Metal+ Metallurgy China 2017

13 – 16 June 2017
Shanghai New International Expo Centre

《SERVICE MANUAL》

Deutsche Messe

FIERA MILANO

WELCOME MESSAGE

Welcome to **Metal+ Metallurgy China 2017**

Please read this manual carefully which is designed as a service guide for you to fully prepare your participation. Services offered by this manual cover:

- Catalogue
- Technical Services & Logistics
- Marketing & Promotion
- Accommodation & Travel

Just fill out the form and return it to us by the deadline to secure your application of service. Please remember to make a copy of the order form for your reference before sending us a copy. If you have any queries, please contact the person named on the respective order form.

We look forward to your company's participation at the show and wish you every success.

Yours sincerely,

Hannover Milano Fairs Shanghai Ltd.

Room 301, B&Q Pudong Office Tower

393 Yinxiao Road, Pudong

Shanghai 201204, China

Tel: (86)21-5045 6700

Fax: (86)21-5045 9355

Website: www.mm-china.com

Email: info@hmf-china.com

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SERVICE CHECKLIST

Catalogue entry	Form	Deadline	
Catalogue Entry-Contact & Profile	1A	2017.4.20	**Must return**
Catalogue Entry-Advertisement	1D	2017.4.20	
Catalogue Entry-Logo exposure	1E	2017.4.20	

Technical Services & Logistics	Form	Deadline	
Official Freight Forwarder	2	2017.4.14	
Company Name for Stand Fascia-Shell Scheme Only	3A	2017.4.20	**Must return**
Sketch of Stand-Shell Scheme Only	3B	2017.4.20	
Additional Furniture Rental-Shell Scheme Only	3C	2017.4.20	
Safety Commitment in Stand Setup-Raw Space Only	4A	2017.4.14	
Power Supply, Electrical Equipment and Telecommunication Facility	4B	2017.4.14	
Hanging Point	4C	2017.4.14	
Water Supply	4D	2017.4.14	
Internet Access Service	4E	2017.4.14	
Interpreter Service	4F	2017.4.14	

Marketing & Promotion	Form	Deadline	
Single Advertising Options	5	2017.4.14	
Corporate Lecture / Symposia	6A	2017.4.14	
Online Promotion	6B	2017.4.14	
Press Box in Press Office	6C	2017.4.14	
Exhibitors' Badges	7A	2017.4.20	**Must return**
Visitors' Admission Tickets	7B	2017.4.20	

Accommodation & Travel	Form	Deadline
Invitation Letter for Visa Application	8	2017.5.12
Hotel Booking	9B	2017.6.1

Note:
The order forms for services in this manual must be filled in and returned by the date indicated on the form. If forms are submitted late, it cannot be guaranteed that services will be carried out properly and on time. Orders or construction drawings submitted after the deadline are subject to a surcharge over and above the normal charge.

IN-HALL OPERATION SCHEDULE

Assembly Period	Date	Time
Construction, Installation and Exhibits Moving-in	2017.6.10 2017.6.11 2017.6.12	09:00-20:00 09:00-18:00 09:00-21:00
Exhibitor Registration (for Raw Space)	From 2017.6.11	09:00-17:00
Exhibitor Registration (Shell Scheme Only)	From 2017.6.12	09:00-17:00

Exhibition Period	Date	Time
Opening Hours of Exhibition	2017.6.13-16	09:00-17:00

Dismantling Period	Date	Time
Return of all Rented Items (telephones, furniture, electric sockets, etc)	2017.6.16	16:00-22:00
Removal of Exhibits	2017.6.16	15:00-22:00
Complete Dismantling of Pavilions and Stands	2017.6.16	22:00

Note:

- The various dates and times listed above will be strictly enforced. Exhibitors are advised to the above-mentioned times and dates.
- Exhibits may be delivered to the stand earlier than the time specified if construction (in the case of 'Raw Space only' stands) 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.
- Exhibitors are advised 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. Dismantling of certain Shell Scheme stands will commence immediately upon Exhibition closure. Exhibitors are advised to remove any displays from the walls that they wish to retain.
- 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 stands at least 15 minutes before the opening hours of the Exhibition.
- This schedule is correct at the time of printing. Should there be any amendments, an updated copy will be available at the Organizer's Office on-site.

IMPORTANT CONTACTS

General Contact

Hannover Milano Fairs Shanghai Ltd.

Room 301,B&Q Pudong Office Tower
393 Yinxiao Road, Pudong
Shanghai 201204, China

Tel: (86)21-5045 6700-451
Fax: (86)21-5045 9355
Email: craig.luo@hmf-china.com
Website: www.mm-china.com

Contact: Mr. Craig Luo

Fairground

Shanghai New International Expo Center

No.2345 Longyang Road, Pudong
Shanghai 201204, China

Tel: (86) 21-28906888
Fax: (86) 21-28906777
Email: info@sniec.net
Website: www.sniec.net

Official Stand Contractor

Shanghai Fit Exhibition Service Co., Ltd

Tel: (86)21-52581367
Fax: (86)21-52581365
Email: shfit@163.com

Contact: Mr. Zhu

Official Freight Forwarder

Expotransworld LTD

Tel: (86) 21- 58708717

Fax: (86) 21- 58708719
E-mail: jacky.yao@expotransworld.com

Contact: Mr. Jacky Yao

Invitation letter for VISA application

Orient Explorer.
Tel: (86) 21-51099795
Fax: (86)21 64644008
E-mail: booking@orient-explorer.net

Contact: MM Booking Manager

GENERAL INFORMATION

Organizers
China Foundry Association
China Iron and Steel Association
Metallurgical Council of CCPIT
Chinese Mechanical Engineering Society
Industrial Furnace Institution of CMES

Overseas Organizers
Hannover Fairs International GmbH
Hannover Milano Fairs Shanghai Ltd.

Press Office
Journalists from the general region will be invited to visit the event, collect information about the show and its participants, and make reports from the Press Office. To make use of this service, exhibitors are encouraged to supply their publicity materials (such as press kits or products brochures) to the Press Office on site.

Business Centre
Telephone, fax, telex and photocopying services are available at the Business Centre.Business Centre of the fairground. Exhibitors who wish to rent telephone and/or fax lines at their Stands should refer to Form 4E.

Credit Card & Currency
Currency exchange is widely available in most major hotels, banks and at the airports. Exhibitors are advised to bring sufficient cash with them as credit cards are only accepted in major hotels, restaurants and shopping centers. Visa, MasterCard and American Express are most commonly used in China.

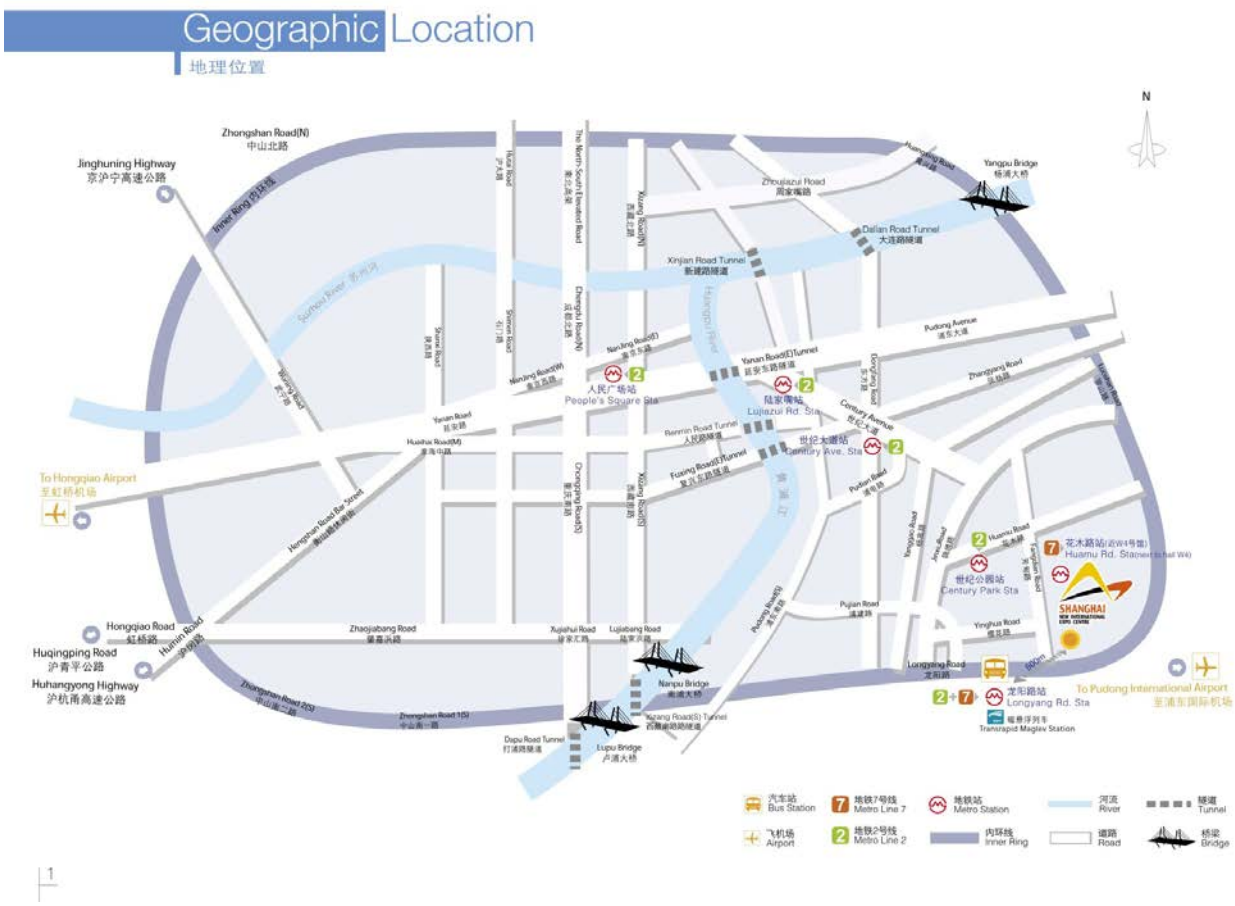
Insurance
Exhibitors and delegates are advised to attend to their own personal accident, property and exhibits insurance from their home country.

Visa
Please note that a visa is required to enter China. Please fill in Form 8 if you require a visa invitation.

LOCATION MAP OF Exhibition Center

Fairground Layout

Location of the fairground



Catalogue Entry-Contact & Profile
Deadline: 2017.4.20

Form 1A

Please return the form to:	**Contact (not for publishing)**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Amy Liu Tel: +86-21-50456700-281 Fax: +86-21-50459355 Email: amy.liu@hmf-china.com	Company _____ Person _____ Tel _____ Email _____ Stand No. _____ Hall No.

- Free catalogue entry including contact detail and company profile (less than 300 words)is available.
- **Contact detail and company profile must be input in the "catalogue.xlsx" file** which will be sent to you along with the service manual via email.
- **Please send your "catalogue.xlsx" file to amy.liu@hmf-china.com with the subject of "catalogue entry".**
- Do not send us your information by fax to avoid recognition mistake.
- Company profile more than 300 words is subject to charge at RMB 500/100words. (words less than 100 will be also charge RMB 500)。

Catalogue Entry-Advertisement
Deadline: 2017.4.20

Form 1D

Please return the form to:	**Contact (not for publishing)**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Amy Liu Tel: +86-21-50456700-281 Fax: +86-21-50459355 Email: amy.liu@hmf-china.com	Company _____ Person _____ Tel _____ Email _____ Stand No. _____ Hall No.

*** Please remember that the information you provide when registering for MM 2017 do not automatically constitute an entry***
SUBJECT TO CHARGE

	Option	**Rate**	**Quantity**
Inside	Full page, 4-color	RMB9000	☐
	Full page, black-white	RMB6000	☐
Special	Outside Back Cover , 4-color	RMB21000	☐
	Inside Front Cover , 4-color	RMB18000	☐
	Inside Back Cover , 4-color	RMB16800	☐
	Single page (Floor plan)	RMB12000	☐
	Single page (Exhibitor list)(according to English alphabetical order)	RMB12000	☐
	Single page (Exhibitor list)(sorted by product category)	RMB12000	☐
	Single page (brand list)	RMB12000	☐

Notes:

- Size of Official Catalogue: 210 mm (high) x 130 mm (wide)
- Bleed size: 220 mm (high) x 140 mm (wide) [add 5 mm to each sides]
- Please send the advertisement as ***pdf format** including all used fonts and images **(min. 300 dpi)** by E-mail to: **amy.liu@hmf-china.com** on/before **2017.4.20**

Date _____ Signature & Chop _____

Catalogue Entry-Logo Exposure
Deadline: 2017.4.20

Form 1E

Please return the form to:	**Contact (not for publishing)**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Amy Liu Tel: +86-21-50456700-281 Fax: +86-21-50459355 Email: amy.liu@hmf-china.com	Company _____ Person _____ Tel _____ Email _____ Stand No. _____ Hall No.

*** Please remember that the information you provide when registering for MM 2017do not automatically constitute an entry***

- You may list your own logo for branding and image, maximizing your exposure.
- Logo size for publishing: 15mm(H) x 45mm(W)

- Yes, we agree that our logo be published on the catalogue

☐ **4-color**
RMB600 /each logo

☐ **black-white**
RMB500 /each logo

-
- Please send the logo file as "***.jpg , *.tif , *.pdf**" **format (min. 300 dpi)** by E-mail to: amy.liu@hmf-china.com on/before **2017.4.20**

In accordance with the "Terms and Conditions" and costs stated above, which we herewith accept, we order this entry.

Date _____ Signature & Chop _____

Official Freight Forwarder
Deadline: 2017.4.14

Form 2

Please return the form to:	**Contact**
Expotransworld LTD Tel: (86) 21- 58708717 Fax: (86) 21- 58708719 E-mail: jacky.yao@expotransworld.com Contact: Mr. Jacky Yao	Company _____ Person _____ Tel _____ Email _____ Stand No. _____ Hall No.

