



MESSE
MÜNCHEN



ISPO Beijing 2024 Exhibitor manual.

January 12-14, 2024
China National Convention Center
Beijing, China

www.ispo.com.en/beijing

In association with
 **Alpitem**

ISPO
Beijing 

INTRODUCTION

Welcome to ISPO Beijing 2024!

In order to assist you in preparing for the upcoming exhibition, we have designed this Exhibitor Manual to simplify your arrangements. Should you have any question, please do not hesitate to contact us – our staff is more than eager to assist you with any concerns you may have.

Here are some advices to get the most value out of your Exhibitor Manual:

1. What Kind of Exhibitor Are You?

What have you applied for at ISPO Beijing 2024, a shell scheme booth or a raw space booth? Once you have identified what kind of exhibitor you are, you can go straight into the forms that are relevant and are required to be submitted to prepare for your participation. **Section III.C Optional Forms** will be useful if you require any additional services during the show.

2. Follow the Deadlines:

The index directory in '**CONTENTS**' is helpful for every ISPO Beijing 2024 exhibitor. Following this directory will save your time and money. Please make sure that all the forms are returned as required by their respective deadlines.

3. Forms:

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

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

Item	Form No.	Type of Service Parnter	Company Name
Rental of Furniture, Facility, Equipment, etc.	4, 9-16	Official Contractor	Beijing PBR Creative INT LTD.
Hotel Reservation	20	Official Travel Agent	Burnaby Solutions China
Shipping of Exhibits	SECTION IV	Official Freight Forwarder	EXPOTRANSWORLD LTD.

Contractual relations will only be between you and the respective service partners as above mentioned. Regarding these contractual relationships there are no rights or obligations of Messe Muenchen Shanghai Co., Ltd.

For your own safety, please do not use vendors that do not have the necessary licenses required onsite. The organizer will not be responsible for losses caused by the use of unlicensed vendors.

4. Move-In & Move-Out:

Move-In & Move-Out dates and times can be found in **SECTION I 'Operation Schedule & Overtime'** of the Exhibitor Manual for easy reference.

5. Disclaimer:

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

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

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

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

MM-SH will make every effort to provide best quality services in every aspect, to meet the exhibitors' requirements; MM-SH, however, shall not bear any liability arising from the following situations: 1. Any delay or failure to provide all or part of the services due to delayed return of the forms by the exhibitor after the deadline. 2. Any surcharge or failure to provide all or part of the services resulting from delayed submission of application by the exhibitor after the deadline. 3. Any delay, compensation, damage due to failure to comply with the rules and regulations and relevant laws by the exhibitor. 4. Any delay, damage, disputes due to the engagement with any non-designated service provider by the exhibitor. 5. Any inaccuracy in the publication materials provided by the exhibitor or contractor, or delayed submission.

INTRODUCTION

6. Terms & Conditions:

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

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

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

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

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

For inquiries, please contact:

Messe München GmbH

Am Messesee 2, 81829 Munich, Germany

Project Management

Tel.: +49 (0)89 949 20144

E-mail: info@ispo.com

Messe Muenchen Shanghai Co., Ltd.

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

Project Management

Tel.: +86 (0)10-8591 1001

Fax: +86 (0)10-2020 5688

E-mail: veronica.pang@mm-sh.com

Contact Person: Ms. Veronica Pang / ext. 1809

Technical Management

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

Fax: +86 (0)21-2020 5688

E-mail: dacia.zheng@mm-sh.com

Contact Person: Ms. Dacia Zheng / ext. 809

Messe Muenchen Shanghai Co., Ltd. has the right of final interpretation of this Exhibitor Manual.

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Section I.

Exhibition Guideline

- What, Where & When ?
=> General Information
- Who can I call for different exhibition service ?
=> List of Contacts
- How to go to the fairground ?
=> How to Get There
- How can I get to the exhibition hall when I arrive at the fairground ?
=> Venue Sitemap
- How about the height, floor space, lighting level, etc. of the hall where I am exhibiting ?
=> Technical Specifications
- When will the trade fair open and close everyday during show period ?
=> Operation Schedule
- How to apply if we need extended working or organize special activity /event in our booth?
=> Application for Overtime Working & Special Activity / Event in the Stand
- What else should we know ?
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GENERAL INFORMATION

Exhibition Name	ISPO Beijing 2024 International trade show for sports, fashion and lifestyle brands in Asia		
Venue	China National Convention Center (CNCC) • Beijing No.7 East Tianchen Road, Olympic Green, Chaoyang District Beijing 100105, P.R. China* *Note: This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors must use a freight forwarder.		
Exhibition Dates	12 Jan. 2024 Friday	till	14 Jan. 2024 Sunday
Exhibition Hours	12-13 Jan. 2024 14 Jan. 2024		9.00 am - 5.00 pm 9.00 am - 4.00 pm
Organizers	➤ Messe Muenchen Shanghai Co., Ltd.		

CONTACT LIST

SALES INQUIRY	OFFICIAL CONTRACTOR
<p>FOR INTERNATIONAL EXHIBITORS (incl. Hongkong & Taiwan) Messe München GmbH Am Messesee 2, 81829 Munich, Germany Tel.: +49 (0)89 949 20144 Fax: +49 (0)89 949 97 20201 E-mail: info@ispo.com</p> <p>FOR DOMESTIC EXHIBITORS Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: eva.zhang@mm-sh.com Contact Person: Ms. Eva Zhang / ext. 874</p>	<p>Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10-6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)</p>
TECHNICAL INQUIRY	OFFICIAL FREIGHT FORWARDER
<p>Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: iris.qian@mm-sh.com fred.liu@mm-sh.com Contact Person: Ms. Iris Qian / ext. 626 (Halls 1-4) Mr. Fred Liu / ext. 893 (Halls 5-6)</p>	<p>EXPOTRANSWORLD LTD. Room 606-607, Office Tower B NECC No. 181 Lai Gang Road, Qing Pu District Shanghai 201702 / P.R.China Tel.: +86 (0)21-5870 8717 E-mail: fisher.yu@expotransworld.com ivy.zhu@expotransworld.com Contact Person: Mr. Fisher Yu / ext. 211 Ms. Ivy Zhu / ext. 227</p>
HOTEL RESERVATION	OFFICIAL SHOW CATALOGUE PUBLISHER ADVERTISEMENT
<p>Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: iris.qian@mm-sh.com Contact Person: Ms. Iris Qian / ext. 626</p>	<p>Beijing Weidelong Consultancy Co., Ltd. Room 515, 5th Floor, No.3 Xinzhong East Street Dongwai Residence, Dongcheng District Beijing 100007 / P.R.China Tel.: +86 (0)10-8580 2542 E-mail: lacey@asiancreation.com.cn Contact Person: Ms. Lacey Ying</p>

VENUE INFORMATION

Type of Services	Location	Contact Details
Bank / Credit Card System	BANK /24h ATM: Bank of China North side of Convention Area inside, 3 rd floor	
Business Centre	Inside of Convention Area, 3 rd floor	
Police Station	Onsite Office 2 2 nd floor of halls 2 & 3 in Exhibition Area, H3:1	
Catering in CNCC	Onsite	
Stores outside CNCC	Beichen Shopping Center 8 Anli Road, Chaoyang District XIN CHEN LI Shopping Center 8 Beichen East Road, Chaoyang District	
Restaurants outside CNCC	B1F Xin'ao Shopping Center 9-11 East Hujing Road	
- Chinese	Xiaodiao Litang Chinese Restaurant Northeast Street Food Huangjihuang Nadu Hot-spicy Pot Chanren Restaurant Little Sheep Hot pot	
- Japanese & Korean	Yoshinoya Helu Sushi gyu-kaku Qixiaofu Grill	
- Western	Starbucks Subway NEW YORKER steak&salad Pizza Hut Tims Cafe COSTA COFFEE DQ	
Restaurants outside the Exhibition Center	Red Tomato Restaurant 1 st Floor, Grand Sky Light Hotel, 18 Beichen East Road, Chaoyang District	+86-(0)10-8498 1055
	Jing Wei Restaurant Building 4, Area 2, Anhui li, Chaoyang District	+86-(0)10-52406320
	Cafe O2 1 st Floor, InterContinental Beijing Beichen Hotel, 8 Beichen West Road, Chaoyang District	+86-(0)10-8437 1345
	Taiipo Tianfu Restaurant 231 Huizhong North Road (near Beichen East Road), Chaoyang District	+86-(0)10-6496 9836
	Courtyard Manor No. 203, Huizhong Li, Datun Road, Chaoyang District	+86-(0)10-64925549
	Juqi Restaurant 5 th Floor, 1 th Building, No. 8 Beichen East Road, Chaoyang District	+86-186-0000 7205

HOW TO GET THERE

ROUTE MAP



HOW TO GET THERE (CONT'D)

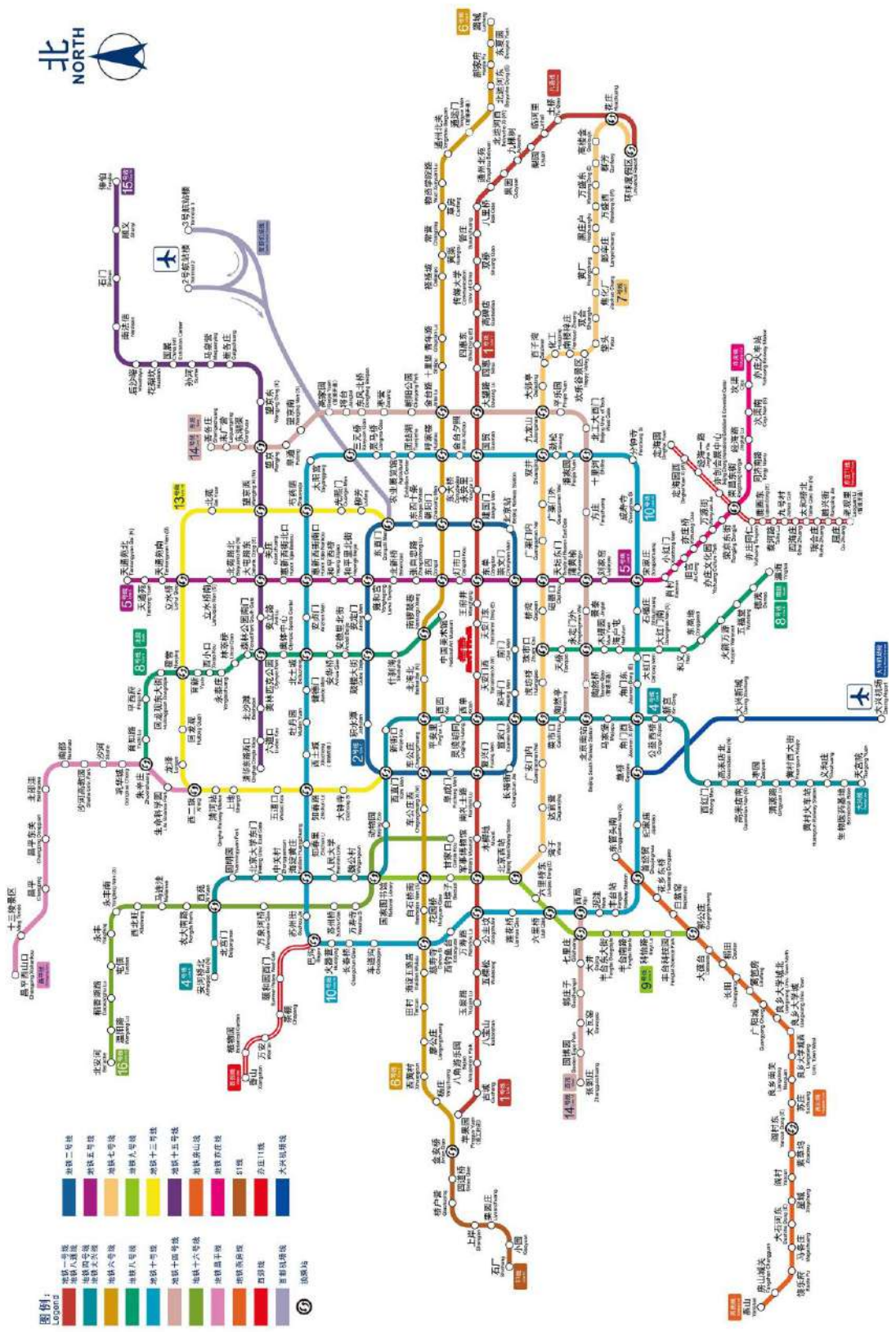
ROUTE GUIDE

起点 From	距酒店距离 Distance	交通方式 Transportation
首都国际机场 Beijing Capital International Airport to hotel	26 公里/26km	机场快轨三元桥站换乘地铁 10 号线,北土城站换乘 8 号线至奥林匹克公园站下车 E 口出站; 乘出租车约 30 分钟车程。 By subway airport express transfer to Line 10 at Sanyuanqiao station, then transfer to Line 8 at Beitucheng station and get out at Exit E of Olympic Green station. By taxi, it will take 30 minutes.
北京大兴国际机场 Beijing Daxing International Airport	70 公里/70km	大兴机场线草桥站换乘地铁 19 号线,牡丹园站换乘地铁 10 号线,北土城站换乘 8 号线至至奥林匹克公园站下车 E 口出站; 乘出租车约 80 分钟车程。 By bus Daxing Airport Line transfer to subway Line 19 at Caoqiao station, then transfer to Line 10 at Mudanyuan station, transfer to Line 8 at Beitucheng station and get out at Exit E of Olympic Green station. By taxi, it will take 80 minutes.
北京站 Beijing Railway Station	15 公里/15km	地铁 2 号线鼓楼大街站换乘 8 号线至奥林匹克公园站下车 E 口出站; 乘出租车约 25 分钟车程 By subway Line 2 transfer to Line 8 at Guloudajie station and get out at Exit E of Olympic Green station. By taxi, it will take 25 minutes.
北京西客站 Beijing West Railway Station	18 公里/18km	地铁 9 号线白石桥南站换乘 6 号线,南锣鼓巷站换乘 8 号线至奥林匹克公园站下车 E 口出站; 特 13 路公交车新闻中心站下车北行 180 米; 乘出租车约 30 分钟车程 By subway Line 9 transfer to Line 6 at Baishiqiaonan station, then transfer to Line 8 at Nanluoguxiang station and get out at Exit E of Olympic Green station. By bus No. 13 to the Xinwen Zhongxin(News Center) station and walk 180m to the north. By taxi, it will take 30 minutes.
北京南站 Beijing South Railway Station	21 公里/21km	地铁 14 号线永定门外站换乘 8 号线至奥林匹克公园站下车 E 口出站; 乘出租车约 50 分钟车程 By subway Line 14 transfer to Line 8 at Yongdingmenwai station, and get out at Exit E of Olympic Green station. By taxi, it will take 50 minutes.
天安门广场 Tiananmen Square	13 公里/13km	地铁 1 号线国贸站换乘 10 号线,北土城站换乘 8 号线至奥林匹克公园站下车 E 口出站; 乘出租车约 30 分钟车程。 By subway Line 1 then transfer to Line 10 at Guomao station, to Line 8 at Beitucheng station, and get out at Exit E of Olympic Green station. By taxi, it will take 30 minutes.

HOW TO GET THERE (CONT'D)

BEIJING METRO MAP

北京城市轨道交通线网图 Beijing Rail Transit Lines

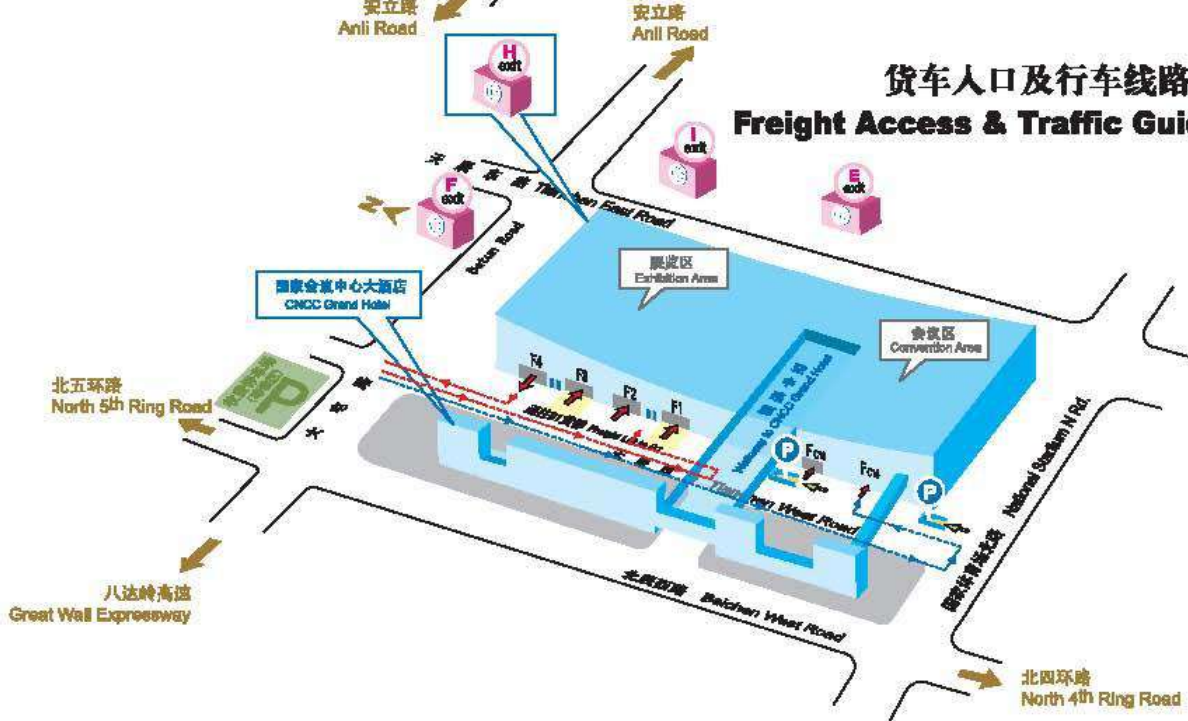


HOW TO GET THERE (CONT'D)

观众入口及公交线路图
Visitors Access & Traffic Guide



货车入口及行车线路图
Freight Access & Traffic Guide

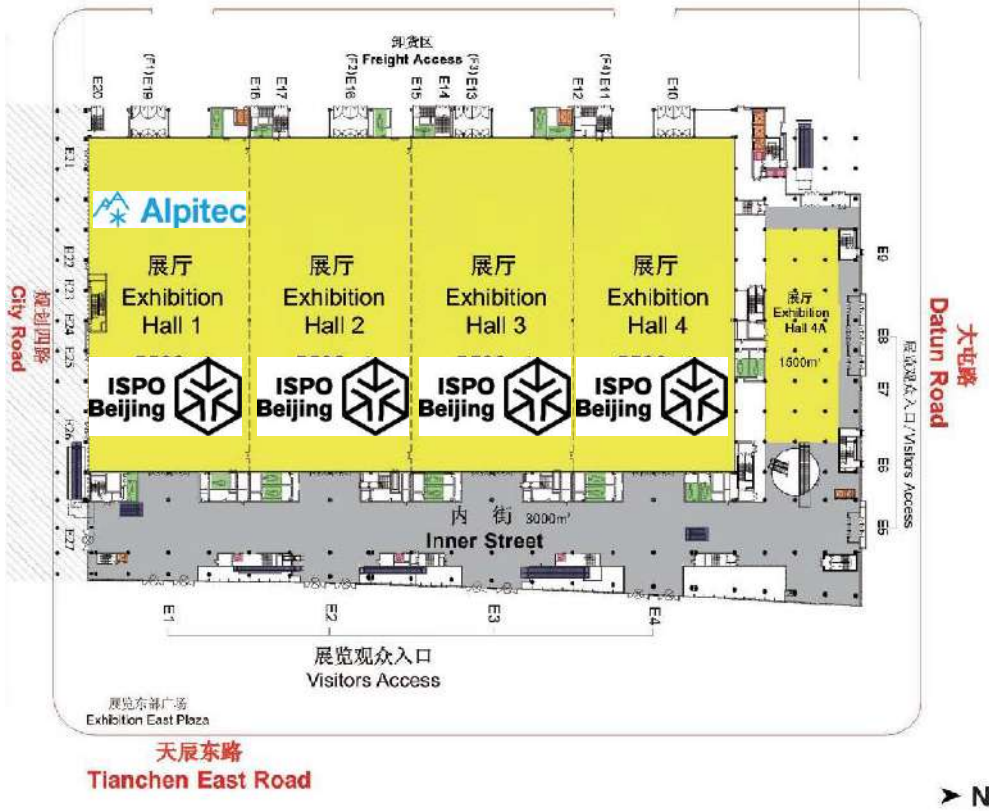


- | | | |
|---|--|--|
|  一层观众、参会代表入口
1/F Visitors delegates/Visitors Access |  地下停车场出入口
Access to underground parking |  空中连廊出入口
Access to Walkway |
|  展览区地下一层观众入口
B1 Visitors Access |  地铁8号线：奥林匹克公园站
Subway Line 8 Olympic Green Station |  酒店与会展区室外连廊
Walkway between Hotel and CNCC |
|  行车线路
Driving Direction |  公共汽车站
Bus Station |  一层卸货区出入口
Freight Access |

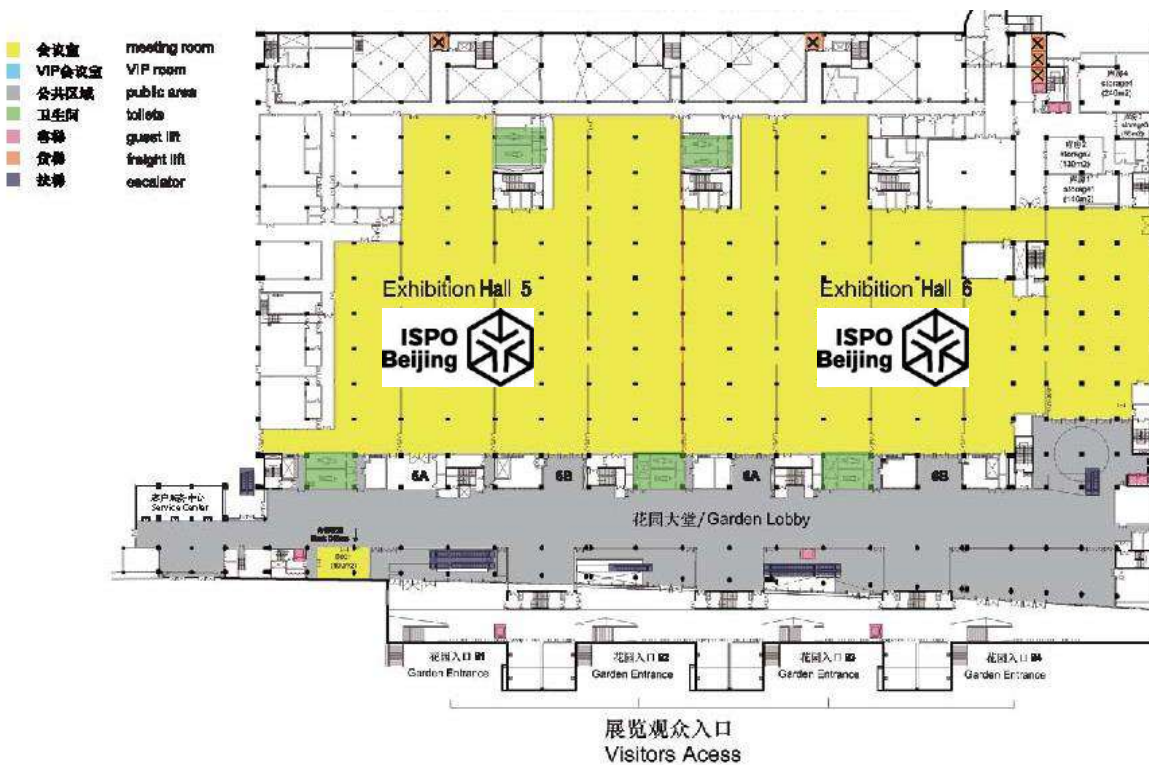
SECTION I EXHIBITION GUIDELINE

VENUE SITEMAP

1ST FLOOR IN EXHIBITION AREA



GROUND FLOOR IN EXHIBITION AREA



TECHNICAL SPECIFICATIONS

展厅参数 Exhibition Area	Hall 1 - 4	Hall 5 - 6	展厅参数 Exhibition Area	Hall 1 - 4	Hall 5 - 6
面积(平方米) Floor Area (sqm.)	5500 各/each	6500 各/each	网络类型 Type of Internet	每4个标摊分布1个光纤点 one fiber terminal every 4 standard booth	每4个柱子1个信息点 one wall access every 4 pillars
净高(米) Clear Height (m)	12	4.5-5m; 局部 min.3m	可进入展厅的叉车 Type of Drive-in Vehicle	5 吨/ 5 ton Forklift	2 吨/2 ton Forklift
地面承重(吨/平方米) Floor Loading (t/sqm.)	3.5	800公斤/平方米 800kg/sqm.	地面材质 Flooring Materials	环氧树脂薄涂 Epoxy Floor Coating	水泥 / Concrete
进货门尺寸(米) Freight Doors (m)	4.5(W) 4.8(H)	3.8(W) x 3.8(H)	消防系统及方式 Fire Prevention System	消火栓 & 水炮 Fire Hydrant & Water Cannon	消火栓 & 喷洒 Fire Hydrant & Sprinkler
电量供应, 分布 Electricity Capacity & Layout	800KW	每个柱子上配强 电20/40kw, 60A/100A开关	报警系统 Alarm System	红外对射 Infrared Detector	烟感 & 温感 Smoke & Heat Detector
进水管径 Water Supply (diameter)	20mm	25mm	卫生间 Restroom	男M×2 男M×1 男M×1 男M×1 女F×1 女F×1 女F×1 女F×2	4组/Each 2组/Each
出水管径 Water Spout (diameter)	100mm	100mm	可用会议室数量及面积 Meeting Rooms	位置: 展厅 2层 / 中型 (145sqm.): 6间 6 meeting rooms located on floor 2	
供气管径 Compressed Air	25mm	40mm	柱子尺寸(毫米) Pillar Sizes(mm)	共3根, 各1650 x 1650 total 3 / 1650 x 1650 each	700×1100; 1100×1100;1200×1200
电信覆盖 Telecommunication	是/Yes	是/Yes			

	Hall 1 - Hall 4	Hall 5 - Hall 6
Booth Construction Height Limit	4m	3.5m In some areas: 2.5m

	Foyer on 1 st Floor in Exhibition Area	Foyer on Ground Floor in Exhibition Area	North Foyer on 3 rd Floor in Convention Area
Static Floor	800kg/sqm	800kg/sqm	300kg/sqm
Booth Construction Height Limit	3.5m	3.5m	3.5m
Freight Entrance	4.5m(W)*4.8m(H)	2.4m(W)*3.8m(H)	C15: 4.2m(W)*2.7m(H) C16: 3.0m(W)*2.4m(H)
Freight Elevator	N/A	N/A	Provided
Power Supply	220V 50Hz AC Single Phase, 380V 50Hz AC	220V 50Hz AC Single Phase, 380V 50Hz AC	220V 50Hz AC Single Phase, 380V 50Hz AC
Water In / Out	N/A	N/A	N/A
Fire Protection	Fire detection & alarm system, fire hydrant, portable fire extinguisher	Fire detection & alarm system, fire hydrant, portable fire extinguisher	Fire detection & alarm system, fire hydrant, portable fire extinguisher
Emergency Lighting	Provided	Provided	Provided

Lift Loading in Convention Area	Lift Car Size (W*D*H, mm)	Lift Door Size (W*H, mm)
5 Tons	2500*3400*2400	2400*2400
3 Tons	2000*2900*2300	1900*2300
2 Tons	1500*2620*2300	1500*2300

OPERATION SCHEDULE

Description	Date	Time
Build-up Period		
Exhibits and Raw Space Booth Contractor Move-in	10 January 2024	08:30 - 21:30
	11 January 2024	08:30 - 21:30
Exhibitors' Check-in & Badge Collection – Raw Space	10 January 2024	12:00 - 16:30
	11 January 2024	09:00 - 16:30
Exhibitors' Check-in & Badge Collection – Shell Scheme	11 January 2024	09:00 - 16:30
All Furniture Ready for Shell Scheme Booth	11 January 2024	11:00
All Booths Ready for Display	11 January 2024	21:30
Exhibition Period		
Opening Hours of Exhibition	12 - 13 January 2024	09:00 - 17:00
	14 January 2024	09:00 - 16:00
Exhibitor Access	12-14 January 2024	08:30
Tear-down Period		
Facility Switch off (Electrical Power, Water Supply, Compressed Air & Internet)	14 January 2024	16:00
Empty cases are admitted into the halls	14 January 2024	16:00
Booth Dismantling	14 January 2024	16:00 - 21:30

This schedule is subject to *Important Notice* publicized before move-in. Should there be any amendment, an updated copy will be available at the Organizer's Office on-site.

Please note

- a) Exhibitors should strictly follow the above schedule. **Moving out in advance is not allowed.** Exhibitors are strongly advised to arrange the trip accordingly to avoid conflicting to the schedule. Exhibitors should bear the loss that caused by time conflict.
- b) Exhibits may be delivered to the stand earlier than the time specified if construction has progressed sufficiently to receive the exhibits. Please liaise with the official freight forwarder for such arrangements. **Exhibitors must be present to receive such exhibits and make sure at least one staff stationed in the booth to take care of the exhibits during the build-up/show/dismantling period.**
- c) During build-up and exhibition period, exhibits that have been transported into exhibition hall are not allowed to move out generally. If necessary, please apply to official freight forwarder onsite service counter. After approval, official freight forward will issue exhibit move-out permit.
- d) **During exhibition period, exhibits which are not portable as well as construction materials are forbidden to be transported into exhibition hall. Neither trolley nor hand-hydraulic trolley is allowed to enter and to be used in the hall.**
- e) **Exhibitors are required to commence packing their exhibits and belongings as soon as the exhibition ends on the last day, and not before its end** Arrangements with the freight forwarders will have to be made in advance. All relevant service supply will be stopped as well as dismantling of shell scheme stands will commence immediately upon exhibition closing. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.
- f) **Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.**
- g) Exhibitors should take care of their exhibits and belongings. Booth should be looked after by exhibitor's own personnel from time to time.



For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards and official contractor reserve the right to refuse against entrance or to prevent the construction. The serious cases will lead to deduction from the deposit. All the helmets and safety belts should be self-prepared.

