



Messe München

Connecting Global Competence



ISPO Beijing 2020 Exhibitor manual.

12-15/2/2020

**China International Exhibition Center
(New Venue), Beijing, China**

www.ispo.com.en/beijing

In association with
ALPITEC CHINA 2020

**ISPO
Beijing**



INTRODUCTION

Welcome to ISPO Beijing 2020!

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 2020, 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.D Optional Forms will be useful if you require any additional services during the show.

2. Follow the Deadlines:

The chronological order form directory in 'CONTENTS' is helpful for every ISPO Beijing 2020 exhibitor. Following this directory will save your time and money. Please ensure all the forms are returned as required by their respective deadlines.

3. Forms:

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

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

Item	Form No.	Type of Service Partner	Company Name
Rental of Furniture, Facility, Equipment, etc.	8-15	Official Contractor	Beijing Perfect Creative International Builders Resources Co., Ltd.
Catalogue Entries & Advertisements	5	Official Show Catalogue Publisher	Beijing Weidelong Consultancy Co., Ltd.
Hotel Reservation & Invitation Letter to China	20-21	Official Travel Agent	Burnaby Solutions China
Shipping of Exhibits		Official Freight Forwarder	Schenker China Ltd. Fairs & Events Dept. - Beijing Office

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.

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

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

For inquiries, please contact:

Messe München GmbH

Messe Gelände
81823 Munich, Germany

Project Management

Tel.: +49 (0)89 949 20144

eMail: beijing@ispo.com

Contact Person: Ms. Majka Patuzzi

Messe Muenchen Shanghai Co., Ltd.

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

Project Management

Tel.: +86 (0)21 2020 5500

Fax: +86 (0)21 2020 5688

eMail: danny.he@mm-sh.com

Contact Person: Mr. Danny He / ext. 870

Technical Management

Tel.: +86 (0)21 2020 5500

Fax: +86 (0)21 2020 5688

eMail: dacia.zheng@mm-sh.com

Contact Person: Ms. Dacia Zheng / ext. 809

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Section I.

Exhibition Guideline

- **What, Where & When**
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- **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

SECTION I EXHIBITION GUIDELINE

GENERAL INFORMATION

Exhibition Name	ISPO Beijing 2020 16 th International trade show for sports, fashion and lifestyle brands in Asia	
Venue	China International Exhibition Center New Venue (TianZhu) No.88 Yuxiang Road, Shunyi District Beijing 101300, 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 Feb 2020 Wednesday	15 Feb 2020 Saturday
Exhibition Hours	12 - 14 Feb 2020 15 Feb 2020	9.00 am - 5.00 pm 9.00 am - 4.00 pm

Organizers

- Messe Muenchen Shanghai Co., Ltd.

Special Supporters

- Beijing Municipal Bureau of Sports (BSB)

Supporters

- | | |
|--|---|
| ➤ China Commerce Association for General Merchandise (CCAGM) | ➤ Beijing Sports Foundation (BSF) |
| ➤ Beijing Sports Industry Union (BSIU) | ➤ European Outdoor Group (EOG) |
| ➤ Federation of the European Sporting Goods Industry (FESI) | ➤ Spanish Sport Industry Association (AFYDAD) |
| ➤ Italian Association of Sporting Goods Manufactures (ASSOSPORT) | ➤ World Federation of Sporting Goods Industries (WFSGI) |

SECTION I EXHIBITION GUIDELINE

CONTACT LIST

FOR INTERNATIONAL EXHIBITORS (incl. Hongkong & Taiwan)

Messe München GmbH

Messegelände
81823 Munich, Germany
Tel.: +49 (0)89 949 20144
Fax: +49 (0)89 949 97 20542
eMail: beijing@ispo.com
Contact Person: Ms. Majka.Patuzzi

FOR DOMESTIC EXHIBITORS

Messe Muenchen Shanghai Co., Ltd.

11th floor, PINGAN Fortune Tower, 1088 Yuanshen Rd.
Pudong New Area, Shanghai 200122/ P.R.China
Tel.: +86 (0)21-2020 5500
Fax: +86 (0)21-2020 5688
eMail: bonnie.you@mm-sh.com
Contact Person: Ms. Bonnie You / ext. 876

TECHNICAL INQUIRY

Messe Muenchen Shanghai Co., Ltd.

11th floor, PINGAN Fortune Tower, 1088 Yuanshen Rd.
Pudong New Area, Shanghai 200122/ P.R.China
Tel.: +86 (0)21-2020 5500
Fax: +86 (0)21-2020 5688
eMail: steve.shen@mm-sh.com
shirley.du@mm-sh.com
Contact Person:
Mr. Steve Shen / ext. 863 (Hall E1, E2)
Ms. Shirley Du / ext. 837 (Hall E3)

OFFICIAL FREIGHT FORWARDER

Schenker China Ltd. *Fairs & Events Dept.*

- Beijing Office

5 Tianwei Sijie
Tianzhu Industrial Area A, Beijing 101312, P.R.China
Tel.: +86 (0)10-8042 0407
+86 (0)10-8042 0405
Fax: +86 (0)10-8048 0115
eMail: isabella.fan@dbschenker.com
mingjie.sun@dbschenker.com
Contact Person: Ms. Isabella Fan
Ms. Mingjie Sun

OFFICIAL CONTRACTOR

Beijing Perfect Creative International Builders Resources Co., Ltd.

No. 4 Jing An Xi Jie, Chaoyang District
Beijing 100028 / P.R.China
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6466 1298/ 6462 5934
eMail: fengzhen.wang@pbr.net.cn
manman.wang@pbr.net.cn
Contact Person:
Ms. Kate Wang / ext. 813 (Hall E1, E2)
Ms. Amy Wang / ext. 830 (Hall E3)

CHINESE VISA APPLICATION HOTEL RESERVATION

Burnaby Solutions China

Tel.: +86 (0)10-8460 2478
Fax: +86 (0)10-8460 2480
eMail: bj@burnaby.com.cn
Contact Person: Ms. Amanda Zhou

OFFICIAL SHOW CATALOGUE PUBLISHER ADVERTISEMENT

Beijing Weidelong Consultancy Co., Ltd.

Room 410, Youcheng Business Building
No. 45 Dongsu Liutiao, Dongcheng District
Beijing 100007 / P.R.China
Tel.: +86 (0)10-8580 2542
Fax: +86 (0)10-8580 3042
eMail: lacey@asiancreation.com.cn
Contact Person: Ms. Lacey Ying

SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE



SECTION I EXHIBITION GUIDELINE

HOW TO GET THERE (CONT'D)

By Flight

From Beijing International Airport

By taxi, appr. 20 min.

By Bus No. 22 to China International Exhibition Center Station, appr. 1 hour 40 min.

By Airport Express Line 10 to China International Exhibition Center Metro Station, appr. 1 hour and 50 min.

By Train

From Beijing Railway Station

By taxi, appr. 1 hour.

By Metro Line 2 to Dongzhimen Station, and transfer to Line 13 to Wangjing West Station, and then transfer to Line 15, drop off at China International Exhibition Center Station. (from Exit D South-west), appr. 1 hour and 10 min.

By Metro Line 5 to Datunlu East Station, and then transfer to Line 15, drop off at China International Exhibition Center Station. (from Exit D South-west), appr. 1 hour and 20 min.

From Beijing West Railway Station

By taxi, appr. 50 min.

By Bus No. 83, drop off at National Stadium Station, appr. 50 min.

By Metro

From City Centre

By Metro Line 5 to Datunlu East Station, and then transfer to Line 15, drop off at China International Exhibition Center Station. (from Exit D South-west), appr. 1 hour.

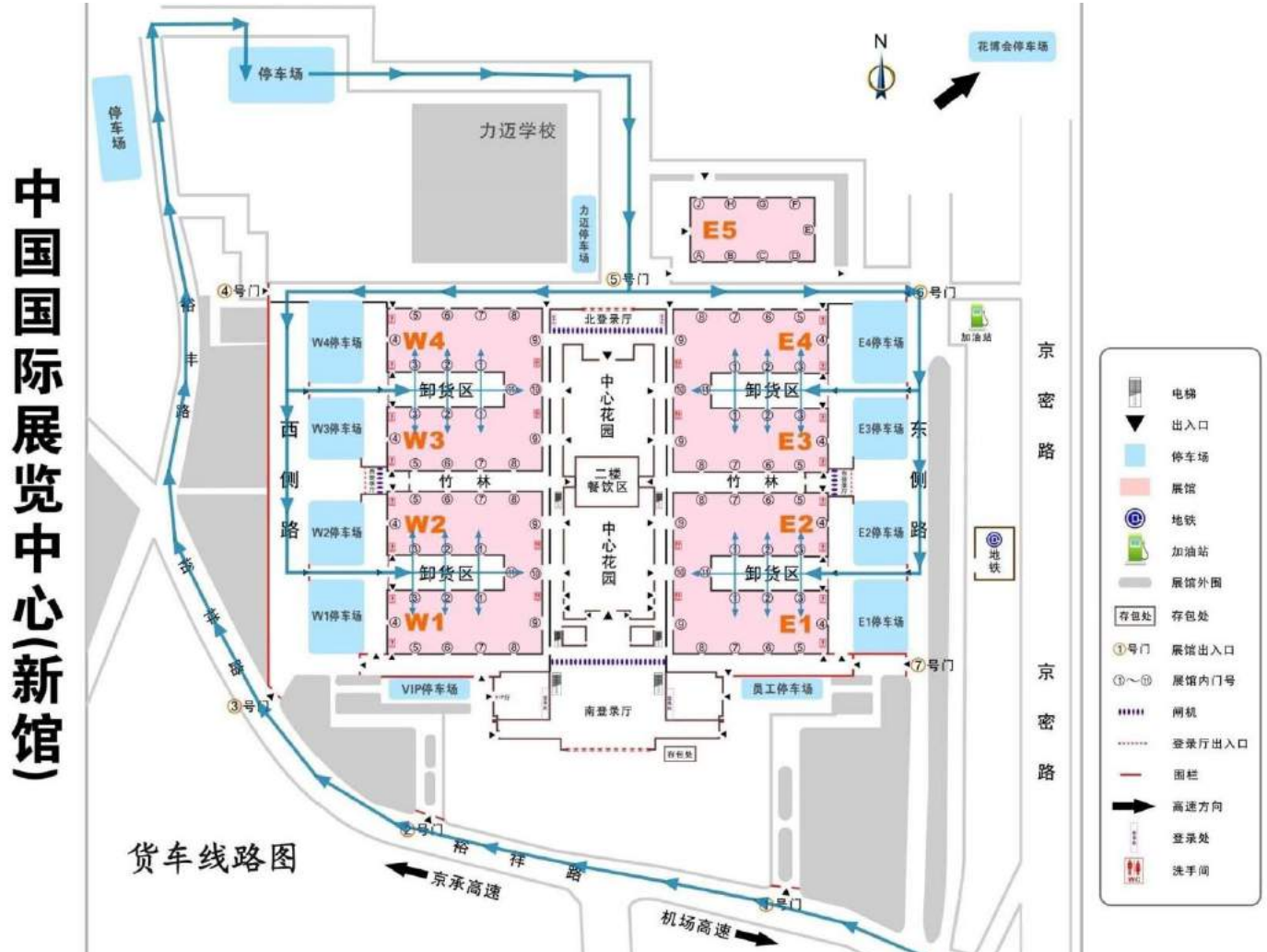
Kind Reminder: The exhibitors are recommended to stay in the hotels near the Metro Line 15.

BEIJING METRO MAP



HOW TO GET THERE (CONT'D)

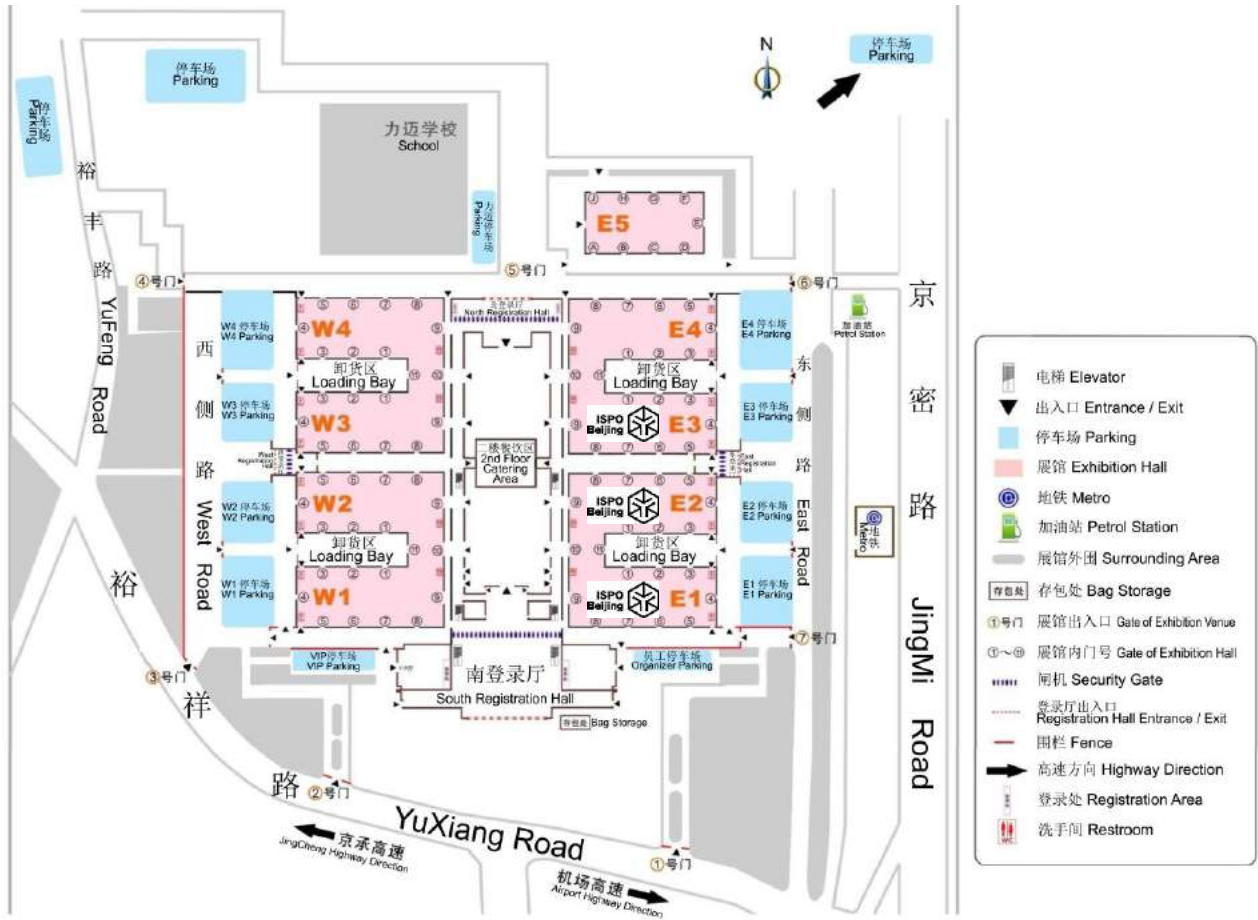
FREIGHT ACCESS AND DRIVING DIRECTION



SECTION I EXHIBITION GUIDELINE

VENUE SITEMAP

中国国际展览中心(新馆)