Freight Forwarding, Lifting & Handling Contractor, please contact:

SHANGHAI
EXPOTRANSWORLD LTD.
Room 606-607, Office Tower B
NECC, No. 181 Lai Gang Road, Qing Pu District, Shanghai, China
Postcode: 201702
Tel: (8621) 5870 8717, Fax: (8621) 5870 8719
Contact: Mr. James Wu E-mail: james.wu@expotransworld.com

HONG KONG
EXPOTRANSWORLD LTD.
Room 706-707, 7th Floor, Star House,
3 Salisbury Road, Tsimshatsui, HKSAR
Tel: (852) 2730 1868, Fax: (852) 2730 1878
Contact: Mr. WS Chan E-mail: ws.chan@expotransworld.com

BEIJING
EXPOTRANSWORLD LTD.
Room 1705, No.17 Building, No.39 Jian Wai SOHO,
East 3rd-Ring Road, Chao Yang District, Beijing P.R. China
Post Code: 100022
Tel: (8610) 5869 5300, Fax: (8610) 5869 0067
Contact: Mr. Tony Li E-mail: tony.li@expotransworld.com

GUANGZHOU
EXPOTRANSWORLD LTD.
Rm 633, the Garden Tower, The Garden Hotel, No. 368 Huanshi Dong Lu,
Guangzhou 510064, China
Tel: (8620) 8365 2984 Fax: (8620) 8365 2654
Contact: Mr. Macro Liu E-mail: marco.liu@expotransworld.com

A. INWARD

1. From arrival vessel Shanghai Port up to delivered exhibitor stand excludes arrival terminal handling charges
   RMB495.00 PER CBM/PER 1,000KGS (GENERAL CARGO ONLY)
   - Customs Data Entry –RMB 34.50/CBM, minimum RMB 345.00/BL

2. From arrival Shanghai airport up to delivered exhibitor stand excludes arrival terminal handling charges

RMB 5.20 PER KG (GENERAL CARGO only)

- Customs Data Entry –RMB 34.50/CBM, minimum RMB 345.00/AWB

3. Handling Services For Hand Carried Items
   The charge includes customs clearance and delivery services between Shanghai Airport and exhibition booth, subject to shipment under 100kgs,
   i. Inbound Handling at RMB 1,725.00/exhibitor/consignment
   ii. Outbound Handling at RMB 1,725.00/exhibitor/consignment

4. Basic Service Charge –RMB 345.00/exhibitor/consignment

5. Storage Charge in Customs Bonded Warehouse
   i. Seafreight at RMB 10.50/cbm/day (Min' 2 cbm)
   ii. Airfreight at RMB 0.25/kg/day (Min' 100kgs)
   iii. Warehouse in/ out handling charge: RMB 103.50/cbm

   The cost will be charged for the time from arriving vessel/plane in Shanghai to the first day of the move-in And for the time from last day of the move out period to the time of dispatching in Shanghai by vessel/plane.

B. OUTWARD - Same as Inward.

Site Handling

-From transport at exhibition site to exhibitor booth (including unloading) cbm/exhibitor/consignment)	RMB 138.00/cbm (Min'	1
-From exhibitor booth to exhibition site (including uploading) cbm/exhibitor/consignment)	RMB138.00/cbm (Min'	1
-Storage charges for packing materials (on exhibition site or elsewhere) cbm/exhibitor/consignment)	RMB55.50/cbm (Min'	1
-Packing and/ or unpacking charges cbm/exhibitor/consignment)	RMB55.50/ cbm/ handling (Min'	1

OUTWARD - Same as Inward.

<u>Optional Services</u>

- Port Terminal Charges / Airport Terminal Charges / D.O. fee per shipping lines– per outlay cost +15% reimbursement fee.
- Heavy Lift and Oversize – Over 4001 kgs. and/or 600 x 220 x 220 cm to be advised.
- Collect / Return of empty container from/to Sea Terminal Shanghai, RMB 1,750.00/20', RMB 2,760.00/40'
- Container detention charge – per outlay cost + 15% reimbursement charge
- Transferring exhibits from exhibition site door to bonded warehouse –RMB 228.00/cbm
- Fumigation fee – per outlay cost + 15% handling charge
- Translation the "List of Exhibits" –RMB 83.00/page/package
- Quarantine inspection –RMB 34.50/cbm, min. RMB 345.00/exhibitor/consignment, RMB 690.00/20', RMB 1380.00/40'
- The Customs Envelope for transfer exhibits –RMB 1,725.00/exhibitor/consignment
- Hall Management Fee – will be charged as per the rate which determined by National Exhibition & Convention Center (Shanghai).

<u>Remarks</u>

- Above charges excludes the Destination Arrival/Departure Ocean freight CFS charges/Terminal handling charges, Airport Terminal Handling Charges, Overtime Storage due Pier, Airport Terminal or in Freight Forwarder warehouse.
- D/O fee per shipping lines are per outlay cost plus 15% reimbursement fee
- THC for LCL is per outlay cost + 15% reimbursement fee. Today's rate for FCL; RMB 1,750.00/20', RMB 2,350.00/40' plus BL Fee; RMB300.00/BL
- THC For China airfreight, today's rate are RMB 2.75/kg. at Minimum RMB 780.00/AWB For Airfreight)

- Yangshan port surcharge: Additional handling charge for shipment been shipped to Yang Shan Port; LCL: RMB45.00/cbm (Min. RMB900.00/handling); RMB900.00/20'; RMB1800.00/40'
- Minimum: 1 cbm for sea freight LCL Consignment, 23 cbm for 20' standard dry container, 46 cbm for 40' standard dry container & 50 cbm for 40' high cube container
- Minimum: 100 kgs for airfreight consignment
- Volume/Weight Conversion for airfreight 6 cbm is equal to 1,000 kgs. Volume/Weight Conversion for rail/sea-freight 3 cbm is equal to 1,000 kgs.
- Early arrival surcharge – will be applied on shipment arrival before deadline, LCL: RMB10.50/cbm/day, FCL: RMB90.00/TEU/day, Air: RMB2.75/kg/day
- There will be surcharge for handling of dangerous, frozen and valuable cargo at 100% on inward and outward movement.
- Empty container demurrage charges – per outlay cost + 15% reimbursement fee. Notes: Exhibitors have to pay the container demurrage charges as from date of arrival vessel till show opening date under the circumstance that exhibitor not require to keep the container for return. If exhibitor requires keeping the container for return shipment, container demurrage charges will be debited to exhibitor till date of vessel departure.
- For cargo that arrives after deadlines, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied. Min. RMB780/shipment/exhibitor.
- Storage in destination warehouse (China) for early arrival exhibits at airport/port terminal – per outlay cost.

All business are transacted subject to the conditions of trading and carriage of our company.

SHIPPING INSTRUCTION

SHIPMENT DIRECT TO SHANGHAI AIRPORT/SHANGHAI PORT

I. DEADLINES

1.	ARRIVAL OF FREIGHT IN PORT OF SHANGHAI	
	■ (FCL ONLY)	May 26th – 28th , 2017
	■ (LCL SHIPMENT)	May 21st – 23rd , 2017
2.	ARRIVAL OF FREIGHT IN SHANGHAI AIRPORT	May 26th – 28th , 2017
3.	SUBMISSION OF LOE	Before May 05th, 2017

II. DOCUMENTATION

1. SHIPPING DOCUMENTS

a. For Ocean Shipment, Ocean Bill of Lading, consignee and notify party must be shown as follows: -

CONSIGNEE

EXPOTRANSWORLD LTD.
(Shanghai Office)
Room 606-607, Office Tower B, NECC,
No. 181 Lai Gang Road, Qing Pu District,
Shanghai P.R. China. Post Code: 201702
SHANGHAI 200040, CHINA

NOTIFY PARTY

Metal + Metallurgy 2015
C/O EXPOTRANSWORLD LTD.
(Shanghai Office)
ATTN.: MR. JAMES WU/ MR. JACKY YAO
TEL : (86-21) 5870 8717
FAX : (86-21) 5870 8719

b. For Air Shipment, Airway Bill, consignee and notify party must be shown as follows:

Need 1 MAWB + 1 HAWB

MAWB CONSIGNEE
SHANGHAI EASTERN FUDART TRANSPORTATION SERVICES CO.,LTD
C/O: Shanghai Glistening International Logistics Co.,Ltd.
Suit 309,China Cargo Air Building, Pudong Intl Airport,
Pudong, Shanghai, China

NOTIFY PARTY
Metal + Metallurgy 2017
C/O EXPOTRANSWORLD LTD.
ATTN.: MR. JAMES WU/ MR. JACKY YAO
TEL: (86-21) 5870 8717 FAX: (86-21) 5870 8719

Description:
Consol

HAWB CONSIGNEE
EXPORANSWORLD LTD.
Room 606-607, Office Tower B, NECC,
No. 181 Lai Gang Road, Qing Pu District. C. Shanghai 201702 P.R. China
TEL: (86-21) 5870 8717
FAX : (86-21) 5870 8719

NOTIFY PARTY
Metal + Metallurgy 2017
C/O EXPOTRANSWORLD LTD.
Contact: Mr. James Wu / MR. JACKY YAO
Tel: (8621) 5870 8717,
Fax: (8621) 5870 8719

Description:
Please input actual Cargo details, Exhibitor Name, Booth No.

Port of discharge for ocean shipment - Shanghai Port
Airport of discharge for air consignment - Shanghai Airport (Dispatch under MAWB)

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

Whichever method you choose to send your cargo, please supply-shipping details to Expotransworld Ltd. (Hong Kong office) **at least three working days** prior to the shipment arrival to Hong Kong or China.

i.e. Flight/Vessel details, B/L or AWB No. ETA destination, number of pieces/weight together with your specific storage instructions.

For Ocean shipment, documents includes 1 original plus 3 copies ocean bills of lading, original no wood packing declaration form or HEAT TREATMENT CERTIFICATE, and List of Exhibits must be dispatched to: Expotransworld Ltd. Shanghai office at No.145 PuJian Road, PuDong, 200127 Shanghai China, China at least one week prior to vessel arrival Shanghai port.

The following information must be sent to both Expotransworld - Shanghai Office (FAX No.: +86 21 58708717) and EXPOTRANSWORLD Hong Kong (FAX No.: +852 2730 1878) as pre-advice:

a. Name of Vessel and Voy. No.
b. Date of Departure from Foreign Seaport/Airport and Date of Arrival Shanghai
c. Master Airway Bill or Ocean Bill of Lading No.
d. Weight and Measurement of Each Package
e. Special Handling Instruction

For Airfreight, the following information must be sent to Expotransworld - Shanghai Office (FAX No.: +86 21 58708717) and EXPOTRANSWORLD Hong Kong (FAX No.: +852 2730 1878) as pre-advice:

a. Flight number of aircraft.
b. Date of Departure from Foreign Airport and Date of Arrival Shanghai
c. Master Airway Bill, no house airwaybill number issue will be allowed.
d. Weight and Measurement of Each Package
e. Special Handling Instruction

3. THE CHINESE AUTHORITIES REQUIRE THE FOLLOWING DOCUMENTATION FORMS:

FOR ALL FOOD PRODUCTS

a. Hygiene Certificates (Issued by Health Dept. at origin)
b. Certificate of Origin

FOR ALL ALCOHOLIC PRODUCTS, please supply

a. Total quantity of bottles or cans per box
b. Volume of each bottles or can
c. Alcoholic content per bottle
d. Age certificate for whisky or cognac
e. Brand name

VERY IMPORTANT!!! - Plant & Quarantine Department of China found some exhibitors will bring the FOOD/MEAT/MILK/ALCOHOLIC products for personal use on stand, since a lot of disease happen in overseas countries, the PLANT & QUARANTINE DEPARTMENT OF CHINA has a very serious control for importation of above items. Therefore, we recommended exhibitors to buy above items at SUPERMARKET in China instead of bringing from country of origin.

4. DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

Please complete one Custom Declaration Form for each package (except literature) and submit one original with 3 copies to Expotransworld Ltd. or agents **no later than 22 days prior show open.**

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 includes the HS code number to identity the tax rate for Customs data entry. Please specify the following for the equipments:

Brand Name	Model Number	Serial Number	Size of TV/Plasma/LCD

			Monitor (inches)

Electronic Souvenirs to be distributed during exhibition – please kindly note that for all kinds of souvenirs that have electricity supply and/or have electronic components must need to obtain a license from ELECTRICITY AUTHORITIES of China. Customs may not allow exhibitor to distribute these kinds of souvenirs without the presentation of this permit. Normally, it takes more than 4 weeks to obtain the permit from ELECTRICITY AUTHORITIES of China and the cost for this application is more than US$400/application, and exhibitors are also needed to pay the import tax/duties for electronic souvenirs. Therefore, it is not recommended to ship the ELECTRONIC SOUVENIRS to exhibition.

Customs Regulations

- Please be informed for all exhibitions in China, each exhibitor must now provide the catalogues, pictures or any related documents for their temporary imported exhibition equipment with declared value at or over US$10,000 (per unit). Otherwise, the Customs has the right to refuse processing the customs formalities for any return/re-export/transfer shipments and/or sold exhibits.
- On the other hand, there must be a serial number on all the equipment (even if its value is lower than US$10,000) which customs officers will record during their inspection for inward and it must be tallied with what is declared on the declaration form. This record will be checked again during the export.
- In such case, it is strongly recommended that the exhibitor should print the serial number 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.

5. DANGEROUS GOODS/HAZARDOUS GOODS

Please dispatch all those dangerous goods / hazardous goods only to China Port/Airport directly attached by a IMCO certificate / declaration form together with an airwaybill or ocean bills of lading. A copies of documents must be faxed to both Expotransworld Office in Hong Kong and Shanghai at least 7 days prior freight to arrival in China Port/Airport.