★★★ **Important Notice: Each company attending the show must appoint an onsite safety manager during the show period.**

APPLICATION FOR OVERTIME WORKING & SPECIAL ACTIVITY/EVENT IN THE STAND

OVERTIME

- For stands that need overtime working during the build-up/dismantling period, please apply and pay the expenses (incl. overtime charge and cost of assigned security guards, **CASH only**) at the official contractor's onsite office **before 3p.m.** (According to safety regulations, all stands in need of overtime must be assigned and charged for numerous security guards.)
- The overtime application must contain the distinct booth number, booth area and cause of OT.
- OT application can only be made once a day, additional applications will NOT be accepted, please reasonably estimate the time needed in advance.
- The power supply of the OT booths will NOT be cut off if temporary power supply has been applied. A booth electrician must be arranged on duty to secure the electricity safety.
- **Overtime Period:**

Schedule	Date	Overtime Period
Build-up Period	10 Jan. 2024	21:30 - 24:00
		24:00 - 08:00 ⁺¹
	11 Jan. 2024	21:30 - 24:00
		24:00 - 08:00 ⁺¹
Tear-down Period	14 Jan. 2024	21:30 - 24:00

- **Charges:**

Overtime Period	Booth Area	RMB/hour (min. 1 hour)		
		OT Charge		Security Service Fee
		1 st Floor	Ground Floor	
Before 24:00	<=100sqm (6 security guards assigned)	3,500/hr	2,400/hr	360/hr
	101-200sqm (8 security guards assigned)			480/hr
	201-300sqm (10 security guards assigned)			600/hr
	301-400sqm (12 security guards assigned)			720/hr
	401-500sqm (14 security guards assigned)			840/hr
	>500sqm	4,000/hr		on request
24:00-8:00 ⁺¹	Corresponding to the above area	The above price doubled		480/pax/8hr

****The above prices include overtime charges and costs of security guards.**

****The organizer and official contractor keep all rights for the adjustment of the above price list.**

SPECIAL ACTIVITY/EVENT IN THE STAND

- According to safety regulations, any booth's special activity/event (e.g. fashion show within the booth area, ect.) must be declared in advance; certain quantity of security guards must be assigned and charged to the exhibitor. NO activity/event will be allowed out of the show period.
- Applications should be made ONE day prior to the beginning of the activity/event at the official contractor's onsite office. The official contractor will collect the security guard cost. ONLY cash can be accepted.
- Any applicant should provide the booth No./area, activity proposal, quantity of participants, evacuation plan, ID info of the legal person and person in charge onsite, safety statements and relevant insurance documents.
- **Charges:**

Schedule	Unit (standard of the higher unit will be applied)	RMB/8 hours (min. 8 hours)
During Show Period	<=100sqm or 100 participants (5 security guards assigned)	1300
	101-200sqm or 200 participants (10 security guards assigned)	2500
	201-300sqm or 300 participants (15 security guards assigned)	3800
	301-400sqm or 400 participants (20 security guards assigned)	5100
	401-500sqm or 500 participants (25 security guards assigned)	6300
		60 per person per hour for overtime

**** The organizer and official contractor keep all rights for the adjustment of the above price list.**

**For enquiries, please contact the official contractor:
Beijing PBR Creative INT LTD.**

Halls 1-4 Ms. Kate Wang / +86 (0)10-8455 1155 ext. 813 / fengzhen.wang@pbr.net.cn
Halls 5-6 Ms. Mia Pan / +86 (0)10-8455 1155 ext. 809 / xue.pan@pbr.net.cn

OTHER INFORMATION

Notes on Intellectual Property Protection

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

Car Parking

B2 Parking Area: RMB6/car/hour
RMB40/car/day

Press Office / Companies Press boxes

Exhibitors are furthermore invited to send us a 'Preliminary Technical Report / Report on Novelties'. It gives all exhibitors the opportunity to inform the media and visitors about their products and other new developments they will present at ISPO Beijing ahead of time in concise, information summaries in Chinese and / or English. The ISPO Beijing Press Office will take care of the dispatch of the preliminary report to the editorial offices of the trade publications. Thus, your information will be available to trade journalists already during the run-up to the fair.

Climate

Average temperature in Beijing in January is from about -4° Celsius to 6° Celsius, sometimes heavy wind.

Currency & Credit Card

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

Insurance

Considering the safety issue and to ensure the smooth operation of the show, all raw space stands are required to purchase exhibition liability insurance during build-up / show / dismantling period. The copy of insurance policy must be submitted to the organizer/official contractor for proceeding move-in procedure. Besides, the exhibitors are strongly recommended to purchase the relevant insurance for their exhibits.

The organizer is not liable for any direct or indirect personal injuries, damage and loss of property and exhibits towards exhibitors, their representatives, employees and contractors.

Security Advice

Please be aware of dangerous actions during set-up period and dismantling. **Therefore, ensure the safety of your personnel and all other people!** The inspection team of the organizer will be present and regularly control the site. If any construction seems to be insecure, the organizer reserves the right to withdraw the permission of booth construction.

Be sure to look after your exhibits and property carefully during the construction and the whole exhibition. The organizer will take no responsibility for the loss.

PROPOSAL ON GREEN AND ENVIRONMENT FRIENDLY DECORATION

Natural ecological environment is the basis for survival of human beings and the whole nature. It is obligatory duty of every enterprise and citizen to protect the earth and environment and preserve ecology. Given environment pollution and material waste caused by exhibitors' pursuit of grandness and luxury of booth stand erection and decoration on construction mechanical exhibitions, organizers and undertakers of ISPO Beijing put forward "proposal on green environment-friendly decoration". Save resources and reduce pollution; Green consumption and material selection based on environment protection.

We sincerely hope all exhibitors can actively work in response of "ISPO Beijing 2024 Proposal on Green Environment -Friendly Decoration".

1. We advocate original and practical presentation style to highlight essence and advantages of products. Try to re-use building materials as you could.
2. We advocate using of green materials, environment friendly paints and auxiliary materials. Try to use environment friendly, light-type, safe and flame-resistant materials for decoration.
3. We advocate green and environment friendly construction. Please use paints and coating as less frequently as possible during erection construction. Sort out construction wastes for treatment and guarantee that the construction will not harm environment and health of construction workers.
4. We advocate less "white pollution" which refers to hardly degradable materials including plastic bag, plastic meal box, tableware, cups and plates and packages. Use these materials as less frequently as possible and avoid unnecessary waste during exhibition reception and service process.
5. We advocate that you save and value paper. Love and care our common forest resources. Use reasonable press design and package for exhibition publicity. We advocate the use of environment friendly and reproducible paper.
6. We advocate energy conservation. Use day light lamp and energy-saving bulb to improve efficiency.
7. We advocate harmonious space. Use volume monitoring equipment to control noise pollution.

Please join us to advocate environment friendly material selection and green stand construction to create a comfortable and environment friendly exhibition environment.

ISPO Beijing 2024

Section II

Rules & Regulations

- Technical Guidelines
- General Terms of Participation

TECHNICAL GUIDELINES

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TECHNICAL GUIDELINES

1. Opening Hours

1.1. During installation and dismantling

The information such as exact dates for set up and dismantling will be based on this Exhibitor Manual. These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours.

1.2. During events

During an event, the halls are opened half an hour before the trade fair starts in the morning and closed half an hour after closing time in the evening. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, they need to apply in advance for the overtime work from the venue and MM-SH.

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

2.1. Traffic regulations

Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MM-SH can make exceptions to this and grant corresponding parking permits or permission for driving in. MM-SH is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MM-SH or the security guards at any time. A parking permit or permit for permission to drive in is only valid for the vehicle, for which it was issued.

MM-SH is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and dismantling times in those cases, in which MM-SH permits driving on the trade fair grounds during an event. The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event.

Optimum courtesy should be shown to pedestrians. Driving is not permitted on blocked paths and planted areas. Driving in the halls is only permitted for loading and unloading based on a written confirmation. Attention must be paid to the load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MM-SH has designated as campgrounds for an event, are not subject to this regulation. Parking is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM-SH reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones or which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MM-SH is authorized to issue more far-reaching traffic regulations and traffic routing measures, especially to ensure smooth flow of traffic during setup and dismantling times as well as during an event; every person on the trade fair grounds is obligated to comply with such. MM-SH especially reserves the right to regulate access of exhibitors or their stand construction or other suppliers to the individual stands.

We recommend using the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days in our experience. No claims may be made against MM-SH if the trade fair grounds are overcrowded or if delays occur for exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MM-SH concerning regulation of traffic on the trade fair grounds.

2.2. Escape Ways

2.2.1. Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones are not allowed to be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to pile up their building material or exhibits and do not cooperate after receiving warning from MM-SH, MM-SH has the right to a penalty charge from the general management deposit. Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this. If any damages occur during the process, no claim of reimbursement for the damage should be put towards MM-SH.

Hydrants in the halls and the open-air exhibition grounds may not be obstructed by constructions, made difficult to locate or inaccessible. A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

2.2.2. Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently shall not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification may not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture may only be set up at sufficient safety distances from access and exit doors or stairwell accesses. **It is strictly prohibited to stack cardboard boxes and sundries between the stand and the wall of exhibition hall.**

If hall exits are located within a stand, these areas designated as hall exits shall not be made narrower.

2.3. Safety installations

Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they shall not be blocked or obstructed.

2.4. Stand Numbering

For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.

2.5. Guarding

MM-SH or the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MM-SH does not guarantee complete guarding and surveillance of the trade fair grounds.

MM-SH is authorized to take required measures for guarding and surveillance. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MM-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-SH for the trade fair grounds.

Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MM-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-SH.

3. Technical Data

3.1. Hall data

Please refer to "Technical Specifications".

3.2. Floor loading capacity

Exhibitors are obligated to check the floor loading capacity and it's also the exhibitors' duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The loading capacity should be considered during the exhibit installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the main electricity wire-tunnels, drainage cover and facility well in the hall. If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH and the official freight forwarder for the show.

Any exhibits that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate and etc., to prevent the potential damage to the floor.

The exhibitors with heavy weight exhibits have to strictly follow the over-size / over-weight exhibit schedule assigned by MM-SH and its official freight forwarder.

4. Stand Construction Regulations

The promotional materials in the booth should be corresponding to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-SH has the right to ask the exhibitor to change the promotion material and reserves the right to charge the exhibitor a penalty for violating this regulation. During move-in/show/move out period, blocking the public aisle using construction materials, promotional materials, exhibits and causing human traffic are strictly forbidden. MM-SH has the right to charge a penalty from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH.

4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health.

Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5.2 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

4.2. Approval of Stand Construction

The Technical Guidelines in Exhibitor Manual should be observed when designing and constructing a booth. **For all raw space booths, whether constructed or not, the planning and design of booth construction / exhibits display need to be submitted to MM-SH's Operations Department and the appointed service partners as required for review and approval.** No separate approval notification will be issued. All booths shall pass the planning and design of booth construction / exhibits display review. In case the planning and design of booth construction / exhibits display does not meet the requirements or affects the image of the fair, MM-SH has the right to take one or more measures as follows: i) require rectification; ii) adjust the location of the booth; iii) deduct the general management deposit.

Two-storey stand construction is forbidden

4.2.1. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds.

For indoor booth, the planning and design of booth construction / exhibits display must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitor Manual of MM-SH. No separate approval notification will be issued. **Two-storey stand construction is forbidden**

Outdoor stand construction is permitted in the halls with the approval of a top-level certified structural engineer, who is employed by the exhibitor. The costs of the above building approval procedures shall be charged from the exhibitor. Approval for the outdoor stand depends on the position of the stand within the hall and the area it occupies. Stand drawings containing elevations and cross-sections, cutaway view, electricity layout, static test report or static load calculation, specification of construction, etc. must be submitted in quadruplicate to MM-SH's Operations Department and the appointed service partners for approval by the deadline specified, at the latest 8 weeks before stand assembly is to start.

4.2.2. Vehicles and Containers

Vehicles and containers as exhibition objects in the halls require approval.

SECTION II RULES AND REGULATIONS

4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved or do not comply with the Technical Guidelines or laws, must be rectified or removed according to the requirements of MM-SH. If this is not done within a set time limit, MM-SH is authorized to make the rectifications at the expense of the exhibitor or - insofar as required - to remove such stand constructions.

4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MM-SH from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

MM-SH is exempt from the liability of any dispute between exhibitors and their own suppliers.

MM-SH is exempt from the liability of any dispute between exhibitors and MM-SH's appointed service partners.

4.3. Height of construction

The maximum construction and advertising height for booths in Hall 1-4 is 4m.

The maximum construction and advertising height for booths in other halls and foyer is 3.5 meter (in some areas: 2.5 meter). Ultra-high or overweight exhibits are not permitted in the halls. Two-storey stand construction is forbidden. The wall facing the aisle must be at least 50% open.

The booth in the tent area can only be displayed with exhibits (such as tent), but not constructed by structures (including but not limited to system or wooden made structure, truss, etc.) except the furniture and display racks used for exhibit display. For the booth in the tent area, the side facing the aisle must be completely open, but the side bordering neighboring stand is not forced but can only be separated in the non-structural form (e.g. furniture, display racks, etc.).

Shell scheme stands are forbidden to change its original height limit.

The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MM-SH's Operations Department responsible for this. Exhibits are not subject to this limitation on principle, but MM-SH should be informed of them in advance.

4.4. Fire Protection

Exhibitors and booth construction contractors shall obey the fire protection rule and regulation from the venue and the organizer. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits cannot be occupied by booth construction materials.

4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proofed.

Normal flammable decoration materials may be used in partial areas if it is flame proofed and its burning diffusion rate is up to Class B1. The contractor is required to carry the material fireproof documents on site. Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible).

Stand flooring must be laid joint-tight. The carpet paved must be non-combustible with a burning diffusion rate not lower than Class B1. The contractor must hold on site the flame retardant test report and marking for the carpet.

4.4.1.2. The building material for temporary tent should be noncombustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm and the distance between tents should be kept at 9 meters. If the automatic sprinkler system is installed in the tent, the size of the tent could be doubled. Smoke discharge facilities that cover 2% of the building area must be installed when the booth area is above 2,000 sqm.

4.4.1.3 The roof of each stand is not allowed to be covered completely and must be 80% open at least. The fire protection system on the ceiling of the halls may not be obstructed by stand constructions. All compartments (e.g. storage, meeting room, etc.) cannot be roofed for safety reason. One annually eligible fire extinguisher must be installed for each 30 sqm of stand area (two for each 50 sqm) from build-up period onwards. The fire extinguishers must be placed at a conspicuous position. The suspended spherical fire extinguisher and temperature sensitive detector must be installed on the ceiling if the booth is partially roofed.

4.4.1.4. There are appointed flower suppliers in the center. Any other suppliers are not allowed to run similar business in the center. Trees and plants may only be used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is determined during an exhibition that trees and plants dry out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire from tobacco products!).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfil the requirements stated above and are prohibited.

4.4.2. Stand location

a) The stand decoration cannot be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition hall shall be 1.0 m the least and piling up materials in this pathway is forbidden.

4.4.3. Vehicles

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside. The battery should be disconnected, and the fuel tank must be locked. Combustible engines may not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor grounds. Fuel may not be stored at stands.

4.4.4 Hazardous Materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the fairground during build-up/show/dismantling period.

b) The exhibitors/contractors shall clean up the flammable materials in time during build-up/dismantling period. The flammable packaging materials of exhibits is prohibited to be kept at the fairground.

c) Weapons, firearms, cutlery, explosive materials, oil, easy combustible materials, toxic materials and caustic materials, any flammable, explosive, toxic, or corrosive materials, including flammable liquids and gases, compressed gases, hydrogen balloons, explosives, and petroleum are forbidden to be exhibited and used at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition venue.

d) At any time, the storage amount of solid or liquid hazardous material cannot exceed the amount for one day use in the rented area or booth. The remains shall be sealed up in the special container or where the venue and the organizer permit.

e) The poisonous waste shall be sealed in proper container with obvious marking and be disposed in accordance with the relevant regulations issued by the government.

4.4.5 Smoking

Smoking is prohibited in any indoor area of the trade fair ground or in any outdoor non-designated smoking spots.

4.4.6. Use of air balloons

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

4.4.7. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or - if substantial quantities of such collected - several times daily.

4.4.8. Abrasive cutting and all work with open flames

Chain sawing, electric planning, electric welding and cutting work only can be carried out at the outdoor area without raining during build-up period. All workers for specific-type work, such as electric welding and other tasks that might be in link with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules. Only after receiving written approval from the venue, any welding, cutting, defrosting and milling work can be operated onsite. Meanwhile, notices should be made to the surrounding stands and working staff within the stands before any of above mentioned tasks are operated. At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be assigned onsite for supervision.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

The welding and cutting are prohibited to the pipelines in operation or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there's no remnant tinder or unburned material after the work.

4.4.9. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands. Any empties should be removed without delay. Storage of empties on the trade fair grounds is only permitted by the forwarding company contracted to do this by MM-SH. This service is subject to charges.

MM-SH is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

4.4.10. Glass and acrylic glass

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

4.5. Exits, escape routes, doors

4.5.1. Exits, escape routes

Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficulties to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

4.6. Platforms, ladders, ascents, footbridges

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

One-level platforms, on which you can walk, may have a maximum height of 0.20 m, and need to arrange ascents.

Ladders, ascents and footbridges must be in compliance with current safety regulations.

4.7. Stand Design

4.7.1. Appearance and boundary

The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MM-SH is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fairs in the special participation conditions.

Walls, which border visitor aisles, should be brightened up via the building in display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand.

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The stand sides bordering neighboring stand should be kept neutral, white and clear. A back wall or partition (not lower than 2.5m) must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be kept white, neutral and clean. In addition, plate or construction paper must be under-laid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-SH has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH in case the above mentioned violation happens.

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

The wall facing the aisle must be at least 50% open.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries. MM-SH has the right to ask the exhibitor to modify the stand structure within time limit in case the above mentioned violation happens.

Stand constructions must not obstruct the normal operation of the fire protections system, air conditioning, mechanical ventilation vents. MM-SH has the right to ask the exhibitor to modify the stand structure in case the above mentioned violation happens.

4.7.2. Checking the rented area

MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation, the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. Any door of temporary construction should be at least 1.2m apart from hydrant, elevator and alarm bell. To guarantee easy safety inspections, stand structures may not be built nearer than 0.5 m to the border of exhibition hall. It is imperative that stands remain within the borders of the rented area. (Also refer to item 4.7.4. Hall floors)

4.7.3. Protection of the public facilities in the hall

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.).

Painting, applying wallpaper and pasting are not permitted.

Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits.

Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

Exhibitors need to be responsible for any damages they have caused on the public facilities and pay the penalty based on the quotations provided by the venue (please find the detailed quotation at 5.1.1). If the penalty is not fulfilled by the deadline assigned, MM-SH has the right to deduct the charged penalty from the general management deposit paid by exhibitors / construction contractors directly. The hall owner and the organizer reserve the right to sequentially claim the damage if the deposit fails to fully compensate

4.7.4. Hall floors

Protective measures to the floor must be taken for any construction in convention area.

Carpets and other flooring are to be laid accident-proofed and may not extend beyond the rented area. Inferior carpets containing CaCO₃ are forbidden.

Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-sponge or any other materials difficult to clean up are forbidden.

Otherwise, nothing shall be stuck on the hall floors nor be painted.

All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

4.7.5. Objects hung from the hall ceiling

The objects to be suspended at the ordered hanging points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks cannot carry overload.

Exhibitors need to fill the form for Hanging points and banners and follow all the regulations indicated in the form closely.

4.7.6. Separating walls

Separating walls can be ordered by using the Exhibitors' Manual.

Exhibitors may neither change nor work on separating walls and supports.

Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities

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

a) The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which the exhibitors are the legal distributors or agents. Exhibits, booth design and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such a dispute, it shall be dealt with under relevant laws and regulations on Intellectual Property Rights Protection. Should there be any intellectual property rights dispute between/ among exhibitors in the exhibition, the organizer reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.

b) All exhibits, goods, products, posters, documents or services presented by the exhibitor shall be relevant to the exhibition theme and be part of the exhibits profile. MM-SH reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitors.

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

d) Retailing is forbidden.

e) The loudness level may not exceed 65 dB (A) at stand borders. The presentation / demonstration shall not in any way affect the neighboring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MM-SH has the right to cut off the electricity power supply within the booth

and deduct the general management deposit accordingly. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will bear all the damage by themselves.

f) MM-SH is authorized to restrict or prohibit presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons.

g) All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

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

i) Any machine or apparatus can only be demonstrated within the booth and operated and supervised by qualified persons. No motors, engines or power-driven machines are allowed to be used without adequate fire-protection measures taken by the exhibitors.

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

k) Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons.

l) The distribution of printed materials, samples, gifts and etc is only permitted within your own stand area. MM-SH reserves the right to determine whether it's safe to distribute the materials or not.

m) Toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall.

n) All relevant local government authorized licenses and / or permits must be obtained, and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.

o) Should the exhibitor intend to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MM-SH in written in advance. It's principally forbidden for the exhibitor to run an on-site patrolling advertising team. The activities are allowed only with MM-SH's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there be any problem caused by the activities, MM-SH reserves the right to turn down the sound volume, shut down the equipment or stop the activities.

p) It is strictly prohibited to demonstrate or operate heating, barbecue stoves, or make heating or open fire apparatus, candles, lanterns, torches, welding equipment or other smoke creating material.

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

r) Charging of exhibits including but not limited to vehicle exhibits is prohibited in the venue.

s) The exhibitors/contractors are not allowed to bring diesel, diesel air compressors or engines into the trade fair grounds. If necessary, the application must be submitted in advance to the organizer and the venue for approval, together with the data (such as diesel fuel, storage, diesel boiling point and flash point, fueling link, fueling safety operating procedures, etc.). With the consent of the organizer and the venue, the special item can be carried into the trade fair grounds and used within the prescribed area.

t) Regarding the display of electric vehicles, electric scooters and camping high-power charging bank exhibits, according to the requirements of the fire department: a) Only electric vehicles with low power would be allowed to stay overnight in the exhibition hall. b) Camping high-power charging bank exhibits and electric scooters might not be allowed in the exhibition hall overnight.

u) Regarding the display of battery exhibits, according to the requirements of the fire department: a) Only the battery exhibits with 3C certification would be allowed to stay overnight in the exhibition hall. b) Battery exhibits without certification are not allowed to be displayed or stay overnight in the exhibition hall.

MM-SH reserves the right to make further restrictions for special cases. MM-SH is authorized to enter stands to check if the stand compliances with the above regulations.

MM-SH is authorized to remove, cover or otherwise prevent advertising, which violates the regulations cited above.

4.8. Outdoor Exhibition Grounds

4.8.1. Checking the rented area

MM-SH measures the rented area on the ground of the open-air exhibition grounds and marks it at the corners.

Every exhibitor is obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electricity box, telecommunication box, etc. and to inform the stand constructor if applicable.

It is imperative necessary that stands remain within the borders of the rented area. No objects on the rented area may protrude beyond the rented area. MM-SH Operations Department can grant exceptions for rotary tower cranes for safety reasons; MM-SH can make the exceptional permission dependent on whether all affected exhibitors have granted permission for the fact that a rotary tower crane protrudes over their stand. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond the rented area. In that case, MM-SH is authorized to require the modifications within the time limit.

4.8.2. Setup

4.8.2.1. Stand Setup

All structures, which should be set up in the open-area exhibition grounds, require the prior consent of MM-SH and the venue.

Permission from the construction supervising authority must be obtained for building facilities, which exceed a height of 4 m.

The required application forms as well as booth schematics, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to MM-SH's Operations Department and the appointed service partners in due time, but at least 8 weeks before setup begins.

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Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

The outdoor stand itself needs to be safe and secure and all the construction materials need to meet the standard in the relevant national regulations for the temporary building constructions. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. Operations that will cause damages to the onsite ground and buildings, such as drilling in the grounds, using wall plug, are strictly forbidden. Protections for the grounds and onsite buildings need to be applied during the booth construction. Spraying, painting material, glue on the ground or onsite building surface is forbidden. Exhibitors are bound to pay for any facility damages they cause during the whole show period. If any exhibitors fail to fulfill such duty, MM-SH and the venue have the right to deduct the damage amount from exhibitor's general management deposit. If the deposit is not enough to cover the damages, MM-SH and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

Factors, such as rain, strong wind and such natural conditions that may bring unsafe elements to the booth, need to be considered during booth design and prevention work needs to be fully prepared.

For outdoor booth, lightings, plugs, electric switch box and such electricity related equipment need to be water resistant. Equipment connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures need to have a ground connection.

Stand structures in the outdoor exhibition grounds may not be built nearer than 0.5 m to the border of neighboring stands unless MM-SH gives written permission for this.

Booth construction and material storage is strictly forbidden at the loading area, drainage and facility well at the outdoor area. Forklift and crane are not allowed to operate at above areas as well.

4.8.2.2. Anchoring and work in the fair

Precise site plans must be submitted to MM-SH and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the outdoor exhibition ground. Any work in the area grounds is prohibited without written permission.

4.8.2.3. Cranes and Exhibits

All cranes and exhibits, which are to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MM-SH and must be registered using the appropriate forms of the Exhibitor Manual of MM-SH, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MM-SH will set the binding maximum setup height available for these exhibits for safety reasons. MM-SH is authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MM-SH reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

4.8.3. Dismantling

All exhibition areas must be entrusted back to MM-SH in their original condition by the set dismantling deadline. All waste in the booth need to be cleared out and general management deposit will be returned only if the following 2 conditions are fulfilled:

- 1) All facility damages caused during the show are fully compensated.
 - 2) The venue's approval for accepting the booth condition
- Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work. If the required reconditioning work has not been completed by the set dismantling deadline, MM-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.

4.8.4. Public aisles between the blocks of stand areas

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

4.8.5. Other regulations

Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times.

Building components, stand signs and flags must be installed in such a way that they do not interfere unreasonably with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons, apart from flags. The exhibitor takes full responsibility to ensure that the flags are fastened in a very safe way. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the permit of MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

The general regulations and the regulations for the hall area, insofar as they can be applied to the outdoor exhibition grounds in the sense they are intended, also apply to the outdoor exhibition grounds.

4.9. Dismantling Stands

Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the booth and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation).

MM-SH is authorized but not obligated to transport away and store exhibition goods, which are still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor as well as to charge an appropriate handling fee from trade fair forwarding companies. MM-SH is authorized to dispose the exhibition material and all other objects, which an exhibitor has left behind after the end of the dismantling time.

5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features

5.1. General regulations

Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

5.1.1 Damage compensations

Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the quotation from the venue. Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MM-SH at the expense of the exhibitor in question after the end of the event. MM-SH has the right to deduct above mentioned expense from the construction deposit paid by the exhibitor. If the construction deposit is not enough to cover the damages, MM-SH and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

For shell scheme exhibitors, fees related to repairs and replacements for the damaged items, such as flooring, lighting, rental equipment, no matter the damage is done by the exhibitor itself, its representatives, its partners, service providers hired by the exhibitor, its representatives and partners or by individuals, should be borne by the exhibitor.

5.1.2 Safety operations

During set-up and dismantling period in the exhibition area (halls and outdoor) wearing of a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m). It is prohibited to use herring bone ladder up to 2m and moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m. The four-wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When passing tools or objects, throwing is forbidden. Overhead work after drinking alcohol is also strictly forbidden. It is prohibited to use hanging basket.

5.2. Use of tools

The use of cartridge-powered tools is prohibited.

The use of woodworking machines without chip suction-off is not permitted.

Only cranes, forklifts and platforms may be used, which are made available by the service partners of MM-SH responsible for this. An agreement about this must be reach with MM-SH in special cases.

5.3. Electrical Installations

5.3.1. Connections

Only MM-SH or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MM-SH or its suppliers, include the main connection with electric power lines, main power fuse and - if applicable - main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons that have not been authorized to supply electricity by MM-SH. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.

In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MM-SH. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MM-SH.

A layout drawing should be sent with an order, which make the desired placement of the connections clear.

Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MM-SH determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MM-SH is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.

Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MM-SH is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make the electric connection to the neighboring stand at the same or lower costs without running cables and connections through the stand of the exhibitor.

Exhibitors shall not have any objection towards all the required facility layouts, such as electrical cables, Internet cables, water pipelines and etc., at the fairground. If the exhibitor wants to re-allocate the cables lay across / around the stand, or wants to lay cables that cross traffic paths or other stands, the exhibitor must pay for the cost of changes after having the written consent from MM-SH. The cables must be laid road worthy.

Facility cables needs to be protected by the cable bridge during the whole show period.

Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption. Electricity power consumption will be calculated based on the quotation in the Exhibitor Manual.

The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.3.2. Stand installation

Within stands, installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. The installation personnel must hold valid electrician operation certificate.

Electric installations within a stand can be carried out by MM-SH or its suppliers on order. Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

5.3.3. Assembly and operating regulations

The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

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. Fire resistant cables with insulate casings must be used. 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). Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being

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randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

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

5.3.4. Safety measures

All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers. Lighting fixtures may not be attached to flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances is close to non-flammable materials.

The safe distance between lighting fixture and flammable exhibits must be kept more than 60cm.

High-temperature lighting could not be installed without permission and examination from the relevant authority. If it can be used, the high-temperature lighting must be installed with effective protection measures. The lead wires of high-temperature and high-light lamps must be made of high-temperature resistant casing and mounted on a special metal frame with no combustibles around them. High temperature lamps should be equipped with a protective cover. The installation height of high temperature and high light lamps should be more than 2.5 meters. Neon lights are strictly prohibited as decorative lighting for the stand.

Outdoor lighting fixtures should be waterproof and save measure toward rain, wind should be considered. Cables must be protected by water-proof bridge plates.

The back of the LED screen unit board should be installed on nonflammable material up to Class A, and the lampshade should be made of material with a burning diffusion rate not lower than Class B1. The LED screens with low power and low temperature should be selected, whose internal electrical circuit, luminescent and heating chip, rectifier and transformer devices should completely meet the requirements of relevant national or industry standards. When the backside of LED screen is installed by fully enclosed, the ventilation hole and access port should be reserved. The heat radiating or cooling measures should be taken for the built-in LED screens.

Irrelevant electrical devices are not allowed to be used. Raw space booths should be installed with a master electrical switch. Combustibles such as cardboard boxes and packaging materials are not allowed in the equipment room. The electrical wiring must be arranged in good order.

All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must be submitted to the venue next day morning to get the electricity re-supplied.

MM-SH has the right to cut off the power supply if any electrical fitting or equipment is considered to be dangerous or might bring potential safety hazards to other exhibitors or visitors.

The multinomial sockets are not allowed for use so as to avoid the short circuit due to the overload. If the electric box is directly fixed on the wooden structure, it must be insulated with asbestos.

5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special feature of their construction, require their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

5.4. Water and sewage installations

5.4.1. Connections

Only MM-SH or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MM-SH. Exhibitors are expressly forbidden to obtain water from neighboring stands.

In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MM-SH. Individual regulations have to be made. Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MM-SH determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-SH is authorized to upgrade the water and sewage installations at the expense of the exhibitor even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Water and sewage connections are possible in principle in the open-air exhibition grounds; pipes can be laid above or below ground.

In exceptional cases when there is an unfavorable location, it might not be possible to install an ordered connection or extra costs can be expected.

MM-SH is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make the water and sewage connection to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-SH is required. The pipes must be laid road worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per cubic meter using the built-in meter.

Chemically polluted sewage may not be fed into the canal system.

The water supply and sewage disposal will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Plumbing installations within a stand may be carried out by MM-SH or its suppliers on request.