SECTION I EXHIBITION GUIDELINE

TECHNICAL SPECIFICATIONS

Exhibition Hall

	Hall E1	Hall E2	Hall E3
Static Floor Loading	5,000kg/sqm	5,000kg/sqm	5,000kg/sqm
Space Area (m ²)	14100	12600	12600
Ceiling Height (m)	16.7-18.8 Connecting Area (to Hall E2): 12.6	12.5-17.5	12.5-17.5
Booth Construction Height Limit	5 m	5 m	5 m
Hanging Point	Static lightweight advertisement under 50 kg	Static lightweight advertisement under 50 kg	Static lightweight advertisement under 50 kg
Freight Entrance Width(m)*Height(m)	4#: 4.6*5.7 Others: 4.4*4.7	4#: 4.6*5.7 Others: 4.4*4.7	4#: 4.6*5.7 Others: 4.4*4.7
Freight Elevator	N/A	N/A	N/A
Power Supply	5 line, 3 phase 380V / 220V 50Hz	5 line, 3 phase 380V / 220V 50Hz	5 line, 3 phase 380V / 220V 50Hz
Water In / Out	Available	Available	Available
Air Compressed	6-8bar	6-8bar	6-8bar
Telephone & Internet	Available	Available	Available
Fire Protection	Air sampling alarm system, fire hydrant buried	Air sampling alarm system, fire hydrant buried	Air sampling alarm system, fire hydrant buried
Emergency Lighting	Provided	Provided	Provided
Lighting Level	300LUX (average)	300LUX (average)	300LUX (average)

Outdoor

Static Floor Loading	5,000kg/sqm
Booth Construction Height Limit	3 m
Power Supply	5 line, 3 phase 380V / 220V 50Hz
Water In / Out	Available
Air Compressed	N/A
Telephone & Internet	N/A

SECTION I EXHIBITION GUIDELINE

OPERATION SCHEDULE

Description	Date	Time
Build-up Period		
Exhibits and Raw Space Booth Contractor Move-in	9 February 2020	08:30 - 17:30
	10 February 2020	08:30 - 21:00
	11 February 2020	08:30 - 17:30
Exhibitors' Check-in & Badge Collection - Raw Space	9 February 2020	12:00 - 16:30
	10 - 11 February 2020	09:00 - 16:30
Exhibitors' Check-in & Badge Collection - Shell Scheme	10 - 11 February 2020	09:00 - 16:30
All Furniture Ready for Shell Scheme Booth	11 February 2020	10:00
All Booths Ready for Display	11 February 2020	17:30
Exhibition Period		
Opening Hours of Exhibition	12 - 14 February 2020	09:00 - 17:00
	15 February 2020	09:00 - 16:00
Exhibitor Access	12 - 15 February 2020	08:30
Tear-down Period		
Facility Switch off (Electrical Power, Water Supply, Compressed Air & Internet)	15 February 2020	16:00
Empty cases are admitted into the halls	15 February 2020	16:00
Booth Dismantling	15 February 2020	16:00 - 21:00

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

- 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.
- Exhibits may be delivered to the stand earlier than the time specified if construction has progressed sufficiently to receive the exhibits. Please liaise with the official freight forwarder for such arrangements. **Exhibitors must be present to receive such exhibits and make sure at least one staff stationed in the booth to take care of the exhibits during the build-up/show/dismantling period.**
- During build-up and exhibition period, exhibits that have been transported into exhibition hall are not allowed to move out generally. If necessary, please apply to official freight forwarder onsite service counter. After approval, official freight forward will issue exhibit move-out permit.
- 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.**
- 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.
- 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.**
- 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, who should wear exhibitor badge with ID photo attached on it.**

SECTION I EXHIBITION GUIDELINE

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 3pm**. (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	9 Feb 2020	17:30 - 24:00
		24:00 - 08:00
	10 Feb 2020	21:00 - 24:00
		24:00 - 08:00
	11 Feb 2020	17:30 - 24:00
Tear-down Period	15 Feb 2020	21:00 - 24:00

- Charges:**

Overtime Period	Booth Area	RMB/hour (min. 2 hours)	
		OT Charge	Security
Before 24:00	<=100sqm (6 security guards assigned)	650/hr/100sqm	250/hr
	101-200sqm (8 security guards assigned)		330/hr
	201-300sqm (10 security guards assigned)		420/hr
	301-400sqm (12 security guards assigned)		500/hr
	401-500sqm (14 security guards assigned)		590/hr
	>500sqm		on request
24:00-8:00	Corresponding to the above area	1,300/hr/100sqm	250/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 Perfect Creative International Builders Resources Co., Ltd.

Ms. Kate Wang (86) 13331171782 (Hall E1, E2)

Ms. Amy Wang (86) 13331171631 (Hall E3)

SECTION I EXHIBITION GUIDELINE

OTHER INFORMATION

Parking License for Exhibitor / Visitor

Entry of Parking Area: RMB 2/car/hour

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 February is from about -6° Celsius to 5° 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.

SECTION I EXHIBITION GUIDELINE

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 2020 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 2020

Section II

Rules & Regulations

- **Technical Guidelines**
- **General Terms of Participation**

SECTION II RULES AND REGULATIONS

TECHNICAL GUIDELINES

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SECTION II RULES AND REGULATIONS

TECHNICAL GUIDELINES

1. Opening Hours

1.1. During installation and dismantling

Work is permitted in the halls and open-area exhibition grounds during general installation and dismantling from 8:30 a.m. till 5:30 p.m., insofar so other hours specific to a trade fair are not stipulated. Please refer to "Operation Schedule" in the 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 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 for the overtime work from the venue.

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 can make exceptions to this and grant corresponding parking permits or permission for driving in. MM 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 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 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 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.

Maximum 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 set 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 has designated as campgrounds for an event, are not subject to this regulation. Stopping is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM 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 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 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 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 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 may not 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, MM has the right to a penalty charge from the exhibitors' construction 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.

Hydrants in the halls and the open-air exhibition grounds may not be obstructed by constructions, made difficult to locate or inaccessible. 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 may 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.

If hall exits are located within a stand, these areas designated as hall exits may 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 may not be blocked or obstructed.

2.4. Stand Numbering

The organizer will mark all stands with stand numbers, which may not be removed with prior consent of the organizer.

2.5. Guarding

MM 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 does not guarantee complete guarding and surveillance of the trade fair grounds.

MM 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. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM 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 if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM.

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 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 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 has the right to ask the exhibitor changing 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 has the right to deduct a penalty charge from the construction deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM.

4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stable, 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

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space stand constructions in the halls insofar as they are built by the exhibitor and its constructor. On request, MM's Operations Department and the appointed service partners will check submitted stand construction plans (submitted in duplicate) for exhibitors. No specific approval will be issued.

All stand constructions, two-storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

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. Dimensioned stand plans for one-storey stand constructions 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. No specific approval will be issued.

Two-storey 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 two-storey 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'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.

4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, do not comply with the Technical Guidelines or laws, must be changed or removed according to the

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case. If this is not done within a set time limit, MM is authorized to make the changes 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 from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

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

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

4.3. Height of construction

The maximum construction and advertising height for stand construction in the halls is 5 m.

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's Operations Department responsible for this. Exhibits are not subject to this limitation on principle, but MM 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 up to Class B1 and a test certificate of the building material class of the materials used is requested.

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 to be paved must be non-combustible with a burning diffusion rate not lower than Class B1.

4.4.1.2. 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 top may not be obstructed by stand constructions. For a two-storey stand, the upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area. 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. For two-storey booths whose second floor exceed 30sqm, a fire extinguisher, which passes through annual inspection, must be prepared for each 12 sqm of both storeys.

4.4.1.3. The upper storey area above 200sqm, at least two stairways must be arranged, the stair width is not less than 0.9m, and distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.4.1.4 Automatic alarm and sprinkler system should be installed for each 8sqm and a fire extinguisher for each 12sqm when the 1st floor area of an indoor two-storey booth is fully enclosed. When the 1st floor area of a two-storey booth is semi or fully enclosed with the range of above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

4.4.1.5. 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 exhibit ion 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

Vehicles with combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked; combustible engines may not be demonstrated in operation in the hall; fuel may not be stored at stands. 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 storage of 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 may not be exhibited 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 forbidden in the halls.

4.4.6. Use of air balloons

The use of airships and balloons is not permitted in the halls and in 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 planing, electric welding and cutting work shall be carried out at the outdoor area 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 in the hall. 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. This service is subject to charges.

MM 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 materials.

4.4.10. Glass and acrylic glass

Only toughened glass may be used for structures made of glass. The strength of thickness of glass should be guaranteed (min. thickness 8mm 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 reason, the booth structure cannot be set up on the glass platform without any grounded support.

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 1.00 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 0.15 m, and need to arrange ascents in case of any platform exceeding 10cm in height.

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

4.7. Stand Design

4.7.1. Appearance

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 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 installation of display cases, niches, displays, etc.

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

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 clear. 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 has the right to deduct a penalty charge from the construction deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM in case the above mentioned violation happens.

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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. 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 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 protection system, air conditioning, mechanical ventilation vents. MM 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 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. Intervention in the substance of a building

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 has the right to deduct the charged penalty from the construction 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

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 may be stuck on the hall floors nor may they 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. Each hanging point could bear no more than 50KG. The prefabricated "U" hooks on the top of the exhibition hall should be used as hanging points. The objects hung from the hall ceiling must be kept at a safe distance from fire protection, monitoring, lighting and other equipment. Only static lightweight advertising carriers such as banners and flags can be suspended. The structure such as truss, light box, etc. must not be hung. The hanging objects shall not be connected to the stand structure in any form. Do not connect any electrical equipment to the hanging objects. The three-dimensional hanging object shall not be larger than 3 m in horizontal direction and 1.5 m in vertical direction. 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 activities or demonstration / presentation of their products and services:

- Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer could be displayed. Should there be any intellectual property rights dispute between/ among exhibitors in the exhibition, MM reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.
- 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 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.
- Retailing is forbidden.
- The loudness level may not exceed 70 dB(A) at stand borders. The presentation / demonstration shall not in any way effect the neighboring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MM has the right to cut off the electricity power supply within the booth. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will bear all the damage by themselves.
- MM 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.
- All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.
- 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.

- 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.
- The distribution of printed materials, samples, gifts and etc is only permitted within your own stand area. MM reserves the right to determine whether it's safe to distribute the materials or not.
- Toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall.
- 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.
- 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 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'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 reserves the right to turn down the sound volume, shut down the equipment or stop the activities.
- 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.
- It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are cognizable dangerous.
- MM reserves the right to make further restrictions for special cases. MM is authorized to enter stands to check compliance with the above regulations. MM 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 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 Operations Department can grant exceptions for rotary tower cranes for safety reasons; MM 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 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 and the venue. 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's Operations Department and the appointed service partners in due time, but at least nine weeks before setup begins. 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 paint 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 and THE VENUE have the right to deduct the damage amount from exhibitor's construction deposit. If the construction deposit is not enough to cover the damages, MM 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 needs 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 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 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.

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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 and must be registered using the appropriate forms of the Exhibitor Manual of MM, 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 will set the binding maximum setup height available for these exhibits for safety reasons. MM is authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MM 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 in their original condition by the set dismantling deadline. All waste in the booth need to be cleared out and construction will be returned if and 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 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, and the exhibitor needs to rectify with the requirement of MM 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. Two-storey Constructions

4.9.1. Construction request

Both storeys can only presents the products and services from the same exhibitor and its co-exhibitors. Two-storey stands can only be built with the prior consent of MM's Operations Department and the appointed service partners.

However, approval is dependent on the projected location in the hall and the area belonging to it. Hall facilities, direction signs and visual effect to the neighboring stands need to be considered during the booth designing stage.

The number of two-storey booths will be limited and MM has the right to forbid the exhibitor to build a two-storey booth.

Another decisive factor for approval is how the two-storey stand affects the design and clear structure of the hall as well as the neighboring stands.

Upper storey of the two storey booth cannot cross the aisles in the hall. Two-storey 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 two-storey 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'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.

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. For two-storey booths whose second floor exceed 30sqm, a fire extinguisher, which passes through annual inspection, must be prepared for each 12 sqm of both storeys.

4.9.2. Conditions concerning stand area roofing, safety distances, height of stand interior rooms

The maximum structure height is set separately for each event and stated in the participation conditions.

The height clearance of interior rooms in two-storey structures must be at least 2.40 m in the ground (first) floor as in the upper floor (second floor).

The distance between the public pathway and stairs, open exhibition areas and client meeting areas should be more than 1.0 meters.

4.9.3. Live loads/assumed loads

The following should be estimated for the storey ceiling of a two-storey stand in a trade fair hall:

- 1) When the upper storey is used for general visitor traffic, meetings, presentations and/or as storage space, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 2) When the upper storey is used for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 3) When the upper storey is used for the resting area for employees, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0 kN/sqm.

The use should be entered clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5.0 kN/sqm. Balustrades

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

4.9.4. Escape ways/stairs

Two-storey stands up to 50 sqm of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reach the hall aisle in the ground floor may not exceed 25 m.

If the upper storey area exceeds 50 sqm, at least two stairways (min. width 0.90m) arranged opposite from each other are required, while distance between 2 evacuation exits must be 5m at least. At least one of the two stairways must end in an area, which is not built over.

Spiral staircases as required staircases are not permitted. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers. Handrails must be easy to grab, hold of and run without interruptions.

4.9.5. Construction materials

In two-storey stands, the load-carrying construction components, ceiling of the ground floor and the floor of the upper floor must be composed of at least fireproofed construction materials.

Construction materials normally used in trade fair structures are permitted for flooring and wall covering in the ground and upper floors. Anchoring in the hall floor is not permitted.

Two-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MM reserves the right to apply any additional technical safety or fire safety requirements, which might become necessary.

4.9.6. Upper storey

All common rooms of the stand must have visual contact to the hall.

In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of railings in the upper storey, if required.

Railings should be installed in line with items 4.6 and 4.9.3.

A closed ceiling is not allowed for the upper storey. Metal grating with a grid dimension of 1 cm x 1 cm is permitted. The open area above must be at least 50% of the floor area, including the light fixtures.

4.10. 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 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 is authorized to dispose of 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 at the expense of the exhibitor in question after the end of the event. MM 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 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 responsible for this. An agreement about this must be reached with MM in special cases.

5.3. Electrical Installations

5.3.1. Connections

Only MM 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 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. 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. Individual regulations have

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to be made. The use of generators at the stands is not permitted without the prior written consent of MM.

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 determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MM 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 is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM 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. 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 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 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. 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 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. 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.

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 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.

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 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. 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. 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 determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM 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 is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM 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 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 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 or its suppliers, the exhibitor must inform MM 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 does not receive this information in due time, MM 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 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 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. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM 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. 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 determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MM 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 is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM 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 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.

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Compressed air installations within a stand can be carried out by MM 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 or its suppliers, the exhibitor must inform MM in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the compressed air installation work. If MM does not receive this information in due time, MM 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 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 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.) require the prior written consent of MM. An application for this must be submitted to MM at least six weeks before the beginning of the event.

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.

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. Information about the frequencies/ applications used on the trade fair grounds can be obtained from MM.

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

The forwarding agents contracted by MM, 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 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 as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM but instead for the exhibitor or a third party. MM 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 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. 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 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 or the respective organizer. MM 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.

5.11. Information and communication services

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

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 has the right to deduct the service fees of waste management from the construction deposit directly.

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 to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM 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 has the right to deduct a penalty charge from exhibitors' construction deposit.

Before the opening ceremony, MM 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. 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.

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 and to have such disposed of properly by the supplier of MM 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 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. 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 may be contracted for this.

