## **©ENSING .0-12 OCTOBER**

## **27,000** m<sup>2</sup> 230<sup>+</sup>exhibitors 1000<sup>+</sup>brands/properties

# EXHIBITOR MANUAL

## 2020.10.10-12 Hall 2.1, NECC (Shanghai), China







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www.licensingexpochina.com

## Dear Exhibitor,

Thank you for participating in **Licensing Expo Shanghai 2020**. To prepare your stand and to make your participation as effective as possible, we advise you to read through this Manual carefully. There are a number of forms, but please take the time to go through them – complete and return the relevant forms by the stipulated deadlines to ensure your instructions carried out efficiently and timely.

The Manual contains all the important guidelines & regulations that help you with the pre-show publicity campaigns and onsite technical services, which include various Timetable, Onsite Technical Service/Advice, Health & Safety Rules (Part A-H), etc.

## Please pay attention to the following Guidelines:

1. <u>Guidelines & Regulations for "Raw Space" and "Shell Scheme" are different</u> from each other, please make sure you read the relevant part based on the stand type you take.

2. For all Raw Space Exhibitors, to avoid any problem caused by contractors' breaching regulations, please ask your booth contractor to read the Manual carefully so that to do the preparation & on-site work according to the regulations.

Please submit orders forms before the stipulated deadlines, including those forms offered in the official contractors. Part A (Order Forms checklist) provides a quick check for everything you need to prepare.

3. For more information & updates for the exhibition, please visit our website http://www.licensingexpochina.com.

Notice: The Official Service Contractors will provide you with the services as follows. You may contact them directly by the contact details in those forms.

- Design drawings vetting for all raw space
- Furniture rental for shell scheme of LEC
- Freight Forwarding
- Hotel/Accommodation

All forms are attached to this manual. Online submission of order forms are accessible at the "Exhibitor Service Centre" on our website: http://www.licensingexpochina.com/.

Should you need any services or advice which are mentioned in this manual, please feel free to contact your account manager of the exhibition team as below, who will be more than happy to help you in any way.

Tel: +86-0517-26895000

Website: http://www.licensingexpochina.com/

We look forward to working with you closely over the coming months and seeing you in Shanghai, China!

Special notice: LEC is a trade show, minors under the age of 18 are not allowed to enter.

## SUMMARY

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## A

## A1 Deadline of Order Forms Submission online

Deadline	For	ms	Submitter	Remarks
*19 August 2020	H1	Alternative Equipment Confirmation of Shell Scheme for LEC (including Enhanced Shell Scheme and Deluxe Shell Scheme)	Compulsory for Shell Scheme of LEC	Must submit online
*31 August 2020	H2	Fascia Board of Shell Scheme for LEC	Compulsory for Shell Scheme of LEC	Must submit online
*31 August 2020	H3	Fascia Board of Enhanced Shell Scheme for LEC	Compulsory for Enhanced Shell Scheme of LEC	Must submit online (upload logo)
*31 August 2020	H4	Fascia Board of Deluxe Shell Scheme for LEC	Compulsory for Deluxe Shell Scheme of LEC	Must submit online (upload logo)
19 August 2020	H7	Furniture/AV/Plants/Water Rental for LEC	Optional for Shell Scheme	Submit online if needed
11 September 2020	H9	(Heavy & Large) Exhibits Shipping - APT	Optional for Raw Space Stands in Hall 2.1	Submit online if needed
*19 August 2020	H11	Exhibitor Appointed Contractor (EAC) Registration	Compulsory for Raw Space Stands	Must submit online
19 August 2020	H12	Display Vehicles Entry Application Form	Optional for Raw Space Stands	Submit online if needed
19 August 2020	H13	On-Site Event Application	Optional	Submit online if needed
*19 August 2020	H14	Exhibitor Badge Form	Compulsory	Must submit online
*24 August 2020	H15	Electricity Supply Price	Compulsory for Raw Space Stands	Must submit on Mega Expo's online system
*24 August 2020		Raw Space Stand Application System	Compulsory for Contractors of Raw Space Stands	Must submit on Mega Expo's online system (including upload booth drawing and finish paying)

Note: Forms with "\*" are compulsory to submit before the deadlines, there will be late order surcharges for orders received after the deadlines, please read through the related forms carefully and revert before the deadlines.

В

## LEC Construction Timetable

B1	Raw Space Contractors Move-in/Build-Up
B2	Exhibitor Move-in/Registration
B3	Exhibition Opening Hours
B4	Move-out

## **B1 RAW SPACE CONTRACTORS MOVE-IN/BUILD-UP**

Raw Space	Thursday, 8 October 2020	09:00 - 20:00				
Raw Space         Friday, 9 October 2020         09:00 - 20:00						
Main construction work must be finished by 13:00 on Friday, 9 October 2020						
Contractors are required to work within these move-in hours. If contractors wish to work						
beyond these hours they should contact Mega Expo-the official contractor- in advance and be responsible for the cost caused.						

## **B2 EXHIBITOR MOVE-IN/REGISTRATION**

Shell Scheme	Friday, 9 October 2020	09:00-20:00
Raw Space	Friday, 9 October 2020	13:00-20:00

## **B3 EXHIBITION HOURS**

Date	Exhibitor Access only	Exhibition Opening hrs
Saturday, 10 October 2020	08:00 -18:00	09:00 – 17:00
Sunday, 11 October 2020	08:00 -18:00	09:00 – 17:00
Monday, 12 October 2020	08:00 -17:00	09:00 – 15:00

## **B4 MOVE-OUT**

Monday, 12 October 2020	15:00 – 17:00	Exhibitor/Hand-carried items Move-out
Monday, 12 October 2020	17:00 – 22:00	Contractor and Forwarder access for stand move-out & dismantling of stand structures and electrical installations & removal of heavy exhibits

Contractors are required to work within these move-out hours. If contractors wish to work beyond these hours they should contact Mega Expo - the official contractor- in advance and be responsible for the cost caused.

## Official Contractors & Exhibition Hall Specifications/Regulations

С

С	Official Contractors& Exhibition Hall Specifications/Regulations
C1	Official Standfitting Contractor
C2	Official Freight Forwarder
C3	Business Travel Services
C4	Hotel/Accommodation
C5	Insurance Broker
C6	Security
C7	Exhibition Hall Specifications/Regulations

## **C1 OFFICIAL STANDFITTING CONTRACTOR**

Items	Company Name	Person	Contact
Alternative Equipment	Mega Expo (Shanghai)	Miss. Polly	M: 18501650625
Confirmation of Shell Scheme for LEC	Co., Ltd Tel:	Liu	polly.liu@megaexposhanghai.com
Furniture/AV/Plants/W	021-54453125/54453126		M: 18501650622
ater Rental for LEC	Fax:	Mr. Crown	crown.lv@megaexposhanghai.co
	021-54810933	Lv	m
Raw Space Stand	General in charge:		M 19501650612
drawing review &	M:18501650631	Mr. Lucas Lu	M: 18501650613 yang.lu@megaexposhanghai.com
collect related	cathy.wang@megaexposh		yang.id emegaexpositiangnal.com
document. Order electricity	anghai.com	Mr.	M: 18516104548
Collect construction		Zezhen.Lee	zezhen.lee@megaexposhanghai.
deposit.			com
Collect construction management fee.		Mr. Zhe	M: 15618957256
management iee.		Wang	zhe.wang@megaexposhanghai.c
			om

## C2 OFFICIAL FREIGHT FORWARDER

<u>ltems</u>	Company Name	<u>Person</u>	<u>Contact</u>
	Tel: 021-61240090 Fax:	Oversea Mr. Talen Weng Mr. Louis Liu	T: 021-61240090-313 M: 13701851985 E: talen.weng@aptshowfreight.com T: 021-61240090-322 M: 13512132873 E: Louis.liu@aptshowfreight.com

**OFFICIAL FREIGHT FORWARDER** for Hall 2.1

## C3 BUSINESS TRAVEL SERVICES

<u>ltems</u>	Company Name	<u>Person</u>	<u>Contact</u>
Airport pick up / shuttle bus		Louis Wang	T: 18516006269 E: reservation@totalexpo.net
Group meal, tea break, buffet	Shanghai Qiangqi Exhibition Service Co., Ltd.	Jack Chen	T: 18516006682 E: food@totalexpo.net
Translator, model, usherette, volunteer, cameraman etc.		Peter Chen	T: 13120878222 E: business@totalexpo.net

Customization gift		Amy Yan	T: 18516006771 E: gift@totalexpo.net
Copy, Scan, Print, Bookbinding, Print Name Card etc.	Shanghai Qiangqi Exhibition Service Co., Ltd.	Cao Huali	T: 131 2055 6222 E: service@totalexpo.net
Plant rental		Li Ping	T: 183 2177 7108 E: plantandflower@totalexpo.net
Tea break, buffet, meal	GUSTO Restaurant Management (Shanghai) Co., Ltd	Bryan Fei	T: 13405750735 E: bryanfeigusto@126.com

## C4 HOTEL/ACCOMMODATION

Please refer official hotels and detail contacts from the exhibitor centre.

## C5 INSURANCE BROKER

Items	Company Name	Person	Contact
Provide Exhibition	Orix Insurance	Miss	M: 13795447441
Liability Insurance for	Agency Co., Ltd	Nancy Lin	E: nancy.lin@clema-rs.com
Raw Space Stand	http://ubm.shpicc.cn/	-	_
Construction	(If EACs has	Miss	M: 13021092086
	purchased insurance	Yolanda	E: yolanda.duan@clema-rs.com
	by themselves, please	Duan	
	submit the insurance		
	proof to Orix Insurance	Miss	M: 13918159807
	for checking.)	Ellen Jiang	E: ellen.jiang@clema-rs.com

## C6 SECURITY

Items	Company Name	Person	Contact
Security guards hiring	Please contact the operations team of LEC if needed.	Mr. Joe Song	021-61577224 Joe.Song@informa.com

## C7 EXHIBITION HALL SPECIFICATIONS & REGULATIONS

National Exhibition and Convention Center (Shanghai) No.168 East Yinggang Road, Qingpu District, Shanghai Tel: +86 21 69760011 Fax: +86 21 69760101 Website: http://en.cecsh.com/

VENUE	1.1H	1.2H	2.1H	2.2H	3Н	4.1H	5.1H/ 8.1H	4.2H/ 5.2H/ 8.2H	6.1H/ 7.1H	6.2H/7 .2H	NH	EH	WН
Freight Entrance (m: W×H)					8 × 6.5								
Venue Size (m)	269×106									/	/	/	
Space (Gross) (m <sup>2</sup> )	26439	26084	27010	26682	26829	26193	26193	26477	26867	27226	10463	9779	9664

Information Classification: General

Column (m* m)	9×18 to 27 ×36	/	9×18 to 27× 36	/	/	27× 36	27×36	54×36	27×36	54×36	/	/	/
Ceiling Height (m)	12	17	12	17	32	12	12	17	12	17	18	12	12
Floor Loading (ton/m <sup>2</sup> )	5	1.5	5	1.5	5	5	3.5	1.5	3.5	1.5	5	1.5	1.5
Power capacity (A)	8×2500	8×1600	8×2500	8× 1600	8×3200	8×3200	8×2500	8×1600	8×2500	8×1600	2×1600	2× 1600	2×1600
Luminance (LX)	300												
Freight pass way		Truck trail to each hall											

## **General Information and Regulations**

<u>D1</u>	Acoustics Management
D2	Exhibition Area Management
D3	Exhibits Display
D4	On-site Activities Management
D5	Badges & Passes
D6	Move-in/Move-out Procedures
D7	Fire Precautions
<u>D8</u>	Intellectual Property Right
D9	Air compressor/ Air vessel
D10	Passageway management
<u>D11</u>	Booth Cleaning & Garbage Disposal
D12	Personal Protective Equipment
D13	Environment Protection
D14	Children
D15	Smoking

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## D1 ACOUSTICS MANAGEMENT

In order to create a good environment for business negotiation and protect the rights and interests of each exhibitor, exhibitors cannot use any amplification equipment during the show. Noise will be strictly controlled in LEC 2020 as below:

1. No amplification equipment is allowed into the exhibition halls. There will be specially-assigned person in loading bay to check if there's any amplification equipment be carried in and stop move in. Exhibitor is responsible for any related legal and financial losses.