If the plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the plumbing installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the exhibitor at the prices valid at the event time. Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

According to the regulations of the government, direct drainage is strictly prohibited. Exhibitors need to bring their own water circulation device for the machine for which they apply for water supply, otherwise the hall owner has the right to refuse to apply for water.

5.5. Compressed air installations

5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and in the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-SH reserves the right to install a compressor for compressed air supply at a stand, for example when there is little need for compressed air. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons that have not been authorized to supply compressed air by MM-SH.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM-SH or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed air connection with compressed air lines are part of compressed air installations.

In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MM-SH. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MM-SH determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MM-SH is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MM-SH is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make the compressed air connection to the neighboring stand at the same or lower costs without running lines and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-SH is required. The pipes must be laid road worthy. The exhibitor pays the costs for this.

A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

5.5.2. Stand installation

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MM-SH or its suppliers on order.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the renter at the prices valid at the event time.

It is not allowed to store and use pressurized vessels in the exhibition hall. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm². And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

5.6. Exhaust Gas and Exhaust Systems

5.6.1. Exhaust gases and fumes

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They must be drawn off to the outside using appropriate piping.

5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

The outlets may only be installed by MM-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

5.7. Hazardous materials and facilities

The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc.) requires the prior written consent of MM-SH. An application for this must be submitted to MM-SH at least six weeks before the beginning of the event.

SECTION II RULES AND REGULATIONS

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

5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields require approval and must be agreed upon with MM-SH. Furthermore, operation of high-frequency and radio installations is only permitted if they have a demonstrable sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MM-SH. Information about the frequencies/applications used on the trade fair grounds can be obtained from MM-SH.

5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples

The forwarding agents contracted by MM-SH, hereafter referred to as "trade fair forwarders", have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds.

Liability of MM-SH for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MM-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-SH is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor or to contract the appropriate trade fair forwarder with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MM-SH can be derived from this if such shipments are accepted without checking their appropriateness or completeness, freight and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

5.10. Annoyances from exhibition materials

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MM-SH. This obligation of an exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this.

If an exhibitor does not comply without undue delay with his obligation to remove exhibition material, MM-SH is authorized to remove the exhibition goods at the expense and own risk of the exhibitor or to close his trade fair stand without the exhibitor having any right to assert claims from this against MM-SH or the respective organizer. MM-SH shall set the dismantling time for the closed stand.

With no written confirmation from the venue, the following items are not allowed to enter the trade fair ground: weapons, guns, swords, bullets, explosives, combustible substances, radioactive materials, any types of dangerous materials, objects which are forbidden to import, objects which have IPR issues, objects which might affect the normal operation of the venue and objects that are banned by relevant government departments.

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside. **24 hour power supply cannot be used for exhibit charging.**

5.11. Information and communication services

All wire connections for information and communication served to a stand are provided solely by MM-SH.

Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

6. Waste Management

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands.

In case exhibitors do not comply with this regulation, MM-SH has the right to deduct the general management deposit accordingly.

6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site or contact the official freight forwarder appointed by MM-SH to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-SH reserves the right to remove and process the materials and objects onsite. All fees occurred during these process will be borne by the exhibitors.

Starting from the build-up period, exhibitors and their stand construction contractors have to clear up the waste material in the booth and on the surrounding public pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-SH has the right to deduct a penalty charge from the general management deposit.

Before the opening ceremony, MM-SH will deal with all the materials left at the non-booth area, such as Opening ceremony area, aisles, empty area in the open area, and etc.) and service fees occur with this procedure will be borne by the relevant exhibitors. Exhibitors or their contractors have to remove all the construction materials and waste, such as scraps of construction materials, wooden boxes, pallet, paper boxes, wrapping materials, promotional materials and etc., before the end of the dismantling time. After the end of the dismantling time, any of remaining material will be removed by MM-SH. No prior notification of the removal will be issued to the exhibitor. Cost occurs for this removal will be borne by the exhibitor along with a penalty charging to leaving waste onsite.

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

appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

6.2. Waste requiring special monitoring

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MM-SH and to have such disposed of properly by the supplier of MM-SH responsible for this. It is especially a question of the following waste materials:

Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators. The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

6.3. Waste brought to the site

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

7. Water, sewage, soil conservation

7.1. Oil and grease traps

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.

If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

7.2. Cleaning/detergents

MM-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-SH. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-SH may be contracted for this.

Cleaning companies not approved by MM-SH are expelled from the exhibition areas. Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

7.3. Damage to the environment

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MM-SH immediately.

7.4. Sewage disposal

The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences.

The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

8. Painting work

Large-scale painting is not permitted in the trade fair grounds. However, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place including but not limited to:

- Painting in an outdoor area properly ventilated
- Use of non-toxic paint or soluble paint only
- Covering all the floor involved within the working area with dry paper or plastic film, which shall be set up as no-fire area
- No painting near the vertical structures (i.e. walls) of the trade fair grounds
- No washing of paint material within or surrounding the trade fair grounds
- Painting containers and tools shall not be left, washed or dumped within the trade fair grounds

The exhibitor / stand builder is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

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

9. Sand, soil and similar materials

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material and ensure no water leakage. The exhibitor is responsible for any damage. After the show, exhibitors have to remove all the above-mentioned materials from the booth and return the booth to the venue with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

SECTION II RULES AND REGULATIONS

TERMS OF PARTICIPATION

1 Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully as well as faithfully completing and signing—with a legally binding signature—the “Application” form and submitting it to Messe Muenchen Shanghai Co., Ltd. (MM-SH) (facsimile or scanned copies are deemed as legally valid) at the earliest opportunity or at the latest by the application deadline.

With the application, exhibitors express to MM-SH their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely on the application form. Co-exhibitors must be named on the application form for co-exhibitors. The same particulars must be specified as for the exhibitor. Incomplete applications cannot be considered.

When the exhibitor submits the application form, it means that the exhibitor acknowledges and observes the Terms of Participation. After the exhibitors receiving Participation Admission letter (not Acknowledgment letter), it not only means that the exhibitor has been qualified for participating in the show but a “Booth Rental Contract” becomes valid with assigned area and other relevant services. The application form submitted by the exhibitor (including Special Term & Conditions of Participation and Terms of Participation), together with the Admission Letter and Exhibitor Manual sent by MM-SH are indispensable parts of the “Booth Rental Contract”, which has legally binding force on both parties.

This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation. Organizers of joint stands have to fill in the application form for joint stands which can be obtained from MM-SH.

2 Permitted exhibits and exhibitors

All domestic and foreign manufacturers or their Chinese subsidiaries, general importers and specialist dealers authorized by the manufacturers are admitted as exhibitors. Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the written notice of admission.

General importers and authorized specialist dealers may only exhibit machines and plants whose manufacturers are not represented at ISPO Beijing. All exhibits must correspond to the relevant range of exhibits for this trade fair and be designated by name and category on the application form. Articles other than those permitted and registered, as well as used, hired or leased machinery, may not be exhibited.

According to Beijing Municipal Public Security Bureau, exhibiting knife, dangerous goods, gas cylinders, and flame demonstrations are forbidden on-site. MM-SH has the final decision and has the right to remove any other exhibits at the exhibitor's risk and expense. The Terms of Participation as well as the **Exhibitor Manual** are accepted as legally binding with submission of application documents.

3 Co-exhibitors and additionally represented companies (see Clause 1, 2)

Co-exhibitors must obtain MM-SH's written permission to be eligible for the exhibition. The co-exhibitor registration fee of CNY 1,250 and basic registration fee of CNY 1,000 for each co-exhibitor admitted. A co-exhibitor is one who presents his own goods or services, using his own staff, at the stand of another exhibitor (the main exhibitor). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors. The definition of an additionally represented company is as follows: In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor who is a distributor wants to display not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies.

Additionally, represented companies are not allowed on the stand.

Admission of the exhibitor does not mean that a contract exists between MM-SH and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment. The exhibitor must make this payment. The amount can also be invoiced (VAT inclusive) subsequently by MM-SH. The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation as well as Exhibitor Manual. The exhibitor is liable for the debts and negligence of his co-exhibitors as if they were his own. If co-exhibitors make direct use of MM-SH services, MM-SH is entitled to invoice the exhibitor for these services. He is jointly and severally liable. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MM-SH's prior written consent.

4 Participation fees, lien for Floor Space Only

The participation fees are calculated according with the rates specified in Special Terms & Conditions of Participation (see “participation fees”). Besides the rent of the stand area, the participation fees include extensive services provided by MM-SH, such as consultation and planning advice, publicity work, organization, and technical assistance etc.

Each m² or part thereof will be included in full in the calculation, the floor space always being considered rectangular, without taking account of projections, supports, service connections and the like

The applicant shall be invoiced for 30% of the projected participation fee within a reasonable time after his application. This first payment will be refunded without interest if the applicant is not admitted to the trade fair, but will be forfeited if the applicant withdraws unilaterally and completely from the undertaking. Payment of the invoices is due immediately unless other payment deadlines are stated in the invoices. Payment of the participation fee as well as payment for admitting co-exhibitors is a prerequisite for occupation of the exhibition area.

If exhibitors have ordered MM-SH services, MM-SH is entitled to refuse the exhibitor's move-in request and withhold such services, including but not limited to the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MM-SH. This applies in particular to obligations arising from previous events. MM-SH reserves the right to enforce the lessor's lien, as permitted by law, in order to secure its claims arising from the rental. The exhibitor must inform MM-SH at any time about the ownership of articles, which are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MM-SH is entitled to detain

the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. If this is still not enough to make up for the loss of MM-SH, MM-SH reserves the right to claim compensation by the exhibitor. MM-SH does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MM-SH is guilty of intent or gross negligence.

Upon special application by the exhibitor, the participation fee and/or the payment for the admittance of co-exhibitors can be invoiced to a third party. As prerequisites, the third party must declare acceptance of the obligation or promise to pay the amount owed to MM-SH, and MM-SH must declare its agreement with such.

Should the exhibitor wish to have an invoice rewritten because the name, tax number or address of the recipient of the invoice has changed, the exhibitor is obliged to pay MM-SH a sum amounting to **CNY 450** plus VAT for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and MM-SH was responsible for the incorrect details. The exhibitors should be ultimately responsible for failure of third party.

5 Terms of payment (see Clause 4)

The deadlines for payment given in the invoices must be observed. Prior payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalog, and provision of workers' and exhibitors' passes. The applicant or exhibitor will receive invoices for all additional charges (e.g. technical services, advertising material) with the confirmation of the order; they are to be paid immediately on receipt. All invoiced amounts in all MM-SH invoices, which are connected with the event, are to be paid in CNY, without deductions and free of all charges (e.g. bank charges occurring when transferring via bank account have to be paid by the applicant in full), by credit transfer to the account specified in the invoices, mentioning the exhibitor's company name and invoice number.

MM-SH bank information is the following:

Bank: ICBC Shanghai Branch, No2 Business Department
Account Name: Messe Muenchen Shanghai Co., Ltd.
Account No.(CNY): 1001190709016219311
Swift code: ICBKCNBJSJH

6 Rental contract

The application of the exhibitor represents the rental contractual offer and means that the exhibitor acknowledges and observes the Terms of Participation and Exhibitor Manual. The admission or rejection will be confirmed to the exhibitor in writing in due time. Admission cannot be transferred. The rental contract comes into force when MM-SH has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning has been completed. The exhibitor shall not move, exchange or share his stand, nor surrender it either in part or in full to such third parties as are neither co-exhibitors admitted by MM-SH nor additionally represented companies admitted by MM-SH without MM-SH's prior written consent.

According to this contract, MM-SH is authorized to assign a stand area to an exhibitor, which might deviate from the information in the application unless these deviations are unacceptable for the exhibitor. A deviation is considered acceptable if MM-SH does not receive the exhibitor's rejection of the assignment of the stand area within one week.

If an exhibitor rejects a stand area in writing before the above mentioned deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MM-SH assign him an acceptable stand area. If MM-SH does not comply with the demand within an appropriate time period, the exhibitor can withdraw from the contract. The exhibitor does not have any further rights.

The allocation of the other stands, in particular of neighboring stands, can be changed by MM-SH before the trade fair opens. MM-SH is also entitled to relocate or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations.

Exhibitors cannot make claims against MM-SH because of such changes. MM-SH may also subsequently, i.e. after the rental contract and the stand assignment have come into force, change space allocations, including but not limited to change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the trade fair is oversubscribed and further exhibitors must be admitted or because changes in assignments of exhibition space ensure that the facilities and space required for the trade fair are used more efficiently. Should such subsequent changes result in a lower participation fee, the difference in amount without interest will be refunded to the exhibitor. Further claims against MM-SH are excluded. If exhibitors cannot use their stand space or are impaired in the use of their stand because they have infringed legal or official regulations or the Terms of Participation or Exhibitor Manual, they are nevertheless obliged to pay the participation fee in full and to pay MM-SH compensation for all damage caused by themselves, their legal representatives or employees; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so. The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MM-SH's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MM-SH at its own discretion, and not according to the order in which applications are received.

Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not fulfilled their financial obligations to MM-SH, e.g., in respect of previous events, or have infringed the regulations governing the use of the event grounds, or the terms of participation, may be excluded from admission. MM-SH is entitled to withdraw from the contract or to terminate the contractual relationship without notice first payment charged by MM-SH are non-refundable and MM-SH reserves the right to claim against exhibitors for the losses incurred if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfills the conditions for admission.

SECTION II RULES AND REGULATIONS

7 Cancellation of contract

If the location, type, dimensions or size of the exhibition area rented by the exhibitor is subsequently changed so much that the exhibitor can no longer be reasonably expected to accept the exhibition area, **the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MM-SH.** Otherwise, apart from the statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract. If the exhibitor states that he is withdrawing from the contract, this means—regardless whether he has the right to withdraw from the contract or not—that he is renouncing once and for all his intention to take part in the trade fair. If the exhibitor states that he is withdrawing from the contract and thus renounces once and for all his intention to take part in the trade fair, MM-SH is entitled to re-let the stand area or use it itself without being obliged to do so, even if the exhibitor has no right to withdraw from the contract. **Although the exhibitor does not have the right to withdraw from the contract, if he insists on withdrawing the contract, he still has the obligation to pay 100% participation fee (unless otherwise agreed in the Special Terms & Conditions of Participation). The exhibitor shall not have any further rights due to the fact that the exhibition space is rented to others or used in another way.**

MM-SH is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MM-SH on time, MM-SH has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payments for the **first payment of 30% for the projected participation fee.** MM-SH is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MM-SH's rights, objects of legal protection and interests and MM-SH can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MM-SH is entitled not only to withdraw from the contract but also to demand from the exhibitor the full amount of participation fee as flat-rate compensation. MM-SH's right to claim further damages remains unaffected.

8 Force majeure, cancellation of the event

If MM-SH is compelled, as a result of force majeure (natural disasters such as earthquakes, droughts, tsunamis, typhoons, hurricanes and floods, or fires, war, riots, terrorism, acts of government, epidemics and other acts or events recognized by applicable laws as force majeure or otherwise commonly recognized as a force majeure event by international commercial practice) or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas, temporarily or for longer periods resulting in postponement or curtailing of the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MM-SH, in particular claims for damages. If MM-SH cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, or because it has become unreasonable for MM-SH to hold the event, MM-SH is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

9 Dates of setting up and dismantling / Assembly, staffing and dismantling of stand

The information such as exact dates for set up and dismantling will be based on Exhibitor Manual, exhibitor shall comply with it strictly. There will be a special build up scenario for certain sections of the outdoor area. Early move-in needs to be confirmed in writing by CNCC, MM-SH and its appointed official freight forwarder while relevant formalities should be completed and related expense should be paid. If exhibitors want to showcase over-weight / high exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH and the official freight forwarder for the show and strictly follow the oversize / overweight exhibit schedule assigned by MM-SH and its official freight forwarder.

All delivery and stand-construction vehicles must be removed from the halls and from the outdoor area by 21:30, January 11, 2024 on the last day of setting up.

After that, the exhibits or facilities remaining in the indoor exhibition hall and outdoor exhibition venue shall be deemed to be abandoned by the exhibitors. Vehicles which are still in the halls or the outdoor area after these times will be removed by MM-SH at the risk and expense of the exhibitor concerned. **Setting up must be finished by 21:30 January 11, 2024 at the latest.** An extension is possible only in exceptional cases with the written permission of CNCC and MM-SH's Operations Department. The dates for assembly and dismantling must be observed. Stands not occupied by the last day of assembly may be disposed of as MM-SH sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the trade fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the trade fair opens. **Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the trade fair closes (16:00 on January 14, 2024). If they break this rule, MM-SH is entitled to demand a penalty of CNY 4,500 for removing goods before the trade fair closes, and deduction of 50% integrated management deposit for dismantling their stands before the trade fair closes.** MM-SH is entitled to exclude from future trade fair any exhibitor whose stand is staffed by insufficiently qualified personnel during the trade fair's opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears his stand before the end of the trade fair, or who otherwise infringes the Terms of Participation, without prejudice to MM-SH's right to cancel the contract in accordance with Clause 7 or to a claim for all costs thereby incurred by MM-SH.

10 Stand design and equipment (see also Technical Guidelines and Exhibitor Manual)

The maximum construction and advertising height for booths in Halls 1–4 is 4 meter. The maximum construction and advertising height for booths in other halls and foyer is 3.5 meter (in some areas: 2.5 meter). Ultra-high or overweight exhibits are not permitted in the halls.

Two-storey stand construction is forbidden. The Technical Guidelines in Exhibitor Manual should be observed when designing and constructing a booth. For all raw space booths, whether

constructed or not, the planning and design of booth construction / exhibits display need to be submitted to MM-SH's Operations Department and the appointed service partners as required for review and approval. No separate approval notification will be issued. All booths shall pass the planning and design of booth construction / exhibits display review. In case the planning and design of booth construction / exhibits display does not meet the requirements or affects the image of the fair, MM-SH has the right to take one or more measures as follows: i) require rectification; ii) adjust the location of the booth; iii) deduct the general management deposit.

The roof of each booth is not allowed to be covered completely and must be 80% open at least. The fire protection system on the ceiling of the halls may not be obstructed. All compartments (e.g. storage, meeting room, etc.) cannot be roofed for safety reason. The fire extinguishers must be placed at a conspicuous position.

The structures of stand cannot hang on the structures of the hall.

All structures to be set up in the open-air area exhibition grounds require the prior consent of MM-SH. Permission from the construction supervising authority must be obtained for building facilities, which exceed a height of 4 m. The stand sides bordering neighboring stand should be not less than 2.5m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

Construction elements, stand signboards, exhibits and banners on the booth must be arranged so that there is no unreasonable nuisance to neighbors. Misleading company signs must be removed at the request of the trade fair management.

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

Exhibitors whose stands adjoin the enclosing fence of the trade fair grounds may not use the fence for their construction purposes. Use of the outside of the fence to carry advertising material is not permitted. Publicity balloons are not permitted on the trade fair grounds.

In the case of infringement of any of the conditions specified here, MM-SH is entitled to take action in accordance with the Terms of Participation.

11 Safety Measures

During set-up and dismantling period in the exhibition area (hall and outdoor) wearing a safety helmet is compulsory. Herring bone ladder up to 2m is prohibited. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2 m).

12 Technical installations and other regulations

Applications for electrical installation, water, drainage, and telecommunication connections can be considered only if submitted in due time on the order forms available from MM-SH. The precise terms of delivery and the connection fees are stated on these forms. Facility cables needs to be protected by the cable bridge during the whole show period. Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

All building structures on the trade fair grounds shall be executed in accordance with the performance of the materials used. Revolving tower cranes, etc. must be secured according to regulations. Suspending advertising media or other loads from cranes is prohibited for safety reasons. For security reason, hanging advertising materials or other objects on cranes, work platforms and exhibits is prohibited. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the prior written permit of MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

13 Restoration of the exhibition areas

All exhibition areas must be handed over to MM-SH's Operations Department in their original condition by the stipulated date for completion of dismantling. At the end of the exhibition, exhibitors must remove from the site all the materials especially the double-sided carpet tape used from their stands by the respective timings stated in the "Operations Schedule." Apart from the clearance and cleanse of the construction materials and stains, outdoor booths exhibitors and contractors should restore the exhibition area into the initial state and clear all the garbage inside the comprehensive cementing. MM-SH is entitled to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) by a contracting firm at the exhibitor's cost.

14 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MM-SH service partners responsible. In special cases, the consent of MM-SH's Operations Department is required. All the over-hanging operations as working on the cradle are strictly prohibited.

15 Transport of track-laying vehicles

Only track-laying vehicles with smooth track plates, which are also approved for public roadways, may be driven on the roads of the trade fair grounds. The transport of track-laying vehicles into the exhibition halls is permitted only with written approval of MM-SH's Operations Department. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

16 Sales regulations

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods must not be delivered to purchasers until the trade fair closes. Sales are permitted only to wholesalers, retail or trade customers. **Retail sales are prohibited in the exhibition. Otherwise, the Industrial and Commercial Department may be involved and therefore all the penalties and losses incurred will be borne by the exhibitors. If any violation of this rules, MM-SH is entitled to demand of penalty of CNY 4,500.**

17 Catalogue, Internet Information

An official trade-fair catalog, an internet database will be compiled for the trade fair. All exhibitors (including co-exhibitors and companies at joint stands) are included, with the name indicated in the application form, in the alphabetical list of exhibitors in these media. The minimum entry contains the

SECTION II RULES AND REGULATIONS

exhibitor's company name, hall and stand number in the alphabetical list of exhibitors. Exhibitors (including co-exhibitors and companies at joint stands) will be offered other entries, e.g. in the Product Index, and other forms of presentation in these media on a separate order form. The forms will be sent to applicants in good time. MM-SH assumes no responsibility for the correctness and completeness of the catalogue, internet database information. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition and data protection — of any advertisement placed in the trade fair catalog, the internet database information of MM-SH at the instigation of the advertiser. Should third parties assert claims against MM-SH on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MM-SH fully safeguarded against all claims asserted including all costs of any necessary attorney fees, litigation costs on the part of MM-SH. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database of MM-SH.

18 Exhibitors' and Workers' passes

Exhibitors' passes are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors. For the time when the trade fair is held, each exhibitor receives the following number of exhibitors' passes free of charge:

Registered m ²	Passes	Registered m ²	Passes
12-17	5	55-77	25
18-27	10	78-100	30
28-40	15	> 100	max40
41-54	20		

The number of exhibitors' passes is not increased for co-exhibitors. Additional exhibitors' passes are obtainable from the trade fair management and will be charged for. Exhibitors' passes are intended solely for stand personnel, and must not be passed on to unauthorized third parties.

Workers' passes for setting up and dismantling of stands are available in the numbers required and will be charged for. They can be purchased on site from the official contractor during setting-up after hall management fee and general management deposit are paid in full amount.

During the exhibition, each staff shall carry the badge and the construction permit, any informal transfer of badges and undocumented personnel are strictly prohibited. Each company attending the show must appoint an onsite safety manager during the show period, who should wear exhibitor badge with ID photo attached on it.

19 Circular letters

Once the stands have been allocated, exhibitors will be informed by circular of further details concerning preparation and organization of the trade fair.

20 Alterations

MM-SH reserves the right to make alterations and additions in matters affecting technical arrangements (such as dismantling time, facilities switching on and cutting off time, etc.) and safety.

21 Liability and insurance

Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The minimum insured amount for the public liability insurance should be no less than **CNY 5 million**. MM-SH and its partners are neither liable for any personal damages or damages for exhibits nor liable for any compensation on lost material, theft and fire.

If MM-SH has to pay compensations due to the events related to the exhibitors' participation during the show, MM-SH has the right to ask the relevant exhibitors reimburse the compensation to MM-SH. MM-SH and its partners is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

MM-SH and its partners is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair. The same applies to vehicles left on the trade fair grounds by exhibitors, their employee contractors or representatives. For this part, the exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and co-exhibitors and their exhibition articles or exhibition installations and equipment.

MM-SH and its partners is not liable for any lost, damages or delays occurred during the import/export procedures, such as customs declares, transportations, loading/unloading, for the exhibits. Exhibitors should purchase sufficient amount of transportation insurances. Exhibitors have the obligation and responsibility to complete customs declaration and customs clearance in accordance with applicable PRC laws, and MM-SH does not bear any joint and several liability.

22 Photography, filming, video recording, and sketching

Only persons authorized by MM-SH in writing and in possession of a valid MM-SH pass may film, photograph, or make sketches or video recordings in the exhibition halls and the outdoor exhibition area. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. If this rule is infringed, MM-SH can demand that the recorded material be surrendered and take legal steps to achieve this end. Photographs of stands which are to be taken outside normal opening hours and need special lighting require MM-SH's prior writing consent. Such photographs require the main ring circuit to be switched on by the hall electrician. The exhibitor will be charged the costs incurred, insofar as they are not borne by the photographer. MM-SH owns the ownership and copyright of the photographs, drawings, films and video recordings made of events at the trade fair, of stands and exhibits, and to use them for advertising or general press publications.

The exhibitors are not permitted to take large professional photographic equipment to the venue without the written approval of the organizer. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography. Exhibitors who need to photograph or record videos on the show site shall not infringe on the intellectual property rights and other related rights and interests legally enjoyed by the organizer, other exhibitors and any other third parties, and shall not disturb the order of the show.

23 Catering, deliveries to stands

Only companies approved by MM-SH in writing for the event grounds may supply exhibition stands with food and beverages. Deliveries to exhibition stands are only permitted with restrictions. MM-SH is authorized to allow deliveries to stands only at certain times. Detailed information on the possibilities of catering at the booth will be given in the exhibitor manual at a later stage but in due time before the trade fair starts. It's strongly suggested by MM-SH that the exhibitors and visitors should not buy or take any food or drink from illegal peddlers in the exhibition center, otherwise the damage or loss incurred shall be borne by themselves.

24 Intellectual property rights

When participating in trade fairs organized by MM-SH, exhibitor warrants that its exhibits, packages and all related publicity materials found in the trade fair do not in any way whatsoever violate or infringe any third party's legal rights including but not limited to trademarks, copyrights, designs, names and patents whether registered or otherwise. MM-SH is entitled but not obliged to set up an Intellectual Property Right Complaint Office (IPR Office) for each trade fair, whose purpose shall be to support exhibitors in cases of infringement of their IP rights by other exhibitors in accordance with related intellectual property laws. The exhibitors or agents should provide active cooperation for the investigation for obtaining the evidence, inspection and enquiry work conducted by the IPR Administration and the judicial department. Any exhibit or material suspected of infringement should be removed from the exhibition, and MM-SH also reserves the right to request the removal of any infringed exhibits or materials. The organizer has the right to refuse participation of any exhibitor found guilty of infringement of intellectual property rights at any future trade fairs. If the exhibitor has complained about another exhibitor or its exhibits in the previous shows and complain this time again, the certifications of the previous complaints should be presented. Otherwise, the IPR Office has the right to refuse its complaint request.

25 Verbal agreements

All verbal agreements, individual and special arrangements are valid only with MM-SH's written confirmation.

26 Regulations for use

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors and transport vehicles are not permitted to spend the night in the halls or on the outdoor area. Exhibitors must take the other participants in the event into consideration, must not act contrary to public policy and must not misuse their participation in the event for ideological, political or other purposes which have nothing to do with the event.

27 Period of exclusion

Any complaints about invoices are to be made in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

28 Place of performance, applicable law

Beijing shall be the place of performance, also for all financial obligations. The law of the People's Republic of China shall apply.

29 Jurisdiction, arbitration agreement

The following shall apply to exhibitors incorporated in the PR of China: In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may bring an action at the court which has jurisdiction at the registered address of MM-SH.

The following shall apply to exhibitors incorporated or with their principal place of business outside the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, the both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may submit the dispute to Shanghai International Economic and Trade Arbitration Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

30 Data protection

The exhibitor hereby acknowledges and consents that the person-related data of the exhibitor can be processed and used for fulfilling the business purposes of MM-SH as well as being forwarded to third parties in order to above all fulfil the purpose of the contract concerned; the exhibitor further consents that its personal data could be used by third parties for marketing purposes of related trade fairs by the associate companies of MM-SH, provided that such use of personal data by MM-SH will be in compliance with data protection legislation. The exhibitor confirms and acknowledges that all the Personal Data provided by the exhibitor to MM-SH is legally collected, and the consent of relevant individuals has been obtained for the use of the Personal Data under this Terms of Participation.

31 Severability Clause

Should the provisions set out in the Terms of Participation or Exhibitor Manual be or become legally invalid or incomplete, the validity of the other provisions or the contract concerned remains unaffected. In such a case, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue. - In case of divergence between the English and the Chinese text, the Chinese shall prevail.

Section III.A

Raw Space Mandatory Forms

- How to get raw space stand design approval ?
What are the rules and regulations for raw space stand construction ?
 - => Form 1.1 Declaration of Exhibitor
Nominated Stand Contractor
for Raw Space
 - => Form 1.2 Construction Regulations and
Declaration of Safety
Responsibility
 - => Form 2 Building Approval for Raw
Space Stand Design
- How to inform the organizer of our special request about the location of ordered power supply in my booth ?
 - => Form 3 Stand Layout
- How to order electrical power supply for lighting & machine ?
 - => Form 4 Electrical Power Supply

SECTION III.A RAW SPACE MANDATORY FORMS

TECHNICAL SPECIFICATIONS

展厅参数 Exhibition Area	Hall 1 - 4	Hall 5 - 6	展厅参数 Exhibition Area	Hall 1 - 4	Hall 5 - 6
面积(平方米) Floor Area (sqm.)	5500 各/each	6500 各/each	网络类型 Type of Internet	每4个标摊分布1个光纤点 one fiber terminal every 4 standard booth	每4个柱子1个信息点 one wall access every 4 pillars
净高(米) Clear Height (m)	12	4.5-5m; 局部 min.3m	可进入展厅的叉车 Type of Drive-in Vehicle	5 吨/ 5 ton Forklift	2 吨/2 ton Forklift
地面承重(吨/平方米) Floor Loading (t/sqm.)	3.5	800公斤/平方米 800kg/sqm.	地面材质 Flooring Materials	环氧树脂薄涂 Epoxy Floor Coating	水泥 / Concrete
进货门尺寸(米) Freight Doors (m)	4.5(W) 4.8(H)	3.8(W) x 3.8(H)	消防系统及方式 Fire Prevention System	消火栓 & 水炮 Fire Hydrant & Water Cannon	消火栓 & 喷洒 Fire Hydrant & Sprinkler
电量供应, 分布 Electricity Capacity & Layout	800KW	每个柱子上配强 电20/40kw, 60A/100A开关	报警系统 Alarm System	红外对射 Infrared Detector	烟感 & 温感 Smoke & Heat Detector
进水管径 Water Supply (diameter)	20mm	25mm	卫生间 Restroom	男M×2 男M×1 男M×1 男M×1 女F×1 女F×1 女F×1 女F×2	4组/Each 2组/Each
出水管径 Water Spout (diameter)	100mm	100mm	可用会议室数量及面积 Meeting Rooms	位置: 展厅 2层 / 中型 (145sqm.): 6间 6 meeting rooms located on floor 2	
供气管径 Compressed Air	25mm	40mm	柱子尺寸(毫米) Pillar Sizes(mm)	共3根, 各1650 x 1650 total 3 / 1650 x 1650 each	700×1100; 1100×1100;1200×1200
电信覆盖 Telecommunication	是/Yes	是/Yes			

	Hall 1 - Hall 4	Hall 5 - Hall 6
Booth Construction Height Limit	4m	3.5m In some areas: 2.5m

	Foyer on 1 st Floor in Exhibition Area	Foyer on Ground Floor in Exhibition Area	North Foyer on 3 rd Floor in Convention Area
Static Floor	800kg/sqm	800kg/sqm	300kg/sqm
Booth Construction Height Limit	3.5m	3.5m	3.5m
Freight Entrance	4.5m(W)*4.8m(H)	2.4m(W)*3.8m(H)	C15: 4.2m(W)*2.7m(H) C16: 3.0m(W)*2.4m(H)
Freight Elevator	N/A	N/A	Provided
Power Supply	220V 50Hz AC Single Phase, 380V 50Hz AC	220V 50Hz AC Single Phase, 380V 50Hz AC	220V 50Hz AC Single Phase, 380V 50Hz AC
Water In / Out	N/A	N/A	N/A
Fire Protection	Fire detection & alarm system, fire hydrant, portable fire extinguisher	Fire detection & alarm system, fire hydrant, portable fire extinguisher	Fire detection & alarm system, fire hydrant, portable fire extinguisher
Emergency Lighting	Provided	Provided	Provided

Lift Loading in Convention Area	Lift Car Size (W*D*H, mm)	Lift Door Size (W*H, mm)
5 Tons	2500*3400*2400	2400*2400
3 Tons	2000*2900*2300	1900*2300
2 Tons	1500*2620*2300	1500*2300

SECTION III.A RAW SPACE MANDATORY FORMS

FORM 1.1 EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**. This form must also be signed by the exhibitor unless power of attorney has been granted.