Cleaning companies not approved by MM 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 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 as follows:

- Painting in an area properly ventilated
- Use of nontoxic paints
- Covering all the floor involved within the trade grounds with dry paper or plastic film
- 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

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

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

GENERAL TERMS OF PARTICIPATION (B)

B 1 Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing—with a legally binding signature—the "Application" form and submitting it to Messe München GmbH at the earliest opportunity or at the latest by the application deadline. The Early Bird deadline for applications is May 31, 2019.

With the application, exhibitors express to MM 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.

This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation.

After exhibitors receiving Participation Confirmation letter (no Show admission letter), it not only means that the exhibitors have been qualified for participating in the show but a "Stand Rental Contract" becomes valid with assigned area and other relevant services. The Exhibitor Manual MM sent to the exhibitors is also a part of the "Stand Rental Contract."

Organizers of joint stands have to fill in the application form for joint stands which can be obtained from MM.

B 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 notice of admission.

General importers and authorized specialist dealers may only exhibit products whose manufacturers are not represented at ISPO Beijing 2020. 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 the policy of police and fire prevention department, exhibiting knife, dangerous product and tank with gas are forbidden on-site.

MM 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 Technical Guidelines are accepted as legally binding with submission of application documents.

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

Permission for co-exhibitors must be requested in writing. The registration fee is **CNY 1,250** for each co-exhibitor admitted. And the obligatory communication fee for every exhibitor is **CNY 1,000**.

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 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 subsequently by MM.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation, the Technical Guidelines as well as the instructions of the Trade Fair Management. 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 services, MM 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's prior written consent.

B 4 Participation fees, lien for Floor Space Only

The participation fees are calculated in accordance with the rates specified in the Special Terms of Participation (see Part B "Participation fees"). Besides the rent of the stand area, the participation fees include extensive services provided by MM, such as consultation and planning advice, publicity work, organization, 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 shortly after his application. This first payment will be refunded if the applicant is not admitted to the trade fair but will be forfeited if the applicant withdraws unilaterally and completely from the undertaking. If an exhibitor decides to decrease applied area, the difference of the 30% deposit due to this change will not be refunded to the exhibitor separately but counted as the participation fee paid by the exhibitor as a whole. The exhibitor shall receive an invoice for the remainder of the participation fee after stand assignment.

The remained amount will be the difference between the actual participation fee of the assigned area and the already paid amount.

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 services, MM is entitled to refuse the exhibitor's move-in request and withhold such services, including the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MM. This applies in particular to obligations arising from previous events. MM 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 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 can detain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. The legal provisions on the realization of the pledge are—as far as permitted by law—excluded.

MM does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MM 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, and MM must declare its agreement with such.

Should the exhibitor wish to have an invoice rewritten because the name, legal form or address of the recipient of the invoice has changed, the exhibitor is obliged to pay MM 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 was responsible for the incorrect details. The exhibitors should be ultimately responsible for failure of third party.

B 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 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.

B 6 Rental contract

The application of the exhibitor represents the contractual offer. 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 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 Messe München GmbH nor additionally represented companies admitted by Messe München GmbH without Messe München GmbH's prior written consent.

According to this contract, MM 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 does not receive the exhibitor's rejection of the assignment of the stand area within one week.

If an exhibitor rejects a stand area before the above-mentioned deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MM assign him an acceptable stand area. If MM 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 the time the trade fair opens. MM 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 because of such changes. MM may also subsequently, i.e. after the rental contract and the stand assignment have come into force, change space allocations, and in particular 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. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to accept. Should such subsequent changes result in a lower participation fee, the difference in amount will be refunded to the exhibitor. Further claims against MM 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 the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MM 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's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MM 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, 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 is entitled to withdraw from the contract or to terminate the contractual relationship without notice 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.

B 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. Otherwise, apart from the statutory rights to withdraw from

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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 is entitled to relet 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. If the exhibitor has stated that he is withdrawing from the contract, although he has no right to do so, the exhibitor is obliged to pay the participation fee. However, MM must allow as a credit the value of the expenses saved and the advantages it has gained by re-letting or otherwise using the exhibition area; 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. In addition, the exhibitor must pay **30% of the agreed participation fee as flat-rate compensation** for expenses incurred by MM because the exhibitor has withdrawn from the contract and cancelled his participation in the trade fair without being entitled to do so. MM's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MM has sustained less damage.

MM is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MM on time, MM 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 **down payment of 30% for the projected participation fee**. MM is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MM's rights, objects of legal protection and interests and MM can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MM is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MM's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MM has sustained less damage. If the exhibitor withdraws the contract after acknowledgement is issued, the down payment shall not be refunded. **If the exhibitor withdraws the contract within 2 months before the show, 100% of the actual participation fee shall be charged.**

B 8 Force majeure, cancellation of the event

If MM is compelled, as a result of force majeure 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, or to postpone or curtail the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MM, in particular claims for damages. If MM 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 to hold the event, MM is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

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

The exact dates for setup and dismantling will be published at a later stage. **All delivery and stand-construction vehicles must be removed from the halls and from the outdoor area by 17:00 on the last day of setting up, February 11, 2020.** Vehicles which are still in the halls or the outdoor area after these times will be removed by CIEC (New Venue) at the risk and expense of the exhibitor concerned. Setting up must be finished by 17:00 at the latest. An extension is possible only in exceptional cases with the written permission of MM. The dates for assembly and dismantling must be observed. Stands not occupied by the last day of assembly may be disposed of as MM 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 February 15, 2020).** If they break this rule, MM is entitled to demand a penalty of CNY 4,500. MM 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's right to cancel the contract in accordance with Clause 7 or to a claim for all costs thereby incurred by MM.

B 10 Stand design and equipment (see also Technical Guidelines)

In the halls

Stand Height:

The maximum construction and advertising height for stand construction in the halls is **5 m**.

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for stand construction in the halls insofar as they are built by the exhibitor. MM and the appointed service partners will check submitted stand construction plans (submitted in quadruplicate) for exhibitors. No specific approval will be issued. All two-story stands (see item 4.9 Technical Guidelines), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. require approval. Two-story stand construction is permitted in the halls with the approval of a top-level certified structural engineer, who is employed by the exhibitor. Approval for the two-story 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'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. One annually eligible fire extinguisher must be installed for each 30 m² of stand area (two for each 50 m²) from build-up period onwards. For two-story structures covering more than 30 m², exhibitors need to install a sprinkler system on the ceilings of each story. The structures of stand cannot hang on the structures of the hall. Material piling is not allowed on the two main electricity tunnels in the halls. In the case of infringement of any of the conditions specified here, MM is entitled to take action in accordance with the Terms of Participation. 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 always be accessible. Construction element, stand signboards, exhibits and banners on the booth must be arranged so that there is no unreasonable nuisance to neighbors. The side of back wall facing neighboring booth should be not lower than 2.50 m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand. Misleading company signs must be removed at the request of the trade fair management. For all construction work, allowance must be made for existing supply lines, distribution boxes, etc. Where these are located within individual stand areas, they must always be accessible. 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 is entitled to take action in accordance with the General Terms of Participation.

B 11 Safety Measures

During setup and dismantling period in the exhibition area (hall and outdoor) wearing 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 2 m).

B 12 Technical installations and other regulations

Applications for electrical installation, water, drainage, and telecommunication connections can be considered only if submitted in due time in the order forms available from MM. The precise terms of delivery and the connection fees are stated in 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 legal requirements for construction materials. 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 permit of MM, and the exhibitor needs to rectify with the requirement of MM according to the actual situation.

B 13 Restoration of the exhibition areas

All exhibition areas must be handed over to MM'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 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.

B 14 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used if that have been provided by the MM service partners responsible. In special cases, the consent of MM's Operations Department is required.

B 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 the express approval of MM's Operations Department. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

B 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 the corresponding penalties and losses incurred will be borne by the exhibitors.

B 17 Catalogue, Internet Information

An official trade-fair catalog, an internet database and visitor information will be compiled for the trade fair. All exhibitors (including co-exhibitors and companies at joint stands) will have a basic entry, which is an obligatory component of participation in the trade fair, appearing alphabetically in the exhibitor index, list of goods, Internet database and in the mobile catalog. This obligatory entry costs **CNY 1,000** and includes bilingual (Engl./Chin.) listing in the alphabetical exhibitor index with company name, hall/stand, address, phone/fax, internet/E-mail, listing of all brands in the brand index (catalog and online), and unlimited entries in the product directory (online) as well as web link to the company homepage. For an additional fee further entries in the catalog may be placed. The various possibilities and prices for additional entries and advertising may be viewed in the catalog order form which will be sent to the exhibitor by MM Shanghai in good time. MM assumes no responsibility for the correctness and completeness of the catalog, internet database and visitor information.

The invoice for the obligatory entry will be sent by MM Shanghai. Any additional media services will be charged by MM Shanghai's official publisher. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of any advertisement placed in the trade fair catalog, the internet database or the visitor information of MM at the instigation of the advertiser. Should third parties assert claims against MM on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MM fully safeguarded against all claims asserted including all costs of any necessary defence in court on the part of MM. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalog, the Internet database or the visitor information of MM.

B 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

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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	max 40
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 own 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 CIEC (New Venue) during setting-up after hall management fee and construction deposit are paid in full amount. 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.

B 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.

B 20 Alterations

MM reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

B 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 **5 million CNY**. MM 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 has to pay compensations due to the events related to the exhibitors' participation during the show, MM has the right to ask the relevant exhibitors reimburse the compensation to MM. MM is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

MM 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 employees 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 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.

B 22 Photography, filming, video recording, and sketching

Only persons authorized by MM and in possession of a valid MM 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 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's prior 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 is entitled to have 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.

B 23 Catering, deliveries to stands

Only companies approved for the event grounds may supply exhibition stands with food and beverages. Deliveries to exhibition stands are only permitted with restrictions. MM is authorized to allow deliveries to stands only at certain times. Detailed information on the possibilities of catering at the stand 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 that the exhibitors and visitors should not buy or take any food or drink from illegal peddlers in the exhibition center.

B 24 Intellectual property rights

When participating in trade fairs organized by MM, 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 rights including trademarks, copyrights, designs, names and patents whether registered or otherwise. MM 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. 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. 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.

B 25 Verbal agreements

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

B 26 Regulations for use

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors 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.

B 27 Period of exclusion

All the exhibitor's claims against MM arising from the stand rental, and all legal proceedings in connection therewith, lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. 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.

B 28 Place of performance, applicable law

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

B 29 Jurisdiction, arbitration agreement

The following shall apply to exhibitors incorporated in the PRC:

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.

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

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 the China International Economic and Trade Arbitration Commission Shanghai Sub-Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

B 30 Data protection

In compliance with data protection legislation, the person-related data of the exhibitor is processed and used for fulfilling the business purposes of MM as well as being forwarded to third parties in order to above all fulfill the purpose of the contract concerned.

B 31 Severability Clause

Should the provisions set out in the Terms of Participation or Technical Guidelines 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 English shall prevail.

As of January 2019
Messe Muenchen Shanghai Co., Ltd.

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 8 Electrical Power Supply**

SECTION III.A RAW SPACE MANDATORY FORMS

TECHNICAL SPECIFICATIONS

Exhibition Hall

	Hall E1	Hall E2	Hall E3
Static Floor Loading	5,000kg/sqm	5,000kg/sqm	5,000kg/sqm
Space Area (m ²)	14100	12600	12600
Ceiling Height (m)	16.7-18.8 Connecting Area (to Hall E2): 12.6	12.5-17.5	12.5-17.5
Booth Construction Height Limit	5 m	5 m	5 m
Hanging Point	Static lightweight advertisement under 50 kg	Static lightweight advertisement under 50 kg	Static lightweight advertisement under 50 kg
Freight Entrance Width(m)*Height(m)	4#: 4.6*5.7 Others: 4.4*4.7	4#: 4.6*5.7 Others: 4.4*4.7	4#: 4.6*5.7 Others: 4.4*4.7
Freight Elevator	N/A	N/A	N/A
Power Supply	5 line, 3 phase 380V / 220V 50Hz	5 line, 3 phase 380V / 220V 50Hz	5 line, 3 phase 380V / 220V 50Hz
Water In / Out	Available	Available	Available
Air Compressed	6-8bar	6-8bar	6-8bar
Telephone & Internet	Available	Available	Available
Fire Protection	Air sampling alarm system, fire hydrant buried	Air sampling alarm system, fire hydrant buried	Air sampling alarm system, fire hydrant buried
Emergency Lighting	Provided	Provided	Provided
Lighting Level	300LUX (average)	300LUX (average)	300LUX (average)

Outdoor

Static Floor Loading	5,000kg/sqm
Booth Construction Height Limit	3 m
Power Supply	5 line, 3 phase 380V / 220V 50Hz
Water In / Out	Available
Air Compressed	N/A
Telephone & Internet	N/A

SECTION III.A RAW SPACE MANDATORY FORMS

FORM1.1 EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

Important Notice:

- Exhibitors who have booked 'RAW SPACE' stands may use either the official stand contractor or appoint another contractor of their choice. This is subject to the approval of the organizers / hall owner before they are permitted to work in the exhibition.
- Exhibitors must urge their own contractor to advise all workmen by name list and their ID card copies to **the venue** at least 15 days before move-in if they appoint another contractor of their choice.
- Technical drawings (original) of the stand design must be submitted to the organizer in quadruplicate for approval **before deadline**. Stand designs without the organizer's approval will not be permitted in the exhibition.
- 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.**
- For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
- Electrical power supply **must** be ordered through the official contractor **only**.
- All electrical connections must be inspected by the official contractor before circuits are activated.
- 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.
- Please refer to "Move-in Procedure for Exhibitor Nominated Stand Contractor for Raw Space" on next page. 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" as well as Section II Technical Guidelines.**

Your stand construction is one-storey / two-storey. (Please mark ✓)

The height of your stand is _____ metre.

- ◆ The maximum construction and advertising height is 5m for all indoor booth and 3m for outdoor booth.
- ◆ The stand design drawings of outdoor booth or two-storey booth must be reviewed and approved by Grade A National Registered Structural Engineer. The relevant inspection fee will be incurred accordingly.

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

Stand contractor:		
Address:		
Safety director:	Onsite phone no.:	Fax:
Email:	Electrician on duty:	Onsite phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Safety director:		
Onsite phone no.:	Email:	
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.

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 International Exhibition Center New Venue (TianZhu), the exhibitor nominated stand contractors and exhibitors who build their booths on their own should pay a general management deposit and relevant payment to our official stand contractor and submit respective application forms for stand construction, as well as sign the Construction Regulations and Declaration of Safety Responsibility.

- 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

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

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 Perfect Creative International Builders Resources Co., Ltd.** (Address: No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 / P.R.China) **before 27 December 2019** and keep receipt of deposit. Deposit can be paid in cash or bank transfer only. The following account information is for your kind reference:

	A/C NO.	BANK NAME	BANK NO.	SWIFT CODE	COMPANY NAME
RMB ACCOUNT	010910818001 20109040136	Beijing Bank Bei Yuan Lu Branch	1081	BJCNCNBJ	Beijing Perfect Creative International Builders Resources Co., Ltd.

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.