6. CUSTOMS APPROVAL FOR LITERATURE/FILMS/SLIDES/VIDEOTAPES/ADVERTISING GIFTS

All of the above items must be submitted to Chinese Customs for approval prior to the opening of the show before their display and distribution. Details of this procedure are:

- *LITERATURE -* 3 samples of all literature (including brochures, leaflets) must be submitted to our China office **22 days prior show open** for on forward to China for approval.
- *FILMS/SLIDES/VIDEO TAPES/VCD/DVD -* Films, slides, videotapes are to be received by our China office **22 days prior show open** for on forward to China for approval. Exhibitors planning to carry this kind of equipment personally into China may be required to pay a deposit to the Chinese Customs for the release of these equipment into China.
- *ADVERTISING GIFTS -* 3 samples of each give-away are to be received by our China office **22 days prior show open** for on forward to China for approval.

7. PACKING INSTRUCTIONS

It is recommended that whenever possible, exhibitor material 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, please ensure the followings:

- All crates/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 crates/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, avoid shipping your exhibit in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m).

Please be advised that exhibits will be placed outdoors many times including open-air storage at the exhibition center. It is recommended that the packing of case must be strong enough to protect the exhibits from the damage of rain. The packing in cartons is not recommended as it is not suitable for repeated handling and repacking, any damage and claims will not be accepted to the unsuitable carton packages.

8. MARKING INSTRUCTIONS

All packages must show the following information:

Name of Exhibition:
Exhibitor name:
Hall No.:
Stand No.:
Package of
Gross Weight: KGS.
Dimensions (cm): L x W x H
Volume: CBM
Country of Origin: Made In

Please apply a minimum of two of the enclosed shipping labels per package (Please Photostat the quantity you require if necessary) and use only the metric system when stating dimensions and weight.

9. SPECIAL MARKINGS

In addition to the above, markings should be shown on the sides of the crates/cases where 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 and **RACK** 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.

10. STORAGE OF FREIGHT DURING THE EXHIBITION

Exhibitors requiring their freight (as opposed to empty cases) stored during the exhibition are requested to notify Expotransworld as soon as possible, allowing them to make special arrangements. Access to freight once stored will be possible at certain times during the exhibition. These times will be published at a later date.

11. STORAGE OF EMPTY CASES

Empty packing case will be automatically removed, stored and returned to the booth at the closing of the exhibition. Every efforts will be made to return empty cases to individual booth for re-packing at the closing of the exhibition, but priority will be assigned to exhibitors with have hand-carried items.

During the exhibition, you will be visited by a member of Expotransworld staff who will give you full return/disposal instructions regarding the repacking; return; sold; donated; etc. of your goods.

N.B. 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.

12. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the customs new regulation of Chinese Customs, exhibits are not allowed to keep in Exhibition Center after the show. All exhibits will automatically transfer to another Customs Bonded Warehouse which under the custody of Customs. Today regulation, Customs allow to keep the exhibits in Customs Bonded Warehouse for six months after the show. After six months, if the exhibits still do not have an instruction how to handle, the exhibits will be at the disposal by the Chinese Customs.

All charges incurred for the transfer of exhibits from exhibition center to Customs Bonded Warehouse plus the storage charges occurred at Customs Bonded Warehouse are for account of exhibitor or end-user. Charges occurred will be settled directly in between exhibitor/end-user and Customs Warehouse). Expotransworld will not involve in this handling unless we receive the Entrust Order from exhibitor to handle on behalf of exhibitor in China.

REMINDER: Exhibitor should consider the storage/transport charges to be levied prior to give a retained order to Expotransworld Ltd. to keep the goods in China.

13. VERY IMPORTANT PROCEDURES FOR IMPORTATION OF GOODS INTO CHINA -DECLARATION OF WOOD OR NO WOOD PACKING

Observe District:
All countries / Cities (Included Hong Kong SAR, Macau SAR and Taiwan)

Observe Scope:
All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

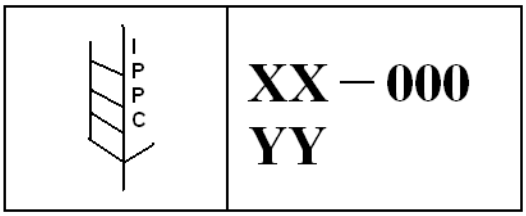
Exempted Scope:
Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard. Veneer, core. Saw dust, wood fiber and particle and other wood materials with its thickness equal or les than 6mm.

Observe Requirement:
China Entry & Exit Inspection and Quarantine required all wood packaging goods to be imported are required to arrange a Heat Treatment/Fumigation Handling at country of origin prior to ship to China (Included Hong Kong SAR, Macau SAR and Taiwan).

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packaging 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).

If the wooden packaging material without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposal or return 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

Suggest to issue 2 Original Certificate, One original certificate must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The 2nd Original must be sent by courier service to Expotransworld destination Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

For goods that are not packed with wood packing materials or are not loaded on a wood pallet, exhibitors are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) original with company stamp and signature, One original must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to EXPOTRANSWORLD Shanghai Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

Important Notice – In order to avoid problems may occur on Wood Quarantine Inspection, such as some of wooden bars on wooden pallet are conifer wood. We recommended for all wood packing or wood pallet loading exhibits should arrange Heat Treatment/Fumigation Handling at country of origin. Please

issue two (2) original, One original certificate must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to EXPOTRANSWORLD Shanghai Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

Failure to make the necessary arrangement for the handling of wood packing goods, exhibitor should responsible for the penalties from Chinese Government Authorities and the delay of exhibits delivery to stand on time.

For full details, please visit the official website of China Entry & Exit Inspection and Quarantine.

14. INSURANCE & CONDITIONS OF HANDLING

Please note that Expotransworld Ltd. undertakes all work at owner risk and we provide no direct insurance on exhibits. Every exhibitor should make certain that all shipments are covered by a full comprehensive policy from the time of dispatch from work to Shanghai and return (including exhibition period). Exhibitors should also bring a copy of the insurance policy to China. It will be useful in case exhibitors require to claim for damage or loss in China.

Please kindly note that Expotransworld Ltd. is only covered our own liabilities at owner's risk at maximum liabilities of US$2 per Gross Kilogram. For full details, please refer to the standard trading conditions of Company.

All services and work undertaken by Expotransworld Ltd. are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, copies of which are available upon request.

Company Name for Stand Fascia-shell scheme only
Deadline: 2017.4.20

Form 3A

Please return the form to:	**Contact**	
Hannover Milano Fairs Shanghai Ltd. Contact: Mr. Steven Xie Tel: (86)21 50456700-245 Fax: (86)21 50459355 E-mail: steven.xie@hmf-china.com	Company	
	Person	
	Tel	
	Email	
	Stand No.	
	Hall No.	

- All exhibitors who booked the Standard Shell Scheme Package, the company name in the application form will be used on the Stand's fascia, abbreviations will be used, e.g. "Limited = Ltd".
- If necessary to modify the details of the fascia board, please fill your company name in the following form before deadline.
- The company name should be both in English and Chinese. If the Exhibitor has a standard Chinese name, it is necessary to indicate it in this Form. Otherwise, the Organizers will provide the Exhibitor with the Chinese name according to the standard translation.

[1] English: please use block capital

[2] Chinese: please write clearly

- Diagram of Standard Shell Scheme is shown on next page.
- If necessary, the logo not larger than 200×200mm could be attached on the fascia board, the relevant fee should be borne by exhibitor. Please fax a sample together with this form for quotation.
- Exhibitors of shell scheme, please register on April 20th 2017.

Date

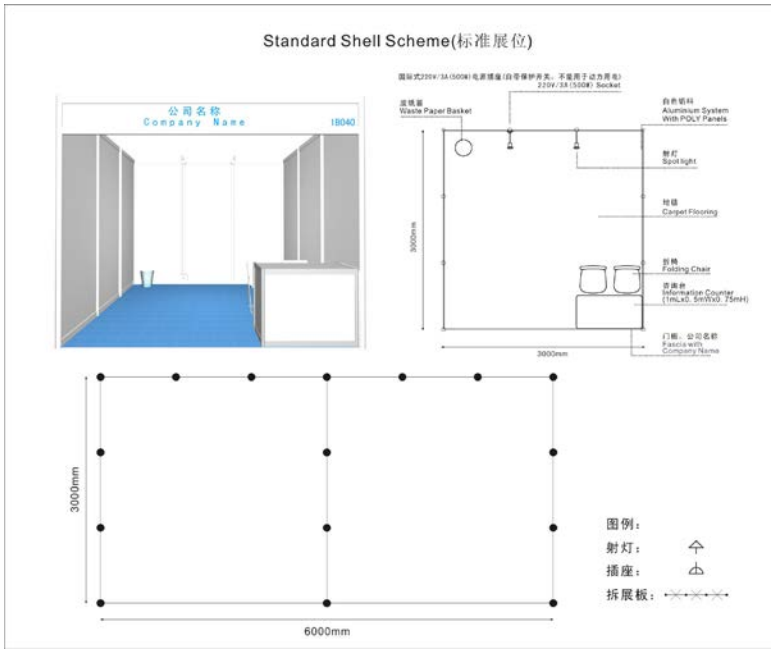
Signature & Stamp

Sketch of Stand-Shell Scheme Only
Deadline：2017.4.20

Form 3B

Please return the form to:	**Contact**	
Shanghai Fit Exhibition Service Co., Ltd	Company	
Tel: (86)21-52581367	Person	
Fax: (86)21-52581365	Tel	
Email: shfit@163.com	Email	
Contact: Mr. Zhu	Stand No.	
	Hall No.	

- Area of standard Stand: the ground and space of 3D size in a standard Stand.
- The configuration of standard Stand: Area,4m×3m,Height of poster,2.5m,Banner(include Stand no, company name in Chinese, the height of banner,0.3m,blue words and white board),one information desk, two white folding chairs, two 100W long-arm spotlights , one 5A plug-board.(Limited height of standard Stand is 2.5m, publish screen of Stand and product should be less than 10CM)
- Please notice the organizers before 20th April, 2017 if you need change Stand, it will be charged if you change on site.
- Its prohibited to change banner、Stand structure during exhibition period, product should not beyond standard Stand area.
- Do not hang heavy things on standard Stand, change or remove the standard Stand is not allowed. Do not bore holes, nails, paint or step prints or any kinds of glue. RMB100/m^2 cleaning deposit will be handed if those are required.



Date

Signature & Stamp

Additional Furniture Rental-Shell Scheme Only
Deadline：2017.4.20

Form 3C

Please return the form to:

Shanghai Fit Exhibition Service Co., Ltd

Tel: (86)21-52581367
Fax: (86)21-52581365
Email: shfit@163.com

Contact: Mr. Zhu

Contact

Company _____

Person _____

Tel _____

Email _____

Stand No. _____

Hall No. _____

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

No.	Item	Price(EUR)	Specification	Qua.
A01	INFORMATION COUNTER	36/pcs	1000L*500W*750H MM	
A03	RECTANGULAR TABLE	43/pcs	1500L*500W*750H MM	
A06	CABINET WITH LOCK	54/pcs	1000L*500W*750H MM	
A10	ALUMINUM ALLOY TABLE	36/pcs	700L*700W*72H MM	
A16	COFFEE TABLE	18/pcs	600L*600W*500H MM	
A17	GLASS ROUND TABLE	54/pcs	800R*750H MM	
A18	WOODEN BAR	540/pcs	1500L*500W*1000H MM	
B01	GLASS CUPBOARD	88/pcs	500L*500W*2000H MM	
B02	GLASS CUPBOARD	163/pcs	1000L*500W*2000H MM	
B03	SHOWCASE	90/pcs	1000L*500W*1000H MM	
B04	SHELF RACK	88/pcs	1000L*500W*2000H MM	
C02	SOFA	62/pcs	600L*900W*330H MM	
C04	BAR STOOL	30/pcs	530L*530W*870H MM	
C05	LEATHERN CHAIR	20/pcs	460L*460W*450H MM	
C08	PLASTIC CAMPSTOOL	10/pcs	460L*460W*490H MM	
C09	BLACK BAR CHAIR	18/pcs		
D04	FLAT & SLOPED SHELF	18/20/pcs	1000L*300W MM	
D06	COAT HANGER	20/pcs	1000L*250W MM	
D07	CATALOGUE HOLDER	80/pcs	1000L*220H MM	
D09B	LITTER BIN-IRON SHEET	10/pcs		
D10	PLANT	28/pcs	Small	
		30/pcs	Medium	
		36/pcs	Large	
D16	ROLL UP BANNER	55/pcs	1000L*2000H MM Including print	
		18/pcs	1000L*2000H MM not including print	
E04	WATER DISPENSER	120/pcs	with one bottle of water	
E13	REFRIGERATOR	435/pcs		
E18	SOCKET	20/pcs		

E20	LONGARM SPOTLIGHT	25/pcs		
E22	HALOGEN LIGHT	100/pcs		
E28	PLASMA TV	300/pcs	42‘	
E29	LED Large screen	140/pcs	500mm*500mm	
E30	PROJECTOR	300/pcs	4000 Lumens	
		500/pcs	6000 Lumens	
		850/pcs	8000 Lumens	
E31	FULL FREQUENCY SPEAKER	500/pcs		
E32	COFFEE MACHINE	250/pcs		

All items are on rental basis, and cannot make exchanging and cancellation.

- Items not listed on this Form will be offered on request and subjected to a separated quotation.
- The sockets can only be used within the maximum power of 500Watt capacity; it’s not permitted to mount any extra lights. If any electric appliance whose power exceeds 500Watt causes the fuse blowout, replacing fuse charge RMB 20.
- Saw or punch wall panels and facilities, adhesive double faced and single faced posters are strictly prohibited.
- Exhibitors should not modify the stand without permission. Punch, paint, cut or sticking vesicant on the wall panels and facilities are strictly prohibited. Otherwise exhibitors should pay for the damage goods (RMB 300/piece for wall panel, and RMB 500/piece for aluminous pillar).
- Once we received your order form, we will issue you a Debit Note. Only at the situation that you have received the Debit Note and settled payment before the stipulated deadline, your order can be considered as valid. All orders could only be confirmed by fully payment, we won’t accept non-payment order or reimbursement if order is cancelled.
- A 100% surcharge will be applied for late order (after 2017.4.20).