1. **Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding move-in procedure.**
2. **All raw space stands are required to purchase exhibition liability insurance during build-up / show / dismantling period (please refer to the next page for more details). The copy of insurance policy must be submitted to the organizer/official contractor for proceeding move-in procedure.**
3. **For all raw space booths, whether constructed or not, the planning and design of booth construction / exhibits display need to be submitted to the organizer / official contractor for review and approval before 13 January 2023. The planning and design of booth construction / exhibits display without the organizer / official contractor's approval will not be permitted in the exhibition.**
4. **For safety concern, all workmen on site must wear contractor badges.** Construction workers without contractor badges are not allowed to enter the hall.
5. Electrical power supply **must** be ordered through the organizer **only**.
6. **For each booth, the booth number must be prominently displayed**, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor. The displayed content of each booth shall not violate the laws and regulations of China and the relevant regulations of the show.
7. For the raw space booth contractor, its business scope of independent legal entity shall cover interior decoration or exhibition decoration projects. Corresponding certification documents will be required for Real-name Authentication procedures.
8. Any agreement or arrangement between exhibitors and their nominated booth contractors is deemed as an agreement reached and to be fulfilled by both parties. Both parties shall settle any accident or dispute arising from the performance of the agreement according to law, and the exhibition organizer shall not be liable for any losses caused by any default arising thereof.
9. The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer if any modification.
10. **The raw space contractors must study Form 1.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachment "Fire Protection Regulations and Safety Rules" and Section II Technical Guidelines.**

Your booth will be constructed. (YES / NO) (Please mark ✓) | The height of your stand is _____ metre.

- ◆ **The maximum construction and advertising height for booths in Hall 1-4 is 4m. The maximum construction and advertising height for booths in other Halls and foyer is 3.5m, in some areas 2.5m. The wall facing the aisle must be at least 50% open.**
- ◆ **The booth in the tent area can only be displayed with exhibits (such as tent), but not constructed by structures (including but not limited to system or wooden made structure, truss, etc.) except the furniture and display racks used for exhibit display. For the booth in the tent area, the side facing the aisle must be completely open, but the side bordering neighboring stand is not forced but can only be separated in the non-structural form (e.g. furniture, display racks, etc.).**
- ◆ **The stand design drawings of outdoor booth must be reviewed and approved by Grade A National Registered Structural Engineer. The relevant inspection fee will be incurred accordingly.**
- ◆ **Two-storey stand construction is forbidden.**

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

Stand contractor:		
Address:		
Safety director:	Onsite phone no.:	Fax:
E-mail:	Electrician on duty:	Onsite phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Safety director:	Onsite phone no.:	E-mail:
Company stamp and legally binding signature of exhibitor:		



For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards and official contractor reserve the right to refuse against entrance or to prevent the construction. The serious cases will lead to deduction from the deposit. All the helmets and safety belts should be self-prepared.

Kindly Reminder:

Due to the large temperature difference in the exhibition halls during move-in and show period, the production process of wooden made back wall (multi-layer board) mounting with digital printing or removable sticker is easy to bubble. Please take full consideration when designing.

SECTION III.A RAW SPACE MANDATORY FORMS

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

According to request of Organizer and China National Convention Center (CNCC), all Raw Space Exhibitors/Contractors should purchase exhibition liability insurance during build-up / show / dismantling period, pay a general management deposit and relevant payment to our official contractor with showing the copy of insurance policy, and submit respective application forms for stand construction.

- General management deposit
- Exhibition liability insurance
- Management fee
- Construction badge fee
- Exhibition and construction vehicle parking license fee
- Application for stand construction
- Stand contractor name list

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

General management deposit

A. Price

Booth Space	Amount (RMB)
100 sqm or below	20,000
101 sqm - 200 sqm	30,000
201 sqm - 300 sqm	40,000
301 sqm or above	50,000

B. Methods of payment

- Cash
- Transfer (unavailable for Beijing local contractors)

C. Payment date

- Please pay the general management deposit to **Official Stand Contractor - Beijing PBR Creative INT LTD.** (Address: Room A501, CIEC Business Center, No.6, the North 3rd Ring East Road, Chaoyang District, Beijing / P.R.China) **before 15 December 2023** and keep receipt of deposit. Deposit can be paid in cash or bank transfer only. The following account information is for your kind reference:

RMB ACCOUNT	
COMPANY NAME	Beijing PBR Creative INT LTD.
BANK NAME	Beijing Bank Bei Yuan Lu Branch
A/C NO.	0109 1081 8001 2010 9040 136
BANK NO.	313100001215
SWIFT CODE	BJCNCNBJ

NOTE: WIRE TRANSFER MUST BE FREE OF CHARGE FOR OFFICIAL CONTRACTOR. ANY INCURRED BANK CHARGES WILL BE DEDUCTED FROM THE REFUNDABLE DEPOSIT.

Please fax the relative information concerning company name, bank name, A/C No., booth no. and so on shortly after the payment is made.

Contractor could get the receipt during on-site check in after transfer is confirmed.

SECTION III.A RAW SPACE MANDATORY FORMS

** General Management Deposit Rules

- A. In case of open invoices, the organizer has the right to reject the build-up and stop power supplies, etc.
- B. The exhibitor / stand contractor must fully comply with all of the various construction / fire protection / safety / attendance regulations in this manual. Any violation will lead to deduction from the deposit. Details as below:

General Management Deposit Deduction Rules		Deduction Rate
1	The planning and design of booth construction / exhibits display have not been submitted to the organizer / official contractor for approval	100%
2	The design, structure or materials for booth construction / exhibits display of the non-constructed booth is not in accord with the blueprints/drawings approved by the organizer or does not conform to any of the construction/fire	100%
3	Booth height exceeds the maximum height limit.	100%
4	Booth structural/exhibits safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not offset the compensation, the hall owner and the organizer have right to claim for further compensation.	100%
5	Unauthorized electric connection or power overload.	100%
6	For any behavior against the fire safety regulations, including but not limited to the use of flammable, explosive and other forbidden objects, wire laying without flame-retardant grooves/pipes for protection, using construction materials without fire treatment, and so on.	100%
7	For those without going through procedures entering the exhibition hall privately; working overtime secretly or delaying work against the regulations without applying for overtime; privately connect electrical power supply, water supply or compressed air without the written authorization of the official contractor.	50%
8	Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch is not to be installed.	50%
9	The structure, decoration, light fittings, exhibits, etc. exceeds the booth range.	50%
10	Non-island booth without a back wall higher than 2.5m.	50%
11	Any uncovered structure surface facing the neighboring stand, or the covering substance are not pure white, smooth or consistent with the building materials.	50%
12	Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand.	50%
13	For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be dismantled for recovery. It is strictly prohibited to stack cardboard boxes and sundries between the stand and the wall of exhibition hall.	50%
14	Fail to clear up the construction materials, garbage and packing stuff within preset time in the move-in/out period. Any building materials, scraps, empty cases, wooden structures, display boards or tools are placed on public aisles or in loading bay which caused jams during the move-in/out period.	50%
15	The sound volumn of the booth is above 65dB (with reference to the complaints and the sound volumn measuring	50%
16	Booth dismantling begins before the exhibition ends on the last show day	50%
17	For not recycling the paint buckets, KT boards, carpets or low-pressure plastic paper (bubble plastic paper), general or grease waste after use.	50%
18	For any violation behaviour within the exhibition area and disobey the rectification opinion of the organizer.	50%
19	Place empty boxes or construction materials in the loading bay without application.	50%
20	For not having a reliable grounding of all metallic structures and shells, not having grounding wires fixed on the electrical box or using damaged, non-conforming wire and cable connection. Cables cross the aisle.	30%
21	Not set up enough fire extinguishers, sprinkler system and automatic alarm as regulated.	30%
22	During the construction, exhibition and demolition of the booth, the scrap, waste or other abandoned items are dumped in non-designated place.	30%
23	For not wearing a helmet and seatbelt in aerial work, or without qualified and safe lifting tools or platforms and specialized personnel to command, care and set up security zones.	30%
24	For not wearing a valid document issued by the organizer on the construction site; or on-site construction workers not properly wearing qualified helmets.	20%
25	For fights and activities that disturb public order within the exhibition area.	20%
26	In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions	20%
27	In terms of brutal construction, illegal construction and demolition of stands (push and pull, etc.) without setting the security warning zones and dismantling the stand in advance against the provisions of the organizers	20%
28	For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures,	10%
29	During setting up and dismantling the booth, each booth shall designate a person in charge of site safety and if he is not on the site when organizers and exhibition construction contractors conduct safety inspection of the booth.	10%
30	Smoking in smoking-free areas	10%
31	Damage made to the hall facilities (walls, gates, floor, pillars, etc.)	According to actual charges

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

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

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

SECTION III.A RAW SPACE MANDATORY FORMS

****Regulations on the management of "blacklist" booth contractors**

In the following situations, the responsible booth contractor will be included in the blacklist. The hall owner as well as the organizer has the right to cancel its qualification of booth contractor in the next shows.

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

Exhibition liability insurance

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

- A. For each booth, the exhibitor, contractor as well as the organizer Messe Muenchen Shanghai Co., Ltd must be listed as the insured.
- B. The loss of the building, fixtures, ground, and foundations in the rented exhibition space. Compensation limit: RMB500,000
- C. The pensions, medical expenses and other related expenses caused by personal injury and death of the insured Chinese staff employed. Cumulative compensation limit: RMB1,500,000; Cumulative compensation limit per person: RMB350,000
- D. The pensions, medical expenses, and other related expenses incurred as a result of personal injury and death of a third party. Cumulative compensation limit: RMB5,000,000; Cumulative compensation limit per person: RMB700,000

Recommendation:

- A. Insurance Company: PingAn Property & Casualty Insurance Company of China
- B. Insurance Type: Exhibition Liability Insurance
- C. Price: RMB 400/booth/show period
- D. Contact details: Ms. Guan; MP: 86-13817536180; E-mail: GUANJI001@pingan.com.cn
- E. Insurance method:
Scan QR Code



- F. Claim process:
 - (1): Call 95511 or the contact at the first time.
 - (2): Reserve the scene of the accident; take photos; The Injured shall be sent to hospital to have medical treatment as soon as possible and keep all the medical documents.
 - (3): Submit all the required documents to the insurer.

The exhibitors are strongly recommended to purchase the relevant insurance for their exhibits.

The organizer is not liable for any direct or indirect personal injuries, damage and loss of property and exhibits towards exhibitors, their representatives, employees and contractors.

SECTION III.A RAW SPACE MANDATORY FORMS

Construction badges & management Fee

Item	Unit Price RMB	Quantity	Total RMB
Management fee (exhibition area)	35/m ²		
Construction badge fee	40/badge		
Total RMB			

Notes:

- All forwarders and contractors should purchase construction badges on-site upon showing build-up deposit receipt. Personnel may not engage in construction activities without a construction badge during build-up/dismantling period.
- The management fee is only included in the Shell Scheme Stand Packages by MM, every Raw Space Exhibitor has to pay this amount additionally to the space rental fee.

Exhibit vehicle and construction vehicle parking license fee

Exhibition and Construction Vehicle Parking License Registration Form

Exhibition Name				
Stand Contractor		Tel.		
Exhibiting Company		Tel.		
Applicant		Mobile Phone		
Type of Vehicles	Plate No.	Entry Date & Times	Articles	Quantity

※ The application for the exhibit vehicles must be submitted before 15 December 2023.

Instruction of vehicle parking license:

1. The parking license is valid only during this exhibition.
2. All workmen on site must wear construction badges.
3. Construction vehicle should be parked in designated area and subject to guidance of onsite coordinator.
4. The parking license is one-time entry. The time limit for each vehicle per entry is 2 hours in the exhibition center. The overtime charge will be levied.
5. One construction vehicle one license. No transfer or refund of vehicle parking license purchased will not be entertained.
6. The vehicle parking license is applicable for exhibition vehicle or construction vehicle transporting booth structure, construction material and furniture only.
7. Construction vehicle is not permitted to enter the exhibition halls.
8. Self-driven exhibit is not allowed to be driven into the exhibition halls without permission of the venue.

We have carefully read the above instruction and will strictly comply with the relevant regulations.

Entry Times	Unit Price RMB	Total RMB
	70/entry	

Company Name:

Booth No. :

Signature:

Date:

Please fill in this form and return to the official contractor together with other mandatory forms.

SECTION III.A RAW SPACE MANDATORY FORMS

Application for stand construction

Exhibition Name	ISPO Beijing 2024						
Stand Contractor							
Booth Type	<input type="checkbox"/> Shell Scheme <input type="checkbox"/> Raw Space <input type="checkbox"/> Public Facilities						
Booth Info	①	Booth No.		Area	m ²	Exhibitor	
	②	Booth No.		Area	m ²	Exhibitor	
	③	Booth No.		Area	m ²	Exhibitor	
	④	Booth No.		Area	m ²	Exhibitor	
	⑤	Booth No.		Area	m ²	Exhibitor	
Total Booth Area				m ²	Number of Builders	persons	
Amount of Vehicles	Entry Times			Amount of Hanging Points	numbers		
Move-in Date							
Move-out Date							
Onsite Manager					Mobile Phone		
Opinion of CNCC	<p style="text-align: right;">Approved by: _____ Date: _____</p>						
Confirmation of Stand Contractor	<p style="text-align: center;">Agree with the opinion as above mentioned: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Person in charge: _____ Mobile phone no.: _____ Date: _____</p>						
Remarks							

Please fill in this form and return to the official contractor together with other mandatory forms.

SECTION III.A RAW SPACE MANDATORY FORMS

**FORM 1.2 CONSTRUCTION REGULATIONS AND
DECLARATION OF SAFETY RESPONSIBILITY
(MANDATORY FORM FOR MOVE-IN)
DEADLINE: 15 DECEMBER 2023**

In order to ensure the safety of booth personnel and exhibiting booth construction and avoid any accident at the fairground, all stand contractors must strictly adhere to the national & local governmental policies and relevant regulations on safe production and fire prevention and obey the supervision and management of the organizer and the venue.

1. Each stand contractor should pay relevant fees and submit respective application forms & drawings for stand construction approval according to request of the organizer and the venue. **The booth must be constructed / displayed with exhibits according to approved drawings submitted.** During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction and personnel safety. The onsite manager should be reachable by phone at all times.
2. **The maximum construction and advertising height for booths in Hall 1-4 is 4m. The maximum construction and advertising height for booths in other Halls and foyer is 3.5m, in some areas 2.5m. Two-storey stand construction is forbidden. The wall facing the aisle must be at least 50% open.**
3. A back wall or partition must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered with fireproof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for own purposes or to display own company name, logo, etc.
4. **The booth in the tent area can only be displayed with exhibits (such as tent), but not constructed by structures (including but not limited to system or wooden made structure, truss, etc.) except the furniture and display racks used for exhibit display.** For the booth in the tent area, the side facing the aisle must be completely open, but the side bordering neighboring stand is not forced but can only be separated in the non-structural form (e.g. furniture, display racks, etc.).
5. **The roof of each stand is not allowed to be covered completely and must be 80% open at least. The fire protection system on the ceiling of the halls may not be obstructed by stand constructions. All compartments (e.g. storage, meeting room, etc.) cannot be roofed for safety reason. The suspended spherical fire extinguisher and temperature sensitive detector must be installed on the ceiling if the booth is partially roofed.**
6. **Combustibles such as cardboard boxes and packaging materials are not allowed in the equipment room. The electrical wiring must be arranged in good order.**
7. One annually eligible fire extinguisher must be equipped for each 30 sqm of stand area (two for each 50 sqm) from build-up period onwards. The fire extinguishers must be placed at a conspicuous position.
8. All the construction structures must be fireproof. Stand construction and decoration materials must be noncombustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam), soft membrane or similar materials may not be used. Wooden material must be flameproofed. **The contractor is required to carry the material fire proof documents on site.**
9. The width of the main wall of the booth structure shall not be less than 120mm. In case of the span of a wall or steel structure exceeding 6m, a crossbeam connection should be installed at the top and a column support be added at the bottom to ensure the rigidity and stability of the booth.
10. **Protective measures to the marbled floor must be taken for any construction in convention area. The conveyance of goods or construction materials can ONLY be carried out via freight elevators. Trolleys, carts, manual hydraulic trucks and hand lift trucks with rubber wheels are permitted into convention area. The use of cranes or forklifts is highly prohibited.**
11. Only toughened glass can be used for structures made from glass. The strength of thickness of glass should be guaranteed (min. thickness 10mm for glass wall). Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height. For safety reasons, the booth structure cannot be set up on the glass platform without any grounded support.
12. Steel structure columns should use seamless steel pipes with a diameter of more than 100mm. The bottom should be welded to the bottom plate as well as the upper part welded with flanges (≥600mm in diameter) to ensure the firmness of the booth structure.
13. The platform in the booth may have a maximum height of 15cm and need to arrange ascents in case of any platform exceeding 10cm in height.
14. The hanging point used for supporting booth structure is strictly forbidden, which means that structures hung from the ceiling must be separate from the booth structure on the floor. Exhibits are not allowed to be hung from the ceiling of the exhibition hall.
15. The fire protection system, electric installations, emergency exits and aisles in the halls or lobby may not be obstructed by stand constructions. Any construction and goods may not be placed under the fire protection roller shutter doors. **It is strictly prohibited to stack cardboard boxes and sundries between the stand and the wall of exhibition hall.**
16. The stand contractor should take windproof measures to ensure the safety and stability of outdoor stand structure.
17. **All metallic structures and shells shall have a reliable grounding. The grounding wire shall be fixed to electrical box and connected with eligible wire and cable. Any electrical box or cable cannot cross the public aisle.**
18. **Exhibitors/contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch must be installed.**
19. Smoking is prohibited in any indoor area of the trade fair ground or in any outdoor non-designated smoking spots. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.
20. The use of airships / blimps, balloons, unmanned aerial vehicles and other hovering equipment is not permitted in the halls and in the outdoor exhibition grounds.
21. All workmen on site must wear contractor badges of his/her own, transfer of such is prohibited. Workers for specific-type work must possess Specific-type Operator Certificate. Every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of venue and official contractors reserve the right to refuse against entrance, deposit would be confiscated in serious cases. All the helmets and safety belts should be self-prepared.
22. Storage of construction materials, tools or kind of empty vans outside of the stands is prohibited in the hall, especially on the fire passages. Any empty van should be removed without delay. The organizer and hall owner are authorized to have materials removed at the cost and own risk of the stand contractor.
23. Neon lights and heat lamps cannot be installed for stand decoration. The lighting fixtures should be with safety authentication and installed according to Beijing Electric Regulations. The wire connection must be taken reliable insulation protection measures.
24. Electric heating appliance or large charging equipment is prohibited to be used on site.
25. Exhibitors / contractors are required to apply for the electrical power supply accurately. The 24-hour power supply offered by CNCC (China National Convention Center) cannot be used as non-stop power supply, **nor for exhibit charging.** Exhibitors / contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period.
26. The electrical, water and compressed air installations cannot be used without permission. For outdoor stands, the lighting fixtures should be rainproof, and the control switch must be combined with leakage protection devices.
27. After the opening of the exhibition, each construction company shall leave safety person in charge and the full-time staff onsite in case of dealing with problems in a timely manner.
28. **During the dismantling period, the booth must be dismantled without rubbish and damage.**
29. The organizer, the official contractor and hall owner will reserve the right to carry out the onsite inspection and forbid those booths disobeying the build up regulations within the scope of the exhibition center. In case of any hidden power safety hazard or serious security breach at a booth, they shall have the right to suspend or cut off the power supply immediately without notifying the exhibitor. Any loss incurred thereby shall be borne by the exhibitor/contractor.
30. The stand contractor will be to blame and take all responsibilities for any damage and accident injury during the build-up/show/dismantling period or in the course of transportation if violating the above regulations.

We, the raw space exhibitor and stand contractor, have studied this Exhibitor Manual, including this form. We hereby accept that all terms in the Exhibitor Manual are recognized as legally binding in all parts and declare that the stand construction will comply with all regulations stated in the manual. We will be to blame and take all responsibilities if violating the relevant regulations and will accept all penalties from the management of the organizer and CNCC (China National Convention Center).

	Exhibitor	Stand Contractor
Company Name & Booth No.		
Onsite Safety Manager (Name)		
Committed and Signed by Onsite Safety Manager (Valid with Company Stamp only)		

FIRE PROTECTION REGULATIONS AND SAFETY RULES

Fire protection safety regulations & building regulations

For all raw space booths, whether constructed or not, the planning and design of booth construction / exhibits display need to be submitted to the organizer / official contractor for review and approval before the deadline.

During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.

Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam), soft membrane or similar materials may not be used. Decoration materials must be at least flameproof. Normal flammable decoration materials may be used in partial areas if it is flame proofed and its burning diffusion rate is up to Class B1. **All wood materials (including booth structure, internal storage room walls, etc.) must be fully and thickly coated with fire-proof paint. The contractor is required to carry the material fire proof documents on site.** During build-up/show/dismantling period, the carpet to be paved must be noncombustible with a burning diffusion rate not lower than Class B1. **The contractor must hold on site the flame retardant test report and marking for the carpet.** Protective measures to the marbled floor must be taken for any construction in convention area.

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

The maximum construction and advertising height for booths in Hall 1-4 is 4m. The maximum construction and advertising height for booths in other Halls and foyer is 3.5m, in some areas 2.5m. Two-storey stand construction is forbidden. The wall facing the aisle must be at least 50% open.

Ultra-high or overweight exhibits are not permitted in the halls. Booth buildings and exhibits must remain within the borders of the rented area.

The roof of each stand is not allowed to be covered completely and must be 80% open at least. The fire protection system on the ceiling of the halls may not be obstructed by stand constructions. All compartments (e.g. storage, meeting room, etc.) cannot be roofed for safety reason. The suspended spherical fire extinguisher and temperature sensitive detector must be installed on the ceiling if the booth is partially roofed.

One annually eligible fire extinguisher must be equipped for each 30 sqm of stand area (two for each 50 sqm) from build-up period onwards. The fire extinguishers must be placed at a conspicuous position.

The fire protection system, electric installations, emergency exits and aisles in the halls may not be obstructed by stand constructions. Any construction and goods may not be placed under the fire protection roller shutter doors. **It is strictly prohibited to stack cardboard boxes and sundries between the stand and the wall of exhibition hall.**

The stand decoration cannot be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at the fire protection emergency pathways and safety exits.

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

During build-up period, all waste and flammable materials shall be cleaned up by exhibitors/contractors in time. Construction materials shall be piled up within booth area. Unauthorized warehouse is not allowed in halls, nor construction tools storage in public area. Flammable packaging materials of exhibits is prohibited to be kept at the fairground. The flammable and explosive construction materials (e.g. painting) shall be stored in safe place outside of the fairground. All construction tools and materials shall not be placed within or in the back (side) space of the booth, and shall be cleared out of the exhibition hall before its closing time after completed.

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

Easily flammable and explosive materials may not be used. All work with open flames is forbidden.

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

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

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

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

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

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

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

A back wall or partition must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered by fireproof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for own purposes or to display own company name, logo, etc. In the case of advertising structures directly facing adjoining stands, a minimum distance of 2m must be kept to the edge of the stand concerned. Flashing or changing lights must not be used for advertising purposes.

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

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

Fire-resistant cables and insulate casing must be used for the whole wiring works; insulation porcelain and plastic connectors must be used during branch circuit connections. Aerial laying must be used when laying the wires, ground laid wires should be protected by cubes or by bridge plates. Combustibles such as cardboard boxes and packaging materials are not allowed in the equipment room. The electrical wiring must be arranged in good order. If the electric box is directly fixed on the wooden structure, it must be insulated with asbestos.

Neon lights and heat lamps cannot be installed for stand decoration. The lighting fixtures should be with safety authentication and installed according to Beijing Electric Regulations. The wire connection must be taken reliable insulation protection measures. The safe distance between lighting fixture and flammable articles must be kept more than 60cm. High heat-producing lighting devices shall be protected with insulation pads; light boxes, and lamp posts used for advertising shall have convection air vents.

Electric heating appliance or large charging equipment is prohibited to be used on site.

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

Charging of exhibits including but not limited to vehicle exhibits is prohibited in the venue.

General regulation

For safety reasons, every contractor and freight forwarder must wear helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts during construction in height. Otherwise, the security guards and official contractor reserve the right to refuse against entrance or to prevent the construction. The serious cases will lead to deduction from the deposit. All the helmets and safety belts should be self-prepared.

Safety rules and regulations of construction in height

- It is requested that all builders are over 18-year old and get the physical examination certificate for construction in height. Builders contracting mentally ill, epileptic, hypertensive, or vision and hearing-impaired personnel, are strictly forbidden to be assigned to construction in height! No exceptions are made!
- Builders working on construction in height, should take educational safety course, and should pass all required exams before being assigned to such construction.
- Builders must wear safety helmets and belts, wear soft bottom shoes, and the clothing should be suitable for construction in height. They should always be aware of the following rules:
 - ✓ All rules and regulations for construction in height must be obeyed at all times
 - ✓ Alcohol is prohibited when working at the fairground.
 - ✓ Prohibited to take breaks in unsafe areas.
 - ✓ Prohibited to deliberately drop items.
 - ✓ Prohibited to work if too exhausted or sleep deprived.
 - ✓ No horseplay or gambling.
 - ✓ Prohibited to remove fire extinguishing equipment from designated places
 - ✓ Prohibited to disregard personal safety equipment regulations.
 - ✓ Prohibited to dismantle or damage safety devices and installations.
 - ✓ **Prohibited to use herring bone ladder up to 2m**
 - ✓ **Prohibited to use movable scaffolding without guardrail on the top or with guardrail lower than 1.2m on the top**
- It is very important that all builders are ever aware of potential hazards and unsafe situations.
- Builders should check the scaffolding, ladders and steel cables carefully to make sure that they are reliable before starting construction.
- Tools such as hammers, hoisting jacks etc. should be handled carefully by the builders.
- Builders are required to clean the construction area when their work is finished.
- Warning signs must be placed around constructional hazard zones. It is prohibited to walk underneath cranes and payloads.
- At night, sufficient lighting must be provided for construction in height.
- Builders should avoid the overlapping and have the reliable isolation measure during the overlapping construction which is unavoidable.
- Builders must strictly obey the regulations for handling electric devices and power supplies, as well as for working in hazard zones.
- The construction should be stopped immediately if heavy weather such as rainstorms, heavy fog, and severe storms etc. should occur.
- Builders should be aware of the risks of heatstroke in summer and frostbite in winter.
- All levels of construction leaders should surmount the violation of regulations in management, because there are a lot of accidents which were caused by the violation of regulations in management.
- Lifting machines / vehicles used in the construction shall be permitted into the venue only with prior consent of the venue owner.

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

The conveyance of goods or construction materials can ONLY be carried out via freight elevators. Trolleys, carts, manual hydraulic trucks and hand lift trucks with rubber wheels are permitted into convention area. The use of cranes or forklifts is highly prohibited.

For other rules, please refer Form 1.2 "Construction Regulations and Declaration of Safety Responsibility" as well as Section II Technical Guidelines.

SECTION III.A RAW SPACE MANDATORY FORMS

FORM 2 BUILDING APPROVAL FOR RAW SPACE STAND DESIGN

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

The digital file of the following documents must be submitted to **the Official Contractor together with the forms 1.1 & 1.2 before 15 December 2023** for drawing inspection/re-inspection:

- Plan of ground floor (the usage of each area and allocation of fire-fighting equipment must be clarified), in duplicate
- Structural drawing, in duplicate (outdoor booth)
- Elevations and Cross-sections, in duplicate
- Cutaway View, in duplicate (outdoor booth)
- Electricity layout, in duplicate
- **Perspective of booth construction / exhibits display, in duplicate**
- Static test report or static load calculation, in duplicate (outdoor booth, stamped by Grade A registered National structural engineer)
- Specification of construction together with the materials (fire detection report must be attached), in duplicate
- Structural calculation drawing, in duplicate (outdoor booth, stamped by Grade A registered National structural engineer)
- A carbon copy of the certification of Grade A National registered structural engineer, in duplicate (outdoor booth)
- Name list (Name, age, gender, type of work, number of technical certificate, 1" photo and ID number of builder)
- **Dimension, weight, truss specifications, material description, connection method, etc. of hanging structure (if any)**

Note:

- A. All documents are to be submitted in Chinese and English and all drawings are to be specified scale (m). Documents submitted by fax cannot be processed.
- B. **For all raw space booths, whether constructed or not, the planning and design of booth construction / exhibits display need to be submitted to the organizer / official contractor for review and approval. In case the planning and design of booth construction / exhibits display does not meet the requirements or affects the image of the fair, MM-SH has the right to take one or more measures as follows: i) require rectification; ii) adjust the location of the booth; iii) deduct the general management deposit.**
- C. **The planning and design of booth construction / exhibits display without the organizer / official contractor's approval will not be permitted in the exhibition.**
- D. For construction and design drawings for outdoor booths without approval of top level certified structural engineer, the organizer as well as the venue keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.
- E. The booth in the tent area can only be displayed with exhibits (such as tent), but not constructed by structures (including but not limited to system or wooden made structure, truss, etc.) except the furniture and display racks used for exhibit display. For the booth in the tent area, the side facing the aisle must be completely open, but the side bordering neighboring stand is not forced but can only be separated in the non-structural form (e.g. furniture, display racks, etc.).
- F. **Booth construction / exhibits display should be strictly in accordance with the approved drawings.**
- G. **If submitted later than the deadline, drawings received will not be accepted or processed timely. If delays occur, time-related consequences should be borne by the exhibitors and contractors.**

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

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

Booth Area:	Primary Material:	Material Model:
-------------	-------------------	-----------------

Other Material Details:

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

Booth Contractor

Company:	
Address:	
Tel.:	Fax:
Contact:	E-mail:
Name of Grade A Registered Structural Engineer:	No.:
Tel.:	Mailing Add.:



For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts during construction in height. Otherwise, the security guards and official contractor reserve the right to refuse against entrance or to prevent the construction. The serious cases will lead to deduction from the deposit. All the helmets and safety belts should be self prepared.