**** 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:

SECTION III.A RAW SPACE MANDATORY FORMS

	General Management Deposit Deduction Rules	Deduction Rate
1	The booth design drawings have not been submitted to the organizer / official contractor for approval	100%
2	The design, structure or materials for booth construction is not in accord with the blueprints/drawings approved by the organizer or does not conform to any of the construction/fire protection/safety regulations.	100%
3	Booth height exceeds the maximum height limit.	100%
4	Booth structural/safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not 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 those without going through procedures entering the exhibition hall privately; working overtime secretly or delaying work against the regulations without applying for overtime; privately connect electrical power supply, water supply or compressed air without the written authorization of the official contractor.	50%
7	Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch is not to be installed.	50%
8	The structure, decoration, light fittings, exhibits, etc. exceeds the booth range.	50%
9	Non-island booth without a back wall higher than 2.5m.	50%
10	Any uncovered structure surface facing the neighboring stand, or the covering substance are not pure white, smooth or consistent with the building materials.	50%
11	Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors' own stand.	50%
12	For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, fire fighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.	50%
13	For the use of flammable, explosive and other forbidden objects against the fire safety requirements of the exhibition hall; or without fire treatment on materials.	50%
14	Fail to clear up the construction materials, garbage and packing stuff within preset time in the move-in/out period. Any building materials, scraps, empty cases, wooden structures, display boards or tools are placed on public aisles or in loading bay which caused jams during the move-in/out period.	50%
15	The sound level of the booth is above 70dB (with reference to the complaints and the sound level test result on-site).	50%
16	Booth dismantling begins before the exhibition ends on the last show day	50%
17	For not recycling the paint buckets, KT boards, carpets or low-pressure plastic paper (bubble plastic paper) 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. 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 at the construction site	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), remitte'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.

**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.

- There are no rectifications or corrective actions in accordance with the requirements of the organizer after receiving rectification notice against irregularities.
- The booth dismantling has not been completely implemented by the end of move-out.
- 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.
- Any accident or injury occurs in the booth construction process.

SECTION III.A RAW SPACE MANDATORY FORMS

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: RMB2,000,000; Cumulative compensation limit per person: RMB350,000

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; Tel: 86-21-62485075; MP: 86-13817536180; eMail: GUANJ1001@pingan.com.cn
- E. Insurance method:
Scan QR Code



Website Link: http://icore-comp.pingan.com.cn/icore_comp/pa18MobileInquiry/mobile/enterD11forsf.do?isPC=true

- 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	35/m ²		
Construction badge fee	75/badge (incl. deposit RMB40)		
Construction waste cleaning fee	3/m ²		
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 27 December 2019.

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 2020						
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 CIEC (New Venue)	<div style="text-align: right;"> Approved by: _____ Date: _____ </div>						
Confirmation of Stand Contractor	Agree with the opinion as above mentioned: <input type="checkbox"/> YES <input type="checkbox"/> NO Person in charge: _____ Mobile phone no.: _____ Date: _____						
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: 27 DECEMBER 2019

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 built according to approved drawings submitted.
2. 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.
3. **The maximum construction and advertising height is 5m for all indoor booth and 3m for outdoor booth.**
4. 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.
5. **The roof of each stand is not allowed to be covered completely and must be 80% open at least.**
6. One annually eligible fire extinguisher must be equipped for each 30 sqm of stand area (two for each 50 sqm). The fire extinguishers must be placed at a conspicuous position.
7. The booth structure must be stable and safe. Stand construction and decoration materials must accord with the national and local fire protection regulations to be at least flameproof and environment friendly. 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.
8. 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.
9. Only toughened glass can be used for structures made from glass. The strength of thickness of glass should be guaranteed (min. thickness 8mm 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.
10. 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 to ensure the firmness of the booth structure.
11. The platform in the booth may have a maximum height of 0.15 m and need to arrange ascents in case of any platform exceeding 10cm in height.
12. Only static lightweight advertising carriers such as banners and flags can be suspended. The structure such as truss, light box, etc. must not be hung. The hanging objects shall not be connected to the stand structure in any form. Do not connect any electrical equipment to the hanging objects.
13. For two-storey stand, the upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area.
14. Two-storey or outdoor stand construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/ contractor.
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.
16. The stand contractor should take windproof measures to ensure the safety and stability of outdoor stand structure.
17. No smoking in the halls. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.
18. All workmen on site must wear contractor badges. Workers for specific-type of work must possess Specific-type Operator Certificate.
19. 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 of CIEC (New Venue) reserve the right to refuse the entrance. All the helmets and safety belts should be self prepared.
20. 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.
21. 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.
22. Electric heating appliance or large charging equipment is prohibited to be used on site.
23. Exhibitors / contractors are required to apply for the electrical power supply accurately. The 24-hour power supply offered by CIEC (New Venue) cannot be used as non-stop power supply. Exhibitors / contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period.
24. The electrical, water and compressed air installations cannot be used without permission.
25. For outdoor stands, the lighting fixtures should be rainproof, and the control switch must be combined with leakage protection devices.
26. **During the dismantling period, the booth must be dismantled without rubbish and damage.**
27. The organizer 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.
28. The stand contractor should 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 take all responsibilities if violating the relevant regulations and will accept all penalties from the management of the organizer and CIEC (New Venue).

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

SECTION III.A RAW SPACE MANDATORY FORMS

FIRE PROTECTION REGULATIONS AND SAFETY RULES

Fire protection safety regulations & building regulations

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. Besides, a flameproof certificate of the building material is requested.

The carpet to be paved must be non-combustible with a burning diffusion rate not lower than Class B1. Protective measures to the marbled floor must be taken for any construction in convention area.

The maximum construction and advertising height is 5m for all indoor booth and 3m for outdoor booth.

The roof of each stand is not allowed to be covered completely and must be 80% open at least.

One annually eligible fire extinguisher must be equipped for each 30 sqm of stand area (two for each 50 sqm). The fire extinguishers must be placed at a conspicuous position. For two-storey booths whose second floor exceeds 30sqm, a fire extinguisher, which passes through annual inspection, must be prepared for each 12 sqm of both storeys.

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.

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. The distance of the pathway between the stand and the wall of the exhibition hall shall be 1m at least and piling up materials in this pathway is forbidden.

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

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.

Neon lights and heat lamps can not 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 exhibits must be kept more than 50cm. Electric heating appliance or large charging equipment is prohibited to be used on site. The light box must be provided with a heat dissipation hole.

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.

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

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" (electricians, welders or forklift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.

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

OUTDOOR STAND & TWO-STOREY STAND CONSTRUCTION REGULATIONS

• General conditions

Outdoor stand or Two-storey stand construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/contractor. Approval for the two-storey stand depends on the position of the stand within the hall and the area occupied. Since consideration must be given to the overall appearance of the hall in question, the visibility of signs, and the visual effects on neighboring stand, two-storey constructions may be limited in number or prohibited altogether.

Two-storey constructions must be designed in such a way, that it is possible to install and dismantle them within the designated time period. No upper storey may be built across the aisles.

The total stand height of two-storey booth cannot be more than 5 m. The structures of booth cannot be hung on the structures of the hall. The building of three-storey booth or above is forbidden.

In the case of infringement of any of the conditions specified here, the organizers reserve the right to take action in accordance with the general terms of participation.

• Approval procedure

The construction application must be submitted to the Organizers or the official contractor **until 27 December 2019**. The following documents must accompany the application.

- Forms 1.1, 1.2 and 2 of the exhibitor manual
- Plan of ground floor (the usage of each area and allocation of fire-fighting equipment must be clarified), in quadruplicate
- Plan of upper floor (two-storey booth), in quadruplicate
- Structural drawing, in quadruplicate (two-storey booth or outdoor booth)
- Elevations and Cross-sections, in quadruplicate
- Cutaway View, in quadruplicate (two-storey booth)
- Electricity layout, in quadruplicate
- Perspective, in quadruplicate
- Static test report or static load calculation, in quadruplicate (two-storey booth or outdoor booth, stamped by Grade A registered National structural engineer)
- Specification of construction together with the materials (fire detection report must be attached), in quadruplicate
- Structural calculation drawing, in quadruplicate (two-storey booth or outdoor booth, stamped by Grade A registered National structural engineer)
- A carbon copy of the certification of Grade A National registered structural engineer, in quadruplicate (two-storey booth or outdoor booth)
- Name list (Name, age, gender, type of work, number of technical certificate, 1" photo and ID number of builder)

All documents are to be submitted in Chinese and English and all drawings are to be specified scale (m). **Documents submitted by fax cannot be processed.**

The cost of the approval procedure is to be borne by the exhibitor. Please note that irrespective of approval by the organizers, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Beijing Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the organizers.

• Positioning of cabins / Design of upper storey

For two-storey stand, the upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area.

Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1 m from any aisles. The side facing the neighboring stand must be finished in white, of neutral and clean appearance.

• Balustrades

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

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

• Load-bearing capacity

Ceiling strength:

The following should be estimated for the storey ceiling of a two-storey trade fair stand in a trade fair hall: When upper-decker is used for meetings and customer support, i.e., furnishing with tables

and chairs arranged freely or in meeting cabins, the first-storey ceiling must be designed for a live load of 3.5 kN/sqm. If there is unrestricted use as exhibition or sales room, as meeting room or a great number of chairs, the first-storey ceiling must be designed for a live load of 5.0 kN/sqm. The use should be entered clearly recognizable in the plans, which are submitted for approval.

Strength of stairways:

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

Strength of balustrades / railings:

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

• Fire prevention

Two-storey stands up to 50 sqm of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reach the hall aisle in the ground floor may not exceed 25 m.

If the upper storey area exceeds 50 sqm, at least two stairways (min. width 0.90m) arranged opposite from each other are required, while distance between 2 evacuation exits must be 5m at least. At least one of the two stairways must end in an area, which is not built over.

Spiral staircases as required staircases are not permitted.

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

The roof of each stand is not allowed to be covered completely and must be 80% open at least. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

Automatic alarm and sprinkler system should be installed for each 8sqm and a fire extinguisher for each 12sqm when the 1st floor area of an indoor two-storey booth is fully enclosed. When the 1st floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up. The door of the closed room on 1st floor cannot be locked.

Up until final approval of the completed stand, additional measures of safety or fire prevention may also be imposed if deemed necessary.

• Outdoor work management

1. For outdoor work, construction materials shall be sheltered and protected. A large area of the decorative glass materials shall be stuck with warning signs to avoid personal injury. After daily construction works, the unfinished part should be properly sheltered and protected to prevent falling or sprinkling.
2. The windproof and fireproof protective measures should be taken to those construction materials piled in outdoor area. Fire extinguishing equipment must be allocated during the build-up / dismantling period.
3. Construction materials piled in outdoor area and current construction works should be protected from strong wind. After getting blustery forecast, following measures should be taken at construction site: to shelter and protect construction materials, to reinforce finished and unfinished building structure for windproof, to keep properly the articles stored on upper layers to prevent injury or damage causing by falling.
4. When the wind strength reaches a certain value, the organizer and official contractor have the right to adjust or suspend construction works. After completing the necessary protection and reinforcement work, raw space exhibitors and their nominated contractors must comply with relevant announcement to suspend all operational and constructional activities (including outdoor areas), and to evacuate the staff to safe area.
5. When the weather turns rainy, raw space exhibitors and their nominated contractors should adjust the construction content and slow down construction progress. Provided that the rain reaches certain strength, the organizer and official contractor have the right to adjust or suspend the aerial works, so as to avoid personal injury due to slipping floor.
6. For outdoor construction works at night, raw space exhibitors and their nominated contractors shall arrange the construction content properly on the basis of lighting condition and lighting effects. In case of insufficient lighting, construction works which are existing potential safety hazards or with more difficulties (including but not limited to material lifting, assembling of glass wall, aerial works, etc.) are strictly forbidden.

For other rules, please refer Form 1.2 "Construction Regulations and Declaration of Safety Responsibility" with its attachment "Fire Protection Regulations and Safety Rules" as well as Section II Technical Guidelines.

SECTION III.A RAW SPACE MANDATORY FORMS

FORM2 BUILDING APPROVAL FOR RAW SPACE STAND DESIGN

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

The original file (or digital file) of the following documents must be submitted to the Official Contractor **together with this form** till **27 December 2019 at latest**.

- Plan of ground floor (the usage of each area and allocation of fire-fighting equipment must be clarified), in quadruplicate
- Plan of upper floor (two-storey booth), in quadruplicate
- Structural drawing, in quadruplicate (two-storey booth or outdoor booth)
- Elevations and Cross-sections, in quadruplicate
- Cutaway View, in quadruplicate (two-storey booth)
- Electricity layout, in quadruplicate
- Perspective, in quadruplicate
- Static test report or static load calculation, in quadruplicate (two-storey booth or outdoor booth, stamped by Grade A registered National structural engineer)
- Specification of construction together with the materials (fire detection report must be attached), in quadruplicate
- Structural calculation drawing, in quadruplicate (two-storey booth or outdoor booth, stamped by Grade A registered National structural engineer)
- A carbon copy of the certification of Grade A National registered structural engineer, in quadruplicate (two-storey booth or outdoor booth)
- Name list (Name, age, gender, type of work, number of technical certificate, 1" photo and ID number of builder)

Note:

- All documents are to be submitted in Chinese and English. And all drawings must be in scale and dimensioned in meters. Documents submitted by fax cannot be processed. All plans and analyses are to be signed in the original and dated by the author.
- The drawings may not be accepted or processed timely if submitted later than the deadline. If any delay occurs as a result, time-related consequences should be borne by the exhibitors/contractors.

For construction and design drawings for outdoor booths without approval of top level certified structural engineer, the organizer keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre. The booth must be constructed in strict accordance with the approved drawings.

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:	Email:
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.

SECTION III.A RAW SPACE MANDATORY FORMS

FORM3 STAND LAYOUT

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

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

Amount

_____ sockets
 _____ machine connection
 _____ spotlight
 _____ fluorescent tubes
 _____ water connection
 _____ compressed air

Booth size
 _____ (m): _____ (m)

Right
 (Neighboring
 Booth No.)

Booth back wall (Neighboring Booth No.)

left
 (Neighboring
 Booth No.)

Symbol

ST socket
 ST24 24hrs socket
 L fluorescent tube
 S spotlight
 W water connection
 D compressed air
 T telephone
 F fax machine
 M machine connection

SECTION III.A RAW SPACE MANDATORY FORMS

FORM8 ELECTRICAL POWER SUPPLY

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

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

Description		Unit Price RMB	Quantity	Total RMB
Temporary power supply, 220 V / 15 Amp, single phase (without connection)		500.00		
Temporary power supply, 380 V / 30 Amp, single phase (without connection)		1,750.00		
24 hour power supply, 220 V / 15 Amp, single phase (without connection)		3,150.00		
24 hour power supply, 380 V / 30 Amp, single phase (without connection)		8,750.00		
for lighting use only	Power supply, 220 V / 15 Amp, single phase (without connection)	1,350.00		
	Power supply, 220 V / 20 Amp, single phase (without connection)	2,120.00		
	Power supply, 220 V / 30 Amp, single phase (without connection)	2,700.00		
	Power supply, 220 V / 40 Amp, single phase (without connection)	4,240.00		
	Power supply, 220 V / 50 Amp, single phase (without connection)	4,620.00		
	Power supply, 220 V / 60 Amp, single phase (without connection)	5,780.00		
	Power supply, 220 V / 80 Amp, single phase (without connection)	8,090.00		
	Power supply, 220 V / 100 Amp, single phase (without connection)	10,590.00		
for machine	Power supply, 220 V / 15 Amp, single phase (without connection)	1,750.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	3,420.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	6,150.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	10,470.00		
	Power supply, 380 V / 150 Amp / 50 Hz, 3P (without connection)	15,250.00		
A deposit of RMB3000 will be charged for power supply for machine ordered by the shell scheme exhibitor.				
All exhibitors/contractors must cut off the electrical power supply before leaving their booths.				