2. During LEC, no amplification equipment is allowed to use in the exhibition halls, including but not limited to sound box, loudspeaker, live band performance etc. Any breach of this rule, the organizer will dismantle and take away the amplification equipment by force. And the exhibitor shall be responsible for any loss caused by this, including but not limited to damage of stand structure, equipment and cables, and any possible economic compensation. Moreover, the exhibitor's membership points will be deducted, and the exhibitor might be rejected to LEC future events.

## D2 EXHIBITION AREA MANAGEMENT

Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organizers have the right to remove all items from public areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

## D3 EXHIBITS DISPLAY

1. During the show days, exhibitors are responsible for the safety of their own exhibits. Designated persons for looking after their goods are necessary. Exhibitors should indemnify and hold the Organisers harmless on any lost or damage of exhibits.

2. The booth is only provided for exhibitors to display their exhibits specified in the "Exhibition Booth Contract". Should there be any exhibits found illegimate according to the contract, the Organisers has the right to remove such exhibits or close the whole booth. The participation fee wouldn't be refunded.

## D4 ON-SITE ACTIVITIES MANAGEMENT

1. Exhibitors planning to hold onsite activities must get an approval from the organizers by submitting the application **Form 13** in the Manual before 19 August 2020. Exhibitors must be held responsible for all the consequences from these activities, and all related documents must be submitted 30 days before exhibition begins. The organizers reserve the right to suspend any activities that are not approved in advance.

2. It's the exhibitor's sole responsibility to ensure the safety of any promotional events/activities held at his stand (especially the entertaining performances/lucky-draw/distributing give-away). The exhibitor must arrange enough staff to monitor the safety of the on-site activities. One safety person-in-charge shall supervise the overall status.

And six or more personnel shall be responsible for queues and crowds' evacuation (the bigger the area is, the more personnel shall be arranged). The number of participating visitors in the event shall be controlled strictly in order to avoid chaos and serious casualty or damage.

3. Any event reported disturbing other exhibitors' participation in the show will be inspected by the Organizers and suspended as necessary. no amplification equipment is allowed to use in the exhibition halls, including but not limited to sound box, loudspeaker, live band performance etc. Any breach of this rule, the organizer will dismantle and take away the amplification equipment by force. And the exhibitor shall be responsible for any loss caused by this, including but not limited to damage of stand structure, equipment and cables, and any possible economic compensation If any events found violating Chinese law, the organizers has the right to stop it immediately and reserves the right to have it investigated for legal responsibilities by the authorities.

4. If any event found risky or hazardous to any people at the site, the organizers has the right to stop it after informing the exhibitor. If the exhibitor refuses to cooperate and adjust the event plan, the organizers has the right to take corrective measures immediately. And the exhibitor shall be responsible for any loss, damage and legal responsibilities caused by this

## D5 BADGES & PASSES

## Exhibitor Badges

1. Application limits: Please note that Exhibitor's badges are only for your staff manning your stands during the exhibition days.

2. Valid period: Exhibitors and their personnel are requested to wear their badges while in the hall for the duration of the show and contractors to wear their badges for access to the hall during the build-up and move-out period.

3. Badge Application: Refer to <u>Form H14</u> for details and fill in it on Exhibitor Service Centre online before <u>31 August 2020.</u>

4. Badge Pick-up: Badges will be issued to all Exhibitors and staff manning their stands at the exhibitor registration counter in West Registration Lobby (2<sup>nd</sup> floor of West Lobby) of NECC during 09:00-18:00 October 10-12. Please take 2 name cards of the person in charge of participation for claiming the prepared badges.

Badges need to be applied online and will be printed in advance. The company name and booth number will be on the badges, so that exhibitors can get their badges on site with name card.

<u>Contractor Badges</u> – <u>only for Raw Space exhibitor's appointed contractor</u> and to be issued only after the following formalities are completed by the contractor:

1. Contractor Badges Application Time: 09:00-17:00 October 5- 9 2020

2. Contractor Badges Application Place: Accreditation (Badge & Pass) Center (North Registration Lobby) of NECC

- Submission of completed Form H11 on the Exhibitor Service Centre online before August 19, 2020
- Online Submission of valid Public Liability Insurance Certificate and relevant commitment / certificate / assessment: http://ubm.shpicc.cn/
- EAC (exhibitor appointed contractor) log in through <a href="http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c">http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</a> for on-line Submission of all necessary safety document (by local contractor/Local sub-vendor of overseas contractor before August 19, 2020
- EAC (exhibitor appointed contractor) log in through <u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-</u> <u>0e96-48af-9a0d-3af1affccb1c</u> for paying the Damage Deposit before August 24, 2020 by wechat APP
- EAC (exhibitor appointed contractor) log in through <u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</u> for paying Hall Management Fee before August 24, 2020 by wechat APP
- EAC (exhibitor appointed contractor) log in through <u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</u> for ordering electricity/power outlet and payment before August 24, 2020 by wechat APP
- EAC (exhibitor appointed contractor) log in through <a href="http://pd.paasim.com/ULoginlM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c">http://pd.paasim.com/ULoginlM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</a> for on-line Submission and approval of the construction design drawings (to the official contractor) before August 24, 2020
- Real Name Authentication by the venue's management 15 days before move-in, refer to the below link for detail application process and forms : <u>http://cc.neccsh.com/</u>

The official contractor will grant your appointed contractor a "Contractor Badge Claim Note" once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the "Badge & Pass Centre" of the venue before move-in.

\* For more details, please consult with "Badge & Pass Centre" at +86 21-67008487

## D6 MOVE-IN/MOVE-OUT PROCEDURES

## Exhibits move in/ move out

During move in/out period, all construction materials and exhibits can be moved in through loading area ONLY. Trolley should get in and out through the small gates of the loading areas. You must also apply for Vehicle Pass for your vehicles in advance.

You need to present an "Exhibit Registration Form" to the security guards if you need carry/move out any materials from the exhibition. The "Exhibit Registration Form" is obtainable at the Official Freight Forwarder (APT) Service Counter in the hall.

Any exhibitor carrying his own furniture or plant to the exhibition booth must present the "Furniture & Plant Registration Form" to the security guards on entry. Please go to the Official Standfitting Contractor (Mega Expo) Service Counter in the hall for the "Furniture & Plant Registration Form.

## Vehicle Passes

All vehicles need to get a "Vehicle Pass" before entry to NECC compound.

By presenting the above "Contractor Badge Claim Note" at the "Badge & Pass Centre", you will get the Vehicle Pass.

\*For <u>Shell Scheme</u> exhibitors who will have furniture & plants brought to the stands, please get a <u>Furniture/Plant Registration Form</u> from the official contractor's on-site service counter (located in the North registration lobby), and then present it to the "Badge & Pass Centre" for a Vehicle Pass.

\*For vehicles brought in for display on a stand, please refer to **Form H12** and submit for approval before the deadline stipulated on the form.

Please remind your contractors to obtain the Vehicle Pass during below time before the trucks' entry to the exhibition compound

	Description	Date & Time
Move-in	Vehicles Pass Distribution - Contractors	October 8-9 : 08:30-19:00 (Raw Space)
	Vehicle <u>Entry</u> - Contractors	October 8-9 : 09:00-19:30 (Raw Space)
	Vehicle Pass Distribution - Exhibitors	October 9: 12:30-19:00
	Vehicle Entry - Exhibitors	October 9: 13:00-19:00
Move-out	Vehicles Pass Distribution - Contractors	October 12: 16:30-21:00
	Vehicle Entry - Contractors	October 12: 17:00-21:30
	Vehicle Pass Distribution - Exhibitors	October 12: 14:30-15:30
	Vehicle Entry - Exhibitors	October 12: 15:30-16:30

"Badge & Pass Centre" is located: underneath South Hall / outside North Hall / at P9 parking lot of the venue, NECC.

## **Relevant Fees**

Vehicle Pass	deposit: RMB 300/per truck
	RMB 50/per 90 minutes/truck
	Over time: RMB100/30 minutes/truck

## **D7 FIRE PRECAUTIONS**

Please ensure you familiarise yourself with the Fire and Emergency Procedures in the Health & Safety Section in this Manual.

## D8 INTELLECTUAL PROPERTY RIGHT

The Organizers have a procedure in place at the fairs and exhibitions organized in the People's Republic of China to address to complaints about the products on display at the show infringing any third party's intellectual property rights. This is aimed to assisting individual exhibitors to protect their intellectual property rights and to respecting the intellectual property rights of others.

In this respect, the attention of all exhibitors is drawn to the following:

The Exhibitor shall not exhibit at the Exhibition any counterfeit goods or any goods which infringe any third party's intellectual property rights ("Infringing Goods"), any goods which are prohibited or restricted by local laws or regulations ("Prohibited Goods") or any goods which in their manufacture or production fail to comply with the Convention on International Trade in Endangered Species of Wild Life Flora and Fauna ("CITES") or any other international standards, regulations and legislation in respect of ethical slaughtering and conservation of endangered species, including without limitation standards issued by the World Conservation Union ("ICUN") ("Unethical Goods"). The Organizers shall have the right, without recourse, to physically remove any goods which it or any Hong Kong court or relevant authority deems to be Infringing Goods, Prohibited Goods or Unethical Goods, to cancel the Exhibitor's right of participation and/or to close down the Exhibitor's exhibition stand and in any such event, the Exhibitor shall have no financial or other claim against the Organizers.

The Exhibitor agrees to indemnify and hold harmless the Organizers on demand against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organizers arising out of the Exhibition of any Infringing Goods, Prohibited Goods or Unethical Goods by the Exhibitor, or acts by third parties as a consequent thereof.

The rules and regulations set out in this brief are supplementary regulations in addition to the Terms & Conditions of the Standard Rules & Regulations and form part of the Exhibition Contract signed by exhibitors with the Organizers. This brief and the Standard Rules & Regulations can be accessed via the Organizers' website.

## **Procedure**

- 1. All IPR Complaints shall be referred to the IPR office at the Exhibition
- 2. The Complainants shall provide the relevant documentary evidence to substantiate any IPR Complaint.

Any IPR complaint shall not be accepted, unless one or more of the following documentary evidence is provided by the Complainants:

- (2a) For IPR complaints regarding trademark issues:
  - i) Original or certificated copy (\*) of the valid trademark certificate(s) relevant to the particular subject matter of the IPR Complaint including (if any) renewal certificate(s) and proof of trademark assignment(s) and
  - ii) Proof of identity of the trademark owner for corporate trademark owner, proof of identity shall be a valid Business License; for individual trademark owner, proof of identity shall be a valid ID card.
- (2b) For IPR complaints regarding patent issues:
  - i) Original or certificated copy (\*) of the valid patent certificate(s) relevant to the particular subject matter of the IPR Complaint including (if any) associated documentary evidence thereof and
  - ii) Proof of identity of the patent owner for corporate patent owner, proof of identity shall be a valid Business License; for individual patent owner, proof of identity shall be a valid ID card.
- (2c) For IPR complaints regarding copyright issues:
- i) Original or certificated copy (\*) of the valid copyright recorded certificate(s) relevant to the particular subject matter of the IPR Complaint and
- ii) Proof of identity of the copyright owner for corporate copyright owner, proof of identity shall be a valid Business License; for individual copyright owner, proof of identity shall be a valid ID card.