Kindly Reminder:

Due to the large temperature difference in the exhibition halls during move-in and show period, the production process of wooden made back wall (multi-layer board) mounting with digital printing or removable sticker is easy to bubble. Please take full consideration when designing.

SECTION III.A RAW SPACE MANDATORY FORMS

FORM 3 STAND LAYOUT

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

You are requested to send your stand layout showing your main supply points (electricity, water, internet, etc.).

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

Amount

- _____ sockets
- _____ machine connection
- _____ light 1 (type: _____)
- _____ light 2 (type: _____)
- _____ water connection
- _____ compressed air

Booth size
 ____ (m): ____ (m)

Symbol

- ST socket
- ST24 24hrs socket
- L1 light 1
- L2 light 2
- W water connection
- D compressed air
- T telephone
- F fax machine
- M machine connection

Booth back wall (Neighboring Booth No.)

Right
 (Neighboring
 Booth No.)

left
 (Neighboring
 Booth No.)

SECTION III.A RAW SPACE MANDATORY FORMS

FORM 4 ELECTRICAL POWER SUPPLY

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

	Description	Unit Price RMB	Quantity	Total RMB
for use during move-in period	Temporary power supply, 220 V / 15 Amp, single phase (without connection)	500.00		
	Temporary power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	810.00		
	Temporary power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	1,300.00		
	Temporary power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	1,620.00		
for lighting use only (exhibition area)	Power supply, 220 V / 15 Amp, single phase (without connection)	2,270.00		
	Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	3,900.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	6,170.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	10,080.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	13,980.00		
for machine use only (exhibition area)	Power supply, 220 V / 15 Amp, single phase (without connection)	1,300.00		
	Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	2,430.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	4,870.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	7,640.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	11,380.00		
A deposit of RMB3000 will be charged for power supply for machine ordered by the shell scheme exhibitor.				

We do need 24-hour non-stop power supply (The price is double on the basis of the quotation. Numerous security guards must be assigned and charged.)

All exhibitors/contractors must cut off the electrical power supply before leaving their booths. If you need 24-hour power supply, please apply here.

Please indicate the following information of lighting in your booth: Amount _____ Type _____

Notes

- All prices include power consumption.
 - All raw space exhibitors must order one main power for lighting.
 - Power main for machine and lighting should be separated. For safety reasons, power should be ordered according to the maximum starting current.
 - No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
 - Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
 - The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.
 - After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
 - For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
 - The three-phase five-wire mode shall be applied for 380VAC and single-phase three-wire mode for 220VAC.
 - Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power cannot be used for overnight charging **nor exhibit charging**. 24-hour power usage will not have any adverse effect on the show and that the exhibitor/contractor will take full responsibility for any related safety accident.
 - Cancelled orders are not refundable.
 - Items not listed on this form will be offered on request and are subject to a separate quotation.
 - Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
 - All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
 - Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
 - The exhibitors/contractors should take over the bank charges when transferring the payment.
 - The official contractor will issue the invoice.
 - Exhibitors/Contractors who order power supply should prepare switch boxes by themselves.
 1. The electric box must be safe, unbroken and with lockable cover.
 2. During the whole show period (incl. move-in and dismantling), each booth is required to arrange an electrician to take care of the switch of the electric box and to coordinate with the safety inspection.
 3. The electric box must be equipped with RCD system.
 4. The declaration of electricity must be consistent with the capacity of electric box.
 5. The electric box must be fixed in a safe place within the booth area (outside the closed space). Wiring must be even and orderly. It is prohibited to place the boxes under the fire rolling door or on the public aisle. **If the electric box is directly fixed on the wooden structure, it must be insulated with asbestos.**
 6. If the cables will be laid across/around the stand or cross traffic paths, they must be protected by the cable bridges during the whole show period. The cable bridges should be prepared by the booth contractor.
- Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. All the booths must switch off the electrical power supply after the exhibition closes. Thank you.**

Section III.B



Shell Scheme Mandatory Forms

- What complimentary facilities are in my booth if I ordered a stand package ?
=> Stand Package Specifications
- How to inform the organizer of our special request about the location of facilities and additionally ordered equipment in my booth?
=> Form 3 Stand Layout
- How to inform the organizer of our official company name on booth fascia ?
=> Form 5 Company Name for Stand Fascia

SECTION III.B SHELL SCHEME MANDATORY FORMS

STAND PACKAGE SPECIFICATION

* If you want to change the original stand package, please fill in **Form 8**

ITEM	SPECIFICATIONS	NOTES					
B0_Upgrade (MIN.12sqm)  RMB 370/sqm	Max. stand height 3.5m	>=12m²	>=18m²	>=24m²	>=30m²	>=36m²	
	Carpet, needle punch	√	√	√	√	√	
	Wall panels, 2.5m ht	√	√	√	√	√	
	Design element, 3.5m ht	√	√	√	√	√	
	Complimentary furniture:						
	White lockable cupboard, 1*0.5*0.75m ht	1	1	2	2	3	
	Round table	1	2	2	3	3	
	Leather chair	4	6	8	9	12	
	Waste paper basket	1	1	2	2	3	
	Light	2	2	3	4	5	
	13A/220V 500W socket	1	1	2	2	3	
	Fascia, 0.3m ht; Lettering & booth no. & logo	√	√	√	√	√	
	B1_Upgrade - shelf (MIN.12sqm)  RMB 385/sqm	Max. stand height 3.5m	>=12m²	>=18m²	>=24m²	>=30m²	>=36m²
		Carpet, needle punch	√	√	√	√	√
Wall panels, 2.5m ht		√	√	√	√	√	
Design element, 3.5m ht		√	√	√	√	√	
Complimentary furniture:							
White lockable cupboard, 1*0.5*0.75m ht		1	1	2	2	3	
Round table		1	2	2	3	3	
Leather chair		4	6	8	9	12	
Flat shelf		4	6	8	10	12	
Waste paper basket		1	1	2	2	3	
Light		2	2	3	4	5	
13A/220V 500W socket		1	1	2	2	3	
Fascia, 0.3m ht; Lettering & booth no. & logo		√	√	√	√	√	
B2_Upgrade - coat hanger (MIN.12sqm)  RMB 385/sqm		Max. stand height 3.5m	>=12m²	>=18m²	>=24m²	>=30m²	>=36m²
	Carpet, needle punch	√	√	√	√	√	
	Wall panels, 2.5m ht	√	√	√	√	√	
	Design element, 3.5m ht	√	√	√	√	√	
	Complimentary furniture:						
	White lockable cupboard, 1*0.5*0.75m ht	1	1	2	2	3	
	Round table	1	2	2	3	3	
	Leather chair	4	6	8	9	12	
	Coat hanger	4	6	8	10	12	
	Waste paper basket	1	1	2	2	3	
	Light	2	2	3	4	5	
	13A/220V 500W socket	1	1	2	2	3	
	Fascia, 0.3m ht; Lettering & booth no. & logo	√	√	√	√	√	





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

Note

- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any resulted damages or losses. A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
- The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.
- Shell scheme exhibitors shall not change the booth type to raw space without written approval from the organizer.
- The organizer reserves the right of slight changes to the booth specification.
- If the exhibitor uses non-environmentally friendly materials (e.g. KT boards) or brings own wooden furniture or adds structure onsite in shell scheme booth, the organizer and the official contractor have the right to request rectification and charge a deposit of RMB 100/sqm according to the size of booth. The deposit will be refunded after all materials and structures are recycled by the exhibitor during the dismantling period.

SECTION III.B SHELL SCHEME MANDATORY FORMS

STAND PACKAGE SPECIFICATION

ITEM	SPECIFICATIONS	NOTES				
C01_Premium (12sqm)  RMB 385/sqm	Max. stand height 3m	>=12m ²	>=18m ²	>=24m ²	>=30m ²	
	Carpet, needle punch	✓	✓	✓	✓	
	Wall panels, 2.5m ht	✓	✓	✓	✓	
	Design element, 3m ht	✓	✓	✓	✓	
	Complimentary furniture:					
	Lockable cupboard	1	2	2	2	
	Square table	1	2	2	3	
	Leather chair	4	6	8	12	
	Waste paper basket	1	2	2	2	
	100W spotlight	7	9	11	13	
	13A/220V 500W socket	1	2	2	3	
	Fascia, 0.4m ht; Lettering & booth no.	✓	✓	✓	✓	
	Logo, in sticker cut-out, excl. design, incl. production	✓	✓	✓	✓	
	C02_Sparkle (18sqm)  RMB 470/sqm	Max. stand height 3m	>=18m ²	>=24m ²	>=30m ²	>=36m ²
Carpet, needle punch		✓	✓	✓	✓	✓
Wall panels, 2.5m ht		✓	✓	✓	✓	✓
Design element, 3m ht		✓	✓	✓	✓	✓
Complimentary furniture:						
Storage, 1m x 2m		✓	✓	✓	✓	✓
Folding door		1	1	1	1	1
Information counter		1	1	2	2	3
Square table		1	1	2	2	3
Leather chair		3	4	6	8	12
Slope shelf		3	3	4	4	6
Waste paper basket		1	1	2	2	2
100W spotlight		6	8	10	12	14
13A/220V 500W socket		1	1	2	2	3
Fascia, 0.30m ht; Lettering & booth no.	✓	✓	✓	✓	✓	
Logo, in sticker cut-out, excl. design, incl. production	✓	✓	✓	✓	✓	
C03_Economic (12sqm)  RMB 555/sqm	Max. stand height 3m	>=12m ²	>=18m ²	>=24m ²	>=30m ²	
	Carpet, needle punch	✓	✓	✓	✓	
	Wall panels, 2.5m ht	✓	✓	✓	✓	
	Design element, 3m ht	✓	✓	✓	✓	
	Complimentary furniture:					
	Lockable cupboard	1	2	2	2	
	Square table	1	2	2	3	
	Leather chair	4	6	8	12	
	Flat shelf	3	4	4	6	
	Waste paper basket	1	2	2	2	
	100W spotlight	4	6	8	10	
	13A/220V 500W socket	1	2	2	3	
	Fascia, 0.30m ht; Lettering & booth no.	✓	✓	✓	✓	
	Logo, in sticker cut-out, excl. design, incl. production	✓	✓	✓	✓	
C04_Eminence (18sqm)  RMB 810/sqm	Max. stand height 3.5m	>=18m ²	>=24m ²	>=30m ²	>=36m ²	>=42m ²
	Carpet, needle punch	✓	✓	✓	✓	✓
	Wall panels, 2.5m ht	✓	✓	✓	✓	✓
	Complimentary furniture:					
	Storage, 1m x 2m	✓	✓	✓	✓	✓
	Lockable door	1	1	1	1	1
	Lockable cupboard	1	1	2	2	3
	Square table	1	1	2	2	3
	Leather chair	3	4	6	8	12
	Waste paper basket	1	1	2	2	2
	100W spotlight	6	8	10	12	14
	13A/220V 500W socket	1	1	2	2	3
	Fascia, 0.4m ht; Lettering & booth no.	✓	✓	✓	✓	✓
	Logo, digital print in mesh, excl. design, incl. production	✓	✓	✓	✓	✓

* If you want to change the original stand package, please fill in **Form 8**

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

Note

- **Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any resulted damages or losses.** A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- **No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- **The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.**
- **Shell scheme exhibitors shall not change the booth type to raw space without written approval from the organizer.**
- The organizer reserves the right of slight changes to the booth specification.
- If the exhibitor uses non-environmentally friendly materials (e.g. KT boards) or brings own wooden furniture or adds structure onsite in shell scheme booth, the organizer and the official contractor have the right to request rectification and charge a deposit of RMB 100/sqm according to the size of booth. The deposit will be refunded after all materials and structures are recycled by the exhibitor during the dismantling period.

SECTION III.B SHELL SCHEME MANDATORY FORMS

FORM3 STAND LAYOUT

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

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

<p>Amount</p> <p>_____ sockets</p> <p>_____ machine connection</p> <p>_____ light 1 (type: _____)</p> <p>_____ light 2 (type: _____)</p> <p>_____ water connection</p> <p>_____ compressed air</p> <p>Booth size</p> <p>_____ (m):_ _____ (m)</p> <p>Symbol</p> <p>ST socket</p> <p>ST24 24hrs socket</p> <p>L1 light 1</p> <p>L2 light 2</p> <p>W water connection</p> <p>D compressed air</p> <p>T telephone</p> <p>F fax machine</p> <p>M machine connection</p>	<p>Booth back wall (Neighboring Booth No.)</p> <table border="1" style="width: 100%; height: 100%;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																										<p>Right (Neighboring Booth No.)</p> <p>left (Neighboring Booth No.)</p>

SECTION III.B SHELL SCHEME MANDATORY FORMS

FORM5 COMPANY NAME FOR STAND FASCIA

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

This form must be completed and returned by **ALL Shell Scheme Exhibitor**. Please fill the company name into the space below as it should appear on the fascia.

The exhibitor's name must be printed in *English* and can additionally be printed in *Chinese*.

If the exhibitor has a standard Chinese name, please indicate this on this form. The lettering and characters will be provided without extra charge.

[1] ENGLISH: PLEASE USE BLOCK LETTERS

[2] CHINESE: PLEASE WRITE CLEARLY

Note

- If your fascia name details are not received within the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.
- Only company names can be used. Advertising slogans and the like will not be permitted.
- The company name for stand fascia must accord with the information in the application form. It is required to get the approval from the organizer if any modification.
- For the stand packages which include the production of a logo, please submit a high resolution (300dpi) digital file (jpg-, tif- or eps-).
- Logo within the size of 200 x 200 mm may be attached to the fascia. Please note that **production of additional logo is solely at Exhibitor's Expense**. If you wish to print your logo on the fascia, please send a sample or a high resolution (300dpi) digital file (jpg-, tif- or eps-), together with **Form 16**, to the **Official Contractor** for quotation.

Section III.C

Optional Forms

- How to show our company information on the catalogue ?
=> Form 6 Catalogue Entries
- How to carry out registration of exhibitor badge ?
=> Form 7 Registration of Exhibitor Badges
- Can we order the stand package or change the original stand package type ?
=> Form 8 Stand Package Order Form
- How to order additional electrical equipment, furniture, telephone, water supply, office equipment, compressed air for our booth ?
=> Form 9 Electrical Power Supply
=> Form 10 Telephone & Fax Equipment
=> Form 11 Water and Compressed Air Supply
=> Form 12 Hanging Points
=> Form 13 Additional Furniture
=> Form 14 Office Equipment
=> Form 15 Electrical Equipment & Fittings
=> Form 16 Special Items
- How to order an interpreter and hostess for our booth ?
=> Form 17 Booth Personnel
- Is there any conference room in the fairground that we can reserve during the show ?
=> Form 18 Meeting Rooms
- How to optimize our company's advertising exposure ?
=> Form 19 Advertising & Sponsoring Opportunities
- Is there any hotel near the fairground that we can order for exhibition preferential rate ?
=> Form 20 Hotel Reservation
- How to get the invitation letter for visa application ?
=> Form 21 Invitation Letter to China

FORM 6 CATALOG ENTRIES
DEADLINE: 15 DECEMBER 2023

● **Product Category**

<p>Winter Sports</p> <p>001.1.1 Skis</p> <p>001.1.1.1 Ski bindings</p> <p>001.1.1.2 Ski boots</p> <p>001.1.1.3 Skiwear</p> <p>001.1.1.4 Snowshoes</p> <p>001.1.2 Snowboards</p> <p>001.1.2.1 Snowboard bindings</p> <p>001.1.2.2 Snowboard boots</p> <p>001.1.2.3 Snowboard wear</p> <p>001.1.3 Skiing accessories</p> <p>001.1.3.1 Skiing gloves</p> <p>001.1.3.2 Skiing helmets</p> <p>001.1.3.3 Skiing goggles</p> <p>001.1.3.4 Skiing protectors</p> <p>001.1.3.5 Ski poles</p> <p>001.1.3.6 Skiing Technology</p> <p>001.1.3.7 Skiing equipment maintaining</p> <p>001.1.4 Ice skating</p> <p>001.1.4.1 Ice skates</p> <p>001.1.4.2 Ice-hockey skates</p> <p>001.1.4.3 Ice-hockey clothing</p> <p>001.1.4.4 Skating garments</p> <p>001.1.4.5 Ice-hockey equipment</p> <p>001.1.4.6 Skating equipment</p> <p>001.1.4.7 Ice-skate protectors</p> <p>001.1.4.8 Curling</p> <p>001.1.5 Others</p> <p>001.1.5.1 Toboggan equipment</p> <p>001.1.5.2 Snowshoes</p> <p>001.1.5.3 Snow motorcycle</p> <p>Skate & Roller Sports</p> <p>002.1.1 Skateboards</p> <p>002.1.1.1 Skate clothing</p> <p>002.1.1.2 Longboards</p> <p>002.1.2 Skateboard look shoes</p> <p>002.1.3 Skateboard accessories</p> <p>002.1.4 Surfboards</p> <p>002.1.5 Skateboarding</p> <p>002.1.6 Surfing suits</p> <p>002.1.7 Surfing shoes</p> <p>002.1.8 Surfing accessories</p> <p>002.1.9 Inline skates</p> <p>002.1.10 Nordic blading poles</p> <p>002.1.11 Roller skates</p> <p>002.1.12 Inline-hockey equipment</p> <p>002.1.13 Scooter</p> <p>002.1.14 Inline skating clothes</p> <p>002.1.15 Roller-skating wear</p> <p>002.1.16 Inline skating accessories</p> <p>Outdoor Sports</p> <p>003.1.1 Outdoor- and Mountain equipment</p> <p>003.1.2 Camping equipment</p> <p>003.1.3 Tents</p> <p>003.1.4 Sleeping bags</p> <p>003.1.5 Fishing equipment</p> <p>003.1.6 Golf equipment</p> <p>003.1.7 Hunting equipment</p> <p>003.1.8 Riding equipment</p> <p>003.1.9 Motor-racing equipment</p> <p>003.1.10 Outdoor- and Mountain garments</p> <p>003.1.11 Outdoor Fashion</p> <p>003.1.12 Fishing wear</p> <p>003.1.13 Golf clothing</p> <p>003.1.14 Hunting wear</p> <p>003.1.15 Riding wear</p> <p>003.1.16 Motocross clothing</p> <p>003.1.17 Outdoor- and Mountain boots</p> <p>003.1.18 Fishing boots</p> <p>003.1.19 Golf shoes</p>	<p>003.1.20 Hunting boots</p> <p>003.1.21 Riding boots</p> <p>003.1.22 Outdoor and Mountain climbing sports, accessories</p> <p>003.1.22.1 Glacier and mountaineers' goggles</p> <p>003.1.22.2 Climbing & Mountaineers'</p> <p>003.1.22.3 Head-mounted lamps</p> <p>003.1.22.4 Sport optic / Binoculars</p> <p>003.1.22.5 Packs</p> <p>003.1.22.6 GPS systems</p> <p>003.1.23 Survival equipment</p> <p>003.1.23.1 Drinking systems</p> <p>003.1.23.2 Dried food (survival rations)</p> <p>003.1.23.3 Water bottles</p> <p>003.1.23.4 Spades and shovels</p> <p>003.1.23.5 Lighting and heating</p> <p>003.1.23.6 Travel accessories</p> <p>003.1.23.7 Avalanche Airbags</p> <p>003.1.23.8 Flashlights</p> <p>003.1.23.9 Batteries/portable power</p> <p>003.1.24 Aerial sports, Accessories</p> <p>003.1.25 Fishing accessories</p> <p>003.1.26 Motor sport, accessories</p> <p>003.1.27 Slackline</p> <p>Ball & Team Sports</p> <p>004.1.1 Ball & Team Sports equipment</p> <p>004.1.2 Ball & Team Sports accessories</p> <p>004.1.3 Ball & Team Sports clothing</p> <p>004.1.4 Ball & Team Sports club/ races</p> <p>05 Sports event & service</p> <p>Fitness Sports & Wellness</p> <p>006.1.1 Fitness and training equipment</p> <p>006.1.2 Medical fitness equipment</p> <p>006.1.3 Fitness fashion</p> <p>006.1.4 Yogawear</p> <p>006.1.5 Food / nutrition</p> <p>006.1.6 Sports rehabilitation equipment & service</p> <p>Bike Sports</p> <p>008.1.1 Bikes</p> <p>008.1.2 Bike clothing</p> <p>008.1.3 Biking shoes</p> <p>008.1.4 Bike accessories</p> <p>Water Sports</p> <p>009.1.1 Swimming articles</p> <p>009.1.2 Diving equipment and diving gear</p> <p>009.1.3 Water skis</p> <p>009.1.4 Boats</p> <p>009.1.4.1 Kayaks, Canadian canoes</p> <p>009.1.4.2 Paddles</p> <p>009.1.4.3 Inflatable dinghies</p> <p>009.1.4.4 Boating footwear</p> <p>009.1.4.5 Boat accessories</p> <p>009.1.4.6 Boating outfits</p> <p>009.1.5 Bathing and beach wear</p> <p>009.1.6 Diving suit</p> <p>009.1.7 Water-skiing garments</p> <p>009.1.8 Maritime sportswear</p> <p>009.1.9 Stand up paddle</p> <p>009.1.10 Swimming accessories</p> <p>009.1.11 Diving accessories</p> <p>009.1.11.1 Tourism Bureau/Diving destination/Diving resort agency/liveaboard</p> <p>009.1.11.2 Diving training center/ Diving club</p> <p>009.1.11.3 Non-governmental public welfare organizations</p>	<p>Track & Field Sports</p> <p>010.1.1 Running equipment</p> <p>010.1.2 Walking poles</p> <p>010.1.3 Running clothes</p> <p>010.1.3.1 Running socks</p> <p>010.1.3.2 Running caps</p> <p>010.1.4 Walking clothes</p> <p>010.1.5 Athletics shoes</p> <p>010.1.6 Running shoes</p> <p>010.1.7 Trail running shoes</p> <p>010.1.8 Walking shoes</p> <p>010.1.9 Walking shoes</p> <p>010.1.10 Running accessories</p> <p>010.1.10.1 Bottles for running belts</p> <p>010.1.10.2 Sports electronic device</p> <p>010.1.11 Walking accessories</p> <p>Sports Fashion & Accessories</p> <p>011.1.1 Sportswear</p> <p>011.1.1.1 Sports underwear</p> <p>011.1.1.2 Sports stocking and socks</p> <p>011.1.1.3 High-Tech Sportswear with incorporated consumer electronics</p> <p>011.1.2 Casual shoes</p> <p>011.1.3 Rucksacks and bags</p> <p>011.1.4 Sports and sun glasses</p> <p>011.1.5 Sports watches</p> <p>011.1.6 Shoe accessories</p> <p>011.1.7 Fashion accessories</p> <p>011.1.8 Headphones</p> <p>011.1.9 Action cameras</p> <p>011.1.10 Electric Unicycle</p> <p>Fabrics & Materials</p> <p>012.1.1 Fabrics</p> <p>012.1.1.1 Coated fabrics</p> <p>012.1.1.2 Fibers</p> <p>012.1.1.3 Fleece fabrics</p> <p>012.1.1.4 Fabrics for shoes</p> <p>012.1.2 Webbing & heat activated film adhesive</p> <p>012.1.3 Embroidery</p> <p>012.1.4 Plotters, emblem techniques</p> <p>012.1.5 Transfers</p> <p>012.1.6 Trend colours (samples)</p> <p>012.1.7 Basic materials</p> <p>012.1.7.1 Laminates</p> <p>012.1.8 Emblems</p> <p>012.1.9 Fasteners for clothing</p> <p>012.1.10 Impregnating agents</p> <p>012.1.11 Seamless Technology</p> <p>13 Fishing / Hunting / Golf</p> <p>14 OEM manufactory</p> <p>Sports Field & Hall</p> <p>016.1.1 Sports field & hall</p> <p>016.1.2 Field & hall equipment</p> <p>016.1.2.1 Service machines</p> <p>016.1.2.2 Shopfitting equipment</p> <p>016.1.2.3 Till/POS systems</p> <p>016.1.2.4 Stadium facilities</p> <p>Media, Associations & Services</p> <p>017.1.1 Design and development of sports equipment</p> <p>017.1.2 Trade federations and associations</p> <p>017.1.3 Trade journals, specialist literature</p> <p>017.1.4 Testing and certification of sports goods</p> <p>017.1.5 Logistic services</p> <p>017.1.6 Internet trading platform</p> <p>017.1.7 Training Institution</p>
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SECTION III.C OPTIONAL FORMS

CATALOG ENTRIES (CONT'D)
DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing Weidelong Consultancy Co., Ltd. Room 515, 5th Floor, No.3 Xinzhong East Street, Dongwai Residence, Dongcheng District, Beijing 100007 / P.R.China Tel.: +86 (0)10-8580 2542 E-mail: lacey@asiancreation.com.cn Contact Person: Ms. Lacey Ying			
Date:		Signature:	

● **6A: ALPHABETICAL LIST OF EXHIBITORS**

Company details			
Company name (Chinese)			
Company name (English)			
Telephone		Fax	
E-mail		Website	
Product description / Company profile			
<small>(max of 132 English letters & 66 Chinese characters including punctuation and spaces free of charge.)</small>			
English			
Chinese			

SECTION III.C OPTIONAL FORMS

CATALOG ENTRIES (CONT'D)
DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing Weidelong Consultancy Co., Ltd. Room 515, 5th Floor, No.3 Xinzhong East Street, Dongwai Residence, Dongcheng District, Beijing 100007 / P.R.China Tel.: +86 (0)10-8580 2542 E-mail: lacey@asiancreation.com.cn Contact Person: Ms. Lacey Ying	
Date:	Signature:

● **6B LIST OF EXHIBITORS BY PRODUCT CATEGORIES**

Please note that only the corresponding index numbers for each product category (see Index of Product Categories) have to be entered into the space provided below. (<50sqm, free entry under two product categories; >=50sqm, free entry under five product categories)

1.		2.		3.		4.		5.	
6.		7.		8.		9.		10.	

● **6C ALPHABETICAL LIST OF BRANDS / TRADEMARK**

Please list all your brands for which you would like to order a basic entry:

Brand name:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

SECTION III.C OPTIONAL FORMS

FORM 7 REGISTRATION OF EXHIBITOR BADGES
DEADLINE: 15 DECEMBER 2023

For all exhibitors of ISPO Beijing 2024, there are two ways to realize the registration of exhibitor badges:

- 1) Visit ISPO Beijing official website ispo.com.cn/Beijing → Click on Exhibitor Badge Registration → Scan the QR code to enter the exhibitor badge registration system → Enter account number & password and submit badge information
- 2) Enter ISPO's official WeChat account (search for "ISPO" on WeChat) → Click the "Register Now" button in the lower right corner → Select "Exhibitor Badge" → Enter account number & password and submit badge information
(After you confirm the booth, the account number and password will be sent to you by ISPO staff.)

1. Application of Exhibitor Badges

During the show period, the exhibitor will receive a number of free exhibitor badges. Any additional exhibitor badge will be charged. The Exhibitor badges are strictly for exhibition booth personnel. Only registered exhibitors are eligible to apply for these badges.

Exhibitor badge entitlement is as follows

Registered sqm	Badges entitled	Registered Sqm	Badges entitled
12 to 17	5	55 to 77	25
18 to 27	10	78 to 100	30
28 to 40	15	more than 100	maximum 40
41 to 54	20		

Each additional exhibitor badge will be charged at **RMB 20.-**.

All exhibitor badges must not be given away or sold to unauthorised third parties, e.g. to persons or companies who wish to offer goods for sale or to render services at the exhibition centre without corresponding authorisation from the organizer.

Exhibitor badges are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors.

2. Printing Content on Exhibitor Badges

Booth Personnel's Name, Exhibiting Company Name and Booth Number will be printed on the exhibitor badges. If your request is not received before the deadline, only Company Name and Booth Number will be printed on the exhibitor badges.

3. Collection of Badges

Badges can be obtained from the exhibitor registration area during the build-up period, provided payment has been received.

SECTION III.C OPTIONAL FORMS

FORM8 STAND PACKAGES ORDER FORM
DEADLINE: 15 DECEMBER 2023

B0_ Upgrade
(min. 12sqm)



RMB 370.-- per sqm

C1_ Premium
(min. 12sqm)



RMB 385.-- per sqm

B1_ Upgrade - shelf
(min. 12sqm)



RMB 385.-- per sqm

C2_ Sparkle
(min. 18sqm)



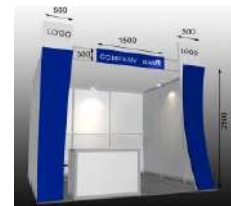
RMB 470.-- per sqm

B2_ Upgrade - coat hanger
(min. 12sqm)



RMB 385.-- per sqm

C3_ Economic
(min. 12sqm)



RMB 555.-- per sqm

C4_ Eminence
(min. 18sqm)



RMB 810.-- per sqm

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

Note

- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good of any resulted damages or losses. A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
- The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.

SECTION III.C OPTIONAL FORMS

FORM 8 STAND PACKAGES ORDER FORM
DEADLINE: 15 DECEMBER 2023

Please return form to: Messe Muenchen Shanghai Co., Ltd. Rm.2908, China Overseas Plaza, No.8, GuanghuaDongli, Jianguomenwai Avenue, Chaoyang District, Beijing, 100020 Tel.: +86-10-8591 1001 E-mail: Ayn.Xiang@mm-sh.com Contact Person: Ms. Ayn Xiang / ext. 1806	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

The Raw Space Exhibitor who would like to order the stand package **or the Shell Scheme Exhibitor** who would like to change the original stand package type

Please complete this form and return with the necessary payment. **AREA HAS TO BE ORDERED SEPARATELY.**

Once the shell scheme package ordered, please find SECTION III.B to complete and return Shell Scheme Mandatory Forms.