_____ _____

Date Signature & Stamp

Safety Commitment in Stand Setup-Raw Space Only
Deadline：2014.04.14

Form 4A

Please return the form to:	**Contact**	
Shanghai Fit Exhibition Service Co., Ltd	Company	
Tel: (86)21-52581367	Person	
Fax: (86)21-52581365	Tel	
Email: shfit@163.com	Email	
Contact: Mr. Xu	Stand No.	
	Hall No.	

Notes：

For a safe and smooth move-in, all exhibitors and contractors shall follow the procedure to apply the admission of construction.

- Before starting stand construction, the contractor of raw space exhibitor must contact with official stand contractor for management fee (RMB 30/sqm), deposit, the entrance permission of freight vehicles, and worker's badge.
- Before turning on the power switch, all electric box arrangement must be inspected by official stand contractor.
- All workers must have safety hat, if it has high altitude work, the workers must have safety belt.
- The maximum height: 4.5m for signal-storey stand, and 6m for two-storey stand. Sealed roof is prohibited. The stand design map must be confirmed by official stand contractor for approval. Below list must be filled by exhibitor and stand construction contractor:

Stand construction contractor：		
Address：		
Contact person：		
Tel：	Fax：	E-mail：
Signature：		Date：

Exhibitor：		
Address：		
Contact person：		
Tel：	Fax：	E-mail:
Signature：		Date:

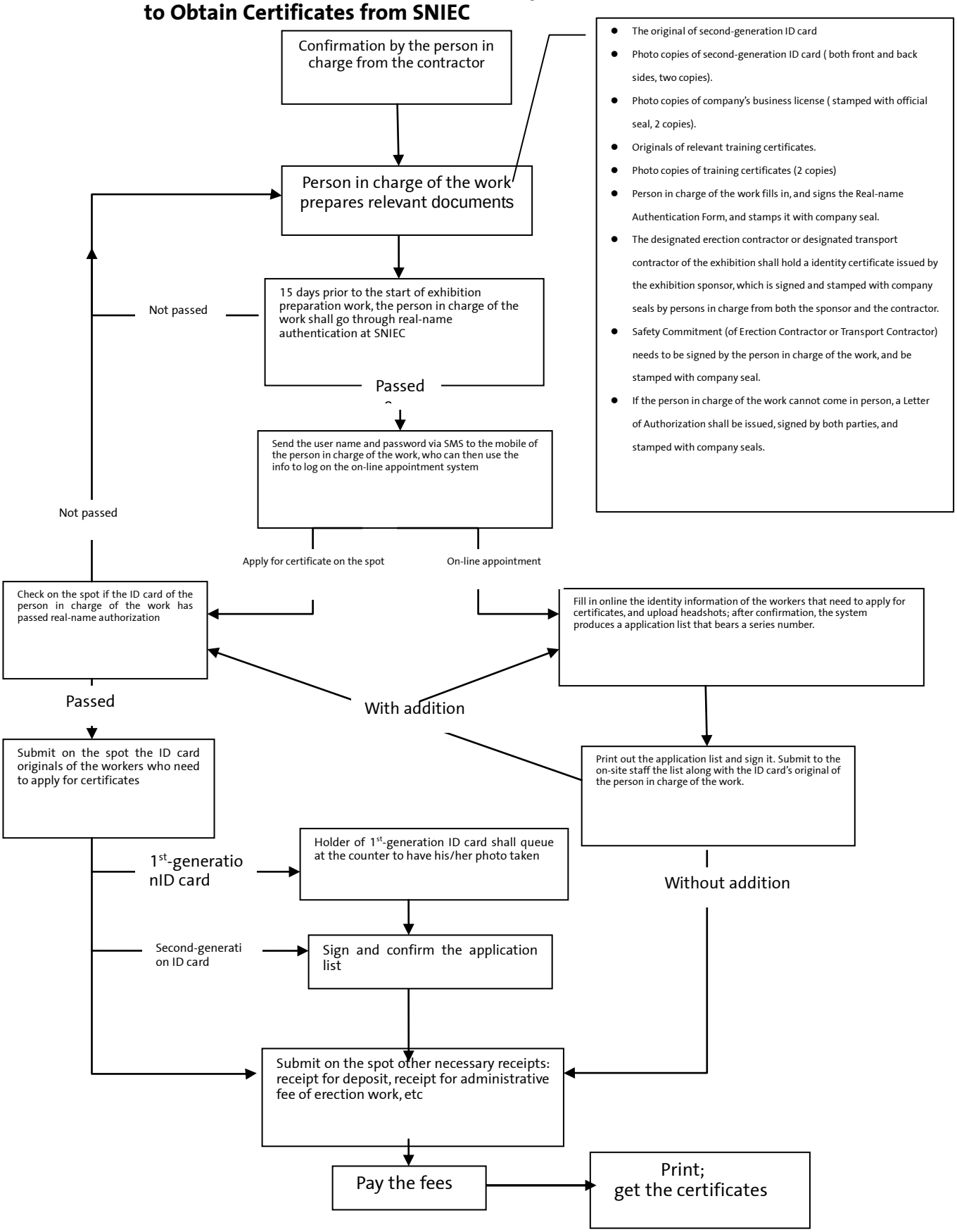
- 2 copies of stand (less than 4.5m height) design map must be sent to official stand contractor by express before **2017.4.14** (including scale plan, elevation map, overall effect diagram and the locations of electric box. **If there is an over-height（including 4.5m height）design stand, please check the attachment for the application of over-height design**.
- The copy of map is for different safety supervision department for examination and approval procedures.
- The stand will not be allowed to set up without safety department's approval.

Please send stand design map to:
Shanghai Fit Exhibition Service Co., Ltd
Building A, Floor 7 HongShen Office Tower
16, 710 Nong Dingxi Rd. Changning District, Shanghai 200052 Contact person: Mr. Zhu

IMPORTANT NOTES FOR RAW SPACE CONSTRUCTION

- For stand construction, “worker’s badge” is required and contractor shall apply for worker’s badge through the “badge center” of the fairground.
- Regulation is specified in attached “Important Notes for Work’s badge”.
- Contacts of the “badge center” of the fairground: 021-28906103*201/202/204/206

Flow Chart for Workers of Erection/Transport Contractor to Obtain Certificates from SNIEC



Real-name Authentication Form for Erection Contractor and Transport Contractor

(Please fill in the form in block letters)

Company Name:			
Company Address:			
Zip Code:		Tel(Including Area Code):	
Person in Charge of the Work:		His\Her Mobile Number (Their Unique Number)	
His/Her Identity Card No. (Second-generation Card, 18-digits)			
Email Address (The Unique Address)			
Person in Charge of the Site		His/her Mobile Number	
Person in Charge of Safety		His/her Mobile Number	

Please transcribe in block letters the following text :

I have fully understood the contents of the Safety Commitment. I am committed to strictly obeying the rules set out in the Safety Commitment. Should there be any quality, fire, or safety problems due to workers on behalf of whom I have applied for relevant permits and passes, I and my company shall bear all resulting economic and legal liabilities.

_____

_____

_____

Company Seal: Signature of Person in Charge of the Work:

Date: _____ / _____ / _____ (DD/MM/YY)

Return Receipt

Company Name: Person in Charge of the Work: Mobile:

(The following is to be filled in by SNIEC)

SNIEC Seal: SNIEC Executive:

Date: _____ / _____/ _____ (DD/MM/YY)

Letter of Authorization

Company Name of Entrusting Party:
Address:
Designated Person of Entrusting Party: Title:
ID Card (Passport) Number:

Name of Entrusted Party: Sex:
ID Card Number:
Address:
Tel:

Mr./Ms_____ is entrusted by our company to handle real-name authentication at the Shanghai New International Expo Centre with delegated responsibilities and authority as follows:

1. To sign for and submit real-name authentication forms and on-site constructor passes obtaining required documents, forms and other materials, including but not limited to "Real-name Authentication Form", "Constructor Passes Application Form," "Safety Commitment of Erection Contractor" , and “Safety Commitment of Transport Contractor ".

2. To obtain the passes for constructors, report any loss of passes, and file for card replacement and other relevant matters.

3. To conduct other procedures that are related to real-name authentication and obtaining constructor passes.

4. The authorization effective duration of the authorization is from the date of signing of this document until the end date of the dismantling work of the exhibition.

The Entrusting Party recognizes that the activities, commitments, and actions of the Entrusted Party, and documents signed by the Entrusted Party within the above scope of authorization are effective, and will bear any possible legal consequences.

Client Signature of Entrusting Party: Company Seal of Entrusting Party:

Signature of Entrusted Party:

Date: ____/ ____ / ____(DD/MM/YY)

Safety Commitment of the Transport Contractor

We, the transport contractor (hereinafter referred to as "the Contractor"), are committed to the strict observance of the following rules during the transportation, loading, and unloading operations within the confines of the Shanghai New International Expo Centre Co., Ltd. (hereinafter referred to as the "SNIEC"), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

- The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.

- The Contractor shall take charge to educate its transport staff on the issues of work safety, ensuring the drivers of special vehicles have the relevant driver's licenses, and ensuring all its workers work with their helmets on and in accordance with all necessary requirements and regulations. The Contractor shall urge its transport staff to work according to safety regulations, and take protective measures to ensure work safety and fire safety according to the established regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.

- When transport vehicles arrive at the SNIEC, they shall enter the designated unloading spaces to carry out loading and unloading according to the SNIEC's arrangements in terms of entry sequence and through designated passages, as well as parking at the spaces previously designated . The Contractor shall submit to the SNIEC a written plan two weeks prior to the exhibition on parking and loading spaces during the exhibition, and take measures to ensure the unloaded containers are stored in a safe and neat manner.

- Before driving the vehicle to the unloading area within the SNIEC, the driver shall obtain an Entry Permit of the Unloading Area from the SNIEC during office hours, and submit the relevant service fees and deposit. Loading and unloading shall only be carried out after the permit has been obtained, and shall be finished within the work duration specified on the permit, with the deposit then being returned when the vehicle leaves the site and the permit is returned. Should the permit be damaged or lost, the driver is required to provide compensation for any associated costs.

- During the loading or unloading operation, the driver shall follow the instructions of the security staff, and shall stay behind the wheel. After the operation is finished, the vehicle shall immediately leave the site. The security staff of the SNIEC have the right to keep any non-compliant vehicle of the premises or impose a fine by detaining some or all of the aforementioned deposit.

- Material handling shall not be carried out within common areas, audience passages, entrance halls, and entrance plazas. Forklifts or cranes shall not be operated at the unloading area, and on outdoor drainage and manhole covers.

- No vehicle is allowed to enter the exhibition hall without prior permission. After the permission is obtained, forklifts, and trucks and cranes of less than 5 tons in capacity can enter the exhibition hall to carry out work. Vehicles allowed to enter the exhibition hall shall be no more than 4 meters in height, and shall move at no more than 5kph. When the crane is in operation, the supporting points on the floor shall be protected with wood sleepers, and the crane boom shall be at least 3 meters away from the hall's ceiling and its steel structures.

- The floor of the exhibition hall has a load capacity of 3.3 tons /m2. If there are any components that vertically vibrate when the exhibits are being worked on, the load capacity of the floor shall be reduced by at least half. No loads shall be filed on the two main cable trenches within the exhibition hall. The outdoor ground is classified into three zones by load capacity: heavy-load zone, 15 tons/m2; regular-load zone, 5 tons/m2; light-load zone, 2 tons/m2. When transporting and placing the exhibits, the load capacity of the ground must

be taken into consideration. Should there be any questions, please consult the SNIEC beforehand.

- In regards to the manhole covers within the unloading area, no vehicle shall drive, no loads be piled up, and no work be carried out.

- Facilities, materials, and passages for flood control must not be damaged, hidden, or obstructed.

- During transporting, loading, and unloading operations, the floor, constructions, structures, facilities, equipment, and fittings should not be affected. Should there be any damage or pollution, compensation shall be made according to the SNIEC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities, Equipment, and Fittings".

- Fire and explosion prevention rules must be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) can be taken into the exhibition hall. No fires, electric furnaces and welding equipment can be used within the exhibition hall.

- Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must remain free of obstructions.

- Transport personnel must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.

- The work of transporting, loading, and unloading must not be subcontracted to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.

Should there be any consequences due to the Contractor's failure to follow the above rules, the Contractor will be liable to punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the SNIEC, and will also bear all possible resulting economic and legal responsibilities.

Seal of the Contractor:

Signature of the Person in Charge of the Work form the Contractor:

Date: ___/___/____ (DD/MM/ YY)

Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as "the Contractor"), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Centre Co., Ltd. (hereinafter referred to as the "SNIEC"), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

- The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.

- The Contractor shall take charge to educate its on-site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.

- The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC's staff on the improvement work.

- During work execution, the Contractor shall strictly follow the SNIEC's rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.

- For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.

- During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be made according to the SNIEC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities, Equipment, and Fittings".

- Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.

- Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.

- During work execution, no action shall be carried out that may affect the structures and safety of the building.

- Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.

- The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.

