##### Strength of balustrades / railings:

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

#### ● Fire prevention

**The upper storey area above 200 sqm, 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 double-storey booths whose second floor exceeding 30 sqm, a fire extinguisher must be prepared for each 12 sqm of both storeys from build-up period onwards.**

None of the areas in the upper storey may have a closed ceiling/sail. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

**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. Automatic alarm and sprinkler system should be installed for each 8 sqm and a fire extinguisher for each 12 sqm when the ground floor area of a two-storey booth has fully enclosed construction.**

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 to 2.3.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachment "Fire Protection Regulations and Safety Rules" as well as Section V Technical Guidelines.**





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9<sup>th</sup> International Trade Fair for Laboratory Technology,  
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Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
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### SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

#### 2.3.3 BUILDING APPROVAL FOR INDOOR ONE-STOREY BOOTH DESIGN

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		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.**

#### A. Description on construction materials

**To be filled in only if the relevant Building Regulations are applicable.**

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description on construction materials)

Total Booth Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

#### Other Material Details

Applicable Area:				
Name/Model:				
Applicable Area:				
Name/Model:				

#### 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)

#### B. Submission of Stand Design Drawings

The original file (or digital file) of the following documents must be submitted to the Official Contractor **together with the form on front page until 31 August 2018.**

##### Indoor One-storey Booth lower than 4.5m

- Perspective
- Plan of ground floor
- Elevation
- Electricity layout

**Note:**

- ◆ All documents are to be submitted in Chinese and English. And all drawings must be in scale and **dimensioned in meters.** Documents submitted by fax cannot be processed.

**According to the newest regulation of SNIIEC, 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.**

##### Indoor One-storey Booth NOT lower than 4.5m

The drawings to be inspected by the drawing approval company appointed by SNIIEC (e.g. on next page):

- Perspective
- Plan of ground floor
- Elevation
- Electricity layout

The drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIIEC (e.g. on next page):

- Perspective
- Plan of ground floor
- Elevations and Cross-sections
- Electricity layout
- Structural calculation drawing Stamped by Grade A registered National structural engineer
- Static test report or static load calculation Stamped by Grade A registered National structural engineer
- A carbon copy of the certification of Grade A National registered structural engineer

**Note:**

- ◆ All drawings submitted to the assigned drawing inspector for review 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 documents are to be submitted in Chinese and English and all drawings are to be **specified scale (m).**

**For construction and design drawings for indoor one-storey booths NOT lower than 4.5m without approval of top level certified structural engineer, the organizer keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.**

#### C. Drawing Inspection / Re-inspection Fee

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

**Note:**

- ◆ The effective stand area is considered to be **the rented stand area.**
- ◆ Please submit the original file (or digital file) of the required documents and forms to the Organizer for inspection/re-inspection **before 31 August 2018.** The acceptance of late application received after the deadline is not guaranteed. If accepted, the organizer will charge 50% of the total amount 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.



**The booth drawing approval must be shown onsite**



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

#### 2.3.4 BUILDING APPROVAL FOR TWO-STOREY BOOTH DESIGN

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		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.**

#### A. Description on construction materials

**To be filled in only if the relevant Building Regulations are applicable.**

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description on construction materials)

Total Booth Area:	Primary Material:	Material Model:
Upper Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

#### Other Material Details

Applicable Area:					
Name/Model:					
Applicable Area:					
Name/Model:					

Accessible 2<sup>nd</sup> floor area: \_\_\_\_\_sqm      Estimated maximum load capacity of 2<sup>nd</sup> floor: \_\_\_\_\_ persons

#### Booth Contractor

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





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

#### B. Submission of Stand Design Drawings

The original file (or digital file) of the following documents must be submitted to the Official Contractor **together with the form on front page until 31 August 2018.**

The drawings to be inspected by the drawing approval company appointed by SNIIEC (e.g. –on next page):

- Perspective
- Plan of ground floor
- Plan of upper floor (two-storey booth)
- Elevations and Cross-sections
- Cutaway View (two-storey booth)
- Structural drawing (two-storey booth)
- Electricity layout

The drawings, which are reviewed by registered structural engineer, to be re-inspected by the drawing approval company appointed by SNIIEC (e.g. on next page):

- Perspective
- Plan of ground floor
- Plan of upper floor (two-storey booth)
- Elevations and Cross-sections
- Cutaway View (two-storey booth)
- Electricity layout
- Structural calculation drawing Stamped by Grade A registered National structural engineer
- Static test report or static load calculation Stamped by Grade A registered National structural engineer
- A carbon copy of the certification of Grade A National registered structural engineer

**Note:**

- ◆ All drawings submitted to the assigned drawing inspector for review 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 documents are to be submitted in Chinese and English and all drawings are to be **specified scale (m)**.

**For construction and design drawings for outdoor booths or two-storey booths without approval of top level certified structural engineer, the organizer keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.**

#### C. Drawing Inspection / Re-inspection Fee

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

**Note:**

- ◆ 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.
- ◆ Please submit the original file (or digital file) of the required documents and forms to the official contractor for inspection/re-inspection **before 31 August 2018**. The acceptance of late application received after the deadline is not guaranteed. If accepted, the organizer will charge 50% of the total amount 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.



**The booth drawing approval must be shown onsite**



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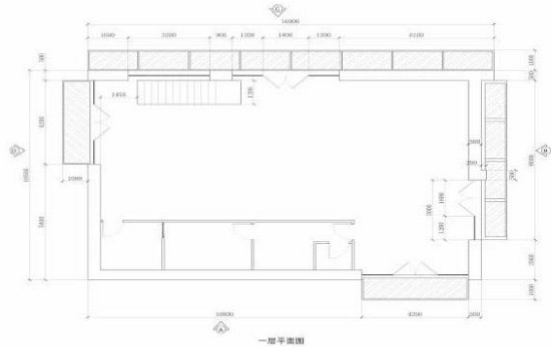
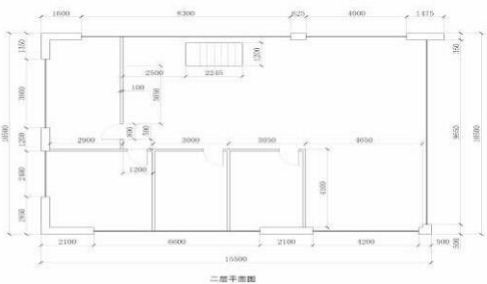
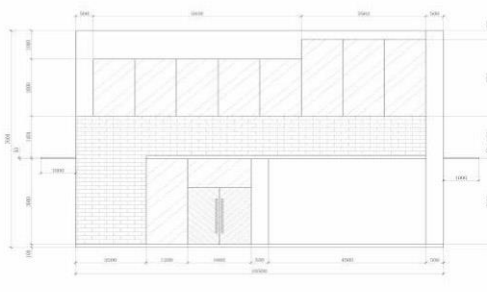
7th International Trade Fair for Laboratory Technology, Analysis, Biotechnology and Diagnostics



24-26 SEPTEMBER 2014  
SHANGHAI NEW INTERNATIONAL  
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**SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)**

**STAND DESIGN DRAWING SPECIFICATION FOR BUILDING APPROVAL**

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



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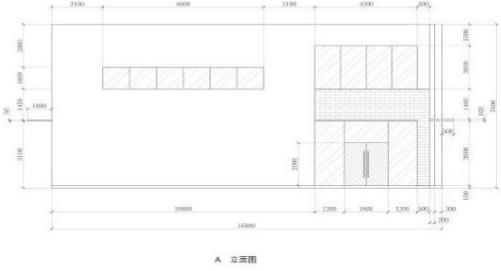

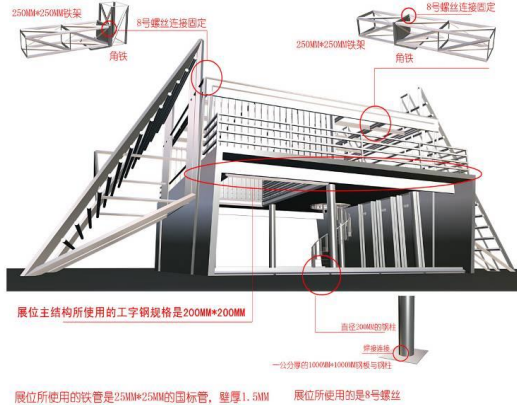
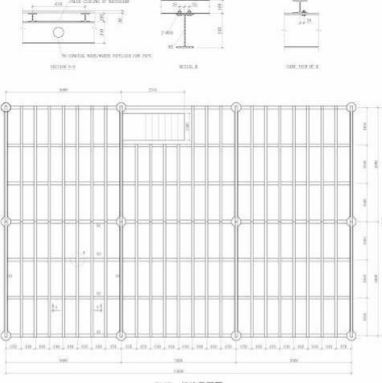
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SECTION II.C FORMS THAT MUST BE SUBMITTED (RAW SPACE)

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>250MM*250MM铁架 角铁 8号螺栓连接固定 250MM*250MM铁架 角铁 8号螺栓连接固定 展位主结构所使用的工字钢规格是200MM*200MM 直径20MM的螺栓 焊接角铁 一公分厚的1000MM*1000MM胶板与顶1 展位所使用的铁管是25MM*25MM的国标管，壁厚1.5MM 展位使用的是8号螺丝</p>
<p>Structural drawing (required for two-storey booths)</p>	 <p>SMS 结构平面图</p>



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

Table with 2 columns: Drawing and Sample. It contains three rows of technical documents: 1) A structural calculation drawing with a red stamp and text 'Booths require re-inspection: Structural calculation drawing (Stamped by Grade A registered National structural engineer)'. 2) A static test report or static load calculation with a red stamp and text 'Booths require re-inspection: Static test report or static load calculation (Stamped by Grade A registered National structural engineer)'. 3) A professional registration certificate for a Grade A National registered structural engineer, with text 'Booths require re-inspection: A carbon copy of the certification of 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: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		Email:	
		Person in charge:	
		Signature:	Date:
		Hall / Booth No.:	

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

**For double-storey booths whose second floor exceeding 30 sqm, a fire extinguisher with annual inspection approval must be prepared for each 12 sqm of both storeys from build-up period onwards.**

**Automatic alarm and sprinkler system should be installed for each 8 sqm and a fire extinguisher for each 12 sqm when outdoor booths or the 1st floor area of an indoor two-storey booth is fully enclosed.**

Description	Unit Price RMB	Refundable Deposit RMB (paid on-site)	Quantity	Total RMB
Ceiling Sprinkler	600.00			
Fire extinguisher	200.00	200.00		
Temporary fire alarm	150.00			

**Note**

- **After the deadline**, late orders may not be accommodated. For changes of confirmed and invoiced orders, a surcharge of 30% and 50 % 2 weeks before build-up and for on-site 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 official contractor will issue the invoice.