## (\* If the original or certified copy of the certificate is not available, the complaint can be accepted based on the

copy and the Complainant should provide the original or certificated copy to the Organizer afterwards) (2d) For any IPR Complaint:

Valid court order(s) (if any) with regards to the subject matter of the IPR Complaint. (2e) IPR Complaint filed by an agent or on behalf of a 3rd part A valid Power of Attorney or letter of authorization

## D9 AIR COMPRESSOR/ AIR VESSEL

Air Compressor or Air Vessel which not belongs to the Exhibition Centre, cannot be used or carried into Exhibition Halls. Please contact the official contractor, Mega Expo, for further information if you need Air Compressor or Air Vessel.

## **D10 GANGWAY MANAGEMENT**

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

## D11 BOOTH CLEANING & GARBAGE DISPOSAL

The Organiser will arrange the general cleaning for the exhibition hall gangways and shell scheme stands prior to the opening of the exhibition and daily thereafter. For raw space stands, exhibitors must arrange daily cleaning of their stand with their own appointed contractor. All disposal of wasted materials and debris during the move-in/out period should be removed from the venue by the outside contractor concerned. The Organisers will dispose the waste or debris, should there be any left in the venue and reserves the right to forfeit the deposit paid by the related contractor.

In the case of Shell Scheme Stands, exhibitors with more interior decorations, like foamboards and stand fittings, these cannot be left behind at the close of the show, either. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all wasted materials from the Exhibition Centre after the closure of the exhibition. Failure to comply will result in a charge for the labour and trucking required to dispose of the material.

## D12 PERSONAL PROTECTIVE EQUIPMENT

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

2. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period.

3. Safety helmets are required for working at height. Contractors are required to have any other PPE which are needed for their work, such as gloves, goggles, masks, earplugs.

## **D13 ENVIRONMENT PROTECTION**

1. Prepare appropriate quantity of material, do not print and transport more material than you need.

2. Use recycle or environment friendly material. Design and decorate your booth appropriately. Reduce the use of wood. Use reusable material. Do not use plastic bag to package. Use paper to replace PVC advertisement and signs.

3. Poisonous or volatile paint and glue are forbidden during construction. CFL or LED is recommended for lighting. Please use reproducible carpet.

4. Please minimize the use of package material and paper box.

5. (It's not so hard to protect environment and to protect our earth.)

## D14 CHILDREN

LEC is a trade show. No minors under the age of 18 are allowed. (Except the model whose application is approved by the organizer in advance.)

## D15 SMOKING

NO smoking is allowed anywhere inside the halls.

## Organizer's Standard Packaged Stand Information

E1	Shell Scheme Specifications 9sqm
E2	Shell Scheme Specifications 6sqm
E3	Shell Scheme Specifications 4sqm
E4	Enhanced Shell Scheme Specifications
E5	Deluxe Shell Scheme Specifications

## E1 Shell Scheme Specifications 9sqm Design drawing for Shell Scheme stand (not to scale)

(Number of panels depends on dimensions of stand, 1m per panel)



1.	Partition Panels	6.	Reception Counter x1 no				
2.	Needle Punch Carpet -grey	7.	Black Leather Chair x 3 nos.				
3.	Fascia with Co. Name (English & Chinese) and Stand No	8.	Round Table x 1 no				
4.	100W Spotlight x 6 nos.	9.	Dustbin x 1 no				
5.	5A/220V Socket (Square Pin) x 1 no.	10.	Stand Cleaning				
11.	<ul> <li>2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger /1 pegboard</li> <li>*. Choose 2 items from total 3 options by filling Form - H1 and submit it on the Exhibitor Service Centre online. For the installation location, please check the picture.</li> <li><u>2 Flat shelves and 1 pegboard</u> will be <b>installed as</b> default at the location shown <b>on the</b> <b>picture</b>, if <b>Form-H1</b> has not been submitted before the <u>deadline of 19 August 2020</u> If you need to move any furniture onsite, it costs 50RMB for each item.</li> </ul>						

Please submit your company name (Chinese & English) by fill in Form H2 on the Exhibitor Service Centre online before August 31, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

## E2 SHELL SCHEME SPECIFICATIONS 6SQM Design drawing for Shell Scheme stand (not to scale)

(Number of panels depends on dimensions of stand, 1m per panel)



二选一配置:平层板2块或洞洞板1块



## The following items are included in a 6sqm shell stand:

	-					
1.	Partition Panels	6.	Black Leather Chair x 2 nos			
2.	Needle Punch Carpet -grey	7.	Round Table x 1 no			
3.	Small Fascia	8.	Dustbin x 1 no			
4.	100W Spotlight x 2 nos.	9.	Stand Cleaning			
5.	5A/220V Socket (Square Pin) x 1 no.					
10.	<ul> <li>1 display furniture items out of 2 options: 2 flat shelves /1 pegboard</li> <li>*. Choose 1 item from total 2 options by filling Form - H1 and submit it on the Exhibitor Service Centre online. For the installation location, please check the picture.</li> <li><u>2 Flat shelves</u> will be installed as default at the location shown on the picture, if Form-H1 has not been submitted before the <u>deadline of 19 August 2020</u> If you need to move any furniture onsite, it costs 50RMB for each item.</li> </ul>					

Please submit your company name (Chinese & English) by fill in Form H2 on the Exhibitor Service Centre online before August 31, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

## E3 SHELL SCHEME SPECIFICATIONS 4SQM Design drawing for Shell Scheme stand (not to scale)

(Number of panels depends on dimensions of stand, 1m per panel)



## The following items are included in a 4sqm shell stand:

1.	Partition Panels	6.	Folding chair x 1 nos			
2.	Needle Punch Carpet -grey	7.	Reception Counter x1 no			
3.	Fascia with Co. Name (English & Chinese) and Stand No.	8.	Dustbin x 1 no			
4.	100W Spotlight x 3 nos.	9.	Stand Cleaning			
5.	5A/220V Socket (Square Pin) x 1 no. 10. Frame, thread and hooks etc shown in the above picture are not included.					
11.	If you need to move any furniture onsite, it costs 50RMB for each item					

Please submit your company name (Chinese & English) by fill in Form H2 on the Exhibitor Service Centre online before August 31, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

## E4 ENHANCED SHELL SCHEME SPECIFICATIONS Design drawing for Enhanced Shell Scheme stand (not to scale)

(Number of panels depends on dimensions of stand, 1m per panel)





## The following items are included in a 9sqm shell stand:

1.	Partition Panels	7.	5A/220V Socket (Square Pin) x 1 no.
2.	Needle Punch Carpet -grey	8.	Reception Counter x1 no
3.	Flat pillar with company name printed	9.	Black Leather Chair x 3 nos.
4.	Big fascia with Co. Logo	10.	Round Table x 1 no
5.	Small fascia with Co. Name (English & Chinese) and Stand No.	11.	Dustbin x 1 no
6	100W Spotlight x 6 nos.	12.	Stand Cleaning
13.	2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger /1 pegboard Choose 2 items from total 3 options and each item cannot be chosen repeatedly by filling and submitting on line Form - H1. And also please upload your company logo of vector format (ai or eps or cdr), whose quality shall be no less than 300 dpi. If you have specific requests for the location of installation, please make simple layout and height elevation and send them to the official contractor. <u>2 Flat shelves and 1 pegboard</u> will be installed as default at the location shown on the picture, if <b>Form-H1</b> has not been submitted before the deadline of <u>19 August</u> , <u>2020</u> . If you need to move any furniture onsite, it costs 50RMB for each item		

Please submit your company name (Chinese & English) by fill in Form H3 on the Exhibitor Service Centre online before August 31, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

## E5 DELUXE SHELL SCHEME SPECIFICATIONS Design drawing for Enhanced Shell Scheme stand (not to scale)

(Number of panels depends on dimensions of stand, 1m per panel)





## The following items are included in a 9sqm shell stand:

1.	Partition Panels	7.	5A/220V Socket (Square Pin) x 1 no.
2.	Needle Punch Carpet -grey	8.	Reception Counter x1 no
3.	Curve lighting pillar with company name printed	9.	Black Leather Chair x 3 nos.
4.	Big fascia with Co. Logo	10.	Round Table x 1 no
5.	Small fascia with Co. Name (English & Chinese) and Stand No.	11.	Dustbin x 1 no
6	100W Spotlight x 6 nos.	12.	Stand Cleaning
1 3.	<ul> <li>2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger /1 pegboard</li> <li>Choose 2 items from total 3 options and each item cannot be chosen repeatedly by filling and submitting on line Form - H1. And also please upload your company logo of vector format (ai or eps or cdr), whose quality shall be no less than 300 dpi.</li> <li>If you have specific requests for the location of installation, please make simple layout and height elevation and send them to the official contractor. <u>2 Flat shelves and 1 pegboard</u> will be installed as default at the location shown on the picture, if Form-H1 has not been submitted before the deadline of <u>19 August</u>, <u>2020</u>. If you need to move any furniture onsite, it costs 50RMB for each item</li> </ul>		

Please submit your company name (Chinese & English) by fill in Form H4 on the Exhibitor Service Centre online before August 31, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also. Please notice:

1. It is not allowed to use tools for drilling a hole, such as a nail, drawing pin, nor styrofoam, which will leave traces of adhesion or damage the surface of the coaming plate. It's suggested to use S-shaped hook, 3m non-mark hook, transparent tape, double-sided adhesive or exhibition board, x frame, web frame which can be recycled.

2. To keep the exhibition safe and to remain the good image of the exhibition, Shell scheme exhibitors are not allowed to install lights or any construction structure in their booth. The organizer has rights to remove those additional structure while noticed and the exhibitor need to pay for the related cost.

## Space Construction and Management

F1	Contractor Insurance
F2	Requirement for Booth Design and Construction
F3	Raw Space Exhibitor Appointed Contractor (EAC) Application
F4	Performance Deposit & Management Fee
F5	Deposit deduction & fines system
F6	Electrical Installations
F7	Overtime Working
F8	Move-out Instructions
F9	Storage of Empty crates
F10	Personal Protective Equipment (PPE)

F

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

## F1 CONTRACTOR INSURANCE

To cover the liability risk to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during move-in/out days, each raw space exhibitor or its contractor is requested to purchase insurance in accordance with the requirements before getting the admission of processing its application such as getting booth design approval, ordering electricity and settling hall management fees and etc.

1.All raw space contractors, exhibitors should be the insured under such liability insurance policy.

2. The liability insurance policy of each raw space exhibitor should cover the following parts: The indemnity limit for any one accident and in aggregate for each booth should be no less than RMB5,000,000.

1) Loss of buildings in the exhibition venue, fixed equipment, the ground and the foundation in the exhibition area. Aggregate compensation limit shall be no less than RMB1,000,000;

2) Onsite employees' bodily injuries compensation, including but not limited to pension and medical expenses. Aggregate compensation limit shall be no less than RMB2, 000,000; and the maximum compensation per person shall be no less than RMB400, 000;

3) Bodily injury of a third party onsite, resulting in pensions, medical expenses and other related expenses. Aggregate compensation limit shall be no less than RMB 2,000,000 and the maximum compensation per person shall be no less than RMB500, 000;

4) The premium of each policy is RMB500.

3. Orix Insurance Agency Co., Ltd is the appointed official insurance intermediary and PICC is the insurer. Pls. log in the website http://ubm.shpicc.cn to apply the insurance before June 9th, 2020 to ensure the contractor can complete the related procedure before move-in.