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

Notes

- 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.
- 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.
 - The electric box must be safe, unbroken and with lockable cover.
 - 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.
 - The electric box must be equipped with RCD system.
 - The declaration of electricity must be consistent with the capacity of electric box.
 - 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 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



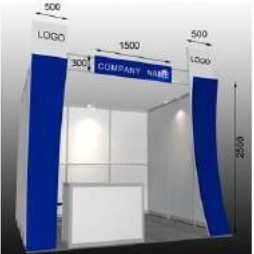

Shell Scheme Mandatory Forms

- **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 4 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 7**.

ITEM	SPECIFICATIONS	Notes				
01_Premium (12sqm) 	Max. stand height 3m	$\geq 12m^2$	$\geq 18m^2$	$\geq 24m^2$	$\geq 30m^2$	
	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	✓	✓	✓	✓	
	RMB 385/sqm					
02_Sparkle (18sqm) 	Max. stand height 3m	$\geq 18m^2$	$\geq 24m^2$	$\geq 30m^2$	$\geq 36m^2$	$\geq 42m^2$
	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 (white), 0.30m ht; Lettering & booth no. (black)	✓	✓	✓	✓	✓
03_Economic (12sqm) 	Max. stand height 3m	$\geq 12m^2$	$\geq 18m^2$	$\geq 24m^2$	$\geq 30m^2$	
	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 (blue), 0.30m ht; Lettering & booth no. (white)	✓	✓	✓	✓	
	Logo, in sticker cut-out, excl. design, incl. production	✓	✓	✓	✓	
	RMB 555/sqm					
04_Eminence (18sqm) 	Max. stand height 3.5m	$\geq 18m^2$	$\geq 24m^2$	$\geq 30m^2$	$\geq 36m^2$	$\geq 42m^2$
	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 (silver spray), 0.4m ht; Lettering & booth no. (white)	✓	✓	✓	✓	✓
	Logo, digital print in mesh, excl. design, incl. production	✓	✓	✓	✓	✓
	RMB 810/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.B SHELL SCHEME MANDATORY FORMS

FORM3 STAND LAYOUT

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	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
- Spotlights	- Compressed air

Amount

_____ sockets
 _____ machine connection
 _____ spotlight
 _____ fluorescent tubes
 _____ water connection
 _____ compressed air

Booth size
 _____ (m): _____ (m)

Right
 (Neighboring
 Booth No.)

Booth back wall (Neighboring Booth No.)

left
 (Neighboring
 Booth No.)

Symbol

ST socket
 ST24 24hrs socket
 L fluorescent tube
 S spotlight
 W water connection
 D compressed air
 T telephone
 F fax machine
 M machine connection

SECTION III.B SHELL SCHEME MANDATORY FORMS

FORM4 COMPANY NAME FOR STAND FASCIA

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	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 15**, to **the Official Contractor** for quotation.

Section III.C

ONLINE Mandatory Forms to

All Exhibitors

- **How to show our company information on the catalogue?**
=> Form 5 Catalogue Entries & Advertisements
- **How to carry out registration of exhibitor badge?**
=> Form 6 Registration of Exhibitor Badges

FORM 5 CATALOG ENTRIES & ADVERTISEMENTS

DEADLINE: 10 JANUARY 2020

For all exhibitors of ISPO Beijing 2020, you could realize catalogue entry online at <http://online.ispo.com.cn/index/index?language=en-US> to complete relating procedure.

Content:

1. Basic entry and packages
2. Index of product category
3. Form 5A – Exhibitor list (Alphabetical list of exhibitors)
4. Form 5B – Exhibitor list (List of exhibitors by product categories)
5. Form 5C – Alphabetical list of brands / Trademarks
6. Form 5D – Looking for agents / Distributors
7. Form 5E – Advertisement

For inquiries:

Beijing Weidelong Consultancy Co., Ltd.

Tel.: +86-10-8580 2542

Email: lacey@asiancreation.com.cn

Contact person: Ms. Lacey Ying

Please return form to:

Beijing Weidelong Consultancy Co., Ltd.

Tel: +86-10-8580 2542

E-mail: lacey@asiancreation.com.cn

DEADLINE: 10 JANUARY 2020

BASIC ENTRY AND PACKAGES

Basic Package

Compulsory Entry (Free)

☐

Basic Package consists of: **(must be submitted by each exhibitor)**

- Exhibitor Index: company name CN/EN, booth No., tel. / fax / email / website, 1 B/W company logo, 3 lines in English and 3 lines in Chinese for company profile / product description
* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces
- Product Index: company name CN/EN, booth No., items according to space
(<50sqm, free entry under two product categories; >=50sqm, free entry under five product categories)
- Brand Index: company name CN/EN, booth No., **unlimited brands**

Advanced Package

CNY 1,800

☐

Advanced Package consists of:

- Exhibitor Index: company name CN/EN, booth No., tel. / fax / email / website, 1 B/W company logo, 3 lines in English and 3 lines in Chinese for company profile / product description
* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces
- Product Index: company name CN/EN, booth No, items according to space, **B/W logo**
(<50sqm, free entry under two product categories; >=50sqm, free entry under five product categories)
- Brand Index: company name CN/EN, booth No., **tel., website, unlimited B/W brand logos**

Premium Package

CNY 2,700

☐

Premium Package consists of:

- Exhibitor Index: company name CN/EN, booth No., tel. / fax / email / website, 1 4C company logo, 3 lines in English and 3 lines in Chinese for company profile / product description
* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces
- Product Index: company name CN/EN, booth No., **unlimited product category entry, B/W logo**
- Brand Index: company name CN/EN, booth No., **tel., website, unlimited 4C brand logos**

SAMPLES FOR PACKAGE ENTRY

Basic Package

按英文字母排序 / Exhibitor Index:



2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, Fax +86-10-5900 1249
info@tecnicagroup.cn, www.tecnicagroup.cn

泰尼卡集团是世界领先的运动鞋生产厂商，其目标是在全球生产及销售各类运动鞋及其他装备。
The leader of the most important production district in the world for sport shoes.

商标名录 / Brand Index:

Tecnica

2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.

Nordica

2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.

按产品类别排序 / Product Index:

002.1.1

滑雪服
Skiwear

2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.

Advanced Package

按英文字母排序 / Exhibitor Index:



2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, Fax +86-10-5900 1249
info@tecnicagroup.cn, www.tecnicagroup.cn

泰尼卡集团是世界领先的运动鞋生产厂商，其目标是在全球生产及销售各类运动鞋及其他装备。
The leader of the most important production district in the world for sport shoes.

商标名录 / Brand Index:



2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.
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2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, www.tecnicagroup.cn

按产品类别排序 / Product Index:

002.1.1

滑雪服
Skiwear



2.510

北京泰尼卡体育用品有限公司
Beijing Tecnica Sport Equipment Co., Ltd.



SAMPLES FOR PACKAGE ENTRY

Premium Package

按英文字母排序 / Exhibitor Index:



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, Fax +86-10-5900 1249
info@tecnicagroup.cn, www.tecnicagroup.cn

泰尼卡集团是世界领先的运动鞋生产厂商，其目标是在全球生产及销售各类运动鞋及其他装备。
The leader of the most important production district in the world for sport shoes.

商标名录 / Brand Index:



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, www.tecnicagroup.cn



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.
Tel. +86-10-5900 1245, www.tecnicagroup.cn

(LOGO in 4C)

按产品类别排序 / Product Index:

001.1.2 雪靴固定器
Ski bindings



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.

001.1.3 滑雪杖
Ski poles



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.

001.1.4 滑雪系统与套装
Ski systems and sets



2.510

北京泰尼卡体育用品有限公司
Beijing Technica Sport Equipment Co., Ltd.

(LOGO in 4C)

ISPO
Beijing

[illegible]

SECTION III.C ONLINE MANDATORY FORMS
TO ALL EXHIBITORS



Please return form to:

Beijing Weidelong Consultancy Co., Ltd.

Tel: +86-10-8580 2542

E-mail: lacey@asiancreation.com.cn

DEADLINE: 10 JANUARY 2020

FORM 5A: ALPHABETICAL LIST OF EXHIBITORS

Company details

Company name (Chinese)

Company name (English)

Telephone

Fax

E-mail

Website

Product description / Company profile (max of 132 English letters & 66 Chinese characters including punctuation and spaces **free of charge**. Additional lines chargeable at CNY 135.- per printed line)

English

Chinese

Additional Trademark / Company logo

Please tick where applicable!



Each additional logo / trademark in Alphabetical List of Exhibitors will be charged at:



Logo in b/w

CNY 810.- /pcs



Logo in 4C

CNY 1,440.- /pcs

Please send your logo in TIF, JPG or EPS format to **info@asiancreation.com.cn** on or before deadline.

Place, date, signature

SECTION III.C ONLINE MANDATORY FORMS TO ALL EXHIBITORS



Please return form to:

Beijing Weidelong Consultancy Co., Ltd.

Tel: +86-10-8580 2542

E-mail: lacey@asiancreation.com.cn

DEADLINE: 10 JANUARY 2020

FORM 5B: 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, unlimited product categories for 2nd upgrade package order)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Additional product categories entry: Each additional product category will be charge at **CNY 810.-** (inclusion of company name in Chinese & English and stand no)

☐

Additional product/brand information will be charged at **CNY 135.- per printed line**
(Please indicate what information belongs to which product category).

FORM 5C: 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. _____

☐

Additional brand information will be charged at **CNY 135.- per printed line**

Place, date, signature

SECTION III.C ONLINE MANDATORY FORMS TO ALL EXHIBITORS



Please return form to:

Beijing Weidelong Consultancy Co., Ltd.

Tel: +86-10-8580 2542

E-mail: lacey@asiancreation.com.cn

DEADLINE: 10 JANUARY 2020

FORM 5D: LOOKING FOR AGENTS / DISTRIBUTORS

Company details (Entries in this listing will be charged at **CNY 810.-**)

Company name (Chinese)

Company name (English)

Street / P.O. Box

Postal code

City

Country

Telephone

Fax

E-mail

Website

Contact Person

Looking for agent / distributor in the region of

Company introduction / Agent requirements (max of 88 English letters & 44 Chinese characters including punctuation and spaces free of charge. Additional lines chargeable at **CNY 135.- per printed line**)

English

Chinese

Place, date, signature

SECTION III.C ONLINE MANDATORY FORMS TO ALL EXHIBITORS



Please return form to:

Beijing Weidelong Consultancy Co., Ltd.

Tel: +86-10-8580 2542

E-mail: lacey@asiancreation.com.cn

DEADLINE: 10 JANUARY 2020

FORM 5E: ADVERTISEMENT

Please tick where applicable!



Run-off page, 4-c

CNY 12,500.-

☐

Format: 210mm wide x 285mm high + 3mm on each side for trimming

First catalogue page, 1/1 page, 4-c

CNY 18,000.-

☐

Format: 210mm wide x 285mm high + 3mm on each side for trimming

Opposite contents page 1/1 page, 4-c

CNY 14,500.-

☐

Format: 210mm wide x 285mm high + 3mm on each side for trimming

Cardboard divider back side, 1/1 page, 4-c

CNY 17,500.-

☐

Format: 210mm wide x 285mm high + 3mm on each side for trimming

Inside front cover, 1/1 page, 4-c

CNY 21,000.-

☐

Format: 210mm wide x 285mm high + 3mm on each side for trimming

Double-spread, 2/1 pages, 4-c

CNY 18,000.-

☐

Format: 420mm wide x 285mm high + 3mm on each side for trimming

Bookmark (one bookmark only)

CNY 18,500.-

☐

Format: max. 90mm wide x 170mm high

Please send necessary printing documentations as follows to lacey@asiancreation.com.cn on or before deadline.

1. Trim size 210mm wide x 285mm high + 3mm on each side for trimming; Type size 190mm wide x 265mm high (text must be fit within this size)
2. File format:
 - jpg or tiff: the file should be in 300dpi
 - ai or eps: with all fonts embedded
 - PDF: high resolution in printing quality with all fonts embedded, PDF format is preferred

Place, date, signature

Terms and Conditions

1. Verbal agreements made when placing orders must be noted on the forms.
2. Only orders on our standardized order forms carrying proper signatures and company stamps will be treated as valid.
3. Orders for catalogue entries will not be confirmed unless specifically requested.
4. Copy proofs of insertions will not be forwarded unless specifically requested.
5. Costs for advertisement publish in catalogue only.
6. Costs for producing or amending advertising material are not included in the published rates but will be charged separately.
7. The exhibitors shall be responsible for providing all the order and documents (catalogue entries, advertisements, company logos, photos etc) before the deadline. If not, the official publisher keeps the right to publish the information in a supplement to the official catalogue or will be not published in the official catalogue. The same terms and conditions also apply to the catalogue supplement.
8. The client shall be responsible for timely order and delivery of all necessary documentation (catalogue entries, advertisements, company logos, photos etc). Shall we receive catalogue entries, logos, photos etc after the given deadlines, we shall reserve the right to publish the information in a supplement to the official catalogue. The same terms and conditions also apply to the catalogue supplement.
9. Exhibitor promised that all the text, files, picture, etc submitted are acquired with legal approach. Catalogue publisher or organizer will not bear joint liability for any further dispute or responsibility.
10. All terms and conditions also apply to co-exhibitors.

Terms of Payment

1. Payment must be settled by the deadline of the agreement/debit note. The publisher remains the right not to publish related information without complete payment.
2. No commission is payable to any advertising agency employed.
3. Place of performance and jurisdiction is in the People's Republic of China

FORM6 REGISTRATION OF EXHIBITOR BADGES

DEADLINE: 27 DECEMBER 2019

For all exhibitors of ISPO Beijing 2020, you could realize the registration of exhibitor badges on-line at <http://online.ispo.com.cn/index/index?language=en-US>

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 78	25
18 to 27	10	79 to 100	30
28 to 40	15	more than 100	maximum 40
41 to 54	20		

Each additional exhibitor badge will be charged at **RMB20.-**.