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

#### 2.3.6 ELECTRICAL POWER SUPPLY

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to: Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to: SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		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.

	Description	Unit Price RMB	Quantity	Total RMB
For Lighting use only	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1500		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2000		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	3200		
	<input type="checkbox"/> We do require lighting connection A handling fee of RMB 500 will be charged for Lighting connection from D/B box to lighting.			
	<input type="checkbox"/> We do need 24-hour non-stop power supply All exhibitors/contractors must cut off the electrical power supply before leaving your booths. If you need 24-hour power supply, please apply here.			
For Machine use only	Power supply, 380 V / 15 Amp / 50 Hz, three phases (without machine connection)	1500		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2000		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	2980		
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	4600		
	<input type="checkbox"/> We do require machine connection A handling fee of RMB 500 will be charged for Machine connection from D/B box to machine <input type="checkbox"/> We do need 24-hour non-stop power supply for exhibits or equipments All exhibitors/contractors must cut off the electrical power supply before leaving your booths. If you need 24-hour power supply, please apply here.			

**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 / dismantling is available on the wall of generator rooms beside each gate in the halls up to 63Amp/380V.

#### Notes:

- All raw space exhibitors must order one number power main for lighting if they need power.
- Power main for machine and lighting should be separated.
- **Please take into account the required starting current when ordering the electrical power supply.**
- 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 30 % 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 30 % (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 2.3.7 "Stand Layout" the position of all items ordered. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- 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 bank charges when transferring the payment.**
- The official contractor will issue the invoice.

**Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. Thank you.**





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

#### 2.3.7 STAND LAYOUT

DEADLINE: 31 AUGUST 2018

<b>Hall E1, E2 please return form to: Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to: SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		Tel:	Fax:
		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**

- \_\_\_\_\_ sockets
- \_\_\_\_\_ machine connection
- \_\_\_\_\_ spotlight
- \_\_\_\_\_ fluorescent tubes
- \_\_\_\_\_ water connection
- \_\_\_\_\_ compressed air

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


left neiboring Booth no

## Section III Optional Forms

- Can we order the stand package or change the original stand package type?
  - => 3.1 Stand Packages
- How to order additional electrical equipment, furniture, telephone, water supply, office equipment, compressed air for our booth?
  - => 3.2 Electrical Equipment & Fittings
  - => 3.3 Electrical Power Supply
  - => 3.5 Water and Compressed Air Supply
  - => 3.7 Additional Furniture
  - => 3.8 Office Equipment
  - => 3.9 Telephone & Internet
  - => 3.10 Special Items
  - => 3.11 Additional Booth Cleaning
- How to optimize our company's advertising exposure?
  - => 3.6 Hanging Point & Advertising Opportunities
- How to order interpreter and hostess for our booth?
  - => 3.12 Booth Personnel (Interpreter / Hostess)
- How to order catering for our booth
  - => 3.13 Important Notice of Catering Application
  - => 3.14 Lunch Box Order
- Is there any hotel near fairground that we can order with exhibition preferential rate?
  - => 3.15 Hotel Reservation
- How to get the invitation letter for visa application?
  - => 3.16 Invitation Letter to China



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## SECTION III OPTIONAL FORMS

### 3.1 STAND PACKAGES UPGRADE (OPTIONAL FOR ALL EXHIBITORS)

INTERNATIONAL EXHIBITORS

(SEE SECTION II.B.)

Please use our **webshop**:

<https://konfigurator.meplan.de/de/Configuration/StartConfiguration?EventId=62927825>



### SECTION III OPTIONAL FORMS

#### 3.2 ELECTRICAL EQUIPMENT & FITTINGS

##### (OPTIONAL FOR SHELL SCHEME)

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		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.

Description	Unit Price RMB	Quantity	Total RMB
Long arm spotlight 100 W	260		
Floodlight, 250 W	490		
Eye-ball Halogen-light, 50 W	240		
Down light, 100 W	240		
HQI lamp, 70 W (round)	360		
HQI lamp, 70 W (square)	360		
Fluorescent tube, 40 W, ca. 120 cm long	230		
Socket / Square Pin Socket, 13 A / 220V (max. 2 kW)	240		
Refrigerator, incl. 24 hrs. socket	1000		
Cold and warm water dispenser, incl. 2 nos. 19 l distilled water	500		
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 30 % 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 30 % (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 official contractor will issue the invoice.
- **All the above items do not include sockets and power supply.**



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### SECTION III OPTIONAL FORMS

#### 3.3 ELECTRICAL POWER SUPPLY (OPTIONAL FOR SHELL SCHEME)

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		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.

	Description	Unit Price RMB	Quantity	Total RMB
For Lighting use only	Power supply, 380 V / 15 Amp / 50 Hz, three phase	1500		
	Power supply, 380 V / 30 Amp / 50 Hz, three phase	2000		
	Power supply, 380 V / 60 Amp / 50 Hz, three phase	3200		
	<input type="checkbox"/> We do require lighting connection A handling fee of RMB 500 will be charged for Lighting connection from D/B box to lighting. <input type="checkbox"/> We do need 24-hour non-stop power supply All exhibitors/contractors must cut off the electrical power supply before leaving your booths. If you need 24-hour power supply, please apply here.			
For Machine use only	Power supply, 380 V / 15 Amp / 50 Hz, three phases (without machine connection)	1500		
	Power supply, 380 V / 30 Amp / 50 Hz, three phases (without machine connection)	2000		
	Power supply, 380 V / 60 Amp / 50 Hz, three phases (without machine connection)	2980		
	Power supply, 380 V / 100 Amp / 50 Hz, three phases (without machine connection)	4600		
	<input type="checkbox"/> We do require machine connection A handling fee of RMB 500 will be charged for Machine connection from D/B box to machine <input type="checkbox"/> We do need 24-hour non-stop power supply for exhibits or equipments All exhibitors/contractors must cut off the electrical power supply before leaving your booths. If you need 24-hour power supply, please apply here.			

**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 / dismantling is available on the wall of generator rooms beside each gate in the halls up to 63Amp/380V.

#### Notes:

- All raw space exhibitors must order one number power main for lighting if they need power.
- Power main for machine and lighting should be separated.
- **Please take into account the required starting current when ordering the electrical power supply.**
- 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 30 % 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 30 % (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 3.4 "Stand Layout" the position of all items ordered. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- 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 bank charges when transferring the payment.**
- The official contractor will issue the invoice.

**Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. Thank you.**





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## **SECTION III OPTIONAL FORMS**

### **3.4 STANDARD STAND LAYOUT**

**(OPTIONAL FOR SHELL SCHEME)**

**INTERNATIONAL EXHIBITORS**

**(SEE SECTION II.B.)**



### SECTION III OPTIONAL FORMS

#### 3.5 WATER AND COMPRESSED AIR SUPPLY

#### (OPTIONAL FOR ALL EXHIBITORS)

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		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.

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Water supply to booth with 10m pipe up & down, Ø 15mm (inner dia. of client interface), P. 4 kgf/cm <sup>2</sup>	2680		
2	Water supply to machine with 10m pipe up & down, Ø 20mm (inner dia. of client interface), P. 4 kgf/cm <sup>2</sup>	4320		

**RMB 500 HANDLING FEE FOR WATER CONNECTION WILL BE CHARGED**

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Compressed air 0.5HP-5HP ( ≤0.4m <sup>3</sup> /Min & 8~10 kgf/cm <sup>2</sup> ), Ø 10mm (inner dia. Of client interface)	4350		
2	Compressed air 6HP-10HP ( ≤0.9m <sup>3</sup> /Min & 8~10 kgf/cm <sup>2</sup> ), Ø 19mm (inner dia. Of client interface)	4900		
3	Compressed air 10 Bar 1m <sup>3</sup> /Min, Ø 25mm (inner dia. Of client interface)	5800		

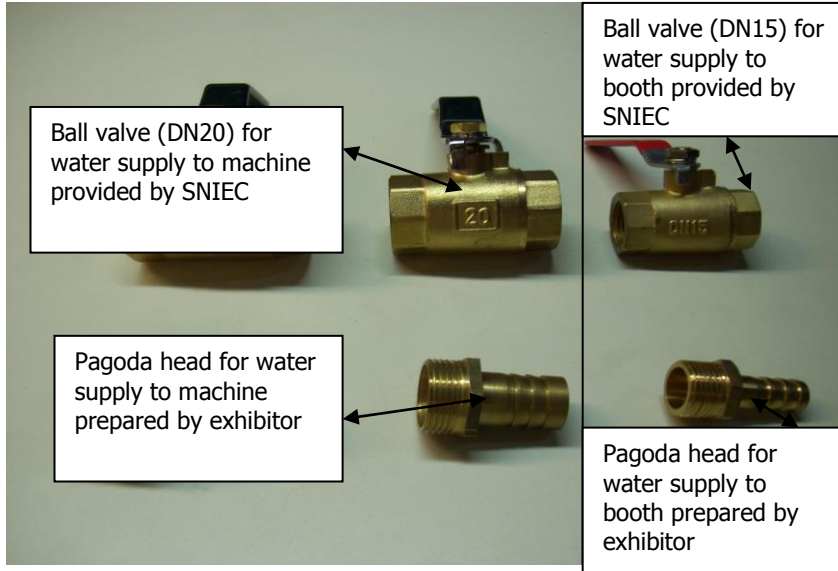
**RMB 500 HANDLING FEE FOR COMPRESSED AIR CONNECTION WILL BE CHARGED**

- Please indicate the air delivery in \_\_\_\_\_ litre/min for our reference.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % 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 30 % (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 3.4 "Stand Layout" the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
- 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. (Please refer next page)
- 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