Should you have any questions on insurance related, pls. contact Ms. Yolanda Duan, Ms. Nancy Lin or Ellen Jiang for enquiry. The contact details are as below.

Ms. Yolanda Duan

M: 13021092086

E: yolanda.duan@clema-rs.com

Ms. Nancy Lin

M: 13795447441

E: nancy.lin@clema-rs.com

Ms. Ellen Jiang

M: 13918159807

E: ellen.jiang@clema-rs.com

The official contractor, Mega Expo, will not issue "Contractor Badge Claim Note" until the exhibitor / its contractor finishes purchasing the above insurance (when the exhibitor / its contractor receives the insurance proof from Orix Insurance). Please apply online before June 9, 2020.

## F2 REQUIREMENT FOR BOOTH DESIGN AND CONSTRUCTION

- 1) The height of Shell Scheme is 2.5 meters, while special design booth cannot be over 4 meters. Double decker or similar is strictly forbidden. The ceiling of any booths must not be covered over 15% of its area. Exhibitor or EAC is not allowed to split up booth without prior permission. The exhibitor must contact our sales for permission if he wants to split up the stand to several individual areas for different brands under the contracted company. Once permitted, each area must order 1 power box for itself separately. No power will be supplied to any stand found violating this.
- 2) The booth construction must be designed to ensure the stableness and safety of the booth.
- 3) During LEC, no amplification equipment is allowed to use in the exhibition halls, including but not limited to sound box, loudspeaker, live band performance etc. Any breach of this rule, the organizer will dismantle and take away the amplification equipment by force. And the exhibitor shall be responsible for any loss caused by this, including but not limited to damage of stand structure, equipment and cables, and any possible economic compensation.
- 4) Any decoration cannot cover fire alarms, CCTV equipment or any switches on the columns.
- 5) Fire-fighting equipment need to be exposed and accessible at any time, if it's inside the booth.
- 6) Keep clear of the space if there's underground piping inside your booth to insure it can be open for emergent repair.
- 7) According to the regulations of Shanghai Fire Fighting Department, materials used for the construction and installation of the exhibition stands and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai. Stretch fabrics which are inflammable are forbidden in the exhibition centre. Stand roof-sealing is forbidden. Raw Space stand should be equipped with at least one portable extinguisher.
- 8) Safe corridor must be set in each booth and each safe corridor shall have clear signage. Corridor shall keep straight, with no pillar or anything block so that people can be evacuated quickly in any emergent situation.
- 9) For booth of 100sqm or above, at least 2 entrance/exit are required. The bigger the booth is, the more entrance/exit shall be set. Each entrance/exit shall be no less than 3 meters wide. The length of single wall shall be no more than 12 meters. And the Organizer requires the booth less than 100sqm shall be designed with corresponding exit for quick evacuation under emergent situation.
- 10) Except booths of island type (booths of 4 sides open), all other booths must have back wall which makes the booth separated from the neighbouring booth. The wall facing the neighbouring booth must be decorated with white wall or white PVC for finishing. If not, all Construction Deposit will be deducted.
- 11) Keep all booth construction and decorations inside the boundary of the booth.
- 12) No rigging id allowed for the exhibition.
- 13) All workers/staff must wear the Contractor Badge during move-in/out period. Transferring Contractor Badge is prohibited. Special workers such as electrician, electric welders etc must bring their working certificate with them for checking on site.
- 14) Site construction must be the same as the approved design. Any violation found, the Organizer has the right to stop construction on site until the correction is finished to the safety level. If the exhibitor/EAC refuses to correct the booth construction, the Organizer has the right to cancel the participation of the exhibitor. Any result and economy loss caused by it shall be undertaken by the exhibitor/EAC.
- 15) Any equipment which exothermic, makes smoke, dropping liquid is forbidden, such as electric heating, oven, air conditioner, etc.
- 16) Vehicles for display purpose on the stand must be applied with the Organiser in advance in Form 12. Displaying Vehicle is just for display which cannot be used as rest room or meeting room. Remaining fuel is just for driving during move-in/move-out period.

- 17) Any kind of balloon is forbidden inside the exhibition hall.
- 18) Due to the limitation of Exhibition Center, there might be pipeline underneath your booth to supply water and electricity to booths around. Please double check with the official contractor, Mega Expo, before you make your designs.

## F3 RAW SPACE EXHIBITOR APPOINTED CONTRACTOR (EAC) APPLICATION

When an exhibitor appoints a non-official contractor to build their stand or an exhibitor builds their stand by themselves, both the exhibitor and contractor must fully understand following information and regulations. All fees should be paid long with all application process should be finished before move-in.

Contractor need to fill up Form H11 online before 19 August 2020. If there's any question about drawing vetting, furniture rental, order electricity box etc, please contact the official contractor Mega Expo.

After receiving the email sent from the official contractor, please finish the per-event process on the official contractor's online system before 24 August 2020.

## F4 PERFORMANCE DEPOSIT & MANAGEMENT FEE

According to the rules of Organizer and the venue, in order to realize better supervision and execution of hall management rules, non-official contractors or exhibitors of Raw Space booth must pay Performance Deposit to Official Contractor: Mega Expo (Shanghai) Co., Ltd.

Construction Deposit	18–36 m <sup>2</sup> 5000 RMB		
	37–91 m <sup>2</sup> 10000 RMB		
	92–200 m <sup>2</sup> 20000 RMB		
	201 m <sup>2</sup> 以上 50000 RMB		
	It is preferred to be paid by contractor.		
Hall Management Fee	RMB25.00/sqm		
	Within 3 days before move-in, if the contractor:		
	<ol> <li>Did not submit complete material needed for Raw Space Booth</li> </ol>		
	2. Did not pass the material verification		
	3. Did not print the Contractor Badge Claim Note		
	Due to the above situation, the Hall Management Fee will be levied with late		
	surcharge at 100% (i.e.RMB50.00/sqm). You need to pay the difference on site		
	if you have already paid original price previously by Wechat.		
Refund	1) After dismantling and removing all materials from your stand, ask the		
	security in charge to sign on Contractor Badge Claim Note. If you pay the		
	Garbage Cleaning Company to dismantle and clear your booth, you need to let		
	the Garbage Cleaning Company sign and then get the signature from the		
	security in charge.		
	Do remember, don't let a ordinary security guard sign for you.		
	After move out, the Exhibition Center will send property management company		
	and Garbage Cleaning Company to double check if EAC left construction		
	material in somewhere in the exhibition center after they got the signature. If		
	so, their performance deposit will be confiscated completely.		
	2) Within one month after the exhibition, Mega Expo will return deposit back to		
	original account if they didn't breach any rules.		
Refund Conditions	1) No behavior which violates construction rules & regulations.		
	2) Strictly follow the rules of electricity usage, and cut off power after show		
	closes every day.		
	3) Complete booth dismantling completely and no garbage remaining. And no		
	damage to the floor or facility of the exhibition hall.		
Documents in Need	Deposit receipt sealed with confirmation stamp of venue's security, and		
	garbage cleaning company (if applicable). Please take care of the deposit		
	receipt. Once the receipt is lost, the deposit cannot be refunded.		

Information Classification: General

Payment Duration	<ol> <li>Hall Management Fee &amp; Electricity Box Fee         As soon as the order application is submitted on the official contractor online         system, it will automatically generate online payment notice which is validity for         30 minutes. If the payment has not completed, your order will be expired and         you need to re-order and bear late order surcharge, if any.         Please transfer the Deposit to Mega Expo's account before 11 September         11th 2020. NO CASH payment is allowed onsite.     </li> </ol>	
Please be reminded you have to compensate if there's any damage to the floor or facility of the exhibition hall.		

## **F5 DEPOSIT DEDUCTION SCHEME**

Please notice that all constructors need to follow the following rules, otherwise the Construct Deposit would be deducted as mentioned below.

	Rules	Deduction of Deposit (%)
1.	Move-in or move-out beyond the period set by organizer.	100%
2.	pray painting, soldering or using chainsaw inside Halls.	50%
3.	Change the design of booth after approval granted.	3,000/ each change
4.	Put construction material, tools, empty boxes or other things out of	50%
	exhibitors' own space.	
5.	Did not submit booth design according to the procedure.	30%
6.	Any stuff that left outside of booth will be take away without notification,	50%
	and the deposit will be partly deducted.	
7.	The structure is over 4m.	100%
8.	The design or structure is different from which was submitted.	100%
9.	Potential safety hazard or unsteady booth structure.	100%
10.	Hire unqualified person, work without qualified certification	50%
11.	Do not cut down power after show time during show days.	300/ each
12.	Booth structure go out of the area of the booth, including TV, lights,	3,000/ each
	banners, etc.	
13.	Any difference of booth structure between onsite view and what was	5,000/ each
	submitted online.	
14.	If there's height difference between neighbouring booth, the higher one	100%
	need to use white clean flex banner to cover the raised part. (Organizer	
	reserves the final power of decision)	
15.	Do not clear and remove the construction waste and package or material	100%
	during move-in/move-out period. (E.g. leaving those things in other booth,	
	passageway, loading zone or having them block access, even Fire Engine	
	Access.)	
16.	Use unsafe way to build-up or tear down the booth. (E.g. Pushing it down	100%
	without disassembly, breaking glass)	Include in blacklist
17.	Not wearing PPE. (Safety belt and hat is a must when working high above	1,500/ each
	the ground).	
18.	Ladder over 2 meter is forbidden.	1,500/ each
19.	Hiring not qualified worker, illegal foreign workers to work onsite.	100%
		Include in blacklist
20.	Smoking inside halls.	200/ each
21.	Excess electricity usage caused by incorrect connection. The fee of the	Depend on the fees paid,
	price difference should be paid together with administrative charge.	with RMB1000.00
		administrative charge each.
22.	Constructor not wearing working pass while working and/orhe/she doesn't	300 / each
	know the name of his/her construction company.	
23.	Did not submit insurance evidence, risk checklist or pay construction	10,000 / each
	deposit before deadline.	
24.	Lend working pass to others.	200/ each
25.	Put nail into wall, painting on board (Shell Scheme).	2,000/ each
26.	Refit Shell Scheme or cover fascia board.	200 / each
27.	Damage facility provided by Exhibition Centre or Organizer, e.g. doors,	Depend on the fees paid by
	walls, carpet, etc.	organizer
28.	Overtime working without prior application.	Bear the overtime working
		fee with another 1,000
		penalty charge
29.	Do not deal with hazardous waste appropriately.	100%
	Line and success to bin in increase of a to out of the fille of the time of the second form	1
	Hazardous waste bin is located at Gate 14 of Hall 4.1, that is only used for Ink, paint bucket and battery.	

## F6 ELECTRICAL INSTALLATIONS

## **1. Connection of Distribution Box**

- (1) Electric distribution must be in accordance with related regulations to avoid overload. All construction deposit will be deducted if the venue power box alarms because EAC does not design and install power properly.
- (2) The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
- (3) Only qualified electrical materials are used in the build-up of booths (including both Shell Scheme booths and Raw Space Stands).
- (4) Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be >= 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).
- (5) All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other from instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
- (6) The distribution box must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.
- (7) Lighting equipment need to keep at least 50cm between flammable exhibits.
- (8) All electrical apparatus, wires/cables etc. which are exposed to people shall be covered with special protection.

## 2. Electricity Supply

The exhibition centre will arrange safety check for electrical connection on the morning of October 9, 2020. And electricity supply to stands starts at 2 p.m. if the connection has no problem.