Item	Booth Type	sqm	Price per sqm (RMB) Stand package only (without Rental Space)	Total Price RMB
B0	Upgrade (min. 12 sqm)		370.--	
B1	Upgrade - shelf (min. 12 sqm)		385.--	
B2	Upgrade - coat hanger (min. 12 sqm)		385.--	
C1	Premium (min. 12 sqm)		385.--	
C2	Sparkle (min. 18 sqm)		470.--	
C3	Economic (min. 12 sqm)		555.--	
C4	Eminence (min. 18 sqm)		810.--	

Please find further details and specifications of the above Shell Scheme Stand Packages in SECTION III.B.

Note

- Orders without remittances will not be accepted.
- Only company names may be used. Advertising slogans and the like will not be permitted.
- The company name for stand fascia must accord with the information in the application form. It is required to get the approval from the organizer if any modification.
- For the stand packages which include the production of a logo, please submit a high resolution (300dpi) digital file (jpg-, tif- or eps-). () Please ✓ if required
- Logo not larger than 200 x 200 mm may be attached onto the fascia. Please note that **production of additional logo is solely at Exhibitor's Expense**. If you wish to have your logo on the fascia produced, please send a sample or a high resolution (300dpi) digital file (jpg-, tif- or eps-), together with **Form 16 - Special Items**, to **the Official Contractor** for quotation.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. And exhibitors will have to make good any resulted damages or losses.
- A written approval from the organizer is required if the modification is necessary. And all relating expenses shall be borne by the exhibitors.
- No refundment will be accepted for unused complimentary furniture in stand packages.
- Exhibitors will be responsible for any loss or damage.
- The official contractor will be in charge of booth cleaning.
- **The exhibitors should take over the bank charges when transferring the payment.**
- **Shell scheme exhibitors shall not change the booth type to raw space without written approval from the organizer.**
- The organizer reserves the right of slight changes to the booth specification.
- Normally shell scheme booth is built orderly according to onsite situation. The furniture is ready for shell scheme booth one day before the exhibition.
- If the exhibitor uses non-environmentally friendly materials (e.g. KT boards) or brings own wooden furniture or adds structure onsite in shell scheme booth, the organizer and the official contractor have the right to request rectification and charge a deposit of RMB 100/sqm according to the size of booth. The deposit will be refunded after all materials and structures are recycled by the exhibitor during the dismantling period.

SECTION III.C OPTIONAL FORMS

FORM 9 ELECTRICAL POWER SUPPLY (OPTIONAL FOR SHELL SCHEME)
DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description		Unit Price RMB	Quantity	Total RMB
for use during move-in period	Temporary power supply, 220 V / 15 Amp, single phase (without connection)	500.00		
	Temporary power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	810.00		
	Temporary power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	1,300.00		
	Temporary power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	1,620.00		
for lighting use only (exhibition area)	Power supply, 220 V / 15 Amp, single phase (without connection)	2,270.00		
	Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	3,900.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	6,170.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	10,080.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	13,980.00		
for machine use only (exhibition area)	Power supply, 220 V / 15 Amp, single phase (without connection)	1,300.00		
	Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)	2,430.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	4,870.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	7,640.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	11,380.00		
A deposit of RMB3000 will be charged for power supply for machine ordered by the shell scheme exhibitor.				
<input type="checkbox"/> We do need 24-hour non-stop power supply (The price is double on the basis of the quotation. Numerous security guards must be assigned and charged.)				
All exhibitors/contractors must cut off the electrical power supply before leaving their booths. If you need 24-hour power supply, please apply here.				

Please indicate the following information of lighting in your booth: Amount _____ Type _____

Notes

- All prices include power consumption.
 - All raw space exhibitors must order one main power for lighting.
 - Power main for machine and lighting should be separated. For safety reasons, power should be ordered according to the maximum starting current.
 - No lighting fixture is allowed to be connected by shell scheme exhibitors. For any result caused by that illegal behavior, such as power tripping, short circuit, wire burning and electric box broken, the exhibitors should take all responsibilities and compensate for losses.
 - Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
 - The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.
 - After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
 - The three-phase five-wire mode shall be applied for 380VAC and single-phase three-wire mode for 220VAC.
 - Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. 24-hour power cannot be used for overnight charging **nor exhibit charging**. 24-hour power usage will not have any adverse effect on the show and that the exhibitor/contractor will take full responsibility for any related safety accident.
 - For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
 - Cancelled orders are not refundable.
 - Items not listed on this form will be offered on request and are subject to a separate quotation.
 - Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
 - All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
 - Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
 - The exhibitors/contractors should take over the bank charges when transferring the payment.
 - The official contractor will issue the invoice.
 - Exhibitors/Contractors who order power supply should prepare switch boxes by themselves.
 1. The electric box must be safe, unbroken and with lockable cover.
 2. During the whole show period (incl. move-in and dismantling), each booth is required to arrange an electrician to take care of the switch of the electric box and to coordinate with the safety inspection.
 3. The electric box must be equipped with RCD system.
 4. The declaration of electricity must be consistent with the capacity of electric box.
 5. The electric box must be fixed in a safe place within the booth area (outside the closed space). Wiring must be even and orderly. It is prohibited to place the boxes under the fire rolling door or on the public aisle. **If the electric box is directly fixed on the wooden structure, it must be insulated with asbestos.**
 6. If the cables will be laid across/around the stand or cross traffic paths, they must be protected by the cable bridges during the whole show period. The cable bridges should be prepared by the booth contractor.
- Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. All the booths must switch off the electrical power supply after the exhibition closes. Thank you.**

SECTION III.C OPTIONAL FORMS

FORM 10 TELEPHONE, INTERNET & FAX EQUIPMENT

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Refundable Deposit RMB	Quantity	Total RMB
Local DD (restricted to Beijing Area)	1,250.00	500.00		
DDD line (restricted to China)	1,410.00	1,500.00		
IDD line (International Direct Dialling)	1,570.00	3,500.00		
Fax machine roll paper type (24 hrs socket excluded, Telephone line excluded)	1,150.00			
Wire broadband line for Internet (1M)	10,560.00			
Wire broadband line for Internet (2M)	15,840.00			
Wire broadband line for Internet (5M)	18,480.00			
Wire broadband line for Internet (10M)	33,000.00			
Wire broadband line for Internet (20M)	58,740.00			
Wire broadband line for Internet (30M)	77,220.00			

Note

- All prices exclude power consumption and socket.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. **Call charges will be deducted from the Deposit. Any positive balance will be refunded,** and excess usage will be billed to exhibitors accordingly.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.
- Exhibitors, contractors and service providers shall earnestly comply with the network security policies and guidelines of the People's Republic of China and Beijing Municipality, and strictly abide by the Internet security laws, public order and social ethics of the People's Republic of China and shall not undermine the network security. They shall not use the Internet to endanger the national security, dignity and interest of the People's Republic of China. It is prohibited to use the Internet to advocate terrorism, extremism, racial hatred, discrimination, or spread violent or pornographic information; to fabricate or spread false information that may disrupt economic and social order; and to illegally access personal information of others or infringe on others' reputation, privacy, intellectual property rights and other legitimate rights and interests, etc.
- The exhibitors or other entities shall not use any network equipment or devices (including but not limited to wireless networks and devices such as WIFI, IBEACON, BLE and NFC) to collect or use personal information (including electronic information) on the show site without authorization.
- Exhibitors, contractors or service providers shall use the network services appropriately and shall not create Wi-Fi hotspots without permission; in case there is any situation that may undermine the network security and operation, the organizer shall have the right to terminate such users' Internet access.
- As the network is partially open, exhibitors shall independently take precautions to protect their computers, update their operating systems and install security management and antivirus software, to prevent leakage or loss of any personal information; in case of any data leakage, they shall be liable for the consequences.

SECTION III.C OPTIONAL FORMS

FORM 11 WATER AND COMPRESSED AIR SUPPLY

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Water supply for sink unit (4kg/cm ²)	1,650.00		
2	Water supply for machine (4kg/cm ²)	on request		

We do require water connection

● **A 15 % HANDLING FEE, BASED ON THE TOTAL AMOUNT EURO OF YOUR WATER SUPPLY, WILL BE CHARGED**

Item	Description	Unit Price RMB	Quantity	Total RMB
1	Compressed air 6-8kg/Mpa	2,700.00		

We do require compressed air connection

● **A 15 % HANDLING FEE, BASED ON THE TOTAL AMOUNT EURO FOR COMPRESSED AIR CONNECTION , WILL BE CHARGED**

● **PLEASE INDICATE THE AIR DELIVERY IN _____ LITRE/MIN FOR OUR REFERENCE.**

Note

- After the deadline, late orders may not be accommodated. If accepted and available, **a surcharge of 50% after the deadline must be levied.**
- For changes of confirmed and invoiced orders, **a surcharge of 50% must be levied.**
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- **In accordance with the relevant provisions of the Beijing Municipal government, linear drainage is prohibited. If the machine needs water, exhibitors must bring their own water circulation device, or the hall is entitled to refuse its water applications.**
- **Storage and use of pressurized vessels are not allowed in the exhibition hall.**
- **The exhibitors should install dryers, filters and other fitting devices according to their own situation.**
- **For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.
- Do not connect to gas pipelines without permission. If any exhibitor or constructor connects to the gas pipes at the venue without installing appropriate valves. If the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the organizer, the official contractor and the hall owner are entitled to require the exhibitor or contractor to rectify such problems immediately. Otherwise, the compressed air supply shall be cut off, and the exhibitor or contractor shall be liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or contractor shall be held liable and required to compensate for the loss as per relevant regulations.

SECTION III.C OPTIONAL FORMS

FORM 12 HANGING POINTS

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Hanging point fee - in hall - (for construction purpose only, per each point, incl. the genie lift , excl. all accessories, max. loading capacity 400 kg /point)	3600.00/point/period		

Note

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

The hanging points can be provided in Halls 1-4 only which should be confirmed with Official Contractor in advance. The booth contractor should prepare all the related accessories by himself, such as rope, etc.

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

SECTION III.C OPTIONAL FORMS

Acceptable Hanging Features

1. Lightweight steel truss structure
2. Company or brand AD sign with flameproof fabric materials
3. Exhibitor-proposed items shall be reviewed and approved by organizer and CNCC

Notice for Hanging Point Order

1. **The hanging points can be provided in Hall 1-4 only, which should be confirmed with Official Contractor in advance.**
2. Hanging objects that affect the venue's structure or facilities' safety will not be allowed.
3. Order could be accepted with metal hanging structure. Wooden structure is not allowed to be hung.
4. **The horizontal area of hanging objects must be smaller than 1/2 of ground-floor space.**
5. **Exhibit is forbidden to be hung.**
6. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
7. Hanging points shall not be used for supporting and stabilizing the booth structure.
8. A single hanging point could bear no more than 400KG.
9. The height of venue ceiling is appr. 10 meters. It's recommended the lower edge of hanging structure is to be hung higher than 6 meters away from floor.
10. Hanging structures and banners cannot exceed booth space and are not allowed to be hung above public area.
11. If the suspended structure includes electric equipment, such as lights, audio, LED screen, etc. the metal structure and the casing must have reliable grounding device.
12. Regarding the truss
 - a. The aluminum alloy truss size should not be less than 200mm*200mm and not greater than 400mm*400.
 - b. The iron truss size should not be less than 300mm*300mm and not greater than 400mm*400mm.
13. The structure must be connected by wire-rope or special sling with sufficient mechanical strength. Iron wire or rope is not allowed.
14. Regarding the timber with steel structure
 - a. The timber with steel structure must be connected with firm metal framework inside and must be an opening to see the internal structure clearly. Timber structure, structure with no connection or with unstable connection with metal strengthened structure is not accepted.
 - b. Structure of monolithic metal framework covered by timber board must be suspended by integral truss frame assembled on the top.
15. The top and bottom edges of the banner shall be fixated by one metal tube per edge without any break or connection points. The metal tube shall be self-prepared by exhibitor/booth contractor. The venue is not responsible for it.
16. The hanging banners no more than 5 meters wide and no more than 25KG can be hung by cotton ropes. The hanging banners exceeding the above specifications must be hung by block. Banners wider than 5 meters shall be fixated by lamp holders. Banner should be produced by applicant (incl. graphic and accessories). If the hanging banner fits the description of both "hanging point" and "Release and Hanging of Ad in the air in exhibition halls", charges to the higher price shall prevail.
17. Organizer and CNCC reserve the right to refuse hanging materials or any items that do not comply with safety guidelines.
18. All costs and risks associated with overhead hanging features are the sole responsibility of the exhibitor. These include the risk that sightlines to the exhibitor's own signs may be blocked by others' signs and displays.

Hanging Points Installation Rules

1. Booth contractors are responsible to assemble the hanging banners or hanging structures within the booth area. CNCC is responsible for hanging and removal of all signs under instruction by booth contractors who comply with the rule. When hanging structure is positioned and hanging points and blocks are installed by technician from venue, exhibitor/booth contractor should hoist hanging point by themselves after confirming point quantity with venue technician and the official contractor.
2. The quantity of hanging point will be calculated by CNCC technicians on-site according to the location of the hanging structure/banner.
3. **The booth contractor must prepare all the related accessories by themselves, such as wires, wheels (hoists), iron chains, etc.**
4. It's required to use specific rope for fixing of hanging points and connection between hoist hook and hanging structure. Before using wire rope, its connections must be firmly tightened by wrench to reach the safety level of mechanical strength.
5. The connection between the hanging structure and the chain hoist must be hard wired and the safety rope must be attached.
6. Each chain hoist must be operated by one person. It is prohibited that one person operate multiple chain hoists simultaneously. Chain hoists must be certificated. The official contractor will check the certificate onsite.
7. All operating personnel have to wear helmets and safety belts, as well as process steeplejack certificate. Onsite inspection will be conducted by the official contractor together with the venue construction management department. The official contractor keeps the right to prohibit the suspension work if there is any violation.

SECTION III.C OPTIONAL FORMS

FORM 13 ADDITIONAL FURNITURE

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Carpet, needle punch (EXPOTEX grey / blue / red), per SQM	35.00		
Carpet, needle punch (other colour except the 3 basic), per SQM	45.00		
Carpet, Velour quality, per SQM	120.00		
Platform for cabins consisting of wooden beams with wood panel cover, 0,1 m ht, excl. Carpet, per SQM	150.00		
Wall panel, 100 x 250 cm -fitting the ordered stand package-	180.00		
Wall panel, 50 x 250 cm -fitting the ordered stand package-	100.00		
Plexi Glass Panel, 100 x 250 cm ht	360.00		
Lockable swing door (System)	300.00		
Lockable folding door (System)	280.00		
Folding chair	50.00		
Black leather chair	120.00		
Black bar stool	150.00		
Information counter (95 x 45 x 75 cm ht)	200.00		
Information counter (100 x 50 x 100 cm ht)	260.00		
Square table	220.00		
Rectangular table	340.00		
Glass coffee table	330.00		
Round table Ø 70 cm	310.00		
Bistro table Ø 60 x 115 cm	270.00		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III.C OPTIONAL FORMS

ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
TV rack	450.00		
Lockable cupboard	250.00		
Table showcase (100 x 50 x 100 cm ht)	390.00		
Tall showcase built-in with 2 down lights (100 x 50 x 200 / 250 cm ht)	730.00		
Tall showcase built-in with 3 white jewellery down lights (100 x 50 x 200 / 250 cm ht)	850.00		
Display cube (50 x 50 x 50 cm)	150.00		
Display cube (50 x 50 x 70 cm)	180.00		
Display cube (50 x 50 x 100 cm)	210.00		
Display cube (100 x 50 x 100 cm)	270.00		
Coat hanger (7.5KG)	80.00		
Movable cloth rack	140.00		
Shelf rack	560.00		
Flat shelf (5KG)	98.00		
Slope shelf (5KG)	98.00		
Literature rack, A4 size, Wall element	160.00		
Free standing literature rack	160.00		
Potted plant, 80 cm or 100 cm ht	140.00		
Potted plant, 150 cm ht	180.00		
Flowers, Ø 20 cm	150.00		
Waste paper basket	20.00		
Female / Male Mannequin - Half body	400.00		
Female Mannequin - Full body	460.00		
Male Mannequin - Full body	460.00		
Kid Mannequin - Full body	400.00		
Garment Hangers	45.00		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

ADDITIONAL FURNITURE (CONT'D)
DEADLINE: 15 DECEMBER 2023



白折椅
Folding chair



灰皮椅
Grey leather chair



黑皮椅
Black leather chair



办公椅
Office chair



吧椅
Bar stool



单人沙发
Single seat
leather sofa (black)



双人沙发
Double seat
leather sofa (black)



接待台
Information counter
95*45*75cmh



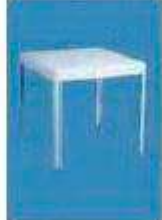
锁柜
Lockable cupboard
95*45*75cmh



玻璃咖啡桌
Glass coffee table



长方桌
Rectangular table
140*70*75cmh



方桌
Square table



吧桌
Bistro table



圆桌
Round table



电视架
TV rack



衣架
Coat hanger



落地衣架
Freestanding cloth



移动衣架
Movable clothing rack



层版(平/斜)
Flat shelf
/Slope shelf



挂墙 A4 资料架
Literature rack
A4 size, wall element



衣架
Garment Hanger



吊钩
Hook

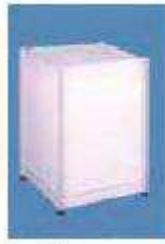
ADDITIONAL FURNITURE (CONT'D)
DEADLINE: 15 DECEMBER 2023



高玻璃柜
Tall showcase
100*50*200cmh



层板架
Shelf rack



展柜
Display cube
50*50*100cmh



展板
Wall panel
100*250cmh



折叠拉门
Folding door



落地资料架
Freestanding
literature rack



废纸篓
Waste bin



冰箱
Refrigerator



咖啡机
Coffee machine,
incl.filter



饮水机
Cold and warm
water dispenser, incl. 2no
19L distilled water



100W 长臂射灯
100W
Long arm spotlight



50W 冷光长臂射灯
50W Halogen
Long arm spotlight



100W 短臂射灯
100W Spotlight



长臂小太阳
Halogen
Long arm spotlight



40W 日光灯
40W Fluorescent tube



泛光灯
Flood light



筒灯
Down light



50W 轨道灯
50W Track light



插座(方孔、最大 500W)
Power socket
(square pin)

SECTION III.C OPTIONAL FORMS

**FORM 14 OFFICE EQUIPMENT
DEADLINE: 15 DECEMBER 2023**

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Please remember to order the necessary socket (Form 15)

Description	Unit Price RMB	Quantity	Total RMB
Desktop computer	900.00		
Laptop	900.00		
Copy machine A3 & A4	2,000.00		
Laser Printer, B&W (size: A4)	1,800.00		
42" Plasma exclude additional Audio System	1,280.00		
50" Plasma exclude additional Audio System	1,880.00		
Additional speaker for plasma screen	Upon request		
Video (LCD) Projector (2500 Lumen)	3,500.00		
Video (LCD) Projector (5000 Lumen)	4,600.00		
Projection Screen with tripod, 75" (153cm L x 114cm W)	360.00		
Projection Screen with tripod ,100" (203cm L x 153cm W)	780.00		
Projection Screen with tripod, 120" (243cm L x 183cm W)	1,200.00		
One set of Small scale Audio System, for 3 x 2m area, 8 person: 2 x Bose 101 Speaker 1 x Amplifier, 1 x Cable Microphone	2,000.00		
One set of Medium scale Audio System, 6 x 6 m area, 50 person: 2 x Bose 802 Speaker 1 x Amplifier, 1 Audio Mixer 4 x Cable Microphones	4,600.00		
Cable Microphone with stand (should be ordered with Audio System)	560.00		
Wireless Microphone with stand (should be ordered with Audio System)	560.00		
Condense Microphone for speech (should be ordered with Audio System)	300.00		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III.C OPTIONAL FORMS

FORM 15 ELECTRICAL EQUIPMENT & FITTINGS
DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Long arm spotlight, 100 W	100.00		
Eye-ball Halogen-light, 50 W	180.00		
Down light, 100 W	180.00		
HQI lamp, 70 W (round)	200.00		
HQI lamp, 70 W (square)	200.00		
Fluorescent tube, 40 W, ca. 120 cm long	100.00		
Socket / Square Pin Socket, 15 A / 220V (max. 2 kW)	150.00		
Cold and warm water dispenser, incl. 2 nos. 19 l distilled water	330.00		
19 l distilled water bottle	65.00		
Coffee Machine, incl. filter	400.00		

Note

- **No lighting fixture is allowed to be connected by shell scheme exhibitors.**
- **The multi-function socket is forbidden to use so as to avoid the short circuit due to the overload.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III.C OPTIONAL FORMS

FORM 16 SPECIAL ITEMS

DEADLINE: 15 DECEMBER 2023

Please return form to: Beijing PBR Creative INT LTD. Room A501, CIEC Business Center No.6, the North 3rd Ring East Road, Chaoyang District Beijing, China Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298 E-mail: fengzhen.wang@pbr.net.cn xue.pan@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (Halls 1-4) Ms. Mia Pan / ext. 809 (Halls 5-6)	Company:	
	Address:	
	Tel.:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

Description	Unit Price RMB	Quantity	Total RMB
Company logo in sticker cut-out, 200 mm h, fitting on the fascia	100.00		
Company logo in digital printout, 200 mm h, fitting on the fascia	150.00		
Normal labour, per hour	60.00		
Carpenter, stand fitter, per hour	50.00		
Supervisor, graphic fitter, per hour	70.00		
Mounting poster for foam board / no. (1 Sqm)	180.00		
Daily additional cleaning of stand area during the fair, per SQM (Shell scheme booths do not need)	20.00		
Powder extinguish unit	130.00		
Safety helmet	65.00		

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **The company logo must be submitted as a high-resolution file: JPG, TIF or AI – Format.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

SECTION III.C OPTIONAL FORMS

FORM 17 BOOTH PERSONNEL (INTERPRETER/HOUSTESS)
DEADLINE: 15 DECEMBER 2023

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 / P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 E-mail: fred.liu@mm-sh.com Contact Person: Mr. Fred Liu / ext. 893	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

- This form should be completed and returned for all exhibitors who require temporary staff during the exhibition duration. Exhibitors are strongly encouraged to engage the services of an interpreter in view of the large number of Chinese-speaking visitors expected at the exhibition.
- Exhibitors are not permitted to employ any interpreter / hostess in China without the advanced permission of the organizer. Exhibitors will take over the safety of temporary staff on duty at their stand. The organizer will not take over any loss or damage caused by such personnel.
- Rates quoted here are based on 8 working hours and will be doubled on Saturdays, Sundays, and Public Holidays.

a) Advanced interpreter at daily rate of RMB 2,300,-- per interpreter

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

b) Ordinary English - speaking interpreter at daily rate of RMB 1,700,-- per interpreter

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

c) Hostess at daily rate of RMB 900,-- per hostess

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

d) Advanced interpreter at daily rate of RMB 3,300,-- per interpreter

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

e) Advanced interpreter at daily rate of RMB 3,300,-- per interpreter

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

Note

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **For technical staff (e.g. stand fitter) please fill in Form 16.**
- **The exhibitors should take over the bank charges when transferring the payment.**

SECTION III.C OPTIONAL FORMS

**FORM 18 MEETING ROOM
DEADLINE: 15 DECEMBER 2023**

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 / P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 E-mail: Ines.Shi@mm-sh.com Contact Person: Ms. Ines Shi / ext. 862	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

This form should be completed and returned by exhibitors who require a meeting room for their own use during the show period.

	Meeting Room Type	Space Area SQM	Capacity (Person)		Unit Price RMB	
			Theater	Class	half day (4 hrs)	Per OT hour
Meeting Room inside of Convention Area, 3rd Floor North (Incl. chairman table, chairs, basic sound system & 2 wired microphones)						
<input type="checkbox"/>	Type 1	135	100	60	4,940.00	1,235.00
<input type="checkbox"/>	Type 2	153	110	72	8,450.00	2,112.50
<input type="checkbox"/>	Type 5	375	300	162	19,500.00	4,875.00
<input type="checkbox"/>	Type 6	450	350	210	26,000.00	6,500.00
Meeting Room inside of Exhibition Area, 2nd Floor (Incl. chairman table, chairs, basic sound system & 2 wired microphones)						
<input type="checkbox"/>	Type 10	145	80-110	45-72	4,810.00	1,202.50
<input type="checkbox"/>	Type 11	166	110	72	4,810.00	1,202.50
<input type="checkbox"/>	Type 15	45-65	30-50	18-30	1,950.00	487.50
<input type="checkbox"/>	Type 16	78	60	36	2,990.00	747.50
<input type="checkbox"/>	Type 17	93	60	36	2,860.00	715.00

- ◆ **On-site orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.**
- ◆ **The above capacity is available for the meeting room without stage.**
- ◆ **Type 1\2\5\6\10 can be merged with the same type for larger space. Refer to the floor plan below.**

Please mark the required duration of rental:

	12 January 2024	13 January 2024	14 January 2024
8 am - 12 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 pm - 5 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note

- The meeting rooms will be rented to exhibitors on a first come, first served basis.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good any resulted damages or losses.
- The exhibitors will be responsible for any damage or loss of furnitures & facilities inside during the usage of meeting rooms.
- The signage outside meeting room will be charged separately.
- **The payment must be settled 2 weeks before build-up.**
- **The exhibitors should take over the bank charges when transferring the payment.**
- **Please read carefully "Notice for usage of meeting room / office / space room" on next page.**
- **For inquiry, please contact:**
 Tel.: +86 21 20205500
 E-mail: iris.qian@mm-sh.com
 Contact person: Iris Qian ext. 626

SECTION III.C OPTIONAL FORMS

MEETING ROOM (CONT'D)
DEADLINE: 15 DECEMBER 2023

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 / P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 E-mail: Ines.Shi@mm-sh.com Contact Person: Ms. Ines Shi / ext. 862	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

This form should be completed and returned by exhibitors who require the additional facilities in the meeting room for their own use during the show period.

Description	Unit Price RMB			Quantity
	half day (4 hrs)	whole day (8 hrs)	show period (4 days)	
Ordinary microphone	195.00	390.00	--	
Ordinary wireless microphone	195.00	390.00	--	
Chest wireless microphone	260.00	520.00	--	
Audio cable	169.00	338.00	--	
Video cable	169.00	338.00	--	
Projector 1500-2500 Lumen (incl. projection screen)	1,300.00	2,600.00	--	
Projector 4000 Lumen (incl. projection screen)	1,950.00	3,900.00	--	
Projector 6000 Lumen (incl. projection screen)	2,600.00	5,200.00	--	
Projector 12000 Lumen (incl. projection screen)	7,800.00	15,600.00	--	
Projection screen with tripod 120" (1.8m x 2.4m)	390.00	780.00	--	
Projection screen with tripod 150" (2.25m x 3m)	520.00	1,040.00	--	
Projection screen with tripod 180" (2.7m x 3.6m)	780.00	1,560.00	--	
Projection screen with tripod 200" (3.2m x 4.2m)	1,040.00	2,080.00	--	
Projection screen with tripod 250" (3.675m x 4.876m)	1,300.00	2,600.00	--	
Projection screen with tripod 300" (4.570m x 6.090m)	1,950.00	3,900.00	--	
42" Plasma	--	1,280.00	--	
50" Plasma	--	1,880.00	--	
LED video console	--	1,560.00	--	
LED digital screen (P2) per sqm	--	624.00	--	
LED digital screen (P3) per sqm	--	405.60	--	
Cold and warm water dispenser	--	--	130.00	
19L distilled water bottle	--	--	65.00	
Electrical power connection (The electrical power connection cable should be prepared by the exhibitor.)	1KW	--	390.00	
	3KW (15A/220V)	--	1,040.00	
	5KW	--	1,560.00	
	7KW (15A/380V)	--	1,950.00	
	10KW	--	2,600.00	
	15KW (30A/380V)	--	3,900.00	
	20KW	--	4,940.00	
30KW (60A/380V)	--	6,110.00		

◆ **On-site orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.**

Please mark the required duration of rental:

	12 January 2024	13 January 2024	14 January 2024
8 am - 12 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 pm - 5 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note

- The meeting rooms will be rented to exhibitors on a first come, first served basis.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied. Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And exhibitors will have to make good any resulted damages or losses.
- The exhibitors will be responsible for any damage or loss of furnitures & facilities inside during the usage of meeting rooms.
- The signage outside meeting room will be charged separately.
- **The payment must be settled 2 weeks before build-up.**
- **The exhibitors should take over the bank charges when transferring the payment.**
- **Please read carefully "Notice for usage of meeting room / office / space room" on next page.**
- **For inquiry, please contact:**
Tel.: +86 21 20205500
E-mail: iris.qian@mm-sh.com
Contact person: Iris Qian ext. 626

MEETING ROOM (CONT'D)
DEADLINE: 15 DECEMBER 2023

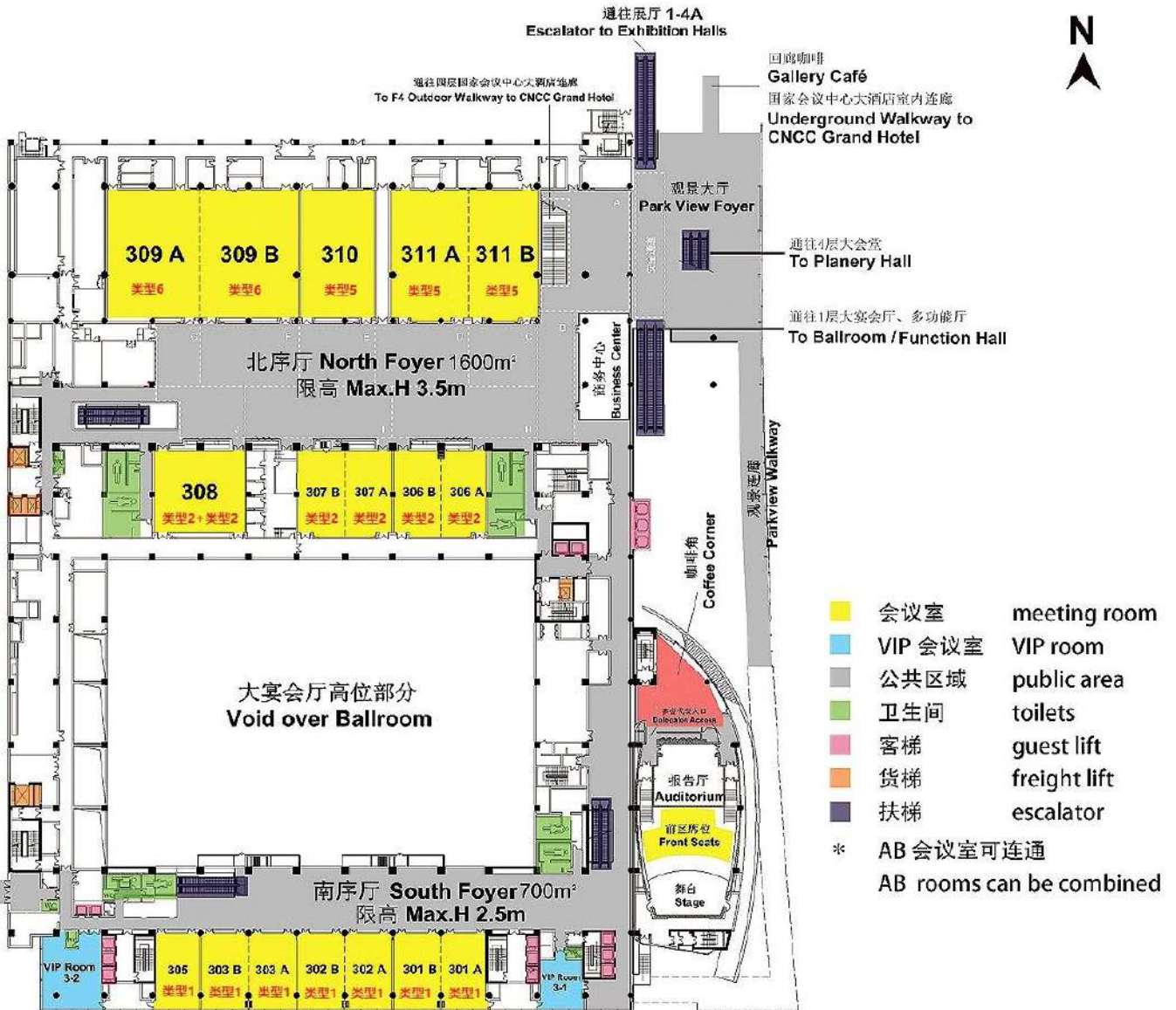
Notice for usage of meeting room / office / space room