Data of water supply adaptor



Data of air compressor adaptor

15HP≤1.0m <sup>3</sup> /min interface (DN25) provided by SNIIEC	10HP≥0.9m <sup>3</sup> /min interface (DN20) provided by SNIIEC	5HP≥0.4m <sup>3</sup> /min interface (disconnect coupling head) provided by SNIIEC
≤1.0m <sup>3</sup> /min pagoda head metric system prepared by exhibitor	≥0.9 m <sup>3</sup> /min pagoda head metric system prepared by exhibitor	≥0.4 m <sup>3</sup> /min quick adaptor prepared by exhibitor



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### SECTION III OPTIONAL FORMS

#### 3.6 HANGING POINT AND ADVERTISING OPPORTUNITIES

#### (OPTIONAL FOR ALL EXHIBITORS)

**DEADLINE: 31 AUGUST 2018**

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		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.

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 RMB 100/pc deposit.) <i>Please refer the notice on next page!</i>	2,500.00/point /period		
Hanging point fee for banner - in hall - (max. size for banner, 2.00 x 5.00 m) incl. the genie lift, excl. all accessories <i>Please refer the notice on next page!</i>	<=5 sqm(single side)	900.00/sqm	
	> 5 sqm(single side)	900.00/sqm	
<b>**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.</b>			

#### Note

- The filled hanging point quantity in order form is just estimated quantity. The final calculation of the quantity of hanging points can only be done after the hall owner has positioned the hanging structure onsite and the amount of hanging points at the ceiling is defined. Then these hanging points at the ceiling will be invoiced to the exhibitor.
- The "Hanging Point" in price list means the point connecting hanging cable and ceiling crossbeam. Quantity of hanging point will be calculated based on this specification on-site. The final calculation of the quantity of hanging points is subject to the location of crossbeams above the specific booth. For the hanging points needed at the hall ceiling ("V Shape" way), the normal case is considered to be minimum two hanging points at the hall ceiling to result in one hanging point at the construction.
- Please check with the official contractor if banner could be hung above your booth before you submit the form.
- After the deadline, late orders may not be accommodated. **If accepted and available, a surcharge of 50% must be levied.**
- For changes of confirmed and invoiced orders, **a surcharge of 50% must be levied.**
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Order of hanging points can only be accepted with the submission of plans 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.

For more information on sponsoring, please refer to Section II.A Marketing Brochure

or contact: **Ms. Lihua Zhu**

Tel.: +86 (0)21 2020 5646

Fax: +86 (0)21 2020 5688

Email: lihua.zhu@mm-sh.com



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## 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. For any structure that is connected to the ground, it is strictly prohibited to 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, audio, LED screen, etc. the metal structure and the casing must have reliable grounding device.
11. Notice for suspending large LED screen:
  - a. The application for large LED Screen hanging point shall be rendered to the exhibition hall ten working days before the moving in date.
  - b. The application shall include booth floor plan, booth perspective, exact size and total weight of the screen and frame, location of the hanging point and load bearing, etc.
  - c. The landing screen shall not be fastened with the hanging point.
  - d. It shall not be suspended without prior application and approval.
12. Regarding the truss
  - a. The aluminum alloy truss size should not be less than 200mm\*200mm and not greater than 400mm\*400.
  - b. The irony 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 higher than 9m away from the floor.
16. The advertisement or the hanging structure shall not exceed booth space and be suspended above the public area.
17. All the hanging banners no more than 5 meters wide and no more than 25 kg, which can be hung by cotton ropes with the graphics with exhibitor's logo or image will be charged as advertisement release (RMB 2,493/piece for banners no bigger than 5 sqm; RMB 502/sqm for banners bigger than 5 sqm. Double sided ad will be charged by total sqm on two sides.) Banner should be produced by applicant (incl. graphic and accessories). The top and bottom edges of the banner shall be fixated by one metal tube per edge without any break or connection points. The metal tube shall be self-prepared by exhibitor/booth contractor. The venue is not responsible for it.





### SECTION III OPTIONAL FORMS

18. The hanging banners exceeding the above specifications must be hung by block. Banners wider than 5 meters shall be fixated by lamp holders. If the hanging banner fits the description of both "hanging point" and "Release and Hanging of Ad in the air in exhibition halls", charges to the higher price shall prevail.
19. Exhibitors or their booth contractors are responsible to assemble the hanging signs by themselves. SNIIEC is responsible for hanging and removal of all signs under instruction by exhibitors or their booth contractors who comply with the rule. When hanging structure is positioned and hanging points and blocks are installed by technician from venue, exhibitor/booth contractor should hoist hanging point by themselves after confirming point quantity with venue technician.
20. The applicant shall keep all point moving up and down synchronously while lifting the suspended structure with the premise of ensuring the balance.
21. The applicant shall pay the deposit (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 SNIIEC 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 SNIIEC.
22. 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.
23. The applicant shall strictly abide by the operating and managing rules about structure safety and safe utilization of electric power, etc. and bear all responsibilities.
24. Organizer and SNIIEC reserve the right to refuse hanging materials or any items that do not comply with safety guidelines.
25. All costs and risks associated with overhead hanging features are the sole responsibility of the exhibitor. These include the risk that sightlines to the exhibitor's own signs may be blocked by others' signs and displays.



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



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## SECTION III OPTIONAL FORMS

### 3.7 ADDITIONAL FURNITURE (OPTIONAL FOR SHELL SCHEME)

INTERNATIONAL EXHIBITORS  
(SEE SECTION II.B.)

Please use our **webshop**:

<https://konfigurator.meplan.de/de/Configuration/StartConfiguration?EventId=62927825>



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## **SECTION III OPTIONAL FORMS**

### **ADDITIONAL FURNITURE (CONY'D)**

**INTERNATIONAL EXHIBITORS**

**(SEE SECTION II.B.)**

Please use our **webshop**:

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**SECTION III OPTIONAL FORMS**

**ADDITIONAL FURNITURE (CONT'D)**

**INTERNATIONAL EXHIBITORS**

**(SEE SECTION II.B.)**

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## SECTION III OPTIONAL FORMS

### 3.8 OFFICE EQUIPMENT (OPTIONAL FOR ALL EXHIBITORS)

INTERNATIONAL EXHIBITORS  
(SEE SECTION II.B.)

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### SECTION III OPTIONAL FORMS

## 3.9 TELEPHONE & INTERNET (OPTIONAL FOR ALL EXHIBITORS)

DEADLINE: 31 AUGUST 2018

<b>Hall E1, E2 please return form to:</b> <b>Viewshop Exhibits &amp; Display (Shanghai) Co., Ltd. (E1, E2)</b> Room A08-A10, No. 1099 Guozhan Road Shanghai, China, 200126 Tel: +86-21-3251 3138 Fax: +86-21-3251 7901 Contact: Mr. Harry Wang (E1) / ext. 215 Mr. Tony Jiang (E2) / ext. 224 Email: harry.wang@viewshop.net tony.jiang@viewshop.net	<b>Hall E3, E4 please return form to:</b> <b>SHANGHAI HOMER-EXPO SERVICE CO., LTD. (E3, E4)</b> 1st Floor, No.16 Building of the National Science Park of Donghua University, No.658 Jinzhong Road, Shanghai, China Tel.: +86-21-5221 2001 Fax: +86-21-5221 2002 Contact: Ms. Liya Xu (E3) / ext. 805 Mr. Jialin Huang (E4) / ext. 806 Email: xly@homer-expo.com hjl@homer-expo.com	Company:	
		Address:	
		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.

Description	Unit Price RMB	Refundable Deposit RMB (paid on-site)	Quantity	Total RMB
Local DD	1120			
Domestic DD	1120			
IDD line (International Direct Dialling)	3240			
Exhibition service 10M Fiber-based broadband, 1 Public static IP address	5900			
Exhibition service 6M Fiber-based broadband, 1 Public dedicated IP address	8000			
Exhibition service 10M Fiber-based broadband, 1 Public dedicated IP address	8500			
Fax machine roll paper type (24 hrs socket excluded, Telephone line excluded)	1080			

#### Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % 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 30 % (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 3.4 "Stand Layout" the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- 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.
- **All the above items do not include sockets and power supply.**



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## SECTION III OPTIONAL FORMS

### 3.10 SPECIAL ITEMS

INTERNATIONAL EXHIBITORS  
(SEE SECTION II.B.)

Please use our **webshop**:

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## SECTION III OPTIONAL FORMS

### 3.11 ADDITIONAL BOOTH CLEANING

(OPTIONAL FOR RAW SPACE)

DEADLINE: 21 AUGUST 2018

<b>Please return form to:</b>  <b>MEPLAN GmbH</b> Olof-Palme-Straße 1 81829 Muenchen, Germany  Tel. +49 (0)89 949 28-369 Fax +49 (0)89 540 26-7569 Email: jessica.kiessling@meplan.de	Company: _____
	Address: _____
	Contact Person: _____
	Phone: _____
	Fax: _____
	Email: _____
	Hall No.: _____
	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 €/sqm	sqm	Total €
<input type="checkbox"/>	We hereby order the daily additional cleaning of our stand area only (no exhibits, furniture etc.) for the price of € 8.00 per sqm for the duration of the fair only.	8,00		

#### Note

**ALL ORDERS** received after **21<sup>st</sup> August 2018** are subject to a **30 % late order surcharge**.

**ALL ORDERS** received after **17<sup>th</sup> October 2018** are subject to a **50 % late order surcharge**.

After this deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% for late orders as well as for on-site orders must be levied.