Please be aware that due to the venue's facility limitation, the exact time of power supply may be subject to change, and the exact time will be broadcast two hours prior to supply.

## 3. Electricity Cut-off – Show Days (10-12 October)

To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must cut off electricity to all facilities (electricity to Shell Scheme stands will be cut off by the Official Stand Contractor) when the show closes on each show day. If there are any stands left with power on when the show closes, the exhibition centre shall turn off the power and the exhibitors and contractors will be responsible for any consequences caused.

In the case of stands which require 24 hours power supply, the exhibitors or contractors must apply with the Official Stand Contractor in advance, and prepare necessary security measures and bear the cost.

## 4. Electricity Cut-off – Show Close (12 October)

Electricity will be cut off at 4p.m. on October 12, 2020. Please turn off all the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for any possible damages and consequences.

## 5. Electrical Apparatus

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

## F7 OVERTIME WORKING

Application Condition: Staff who wearing exhibitor's badge can apply for it:

Over time working is just available for 8 October, 9 October, 12 October, you need to apply and pay for it with the official contractor on the day intended before 2 p.m. at the exhibitor registration counter in Entrance Lobby (West Registration Lobby) of NECC. The Exhibition Centre has rights to ask them out if they didn't apply over time working, applied after deadline or didn't pay for it.

Please estimate how long is needed for overtime working and apply in advance. You can go to the exhibitor registration counter and apply before 10p.m., after that the application won't be approved. Payment overtime working is not allowed.

	Date	Over Working Time	Rates
	8 October 2020	20:00-22:00	RMB 1200.00 / hour
Move-in		22:00-08:00	RMB 2400.00 / hour
Period	9 October 2020	20:00-22:00	RMB 1200.00 / hour
		22:00-08:00	RMB 2400.00 / hour
Move-out	12 October 2020	22:00-00:00	RMB 2400.00 / hour
Period		00:00-08:00	RMB 4800.00 / hour

If there is any change of fees and time, please refer to on-site notification. Overtime working applied after 2p.m. on the day intended, will <u>be subject to 50% late surcharge</u>.

## F8 MOVE-OUT INSTRUCTIONS

1)The Exhibition Centre will cut off all water, electricity and gas supply at 4p.m. on 12 October. Please prepare for it. You need to go to the exhibitor registration counter in Entrance Lobby (North Registration Lobby) of NECC to apply for extension of power supply before 10a.m. on 12 October, if needed

2)Packing, bringing in carton boxes, trolleys etc. to the show is NOT permitted before 15:00hrs under any circumstances. No exhibits or construction material is allowed to get out before 16:00hrs. Neither exhibitors nor appointed contractors are permitted to dismantle any part of their stand structure before 17:00 on 12 October 2020.

Please look out for the "Move-out Instruction" for detail arrangement, which will be distributed by the Organisers on 12 October 2020.

## F9 STORAGE OF EMPTY CRATES

For the convenience of exhibitor, the Organizer will set up free Empty Packaging Piling up Point in the loading bay outside the No. 7 Gate of Hall 1.1, 5.1, 7.1 and outside No.17 Gate of Hall 5.2, 7.2 .(Please pack up your empty paper box, wood crates etc and contact the Official Forwarder, APT Showfreight Shanghai Co., Ltd to send to the relevant piling point.

Moving and stocking empty boxes/crates is not allowed during the show time.

The Organiser remind you once again that according to the fire protection rules, putting empty packages or any flammable stuff at the space behind the booth is strictly forbidden. The Organiser reserves the right to remove any of such hazardous stuff in the aisle.

## F10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

## Fire

- Be able to recognize the alarm bell.
- Be able to recognize the emergency exit.
- Deal with combustible and explosive goods
- Do not block the emergency exit.
- No smoking

#### Electricity

- Hire bridle-wise works.
- No touching of any dangerous power pack
- Do not lay electric wires on the passageway optionally



## PPE

- Wear PPE while working, e.g safety shoes, safety hats, reflective vests.
- Maintain the personal PPE and renew them frequently.





## Work high above the ground

- Working on a stable and safe platform.
- Make sure there's guardrails around to protect works from dropping.
- If there's no guardrails, make sure you're wearing safety belt.

Rope







**Vehicle Safety** 

- Wearing safety belt when working high above the ground.
- Make sure there's no one under the worker who's working high above the ground.
- Make sure to wear all PPE well.



- 3. Be care for all heavy vehicles in the Exhibition Centre.
- All vehicles should drive on the designated area.
- 5. Wear reflective vests while working.
- 6. Minors under 18 years old is not allow to enter the



## Flitting

- Be care for all heavy vehicles in the Exhibition Centre.
- Wear reflective vests while working.
- Walk on the foot way.
- Lift the goods no more than capacity.
- Use handcart to reduce accident.
- Wear skid-proof or boots.







## Waste

- Do not abandon waste on the passageway.
- Deal with sharp garbage appropriately.
- Remove nails from abandoned wood.







- Use appropriate container to storage food.
- Wash hands before deal with food or eating.
- No smoking expectorating when dealing with food.





- Be able to recognize the alarm bel.l
- Be able to recognize the emergency exit.

-

- Follow the instruction of security
- Report Fire



## Guidelines on Freight Forwarding Arrangements

G1	Important Notes
G2	Domestic and Overseas Contact
G3	Rules of Transportation
G4	Service Area & Fees
G5	Entrustment

G

## G1 IMPORTANT NOTES

1. All exhibits should be consigned to the below Official Freight Forwarder or their agents. Please **DO NOT** consign shipments to Informa Markets or to NECC.

2. Exhibitors are reminded that in the interests of safety and efficiency, the Official Freight Forwarder is EXCLUSIVELY responsible for coordinating the handling of goods and exhibition materials into and out of the Exhibition Centre with mechanical equipment.

- 3. Please pay attention to shipping deadline. (Deadline for receiving: overseas cargo: (Deadline for receiving overseas cargo: 25 September 2020)
- 4. Pay freight fee and select what service is needed from the official freight forwarder in advance, otherwise your freight might be returned.
- 5. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition. Exhibitor should ask insurance company to deal with related problems

## G2 DOMESTIC AND OVERSEAS CONTACT

## Official Freight Forwarder for Hall 2.1

Company Name: **APT Showfreight Shanghai Co., Ltd.** Address: 3169 Xian Xia Road, Shanghai 200336 PR China Phone: +86 21 61240090 Fax: +86 21 61240091

## Domestic & Overseas:

Mr. Talen WengT: 021-61240090-313M: 13701851985E: talen.weng@aptshowfreight.comMr. Louis LiuT: 021-61240090-322M: 13512132873E: Louis.liu@aptshowfreight.comYou can use the QR code or link below to fill up forms if you chose APT to forward your freights.



http://apt.smartinfohk.com/program/demo/sc/index.php?id=17

## Only for APT customers

## G3 RULES OF TRANSPORTATION

1) The case or carton must be strong enough to be protected against damage / rain during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return movement after the exhibition.

**2)** Put signs on special freight, such as "frangibility", "damp proof", "face up", etc. Mark the core of bulky cargo. **Notice:** Due to the limitation of traffic conditions in Shanghai and Exhibition Centre's operating procedure, exhibitors need to pay attention to their freights' size. Please contact the Official Freight Forwarder in advance if your freight is larger than 4m(L) \*2.2m(W)\*2.4m(H), otherwise exhibitor will be responsible for any problem.

## G4 SERVICE AREA & FEES

Ex free arrival at Shanghai Terminal / Port up to delivery LEC 2020 stand
### **DOCUMENT REQUIREMENT**

- 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Master Air Waybill and 1 copy of House Air Waybill
- 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)

### **CONSIGNMENT INSTRUCTION**

All cargoes must be consigned "Freight Prepaid" to the following consignee, otherwise a 5% outlay commission will be imposed on all "Freight Collect" consignments. Each AIR shipments should be under ONE MASTER Air Waybill with back to back HOUSE Air Waybill (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

### **SEAFREIGHT to Shanghai Seaport**

### Consignee:

APT Showfreight Shanghai Co., Ltd Room 2005, Modern Plaza Tower 1 369 Xian Xia Road, Shanghai 200336 PR China Tel: +86 21 6124 0090 Fax: +86 21 6124 0091 USCI: +91310116674641664W

Notify: LEC 2020 Exhibitor Name: XXX Booth No.: XXX

### **AIRFREIGHT to Shanghai PVG Airport**

## Consignee on both Master AWB & House AWB:

SKY INTERNATIONAL LOGISTICS CO., LTD 506 WAREHOUSE NO.180 AIRPORT HIGHWAY PUDONG INTERNATIONAL AIRPORT SHANGHAI, CHINA (201202) Tel: +86 21 5683 3173 / Attn: LILY CHEN USCI:+91330201772308339Q

### Notify on both Master AWB & House AWB:

APT Showfreight Shanghai Co., Ltd Tel: +86 21 6124 0090 / Fax: +86 21 6124 0091 **LEC 2020** Exhibitor Name: XXX Booth No.: XXX Please be noted that if only MAWB is issued, the shipment won't be distributed to our assigned warehouse right after the shipment arriving Shanghai airport. Therefore, a HAWB which is manifested by airline for the whole shipment must be issued in addition so as to avoid any extra terminal and/or storage charges levied

### **TEMPORARY IMPORTATION**

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

ATA Carnet is accepted for temporary import in China, but ONLY for purpose as 'Exhibition & Fairs'. Customs Bond Fee will be levied for temporary import shipment without ATA Carnet.

### EARLY / LATE ARRIVALS

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines and will bill exhibitor as per outlay plus 10% reimbursement fee.

A late arrival surcharge, **30%** based on basic handling rate (**min. USD185.00** per consignment per exhibitor), will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, APT Showfreight will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. APT Showfreight also reserves the right to reject handling any cargo that arrives at the Shanghai seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

### **CASE MARKINGS**

For easy identification of exhibits, all packages must be marked as follows:

### LEC 2020

C/O APT Showfreight	Shan	gha	i Co	5., L	td		
Name of Exhibitor	:					 	
Stand Number	:					 	
Case Number	: _					 	
Gross Weight/Net Wei	ght		:			 	
Dimensions	:						

### **RESTRICTIONS**

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

### PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance to APT Showfreight with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive at APT Showfreight no later than **45 days before show opening** 

Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. APT will not take any responsibility of the shipment detained/delayed due to lack of video products import license

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

### HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as a shipment.

The handling charges for the hand-carry items will be the same as our inbound airfreight charge, plus late arrival surcharges as applicable.

### **CONTROLLED ITEMS CHINA**

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be faxed or e-mailed to APT Showfreight Limited for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

The importation of Foodstuff, Beverage, CD-Roms, Watches, Cosmetics items, Live plant, animal and etc are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the following documents/ information for application of import permit to China at least <u>60 (Sixty) days</u> prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant handling charge and guidelines, permit application fee in China for controlled items will be quoted upon request

### **COURIER SERVICE**

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and may miss the show, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

### **HEAVY AND OVER-SIZE EXHIBITS**

If exhibitors have heavy and oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

### PACKING OF EXHIBITS

Exhibitors shall be responsible for the consequences of improper packing.

### Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

### The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

### Vacuum Packing Service

APT can provide Vacuum Packing Service. Please order it to APT at least 2 days before required service

### MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the exhibitor must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

### **MOVE-OUT DAYS**

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise APT Showfrieght if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of APT Showfreight will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefor bear the responsibility for the consequences arising therefrom.

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

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

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- Battery, powder, liquid and gel are controlled items by airline. If exhibitors can't provide certificate for safe transport of chemical goods, please take out above items before re-pack.

### <u>RE-EXPORT</u>

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight on-site of your request as applicable.