- The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor's failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor: Signature of the Person in Charge:

Date: ____/____/_____(DD/MM/YY)

Power Supply, Electrical Equipment and Telecommunication Facility
Deadline：2017.4.14

Form 4B

Please return the form to:

Shanghai Fit Exhibition Service Co., Ltd

Tel: (86)21-52581367
Fax: (86)21-52581365
Email: shfit@163.com

Contact: Mr. Zhu

Contact

Company _____
Person _____
Tel _____
Email _____
Stand No. _____
Hall No. _____

Price of power service on site

No.	Item	Price(EUR)		Qua.	Total
1	15A380V/(Power Point)（deposit:250.00）	EUR	217.00 (pcs/period)		
			24H Power supply 317.00 (pcs/period)		
			Electric Power for Machine Use 317.00 (pcs/period)		
2	30A/380V(Power Point)（deposit:250.00）	EUR	317.00(pcs/period)		
			24H Power supply 467.00 (pcs/period)		
			Electric Power for Machine Use 467.00 (pcs/period)		
3	40A/380V(Power Point)（deposit:284.00）	EUR	355.00/(pcs/period)		
			24H Power supply 523.00 (pcs/period)		
			Electric Power for Machine Use 523.00 (pcs/period)		
4	60A/380V(Power Point)（deposit:284.00）	EUR	517.00 (pcs/period)		
			24H Power supply767.00 (pcs/period)		
			Electric Power for Machine Use767.00 (pcs/period)		
5	100A/380V(Power Point)（deposit:517.00）	EUR	842.00(pcs/period)		
			24H Power supply 1255.00 (pcs/period)		
			Electric Power for Machine Use 1255.00 (pcs/period)		
6	150A/380V(Power Point)（deposit:850.00）	EUR	1267.00 (pcs/period)		
			24H Power supply 1892.00 (pcs/period)		
			Electric Power for Machine Use 1892.00 (pcs/period)		
7	200A/380V(Power Point)		2017.00 (pcs/period)		
			24H Power supply 3017.00 (pcs/period)		

	（deposit:1684.00）	EUR	Electric Power for Machine Use 3017.00 (pcs/period)		
8	250A/380V(Power Point) （deposit:1684.00）	EUR	2517.00 (pcs/period) 24H Power supply 3767.00 (pcs/period) Electric Power for Machine Use 3767.00 (pcs/period)		
9	300A/380V(Power Point) （deposit:1684.00）	EUR	2767.00(pcs/period) 24H Power supply 4142.00 (pcs/period) Electric Power for Machine Use 4142.00 (pcs/period)		
10	350A/380V(Power Point) （deposit:2517.00）	EUR	4267.00(pcs/period) 24H Power supply 6392.00 (pcs/period) Electric Power for Machine Use 6392.00 (pcs/period)		
11	400A/380V(Power Point) （deposit:2517.00）	EUR	5017.00(pcs/period) 24H Power supply 7517.00 (pcs/period) Electric Power for Machine Use7517.00 (pcs/period)		
No.	Telephone（No internet access）		Price(EUR)	Qua.	Total
1	Local LDD		147.00/line/period		
2	Domestic DDD （deposit:1000.00）		190.00/line/period(184,-for deposit)		
3	International IDD		515.00/line/period(684,-for deposit)		

- Late orders from April.14th 2017 will have a 50% surcharge. Orders on-site will have a 100% surcharge.
- If you haven't sent us the electricity box's location before the deadline, we will arrange the location at random, any location change will be subjected to a 50% charge of the price of the electricity box.

- All power and telephone line booking service is provided by official stand contractor. Including raw space exhibitors.
- All projects are for rent, not exchangeable and reversible.
- All order forms cannot be changed to other projects.
- A 100% surcharge will be applied for late order
- Please contact with official stand contractor for unlisted items.
- Will not notice if there is any change of the price.

Payment methods:
- Cash
- Bank Transfer:
- (1) Beneficiary Bank: China Merchants Bank, H.O.Shenzhen, China.
- (2) SWIFT Code: CMBCCNBS
- (3) Beneficiary's name: SU HAO
- (4) Beneficiary's A/C No.: 4100 6202 1000 9060
- (5) Address: China Merchants Bank Tower NO.7088, Shennan Boulevard, Shenzhen, China
- We kindly request all the exhibitors to keep all the payments bank transfer fees at the remitter side. Please select the OUR bank wire option (all bank charges payable to your side.)

Date _____ Signature & Chop _____

Hanging Point
Deadline：2017.4.14

Form 4C

Please return the form to:	**Contact**
Hannover Milano Fairs Shanghai Ltd. Contact: Mr. Steven Xie Tel: (86)21 50456700-245 Fax: (86)21 50459355 E-mail: steven.xie@hmf-china.com	Company _____ Person _____ Tel _____ Email _____ Stand No. _____ Hall No.

Price

Item	Size（sqm）	Price（RMB）	Remarks
Hanging banner	3.5m(H) * 2.5m(W)	1000/sqm	single-printed price

Application

Quantity	Single piece	Total Charge
	8.75sqm	

Date _____ Signature & Chop _____

Water Supply
Deadline：2017.4.14

Form 4D

Please return the form to:	**Contact**
Shanghai Fit Exhibition Service Co., Ltd	Company
Tel: (86)21-52581367 Fax: (86)21-52581365 Email: shfit@163.com	Person Tel Email
Contact: Mr. Zhu	Stand No. Hall No.

Price for water supply:

Water supply(50% surcharge for outside of Hall)	Unit	Price (EUR)	Qty	Total
Stand（connection pipe:10m, ø:15mm， Pressure:4kg/cm^2）	Pc	450.00		
Machine（connection pipe:10m, ø :20mm， Pressure:4kg/cm^2）	pc	667.00		
Air compressor(Not for outside of Hall)	**Unit**	**Price (EUR)**	**Qty**	**Total**
Air compressor (Output ≤0.4m^3 /min, 8-10kgf/cm^2)	Pc	667.00		
Air compressor (Output ≤0.9m^3 /分钟, 8-10kgf/cm^2)	pc	775.00		
Air compressor (Output ≥1.0m^3 /min)	pc	884.00		

- All water supply service is provided by official stand contractor. Including raw space exhibitors.
- All projects are for rent, not exchangeable and reversible..
- All order forms cannot be changed to other projects.
- A 100% surcharge will be applied for late order (after 2017.4.30)
- Please contact with official stand contractor for unlisted items.
- Will not notice if there is any change of the price.

Date _____ Signature & Chop _____

Internet Access Service
Deadline：2017.4.14

Form 4E

Please return the form to:	**Contact**
Shanghai Fit Exhibition Service Co., Ltd	Company
Tel: (86)21-52581367 Fax: (86)21-52581365 Email: shfit@163.com	Person
	Tel
	Email
Contact: Mr. Zhu	Stand No.
	Hall No.

Service charges:

Internet	Unit	Price (EUR)	Qty	Total
1M Fiber-based broadband, 1 Public static IP address	pc	732.00/line/period		
2M Fiber-based broadband,1 Public static IP address	pc	754.00/line/period		
1M Fiber-based broadband, 1 Public dedicated IP address	pc	1035.00/line/period		
2M Fiber-based broadband,1 Public dedicated IP address	pc	1057.00/line/period		
4M Fiber-based broadband,1 Public dedicated IP address	pc	1133.00/line/period		
6M Fiber-based broadband,1 Public dedicated IP address	pc	1209.00/line/period		
8M Fiber-based broadband,1 Public dedicated IP address	pc	1274.00/line/period		
10M Fiber-based broadband,1 Public dedicated IP address	pc	1317.00/line/period		
20M Fiber-based broadband,1 Public dedicated IP address	pc	2400.00/line/period		
40M Fiber-based broadband,1 Public dedicated IP address	pc	4350.00/line/period		
60M Fiber-based broadband,1 Public dedicated IP address	pc	5434.00/line/period		

Date

Signature & Chop

Interpreter Service
Deadline: 2017.4.14

Form 4F

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Mr. Steven Xie Tel: (86)21 50456700-245 Fax: (86)21 50459355 E-mail: steven.xie@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

- Exhibitors are strongly encouraged to engage the services of an interpreter/explainer in view of the large number of Chinese-speaking visitors expected at the Exhibition.
- Exhibitors will be responsible for the safety of temporary staff on duty at the 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, or Public Holidays.

Interpreter Rate

Daily rate of RMB1000 per interpreter in English.

Daily rate of RMB1200per interpreter in Japanese and Korean.

Daily rate of RMB1500 per interpreter in German and French.

Daily rate of RMB1500 per interpreter in Spanish and Italian.

Language	No. of Persons	Starting Date	Ending Date	Cost
English				
Japanese				
German				
French				
Korean				
Spanish				
Italian				
			Total Cost	

Date _____ Signature & Chop _____

Single Advertising Options
Deadline: 2017.4.14

Form 5

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Amy Liu Tel: (86)21 50456700-281 Fax: (86)21 50459355 E-mail: amy.liu@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

Please ✓ the package(s) your company would like to sponsor

Option	**Price**	**Tick here**
Full color ads. on Visitor guide &Show daily	RMB 8000/full page RMB 5000/half page	
Show bag	RMB 32500	
LOGO+ Press release in official E-news letter	RMB2730/edition	
Full color ads. on back side of Entry ticket	RMB3510/1000piece	
Full color ads. on back side of visitor badge	RMB48126	
LOGO on www.mm-china.com	RMB 858/6months	
Press release on www.mm-china.com	RMB 858/1000words	
Onsite adverts	Please call us for details	

Notes:
- The sponsor will need to consult with the organizer before any confirmation is granted.
- Signs, promotional material and camera-ready artwork for acknowledgement and advertisement to be supplied by sponsor.

Payment:
- Non-refundable advance payment, 30% of the total amount, shall accompany this application.
- The rest 70% shall be paid at least 4 weeks before the exhibition.
- Applications made within 4 weeks to the exhibition shall be accompanied with full payment.
- PLEASE KEEP A COPY OF THE SPONSORSHIP APPLICATION AND CONTRACT FORM FOR YOUR RECORDS.

Date _____ Signature & Chop _____

Corporate Lecture / Symposia
Deadline: 2017.4.14

Form 6A

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Mary.li Tel: (86)21 50456700-257 Fax: (86)21 50459355 E-mail: mary.li@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

Corporate Lecture – a cost-effective way targeting professional audience at the fair.

During the Exhibition, exhibitors are offered to present their company and /or products to delegates as well as the interested visitor in designated rooms on the fairground.

Our Service:

- Room rental (Each room can hold about 50 - 200 persons)
- Basic audio facility
- Program of Corporate Lecture /Symposia be published on related printing material and website
- Drinking water for delegates

Start at around RMB 8,000 / 90 min

We should herewith like to register for a Company / Product Presentation (should you wish to sign up more than one presentation ,please photocopy this form and fill in separate forms):

Title /Subject of the presentation	
Speaker's Name	
Presentation Language	
Note: Technical Requirements (will be available free-of –charge)	

Date _____ Signature & Chop _____

Online Promotion
Deadline: 2014.04.14

Form 6B

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Amy Liu Tel: +86-21-50456700-281 Fax: +86-21-50459355 Email: amy.liu@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

Don't miss out on this unique interactive advertising. You have the opportunity to promote your company and its new products and latest developments on our website: www.mm-china.com We have tailored two options for you:

Online Press Release **Rate: RMB 858/1,000 words**

Your press release will be published in English and Chinese on www.mm-china.com

Please email your release (up to 2 webpages) in DOC or RTF format and pictures (indicating your order) to amy.liu@hmf-china.com.

□ Yes ,we would like to make_____pieces of press releases on www.mm-china.com

Banner Advertisement **Rate :RMB 858/6 months**

Your banner(195*60 pixels) will be placed in the homepage of our website.

Please email your banner (indicating your order number) to amy.liu@hmf-china.com.

□ Yes, we would like to place our banner on www.mm-china.com for_____months.

Date _____ Signature & Chop _____

Press Box in Press Office
Deadline: 2017.4.14

Form 6C

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Mary Li Tel: (86)21 50456700-257 Fax: (86)21 50459355 E-mail: mary.li@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

In the Press Office of MM 2017 journalists from all over the world can collect information from Press Boxes. This is a particularly popular way for the trade journalist to find out more about your company and its offerings.

Each press box is charged at **RMB 250** for the duration of the Exhibition.

We require this service. Please provide a press box for us in the Press Office.

Company Name for Press Box Label: _____

Our Press Contact Person on site:

Name _____

Position _____

Mobile Nr. _____

Note:

Brochures/Printed information material for Press Boxes should be delivered to onsite Press Office on 2017.6.12

Date _____ Signature & Chop _____

Exhibitors' Badges
Deadline: 2017.4.20

Form 7A

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Ms. Mary Li Tel: (86)21 50456700-257 Fax: (86)21 50459355 E-mail: mary.li@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

Free badges will be available for exhibitor depending on the space as below. Any extra badge will be charged RMB 40/piece.

Space	Free badge
Up to 9	5
10-20	10
21-50	20
51-100	30
above100	50

□ Yes, we need _____extra badges and agree to pay these badges at the rate of RMB 40/piece. (Payment must be done at the exhibitor registration counter outside fairground during set-up period)

- Exhibitor's badges are strictly for staff manning the Exhibition stands. Only contracted companies are eligible to apply for these badges.
- Badges can be picked up at the fairground starting from the 2017.6.11.
- Badge is required for accessing fairground and other networking events.
- Each badge required additionally is charges at RMB 40. The organizers reserve the right not to issue Exhibitor badges to those with no connections to the exhibiting company. Please return your namelist with .doc or .xls file.

Name	Position	Company

Date _____ Signature & Chop _____

Visitors' Admission Tickets
Deadline: 2017.4.20

Form 7B

Please return the Form by E-mail to:	**Contact Information**
Hannover Milano Fairs Shanghai Ltd. Contact: Mr. Mary Li Tel: (86)21 50456700-257 Fax: (86)21 50459355 E-mail: mary.li@hmf-china.com	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

This form must be completed by all Exhibitors who wish to receive complimentary visitors' entrance tickets.