#### ON-SITE ORDERS:

**ALL ORDERS** received on site are subject to a **50% on site order surcharge**. They will only be accepted on the condition that all timely orders are executed and there is equipment available-

#### GENERALLY:

Please do not pay in cash for any services regarding stand construction services on site if not directly to MEPLAN staff. Should anybody approach you on site with such request, please inform the MEPLAN staff immediately.



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### SECTION III OPTIONAL FORMS

## 3.12 BOOTH PERSONNEL (INTERPRETER/HOUSTESS)

(OPTIONAL FOR ALL EXHIBITORS)

DEADLINE: 31 AUGUST 2018

<b>Please return form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5537 Fax: +86 (0)21-2020 5688 Email: shirley.du@mm-sh.com Contact Person: Ms. Shirley Du	Company:
	Address:
	Tel:
	Email:
	Company stamp and legally Signature:
	Signature:
	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 without the advanced permission of the Organisers. Exhibitors will be responsible for the safety of temporary staff on duty at there stand. The Organisers will not be responsible for any loss or damage caused by such personnel.
- Rates quoted here will be doubled on Saturdays, Sundays, and Public Holidays.

#### a) Advanced interpreter at daily rate of RMB 4000,-- per interpreter

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

#### b) Advanced interpreter at daily rate of RMB 4,800,-- per interpreter

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

#### c) Ordinary English - speaking interpreter at daily rate of RMB 1500,-- per interpreter

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

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

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

#### Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % 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 30 % (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.
- **For technical staff (e.g. stand fitter) please fill-in 3.10.**





### SECTION III OPTIONAL FORMS

## 3.13 IMPORTANT NOTICE OF CATERING APPLICATION (OPTIONAL FOR ALL EXHIBITORS)

Any out-sourcing catering without the approval of SNIIEC is strictly forbidden. The organizer will not bear the responsibilities for any loss and results caused by this.

Below are the catering regulations, the application procedures and some catering companies` contact for your information:

#### I. Suppliers located in SNIIEC — below three restaurants can provide catering-delivery service without catering deposit & catering management fee to be charged.

- **Shanghai Yima Catering (La Cité Café & Papa Johns at Hall E4, E6 & N5)**

Contact: Ms. Yoyo Liu / Ms. Elyn Shi

Email: lucky8039@126.com

Tel: 15900966003

- **Paulaner (Hall N2)**

Contact: Mr. Steffen Feng

Email: mkt40@bln.com.cn

Tel: 021 -5466 5700 ext. 40

- **SNIIEC Business Center (Hall N4)**

Contact: Ms.Tu

Tel: 13524170973

E-mail: tuwenjun@shlp.com

#### II. Suppliers outside SNIIEC —below restaurants are qualified (updated on 22 September, 2017).

**Please submit the application including caterer`s contact, catering activity type and timing, catering area`s dimension and below documents to clair.shu@mm-sh.com one month before the show opens.**

According to the new regulations of SNIIEC: all the exhibitors must provide the **cateres` legal and valid business license / tax registration / ID document of the legal representative / license of catering service for group meal delivery** to the organizer to submit to SNIIEC for approval before they confirm the caterers.

Once the application to SNIIEC is approved, it is required to pay for below catering management fee & refundable catering deposit to SNIIEC (Please confirm with the catering company in advance who will afford this deposit)

Catering Area	Catering Deposit (RMB)	Catering Management Fee (RMB)
< 50 sqm	10,000	10,000
50-100 sqm	15,000	15,000
100-300 sqm	20,000	20,000
300 sqm	30,000	30,000



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## SECTION III OPTIONAL FORMS

- **The Westin Bund Center Shanghai**

Contact: Ms. Joy Chen  
Tel: +86 21 63351888 Ext. 7561  
E-mail: Joy.Chen@westin.com

- **The Ritz-Carlton Shanghai, Pudong**

Contact: Mr. Peter Wang  
Tel: +86 21 20201152  
E-mail: peter.wanglei@ritzcarlton.com

- **Shanghai Marriott Hotel Hongqiao**

Contact: Ms. Edith Liu  
Tel: + 86 21 60106000 Ext: 6222  
E-mail: mhers.shaqi.seniorcateringsalesmgr@marriotthotels.com

- **JW Marriott Hotel Shanghai Changfeng Park**

Contact: Mr. Vincent Lu  
Tel: + 86 21 22156661  
E-mail: vincent.lu@marriott.com

- **Park Hyatt Shanghai**

Contact: Ms. Sirene Qian  
Tel: +86 21 38551550  
E-mail: sirene.qian@hyatt.com

- **The Portman Ritz-Carlton, Shanghai**

Contact: Ms. Jessica Zhou  
Tel: +86 21 62798888 Ext. 6344  
E-mail: jessica.zhoujing@ritzcarlton.com

- **InterContinental Shanghai Expo Hotel**

Contact: Mr. James Chen  
Tel: +86 187 2172 4907  
E-mail: james.chen@icshexpo.shdchotel.com

- **Hongqiao Jin Jiang Hotel**

Contact: Ms. Jannifer Hu  
Tel : +86 21 62758888  
E-mail: Jennifer.hu@hongqiaojinjiang.com

- **Shanghai Tian Fang food manufacturing Co., Ltd.**

Contact: Mr. Liu  
Tel: 13918162376

- **WH Ming Hotel Shanghai**

Contact: Mr. Tony Tong  
Tel: +86 151 0218 6702  
E-mail: tony.tong@whminghotel.com

- **Harvest Festival**

Contact: Mr. Beck Sun  
Tel: +86 138 16014 999  
E-mail: 870425849@qq.com



### SECTION III OPTIONAL FORMS

## 3.14 LUNCH BOX ORDER (OPTIONAL FOR ALL EXHIBITORS)

**DEADLINE: 31 AUGUST 2018**

<b>Please return form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11 <sup>th</sup> floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122/ P.R. China Tel.: +86 (0)21 2020 5641 Fax: +86 (0)21 2020 5688 Email: clair.shu@mm-sh.com Contact Person: Ms. Clair Shu	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Authorised by:	
	Signature:	Date:
	Hall / Booth No.:	

This form should be completed and returned by all exhibitors who need to order lunch boxes during move-in / show period / move-out.

The exhibition management has an official Lunch Box provider- Shanghai Yi Ma Catering Co.,Ltd.

Set A	Chinese Cuisine (for one person)			
	<b>Main course</b>	<b>Beverage</b>		<b>Price</b>
	A1. Baked rice with beef & bacon	coke(355ml)		RMB 35
	A2. Black pepper rice with beef fillet	coke(355ml)		RMB 35
	A3. Steamed rice with flavored pork	coke(355ml)		RMB 35
Set B	Western Cuisine			
	<b>Main course</b>	<b>Beverage</b>	<b>Snacks</b>	<b>Price</b>
	(for one person)			
	B1. Baked rice with curry chicken	coke(355ml)	2 chicken wings	RMB 50
	B2. Pasta with beef sauce	coke(355ml)	2 chicken wings	RMB 50
	B3. Ham sandwich	coke(355ml)	2 chicken wings	RMB 50
Set C	(for one person)			
	C1. Super pizza (9 inches)	coke(355ml)	2 chicken wings	RMB 80
	C2. Cheese pizza (9 inches)	coke(355ml)	2 chicken wings	RMB 80

Date	Move-in		Show Period		Move-out
	29 Oct.	30 Oct.	31 Oct.	1 Nov.	2 Nov.
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					
Type (Nr.)					
Quantity					

#### Note

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



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## SECTION III OPTIONAL FORMS

### 3.15 HOTEL RESERVATION (OPTIONAL FOR ALL EXHIBITORS)

Online Booking: <https://www.orient-explorer.net/ac>

#### Introduction of Official Hotels

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

☆☆☆☆☆

No. 1388 Hua Mu Road Pudong



The opening of the hotel on 18th February 2011 marks the debut of Shangri-La Hotels and Resorts' newest five-star hotel brand: Kerry Hotels.

Flowing seamlessly within the new Kerry Parkside complex, integrating the hotel with an office tower, serviced residences and lifestyle retail mall, Kerry Hotel Pudong, Shanghai is located in the heart of Pudong, opposite Century Park, the largest eco-park in Shanghai, and directly connected to the Shanghai New International Expo Center (SNIEC).

It only takes 3 minutes walking to Shanghai New International Expo Center, There is 35 minutes drive to Pudong International Airport and 30 minutes drive to Hongqiao Airport.

##### 2. Shanghai Jumeirah Himalayas Hotel

☆☆☆☆☆

No. 1108 Meihua Rd., Pudong



Shanghai Jumeirah Himalaya Hotel, which started business in 2011 with 388 rooms and height of 99.9 floors, adjoins to Shanghai New International Expo Center, Thumb Plaza, 96 Square, Shanghai Oriental Art Center and Asia-Pacific Shenghui Shopping Center; it is available for walking to Huamu road Station of Subway No.7 Line and Longyang road Station of Subway No.2 Line.

It only takes 3 minutes walking to Shanghai New International Expo Center, There is 35 minutes drive to Pudong International Airport and 30 minutes drive to Hongqiao Airport.