### SOLD / GIVEN AWAY OR CONSUMED GOODS

All goods given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 17% of CIF value. The Customs won't accept exhibits as disposal or abandon to the customs after show close. Additional charges shall be for account of the exhibitor.

For shipment comes with only sold exhibits or given away / consumed items with nothing return after show close, please note the shipment can't be temporary imported under the exhibition and then declared sold or all consumed during exhibition to the customs.it must be permanent imported directly before the show. Please consult APT Showfreight for such one way shipment for shipping instruction/ deadline and quotation.

### **FUMIGATION RULES IN CHINA**

ALL CARGOS WITH SOLID WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, pallets, frames, drums, axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE DESTROYED. If the IPPC stamp was unclear/ half-printed/ hidden, the CIQ department will force to destroy the case with penalty before our delivery.



### HIRE OF LABOUR OR EQUIPMENT ETC

If additional labor or equipment required, please contact us for quotation at least 48 hours before move-in.

### **INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

### **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of requirements.

### TERMS OF PAYMENT

**Inward** : Upon uplift of goods, prior to delivery to stand. **Outward**: Upon presentation of invoice/prior to delivery to premises.

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

Beneficiary Bank Name:	HSBC Hong Kong
	TISBC Hong Kong
Beneficiary Bank Code:	004
SWIFT Address:	НЅВСНКНННКН
Account Number:	813-221496-838
Account Name:	APT SHOWFREIGHT LIMITED

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

### **TERMS AND CONDITIONS**

APT Showfreight Limited does not take any responsibility for:

- a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. Copy is available upon request.

Use of APT Showfreight Limited's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

### **INWARD / OUTWARD HANDLING TARIFF FOR SEA-FREIGHT**

From free arrival Port of Shanghai to exhibition booth or vice versa, services include: customs clearance and handling at port, transport from port to exhibition fairground or vice versa, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning (assembling & 2<sup>nd</sup> time positioning excluded) etc. on-site handling.

1.	Consignment service fee	 USD65.00 /consignment (HBL) /exhibitor
2.	Basic handling charge	 USD60.00 per cbm or 1,000 kg, whichever is the greater
	a) Min. Charge for LCL	 USD180.00 /consignment (HBL) /exhibitor (min. 2 cbm)
	b) Min. Charge for FCL	 USD1,380.00 /20' GP; USD2,760.00 /40'GP ; USD3,000.00 /40' HQ or 45' GP
3.	Terminal handling charge*	 USD65.00 per cbm or 1,000 kg, whichever is the greater
	a) Min. Charge for LCL	 USD130.00 /consignment (HBL) /exhibitor
	b) FCL terminal charge*	 USD265.00 /20' ; USD400.00 /40'

\*Current and actual cost levied by Container Freight Stations (CFS), all third parties' charges incurred including D/O change fee will be charged at cost.

4. Container Haulage to / from CFS

	20' container		USD375.00 /20'
	40 container		<b>USD500.00</b> /40'
5.	Terminal Agency fee		USD65.00 /consignment (HBL)
6.	Additional charge for shipme	ent being s	shipped/departure to/from Yang Shan port
	Charge for LCL		USD12.00 per cbm, min. USD60.00/consignment (HBL)
	FCL.		USD135.00 /20' GP; USD195.00 /40' GP
7.	Container Grounding fee		USD105.00 /20' GP; USD155.00 /40' GP

### **INWARD / OUTWARD HANDLING TARIFF FOR AIR-FREIGHT**

From free arrival Shanghai Pudong Int'l Airport to exhibition booth or vice versa, services include: customs clearance and handling at airport, transport from port to exhibition fairground or vice versa, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning (assembling & 2<sup>nd</sup> time positioning excluded) etc. on-site handling services.

1.	Consignment service fee	 USD65.00 /consignment (HBL) /exhibitor
2.	Basic handling rate	 <b>USD1.00</b> per kg based on actual or volumetric weight, whichever is the greater, min. <b>USD200.00</b> per consignment (HAWB) per exhibitor
3.	Airport terminal charge*	 <b>USD0.36</b> per kg based on actual or volumetric weight, whichever is the greater, min. <b>USD72.00</b> per consignment (HAWB) per exhibitor

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost. \* Please note PVG airport terminal will charge **additional USD0.05/kg for the whole MAWB chargeable weight** if any sensitive machine with shock watch and tilt watch are found on outside packing cases from Oct 1<sup>st</sup> 2015. In order to save your cost, we suggest sending all sensitive machines with shock watch & tilt watch under one separate MAWB with back to back HAWB without consolidation with other HAWBs.

4. Terminal agent handling fee .....

USD65.00 /consignment (HAWB)

### **IMPORTANT NOTES:**

1. The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

2. Each AIR shipment should be under one Master AWB with one back to back House AWB and the HAWB must be manifested by airline. All shipments not following our shipping instructions will incur additional agency fees, which will be billed at cost as per outlay plus 10% reimbursement fee.

3. For all consolidation, a Consolidation Cargo Manifest must also be provided.

4. For ATA carnet shipment, it is a 'MUST' to have ATA Carnet number on MAWB.

### **ON-SITE HANDLING SERVICES**

On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning (assembling & 2<sup>nd</sup> time positioning excluded) and/or handling of empty cases during the show period.

Handling Rate ...... USD50.00 per cbm or 1,000 kg, whichever is the greater

Minimum Charge ...... USD50.00 per consignment per exhibitor

\*\*On-site handling charge is subject to 6% VAT.

### HEAVY-LIFT / OVER-SIZE SURCHARGES

Please contact us for a separate quotation if any of your exhibits exceeding 3,000kg or any dimension exceeding L6.0m x W2.4m x H2.8m.

### EDI CUSTOMS DATA ENTRY FEE

EDI Customs handling fee	 USD50.00 per consignment per exhibitor
Data input fee	 USD7.50 per shipping case per page

### **QUARANTINE & INSPECTION CHARGES**

By LCL & AIR per package ...... USD12.00 per package, min. USD 60.00/consignment/exhibitor

By FCL ...... USD110.00 / 20' GP; USD135.00 / 40'GP

Other charges such as **fumigation**, **sanitary treatment** will be billed as per outlay.

All battery, powder, toner or ink cartridge, liquid and gel are controlled items by airline, please take out these items during re-pack. Otherwise, the whole shipment will be detained by airport security office.

### CUSTOMS BOND HANDLING FEE

Customs Bond Fee will be levied for temporary import shipment without ATA Carnet. If customs bond is arranged by APT on behalf of the exhibitor as per exhibitor's written request for temporary import, a customs bond handling fee is applicable to exhibitor at 1.0% of CIF value for 1 month, min. USD115.00/month/consignment/exhibitor.

### CUSTOMS BONDED STORAGE

A storage fee will be applicable after 3 days' free storage upon arrival till first move-in day and after 3 days free storage after show close till re-export departure as follows:

Sea LCL Cargo	 USD1.50 per cbm per day (Min. USD15.00)
Sea FCL Cargo	 USD15.00/TEU/day (Min. USD15.00)
Air Cargo	 <b>USD0.60</b> per 10 kgs per day (Min. <b>USD10.00</b> )
Warehouse handling fee	 USD15.00/cbm/day (Min. USD45.00)

### VALUABLE OR DANGEROUS CARGO

Exhibitors have to send us a specific form with company letterhead for valuable (unit price exceeding **USD100,000.00** per piece) and dangerous cargo. The completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

### ATA CARNET HANDLING FEE ATA

If ATA Carnet is used for temporary import, an ATA Carnet handling fee is applicable to exhibitor at **USD130.00** per Carnet per entry or exit endorsement (for ATA with general list under 10 pages).

Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult APT Showfreight for the detailed consignment instruction for issuing the individual MAWB or B/L.

# GIVEN-AWAY OR CONSUMED SOUVENIR EXHIBITS (BEING PART OF TEMPORARY IMPORT SHIPMENT)

When given-away or consumed souvenir is only being part of temporary import shipment, customs formality fee for given-away or consumed items (subject to customs approval) is as follows and duty/tax @ 30% on CIF value will be occurred but there is no individual duty sheet copy as customs will levy duty/tax on whole show after show close.

### **MAGNETISM INSPECTION FEE FOR AIR FREIGHT RETURN**

As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Magnetism inspection fee

...... USD2.00 per kg based on chargeable weight, min. USD200.00 per consignment per exhibitor

### **REMARKS**

Above rates exclude: insurance coverage, any additional services not listed above, Customs and CIQ inspection fee, overtime storage due in pier, airport terminal / Freight Forwarder's warehouse, seaport/airport storage charges and removal charges due to late receipt of negotiable shipping documents, container grounding / lifting at show site, container storage at show site, any duty / tax payable to the Chinese government and endorsement of relevant government departments, which will be charged at cost plus 10% reimbursement fee.

### G5 Entrustment

Exhibitor need to submit **Form H9** online before 19 August 2020 (overseas) or 11 September 2020 (local) to apply for those service.

You can use the QR code or link below to fill up forms if you chose APT to forward your freights.



http://apt.smartinfohk.com/program/demo/sc/index.php?id=17

### Only for APT customers.

### Deadline: 19 August 2020 Alternative Equipment Confirmation of Shell Scheme for LEC

All exhibitors of shell scheme are entitled to opt for 2 items out of the 3 options as below:

Alternative Equipment Confirmation of Shell Scheme for 9sqm booth					
□ 1 x Fixed Coat Hanger □ 2 x Flat Shelf □ 1 x Pegboard					
(1mL) (1mL*0.3mW for each) (1mL*1.2mW)					
* 2 flat shelves and 1 pegb	* 2 flat shelves and 1 pegboard will be installed as default at the locations shown on				
the below design, if Form H1 is not filled and submitted on line in Exhibitor Centre					
and equipment layout is not returned before the deadline of August 19.					
* For relocation on site, there will be a charge levied at RMB50.00 for each furniture					
and each time of relocation. Total load-bearing for each item selected is no more					
than 10kg					
* Maximal power supply of	socket in shell scheme is 500W, w	hich can be only used			

\* Maximal power supply of socket in shell scheme is 500W, which can be only used for PC, mobile charge, water dispenser etc. Connecting lightings or machines for exhibiting to socket is forbidden. Exhibitors can apply separately by filling and submitting Form H7 online in Exhibitor Centre if additional lighting needed.



Authorised by::		Please make a copy for your own file & return
Exhibiting Company:	Stand No:	to the following :
Contact::	Position:	Mega Expo (Shanghai) Co., Ltd.
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933
Email:		Ms. Polly Liu M: 18501650625
Signature:		polly.liu@megaexposhanghai.com
Date:		

### Deadline: 19 August 2020 Alternative Equipment Confirmation of Shell Scheme for LEC

All exhibitors of shell scheme are entitled to opt for 1 item out of the 2 options as below: Alternative Equipment Confirmation of Shell Scheme for 6sqm booth

2 x Flat Shelf	1 x Pegboard
(1mL*0.3mW for each)	(1mL*1.2mW)
* 2 flat shelves will be installed as defaul	t at the locations shown on the below
design, if Form H1 is not filled and sub	mitted on line in Exhibitor Centre and
equipment layout is not returned before the	e deadline of August 19.
* For relocation on site, there will be a charge	ge levied at RMB50.00 for each furniture
and each time of relocation. Total load-be	aring for each item selected is no more
than 10kg	
* Maximal nower supply of socket in shell so	cheme is 500W, which can be only used

\* Maximal power supply of socket in shell scheme is 500W, which can be only used for PC, mobile charge, water dispenser etc. Connecting lightings or machines for exhibiting to socket is forbidden. Exhibitors can apply separately by filling and submitting Form H7 online in Exhibitor Centre if additional lighting needed.