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.D

Optional Forms

- **Can we order the stand package or change the original stand package type?**
=> Form 7 Stand Package Order Form
- **How to order additional electrical equipment, furniture, telephone, water supply, office equipment, compressed air for our booth?**
 - => Form 8 Electrical Power Supply**
 - => Form 9 Telephone & Fax Equipment**
 - => Form 10 Water and Compressed Air Supply**
 - => Form 11 Hanging Points**
 - => Form 12 Additional Furniture**
 - => Form 13 Office Equipment**
 - => Form 14 Electrical Equipment & Fittings**
 - => Form 15 Special Items**
- **How to order an interpreter and hostess for our booth?**
=> Form 16 Booth Personnel
- **Is there any conference room in the fairground that we can reserve during the show?**
=> Form 17 Meeting Rooms
- **How to optimize our company's advertising exposure?**
=> Form 18 Advertising & Sponsoring Opportunities
- **Does WI-FI offered on site?**
=> Form 19 Uroaming Pocket Wi-Fi Rental Application
- **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

SECTION III.D OPTIONAL FORMS

FORM7 STAND PACKAGES ORDER FORM

DEADLINE: 27 DECEMBER 2019

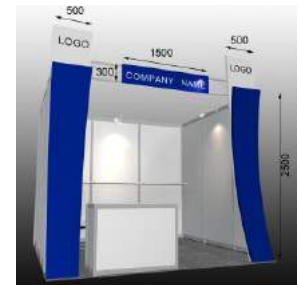
01 PREMIUM (min. 12 sqm)

RMB385.-- per sqm



03 ECONOMIC (min. 12 sqm)

RMB555.-- per sqm



02 SPARKLE (min. 18 sqm)

RMB470.-- per sqm



04 EMINENCE (min. 18 sqm)

RMB810.-- 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.D OPTIONAL FORMS

FORM7 STAND PACKAGES ORDER FORM

DEADLINE: 27 DECEMBER 2019

Please return form to: Messe München GmbH Messegelände 81823 Munich, Germany Tel.: +49 (0)89 949 20144 Fax: +49 (0)89 949 97 20542 eMail: beijing@ispo.com	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	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
01	PREMIUM (min. 12 sqm)		385.--	
02	SPARKLE (min. 18 sqm)		470.--	
03	ECONOMIC (min. 12 sqm)		555.--	
04	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 15 - Special Items**, to the **Official Contractor** for quotation.
- Exhibitors will be held responsible for any loss or damage.
- 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.
- 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.
- The official contractor will be in charge of booth cleaning.
- **The exhibitors should take over the bank charges when transferring the payment.**

SECTION III.D OPTIONAL FORMS

FORM8 ELECTRICAL POWER SUPPLY (OPTIONAL FOR SHELL SCHEME)

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel.:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

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

Description		Unit Price RMB	Quantity	Total RMB
Temporary power supply, 220 V / 15 Amp, single phase (without connection)		500.00		
Temporary power supply, 380 V / 30 Amp, single phase (without connection)		1,750.00		
24 hour power supply, 220 V / 15 Amp, single phase (without connection)		3,150.00		
24 hour power supply, 380 V / 30 Amp, single phase (without connection)		8,750.00		
for lighting use only	Power supply, 220 V / 15 Amp, single phase (without connection)	1,350.00		
	Power supply, 220 V / 20 Amp, single phase (without connection)	2,120.00		
	Power supply, 220 V / 30 Amp, single phase (without connection)	2,700.00		
	Power supply, 220 V / 40 Amp, single phase (without connection)	4,240.00		
	Power supply, 220 V / 50 Amp, single phase (without connection)	4,620.00		
	Power supply, 220 V / 60 Amp, single phase (without connection)	5,780.00		
	Power supply, 220 V / 80 Amp, single phase (without connection)	8,090.00		
	Power supply, 220 V / 100 Amp, single phase (without connection)	10,590.00		
for machine	Power supply, 220 V / 15 Amp, single phase (without connection)	1,750.00		
	Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)	3,420.00		
	Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)	6,150.00		
	Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)	10,470.00		
	Power supply, 380 V / 150 Amp / 50 Hz, 3P (without connection)	15,250.00		
A deposit of RMB3000 will be charged for power supply for machine ordered by the shell scheme exhibitor.				
All exhibitors/contractors must cut off the electrical power supply before leaving their booths.				

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

Notes

- 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.
- 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.
 - The electric box must be safe, unbroken and with lockable cover.
 - 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.
 - The electric box must be equipped with RCD system.
 - The declaration of electricity must be consistent with the capacity of electric box.
 - 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 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.D OPTIONAL FORMS

FORM9 TELEPHONE, INTERNET & FAX EQUIPMENT

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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 (2M)	18,750.00			
Wire broadband line for Internet (10M)	39,070.00			
Wire broadband line for Internet (20M)	60,000.00			
ADSL (1M)	9,000.00			
ADSL (2M)	12,000.00			

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.
- **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.

SECTION III.D OPTIONAL FORMS

FORM10 WATER AND COMPRESSED AIR SUPPLY

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

- ☐ We hereby order the following items to be used during the duration of the Exhibition only.
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	3,580.00		
2	Water supply for machine	3,700.00		

☐ 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 300L/min	3,250.00		
2	Compressed air 600L/min	4,880.00		
3	Compressed air 1000L/min	6,500.00		

☐ 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.**
- **Compressed air source provided by the hall collectively is the general compressed air with the outlet pressure of the compressing machine of 0.6-0.8Mpa and 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.

SECTION III.D OPTIONAL FORMS

FORM11 HANGING POINTS

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

Description	Unit Price RMB	Quantity	Total RMB
Hanging point fee - in hall - (for hanging ad banner purpose only, per each point, incl. the genie lift , excl. all accessories, max. loading capacity 50 kg /point)	3,000.00/point/period		

Note

- The prefabricated “U” hooks on the top of the exhibition hall should be used as hanging points. The objects hung from the hall ceiling must be kept at a safe distance from fire protection, monitoring, lighting and other equipment.
- Only static lightweight advertising carriers such as banners and flags can be suspended. The structure such as truss, light box, etc. must not be hung
- The hanging objects shall not be connected to the stand structure in any form. Do not connect any electrical equipment to the hanging objects. The three-dimensional hanging object shall not be larger than 3 m in horizontal direction and 1.5 m in vertical direction.
- 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 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 banner 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.**
- Cancelled orders are not refundable.
- **Order of hanging points can only be accepted with submitting of plans at the same time.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be 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 should be confirmed with Official Contractor in advance. The booth contractor should prepare all the related accessories by himself, such as rope, etc.

**All personnel must wear safety belts when working on construction in height.
 The safety belts should be self prepared.**

SECTION III.D OPTIONAL FORMS

FORM12 ADDITIONAL FURNITURE

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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, rips quality, per SQM	80.00		
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		
Coloured sticker: surcharge per wall element (2.5 sqm)	250.00		
Plexi Glass Panel, 100 x 250 cm ht	360.00		
Curtain Element (System)	150.00		
Lockable swing door (System)	300.00		
Lockable folding door (System)	280.00		
Ceiling egg crate panels, System, 1 x 1 m (only with order of ceiling beams)	320.00		
Ceiling beams without egg crate panels	270.00		
Folding chair	50.00		
Grey office chair	150.00		
Black leather chair	120.00		
Grey 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.D OPTIONAL FORMS

ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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		
Hooks	30.00		

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.D OPTIONAL FORMS

ADDITIONAL FURNITURE (CONT'D)

DEADLINE: 27 DECEMBER 2019



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



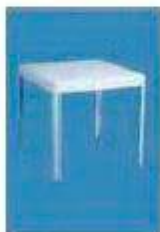
锁柜
Lockable cupboard
95*45*75cmh



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

SECTION III.D OPTIONAL FORMS

ADDITIONAL FURNITURE (CONT'D)

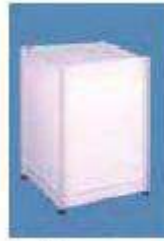
DEADLINE: 27 DECEMBER 2019



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.D OPTIONAL FORMS

FORM13 OFFICE EQUIPMENT

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

Please remember to order the necessary socket (Form 14)

Description	Unit Price RMB	Quantity	Total RMB
Desktop computer	900.00		
Laptop	900.00		
17" LCD – Monitor	720.00		
Copy machine A3 & A4	2,000.00		
Ink Jet - color printer (size: A4)	1,100.00		
Laser Printer, B&W (size: A4)	1,800.00		
DVD player	300.00		
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.D OPTIONAL FORMS

FORM14 ELECTRICAL EQUIPMENT & FITTINGS

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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

Description	Unit Price RMB	Quantity	Total RMB
Spotlight, 100 W	100.00		
Long arm spotlight, 100 W	100.00		
Floodlight, 250 W	240.00		
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		
Microwave oven	340.00		

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.D OPTIONAL FORMS

FORM15 SPECIAL ITEMS

DEADLINE: 27 DECEMBER 2019

Please return form to: Beijing Perfect Creative International Builders Resources Co., Ltd. No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100028 Tel.: +86 (0)10-8455 1155 Fax: +86 (0)10- 6466 1298/ 6462 5934 eMail: fengzhen.wang@pbr.net.cn manman.wang@pbr.net.cn Contact Person: Ms. Kate Wang / ext. 813 (E1/ E2) Ms. Amy Wang / ext. 830 (E3)	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

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	40.00		
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		
Ceiling fire extinguisher	390.00		
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.D OPTIONAL FORMS

FORM16 BOOTH PERSONNEL (INTERPRETER/HOSTESS)

DEADLINE: 27 DECEMBER 2019

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: marvin.ma@mm-sh.com Contact Person: Mr. Marvin Ma / ext. 860	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	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 15.**
- **The exhibitors should take over the bank charges when transferring the payment.**

SECTION III.D OPTIONAL FORMS

FORM17 MEETING ROOM

DEADLINE: 27 DECEMBER 2019

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: bonnie.you@mm-sh.com Contact Person: Ms. Bonnie You / ext. 876	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.

	Meeting Room Type	Space Area SQM	Capacity (Person)			Price (RMB)
			Theater	Class	Round table	
Meeting Room inside of General Service Building (incl. chairman table, chairs, basic sound system & 2 wired micro phones) (No sound system and micro phones in Type 1)						half day (3hrs)
<input type="checkbox"/>	Type 1	42-53 sqm	50	-	30	2,400.00
<input type="checkbox"/>	Type 2	66-98 sqm	70-100	-	-	3,600.00
<input type="checkbox"/>	Type 3	92-109 sqm	100-120	-	-	4,200.00
<input type="checkbox"/>	Type 4	309 sqm	-	150	-	6,500.00
<input type="checkbox"/>	Type 5	795 sqm	-	500	-	13,000.00
Space Room inside of Exhibition Area						entire day (6hrs)
<input type="checkbox"/>	Type 6	24-31 sqm	E1-101; E1-102; E2-101; E3-101			1,200.00
<input type="checkbox"/>	Type 7	51 sqm	E2-202; E3-202; E3-203			1,800.00
<input type="checkbox"/>	Type 8	113 sqm	E1-203			2,400.00
<input type="checkbox"/>	Type 9	113 sqm	E2-203; E3-201			3,000.00
<input type="checkbox"/>	Type 10(VIP room)	57-63 sqm	E1-VIP; E2-VIP; E3-VIP			3,600.00

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.**

Please mark the required duration of rental:

	12 February 2020	13 February 2020	14 February 2020	15 February 2020
9 am - 12 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30 pm – 4:30 pm	<input type="checkbox"/>	<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 accepted. And exhibitors will have to make good any resulted damages or losses.
- **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 "Reminder for usage of meeting room / office / space room" on next page.**
- **For inquiry, please contact:**
 Tel.: +86 21 20205500
 eMail: shirley.du@mm-sh.com
 Contact person: Shirley Du ext. 837

SECTION III.D OPTIONAL FORMS

MEETING ROOM (CONT'D)

DEADLINE: 27 DECEMBER 2019

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: bonnie.you@mm-sh.com Contact Person: Ms. Bonnie You / ext. 876	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	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 (3 hrs)	whole day (6 hrs)	show period (4 days)	
Ordinary microphone	240.00	480.00	--	
Ordinary wireless microphone	360.00	720.00	--	
Projector 4000 ANSI (not available for Type 1)	2,000.00	4,000.00	--	
Projector 5000 ANSI (available for Type 4 only)	2,400.00	4,800.00	--	
Projector 12000 ANSI (available for Type 5 only)	6,500.00	13,000.00	--	
Projection screen with tripod 120" (2.33m Lx1.77m W)	480.00	960.00	--	
Projection screen with tripod 150" (3m Lx2.25m W) (available for Type 5 only)	600.00	1,200.00	--	
Removable sound system	960.00	1,920.00	--	
Video conference system 32 inch LCD TV set (available for Type 1 W-101 only)	2,400.00	4,800.00	--	
PANASONIC600/650 camera (available for Type 4 & Type 5 only)	2,160.00	4,320.00	--	
Video system (only for Type 4 & Type 5)	2,400.00	4,800.00	--	
Electrical power connection (The electrical power connection cable should be prepared by the exhibitor.)	30A/380V	--	--	3,420.00

◆ **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 February 2020	13 February 2020	14 February 2020	15 February 2020
9 am - 12 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30 pm - 4:30 pm	<input type="checkbox"/>	<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.
- Electrical power connection can only be provided in W101、W102、W105、W201、E201、E206、E306.
- 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.
- **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 "Reminder for usage of meeting room / office / space room" on next page.**
- **For inquiry, please contact:**
 Tel.: +86 21 20205500
 eMail: shirley.du@mm-sh.com
 Contact person: Shirley Du ext. 837

SECTION III.D OPTIONAL FORMS

MEETING ROOM (CONT'D)

DEADLINE: 27 DECEMBER 2019

Reminder for usage of meeting room / office / space room

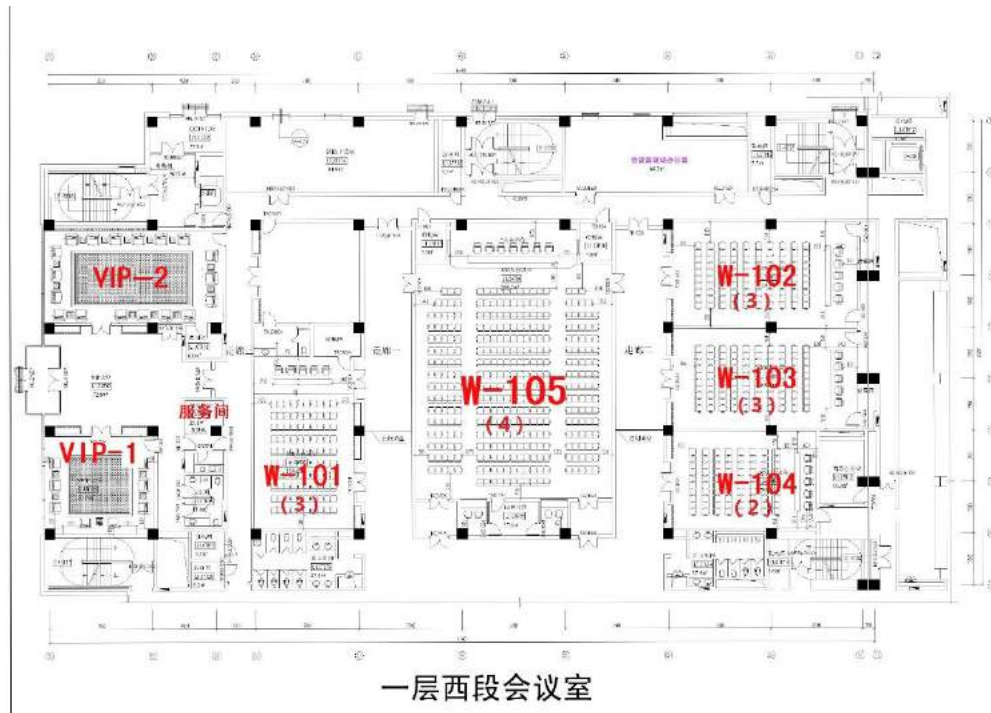
1. The buildings and facilities should not be destroyed.
2. The posters are not allowed to be mounted on the buildings and facilities.
3. All the equipped furniture and facilities in the rooms are not allowed to be moved out.
4. Banner or hanging banner is forbidden.
5. It is prohibited to decorate the 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 CIEC (New Venue).
7. It is prohibited to take outsourcing food. Please contact CIEC (New Venue) to get menu to order if you need coffee break. Keep the meeting room clean.
8. Please confirm with the organizer if you have detail requirement of the meeting room decoration.
Tel.: +86 21 20205500
eMail: shirley.du@mm-sh.com
Contact person: Shirley Du ext. 837
9. Exhibition hours: 9:00-17:00 on Feb. 12 - 14, 2020; 9:00-16:00 on Feb. 15, 2020. The time slot for meeting room rental is 9:00-12:00 or 13:30-16:30, please arrange the room decoration and resetting accordingly.
10. If involved in the construction, the exhibitors and contractor should declare to CIEC (New Venue) according to the move-in procedure three weeks before move in.