##### 3. Renaissance Hotel Pudong

☆☆☆☆☆

No. 100, Changliu Road



The 369-room Renaissance Shanghai Pudong Hotel is located on the southeastern fringe of the Pudong CBD, a 5-min drive from the Shanghai New International Expo Centre and the Pudong District Government offices.

It only takes 10 minutes to Shanghai New International Expo Center here by free shuttle bus. There is a 40mins drive to Pudong International Airport and a 30mins drive to Hongqiao Airport.

##### 4. DoubleTree by Hilton Shanghai – Pudong

☆☆☆☆☆

No.889, South Yanggao Rd



Shanghai east jinjiang Hilton doubletree adjacent to the Shanghai new international expo center, located in lujiazui commercial circle of Shanghai east jinjiang Hilton doubletree things two floor to 47 floors standing proudly in pudong, overlooking the huangpu river, beautiful scenery panoramic view, and with its hub location is convenient to Shanghai business center

It only takes 10 minutes to Shanghai New International Expo Center here by free shuttle bus. There is a 38mins drive to Pudong International Airport and a 35mins drive to Hongqiao Airport.

##### 5. InterContinental Shanghai Pudong

☆☆☆☆☆

No. 777 Zhangyang Road Pudong



The InterContinental Shanghai Pudong (Shanghai Jinjiang Tangchen Zhouji Dajjudian) is ideally located in the heart of Lujiazui, Shanghai's ultra modern business, shopping and restaurant district. The luxury hotel sits directly on the bustling Zhangyang Road within easy walking distance to many of Pudong's major attractions including Next Age and Time Square.

It only takes 10 minutes walking to Shanghai New International Expo Center, There is 45 minutes drive to Pudong International Airport and 59 minutes drive to Hongqiao Airport.





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## SECTION III OPTIONAL FORMS

### 6. Parkview hotel

☆☆☆☆

No. 555 Dingxiang Road



Parkview Hotel Shanghai adjacent to Shanghai Oriental Art Centre, is strategically located in the heart of Pudong New Area. Here you can take a panoramic view of the city's land mark, Century Plaza. Just off the subway station, it is only a 10-minute drive from Shanghai New International Expo Center and 30 minutes from the Pudong International Airport.

It only takes 10 minutes to Shanghai New International Expo Center here by free shuttle bus.  
There is a 35-minute drive to Pudong International Airport and a 40-minute drive to Hongqiao Airport.

### 7. Holiday Inn (Shanghai Jinxiu)

☆☆☆☆

No. 399 Jinzun Road



The Holiday Inn Shanghai Jinxiu (Dahua Jinxiu Jiari Jiudian) is located in the commercial center of Pudong, close to the 2010 Expo site. Metro Line 7 leads to this hotel.

Century Park is nearby, as is the Kerry Parkside shopping complex (Huamu Road stop on Metro Line 7)

It only takes 10 minutes to Shanghai New International Expo Center here by free shuttle bus.  
There is a 36 mins drive to Pudong International Airport and a 57 mins drive to Hongqiao.

### 8. Courtyard by Marriott Shanghai-Pudong

☆☆☆☆

No. 838 Dongfang Road



The Courtyard by Marriott Shanghai Pudong is a contemporary business hotel located within the Pudong business district close to Lujiazui financial center. Its location at the main intersection of Pudong allows easy access to business centers in both Pudong and Puxi and is a five minute walk to the Century Avenue metro station which is a hub for lines 2, 4, 6, and 9. Our recently renovated Premier and Executive level rooms as well as our state of the art Club Lounge are the perfect match for discerning international and domestic travelers looking to be in the heart of Shanghai.

It only takes 10 minutes to Shanghai New International Expo Center here by free shuttle bus.  
There is a 50 mins drive to Pudong International Airport and a 55 mins drive to Hongqiao.

### 9. Manju Business hotel

No. 1609 Luoshan road



Shanghai New Century Manju Hotel Luoshan is located 2 km from Shanghai New International Expo Centre and 5 km from Lujiazui commercial area. Fitted with luxurious decors, it features a lake, a lawn and free Wi-Fi in public areas. The hotel's restaurant serves a variety of local dishes among other Asian cuisine. An American menu is also available.

It only takes 5 minutes to Shanghai New International Expo Center here by free shuttle. There is a 30 minutes drive to Pudong International Airport and a 60 minutes drive to Hongqiao Airport.

### 10. Ibis Hotel (Shanghai Lianyang)

No. 200 Fangdian Road



The worldwide budget ibis hotels are owned by Accor hotels and offer more than 983 hotels in 58 countries. Beds feature high-tech bases and mattresses, fluffy pillows and soft duvets. Rooms feature all the standard amenities, a desk and either a double or two single beds. This chain offers extended breakfast times which run from 4:00 a.m. to midday.

It only takes 5 minutes to Shanghai New International Expo Center here by free shuttle bus.  
There is a 41 mins drive to Pudong International Airport and a 76 mins drive to Hongqiao.





### SECTION III OPTIONAL FORMS

#### 11. Jinjiang Inn (world expo)

No. 300 Banquan Road



Jinjiang star (world expo ) is located nearby the World Expo , near metro Line 8 .

It only takes 20 minutes to Shanghai New International Expo Center here by free taxi.

There is a 45-minute drive to Pudong International Airport and a 40-minute drive to Hongqiao Airport.

### Official Hotel Rates

Recommended hotel list for exhibitors and visitors:

Star	Name of Hotel	Room Type	Unit Price	Breakfast/Internet	Distance to SNIEC
5*	Kerry Hotel Pudong	Deluxe Single room	RMB 1450+16% Pay onsite	One/free	2 mins by walking distance
		Deluxe Twin / double room	RMB 1650+16% Pay onsite	Two/free	
5*	Jumeirah Himalayas Hotel	Deluxe Single room	RMB 1350+16% Pay onsite	One/free	3 mins by walking distance
		Deluxe Twin/double room	RMB 1500+16% Pay onsite	Two/free	
5*	Renaissance Hotel Pudong	Deluxe Single room	RMB 900+16%	One/free	10 mins by free shuttle bus
		Deluxe Twin/double room	RMB 900+16%	Two/free	
5*	DoubleTree by Hilton Shanghai – Pudong	Superior Single room	RMB 830+16%	One/ free	10 mins by free shuttle bus
		Superior Twin/double room	RMB 830+16%	Two/ free	
4*	Intercontinental Pudong	Superior Single room	RMB 800+16%	One/free	15 mins by free shuttle bus
		Superior Twin/double room	RMB 880+16%	Two/free	
4*	Parkview hotel	Superior Single room	RMB 650 net	One/free	10 mins by free shuttle bus
		Superior Twin/double room	RMB 700 net	Two/free	
4*	Holiday Inn Jinxiu	Superior Single room	RMB 730 net	One/free	10 mins by free shuttle bus
		Superior Twin/double room	RMB 780 net	Two/free	
4*	Courtyard by Marriott Shanghai-Pudong	Deluxe Single room	RMB 850 net	One/free	10 mins by free shuttle bus
		Deluxe Twin/double room	RMB 850 net	Two/free	
Budget hotel	Manju Business hotel	business Single room	RMB 450 net	One/free	5 mins by free shuttle



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### SECTION III OPTIONAL FORMS

		Business Twin/double room	RMB 450 net	Two/free	
		deluxe Single room	RMB 500 net	One/free	
		deluxe Twin/double room	RMB 500 net	One/free	
<b>Budget hotel</b>	<b>IBIS Lianyang</b>	Standard Single room	RMB 430 net	One/free	10 mins by free shuttle bus
		Standard Twin/double room	RMB 430 net	Two/free	
<b>Budget hotel</b>	<b>Jinjiang Inn (world expo)</b>	Standard single room	RMB 330 net	One/free	20 mins by free shuttle bus
		Standard twin/double room	RMB 330 net	Two/free	

#### Notes to book the above hotels:

The full accommodation fee are required for pre-payment and must be made on or before **17 October 2018**

#### Terms & conditions:

- Shanghai **Orient Event Service** is the official appointed travel agent for the event. Once received your completed booking, Orient Event Service will reply you by confirmation letter. Please use your confirmation letter to check in to hotel.
- **Cancellation policy:** any cancellation must be informed by email on or before **17 October 2018** otherwise one night room charge has to be applied. For **InterContinental Pudong**, any shorten stay or cancellation after deadline, it will be non refundable.
- **No show:** if no show, one night room fee will be charged as penalty. Balance payment will be refunded one week after the show.



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**SECTION III OPTIONAL FORMS**

**Hotel Booking Form**

**DEADLINE: 17 OCTOBER 2018**

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others _____
*Company Name:	_____
*Guest Name:	Surname: _____ First Name: _____
	<input type="checkbox"/> Kerry Hotel Pudong
	<input type="checkbox"/> Jumeirah Himalayas Hotel
	<input type="checkbox"/> Renaissance Hotel Pudong
	<input type="checkbox"/> DoubleTree by Hilton Shanghai – Pudong
	<input type="checkbox"/> Intercontinental Pudong
	<input type="checkbox"/> Parkview hotel
	<input type="checkbox"/> Holiday Inn Jinxiu Hotel
	<input type="checkbox"/> Courtyard by Marriott Shanghai-Pudong
	<input type="checkbox"/> Manju Business hotel
	<input type="checkbox"/> IBIS Lianyang
	<input type="checkbox"/> Jinjiang Inn (world Expo)
*Room Type:	_____
*Daily Room Rate (RMB):	_____
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	_____
*Departure Date:	_____
Special Requirements:	_____
Hotel Limo Airport Pickup Service:	<input type="checkbox"/> Arrival, Flight No./ Time: _____ <input type="checkbox"/> Departure, Flight No / Time: _____
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB Others _____
*Credit Card Number:	_____ CVV code: _____
*Expiry Date:	_____
Card Holder Signature	_____

Please read the hotel information and notice carefully when fill in this reservation form.\* is compulsory fields.