Authorised by::		Please make a copy for your own file & ret	
Exhibiting Company:	Stand No:	to the following :	
Contact:	Position:	Mega Expo (Shanghai) Co., Ltd.	
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933	
Email:		Ms. Polly Liu M: 18501650625	
Signature:		polly.liu@megaexposhanghai.com	
Date:			

### Deadline: 31 August 2020

### Fascia Board of Shell Scheme for LEC

### Attention please:

1. It is only permitted to use the Chinese and English name of the participating company of LEC 2020. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking.

Only company name can be applied and shown for fascia board.

2. PS: Please fill in and submit the form H2 on line in Exhibitor Centre before 31 August, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

### (Field(s) with \* is/are mandatory field(s).)

1. Stand Number	
2. Company Chinese Name	
3. Company English Name	

Authorised by::		Please make a copy for your own file & return
Exhibiting Company:	Stand No:	the following :
Contact:	Position:	Mega Expo (Shanghai) Co., Ltd.
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933
Email:		Ms. Polly Liu M: 18501650625
Signature:		polly.liu@megaexposhanghai.com
Date:		

Deadline: 31 August 2020 Attention please:

### Fascia Board of Enhanced Shell Scheme for LEC

1. It is only permitted to use the Chinese and English name of the participating company of LEC 2020. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking. Only company name can be applied and shown for fascia board.

### 2. Please upload your company logo (300dpi and format of jpg/cdr/tiff). Only 1 logo

### permitted.

PS: Please fill in and submit the form H3 on line in Exhibitor Centre before 31 August, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

### (Field(s) with \* is/are mandatory field(s).)

1.Stand Number	
2.Company Chinese Name	
3.Company English Name	

Authorised by::		Please make a copy for your own file & return	
Exhibiting Company:	Stand No:	the following :	
Contact:	Position:	Mega Expo (Shanghai) Co., Ltd.	
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933	
Email:		Ms. Polly Liu M: 18501650625	
Signature:		polly.liu@megaexposhanghai.com	
Date:			

# LEC SHELL SCHEME OF MUST RETURN

# Form H4

### Deadline: 31 August 2020

### Fascia Board of Deluxe Shell Scheme for LEC

Attention please:
1. It is only permitted to use the Chinese and English name of the participating company of LEC 2020. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking. Only company name can be applied and shown for fascia board.

### 2. Please upload your company logo (300dpi and format of jpg/cdr/tiff). Only 1 logo is

### permitted.

PS: Please fill in and submit the form H4 on line in Exhibitor Centre before 31 August, 2020. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

### (Field(s) with \* is/are mandatory field(s).)

1.Stand Number	
2.Company Chinese Name	
3.Company English Name	

Authorised by::		Please make a copy for your own file & return to		
Exhibiting Company:	Stand No:	the following :		
Contact:	Position:	Mega Expo (Shanghai) Co., Ltd.		
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933		
Email:		Ms. Polly Liu M: 18501650625		
Signature:		polly.liu@megaexposhanghai.com		
Date:				

Furniture/AV/Plants/Water Rental

No.	Item	Dimensions (mm)	Unit Price(RMB)	QTY	Sub-total
1	Black leather chair		¥130		
2	White folding chair		¥45		
3	L shape bar stool		¥150		
4	Round bar stool		¥130		
5	White round table	Dia750mm*750mmH	¥120		
6	Reception desk		¥130		
7	Low glass showcase		¥300		
8	Lockable cabinet		¥150		
9	Tall glass showcase		¥650		
10	Pegboard	1000mmL*1200mmW	¥300		
11	Fixed coat hanger		¥90		
12	Shelf (Flat)		¥40		
13	Shelf (Slope)		¥40		
14	Wall panel		¥200		
15	Lockable door		¥220		
16	6 Lockable folding door		¥160		
17	Water dispenser (1 bottle of water)		¥ <b>280</b>		
18	Bottle of water		¥100		
19	100W spotlight (ML001)		¥90		
20	100W long arm spotlight (ML002)		¥110		
21	Potted plant		¥180		
22	Plasma screen-42' with DVD		¥2,200		
23	Plasma screen-50' with DVD		¥2,600		
25	500W socket		¥100		
			Total:		

1. Black leather chair	R		
	2. White folding chair	3. L shape bar stool	4. Round bar stool
5. White round table	6. Reception desk	7. Low glass showcase	8. Lockable cabinet

Deadline: 19 August 2020



### CONDITIONS OF RENTAL:

- 1) All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
- 2) For any items not listed above, please contact the official contractor for quotations.
- 3) The above items are only available for exhibitors of shell scheme. Exhibitors of raw space shall order and rent equipment from their EACs.
- 4) The above prices are subject to possible change without prior notice.
- 5) Mark the location of the above requested items in your design drawing of the stand, otherwise the official contractor will decide at their discretion. Any relocation will cause 50% surcharge onsite.
- 6) Maximal power supply of socket in shell scheme is 500W, which can be only used for PC, mobile charge, water dispenser etc. Connecting lightings or machines for exhibiting to socket is forbidden. Exhibitors can apply separately by filling and submitting Form H7 online in Exhibitor Centre if additional lighting needed.
- Exhibitors are asked to fill in and submit the form on the Exhibitor Service Centre on-line <u>ON OR</u> BEFORE THE DEADLINE: 19 August 2020

### SURCHARGE IS LEVIED ON:

### A. LATE ORDERS

Any order received after 24 August 2020 is subject to a 30% surcharge.

Any order received after 31 August 2020 is subject to a 50% surcharge.

### **B. ON-SITE ORDERS**

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment. **C. Revise and Relocation** 

For order which has been confirmed and paid, a 30% surcharge will be levied if there are any changes required, and a 50% surcharge will be levied from August 31 onward. Payment will not be refunded if orders canceled 2 weeks before move in.

- Exhibitors will receive an invoice from the Official Contractor for order confirmation within 3 working days once order has been placed. If you don't receive the invoice, please contact the official contractor at once. It is assumed there is no additional request, if no further reply is sent by exhibitor.
- 2. Orders without invoice or T/T proof will not be accepted. And please indicate your stand no. and exhibitor name clearly in the T/T proof, otherwise the official contractor may fail to match the T/T with the relevant order and cause delay of its installation.

PAYMENT DETAILS	
Beneficiary's Name:	Mega Expo Co., Ltd. Shanghai
Beneficiary's Account Number :	31001568500050013496
Beneficiary's Address:	Unit 306, Yuanzhong Science & Research Building,
	1905 Hongmei Road, Shanghai, China 200233
Beneficiary's Bank Name:	China Construction Bank (CCB), Shanghai Branch Changning
	Sub-branch
Beneficiary's Bank Swift Code:	PCBCCNBJSHX
Beneficiary's Bank Address:	5F, No. 8 Xian Xia Road, Shanghai 200336 China
Beneficiary's Bank Tel:	+8621 62785141

Authorised by::		Please make a copy for your own file & return to
Exhibiting Company:	Stand No:	the following :
Contact:	Position:	Mega Expo (Shanghai) Co., Ltd.
Tel:	Fax:	Tel: +86 21 54453125/54453126 Fax:+86 21 54810933
Email:		Ms. Polly Liu M: 18501650625
Signature:		polly.liu@megaexposhanghai.com
Date:		

### **Deadline: 11 September 2020**

Please contact APT for the storage address.

### SERVICE REQUEST FORM

SHOW NAME:	LEC 2020
DATE:	10-12 October 2020
VENUE & COUNTRY:	NECC, Shanghai, PR China

### Please kindly complete and fax this form to:

APT Showfreight Shanghai Co., Ltd.

Room 2005, Modern Plaza Tower 1

369 Xian Xia Road, Shanghai 200336 PR China

Telephone: +86 21 6124 0090 / Telefax: +86 21 6124 0091

### Email: enquiry@aptshowfreight.com

(Please Circle)

1	To arrange the transportation from the below address/ country to the exhibition booth or vice versa: Address:	INWARD	YES	NO
		OUTWARD	YES	NO
	Country :			
	Contact :			
	Tel : Fax :			
	E-mail:			
2	To arrange transportation from arriving at the loading bay at the	INWARD	YES	NO
	exhibition hall to the exhibition booth or vice versa			
		OUTWARD	YES	NO
1			1	

ltem No.	Description of Exhibits	Bare <u>or</u> Packed	Dimensions L x W x H (cm)	Gross Weight (kg)

NOTE 1) If your individual exhibit exceeds 3,000 kg or L6.0 x W2.4 x H2.8 m, we may have to conduct a cargo survey to facilitate our logistics planning.

2) It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to the original place, during the period the exhibits are handled by APT Showfreight, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Company Name:		Signature:	
Person-in-charge:	Tel:	Fax:	

(If your exhibits' details exceed one page, please make a copy for continuation)

### Deadline: 19 August 2020 Exhibitor Appointed Contractor (EAC) Registration

1. Exhibitors who have booked "Raw Space Booth" may use either the Official Standfitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser /Exhibition Center based on the submitted design drawings and other necessary qualification.

2. Exhibitor must make sure the appointed contractor is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.

3. Exhibitor must ensure a proper construction agreement has been signed with the appointed contractor to guarantee that the contractor will obey all the exhibition's rules and regulations. Should there be any breach, the Organiser should forfeit the damage & performance deposit (lodged with the Official Contractor) and reserve the right to claim any extra fees caused, if the deposit paid is not enough to make up the loss caused by the conduct of the contractor.

4. Exhibitors must alert the EAC to complete all the formalities before the deadlines stipulated. Exhibitor & their contractors should be aware that for safety reason, all staff/workers on site must wear Contractor Badges, if anyone found without valid badges, the organiser/venue's security guard has the right to send him out of the hall.5. Form H11 must be filled in and submitted on the Exhibitor Service Centre online before the deadline of August

19 2020. After receiving the notice sent automatically by the Raw Space Stand Application System run by the Official Contractor, EAC must sign all safety document, finish payment and submit a full set of technical drawings of your stand construction at the Raw Space Stand Application System run by the Official Contractor for approval by 24 August 2020. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.

6. Contractors are request to take out and maintain adequate insurance coverage, section F4 refers.

7. All electrical connections within the undertaken stand boundary must be inspected by the Official Contractor before circuits are activated.

### The below form must be jointly completed and returned by the exhibitor and contractor

* Company name of Exhibitor Appointed	Contractor (full name same as the business license) Only
companies registered in mainland China	is accepted

\* The Unified Social Credit Identifier / Business License Registration Number (full number as the business license) Same as published by Chinese administration of Industry and Commerce

\*Address:

*Person in charge:	*Email:
*Mobile:	Fax:

On submission of Form 11 on the Exhibitor Service Centre, the official contractor will grant the EAC access to their online system at:

<u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</u> to complete the following mandatory procedures:

- Submission of completed Form H11 on the Exhibitor Service Centre online before August 19, 2020
- Online Submission of valid Public Liability Insurance Certificate and relevant commitment / certificate / assessment: <a href="http://ubm.shpicc.cn/">http://ubm.shpicc.cn/</a>
- EAC (exhibitor appointed contractor) log in through <a href="http://pd.paasim.com/ULoginlM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c">http://pd.paasim.com/ULoginlM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</a> for on-line Submission of all necessary safety document (by local contractor/Local sub-vendor of overseas contractor before August 24, 2020
- EAC (exhibitor appointed contractor) log in through <u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</u> for paying Hall Management Fee before August 24, 2020 by wechat APP
- EAC (exhibitor appointed contractor) log in through <a href="http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c">http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</a> for ordering power boxes and payment before August 24, 2020 by wechat APP

- EAC (exhibitor appointed contractor) log in through <u>http://pd.paasim.com/ULoginIM.aspx?sc=0b1d8c20-0e96-48af-9a0d-3af1affccb1c</u> for on-line Submission and approval of the construction design drawings (to the official contractor) before August 24, 2020
- Real Name Authentication by the venue's management 15 days before move-in, refer to the below link for detail application process and forms : http://cc.neccsh.com/

The official contractor will grant your appointed contractor a "Contractor Badge Claim Note" once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the "Badge & Pass Centre" of the venue before movein.