SECTION III.D OPTIONAL FORMS

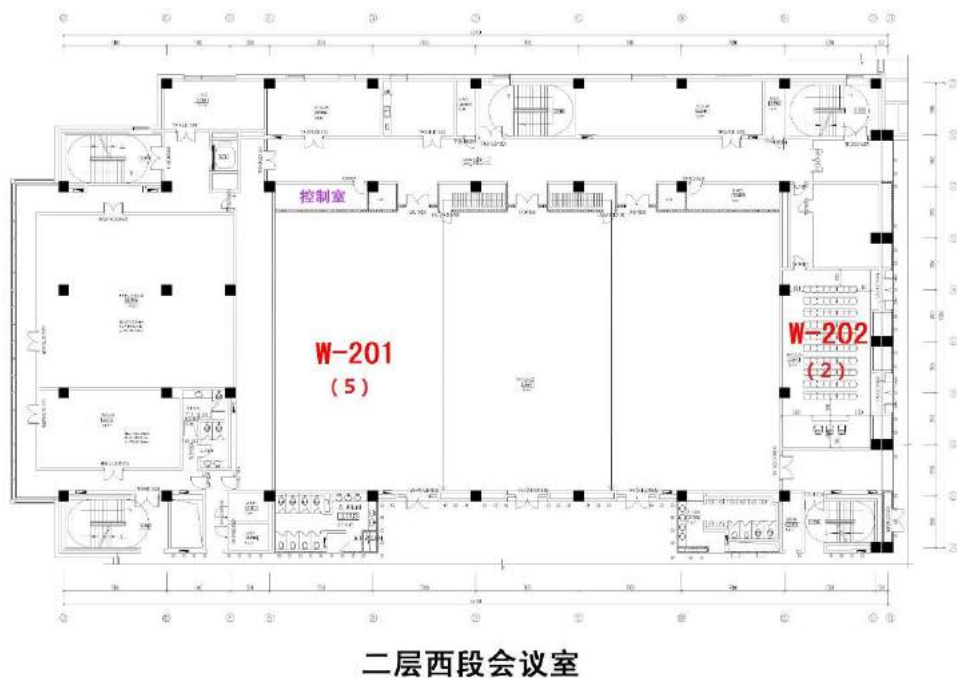
MEETING ROOM (CONT'D)

DEADLINE: 27 DECEMBER 2019

Meeting Rooms in the Western Section on the Ground Floor



Meeting Rooms in the Western Section on the Second Floor



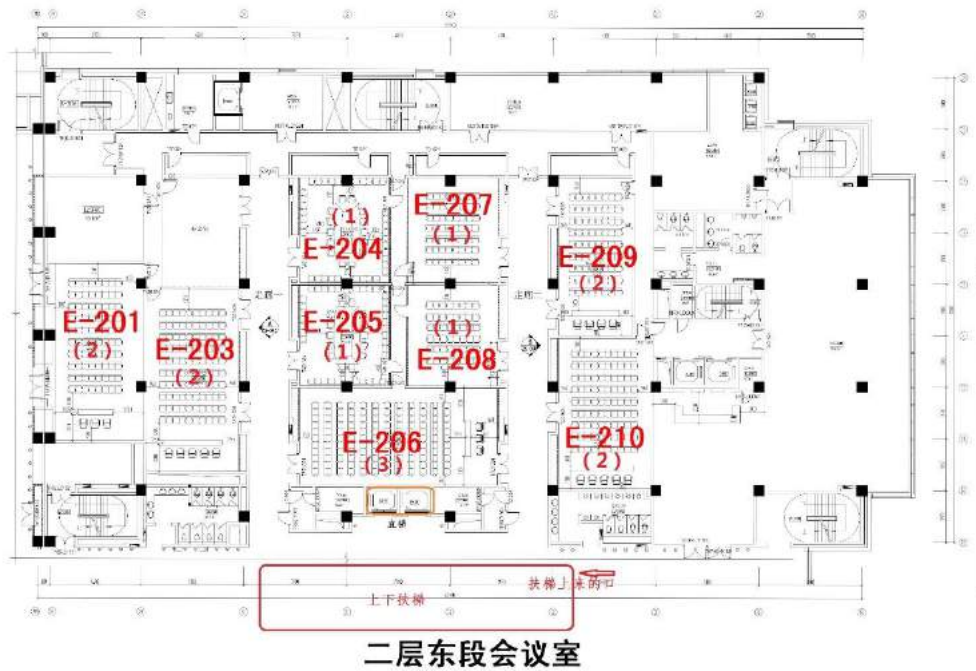
- (1) Type 1
- (2) Type 2
- (3) Type 3
- (4) Type 4
- (5) Type 5

SECTION III.D OPTIONAL FORMS

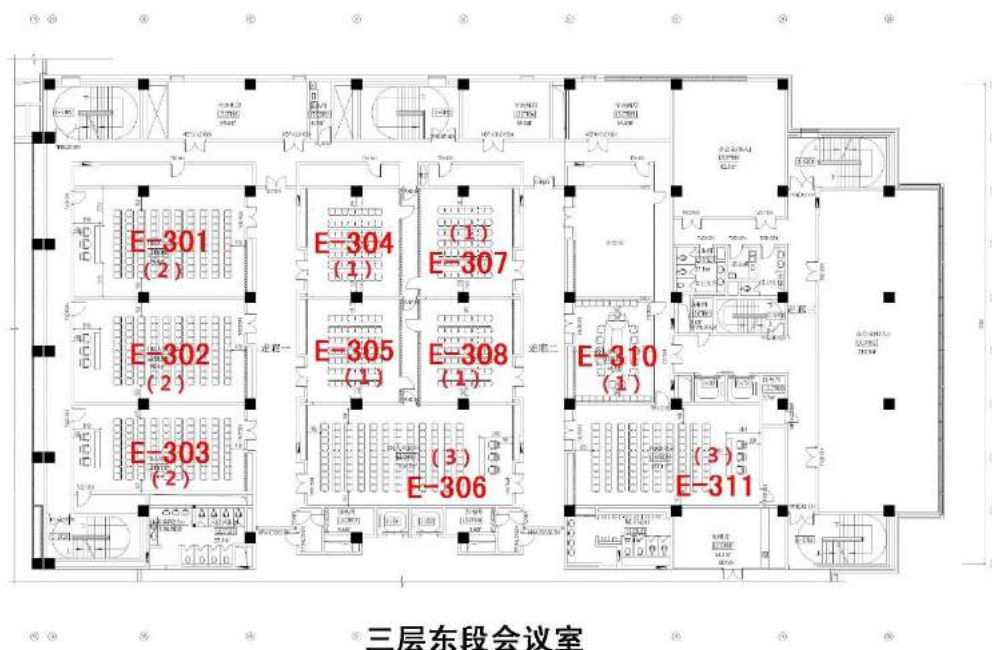
MEETING ROOM (CONT'D)

DEADLINE: 27 DECEMBER 2019

Meeting Rooms in the Eastern Section on the Second Floor



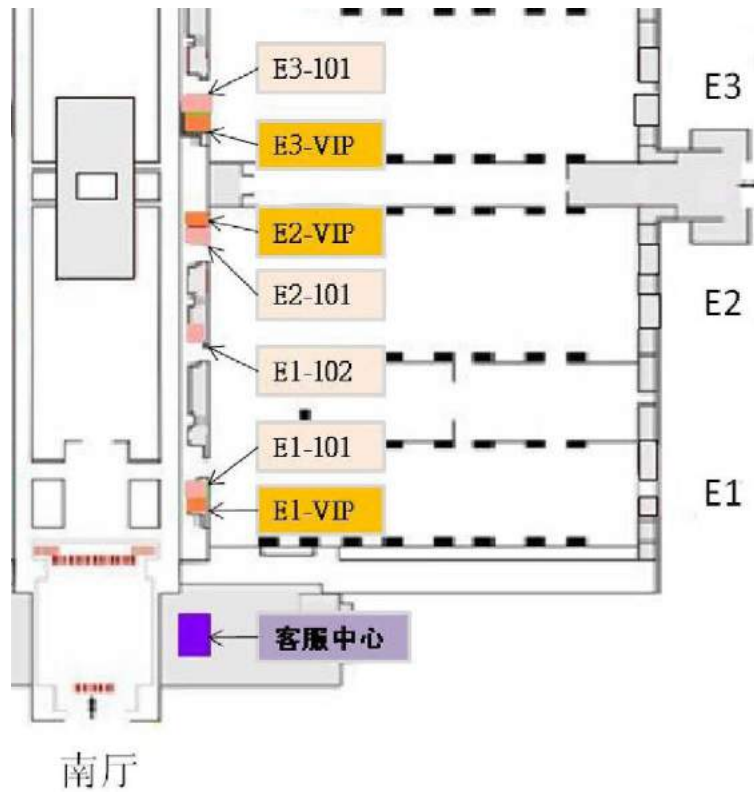
Meeting Rooms in the Eastern Section on the Third Floor



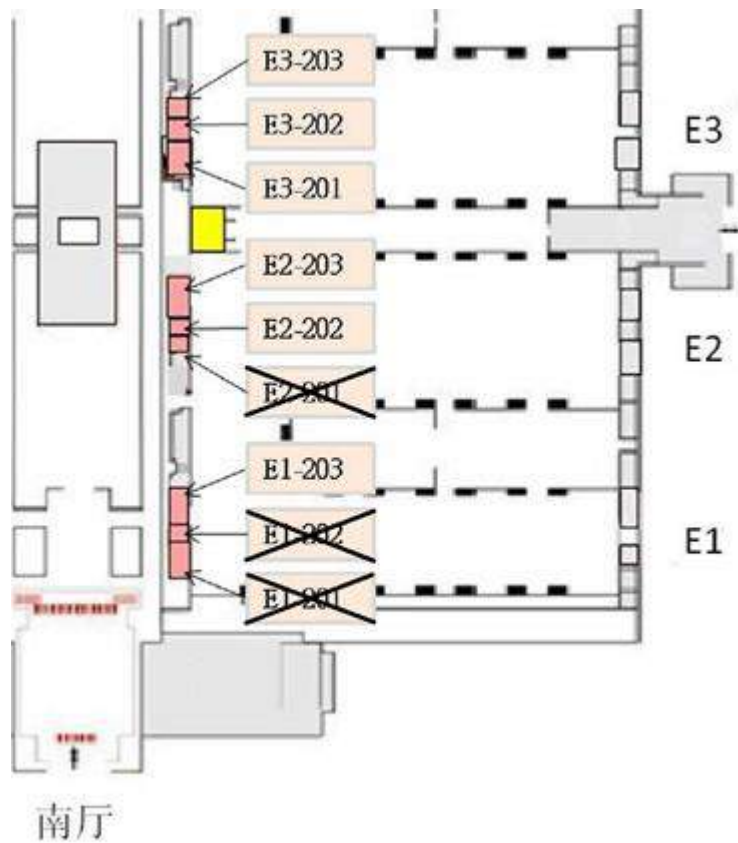
- (1) Type 1
- (2) Type 2
- (3) Type 3
- (4) Type 4
- (5) Type 5

SECTION III.D OPTIONAL FORMS

First Floor Space Room inside of Exhibition Area



Second Floor Space Room inside of Exhibition Area



SECTION III.D OPTIONAL FORMS

FORM18 ADVERTISING AND SPONSORING OPPORTUNITIES

DEADLINE: 27 DECEMBER 2019

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. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: bonnie.you@mm-sh.com Contact Person: Ms. Bonnie You / ext. 876	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

The ISPO Beijing 2020 exhibitors have the opportunities to rent the advertising space at the CIEC (NEW VENUE) fairground.

		Unit Price RMB	Quantity	Total RMB
	Banner in South Square Corridor	(incl. release + production, per show period)		
<input type="checkbox"/>	18m(L) x 2.5m(H)	RMB 31,500/pc	1	
✧	Located at at the South Square Corridor.			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



		Unit Price RMB	Quantity	Total RMB
	Banner at South Square(on the east and west wall)	(incl. release + production, per show period)		
<input type="checkbox"/>	5m(L) x 5m(H)	RMB 31,500/pc	4	
<input type="checkbox"/>	6m(L) x 5m(H)	RMB 31,500/pc	8	
✧	Located at the South Square Corridor, on the east and west wall.			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



		Unit Price RMB	Quantity	Total RMB
	Columnar AD at the South Registration hall	(incl. release + production, per show period)		
<input type="checkbox"/>	5.4m(L) x 3m(H)	RMB 15,750/pc	12	
✧	Columnar AD located at the South Registration			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



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: jpg-; Resolution: 50dpi-72dpi on the scale of 1:1; 5cm bleed each edge) 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 of design submission, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 30% (50% 2 weeks before build-up and for on-site orders) must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- All orders will only be processed upon receipt of full payment one week before the show.
- **The exhibitors should take over the bank charges when transferring the payment**

SECTION III.D OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 27 DECEMBER 2019

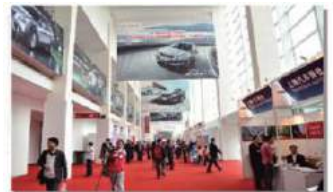
Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: bonnie.you@mm-sh.com Contact Person: Ms. Bonnie You / ext. 876	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

The ISPO Beijing 2020 exhibitors have the opportunities to rent the advertising space at the CIEC (NEW VENUE) fairground.

		Unit Price RMB	Quantity	Total RMB
	Columnar AD at East Registration hall	(incl. release + production, per show period)		
<input type="checkbox"/>	circular columnar 2.7m(L) x3m(H)	RMB 5,250/pc	14	
<input type="checkbox"/>	square columnar 1.1m(L) x0.86m(W)x 3m(H)	RMB 5,250/pc	2	
✧	Columnar AD located at the East Registration hall.			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



		Unit Price RMB	Quantity	Total RMB
	Banner in main corridor	(incl. release + production, per show period)		
<input type="checkbox"/>	6m(L) x4m(H)	RMB 25,200/pc	18	
✧	Located at the main corridor, both side AD.			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



		Unit Price RMB	Quantity	Total RMB
	Columnar AD in main corridor	(incl. release + production, per show period)		
<input type="checkbox"/>	0.96m(L) x0.76m(W)x3.5m(H)	RMB 5,250/pc	40	
✧	Located at the main corridor, square columnar.			
✧	Material: digital printing in mesh			
Deadline of design submission				2019.12.27



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: jpg-; Resolution: 50dpi-72dpi on the scale of 1:1; 5cm bleed each edge) 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 of design submission, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 30% (50% 2 weeks before build-up and for on-site orders) must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- All orders will only be processed upon receipt of full payment one week before the show.
- The exhibitors should take over the bank charges when transferring the payment.

SECTION III.D OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 27 DECEMBER 2019

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower 1088 Yuanshen Road, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: bonnie.you@mm-sh.com Contact Person: Ms. Bonnie You / ext. 876	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

The ISPO Beijing 2020 exhibitors have the opportunities to rent the advertising space at the CIEC (NEW VENUE) fairground.