- Exhibitor will be provided with admission tickets for distribution to your business associates to visit you at the Exhibition.
- These tickets are strictly for distribution to members of the trade and business only, not to the general public or minors under 18.
- Up to 200 free tickets are available for each exhibitor..

We require_____tickets.

Admission tickets to be sent to following address:

Company	
Address	
City/Country	
Contact	
Tel	

Date _____ Signature & Chop _____

Invitation Letter for Visa Application
Deadline: 2017.5.12

Form 8

Please return the Form by E-mail to:	**Contact Information**
Orient Event Service Tel: (86)21 51099795 Fax: (86)21 64644008 E-mail: booking@orient-explorer.com.cn Contact: MM Booking Manager	Company _____ Contact _____ Tel _____ Email _____ Stand No. _____ Hall No.

VISA APPLICATION TO CHINA

All foreigners must obtain an entry visa before proceeding to China. Exhibitors are strongly recommended to process the application **one month before departure** from the country of origin.

EXHIBITORS WITH INVITATION

All the applicants for visas are required to have an **Invitation Letter.** Our company will coordinate and forward the information of the application for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities.

ATTENTION: Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China.

The cost to issue of Invitation Letter for visa application is **RMB180 per person.**

Please make enough copies for each applicant and return the typewritten form to us before the deadline.

Visa Invitation Letter Application Form

Event to attend: _____

Full name: _____

Nationality : _____ Sex : _____ Passport No. : _____

Date of Birth : _____ Place of Birth: _____

Entry China Date: _____ Exit China Date: _____

Company Name : _____

Address in full: _____

Tel : _____ Fax : _____ Contact Person : _____

Nearest China Embassy or consulate to apply visa : _____

Your email address: _____

Have you been to China before? If yes, please write down the date:

_____

Letter to be sent by ☐ fax ☐ email

We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline.

PAYMENT BY CREDIT CARD

I hereby authorize to debit my card (details as follows) for all the above service arranged:- ☐ Visa Card ☐ Amex Card ☐ Master card

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____

Credit Card Number: _____

Credit Cardholder's Signature: _____

Please fill up the above form in Block letter and scan/email to booking@orient-explorer.com.cn, or you may fax to: +8621 64644008

Date _____

Signature & Chop _____

Hotel Booking
Deadline：2017.6.1

Form 9B

Please return the form to:	**Contact**	
Orient Explorer. Tel: (86)21 51099795 Fax: (86)21 64644008 E-mail: booking@orient-explorer.com.cn Contact: MM Booking Manager	Company	
	Person	
	Tel	
	Email	
	Stand No.	
	Hall No.	

Hotel booking Details

Guest Name
Hotel Preferred
☐Single ☐Twin share room ☐Double room with 1 king-size bed (tick accordingly)
No of room(S)
Check in date and time (China local time zone)
Check out date

Local Tours: (seat-in-coach, select accordingly)

☐Best of Shanghai day Tour – RMB560 net per person
☐Suzhou and Zhouzhuang Water Village Day Tour – RMB980 net per person including group lunch
☐Hangzhou, Heaven on Earth Day Tour – RMB1180 net per person including group lunch

Number of person(s)
Preferred Date

Airport Limousine service: (RMB480 per way for 1-2 persons; RMB530 per way for 3-4 persons.)

I need for ☐Arrival ☐Departure, Number of person(s)
Arrival flight No.
Arrival local date & time
Departure flight No.
Departure date & time
Interpreter service: preferred language with date fromto
I come as a ☐ visitor ☐ exhibitor ☐ invited speaker

Payment type

☐I hereby authorize Orient Event Service to charge my credit card for the booking; Pls.note paid by credit card is subject to 3% admin fee.

☐By bank transfer, please indicate guest name/event name/hotel booked on transfer slip.

CREDIT CARD details
☐Visa Card ☐ Master Card ☐ AMEX ☐ JCB

Name of Credit Cardholder

Expiry Date (mm/yy)

Credit Card Number

CVV Code Cardholder's Signature

Special requirements

Official Recommended Hotels:

Name of Hotel	**Travel Distance to Exhibition**	**Cost Per Room Per Night（Including Breakfast）**		**Other benefits**
		Single Room	**Twin/double Room**	
Renaissance Hotel Shanghai Pudong(5*) Deluxe room	8 mins by taxi	RMB 1050 net	RMB 1050 net	Free Internet
Doubletree by Hilton(5*) Superior room	10 mins by taxi	RMB 950 net	RMB 950 net	Free Internet
Parkview Hotel Superior room	10 mins by taxi	RMB 650 net	RMB 700 net	Free Internet
Manju Century Hotel, Luoshan Road Deluxe Room	5 mins by shuttle bus	RMB 450 net	RMB 450 net	Free Internet Free Shuttle Bus
IBIS Hotel Shanghai Expo Standard room	15 mins by taxi	RMB 380 net	RMB 380 net	Free Internet;
Jinjiang Inn Shanghai Expo Standard room	15 mins by taxi	RMB 299 net	RMB 299 net	Free Internet;

Notes:
All rates quoted above are inclusive of daily breakfast, **free Internet access at room**. All hotels require advanced payment on or before **1st June 2017** unless specified.

Terms and conditions for all bookings:
Cancellation policy: any cancellation must be made before **1st June 2017** otherwise you are subjected to one night room charge.
No show: if no show, hotel will charge one night as penalty.

Date Signature

RULES AND REGULATIONS

For the purpose of these 'Rules and Regulations', the 'Organizers' shall mean:
Deutsche Messe
Hannover Milano Fairs Shanghai Ltd

OBSERVANCE OF REGULATIONS

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 of the stand or exhibits, or parts thereof. 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.

Exhibition Rules

PAYMENT
No Exhibitor may begin stand construction move their exhibits into the Hall or surrounding area until full payment, including deposits, has been received by the Organizers.

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 are no problems regarding payment.

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 stands at least 15 minutes before the opening hours of the Exhibition. Persons below 18 years of age are not allowed to use Exhibitor Badges, nor will they be admitted. This ruling will be enforced also during the set-up and take-down days.

b. Visitors
Trade visitors must complete a registration form before entry. Only those related to the industry will be allowed entry.
Persons under 18 years of age will not be granted entry during the set-up, take-down, and Exhibition days.

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 cognizant of, agree to, and abide with all the Rules and Regulations stated herein.

SUB-LETTIN OF STANDS

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

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 writer endorsement from the Organizers, display directly or indirectly, advertise or give credits to any products other than his own or his principal's. The Organizers reserve the right to have masked or removed from the Exhibition

hall any products or signs violating this regulation and all paid participation fee will be forfeited.

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 Exhibition and the Exhibitors.

PRESENTATIONS AND / OR DEMONSTRATIONS OF EXHIBITS/PRODUCTS

An Exhibitor intending to present and / or demonstrate equipment, exhibits or products at his stand must:

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. Ensure that all moving machines be fitted with safety devices when the machines are in operation. The safety devices may be removed only when the machines are disconnected from the source of power.

c. Ensure that any moving machines displayed shall only be demonstrated within the stand area, operated by qualified persons and shall not be left running without the proper supervision of such persons.

d. Safely 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 operation by any visitor or other unauthorized person.
f. Ensure that toxic fumes, 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. 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.

i. Ensure that any product or display like roofing, awning, ceiling or lighting pellet 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.

j. Ensure that all the relevant local government authority license(s) and/or permit(s) 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.

k. Ensure that only products for which they are either the producer, agent, distributor or dealer are displayed. In the event of a dispute between/among Exhibitors, the Organizers reserves the right to rule on the right to exhibit.

l. Ensure that noise level does not cause interference or annoyance to visitors or other Exhibitors. Demonstrations producing a high level of noise or other objectionable factors may only take place at certain times stipulated by the Organizers, who reserves the right to reduce the sound level or switch off the audio/visual displays should they cause any problem. In the case of dispute, the Organizers' decision will be final.

m. Only exhibits, posters, documents and materials relevant to the Exhibition profile as determined by the Organizers will be allowed. The Organizers reserve the right to remove from the Exhibition hall, any exhibit, poster, and articles, or any item complementary to an exhibit, which in their opinion, contravene this regulation.

PROMOTION DURING THE SHOW

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stands and/or on paid advertising locations. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc along the hallways nor near entrances/exits. This is unfair to other exhibitors and an inconvenience to visitors.

The use of all remote-controlled flying objects and the distribution of helium filled balloons is prohibited. The use of hot air balloons is subject to approval by the Organizer.

SOUND CONTROL

The noise level coming from the stand must not exceed 70 dB(A) at the stand boundary. During the presentation of exhibits or special shows the general noise level in halls may exceeded by 70dB(A) for a brief period. Loudspeakers must be directed towards the inside area of the stand. The exhibitor should submit the project of demonstrate or performance of products to the Organizer in the two weeks before the opening of the exhibition and subject to the Organizer's suggestion. The loudspeaker of every stand should be placed inside the stand. If the loudspeaker is found towards the outside area of the stand, the Organizer has the rights of stopping providing power for that stand before it comply with the order of the Organizer. The sound controller of every stand should be on his position when the loudspeaker is working. If the loudspeaker's sound is found lost control because the absent of the sound controller, the Organizer has the rights of stopping providing power for that stand immediately. If the stand is often complained by other stands because their sound is too loud over a long period, and that is proved by the Organizer, the Organizer can stop its power in part time as a punishment, and the exhibitor should responsible for his loss due to power cutoff by himself.

FAILURE TO EXHIBIT

Any organization which have signed and submitted a valid Contract for space reservation, and fails to exhibitor 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.

LIABILITIES AND INSURANCE

All Exhibitors participating in this Exhibition MUST arrange at their own cost "all-risk" insurance coverage from their country of origin on up to their Exhibition stand, including the duration of the Exhibition and their return to their country of origin. Exhibitors are strongly advised to pack and remove from the Exhibition hall all portable, attractive and valuable items at the end of each day when the Exhibition closes as this is the time that there is 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 farticles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whosoever.

Exhibitors shall ensure that they are fully covered by insurance and take up public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.
The Exhibitor shall insure, indemnify and hold the Organizers harmless in respect of all costs, claims, demand and expenses to which the Organizers may in any way he subjected as a result of any loss or injury arising to any person whosoever 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.

DAMAGES

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation

to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.
Exhibitors occupying Shell Scheme stands are also responsible for the cost of making good any damage to the contractor's stand structures, floor coverings, 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.

FORCE MAJEURE

In the case of force majeure-i.e. any cause whatsoever beyond the control of the Organizers-the Organizers reserve the right to alter the timing and/or duration of the Exhibition. The Organizers shall not be held responsible for any loss sustained by the Exhibitor, which is directly or indirectly attributed to a so-called "Act of God" such as fire, flood, earthquake, windstorm or other natural disasters, act of any sovereign government, and any law and judgment relating to labour dispute. In the event of such circumstances, the money paid by the Exhibitor, or any part thereof, may not be refunded to the Exhibitor.

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

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.

INTELLECTUAL PROPERTY RIGHT PROTECTION
To all the exhibits on display, the exhibitors either own the intellectual property rights, or have the authorization or permission for exhibition from the owner of the intellectual property rights, which have no infringement activity involved. Otherwise, the exhibitor will remove the infringed exhibits from display immediately, cooperate with the organizer and related legal agency on investigation and will not use this reason to request back any participation fee.

Construction Rules

STAND CONSTRUCTION AND DISMANTLING

a. Maxium height of stand shall not exceed 8 meter. Any structure which may exceed 8 meter must be approved by the fairground at least 4 week ahead of the opening of the show. Stand structures that have not been approved or do not comply with the Rules and Regulations or legal requirements may have to be modified or removed. If the necessary modifications or the removal are not done by the prescribed date, the Organizers are authorized to have the modifications or removal carried out at the expense and risk of the Exhibitor.

b. Stand of two stage or above

Two-storey stand can be built only when the total stand space exceeds 90 sqm. And it must be within 30% of the ground space while the height of the stand must be in accordance with the regulation of the exhibition hall.

All two-storey, multiple-storey and outdoor stands' drawings should be inspected by National Grade A Registered Structural Engineer before built up.

Exhibitors and contractors who have stand with two stages or above should insure the safety and stability of the stand. Any stand structure designs, decorations, furnitures or any parts of the stand which hangs in the air are not allowed to exceed the border of the reserved space, especially should ensure the safety and stability of the parts hang in the air so to avoid any hurts incurred on exhibitors and visitors. According to fire safety rules, exhibition stands are required to equipped with water sprinklers.

The Organizers are authorized to close the Stand until correct while the Stand is found unsafety.

c. Stand Fitting & Boundaries

All Stands 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. Stands with adjoining neighbour(s) should also be separated with the necessary side-wall(s).

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 (4feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points.

d. Open Frontages / General stand appearance

Sides of stands facing the aisles must be of transparent design. Walls bordering aisles should be made more interesting by introducing showcases, recesses, displays and so on. Long, closed lengths of stand partitioning are not allowed along the aisles.

Every visible surface must be made presentable. At the neighbouring stands or towards unrented, empty areas, partitions or similar elements at least 2.50m high must be erected to block the view. Any parts of back stand walls visible about a height of 2.50must be of clean appearance and have a solid, neutral colour.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, not extend their stand structures and fittings, beyond their contracted boundaries.

e. Painting

Major painting work on displays and Exhibition materials is 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:
(a) Painting in an area which is properly ventilate
(b) Use of Non Toxic Paints
(c) Covering the concrete floor with plastic overlaid with drop sheets
(d) No painting near the Centre’s vertical structure (i.e. Walls)
(e) No washing of paint material within or surrounding the Centre

f. Suspension of objects from hall ceilings

For suspension of objects from hall ceilings, please contact the Official Stand Constructor for detailed information and fees.

g. Only tempered glass can be used if glass material is involved in stand construction.

Information for Raw Space and Shell Scheme Stands

a. Materials used for stand construction and/or interior decoration works should be non-combustible and shall have a minimum flame spread rating at Class 2.

b. Weight capacity of ground is 5000 kilogram. Any exhibits exceeding the maxium weight is not allowed unless permitted by the fairground management team with safety measures.