\* "Badge & Pass Centre" is located under South lobby / at North lobby of the venue, NECC. For more details, please consult at +86 21-67008487

### **Relevant Fees**

	RMB 30/ per(move-in &	out)		
Badge Production	RMB 50/per (exhibition <del>)</del>			
Fee	, ,	For contractor badges valid during exhibition, please apply to the official		
	contractor.			
	RMB 25/sqm			
Hall Management Fee	<ol> <li>Documents are not en Application for raw space</li> <li>Documents does not p</li> <li>All steps finished on the out the badge production</li> <li>EAC who completes doc</li> </ol>	<ul> <li>If EAC does not finish the below steps 3 working days before move in:</li> <li>1. Documents are not enough or completed requested by the Raw Space Stand Application for raw space</li> <li>2. Documents does not pass the checking of the Raw Space Stand Application</li> <li>3. All steps finished on the Raw Space Stand Application but EAC does not print out the badge production notice.</li> <li>EAC who completes documents submission on site, passes document checking on site or asks for the badge production notice by hand writing, must pay 200% management for, which is CNIX50 per same</li> </ul>		
	18sqm-36sqm	5000.00		
Domogo Doposit:	37sqm-91sqm	10000.00		
Damage Deposit:	92sqm-200sqm	20000.00		
	201sqm and more	50000.00		
	deposit: RMB 300/per truck			
Vehicle Pass	RMB 50/per 90 minutes/	RMB 50/per 90 minutes/truck		
	Over time: RMB100/30 minutes/truck			

### Please make a copy for your own file & return to the following :

### Mega Expo (Shanghai) Co., Ltd.

Tel: +86 21 54453125/54453126 Fax:+86 21 54810933

Mr. Crown Lv M:86 18501650622 E: crown.lv@megaexposhanghai.com

Mr. Yang Lu M:86 18501650613

- E: yang.lu@megaexposhanghai.com
- Mr. Zezhen Lee M:86 18516104548
- ${\sf E} {: \ \ Zezhen.lee} @megaexposhanghai.com$

Mr. Zhe Wang M:86 15618957256

 ${\sf E} {:} {\ \ zhe.wang@megaexposhanghai.com}$ 

### Deadline: 19 August 2020

**Display Vehicle Entry Application** 

Any vehicles for display purpose on your stand, must apply for prior approval by completing and returning the below form to the Organiser before the deadline.

	-			
Company Name				
Booth No.				
Company Address	6			
Responsible	Telephone:		Onsite	Telephone:
Person	Mobile:		Safety PICc	Mobile:
Vehicle				· · · · ·
Plate No.				
Vehicle No.			Expected Attende	e NO.
Entry Date & Time	9	() hour or	n ( ) (DD/MN	M/YYYY)
Opinion of the Organiser				
As the exhibitors, we will be fully responsible for the safety of displaying the vehicle on our stand, and liable for any loss and damage caused by taking the vehicle to the exhibition. Remain no more than 5% gasoline in the Vehicle.				

Authorised by:		Please make a copy for your own file &
		return this form to the following :
Exhibiting Company:	Stand No:	Informa Markets
Contact:	Position:	Mr. Troye Wang
Tel:	Fax :	9F CIROS Plaza, No. 388 West Nanjing Road
Email:		T:+86.21. 61577246
Signature:	Date:	Email: Troye.wang@informa.com

### Deadline: 19 August 2020

### **On-Site Event Application**

- The Organisers reserve the right to suspend any activities that are not approved in advance.
- Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organisers have the right to remove all items from common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.
- Meanwhile, it's the exhibitor's sole responsibility to ensure the safety of any promotional events/activities held at his stand (especially the entertaining performances/lucky-draw/distributing give-away).
- Any event reported disturbing other exhibitors' participation in the show will be inspected by the
- Organisers and suspended as necessary. If the volume is over 70db or the entrance of other booth is blocked, the Organiser has the right to require the exhibitor to adjust the accordingly. If any events found violating Chinese law, the Organiser has the right to stop it immediately and reserves the right to have it investigated for legal responsibilities by the authorities.
- If any event found risky or hazardous to any people at the site, the Organiser has the right to stop it after informing the exhibitor. If the exhibitor refuses to cooperate and adjust the event plan, the Organiser has the right to take corrective measures immediately. And the exhibitor shall be responsible for any loss, damage and legal responsibilities caused by this.

### <u>We will not use any amplification equipment onsite in the exhibition halls, including but not limited to</u> sound box, loudspeaker, live band performance etc.

Company Name					
Booth No.					
Company Addres	S				
Responsible	Telephone:		Onsite	Telephone:	
Person	Mobile:		Safety PICc	Mobile:	
Event Type	New	Press	Seminar	Product	Interactive
	Product	Conference		Distribution	experience
	Presentation				
Event Area					
Number of Staff to	o Maintain the		Expected Attendee NO.		
Order					
Event Time		Around ( ) hours			
		From ( ) hour on ( ) (DD/MM/YYY) To ( ) hour on ( ) (DD/MM/YYY)			
Opinion of the Organiser		To ( ) hour		viivi/ t t t t )	
	gainoor				

Authorised by:		Please make a copy for your own file & return this form to the following :
Exhibiting Company:	Stand No:	Informa Markets
Contact:	Position:	Mr. Troye Wang
Tel:	Fax :	9F CIROS Plaza, No. 388 West Nanjing Road
Email:		T:+86.21. 61577246
Signature:	Date:	Email: Troye.wang@informa.com

### Deadline: 24 August 2020

### **Electricity Supply Price**

Raw Space must order electricity to be connected to the stand by the official contractor through Mega Expo online application system, otherwise there will be no electricity provided on the stand at all.

No.	Description	Unit Price (RMB)
1	15A/380V Power Box for lighting only	1650.00
2	30A/380V Power Box for lighting only	2200.00
3	60A/380V Power Box for lighting only	3500.00
4	100A/380V Power Box for lighting only	5600.00

### CONDITIONS OF RENTAL:

- 1. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
- 2. For any types of electricity supply other than the above listed, please contact the official contractor for quotations.
- 3. Exhibitors with very sensitive equipment are advised to bring their own stabliser to cater for voltage fluctuations. Should there be any power break-out or other damage caused to the other exhibitors, penalty charge of RMB 20,000 will be levied.
- 4. The above prices are subject to possible change without prior notice. During move-in and dismantling period, temporary power supply in the exhibition hall is available.
- 5. Mark the location of the above requested connection in your design drawing of the stand, otherwise the official contractor will decide at their discretion. Request of relocation of venue facility such as power box, water supply and compressed air is unacceptable onsite.
- 6. Exhibitors of raw space stand must decide the appointed stand builder (EAC for shorten) by submitting Form 11 through Exhibitor Service Centre online before August 19, 2020. Within 5 working days after August 19, EAC shall log in the raw space online application system run by the official contractor, Mega Expo, to finish safety document submission, management fee and deposit payment, before ordering electricity supply online and finish payment.
- 7. Above Clause 6 shall be finished before August 24, after when surcharge is levied on:

### A. LATE ORDERS

Any order received after 24 August 2020 is subject to a 30% surcharge.

Any order received after 31 August 2020 is subject to a 50% surcharge.

### B. ON-SITE ORDERS

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.

### C. Revise and Relocation

For order which has been confirmed and paid, a 30% surcharge will be levied if there is any changes required, and a 50% surcharge will be levied from June 28 onward.

D. Please do not fill in Form 11 and send it to Mega Expo directly, which will be regarded as invalid order.

8. Overseas exhibitors is suggested to include management fee and power supplier expense in the service amount to EAC so as to avoid the loss of currency and bank service charge.

Authorised by:		Please make a copy for your own file & return to the following :
		Mega Expo (Shanghai) Co., Ltd.
Exhibiting Company:	Stand No:	Tel: +86 21 54453125/54453126
	Clarid 100	Fax:+86 21 54810933
Contact:	Position:	Mr. Crown Lv M:86 18501650622
		E: crown.lv@megaexposhanghai.com
Tel:	Fax:	
		Mr. Yang Lu M:86 18501650613
		E: yang.lu@megaexposhanghai.com

Email:	
Signature:Date:	Mr. Zezhen Li M:86 18516104548 E: zezhen.lee@megaexposhanghai.com
	Mr.Zhe Wang M:86 15618957256 E: zhe.wang@megaexposhanghai.com

# **Other Information**

<b>I</b> 1	Emergency Procedures
12	Approach Course for freight vehicles
13	Public Transport & Metro
14	Compensation for Exhibition Centre

### I1 EMERGENCY PROCEDURES

### **Emergency Number**

Call the NECC Customer Service Centre 86-21-69760011

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

### **Useful Telephone Numbers**

Ambulance: 86-21-112 Police: 86-21-110 Fire: 86-21-119 Use these numbers ONLY when the Emergency Number is busy or is not answered

### **Emergency Exits**

All emergency exits are marked with green signage.

### Medical

If you need any medical assistance, please check the floor plan and go to the Hall4 Medical Service Centre

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

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

### Fires

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

If you detect fire or smoke:

- 1) Activate the nearest fire alarm if possible and safe to do so.
- 2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- 3) Leave the exhibition hall immediately by the nearest exit.
- 4) Close doors behind you. If you hear a fire alarm, remain calm and alert, prepare at once to leave the NECC.

### Evacuation

If you hear a fire alarm evacuation announcement or instruction:

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

### 12 APPROACH COURSE FOR FREIGHT VEHICLES

Please find the large picture in the Exhibitor Centre on www.LECxpo.com

### I3 PUBLIC TRANSPORT & METRO

NECC is located in the west of Shanghai. 1.5 km away from Hongqiao Transportation Hub, NECC (Shanghai) is linked to Hongqiao Airport and Hongqiao Railway Station by the city's metro line. Because of the convenient national highway network, the major cities in the Yangtze River Delta region are easily reachable within 2 hours.

### **By Fight**

1.5 km away from Hongqiao International Airport, 60km away from Pudong International Airport. Both of them could be reach by metro line 2

### By Train

1.5 km away from Hongqiao Station which could be reach by metro line 2. 25km away from Shanghai Station, 23km from Shanghai South Railway Station, both can reach by Line 1.

### By Taxi

1. Come from Zhongshan Park----Changning Road---Beidi elevated Road----Jiamin elevated Road(Songze road direction)----Songze elevated Road(Shenhai Highway)-----Panlong Road exit and turn around at the crossroad-----Songze Road-----Zhuguang Road

2. Come from Yanan elevated Road----Huqingping elevated Road-----G50-----Jiamin elevated

Road(Songze road direction)----Songze elevated Road(Shenhai Highway)-----Panlong Road exit and turn around at the crossroad-----Songze Road-----Zhuguang Road

Public Transport:

- 1. No.865 Bus
- 2. No.706 Bus
- 3. No.776 Bus

Those information above is just for your reference.



### I4 COMPENSATION FOR EXHIBITION CENTRE

Exhibitors and EACs must use the venue and facilities appropriately. Any damage cause by Exhibitors and EACs will be asked to pay.

### Please notice: NECC holds the final explanation right of these price and is able to modification.