

SECTION III.D OPTIONAL FORMS

FORM 17 MEETING ROOM RENTAL

DEADLINE: 31 MAY 2019

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11 th floor, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122 / P.R. China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: alyssa.lu@mm-sh.com Contact Person: Ms. Alyssa Lu / ext. 862	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	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.

Room No.	Area sqm	Style	Seats	Description	Incidental & Furniture	Unit	Price (RMB)	Qty	Total (RMB)
<input type="checkbox"/>	1	85	Theatre	64	1 Podium, 1 white board, 64 chairs, 2 microphones, 19 liters water	4hrs/time /room	3,900		
<input type="checkbox"/>	2	85	Classroom	40	1 Podium, 1 white board, 40 chairs, 2 microphones, 19 liters water	4hrs/time /room	3,900		
<input type="checkbox"/>	3	233	Theatre	160	1 Podium, 1 white board, 160 chairs, 4 microphones, 19 liters water	4hrs/time /room	6,500		
<input type="checkbox"/>	3-Dimensional Practicality Projector 2500 Lumin (include 100" projector screen)					set	4500/show 1500/seminar		
<input type="checkbox"/>	3-Dimensional Practicality Projector 5000 Lumin (include 120" projector screen)					set	7500/show 3000/seminar		
<input type="checkbox"/>	Projector Screen (2.2M*1.6MH)					pc	300		
<input type="checkbox"/>	Projector Screen (2.4M*1.8MH)					pc	1,040		
<input type="checkbox"/>	Wireless Microphone					no	300		
<input type="checkbox"/>	Professional Amplifier System (Mandatory for more than three microphones in small meeting room up to 110sqm)					set	800		
<input type="checkbox"/>	Rectangular table					no	340		
<input type="checkbox"/>	Square Table					no	220		
<input type="checkbox"/>	Table-cloth (Red flannelette)					pc	200		
<input type="checkbox"/>	Backdrop (system+truss+PVC, 4m*2.5mH) incl. production, excl. design					pc	3,900		
<input type="checkbox"/>	Backdrop (system+truss+PVC, 5m*2.5mH) incl. production, excl. design					pc	4,900		
<input type="checkbox"/>	Meeting Room Signage (system, 1*2.5mH) incl. production, excl. design					pc	750		
<input type="checkbox"/>	Meeting Room Signage (system, 1*1.5mH) incl. production, excl. design					pc	520		
<input type="checkbox"/>	Flower on Podium					no	300		

Please mark the required duration of rental:

	5 July 2019	6 July 2019	7 July 2019
9 am - 1 pm	<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 of any 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. Please complete and return this form for rental.**
- **Please refer to the 'Notice for Meeting Room Rental' on the following page.**

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NOTICE FOR MEETING ROOM RENTAL

Reminder 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 kind of structure outside the room, you are required to submit the proposal for approval of SNIEC.
- 7 . Dining in the rooms is prohibited. For **coffee break** in the rooms, please fill in **application form** and return to us with remark "for meeting room XXX".
- 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 . The time slot for meeting room rental is 9:00-13:00 or 13:00-17:00, please arrange the room decoration and resetting accordingly.
- 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. After the event, the complete examination will be carried on by the hall owner. If the room has been totally reset without damage, the organizer will return the deposit after the show.
- 14 . Should you have special requirements, please do feel free to contact us in advance.