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

d. Contractors will also have to bear any charges levied by the Hall Owner for damages cased to the property and/or flooring.

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

f. 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.

g. Exhibitors are not allowed to construct a permanent false ceiling at their stand.

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

i. 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.

Information for Exhibitors who reserved Raw Space only

Exhibitors who have booked 'Raw Space' stands may 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.

a. Flooring of stands must be covered in carpet or other suitable material.

b. The Organizers reserve the right to request the Exhibitor to change, modify, lower or shorten any backwall or sidewall proposed in the "Raw Space Stand" design if, in the opinion of the Organizer, such backwall or sidewall will obstruct the reasonable exposure of any adjacent Exhibition stands. In addition, the external side of any wall, which faces another Exhibitor or a public area must also be finished to a quality acceptable to the Organizer.

c. All stands must be constructed with a backwall and 2 sidewalls, except island stands, which does not require any wall. In case of a one-corner open stand, a backwall and sidewall must be constructed, while a two –corner or peninsula stand requires only a backwall.

d. Each Exhibitor is responsible for providing their own walls. Where stands are adjacent, an Exhibitor may not use the reverse of the neighboring stand's wall.

e. For two-storey, multiple-storey and outdoor stands', the Exhibitor must submit to the relative party, a whole set of documents 4 weeks before the opening of the Exhibition (Please refer to Page 37 for the "Technical Rules for Outdoor Stand and Two-story Stand Construction" from GUANGZHOU JINHAN EXHIBITION CENTER). The contractor may only commence stand construction once these plans have been approved, signed and returned by the relative parties. The higher stand design should not obstruct any other exhibitor's display area.

f. The name and stand number of the Exhibitor must be prominently displayed. If this requirement is not observed, the organizers reserve the right to affix stand numbers as they deem fit and to charge the cost to the Exhibitor.

g. Display of Exhibitor's name, logo, etc. is not permitted on the back or sidewalls of neighboring Stands.

h. Official Stand Constructor will issue Stand Construction Guideline to all exhibitors who reserved space only.

i. Form 4G must be submitted if overtime construction is required.

OBSTRUCTION OF AISLES OR NEARBY STANDS

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

All entrances and exits of the Exhibition hall should be kept unimpeded and the width of the main

public passageway (aisle) must be at least 5m in width, and for non-main aisle the width is at least 2.5m. Where there is a column in the passageway, a minimum aisle width of 3.5m must be maintained.

A 50 cm 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 times.

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 Stand shall be suspended by Organizers.

Logistic Rules

OFFICIAL FORWARDER

The Organizer will appoint a transport company as the official freight forwarder for all exhibitors at the consideration of the service's unity, the safety, and the control of the exhibition. That company will be in charge for the temporary import customs clearance of the overseas exhibits, the export shipping of the temporary overseas exhibits, and for all the exhibits' (including the local exhibits) on-site service.

The official freight forwarder is the only one who can transport the exhibits in the exhibition area. The exhibits those are taken to the exhibition hall loading area by the exhibitors should pass to the official freight forwarder for in-hall transport, and the exhibitors should pay the expense of the process (except the hand carry items). Only the official freight forwarder can operate the hoisting equipments (including forklift, crane and etc.) in the loading area and exhibition hall. Any other forwarder can not operate in the exhibition hall. The organizer and the exhibition hall have the rights of force the unauthorized hoisting equipments out of the exhibition hall. You can find the Shipping Manual which is provided by the appointed official freight forwarder in this manual and the service website of our company. Please get all the details of exhibits transport and the quotation from the Shipping Manual and communicate with the official freight forwarder directly.

OVERSEA EXHIBITS

This Exhibition has been registered in Customs and Inspection and Quarantine Bureau, and the organizer has appointed Expotransworld Ltd. as official freight forwarder whom do the process of import declaration, quarantine inspection and bounded supervising during the exhibition period and shipping cargo back, which is approbated by the above department.

The official freight forwarder will import exhibits by "temporary import" as bounded cargo, transport the exhibits to the exhibition hall at the period of the decoration, unpacking and position as the exhibitors requirement and repacking the exhibits and return it to the assigned destinations after the exhibition follow the exhibitors order.

If the exhibits find buyers and need permanent import, the official freight forwarder can assist the buyer to do re-declaration, and permanent import process and pay tax & duty. The official freight forwarder can also provide the service of import cargo through a trading company while the buyers who have no license of import cargos.

During the exhibition, the whole exhibition hall has the function of temporary bounded warehouse. The exhibits which enter into the exhibition halls with the Customs clearance problem need provide the related documents before they leave the hall with control of the Customs and the commission company. If the exhibits are imported by other ways, please take the related documents of Customs clearance for checking.

A modicum of temporary import showing materials, stationery and other expendable as the exhibits usually do not need to pay the tax and duty. For keeping the exhibition order, we do not encourage the

exhibitors to send mass souvenirs except for a modicum of presents for guests.
Exhibitor wants to export any irrelevant souvenirs, please handle the export Customs declaration of ordinary goods.

During the exhibition, all the manuscripts, slides, videos and movies from abroad must be submitted to the national Customs for examining first.

This exhibition is a commercial action, so there should not be anything reference to politics and any characteristics which are not be accepted by government during the exhibition.

All the exhibits should accord with the related regulates and laws of Chinese Customs', Inspection and Quarantine Dept.'s and Public Health Dept.'s.

All the exhibits must communicate with the official freight forwarder on this issue.
We strongly suggest the exhibitors do the exhibits loading, Customs clearance and other operations with our official freight forwarder.
The official freight forwarder, who is willing to provide their service for you, has enough ability to meet your requirements.

LOCAL EXHIBITS

The official freight forwarder provides two kinds of services on local exhibits: From warehouse and on-site:
A) From warehouse
The exhibitors from other province should transport the exhibits to the appointed warehouse in the limited period stipulated by the official freight forwarder, or provide the freight bill that consign to the official freight forwarder, whom can take and deliver the exhibits to Stand.
The official freight forwarder transports the exhibits to the exhibition hall in the move-in period after it receives the goods, and provides on-site service.
If you need the official freight forwarder's receiving cargo service, please connect with them directly to inquire the detail of consigning the B/L, marking on the case and the quotation.
The organizer and the exhibition hall do not provide the service of consigning for shipment for any exhibitor, and also not be responsible for the mistake of transport.
B) On-Site
The exhibitors or service companies transport the exhibits to the exhibition loading area, and entrust the official freight forwarder with the services of loading, packing, empty storage service during the move-in period; And empty deliver, repacking, loading service during the move-out period.

TIME AND PLACE

The exhibits can only be loaded or be transported in the loading area. The security will control and lead the trucks at the loading area to keep the whole flow fluent and safe.

The exhibitor should arrange the exhibits transport into the exhibition hall in the limited time follow the In-Hall Operation Schedule. The exhibitors should pay the expanse to exhibition hall for the overtime charge if they need work over time.

While there are large exhibits arrive during the exhibition period, the transport is not allowed at the consideration of safety. The transport can be done as overtime work when that day's exhibition is closed, and the exhibitor should pay the expanse of the extra work.

Every exhibitor must assure that there are exhibits and staff at the stand before the end of the exhibition. An empty Stand before the end of the exhibition is not permitted. The official freight forwarder will provide the out-door-permit and deliver the empties strictly follow organizer's schedule.

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.

Security Rules

SAFETY RESPONSIBILITY

Exhibitor has responsibility for his staff, property and his vender. Exhibitor must strengthen the education of safety to his staffs; remind them with the guard on person, on property, on public safety. Exhibitor need sign Safety agreement with his vender company (especially his contractors) to make clear their safety responsibility. Exhibitor must affirm that his and his contractor's activity in exhibition hall are under local "Safety Manufacture Law". If there's any operation or activity is under risk, exhibitor shall inform the organizer in advance; Only after the organizer or related department's evaluate and permit, exhibitor can continue the operation.

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 in the Exhibition hall
b. No explosives, petrol and highly flammable toxic or corrosive substances are allowed in the Exhibition hall

Compressed Air

According to the Fair Safety Regulations stipulated by the Shanghai Public Security Bureau, all air compressors must be placed outside the Exhibition hall. This rule will be strictly enforced.

Industrial Gas

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

Radioactive Materials

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

Hot Work Demonstrations

No naked or open flame equipment is to be sued in the Exhibition hall at any time.

Toxic Wastes

No toxic materials or wastes are allowed in the Exhibition hall at any time.

Pressure Tanks

The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.

Pressure tanks improperly secured will be immediately removed from the Exhibition hall upon notice being given to the Exhibitor by the Organizers.

All pressure vessels and equipment under pressure brought into the Exhibition hall must conform to all relevant safety standards and regulations.

SECURITY

General security in the Exhibition hall will be provided. Though the Organizers maintain security surveillance at all times, Exhibitors are reminded that goods/exhibits will still, nevertheless, be at risk, especially during the final day when the show closes. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the Exhibition closes each day. There fore, Exhibitors are advised to keep these safely stored each day before leaving the Exhibition hall.

Exhibitors are reminded that this is an open stand show and the primary responsibility for safeguarding of belongings lies with the Exhibitors. The Organizers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, Contractors or Visitors.

FIRE PRECAUTIONS

Smoking is strictly prohibited in the Exhibition hall.

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.

Any person who encounter an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it be 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 hide from the view the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose feel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

Public Parking Lots

Clients and visitors who enter the Centre by motor vehicles must follow the guidance of the security staff and pay applicable car parking fees.

Please order the Rules and Regulations of Shanghai New International Expo Centre **from the Organizer**

IMPORTANT NOTES

To secure an ideal environment for exhibitor and visitor, please note that

- All participants of networking events such as opening ceremony, evening reception, matchmaking meeting, seminar etc shall wear formal dress as the condition of entry.
- During the days of June 13- June 16, 2017, exhibitor in halls may not be permitted to play any video or audio of 70 db above. Any violation will be fined and the exhibitor will be required to terminate the play immediately. Exhibitor will be permitted to play video and audio up to 70 db during the public day on the condition that no provocative/political and obscene/erotic contents are included.
- During the days of June 13- June 16, 2017, exhibitor in halls will be permitted to conduct performance inside its stand on the condition that no specialized effect (smoke, fog, etc) and distribution of give-away by performer are included during the public day.
- Exhibitor is required to sign on the "**VIP BUYER ONSITE RECORD**" after meeting with those VIP buyers. Attached please find the sheet.
- Please take care of your belongings and other important stuff during the exhibition time. In case of stolen, please call the police onsite.
- Exhibitor badge is necessary for entry of exhibition and networking events. Nobody is allowed to alter the name on the badge or sell it to other people. Exhibitor shall apply for exhibitor badge by the deadline and any extra badges are subject to charge.

ENCLOSURE-VIP BUYER ONSITE RECORD (1)

Deutsche Messe FIERA MILANO

贵宾买家现场会晤记录-仅供展商填写
VIP BUYER ONSITE RECORD-EXHIBITOR ONLY

公司名称
COMPANY NAME：

代表姓名
DELEGATE NAME：

电话 电子邮件
TEL： EMAIL：

参展商请务必注意贵宾买家是否遵循如下规则
EXHIBITOR SHALL BE AWARED THAT VIP BUYER MUST COMPLY WITH FOLLOWING REQUIREMENTS AS A CONDITION OF PRIVILEGE

1 积极拜访参展商之展位，参加论坛、买家之夜、配对会晤、展商推介会，并确保每天约见不少于10 家参展商，并请展商在此表格上签字或盖章。
Actively visit exhibitor stand, attend forum, buyer night, matchmaking business meeting and seminar. Have a minimum of 10 appointments with exhibitors per day, and ask exhibitors to sign or stamp on this form.

2 需着正装入场。
Wear business dress as a condition of entry to MM 2017.

重要提示
IMPORTANT NOTE

1 请将此记录交于大会主办办公室
Please return this record to MM team at Organizer office onsite.

2 如果贵宾买家未前往 **MM 2017**，被怀疑或被证实向 **MM 2017** 的参展商销售其产品或服务，则将被大会列入黑名单并要求承担相关费用。
In case of "NO SHOW" or being suspected of, or proven to be, selling their products or services to exhibitor of **MM2017** during, or in the lead up to the fair, the VIP buyer will be blacklisted.

2017.6.13 **会晤记录** **专业日第一日**
MEETING RECORD OF 2017.6.13 **DAY 1**

会晤时间 MEETING TIME	评价 EVALUATION	买家名称 BUYER NAME	买家签名 BUYER SIGNATURE

EVALUATION: GOOD, AVERAGE, POOR

ENCLOSURE-VIP BUYER ONSITE RECORD (2)

Deutsche Messe　FIERA MILANO

贵宾买家现场会晤记录-仅供展商填写
VIP BUYER ONSITE RECORD-EXHIBITOR ONLY

公司名称
COMPANY NAME：

代表姓名
DELEGATE NAME：

电话　　电子邮件
TEL：　　EMAIL：

参展商请务必注意贵宾买家是否遵循如下规则
EXHIBITOR SHALL BE AWARED THAT VIP BUYER MUST COMPLY WITH FOLLOWING REQUIREMENTS AS A CONDITION OF PRIVILEGE

1 积极拜访参展商之展位，参加论坛、买家之夜、配对会晤、展商推介会，并确保每天约见不少于 10 家参展商，并请展商在此表格上签字或盖章。
Actively visit exhibitor stand, attend forum, buyer night, matchmaking business meeting and seminar. Have a minimum of 10 appointments with exhibitors per day, and ask exhibitors to sign or stamp on this form.

2 需着正装入场。
Wear business dress as a condition of entry to MM 2017.

重要提示
IMPORTANT NOTE

1 请将此记录交于大会主办办公室
Please return this record to MM team at Organizer office onsite.