**\*\*Payment via credit card and bank transfer is subjected to a 3% administration fee**

Please send this form to: <b>Messe Muenchen Shanghai Co., Ltd.</b> Tel.: +86 (0)21-2020 5537 Email: shirley.du@mm-sh.com Contact Person: Ms. Shirley Du <b>**Please contact us directly if book more than 5 rooms</b>	*Contact Person:
	*Title:
	*Email:
	*Tel: Country Code – Area Code – Tel No.
	*Fax: Country Code – Area Code – Fax No.
	Company:
	Address:
	Booth No.:
	*Signature: _____ Date: _____



**SECTION III OPTIONAL FORMS**

**3.16 INVITATION LETTER TO CHINA  
(OPTIONAL FOR ALL EXHIBITORS)**

**DEADLINE: 31 AUGUST 2018**

**Instructions on How to Apply for a Chinese VISA**

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

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

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China
Visa validity	A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa	
Duration of stay / number of entries	Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao	
Requirements towards passport	A	There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page
	B	Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply
Where to apply for a Chinese visa	Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).	
NOTES	1	The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
	2	The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
	3	The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
	4	The applicant should not engage in activities incompatible with his / her status when he/she enters China
	5	For foreign visitors employment in the territory of China is prohibited without approval



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### SECTION III OPTIONAL FORMS

#### INVITATION LETTER TO CHINA (CONT')

#### (OPTIONAL FOR ALL EXHIBITORS)

**DEADLINE: 31 AUGUST 2018**

<b>Please return form to:</b>  <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN FORTUNE Tower, 1088 Yuanshen Road Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5537 Fax: +86 (0)21-2020 5688 Email: shirley.du@mm-sh.com Contact Person: Ms. Shirley Du	Company:
	Address:
	Tel:
	Fax:
	Email:
	Person in Charge:
	Signature:
	Date:
	Hall / Booth No.:

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

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

#### **Procedures:**

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your visa invitation letter immediately.
3. Please submit the application form together with the following required documents according to the procedure policy.
  - ✓ passport copy
  - ✓ entry record to China
4. Once approved, we will send you an invitation letter via fax or email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. If you need invitation letter issued by Chinese government, **USD 50** application fee should be charged.
7. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
8. Your embassy or consulate may have an additional charge for their paperwork.

#### **Attention:**

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

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

**PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY**

## Section IV Shipping Guidelines

Contact of official freight forwarder:

Top-trans Expo Logistics Co., Ltd.

Please refer shipping guideline from Page 80





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**SECTION IV**

**SHIPPING GUIDELINE**

### **analytica China 2018**

SNIEC, Shanghai, China,  
31<sup>st</sup> Oct - 2<sup>nd</sup> Nov 2018

**Dear Exhibitors,**

We are pleased to announce that **Top-Trans Expo Logistics Co., Ltd.** has been appointed by the show organizer as the Official Freight Forwarder of this event to be responsible for the freight service, on-site exhibits handling and customs clearance.

If you have any questions regarding freight forwarding matters, please feel free to contact,

#### **Top-Trans Expo Logistics Co., Ltd.**

Rm 2001, Zhong Dian Building,  
No. 1029, North Nanquan Road,  
Shanghai 200122, CHINA

#### **Overseas Cargo Contacts:**

##### **Ms. Linda ZHANG**

Tel: (+86) 21 5835 0858-815  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 132 4812 1726  
Email: linda.zhang@top-trans.com.cn

##### **Mr. Kevin LU**

Tel: (+86) 21 5835 0858-804  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 175 2173 3856  
Email: kevin.lu@top-trans.com.cn

#### **Domestic Cargo Contacts:**

##### **Hall E1: Mr. Alfa WANG**

Tel: (+86) 21 5835 0858-809  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 137 7437 6676  
Email: alfa.wang@top-trans.com.cn

##### **Hall E2: Ms. Linda ZHANG**

Tel: (+86) 21 5835 0858-815  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 132 4812 1726  
Email: linda.zhang@top-trans.com.cn

##### **Hall E3: Mr. Kevin LU**

Tel: (+86) 21 5835 0858-804  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 175 2173 3856  
Email: kevin.lu@top-trans.com.cn

##### **Hall E4: Ms. Selina SUN**

Tel: (+86) 21 5835 0858-813  
Fax: (+86) 21 5835 0929  
Mobile: (+86) 132 4837 7721  
Email: selina.sun@top-trans.com.cn

We wish you every success in the exhibition and look forward to seeing you in Shanghai.

Yours faithfully,

**Top-Trans Expo Logistics Co., Ltd.**



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**SHIPPING MANUAL**

**FOR TEMPORARILY IMPORTED SHIPMENTS DIRECTLY TO SHANGHAI AIRPORT / SEAPORT**

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### SECTION IV SHIPPING GUIDELINE

#### A. SCHEDULE

	For air shipments	For sea shipments
<b>CARGO RECEIVING PERIOD</b>	17-19 OCT 2018	15-17 OCT, 2018
<b>DOCUMENTS REACHING TOP-TRANS</b>		
Airway bills for air shipments	3 days prior to arrival of flight	
Ocean bills of lading for sea shipments		20 days prior to arrival of vessel
Other Documents on or before	28 SEP 2018	28 SEP 2018
<b>INBOUND PAYMENT ON OR BEFORE</b>	25 OCT 2018	

- 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)	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to <b>TOP-TRANS</b>	D
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.	E
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 <b>TOP-TRANS</b> ; - 1 copy by fax or by email in advance.	I
Insurance Policy (if insured)	- 1 copy brought to fair site	N

#### C. DOCUMENTATION

##### 1. CONSIGNMENT INSTRUCTION

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

##### **ATTENTION!**

According to (GACC) NO.56 Announcement 2017, enterprises with unified code of social credit who have been recorded by the customs, use unified code of social credit to transmit electronic data of inbound and outbound means of transport and manifest to the customs.

Further to this announcement, please note the following requirements when consigning the shipments. To make sure your consignments fulfill the latest Customs regulations, please consult TOP-TRANS before dispatching.



### SECTION IV SHIPPING GUIDELINE

- a. The following sheet: **MUST** be submitted to the booking agent; otherwise, we **CANNOT** do custom clearance in China.

	JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH(KSF)
Country Code	CN
Enterprise Code Type	USCI
Unified Social Credit Code	91310115X07304429N
Contact Person:	Ms. VIVIAN YU / shairimport@feiliks.com
TEL/TLX	00862150962023/00862168852953

	Top-Trans Expo Logistics Co., Ltd.
Country Code	CN
Enterprise Code Type	USCI
Unified Social Credit Code	91310115MA1H82265B
Contact Person:	Mr. KEVIN LU / kevin.lu@top-trans.com.cn
TEL/TLX	00862158350858/00862158350929

- b. Air consignments under MAWB without HAWB will no longer be distributed to appointed terminal warehouse. We are not responsible for longer time of customs clearance and higher cost for terminal handling if occurred thus caused. All shipments must be consigned "**Freight prepaid**" to the following consignee.

<p><b>For air shipments - to Shanghai Airport:</b> <u>Master Air Waybills:</u> 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. RM 2001, ZHONG DIAN BUILDING, NO. 1029, NORTH NANQUAN ROAD, SHANGHAI 200122, CHINA ATTN: KEVIN&amp;LINDA TEL: (+86) 21 5835 0858 FOR: ANALYTICA CHINA 2018 USCI+91310115MA1H82265B</p> <p><u>House Air Waybills:</u> CONSIGNEE&amp; NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. RM 2001, ZHONG DIAN BUILDING, NO. 1029, NORTH NANQUAN ROAD, SHANGHAI 200122, CHINA ATTN: KEVIN TEL: (+86) 21 5835 0858 FOR: ANALYTICA CHINA 2018 USCI+91310115MA1H82265B</p>	<p><b>For sea shipments - to Shanghai Seaport:</b> CONSIGNEE &amp; NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. RM 2001, ZHONG DIAN BUILDING, NO. 1029, NORTH NANQUAN ROAD, SHANGHAI 200122, CHINA ATTN: KEVIN&amp;LINDA TEL: (+86) 21 5835 0858 FOR: ANALYTICA CHINA 2018 USCI+91310115MA1H82265B</p>
--	--



### SECTION IV SHIPPING GUIDELINE

- c. Customs negative list manages the contents of the "brief description of goods". Noncompliance with the Customs requirements will cause automatic return of the shipments.

Non Acceptable (不接受申报)	Acceptable (可接受申报)
Agricultural products (农产品)	Long grain (籼米)
Aid consignments (援助的货物)	
Animals (动物)	Live horses (活马)
Apparel (服装)	Dresses (连衣裙)
Appliances (电器)	TV set (电视机)
Ceramic products (陶瓷产品)	Refractory bricks (耐火砖)
Chemicals, hazardous (化学品, 危险)	Red phosphorus (红磷)
Electronics (数码产品)	Video games (电子游戏机)
Equipment (设备)	
Flooring (地板)	Wood Flooring (木地板)
Foodstuffs (食品)	Sweet biscuits (甜饼干)
Freight of All Kinds (各类杂货)	
Gifts (礼品)	
Iron (铁)	Iron Pipes (铁管)
Leather Articles (皮革制品)	Leather Handbags (皮革手提包)
Machines (机器)	Cuting-off machines (切割机)
Meat (肉)	Meat of swine (猪肉)
Mineral Products (矿产品)	Edible salt (食用盐)
Oil (油)	Lubricating oils (润滑油)
Personal Effects (私人物品)	
Pipes (管)	Plastic Pipes (塑料管)
Plants (植物)	Orchid (兰花)
Plastic Goods (塑料制品)	Lavatory covers (马桶盖)
Rubber Articles (橡胶制品)	Tires (轮胎)
Sporting goods (体育用品)	
Steel (钢)	
Textiles (纺织品)	
Tools (工具)	Screwdrivers (螺丝刀)
Wood (木头)	
Wooden articles (木制品)	
Animal products (动物产品)	
Rubber articles (橡胶制品)	
Glass articles (玻璃制品)	
Letters, eg: AAAAA, Bb...	
Number: eg: 12345...	