1. The buildings and facilities should not be destroyed.
2. The posters are not allowed to be mounted on the buildings and facilities.
3. All the equipped furniture and facilities in the rooms are not allowed to be moved out.
4. Banner or hanging banner is forbidden.
5. It is prohibited to decorate the exterior walls (e.g. glass, frame).
6. If you need to set up arch or any kind of structure inside / outside the room, you are required to submit the proposal 4 weeks prior to move-in for approval of CNCC according to the move-in procedure.
7. It is prohibited to take outsourcing food. Please contact CNCC to get menu to order if you need coffee break. Keep the meeting room clean.
8. Should you need audio cable, please inform the organizer in advance; If you bring your own projector, please prepare the connecting line long enough to connect the laptop.
9. The microphone brought by yourself may not match the sound system equipped in the meeting room.
10. Please consider the necessity to provide business card holder, attendance book, place card, registration desk and table cloth for yourself.
11. Exhibition hours: 09:00-17:00 on Jan. 12, 2024; 9:00-17:00 on Jan. 13, 2024; 9:00-16:00 on Jan. 14, 2024. The time slot for meeting room rental is 8:00-12:00 or 13:00-17:00, please arrange the room decoration and resetting accordingly. Meeting room overtime is not accepted beyond the move-in / show / dismantling period.
12. The building materials for room decoration are permitted into the venue during move-in period only.
13. Contractors, who are responsible for the room decoration, should pay a general management deposit RMB 5000 to the official contractor. For the construction of arch or other structures, the design drawings must be submitted to the official contractor for inspection, and drawing inspection fee will be incurred. After the trade fair, the complete examination will be carried on by the hall owner. If the room has been totally reset without damage, the deposit will be returned after the show.
14. Please confirm with the organizer if you have detail requirement of the meeting room decoration.
Tel.: +86 21 20205500
E-mail: iris.qian@mm-sh.com
Contact person: Iris Qian ext. 626

SECTION III.C OPTIONAL FORMS

MEETING ROOM (CONT'D)
DEADLINE: 15 DECEMBER 2023

3rd Floor inside of Convention Area

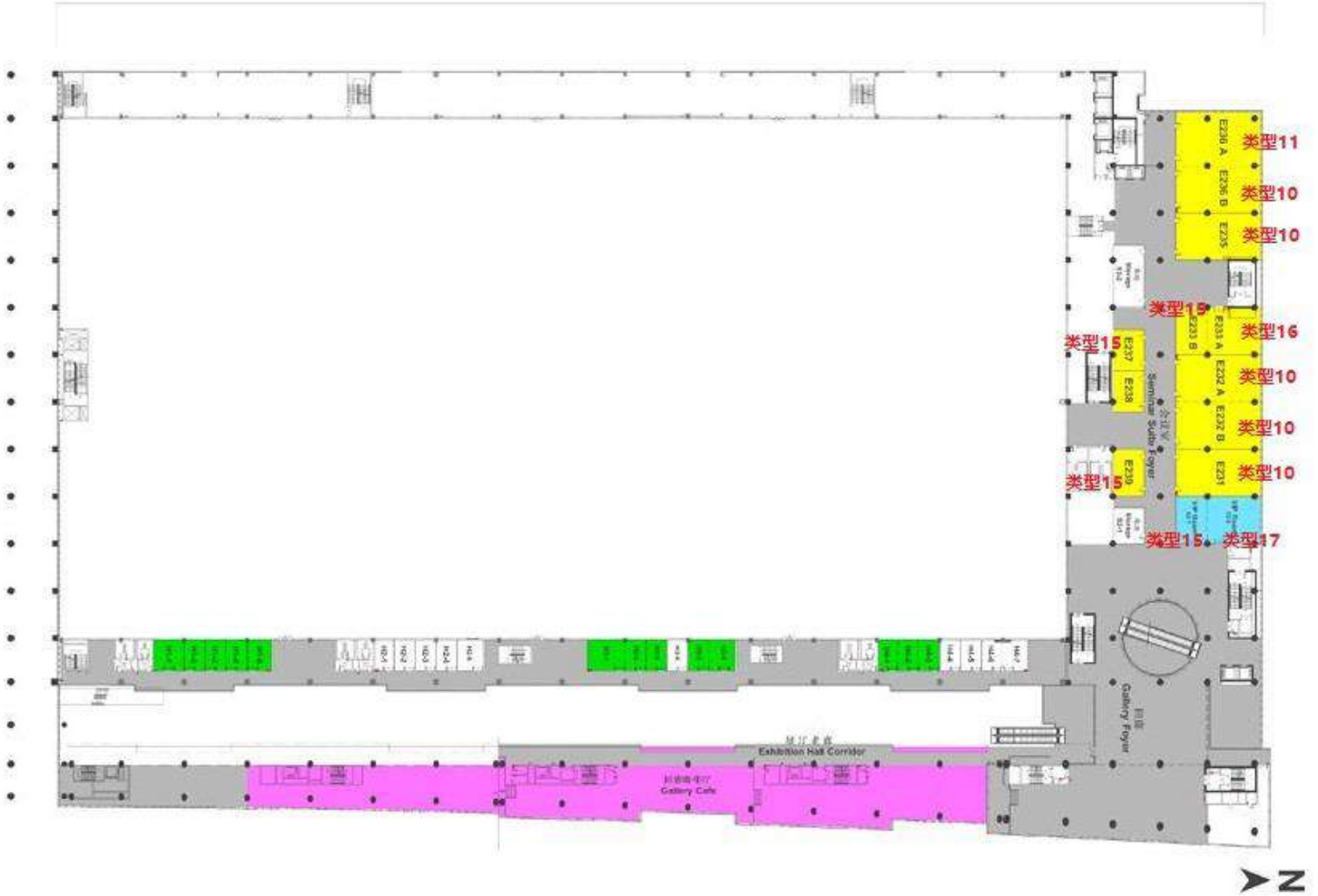


SECTION III.C OPTIONAL FORMS

MEETING ROOM (CONT'D)
DEADLINE: 15 DECEMBER 2023

2nd Floor inside of Exhibition Area

展览区
Exhibition Center



SECTION III.C OPTIONAL FORMS

FORM 19 ADVERTISING AND SPONSORING OPPORTUNITIES
DEADLINE: 15 DECEMBER 2023

Stand out from your competition and turn attendees into YOUR customers
The opportunities are reserved on a first-come, first-served basis

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: Ines.Shi@mm-sh.com Contact Person: Ms. Ines Shi / ext. 862	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

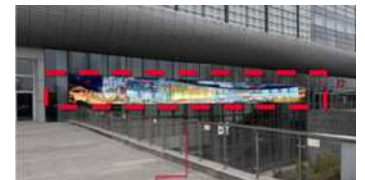
Applicants hereby confirm that they have carefully read the Terms of Sponsorship (including the sponsor's undertakings and warranties, and organizer's disclaimer, etc. that have a significant relationship with the applicant's rights and interests). The applicant confirms all the contents of these terms and conditions and agrees to be bound by them.

The ISPO Beijing 2024 exhibitors have the opportunities to rent the advertising space at the CNCC fairground.

		Unit Price RMB	Quantity	Total RMB
	Curtain wall AD	(incl. release + production, per show period)		
<input type="checkbox"/>	E1: 18m(W) x 18m(H)–1pc	RMB150,000/pc		
<input type="checkbox"/>	E2: 18m(W) x 20m(H)–1pc	RMB150,000/pc		
<input type="checkbox"/>	E3: 18m(W) x 22m(H)–1pc	RMB150,000/pc		
<input type="checkbox"/>	E4: 18m(W) x 26m(H)–1pc	RMB150,000/pc		
<ul style="list-style-type: none"> • Location: In the Exhibition East Plaza, outside the exhibition hall • Material: digital printing in mesh 				
Deadline of design submission				2023.12.15



		Unit Price RMB	Quantity	Total RMB
	Curtain wall AD - Garden entrance	(incl. release + production, per show period)		
<input type="checkbox"/>	20m(L) x 2.5m(W)–1pc	RMB 66,000/pc		
<ul style="list-style-type: none"> • Location: Garden Entrance • Material: digital printing in mesh + 3M sticker 				
Deadline of design submission				2023.12.15



		Unit Price RMB	Quantity	Total RMB
	F1 Pillar AD	(incl. release + production, per show period)		
<input type="checkbox"/>	1.5m(L) x 1.5m(W) x 3.6m(H)–4pcs	RMB 16,000/pc		
<ul style="list-style-type: none"> • Location: In the F1 lobby of exhibition area • Material: wooden made with laminated finishing and digital printing 				
Deadline of design submission				2023.12.15



Note

- **Only a limited number of the above advertising offers are available.** The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
- **For advertising opportunities, please submit us your layout ready for print with a high resolution digital file (Format: pdf-, jpg-, psd- or AI-, please convert text to curves for AI file. Resolution: 72dpi on the scale of 1:1) on CD-ROM by courier or via FTP-Server.**
- Production cost incurred as a result of advertising material being supplied in an incorrect format will be charged to the exhibitor.
- After the deadline (15 Dec. 2023), late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- Changes of confirmed and invoiced orders may not be accommodated. If accepted and available, a surcharge of 50% based on new order must be levied.
- Cancelled orders are not refundable.
- The payment shall be fully made before the deadline given in the invoice or debit note. All orders will only be processed upon receipt of full payment.
- **The exhibitors should take over the bank charges when transferring the payment.**
- **For safety reason, the hall owner and the organizer have the right to cancel the release of advertisements in case of force majeure or other circumstances beyond its control (e.g. strong wind, heavy snow, heavy rain, other bad weather, etc.). The expenses incurred will not be refunded.**

SECTION III.C OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 15 DECEMBER 2023

Stand out from your competition and turn attendees into YOUR customers

The opportunities are reserved on a first-come, first-served basis

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	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

Applicants hereby confirm that they have carefully read the Terms of Sponsorship (including the sponsor's undertakings and warrents, and organizer's disclaimer, etc. that have a significant relationship with the applicant's rights and interests). The applicant confirms all the contents of these terms and conditions and agrees to be bound by them.

The ISPO Beijing 2024 exhibitors have the opportunities to rent the advertising space at the CNCC fairground.

	Unit Price RMB	Quantity	Total RMB
Advertisement board - Outside (incl. release + production, per show period)			
<input type="checkbox"/> 6m(W) x 4m(H)–7pcs	RMB 15,000/pc		
<ul style="list-style-type: none"> Location: East Square & Garden Entrance Material: steel truss + PVC (to be punched by machine to vent wind) 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
Advertisement board - Inside (incl. release + production, per show period)			
<input type="checkbox"/> 1F 5m(W) x 3m(H)	RMB 15,000/pc		
<input type="checkbox"/> B1 5m(W) x 3m(H)	RMB 15,000/pc		
<ul style="list-style-type: none"> Location: F1 lobby (Hall 2-Hall 3), 5pcs only; B1 lobby (outside Hall 5), 5pcs only. Material: steel truss + PVC 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
F1 Light box AD (incl. release + production, per show period)			
<input type="checkbox"/> 9.35m(W) x 4.7m(H)–8pcs	RMB 35,000/pc		
<ul style="list-style-type: none"> Location: On West wall of F1 lobby in the exhibition area Material: Light Box + PVC 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
F2 North wall banner AD (incl. release + production, per show period)			
<input type="checkbox"/> 7m(L) x 2.8m(H)–1pc	RMB 12,000/pc		
<ul style="list-style-type: none"> Location: On North wall of F2 lobby in exhibition area Material: steel truss + eco-friendly fabric 			
Deadline of design submission			2023.12.15



Note

- **Only a limited number of the above advertising offers are available.** The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
- **For advertising opportunities, please submit us your layout ready for print with a high resolution digital file (Format: pdf-, jpg-, psd- or AI-, please convert text to curves for AI file. Resolution: 72dpi on the scale of 1:1) on CD-ROM by courier or via FTP-Server.**
- Production cost incurred as a result of advertising material being supplied in an incorrect format will be charged to the exhibitor.
- After the deadline (15 Dec. 2023), late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- Changes of confirmed and invoiced orders may not be accommodated. If accepted and available, a surcharge of 50% based on new order must be levied.
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- **The exhibitors should take over the bank charges when transferring the payment.**
- **For safety reason, the hall owner and the organizer have the right to cancel the release of advertisements in case of force majeure or other circumstances beyond its control (e.g. strong wind, heavy snow, heavy rain, other bad weather, etc.). The expenses incurred will not be refunded.**

SECTION III.C OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 15 DECEMBER 2023

Stand out from your competition and turn attendees into YOUR customers

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Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza 1788-1800 Century Avenue, Pudong New Area Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 E-mail: Ines.Shi@mm-sh.com Contact Person: Ms. Ines Shi / ext. 862	Company:	
	Address:	
	Tel:	Fax:
	E-mail:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

Applicants hereby confirm that they have carefully read the Terms of Sponsorship (including the sponsor's undertakings and warranties, and organizer's disclaimer, etc. that have a significant relationship with the applicant's rights and interests). The applicant confirms all the contents of these terms and conditions and agrees to be bound by them.

The ISPO Beijing 2024 exhibitors have the opportunities to rent the advertising space at the CNCC fairground.

	Unit Price RMB	Quantity	Total RMB
<input type="checkbox"/> F1 Escalator AD	(incl. release + production, per show period)		
9m(W) x 0.6m(H)–2sets	RMB 65,000/set		
<ul style="list-style-type: none"> Location: On the North or South escalator in the F1 lobby of exhibition area Material: digital printing + 3M sticker 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
<input type="checkbox"/> F3 Advertisement board	(incl. release + production, per show period)		
9m(W) x 3.5m(H)-1 pc	RMB 25,000/pc		
<ul style="list-style-type: none"> Location: On the 3F viewing platform Material: Eco-friendly fabric 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
<input type="checkbox"/> F3 Advertisement board	(incl. release + production, per show period)		
9m(W) x 3.5m(H)-1 pc	RMB 25,000/pc		
<ul style="list-style-type: none"> Location: On the 3F north public area A Material: Eco-friendly fabric 			
Deadline of design submission			2023.12.15



	Unit Price RMB	Quantity	Total RMB
<input type="checkbox"/> Logo AD	(incl. release + production, per show period)		
At the entrance/2m x 2m	RMB 5,000/pc		
<ul style="list-style-type: none"> Max. 3 pcs per hall Location: hall entrance, main aisle, in front of your booth (The location is subject to the final confirmation of MM-SH.) Material: Digital printing 			
Deadline of design submission			2023.12.15



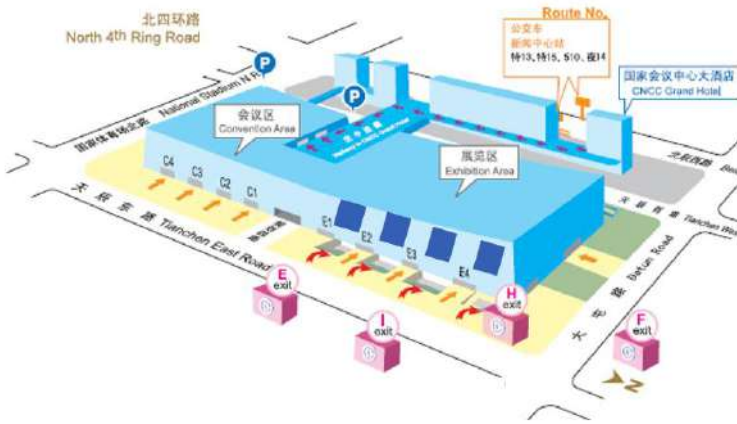
Note

- **Only a limited number of the above advertising offers are available.** The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
- **For advertising opportunities, please submit us your layout ready for print with a high resolution digital file (Format: pdf-, jpg-, psd- or Ai-, please convert text to curves for Ai file. Resolution: 72dpi on the scale of 1:1) on CD-ROM by courier or via FTP-Server.**
- Production cost incurred as a result of advertising material being supplied in an incorrect format will be charged to the exhibitor.
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- Changes of confirmed and invoiced orders may not be accommodated. If accepted and available, a surcharge of 50% based on new order must be levied.
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SECTION III.C OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)
DEADLINE: 15 DECEMBER 2023

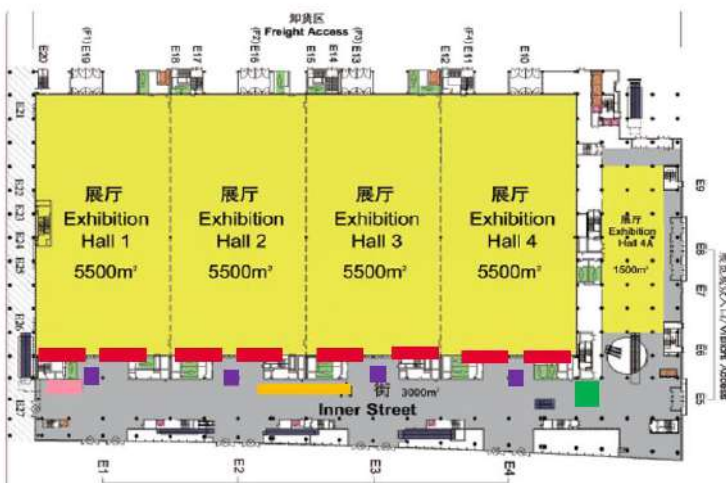
ADVERTISING LAYOUT



■ Curtain wall AD



- Curtain wall AD - Garden entrance
- B1 Advertisement board - Inside
- Advertisement board - Outside (sunken garden)



- F1 Light box AD
- F2 North wall banner AD
- F1 Escalator AD
- F1 Pillar AD
- F1 Advertisement board - Inside

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 15 DECEMBER 2023

Terms and Conditions

- Exhibitors shall ensure that the information (including company introduction, etc.) provided to the organizer are authentic and valid, and in accordance with relevant laws and regulations (including without limitation Advertising Law, Anti-Unfair Competition Law, etc.). For example:
 - (1) Advertisements shall not contain false, deceptive or misleading contents;
 - (2) The following contents shall not be involved in the advertisements:
 - National flag, national emblem or national anthem of the people's Republic of China;
 - State organs and functionaries of state organs;
 - Wording such as 'at the national level', 'five-star', 'optimal' and so on;
 - Contents interfering with the social stability and/or damaging the public interest;
 - Contents violating good social custom;
 - Contents relating to ethnic, religious or sexualgender discrimination;
 - (3) Traditional Chinese shall not be used in the advertisements.
- Exhibitors shall ensure that all the advertising materials (including designs, text, logo, photos, videos, etc.) submitted to the organizer do not in any way whatsoever violate or infringe any third party's intellectual property rights or other legal rights, including without limitation trademarks, copyrights, patents and portraiture right, etc. Such advertising materials could be forwarded to third parties in order to fulfil the purpose of provision of relevant exhibitor services as well as being processed and used for fulfilling the business purposes of the organizer.
- The organizer has the right to review the advertising materials submitted by exhibitors. If the advertising materials provided by exhibitors are suspected of violating laws and regulations or there are inappropriate situations considered by the organizer, the organizer has the right to refuse to publish it.
- In case of any breach of this Terms and Conditions by exhibitors, the organizer reserves the right to modify and delete the relevant content or stop providing services to such exhibitors. In that case, exhibitors shall bear full responsibility and compensate the organizer for all the losses arising from the exhibitors' breach of this Terms of Conditions (including without limitation any compensation to third parties and fines, etc.).

Terms of Sponsorship

1. Application for Sponsorship and Sponsorship Contract

All potential sponsors wishing to take part in the event must express their wish to do so by fully as well as faithfully completing and signing - by affixing with company seal or contract seal by PRC sponsors, or with a legally binding signature by overseas sponsors - the application form ("Application Form") and submitting it to Messe Muenchen Shanghai Co., Ltd. ("MM-SH") (facsimile or scanned copies are deemed as legally valid) at the earliest opportunity (at the latest by the application deadline). The applying sponsor may keep a photocopy of the application.

By submitting the application, the applying sponsor expresses to MM-SH its keen interest to be a sponsor ("Sponsor").

When an applying sponsor submits the Application Form, it means that the sponsor acknowledges and observes the Terms of Sponsorship under the Application Form, and a sponsorship contract ("Sponsorship Contract") shall also be deemed to have been entered into with MM-SH in relation to contents of the sponsorship and related services. The Application Form submitted by the applying sponsor (including the Terms of Sponsorship), the Marketing Sponsorship Manual, and ISPO Beijing sponsorship package made by MM-SH for the Sponsor are indispensable parts of the Sponsorship Contract, which has legally binding force on both parties. Without prior written consent of MM-SH, the Sponsor shall not transfer any part or all of its rights and obligations under the Sponsorship Contract to any third party.

2. Sponsorship Fees

The details of the sponsorship fees are specified in the Application Form.

The sponsorship fees include extensive services provided by MM-SH, such as sponsorship package preparation and technical assistance, etc.

The prices under the Application Form include 6% value-added tax. If the tax authority in China adjusts the tax type or tax rate before MM-SH issues the fapiao, MM-SH has the right to calculate the tax amount and issue the corresponding fapiao according to the new tax type and tax rate from the date when the tax authority in China adjusts the tax type or tax rate. In case of any further tax requirements in the Sponsor's state / country of residence, such taxes shall be borne by the Sponsor. The Sponsor must pay the sponsorship fees first and MM-SH will subsequently issue the respective fapiao (tax inclusive).

After receipt of the Application Form, MM-SH will, within reasonable time, issue an invoice for the advance payment. The specific requirements of the payment shall be subject to such invoice. If the applicant reduces the sponsorship services at its own discretion, the advance payment for the reduced services will not be refunded but still be a part of the sponsorship fees.

The amounts specified in the invoice shall be paid immediately, unless other payment due time is specified therein. Payment of sponsorship fees is an essential condition for obtaining sponsorship services.

Before the Sponsor fulfills its payment obligation to MM-SH for the ordered services, MM-SH has the right to refuse to provide any related services to such Sponsor. This shall in particular apply to those Sponsors

who have failed to perform or perform in a timely manner the payment obligations to the organizer.

Should the Sponsor wish to have a fapiao reissued because the company name, tax number or address of the recipient of the fapiao has changed, the Sponsor is obliged to pay MM-SH a sum amounting to RMB 450 plus any governmental tax and charges for each change of fapiao. If the reissuance of the fapiao is caused due to mistakes of MM-SH, the Sponsor is not required to assume the cost for the reissuance.

3. Payment Terms

The deadlines for payment given in the invoices must be observed. Payment in full and in due time of the amounts invoiced is a condition for obtaining the sponsorship services. The Sponsor will receive invoices for all additional charges (e.g. technical services) with the confirmation of the order; they are to be paid by the Sponsor immediately on receipt thereof. All invoiced amounts in all MM-SH invoices are to be paid in RMB, without deductions and free of all charges (**i.e. bank transfer fee and charges for the transferring via bank account shall be paid by the Sponsor**), by credit transfer to the account specified in the invoices. The beneficiary's bank account information is as follows:

Beneficiary: Messe Muenchen Shanghai Co., Ltd.
Bank: ICBC Shanghai Branch, No.2 Business Department
Account No.: 1001190709016219311
Swift code: ICBKCNBJSHI

4. Withdrawal from Contract

Apart from the statutory rights to withdraw from contracts, the Sponsor has no right to withdraw from the Contract. **If the Sponsor withdraws from the Contract unilaterally after submitting the Application Form, it shall be liable for cost occurred in relation to the matters of sponsorship (i.e. Sponsorship Fee) and compensation for all direct losses incurred by MM-SH for such withdrawal.**

MM-SH is entitled to withdraw from the Sponsor Contract if the Sponsor fails to fulfill its payment obligations to MM-SH in time. For such purpose "in time" means MM-SH has extended the deadline for the payment by 5 days and the Sponsor shall fulfill the payment obligation within this grace period. MM-SH is also entitled to withdraw from the Contract if the Sponsor breaches any stipulation under the Sponsorship Contract, and MM-SH shall no longer be reasonably expected to adhere to the Contract. In the aforementioned cases MM-SH is entitled not only to withdraw from the Contract but also to demand from the Sponsor 100% of the sponsorship fees as compensation. MM-SH's right to claim further losses and damages remains unaffected.

5. Force Majeure

If MM-SH is compelled, as a result of force majeure (natural disasters such as earthquakes, droughts, tsunamis, typhoons, hurricanes and floods, or fires, war, riots, terrorism, acts of government, epidemics and other acts or events recognized by applicable laws as force majeure or otherwise commonly recognized as a force majeure event by international commercial practice) or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas, temporarily or for longer periods resulting in postponement or curtailing of the trade fair, the sponsors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MM-SH, in particular claims for damages. If MM-SH cancels the event because it cannot hold the event as a result of force majeure or other circumstances

SECTION III.C OPTIONAL FORMS

beyond its control, or because it has become unreasonable for MM-SH to hold the event, MM-SH is not liable for damages and disadvantages to sponsors arising from the cancellation of the event.

6. Sponsor's Undertakings and Warranties

6.1 The Sponsor represents and warrants that, it owns the intellectual property rights of the Published Contents during the marketing sponsorship services, or it has been legally authorized by the lawful right owner in advance. The Sponsor shall take legal liabilities on its own for the ownership of the intellectual property rights of all the marketing materials provided by itself.

6.2 If the sponsorship services involve any link to the Sponsor's website, the Sponsor shall ensure the legitimacy and security of such website link, and ensure that it does not involve any infringement. The Sponsor shall bear any loss and liability caused by violation of this warranty.

6.3 If the Sponsor publishes contents that contain professional information of industries such as meteorology, education, healthcare, transportation, finance, film and television, animation, publication and information, or contain information of public figures, celebrities, personal icons, marks or body languages, etc., the Sponsor shall ensure that it owns the lawful right to use and right of portrait, etc.

6.4 The Sponsor warrants that the pictures, videos, Logos, drafts of advertising design, articles and other marketing materials published through marketing sponsorship services (hereinafter referred to as the "Published Contents") shall not infringe the legal rights of any third party (including but not limited to copyright, trademark, right of portrait, etc.). If the Published Contents from the Sponsor infringe any legal right of a third party, the Sponsor will bear relevant legal liabilities and risks. If MM-SH is involved in any lawsuit, claim or other judicial proceedings because the Published Contents from the Sponsor infringe the legal right of a third party (hereinafter referred to as the "Infringement Proceedings"), the Sponsor agrees to handle the Infringement Proceedings and make compensation as follows:

- 1) MM-SH informs the Sponsor of the abovementioned Infringement Proceedings promptly after the occurrence thereof, and suspends the marketing sponsorship services to the Sponsor during the abovementioned Infringement Proceedings.
- 2) The Sponsor shall, after receiving the written notice from MM-SH and for the interest of MM-SH, designate representative(s) to participate in the abovementioned Infringement Proceedings brought by the third party, and shall provide MM-SH with necessary support and assistance regarding litigation strategies and other matters during the abovementioned Infringement Proceedings, and shall bear all expenses incurred such as the legal costs, attorney fees, travel expenses, settlement amount, or damages decided in effective legal instruments.
- 3) MM-SH is entitled to require the Sponsor to bear the liability for breach of contract according to the provisions on the liability for breach of contract under these terms and conditions.

6.5 If the Sponsor provides gifts in physical form, the Sponsor shall ensure the quality and transportation of such gifts that it is responsible to provide, guarantee that such gifts are compliant with national or industrial standards and qualified upon inspection and examination, and are delivered to the place designated by MM-SH. The Sponsor shall guarantee that the products' packages are intact and the logos and marks are complete. In case of punishment, legal liabilities, claims from a third party, or even relevant lawsuit proceedings arising due to product quality, the Sponsor shall unconditionally and independently assume all indemnify liabilities and consequences arising therefrom, for all of which MM-SH is irrelevant.

6.6 If the Sponsor violates any above provision, MM-SH is entitled to modify or delete relevant contents or stop providing the Sponsor with services. The Sponsor shall bear all liabilities for such violation and compensate MM-SH all losses caused thereby (including but not limited to the compensation paid to a third party, penalties, etc.).

7. Disclaimer

7.1 The marketing contents are provided by the Sponsor, and MM-SH shall not be responsible for the correctness, completeness and up-to-date status of the contents.

7.2 If the online marketing contains a link to an external website of a third party, under any circumstances the website provider or operator shall be responsible for the contents of the linked website, and MM-SH shall not be liable therefor.

7.3 MM-SH particularly reserves the right to modify or extend the contents provided by the platforms involved in the digital marketing channels without separate notice. MM-SH shall not bear the liability to compensate any direct or indirect loss caused by the information provided by the Sponsor.

7.4 MM-SH shall not bear any legal liability for the Sponsor's any loss from the marketing promotion, including but not limited to losses caused by mistakes, omissions, virus, etc. of relevant contents.

7.5 Under no circumstances shall MM-SH be liable for any indirect, consequential, disciplinary, incidental or special damages arising out of the Sponsor's receiving the marketing sponsorship services, including the profit loss suffered by the Sponsor as a result of the Sponsor's use of the sponsorship services.

7.6 MM-SH is not obliged but has the right to review the Published Contents provided by the Sponsor. If it finds that such Published Contents do not comply with national laws, regulations, or policies and rules, or that the Published Contents may infringe upon the lawful rights and interests of other parties, or it finds other situations which MM-SH deems as nonconformity, MM-SH is entitled to refuse to publish such contents without any liability.

8. Intellectual Property Rights

The Sponsor warrants that the promotional materials and publicity materials provided do not infringe on any third party's legal rights including but not limited to intellectual property rights such as trademarks, copyrights, designs, patents, whether registered or otherwise confirmed, and other legitimate rights and interests.