2 如果贵宾买家未前往 MM 2017，被怀疑或被证实向 MM 2017 的参展商销售其产品或服务，则将被大会列入黑名单并要求承担相关费用。
In case of “NO SHOW” or being suspected of, or proven to be, selling their products or services to exhibitor of MM 2017 during, or in the lead up to the fair, the VIP buyer will be blacklisted.

2017.6.14 **会晤记录**　　**专业日第二日**
MEETING RECORD OF 2016.6.14　　**DAY 2**

会晤时间 MEETING TIME	评价 EVALUATION	买家名称 BUYER NAME	买家签名 BUYER SIGNATURE

ENCLOSURE-REGISTRATOIN FOR SUMMIT

Please return this form to：021-504569355 Mr. Steven Xie steven.xie@hmf-china.com.
Registration Deadline: 2017.4.3

Basic information	
□ Yes，we are interested in the summit. □ Yes，we are interested in sponsorship.	
Company name	
Contact person	Position
Phone	Fax
Mobile	Email
Address	Postal code
Website	
Other requirement	

ENCLOSURE -INSURANCE

The Direction of the Exhibition Liability Insurance's Application Form for Shanghai Convention & Exhibition Industries Association

In order to reduce the contractor and ordering party's liability risk and ensure the construction site security, every special decoration booth's ordering and contractor will be the co-insured if purchasing the exhibition liability insurance of which the premium is RMB 500. The indemnity liability of he ordering and contractor party in the exhibition is as below,

1、 The loss of the construction, all kinds of fixed equipment and the ground, foundation in the exhibition area.
2、 The pension, medical expenses and any other related fees produced by personal injury of the ordering and contractor party staff.
3、 The pension, medical expenses and any other related fees produced by the third party personal injury.

Please find the "The application form of Shanghai Convention & Exhibition Industries Association's exhibition liability insurance" for more information.

If the exhibitors and building unit need to transfer risk, they can choose to purchase the property insurance. Shanghai Renxin Insurance Broker Co., Ltd. will provide Shanghai Convention & Exhibition Industries Association's favourable rate. The specific underwriting conditions would be approached from Shanghai Convention & Exhibition Industries Association's risk management consultant- Shanghai Renxin Insurance Broker Co., Ltd.

Shanghai Renxin Insurance Broker Co., Ltd. will provide the most preferential condition and service for the exhibition, including the scene for insurance procedures, safety supervise, insured accident and claim payment etc. please contact Shanghai Renxin Insurance Broker Co., Ltd. in advance in advance:

Shanghai Renxin Insurance Broker Co., Ltd.
Suite 20C,Jiali Mansion,2/1228 Yan An Rd(W),Shanghai 200052,China
Customer Service Tel：021-51870607*1007，Jin Zongling (Miss.)
E-mail：lx9791@163.com

上海市会展行业协会展览会责任险专用投保单

THE DEDICATED INSURANCE PROPOSAL FORAM OF LIABILITY INSURANCE FOR THE EXHIBITION OF SHANGHAI CONVENTION AND EXHIBITION INDUSTRIES ASSOCIATION

一、保险发票抬头 Invoice Title

公司全称: Company full name:

二、被保险人 The Insured

（被保险人是指受保险合同保障,享有保险金请求权的人.）

The insured refers to the person covered under an insurance contract and be entitled to the right to insurance claims.

全称（搭建商、展商公司名称）: (The full name of exhibit producer and exhibitor)

三、联系人信息 Contact Details

联系人姓名: Contact name:	联系手机号码: Contact telephone number:
联系人地址: Contact address:	

三、承保信息 Underwriting Information

展会名称: The Exhibition name:	
展馆名称及地址: Name and address of the exhibition hall:	
展馆展位号: Exhibition booth No:	
保险期间: Policy period:	自 年 月 日 零 时（布展开始之日）起至 年 月 日 二十四 时止（撤展结束之日）。 From dd mm yy(Exhibition incepton)to dd mm yy (exhibition expiry)
保险责任及赔偿限额: Indemnity:	1、 展览场所的建筑物、各种固定设备及地面、地基的损失; 累计赔偿限额 CNY：50 万元。 1、We will pay compensations for the loss of constructions, all kinds of fixed equipments, the ground and foundation within the exhibition hall. Aggregate limit of indemnity:CNY 500,000
	2、雇请工作人员的人身伤害，所引起的抚恤金、医疗费和其他有关费用。 累计赔偿限额 CNY：150 万元；每人累计赔偿限额：30 万元。 2、We will pay compensations for the pensions, medical expenses and other relative fees incurred by the bodily injury of the employees. Aggregate limit of indemnity:CNY：1，500，000 The aggregate limit of indemnity per person:CNY：300，000
	3、第三者的人身伤害，所引起的抚恤金、医疗费和其他有关费用。

	累计限额 CNY：200 万元；每人累计赔偿限额：30 万元。 3、We will pay compensions for the pensions, medical expenses and other relative fees incurred by the bodily injury of the third party. Aggregate limit of indemnity:CNY：2，000，000 The aggregate limit of indemnity per person:CNY：300，000
	4、累计总赔偿限额 CNY：400 万元。 4、Aggregate limit of indemnity：CNY：4，000，000
总保险费： Gross premium：	CNY：500.00
每次事故免赔额： Deductible:	无 Nil
司法管辖： Judicial jurisdiction	中国大陆（港澳台除外） Mainland China(excluding HongKong、Macao and Taiwan)
争议处理： Disputes Resolution:	协商、诉讼、仲裁 Negotiation, litigation, Arbitrament
付费约定： payment aggrement：	于起保日前内一次性付清，投保人未按约定交纳保险费，发生保险事故，保险人不承担赔偿责任。 The premiun should be paid in full amount before the inception date. If the Policyholder fails to pay the premium according to the agreement, the insurance company will not does not assume any compensation liability.
投保人声明： Statement of policyholder	本投保单所填各项内容均属实，同意以本投保单作为保险公司签发保险单的依据及保险单的组成部分。投保人确认保险公司已就展览会责任险条款及附加条款（包括责任免除部分）的内容向投保人作了明确说明，投保人对保险合同的条款及保险条件已完全了解。保险合同自保险单签发之日成立。 All information in this proposal form are verified. Policyholder agrees to use it as the basis of issuing a Policy by insurance company and part of the Policy. The policyholder should affirm that the insurance company has already illustrated the liability insurance terms and additional clauses (including the Exclusion part) Policyholder has fully awared of the terms and conditions of the insurance contract. The insurance contract is valid since the Policy is issued.
投保人签章及签名：_____ Signature of the Policyholder：	
投保日期： 年 月 日 时 分 Applicant Date： yy mm dd	

ENCLOSURE –APPLICATION FOR OVER-HEIGHT DESIGN

The following three kinds of stand design plans must be presented to HAH Consulting & Exhibition Co.,Ltd.Shanghai for the structural approval. The exhibitor and its contractor shall be responsible for the relevant fee.

① Two-storey stands, indoor or open-air site.

② Single-storey stands, open-air site.

③ Single-storey stands, indoor site special constructions with higher than 4.5m in height (including 4.5m)

If this is not done within specified deadline, the stand set-up may not be permitted, and any resulting consequences will be borne by the exhibitor or its contractor.

Contact information：

HAH Consulting & Exhibition Co.,Ltd Shanghai

Tel:86-21-28906633/34/35*804

Fax:86-21-28906000

Email:hah@hahchina.com

Contact person：Lya Huang

Deadline: 30 April 2017
Building Approval For Multi-Storey And Outdoor Stand Design

-Submit in duplicate-

Please return form to:	Company:
HAH Consulting & Exhibition Co.,Ltd. Shanghai E2-2E1, 2345 Longyang Road Pudong New Area Shanghai 201204 P.R.C Tel.:+86(0)2128906633/34/35*804 Fax:+86(0)2128906000/28906050 Contact Person: Ms. Lya Huang Email: hah@hahchina.com	Address:
	Category of Booth
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Exhibition Name:
	Hall / Booth No.:

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:
2nd 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 2nd floor area: _____SQM Estimated maximum load capacity of 2nd floor: _____ persons

Booth Builder:

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

Regulations on Booth Construction & Design Drawing Review：

All double-floor booths must be reviewed and approved by Grade A National Registered Structural Engineer.

Upon request for drawing inspector by our recommendation, the review is charged as RMB 50/SQM for exhibitors. For all booths approved by Grade A National Registered Structural Engineer, a drawing re-inspection fee shall be charged as RMB 25/SQM.

If you need the services offered by assigned drawing inspector, please submit the following drawings:

a. Booth perspective drawing (1front-side and 2 sides), in quadruplicate
b. Ground floor plan, in quadruplicate
c. 2nd floor plan, in quadruplicate
d. Cutaway view, in quadruplicate
e. Elevation, in quadruplicate
f. Section (Side elevation), in quadruplicate
g. Detailed booth material checklist, in quadruplicate
h. Structural drawing, in quadruplicate
i. Structural calculation drawing Stamped by Grade A registered National structural engineer, in quadruplicate **(re-inspection booths need)**
j. Static test report or static load calculation Stamped by Grade A registered National structural engineer, in quadruplicate **(re-inspection booths need)**
k. Certification of Grade A National registered structural engineer **(re-inspection booths need)**

Note **All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers.** ***DO NOT only specify by grid, in which case, the drawings may be returned without approval.*** **The builder shall be responsible for any delay thus caused. All drawings must be specified in detailed dimensions (m).**

For construction and design drawings for double-floor booths, if neither reviewed nor re-inspected by HAH Consulting & Exhibition Co., Ltd. Shanghai, the organizer, the exhibition center and HAH Consulting & Exhibition Co., Ltd. Shanghai are authorized to prevent the construction by such exhibitor in the scope of the exhibition center.

Please T/T the inspection charge to the following bank account, and fax the T/T voucher to HAH (the reviewed area is calculated upon the actual area of two-storey and one-storey booth design)

Account Name: HAH Consulting & Exhibition Co., Ltd. Shanghai
Bank Name: Huaihai Office, Shanghai Branch, China Merchants Bank
Account No.: 212081817110001

HAH will start inspection upon receipt of both T/T voucher and drawings.

Declaration by the Project Manager, Foreman or Site Manager responsible for implement of the special stand design

I, the responsible □ Project Manager □ Site Manager (tick as application)

Name:_____ Address:_____

Tel:_____

Hereby declare that the above exhibtion stand complies with the statutory regulation and the terms of participation.

Please fill out the form with the correct information, this will directly affect the safety and the fee of the structure being submitted for audit. If any of the submitted information are found to be false, the Shanghai New International Expo Centre reserves the right to stop booth facilities and supplies until the closure of the booth. Shanghai New International Expo Center and HAH Consulting & Exhibition Co., Ltd.Shanghai are not accountable for any liability arising therefrom.

Deadline: 30 April 2017
Building Approval For One-Storey Stand Design
(exceeding 4.5m in height for one-storey stand)

-Submit in duplicate-

Please return form to: HAH Consulting & Exhibition Co.,Ltd. Shanghai E2-2E1, 2345 Long yang Road Pudong New Area Shanghai 201204 P.R.C Tel.: +86 (0)21 28906633/34/35*804 Fax: +86 (0)21 28906000/28906050 Contact Person: Ms. Lya Huang Email: hah@hahchina.com	Company:
	Address:
	Category of Booth
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Exhibition Name:
	Hall / Booth No.:

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:

Other Material Details:

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

Booth Builder:

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

Regulations on Booth Construction & Design Drawing Review:

All Indoor booths with height of or above 4.5m or roof structure covering the booth area above 50% must be reviewed and approved by Grade A National Registered Structural Engineer. Upon request for drawing inspector by HAH, the review is charged as RMB 25/SQM for exhibitors. For all booths approved by their own Grade A National Registered Structural Engineer, a drawing re-inspection fee shall be charged as RMB 18/SQM.

If you need the services offered by assigned drawing inspector, please submit the following drawings:

a. Booth perspective drawing (1front-side and 2 sides), b. Floor plan,

c. Cutaway view, d. Elevation,

e. Section (Side elevation),

f. Detailed booth material checklist, g. Structural drawing,

h. Structural calculation drawing stamped by Grade A registered National structural engineer, in quadruplicate (re-inspection booths need)

i. Static test report or static load calculation Stamped by Grade A registered National structural engineer, in quadruplicate (re-inspection booths need)

j. Certification of Grade A National registered structural engineer (re-inspection booths need)

Note **All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. DO NOT only specify by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.**

All drawings must be specified in detailed dimensions (m).

For construction and design drawings, if neither reviewed nor re-inspected by HAH Consulting & Exhibition Co., Ltd. Shanghai, the organizer, the exhibition centre and HAH Consulting & Exhibition Co., Ltd. Shanghai are authorized to prevent the construction by such exhibitor in the scope of the exhibition centre.

Please T/T the inspection charge to the following bank account, and fax the T/T voucher to HAH (the reviewed area is calculated upon the actual booth area)
Account Name: HAH Consulting & Exhibition Co., Ltd. Shanghai
Bank Name: Huaihai Office, Shanghai Branch, China Merchants Bank
Account No.: 212081817110001
HAH will start inspection upon receipt of both T/T voucher and drawings.

Declaration by the Project Manager, Foreman or Site Manager responsible
For implement of the special stand design

I, the responsible □ Project Manager □ Site Manager (tick as application)

Name:_____ Address:_____
Tel:_____

Hereby declare that the above exhibition stand complies with the statutory regulation and the terms of participation.

Please fill out the form with the correct information, this will directly affect the safety and the fee of the structure being submitted for audit. If any of the submitted information are found to be false, the Shanghai New International Expo Centre reserves the right to stop booth facilities and supplies until the closure of the booth. Shanghai New International Expo Center and HAH Consulting & Exhibition Co., Ltd.Shanghai are not accountable for any liability arising therefrom.