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

- For air shipments - to Shanghai Airport:

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

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





## SECTION IV SHIPPING GUIDELINE

- **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. (house b/l not recommended)
- 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" (Appendix III) 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 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. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

## D. CENSORSHIP ITEMS

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.

Please submit 3 samples each to **TOP-TRANS** for censorship at least 6 weeks before the show. **TOP-TRANS** will then on forward them to the Chinese Authorities for inspection. GAPP will decide whether to approve or not the display or use or distribution of the materials. If approved, an import approval permit will be issued; if not, GAPP will advise the reasons.

Please be aware that the Chinese Customs may charge tax/duties for these items and the cost is for account of the exhibitors. **Distribution of periodicals in the exhibition is strictly prohibited.**



## SECTION IV SHIPPING GUIDELINE

### E. 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.

### F. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition. Should it be inevitable, exhibitor must declare to the Customs that their hand-carried goods are for exhibition purpose in case they are detained. Please immediately hand over the detention slip and the duly-filled "**LIST OF EXHIBITS**" (**Appendix III**) to **TOP-TRANS**' staff at fair-site.

Only with these documents, can **TOP-TRANS** apply for the Customs Cover to collect those detained exhibits at exhibitor's expenses according to the attached tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

### G. 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 IV 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.

#### H. 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.

#### I. DECLARATION OF WOODEN OR NON-WOODEN PACKING

- Observe District**

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

- Observe Scope**

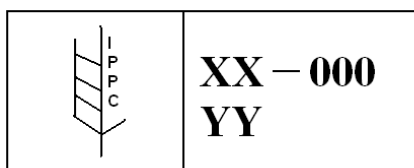
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

- 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 counties 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 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.

#### J. 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.

#### K. STORAGE OF CARGOES DURING THE EXHIBITION

Exhibitors requiring their cargoes (as opposed to empty cases) stored during the exhibition are requested to notify **TOP-TRANS** as soon as possible, allowing the staff to make special arrangements. Access to cargoes once stored may be possible at certain times during the exhibition. These times, if available, will be published at a later date.

#### L. MOVE-OUT

During the exhibition, **TOP-TRANS** staff will give the exhibitor forms for return/disposal instructions, i.e. return; sold; consumed or abandoned; etc., of your goods. Please complete and return the form to **TOP-TRANS** on or before the closing day for further arrangements.

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.

#### M. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the new regulation of Chinese Customs, exhibits are not allowed to be kept in the fair site after the show. All exhibits will therefore be transferred to a Bonded Warehouse under the custody of Chinese Customs.

According to the current regulation, exhibits are allowed to be kept in Bonded Warehouse for no longer than six months from the date of import. After that, the exhibits will be at the disposal of the Chinese Customs.



### SECTION IV SHIPPING GUIDELINE

#### 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	Flat 101, 1/F., Kwong Loong Tai Building, 1016-1018 Tai Nam West Street, Lai Chi Kok, 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 "analytica China 2018"

- 

(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.





## 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	RMB 3.30 per chargeable weight kilo
Min. charge	RMB 660.00 per consignment per exhibitor

##### Land / Sea Freight

Basic handling rate	RMB 330.00 per cbm or 1,000 kg, whichever is greater
Min. charge LCL	RMB 660.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB 7,590.00 per 20' GP container
Min. charge FCL 40' GP	RMB 15,180.00 per 40' GP container
Min. charge FCL 45' GP	RMB 16,500.00 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	RMB 340.00 per cbm or 1,000 kg, whichever is greater
Min. charge	RMB 680.00 per consignment per exhibitor
To apply a customs cover note for transfer in bond, if applicable	RMB 600.00 per set

##### 3) From Shanghai premises to venue

From FOV exhibitor's Shanghai premises to free delivered venue.

Basic handling rate	RMB 200.00 per cbm or 1,000 kg, whichever is greater
Min. charge	RMB 400.00 per consignment per exhibitor

##### 4) Onsite handling

From vehicle at venue up to booth	RMB 70.00 per cbm or 1,000 kg, whichever is greater
Packing or unpacking charges	RMB 50.00 per cbm or 1,000 kg, whichever is greater
Handling of empty cases during show period	RMB 50.00 per cbm or 1,000 kg, whichever is greater
Min. charge	1 cbm per consignment per exhibitor

#### II. OUTWARD MOVEMENT

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



### SECTION IV SHIPPING GUIDELINE

#### III. HEAVY-LIFT / OVER-SIZE SURCHARGES

##### 1) Heavy-lift surcharge

4,001-7,000 kg	RMB 200.00 / 1,000 kg
7,001-9,000 kg	RMB 260.00 / 1,000 kg
Over 9,000 kg	RMB 340.00 / 1,000 kg

##### 2) Over-size Surcharge

For any one single piece of exhibit exceeding 5.0M (L) x 2.2M (W) x 2.2M (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-III.

#### IV. BASIC SERVICE CHARGE

Service rate	RMB 340.00 per consignment per exhibitor
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#### V. OTHERS

##### 1) Translation of "List of Exhibits" form

Service rate	RMB 20.00 per page
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##### 2) Customs clearance fee for exhibits against undertaking licence for ATA CARNET

Service rate	RMB 600.00 per licence or carnet per entry per city
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##### 3) Animal and plant QUARANTINE FUMIGATION CHARGES

(Applicable to both air and / or sea freight)

a) Bulk cargo/ Air cargo	RMB 60.00 per case
b) Per 20' Container	RMB 450.00 per 20' container
c) Per 40' Container	RMB 580.00 per 40' container

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

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

##### 4) Quarantine and / or customs inspection at cost

##### 5) Terminal charges at shanghai seaport/airport

###### Air freight

Terminal Charges	RMB 2.80 per chargeable weight kilo
Min. charge	RMB 560.00 per consignment per exhibitor
Agent handling fee for any direct air freight arriving in Shanghai by HAWB and vice versa	RMB 380.00 per consignment per exhibitor

###### Sea freight (LCL)

Terminal charges	RMB 280.00 per cbm
Min. charge	RMB 700.00 per consignment per exhibitor

###### Sea freight (20' container)

Terminal charges	RMB 83.00 per cbm
Min. charge	RMB 1,909.00 per 20' container



### SECTION IV SHIPPING GUIDELINE

#### Sea freight (40' container)

Terminal charges	RMB 83.00 per cbm
Min. charge	RMB 3,818.00 per 40' container

#### Sea freight (45' container)

Terminal charges	RMB 83.00 per cbm
Min. charge	RMB 4,150.00 per 45' container

#### 6) Container detention charges

Basic handling rate	RMB 6.00 per cbm per day
Min. charge FCL 20' GP	RMB 138.00 per 20' GP container per day
Min. charge FCL 40' GP	RMB 276.00 per 40' GP container per day
Min. charge FCL 45' GP	RMB 300.00 per 45' GP container per day

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

LCL	RMB 82.00 per cbm or 1,000 kg
Min. charge	RMB 320.00 per consignment per exhibitor
FCL 20'	RMB 320.00 per 20' container
FCL 40'	RMB 520.00 per 40' container

#### 8) Storage charges in China

a) Stored at Shanghai airport after 3 days' free storage upon arrival	RMB 10 per 10 chargeable weight kilo per day
b) Stored at Shanghai sea port after 3 days' free storage upon arrival	RMB 10 per cbm per day or 1000 kg per day
c) During exhibition period, container stored at fair-site	RMB 650.00 per 20' container per day RMB 1,300.00 per 40' container per day
d) Bonded Warehouse Storage	RMB 6.00 per cbm or 1000 kg per day (Min RMB 48.00)
e) Bonded Warehouse Entry Fee	RMB 42.00 per entry per cbm

\*\*Same rate applicable to outward movement.

#### 9) Forklift and driver

3-ton capacity cost per hour	RMB 200.00 per hour (Min. 2 hours)
5-ton capacity cost per hour	RMB 350.00 per hour (Min. 2 hours)
10-ton capacity cost per hour	RMB 600.00 per hour (Min. 2 hours)
Others	Upon request

#### 10) Cranage

10-ton capacity cost per hour	RMB 320.00 per hour (Min. 2 hours)
20-ton capacity cost per hour	RMB 420.00 per hour (Min. 2 hours)
35-ton capacity cost per hour	RMB 720.00 per hour (Min. 2 hours)
50-ton capacity cost per hour	RMB 1,000.00 per hour (Min. 2 hours)
100-ton capacity cost per hour	RMB 2,000.00 per hour (Min. 2 hours)
130-ton capacity cost per hour	RMB 3,000.00 per hour (Min. 2 hours)
200-ton capacity cost per hour	RMB 7,000.00 per hour (Min. 2 hours)
Others	Upon request

#### 11) Vacuum packaging and re-sealing of exhibits

##### With packing materials

Handling rate	RMB 280.00 per cbm
Min. charge	RMB 280.00 per consignment per exhibitor



### SECTION IV SHIPPING GUIDELINE

#### Without packing materials

Handling rate	RMB 180.00 per cbm
Min. charge	RMB 180.00 per consignment per exhibitor

#### REMARKS

- 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 per month.
- We accepted the responsibility of providing Customs Bond based on the CIF value of the temporary imported exhibit and will charge the exhibitor per month 5% for the sum deposited by us with the Customs. Minimum charge RMB 1200 per consignment per exhibitor.
- Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kg. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kg.
- All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis.
- 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.
- Additional charges incurred for wrong consignee details will be **RMB 1200 per consignment per exhibitor**, but this is not a guarantee of these cargoes' arrival at the site in time.
- All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at **RMB 380.00 per HAWB** and vice versa.
- For cargoes and / or documents arrive after deadline, a surcharge at **20% of inward movement charge, and basic service charge (Min. RMB 800.00 per consignment per exhibitor)** 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.
- Above rates are based on general cargoes only, for dangerous cargo, a 50% 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.
- Above rates are quoted for all exhibition halls at ground floor, a 30% of inward movement charges and onsite service charges will be added for upstairs or downstairs delivery.
- 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.
- No unpacked cargoes without container are accepted.
- 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.
- According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by **TOP-TRANS** will be subject to 6% VAT
- Any service required from exhibitors not covered by this tariff will be quoted separately upon request.