If MM-SH considers that the promotional materials provided by the Sponsor violate relevant laws and regulations or infringe on the intellectual property rights and other legitimate rights of third parties, MM-SH shall have the right to terminate the Sponsorship Contract and refuse to provide the corresponding sponsorship services, and the sponsorship fees shall not be refunded and the Sponsor shall compensate MM-SH for all losses caused to MM-SH. In the event that MM-SH is subject to any administrative penalties, judicial proceedings and claims by third parties in relation to the aforementioned infringements by the Sponsor, the Sponsor shall be fully liable for the resulting damages, including but not limited to responding to the litigation in court, receiving investigations, and responding to and paying compensation to third parties.

The Sponsor shall actively cooperate for the supervision and administration with the intellectual property administration and judicial authorities, as well as for on-site evidence collection, investigation and questioning, etc. The Sponsor shall accept the relevant authorities' handling decisions and withdraw the alleged infringing promotional materials or related materials, and MM-SH shall also have the right to request the removal of any alleged infringing promotional materials or related materials.

9. Verbal Agreement

All verbal agreements, individual and special arrangements are valid only with MM-SH's written confirmation.

10. Place of Performance, Applicable Law

Shanghai shall be the place of performance, also for all financial obligations. The law of the People's Republic of China shall apply.

11. Jurisdiction, Arbitration Agreement

The following shall apply to Sponsors incorporated in the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this Sponsorship Contract, or the breach, termination or invalidity of this Sponsorship Contract, both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party shall bring an action at the court which has jurisdiction at the registered address of MM-SH.

The following shall apply to Sponsors incorporated or with their principal place of business outside the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this Sponsorship Contract, or the breach, termination or invalidity of this Sponsorship Contract, the both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party shall submit the dispute to Shanghai International Economic and Trade Arbitration Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

12. Data Protection

The Sponsor hereby acknowledges and consents that the person-related data of the Sponsor can be processed and used for fulfilling the business purposes of MM-SH as well as being forwarded to third parties in order to fully perform all the above terms relevant to the Sponsorship Contract; the Sponsor further consents that its personal data can be used by third parties for marketing purposes of related trade fairs by affiliated companies of MM-SH, provided that such use of personal data will be in compliance with data protection legislation. The Sponsor confirms and acknowledges that all the Personal Data provided by the Sponsor to MM-SH is legally collected, and the consent of relevant individuals has been obtained for the use of the Personal Data under this Terms of Participation.

13. Severability

Should the provisions set out in the Terms of Sponsorship or Marketing Sponsorship Manual be or become legally invalid or incomplete, the validity of the other provisions or the contract concerned remains unaffected. In such a case, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue.

FORM 20 HOTEL RESERVATION
OFFICIAL HOTEL DESCRIPTION
DEADLINE: 28 DECEMBER 2023



Intercontinental Beijing Beichen 5*

Convenient to the Beijing National Convention Center and the 2008 Olympic Green, Less than 30 minutes from Beijing Capital Airport, the Beijing Beichen is within easy reach of top historic sites like Tian'anmen Square, the Forbidden City. The visitors may choose dining experiences that include the contemporary pan-Chinese cuisine of Di Restaurant, the Italian and Continental specialties of Va Piano.

Address: Building 4, Courtyard 8 West Beichen Road (Beichen Xi Lu)



V-Continent Wuzhou Hotel 5*

Located in north Beijing next to the Beijing International Convention Centre, the V-Continent Wuzhou Hotel (Beijing Wuzhou Huangguan Jiari Jiudian) is about a 25-minute drive from Beijing Capital International Airport and a ten-minute drive from the Zhongguancun Science Park.

In this Beijing hotel, there are a range of well-appointed guestrooms featuring luxurious furnishings and international-standard amenities as well as spacious 32-square-metre king and twin rooms. Business-friendly features include data ports, high-speed Internet access, voice mail and English language newspapers.

Address: No. 8, North 4th Circle, Middle Road, 100010 Beijing, China



CNCC Grand Hotel 4*

The CNCC Grand Hotel is situated within walking distance of the National Indoor Stadium, Bird's Nest and Water Cube. This Beijing hotel features rooms outfitted with broadband internet access, floor-to-ceiling windows and safes. During their spare time, guests can enjoy some exercise at the fitness center, or drinks at the café, lobby bar or tea house while chatting with friends.

Address: Building.1 West Beichen Road(Beichen Xi Lu)



Grand Skylight CATIC Hotel 5*

Located inside the Olympic Village in the Chaoyang District, the Grand Skylight Catic Hotel, Beijing, is adjacent to the Olympics' main venue -- the "Bird's Nest" in Beijing. Among its 305 guestrooms, the Olympics view (suite) Rooms offer proximity and the best position for viewing the "Bird's Nest" and Olympic Park landscapes

Address: No.1 8 Beichen East Road Chaoyang Distict Beijing

HOTEL RESERVATION (CONT'D)
OFFICIAL HOTEL DESCRIPTION
DEADLINE: 28 DECEMBER 2023



Celebrity International Grand Hotel 5*

Celebrity International Grand Hotel located in China's Asian Game Village area, regarded as the new and fast developing Economic Zone of Beijing. The Hotel is just 1 km away from the Beijing Olympic Games National Stadium, China National Convention Center and 0.5km away from the Beijing International Convention Center. Only 25 minutes drive away from the Beijing International Airport.

Address: No. 99 Anli Road Chaoyang Distict Beijing



Comfort Suites Yayuncun 4*

Comfort Suites Hotel Beijing is located at the sub aosun circle, adjacent to the bird's nest and the water cube, the China National CferenceCenteonr, adjacent to the Metro Line 5 Datun East road.

Address: 302 Hui Zhong Bei Li Chao Yang District , Beijing



Huiyuan Hotel VIP Building 4*

Service apartment Beijing under the Beijing Beichen industrial Limited by Share Ltd, located in the famous Asian Sports Village, and the Olympic Village Road, the geographical position is superior. Hotel has 6 apartment buildings, including the N, P, L, M, Q, R block, has nearly 500 sets of characteristics of different rooms, a variety of apartment layout.

Address: No. 8 Beichen East Road Chaoyang Distict Beijing



Ya Yun Cun Hotel 3*

Service apartment Beijing under the Beijing Beichen industrial Limited by Share Ltd, located in the famous Asian Sports Village, and the Olympic Village Road, the geographical position is superior. Hotel has 6 apartment buildings, including the N, P, L, M, Q, R block, has nearly 500 sets of characteristics of different rooms, a variety of apartment layout.

Address: No. 8 Beichen East Road Chaoyang Distict Beijing

OFFICIAL HOTEL RATES

Pre-payment required hotels:

Star	Name of Hotel	Room Type	Unit Price	Breakfast /Internet	Distance to Venue
5*	Intercontinental Beijing Beichen	Single room	1450	One/free	5 mins by walking
		double room	1600	Two/free	
5*	V-Continent Wuzhou Hotel	Single room	1000	One/free	8 mins by driving
		double room	1080	Two/free	
4*	CNCC Grand Hotel	Single room	850	One/free	5 mins by walking
		Double room	850	Two/free	
5*	Grand Skylight CATIC Hotel	Single room	750	One/free	15 mins by walking
		Double room	820	Two/free	
5*	Celebrity International Grand Hotel	Single room	850	One/free	8 mins by driving
		Double room	850	Two/free	
4*	Comfort Suites Yayuncun	Single room	600	One/free	8-10 mins by FREE Shuttle Bus
		Double room	650	Two/free	
4*	Huiyuan Hotel VIP Building	Juior Suite (King-sized bed)	780	One/free	8 mins by driving
		Standard room (Twin beds)	720	Two/free	
3*	Ya Yun Cun Hotel	Single room	550	One/free	8 mins by driving
		Double room	550	Two/free	

Notes to book the above hotels:

- 1 Booking deadline is **28 Dec. 2023**. Rooms will be subjected to availability after the deadline.
- 2 All the above hotel payment must be made on or before **28 Dec. 2023**.

Terms & conditions:

- The organizer has negotiated the above discounted rates. Please make your booking before the deadline **28 Dec. 2023**.
- **Burnaby Solutions** is the official appointed travel agent for the event. After the receipt of your completed booking, **Burnaby Solutions** will send you a confirmation letter. Please use your confirmation letter to check in.
- **Cancellation policy:** any cancellation must be announced 14 days in advance otherwise one night room charge has to be applied.
- **No show:** if no show, one night room fee will be charged as penalty. Balance payment will be refunded one week after the show.

SECTION III.C OPTIONAL FORMS

HOTEL BOOKING FORM

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others_____
*Company Name:	
*Guest Name:	Surname: _____ First Name: _____
	<input type="checkbox"/> Intercontinental Beijing Beichen
	<input type="checkbox"/> V-Continent Wuzhou Hotel
	<input type="checkbox"/> CNCC Grand Hotel
	<input type="checkbox"/> Grand Skylight CATIC Hotel
	<input type="checkbox"/> Celebrity International Grand Hotel
	<input type="checkbox"/> Comfort Suites Yayuncun
	<input type="checkbox"/> Huiyuan Hotel VIP Building
	<input type="checkbox"/> Ya Yun Cun Hotel
*Room Type:	
*Daily Room Rate (RMB):	
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements:	
Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time:_____
*Please note paid by credit card is subject to 3.4% admin fee.	

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

<p>Please send this form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: iris.qian@mm-sh.com Contact Person: Ms. Iris Qian / ext. 626</p> <p>PLEASE MAKE A COPY FOR YOUR RECORD</p>	*Contact Person:
	*Title:
	*Email:
	*Tel: Country Code – Area Code – Tel No.
	*Fax: Country Code – Area Code – Fax No.
	Company:
	Address:
	Booth No.:
	*Signature:_____
	Date: _____

SECTION III.C OPTIONAL FORMS

**FORM21 INVITATION LETTER TO CHINA
VISA APPLICATION**

DEADLINE: 15 DECEMBER 2023

INSTRUCTIONS ON HOW TO APPLY FOR A CHINESE VISA

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

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

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China

Visa validity A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa

Duration of stay / number of entries Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao

Requirements towards passport A There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page

B Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply

Where to apply for a Chinese visa Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies).
It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).

NOTES

- 1 The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form. The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- 2 The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
- 3 The applicant should not engage in activities incompatible with his / her status when he/she enters China
- 4 For foreign visitors employment in the territory of China is prohibited without approval
- 5

INVITATION LETTER TO CHINA (CONT'D)

VISA APPLICATION

DEADLINE: 15 DECEMBER 2023

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: iris.qian@mm-sh.com Contact Person: Ms. Iris Qian / ext. 626	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

Procedures:

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

Attention:

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

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.

Section IV

Shipping Guideline

Contact of official freight forwarder:

★ EXPOTRANSWORLD LTD.

ISPO Beijing 2024
12th – 14th January, 2024
China National Convention Center
Beijing, China

SHIPPING GUIDLINE

Freight Forwarding, Lifting & Handling Contractor, please contact:

EXPOTRANSWORLD LTD. (Beijing)

Room 1705, No.17 Building, No.39 Jian Wai SOHO,
East 3rd-Ring Road, Chao Yang District, Beijing P.R. China
Post Code: 100022
Tel: (86 10) 5869 5300
Fax: (86 10) 5869 0067
Contact: Mr. Leon Liu E-mail: leon.liu@expotransworld.com

EXPOTRANSWORLD LTD. (Hong Kong)

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

EXPOTRANSWORLD LTD. (Shanghai)

Room 606-607, Office Tower B NECC,
No. 181 Lai Gang Road, Qing Pu District, Shanghai, China
Postcode: 201702
Tel: (86 21) 5870 8717
Fax: (86 21) 5870 8719
Contact: Mr. James Wu E-mail: james.wu@expotransworld.com

EXPOTRANSWORLD LTD. (Guangzhou)

Room 3106, World Trade Center Complex North Building,
No.371-375 Huanshi Dong Lu, Guangzhou, P.R.C.,Postal Code: 510095
Tel: (86 20) 8365 2984, 8365 2954
Fax: (86 20) 8365 2654
Contact: Mr. Macro Liu E-mail: marco.liu@expotransworld.com

SECTION IV SHIPPING GUIDELINE

SHIPMENT DIRECT TO BEIJING CAPTICAL AIRPORT/ XINGANG PORT

I. DEADLINES

- | | |
|---|------------------|
| 1. ARRIVAL OF FREIGHT IN XINGANG | |
| • FOR FCL | 22-25 Dec., 2023 |
| • FOR LCL | 29-31 Dec., 2023 |
| 2. ARRIVAL OF FREIGHT IN BEIJING CAPTICAL AIRPORT | 3-5 Jan., 2024 |

II. DOCUMENTATION

1. SHIPPING DOCUMENTS

For Ocean freight, on all shipping documents, Ocean Bill of Lading, consignee and notify party must be shown as follows:

CONSIGNEE

Sinotrans Beijing Fairs & Events Logistics Co., Ltd.
Haichang Building, No.44 Liangmaqiao Road,
Chaoyang District, Beijing, 100125, P.R. China
USCI +91110105318063503B
Contact: Mr. Michael Huang
Tel: 0086-10-84601327

EXHIBITION: ISPO Beijing 2024

NOTIFY PARTY

ISPO 2024
C/O EXPOTRANSWORLD LTD.
Room 1705, No.17 Building, No.39 Jian Wai SOHO,
East 3rd-Ring Road, Chao Yang District, Beijing P.R. China
Post Code: 100022
ATTN.: MR. LEON LIU
Tel: 0086-10-58695300

For Air freight, on all shipping documents, Airway Bill, consignee and notify party must be shown as follows:

MAWB CONSIGNEE

SINOTRANS GLOBAL E-COMMERCE LOGISTICS CO., LTD. BEIJING BRANCH
No.20 Tianzhu Rd. Shunyi Dist. Beijing 101312. P.R.China/101312
USCI: 91110113MA01DW727J
Contact: Brett
Tel: 0086-10-69479925
Exhibition name: ISPO 2024

MAWB NOTIFY PARTY

ISPO 2024
C/O EXPOTRANSWORLD LTD.
Room 1705, No.17 Building, No.39 Jian Wai SOHO,
East 3rd-Ring Road, Chao Yang District, Beijing P.R. China
Post Code: 100022
ATTN.: MR. LEON LIU
Tel: 0086-10-58695300

SECTION IV SHIPPING GUIDELINE

HAWB CONSIGNEE

Sinotrans Beijing Fairs & Events Logistics Co., Ltd.
Haichang Building, No.44 Liangmaqiao Road,
Chaoyang District, Beijing, 100125, P.R. China
USCI +91110105318063503B
Contact: Mr. Michael Huang
Tel: 0086-10-84601327
Exhibition name: ISPO 2024

HAWB NOTIFY PARTY

Sinotrans Beijing Fairs & Events Logistics Co., Ltd.
Haichang Building, No.44 Liangmaqiao Road,
Chaoyang District, Beijing, 100125, P.R. China
USCI +91110105318063503B
Contact: Mr. Michael Huang
Tel: 0086-10-84601327
Exhibition name: ISPO 2024

Important Notes for Airfreight shipment – (1) Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. (2) Air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse, which will take longer time for customs clearance and incur more cost for terminal handling, the extra outlay cost + 10% reimbursement fee will be levied.

Port of discharge for ocean shipment - Xingang Port
Airport of discharge for air consignment – Beijing Capital Airport

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

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

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

Unless details are supplied to the official forwarder in advance, otherwise it may not be possible to clear and arrange the correct storage of perishable and frozen products.

For Ocean shipment, documents includes 1 original plus 3 copies ocean bills of lading and declaration form must be dispatched to: Expotransworld Destination Office at least one week prior to vessel arrival Xingang port. The following information must be sent to both Expotransworld Beijing Office (FAX NO: (8610) 58690067) and EXPOTRANSWORLD Hong Kong (FAX NO: 852- 27301878) as pre-advice:

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

For Airfreight, the following information must be sent to Expotransworld Beijing Office (FAX NO: (8610) 58690067) and EXPOTRANSWORLD Hong Kong (FAX NO: 852-27301878) as pre-advice:

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

SECTION IV SHIPPING GUIDELINE

3. DECLARATION FORM FOR & ATA CARNET

DECLARATION FORM - Please complete Custom Declaration Form for each package and submit one original with 3 copies to Expotransworld Ltd. or agents **no later than 32 days prior show open.**

ATA carnet - Exhibitors do not provide the CARNET ATA that issued by COUNTRY OF ORIGIN should responsible to pay the bonded deposit to Shanghai Customs; the approx. amount of the bonded fee is at 100% of exhibits value. The exact amount to be paid will be access by Shanghai Customs. We recommend the bonded fee should pay by your China Office directly to Shanghai Customs. In normal practice; it takes about 4 months to get the refund from Shanghai Customs.

China Customs will now have severe control after the show. All cargos under ATA carnets must be moved to bonded warehouse after the show. Exhibitors or Agents must apply for the ATA carnet extension 30 days ahead of the valid date. The customs will not accept the ATA carnet extension application later than 3 month.

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed includes the HS code number to identity the tax rate for Customs data entry. Please specify the following for the equipments:

Brand Name	Model Number	Serial Number	Size of TV/Plasma/LCD Monitor (inches)
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4. THE CHINESE AUTHORITIES REQUIRE THE FOLLOWING DOCUMENTATION FORMS

FOR ALL FOOD PRODUCTS

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

FOR ALL ALCOHOLIC PRODUCTS, please supply

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

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

5. DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

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

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed includes the HS code number to identity the tax rate for Customs data entry. Please specify the following for the equipments:

Brand Name	Model Number	Serial Number	Size of TV/Plasma/LCD Monitor (inches)
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Electronic Souvenirs to be distributed during exhibition – please kindly note that for all kinds of souvenirs that have electricity supply and/or have electronic components must need to obtain a license from ELECTRICITY AUTHORITIES of China. Customs may not allow exhibitor to distribute these kinds of souvenirs without the presentation of this permit. Normally, it takes more than 4 weeks to obtain the permit from ELECTRICITY

SECTION IV SHIPPING GUIDELINE

AUTHORITIES of China and the cost for this application is more than RMB 2740.00/application, and exhibitors are also needed to pay the import tax/duties for electronic souvenirs. Therefore, it is not recommended to ship the ELECTRONIC SOUVENIRS to exhibition.

Customs Regulations

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

6. DANGEROUS GOODS/HAZARDOUS GOODS

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

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

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

LITERATURE - 3 samples of all literature (including brochures, leaflets) must be submitted to our Beijing office no later than 32 days prior show open for on forward to China for approval.
FILMS/SLIDES/VIDEO TAPES/CD ROM - Films, slides, videotapes are to be received by our Beijing office no later than 32 days prior show open.
ADVERTISING GIFTS - 3 samples of each give-away are to be received by our Beijing office no later than 32 days prior show open for on forward to China for approval.

8. DISTRIBUTION OF MAGAZINES AND PERIODICALS DURING THE SHOW:

Magazines and periodicals with sale price, have ISBN or ISCN (publication number) are strictly prohibited to be distributed and given-away during the show.

A special import permit from distributors/ Chinese authorities must be received for distribution by exhibitors prior to a show opening.

9. PACKING INSTRUCTIONS

It is recommended that whenever possible, exhibitor material must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced.

To minimize risk of loss, damage or delay, avoid shipping your exhibit in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m).

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

SECTION IV SHIPPING GUIDELINE

10. MARKING INSTRUCTIONS

All packages must show the following information:

Name of Exhibition : ISPO Beijing 2024
 Exhibitor name : _____
 Hall No. : _____
 Stand No. : _____
 Package : ___ of ___
 Gross Weight : ___ KGS.
 Dimensions (cm) : ___ L x ___ W x ___ H
 Volume : ___ CBM
 Country of Origin : Made In _____

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

11. SPECIAL MARKINGS

In addition to the above, markings should be shown on the sides of the crates/cases where applicable:

Label Fragile items on all sides.
Items, which must be kept in upright position, on 2 sides, label This Side Up .
Items which cannot be stored outdoors must be marked on 2 sides with the umbrella symbol.
Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label SLING in the proper location.
Cases containing spare parts must be marked SPARE PARTS and contain only spare parts.
CENTER OF GRAVITY, FRONT and RACK signs must be clearly marked externally for uneven loads and bulky items.
Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

12. STORAGE OF FREIGHT DURING THE EXHIBITION

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

13. STORAGE OF EMPTY CASES

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

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

N.B. It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.

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

According to the new regulation of Chinese Customs, shipment contains only Sold, Given-away, Consumed items which with nothing to be re-exported after event, shipment could not be declared as Temporary Importation but must be apply for permanent importation and subjected to import Tax/Duties of the CIF value or evaluated value by Customs whichever is greater.

All advertising literatures, brochures, product catalogues, consumed materials and souvenirs should be granted approval from Customs. Chinese customs will determinate the option of Taxes/Duties paid or Taxes/Duties free of distribution during event.

SECTION IV SHIPPING GUIDELINE

Customs will not accept exhibits as disposal or abandon after event closed. Exhibits should be arranged re-exportation as soon as possible after event closed.

All charges incurred for permanent importation or Taxes/Duties are for account of exhibitor or shipper.

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

Observe District:

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

Observe Scope:

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

Exempted Scope:

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

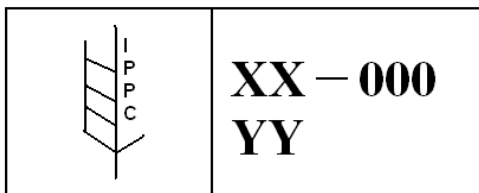
Observe Requirement:

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

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

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

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



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

16. INSURANCE & CONDITIONS OF HANDLING

Exhibitor shall cover round trip all risks Marine (Transport) Insurance for their exhibits, inclusive of but not limited to:

- 1) Property Insurance – Inland Transit insurance with Property All Risks insurance
- 2) Public Liability Insurance
- 3) Erection All Risks Insurance

All work will be undertaken at exhibitor's risks if no insurance has been taken by exhibitor for the abovementioned.

Any claims to Expotransworld will be processed according to the Standing Trading Conditions of the Company (copy is available upon request) and which, in certain cases, exclude or limit the Company's liability. A principal deductible of USD3000 and as excess amount, shall apply to each accident claimed and under each clause.

SECTION IV SHIPPING GUIDELINE

Amount of Compensation: Except in so far as otherwise provided by the STC, the liability of Expotransworld shall not exceed the following:

- (A) In respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of
 - (i) the value of, or
 - (ii) 2 Special Drawing Rights per gross kilogramme of, the Goods lost, damaged, misdirected, mis-delivered or in respect of which a claim arises.
- (B) In respect of claims for delay where not excluded by the provisions of the STC, the amount of Expotransworld's charges in respect of the Goods delayed.

III. TARIFF

I) INBOUND SERVICES

For exhibits arrival directly Xingang Port / Beijing Capital airport / Beijing Bonded Warehouse, transportation from terminal to the storage area of fair site, sorting and delivery to fair booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembly & 2nd-time positioning excluded), customs clearance on a temporary basis, removing empty cases and packing materials to on site storage place. Storage charges are excluded.

- a) By sea arrival Xingang Port : RMB950.00 / CBM OR 1000KGS
(min. RMB4,750.00/shipment/exhibitor)
- b) By air arrival Beijing Capital Airport : RMB9.50 / FREIGHT KILO
(min. RMB1,900.00/shipment/exhibitor)
- c) From Beijing Bonded warehouse : RMB300.00 / CBM OR 1000KGS
(min. RMB600.00/shipment/exhibitor)

II) OUTBOUND SERVICE

Returning empty cases and packing materials to booth after closing of exhibition, assisting exhibitors in repacking (dismantling excluding), moving exhibit to storage place for Return. Storage charges are excluded.

- a) To sea arrival Xingang Port : RMB950.00/CBM OR 1000KGS
(min. RMB4,750.00/shipment/exhibitor)
- b) To air arrival Beijing Capital Airport : RMB9.50/FREIGHT KILO
(min. RMB1,900.00/shipment/exhibitor)
- c) To Beijing Bonded warehouse : RMB300.00/CBM OR 1000KGS
(min. RMB600.00/shipment/exhibitor)

III) ON-SITE SERVICE (EXHIBITS ARRIVAL AT LOADING BAY OF VENUE)

- 1. Unloading / Loading of trucks, delivery to the stand
RMB120.00 / CBM (Same charge from exhibitor booth to loading bay)
- 2. Packing or Repacking Services
RMB50.00 / CBM (Min' 1cbm)
- 3. Empty cases handling
RMB60.00 / CBM / time

IV) BASIC SERVICE CHARGE AND DOCUMENTATION CHARGE

Applicable for both inbound and / or return movement: RMB450.00/EXHIBITOR/CONSIGNMENT

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V) QUARANTINE DECLARATION SERVICES FEE (APPLICABLE FOR BOTH SEA AND AIR SHIPMENT.)

- a) Wooden / Pallet / Plywood Case : RMB70.00 / PACKAGE
- b) 20' Container : RMB450.00 / 20' CONTAINER
- c) 40' Container : RMB650.00 / 40' CONTAINER

** item (a) is applicable to LCL & Air shipment
items (a to c) are applicable to FCL shipment. **

Fumigation Service : At Costs

VI) TERMINAL CHARGES (APPLICABLE FOR ALL OVERSEAS SHIPMENT)

Sea shipment	LCL		RMB265.00 / CBM (Min RMB795.00 / Shipment) or per outlay whichever is higher
	FCL	20' container	RMB75.00 / CBM Min. RMB1,725.00 / Unit
		40' container	RMB75.00 / CBM Min. RMB3,450.00 / Unit
	Other special ctnr.	40'HQ container	RMB75.00 / CBM Min. RMB3,825.00 / Unit
Air shipment	Terminal Charges (Single trip)		RMB2.80 / Chargeable Kilo (Min.RMB1,400.00 / AWB / Exhibitor)
	Agent handling fee for Air shipment direct arrival to Shanghai and vice versa		RMB800.00 / AWB

VII) A. HEAVY-LOAD SURCHARGES

For individual package weight over 4001kgs

■ Subject to Quote

Applicable to all the points I - III.

B. OVERSIZE SURCHARGES

For individual package exceeding 5.0M(L) x 2.1M(W) x 2.1M (H).

■ Subject to Quote

Applicable to all the points I - III.

VIII) OPTIONAL SERVICES

1. Storage in China

a) Storage at Tianjin before cargo receiving deadline (Air shipment)	RMB5.00 / KG / DAY
b) Storage at Xingang before cargo receiving deadline (Sea Shipment)	RMB50.00 / CBM / DAY
c) Container stored at fair-site	Subject to Quote
d) Bonded warehouse storage	RMB10.00 / CBM / DAY (Sea Freight) RMB1.00 / KG / DAY (Air Freight)
e) Warehouse in/out handling	RMB50.00 / CBM / TIME

2. Container Returning / Picking to / from shipping lines : RMB2,950.00/20'/trip
RMB3,500.00/40'/40'HQ/trip

3. Container Grounding – Cranage charge : RMB800.00/20'/time
RMB1,600.00/40'/40'HQ /time

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4. Hire of additional Lifting equipment / 2nd Positioning / Labour

A. Forklift		
	3 ton	RMB260.00 / 2 hours (Min. 2 hours / order)
	5 ton	RMB320.00 / 2 hours (Min. 2 hours / order)
	10 ton	RMB450.00 / 2 hours (Min. 2 hours / order)
	15 ton	RMB550.00 / 2 hours (Min. 2 hours / order)
	Others	By separate quotation
B. Crane		
	25 ton	RMB650.00 / 2 hour (Min. 2 hours / order)
	50 ton	RMB1,250.00 / 2 hours (Min. 2 hours / order)
	70 ton	RMB2,000.00 / 2 hours (Min. 2 hours / order)
	100 ton	RMB2,200.00 / 2 hours (Min. 2 hours / order)
	200 ton	RMB3,700.00 / 2 hours (Min. 2 hours / order)
	Others	By separate quotation
C. Labour		
	Working hour (9:00 –17:00)	RMB50.00 / hour (Min. 2 hours / labour / order)
	Over time (after 17:00)	RMB100.00 / hour (Min. 2 hours / labour / order)

5. Vacuum Packing (Materials included) : RMB480.00 / CBM
(Min. RMB480.00 / time / exhibitor)
6. Vacuum Packing (Materials NOT included) : RMB330.00 / CBM
(Min. RMB330.00 / time / exhibitor)
7. Incorrect Consignee Surcharge : RMB800.00 / exhibitor / shipment

Remarks

- Above charges excludes the Destination (China / Hong Kong) Arrival/Departure Oceanfreight CFS charges/Terminal handling charges, Airport Terminal Handling Charges, Overtime Storage due Pier, Airport Terminal or in Freight Forwarder warehouse, etc. (For China Port / Airport – per outlay: today's rate Seafreight LCL at RMB 265.00/cbm, minimum at RMB 795.00/BL, RMB 1,750.00/20', RMB 3,450.00/40', RMB 3,825.00/40'HQ. Airfreight RMB 2.80/kg. minimum at RMB 1,400.00/AWB), D/O fee + BL fee per shipping line: per outlay cost +10% reimbursement fee
- Cargo, which arrives earlier than specified, all storage dues will be on exhibitor account.
- Minimum:
For LCL Seafreight to Xingang at minimum of 5 cbm/exhibitor/consignment
For FCL Seafreight at minimum 23 cbm for 20', 46 cbm for 40', 51 cbm for 40'HC whichever yields provide greater revenue
200 kgs for airfreight consignment
- Volume/Weight Conversion for airfreight 6 cbm is equal to 1,000 kgs. (Whichever is greater)
- Volume/Weight Conversion for rail-freight 3 cbm is equal to 1,000 kgs. (Whichever is greater)
- Chargeable freight ton for ocean freight is 1 cbm or 1,000 kgs. (Whichever is greater)
- Above rates are based on ground floor exhibits only, a 30% of inbound movement charges and on-site service charges will be levied.
- Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, a 100% additional charges will be levied.
- For cargo, which arrives after deadlines, a surcharge amounting to 30% of inbound movement, charges and on-site service charges will be levied (min. RMB780.00/AWB/BL).
- Exhibitors shall pay for the guarantee bond for exhibits not covered by ATA carnet. If Expotransworld is required to pay on exhibitor's behalf, Expotransworld will charge 1% of the CIF cargo value per month as re-imburement fee (Min. charge RMB800.00/shipment/exhibitor).
- Container Demurrage/Detention charges - per outlay cost. Notes: Exhibitors have to pay the container demurrage charges as from date of arrival vessel till show opening date under the circumstance that

SECTION IV SHIPPING GUIDELINE

exhibitor not require to keep the container for return. If exhibitor requires keeping the container for return shipment, container demurrage charges will be debited to exhibitor till date of vessel departure.

- Hall Management Fee – will be charged as per the rate which determined by CNCC.
- Incorrect consignee of Air Waybill/ Bill of Lading: RMB800.00/BL/AWB
- Import taxes/ duties of consumable goods are excluded in above handling; cost will be levied per outlay + 10% re-imburement fee.
- Fumigation / Sanitary Charges will be charged as per outlay.
- All business is transacted subject to the conditions of trading and carriage of our company.