### **SECTION IV SHIPPING GUIDELINE**

16. **TOP-TRANS** is only responsible for the conditions of out-packages, which exempt their liabilities from any damage or loss of the contents.
17. **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.
18. 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
19. 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.
20. 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.



analytica China 2018  
 2018 慕尼黑上海分析生化展  
 上海新国际博览中心  
 2018. 10. 31-11. 02

附件 I  
 APPENDIX I



analytica China

慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology,  
 Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
 SHANGHAI NEW INTERNATIONAL  
 EXPO CENTRE

www.analyticachina.com

SECTION IV

SHIPPING GUIDELINE

EXHIBITOR NAME 参展企业名称		BOOTH NO. 展位号		Region of Origin 原产地	
HALL NO. 展馆号	MEAS. (L x W x H) 尺寸 (长 X 宽 X 高)	CM	CASE NO. 分件号	TOTAL 总件数	KG
		CBM			
G.W 毛重					





**Section V**  
**Rules & Regulations**

Rules & Regulations      Page 97



# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology,  
Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER 31-NOVEMBER 2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
www.analyticachina.com

## SECTION V RULES AND REGULATIONS

### RULES AND REGULATIONS

For the purpose of these "Rules and Regulations", the "Organizers" shall mean:

**Messe München GmbH**

**Messe Muenchen Shanghai Co., Ltd.**

#### 1. Regulations Observance

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 from the exhibition hall all or part of the stand or exhibits 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.

#### 2. Important Information

Credit Cards are not accepted for paying service orders. All payments must be done through bank transfer or cheque on site due to tax regulations.

#### 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.
- 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.**
- g) Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the exhibition hall and stands. **Prior 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.



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- i) It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are cognizance dangerous.
- j) 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.
- k) **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.
- l) Ensure that all the relevant local government authority license and or permits are obtained and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.
- m) Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer could be displayed. Should there is any intellectual property rights dispute between/ among exhibitors in the exhibition, Messe Muenchen GmbH reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.
- n) The maximum allowed sound level is **85 dB (A)**. Onsite demonstrations are required 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, MESSE MUENCHEN GMBH 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.
- o) MESSE MUENCHEN GMBH 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.
- p) 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. MESSE MUENCHEN GMBH reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitors.
- q) Should the exhibitor intend to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MESSE MUENCHEN GMBH 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 MESSE MUENCHEN GMBH's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there is any problem caused by the activities, MESSE MUENCHEN GMBH reserves the right to turn down the sound volume, shut down the equipment or stop the activities.

### 4. 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 exists 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.

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



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### 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 trade people days.

### 5. 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 Organizer before goods are moved into the hall.

### 6. Customs Clearance

All items and exhibits entering the exhibition halls must first be cleared by the 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.

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.

### 7. Booth Construction and Dismantling

#### a) Stand Height

All special booth design must be submitted for approval at least **8 weeks** in advance and will be taken into consideration on a case-by-case basis, **the max construction height is 6.00 m for one – storey and 8.50 m for two-storey booth** in order to avoid unnecessary accident. **The building of three-storey booth 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 2.3.3 - Building Approval for Indoor One-storey Booth Design.**



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### b) Stand Fitting & Boundaries

All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of 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 be 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 concerned. 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 protection system and the air-conditioning diffusers and air flow inside the halls / rooms is 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 half 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.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non toxic 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.
- 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.

### 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 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 can not have roof. Exhibitors are not allowed to construct a permanent false ceiling at their stand.





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The hanging point used for firmness of booth construction is strictly forbidden, which means the structures to be hung from the ceiling must be separated from the booth structure on the floor.

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).

All contractors are expected to clean the stands and remove all construction debris including all double-sided tapes and residue marks before the official cleaning contractor takes over the responsibility.

**Contractors & exhibitors of each booth must cut off the electrical power supply before leaving the booth during move-in, move-out and show periods.**

### **RAW SPACE EXHIBITOR 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 fireproof carpet or other suitable material.**
- (2) **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 half of any frontage facing an aisle open.**
- (3) 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.
- (4) 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 email (saved in ".jpg file") or mail by **31 August 2018**. 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.**
- (5) 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.
- (6) 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.
- (7) All the booths can not have roof.
- (8) The booth with the platform exceeding 20cm in height must install slope.

#### **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.



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- (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.

### 8. Two storey Stand Construction

Two-storey stand construction is permitted in the halls with approval of top level certified structural engineer, who is employed by 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 neighbouring 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 storeys may be built across the aisles.

For two-storey structure, exhibitors need to install sprinkle system on the ceilings of each storey and the total height cannot be more than 8.5 m. The structures of booth cannot hang on the structures of the hall. 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 **31 August 2018**
- The following documents must accompany the application if you apply for approval by drawing approval company appointed by SNIIEC
  - ⇒ 2.3.1, 2.3.2, 2.3.3, 2.3.4 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 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, a swell as with the terms of participation of the organizers.



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### **Stand construction**

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for 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 meters 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 meters 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.

### **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 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 upper storey area above 200 sqm, 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.

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. Automatic alarm and sprinkler system should be installed when the 1st floor area of a 2 storey booth is fully enclosed and above 160 sqm.

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

For double-storey booths whose second floor exceeding 30 sqm, a fire extinguisher must be prepared for each 12 sqm of both storeys from build-up period onwards.

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.

### **9. 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.



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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 so doing 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 organizers.

### 10. 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 organizer for endorsement until **31 August 2018**. The drawings endorsed by organizer must be submitted by 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.

Three (3) copies of floor plans with a scale of no less than **1:500** and marked with the built-up location of booths should be submitted. Three (3) copies of 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 to organizer. If organizer considers it necessary to make some changes in any of those drawings or approved drawings, organizer will then return one (1) copy of each of the above-mentioned drawings to exhibitor showing the required changes. exhibitor must re-submit the drawings incorporating the required changes to organizer for approval within ten (10) days of receiving the drawings by exhibitor.

### 11. 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.

Exhibitor 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.

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. 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 inconvenience to all exhibitors.

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 laying 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  $\geq 1.5$  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).

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.

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.

Outdoor electrical and lighting equipment shall be water-proof. 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.

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.**

### 12. 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.

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 SNIIEC. The approved contractors can collect their contractors' entry pass during the official move-in period.

### 13. 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 any items not collected during the stipulated period.

### 14. 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.

### 15. 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.





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### 16. 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 is/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 principal's. The organizer reserve the right to have masked or removed from the exhibition hall any products or signs violating this regulation.

### 17. Exhibits move-in

Please ensure that all exhibits will be consigned to the official freight forwarders, **Top-trans Expo Logistics Co., Ltd.** 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 consignment 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 forwarders, **Top-trans Expo Logistics Co., Ltd.** 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 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 on site 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, **Top-trans Expo Logistics Co., Ltd.** to facilitate co-ordination. No other freight forwarders or exhibitors are allowed to use any of their own lifting equipment on site.
- 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 into 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 delivery of freight.

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.**

### 18. 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.





# analytica China

## 慕尼黑上海分析生化展

9<sup>th</sup> International Trade Fair for Laboratory Technology,  
Analysis, Biotechnology and Diagnostics



Messe München

OCTOBER.31-NOVEMBER.2, 2018  
SHANGHAI NEW INTERNATIONAL  
EXPO CENTRE  
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## SECTION V RULES AND REGULATIONS

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 at **16.00 h** on **2 NOV 2018** 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.

### 19. 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.

### 20. Fire precautions

All exhibitors must comply with and ensure that all their contractors, staff, agents and servant, 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.

Any person who encounter a 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. Fire lane 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 material, including flammable liquids, compressed gas or dangerous chemicals. Special care must be taken not to obstruct or hide from the view 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.

### 21. 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.

### 22. Smoking

Smoking is strictly prohibited in the exhibition hall.

### 23. 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 fire 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.

#### Industrial gas

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



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### 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.

### **24. 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

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

### **25. 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.**

### **26. 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 3.11.

### **27. Removal of waste**

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).

### **28. 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.

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.

### **29. Liabilities and insurance**

All exhibitors participation 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 from the exhibition area all portable, attractive and valuable items at the end of each day when the exhibition closes as this is the time that there is the greatest risk of loss and theft. All these 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.



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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.

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.

### 30. 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 person 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.

### 31. 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 an act of god such as fire, flood, earthquake, windstorm or other natural disasters, act of any sovereign government, and any law and judgement relating to labour dispute. In the event of such circumstances, the money paid by the exhibitor, or any part therefore, may not be refunded to the exhibitor.

### 32. 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 reserves 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.

### 33. 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.

### 34. Important notice

Exhibitors may appoint their own contractor for stand design and construction – but all approved contractors must lodge a performance bond and pay the general management deposit to the official stand contractor.

**The deposit is calculated at RMB 200 per sqm based on the rental space or at RMB 10000 per booth (smaller than 50 sqm) and will be refunded after deduction of services and damage cost.**



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# 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**

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See You in 2018!

October 31–November 2, 2018

[www.analyticachina.com.cn](http://www.analyticachina.com.cn)

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**Messe Muenchen Shanghai Co., Ltd.**

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