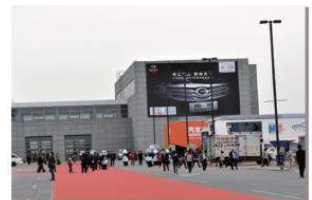
	Unit Price RMB	Quantity	Total RMB
Wall AD at South Square Main Entrance	(incl. release + production, per show period)		
<input type="checkbox"/> 12m(L) x 13m(H)	RMB 126,000/pc	1	
✧ Located at the south square main entrance. ✧ Material: digital printing in mesh			
Deadline of design submission			2019.12.27



	Unit Price RMB	Quantity	Total RMB
South Wall AD at South Square	(incl. release + production, per show period)		
<input type="checkbox"/> E-1/E-2: 28m(L) x 6m(H)	RMB 71,400/pc	2	
<input type="checkbox"/> E-3: 20m(L) x 6m(H)	RMB 50,400/pc	1	
✧ Located at South square south wall. ✧ Material: digital printing in mesh			
Deadline of design submission			2019.12.27



	Unit Price RMB	Quantity	Total RMB
Wall AD outside East Registration Hall	(incl. release + production, per show period)		
<input type="checkbox"/> 16m(L) x 10m(H)	RMB 52,500/pc	2	
✧ Located at outside the East registration hall. ✧ Material: digital printing in mesh			
Deadline of design submission			2019.12.27



	Unit Price RMB	Quantity	Total RMB
Road banner	(incl. release + production, per show period)		
<input type="checkbox"/> 1.5m(H) x 0.5m(W)	RMB 1,575/pc		
✧ Located from the gate NO.7 to the south entrance/South registration, sold at least 6pcs. ✧ Material: Light box + PVC			
Deadline of design submission			2019.12.27



Note

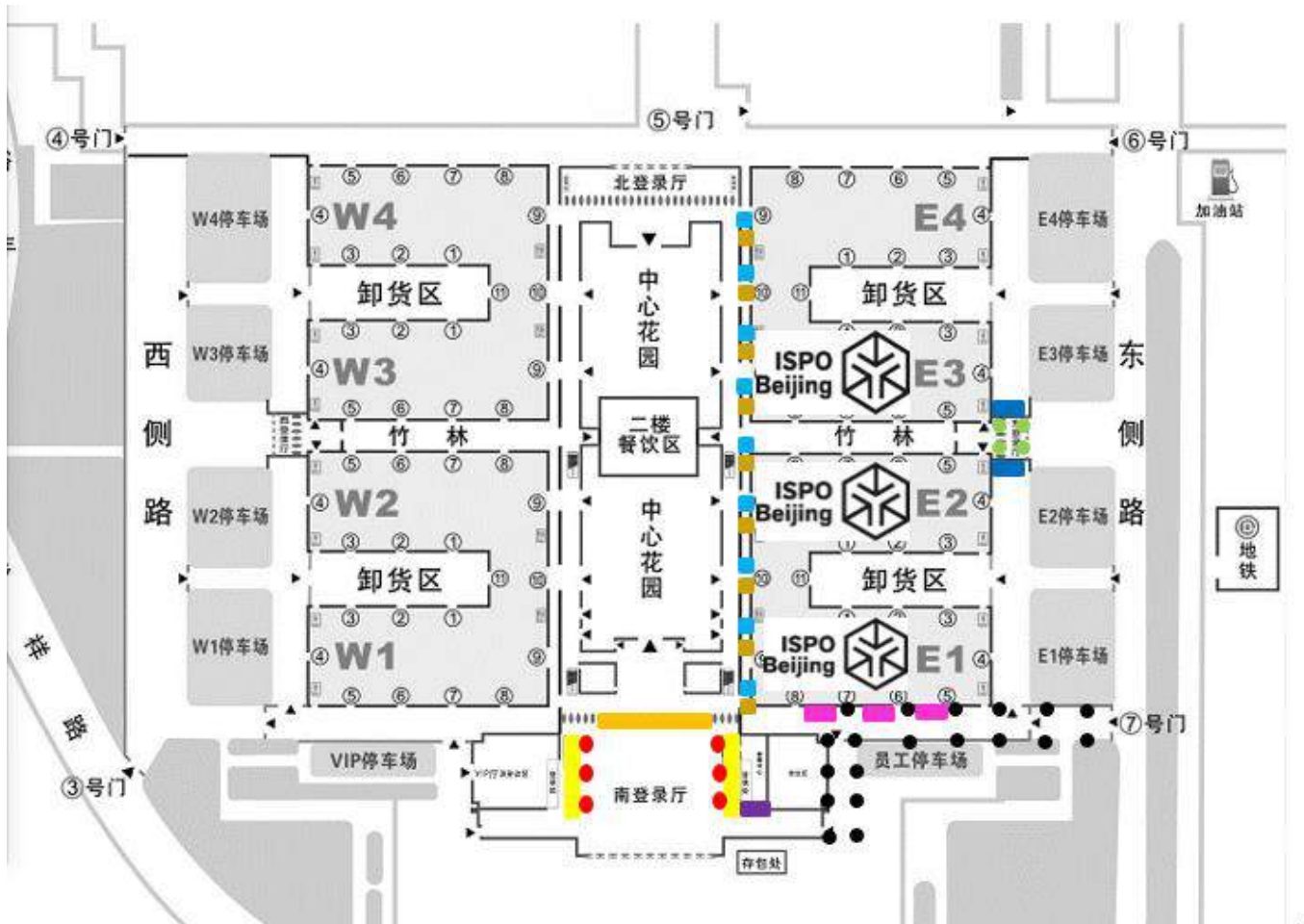
- **Only a limited number of the above advertising offers are available.** The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
- **For advertising opportunities, please submit us your layout ready for print with a high resolution digital file (Format: jpg-; Resolution: 50dpi-72dpi on the scale of 1:1; 5cm bleed each edge) 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 of design submission, late orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 30% (50% 2 weeks before build-up and for on-site orders) must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- All orders will only be processed upon receipt of full payment one week before the show.
- **The exhibitors should take over the bank charges when transferring the payment.**

SECTION III.D OPTIONAL FORMS

ADVERTISING AND SPONSORING OPPORTUNITIES (CONT'D)

DEADLINE: 27 December 2019

ADVERTISING LAYOUT



- Banner in South Square Corridor
- Banner at South Square (on the east and west wall)
- Columnar AD at the South Registration hall
- Columnar AD at East Registration hall
- Banner in main corridor
- Columnar AD in main corridor
- Wall AD at South Square Main Entrance
- South Wall AD at South Square
- Wall AD outside East Registration Hall
- Road banner

SECTION III.D OPTIONAL FORMS

FORM19 UROAMING POCKET WI-FI RENTAL APPLICATION

DEADLINE: 10 JANUARY 2020

Please return form to: Beijing Ulink Technology Co., Ltd. Contact Person: Ms. Betsy Bai MP: +86 135 2111 7271 eMail: zhaojinhong@uroaming.com.cn	Company:	
	Tel:	
	Email:	Date:
	Person in charge:	
	Period of use:	
	Rent Pocket WI-FI device for _____ days	
	Hall / Booth No.:	

Please fill out this form and send email to the contact email in above format.

ISPO Beijing pocket Wi-Fi rental service

Uroaming is a cross-border communication brand of Beijing Ulink Technology Co.,Ltd., which has devoted itself into cross-border travel market for medium-to-high end clients for more than 15 years, has 50+ service network in 26 international airports all over China. Ulink focuses on diversified development of B2C, B2B mode, its business covers outbound Wi-Fi service, speed visa service, cloudSIM system, new retail business, cross-border advertising business, overseas destination service and other fields. Ulink maintains a close cooperation with intra-industry partners, airlines, tourism bureaus, airports and destination resources for years.







- **Product Features:** Wi-Fi device covers more than 130 countries and regions. 43 airport counters all over China support to pick-up and return Wi-Fi devices conveniently.
- **Wi-Fi rental price:** CNY25 /day, ISPO Beijing 2020 special offer: purchase 3 days get extra 1 day for free. (WI-FI deposit is CNY 500, get back after return the WI-FI device).
- **How to get Uroaming pocket Wi-Fi device:**
 1. Beijing Capital International Airport Terminal 3 2nd floor international arrival baggage claim hall "Uroaming Counter" (next to Baggage Carousel No. 38), Tel: 4006-5050-11, Opening hours: 24 hours, all year round
 2. Beijing Capital International Airport Terminal 2 international arrival baggage claim hall "Uroaming Counter" (No. 6 Baggage Carousel), Tel: 4006-5050-11, Opening hours: 24 hours, all year round
 3. Pick-up at the ISPO Beijing 2020: Booth Uroaming (Limited availability, be lucky to come and get it firstly!)

SECTION III.D OPTIONAL FORMS





FORM20 HOTEL RESERVATION OFFICIAL HOTEL DESCRIPTION

DEADLINE: 10 JANUARY 2020

	<p>Crowne Plaza Beijing International Airport 5*</p> <p>Crowne Plaza International Airport Beijing is located in Shunyi district, a 5-star hotel managed by InterContinental Hotels Group. Hotel is only 4 km away from Beijing International Airport, short distance from Beijing International Exhibition Center..There are 601 guest rooms with various types, banquet is around 1300 square meters. Stylish Chinese restaurant and Western Restaurant, convenient executive floor and gym facilities.</p> <p>Address in Chinese: No. 60 Fuqian yijie, Tianzhu, Shunyi District, Beijing</p>
	<p>Hilton Beijing Capital Airport Hotel 5*</p> <p>Just minutes from Beijing Capital International Airport via a 24-hour free shuttle bus, the Hilton Beijing Capital Airport Hotel (Beijing Shoudu Jichang Xierdun Jiudian) is also only 15 minutes from the New China International Exhibition Center.</p> <p>Those on tight schedules will appreciate this hotel's proximity to the airport and the 24-hour live flight feed displayed on screens in the hotel lobby.</p> <p>Address: Terminal 3, 1 SanJing Road, Beijing Capital International Airport, Beijing, China</p>
	<p>Holiday Inn Beijing Airport Zone 4*</p> <p>The Holiday Inn Beijing Airport Zone is a great choice for guests looking for accommodation in Beijing, having been recently renovated in 2016. This property features Free in-room Wi-Fi.</p> <p>Traveling to the hotel is easy with Beijing Capital International Airport located approximately 10km away and Beijing Railway Station roughly 34km away. The closest major public transportation, Nanfaxin Metro Station, is only 1km away.</p> <p>This hotel makes a great place to kick back and relax after a long day of sightseeing. Airport pickup can be arranged by the hotel upon request. Guests of this Beijing hotel can make use of the free parking facilities.</p> <p>This hotel is a popular accommodation for guests traveling for business.</p> <p>Address: 35 Nanchen Road (Nanchen Lu), Nanfaxin Town, Shunyi District Shunyi Hot Spring Leisure Area Beijing 101300 China</p>
	<p>CITIC Hotel Beijing Airport 4*</p> <p>Experience a vibrant European ambiance, international style and passionate service at the CITIC Hotel, Beijing Airport, the only international business and resort hotel near both Beijing Airport & New China International Exhibition Centre. With its dynamic atmosphere, beautiful landscape and cutting-edge recreational, event and business venues, our contemporary hotel is an oasis of hospitality for business and vacation travelers in Beijing. Whether you desire fresh world cuisine, a place to connect, an inspired event or a relaxing massage, our unique Beijing hotel inspires you to work, play, eat, meet, relax and explore in Beijing.</p> <p>Address: No.9 Xiao Tianzhu Road, Capital International Airport, Beijing, China</p>

SECTION III.D OPTIONAL FORMS




HOTEL RESERVATION (CONT'D) OFFICIAL HOTEL DESCRIPTION DEADLINE: 10 JANUARY 2020

	<p>Beijing Wansi Hotel 4*</p> <p>Opened in 2016, the Wansi Hotel is a great accommodation choice in Beijing. For those who require internet access, the property features Free in-room Wi-Fi.</p> <p>Boasting a convenient location, the hotel is just 4km from Beijing Capital International Airport and 25km from Beijing Railway Station.</p> <p>When guests have some time on their hands they can make use of the onsite facilities. Travelers requiring pickup service can book this directly through the hotel. Guests of this Beijing hotel can make use of the free parking facilities.</p> <p>If you demand a high level of service, our guests have indicated that this hotel has excellent standards. For guests traveling on business, this hotel is consistently one of the most popular choices.</p> <p>Address: No.30 Fuqian Street, Tianbei Road, Tianzhu, Shunyi District, Beijing</p>
	<p>Ramada by Wyndham Beijing Airport 4*</p> <p>Ramada by Wyndham Beijing airport is located in the core area of Beijing capital airport, close to the airport industrial zone and the new Beijing international exhibition center. We can provide shuttle bus to and from the airport for guests, and provide shuttle service during the exhibition (please consult the hotel for details).</p> <p>Hotel rooms from 32 square meters to 83 square meters, the rooms are equipped with satellite TV, broadband access and wireless Internet, quick check out for the guests, silent earplugs and welcome drinks.</p> <p>The all-day room service also presents personalized menu, self-service boarding pass printing area, 24-hour gym, paid jukebox and massage chairs in the lobby leisure area to create a more comfortable and convenient environment for guests.</p> <p>Address: No.13 Fuqian 1st Street, Tianzhu Town Beijing China</p>
	<p>Beijing Fuyongyulong Hotel 3*</p> <p>The Fuyong Yulong Hotel (Fuyong Yulong Jiudian) is located a 20-minute drive from Beijing Capital International Airport.</p> <p>The hotel offers free parking and Wi-Fi access in public areas.</p> <p>Diners can enjoy Chinese cuisine at the hotel's restaurant.</p> <p>Business travelers can make use of conference hall and business center to host conferences and events.</p> <p>If you're feeling energetic, head to the gym for some invigorating exercise.</p> <p>Address: No1 Ronghui Yuan, Konggang B, Shunyi District, Beijing</p>
	<p>Ibis Styles Beijing Capital Airport Hotel 3*</p> <p>Hotel is located in shunyi district of Beijing tianzhu town house before 32, a street, adjacent to the airport expressway and the new China international exhibition center, is the first choice for exhibition. The hotel offers free airport shuttle service. The hotel has a conference room, gym, self-service laundry, open leisure coffee area, fun childrens play area, to meet your different needs!</p> <p>Address: No. 32Tianzhu Town Fuqian StreetShunyi District BEIJING, CHINA</p>

SECTION III.D OPTIONAL FORMS

HOTEL RESERVATION (CONT'D) OFFICIAL HOTEL DESCRIPTION

DEADLINE: 10 JANUARY 2020

	<p>Qihang International Hotel 2*</p> <p>The Qihang International Airport Hotel (Qihang Guoji Jiudian) is located near the Beijing Capital International Airport. Free shuttle buses are provided to the airport and to the New China International Exhibition Center. The hotel encompasses superb accommodation with 170 guest rooms, all with central air conditioning, satellite TVs and free Internet access. The Chinese restaurant in the hotel features ten private rooms and two banquet halls. Guests can enjoy delicious dishes from Sichuan, Hunan and Inner Mongolia. The fully-equipped meeting room has a capacity of 30-70 people and is a good venue for a wide variety of business functions.</p> <p>Address: No.6A Tianzhu East Road Beijing China</p>
	<p>Lanwan International Airport Hotel 2*</p> <p>Renovated in 2016, the Lanwan International Airport Hotel offers both holiday makers and business travelers a pleasant stay in Beijing.</p> <p>The hotel is conveniently located just 7km from Capital International Airport and 24km from Beijing East Railway Station. Just a short walk from China International Exhibition Center Metro Station, traveling to most city destinations is a breeze. With multiple attractions nearby including The Fun Trampoline Park, Luo Hong Art Museum and New China International Exhibition Center, guests will find plenty to keep themselves occupied.</p> <p>This hotel makes a great place to kick back and relax after a long day of sightseeing. For guests' convenience, airport pickup can be arranged. This Beijing hotel provides parking on site. Perfect for those working on the move, this hotel caters to a large number of business guests</p> <p>Address: Yu An Road No.22, Airport Industrial Zone B, Shunyi District, Beijing, China</p>
	<p>Super 8 Hotel Beijing China International Exhibition Center 2 *</p> <p>Super 8 Hotel is located in Shunyi District's business center, close to the Yumin Street, Super 8 Hotel provides the considerate services and advanced facilities of the 3-star standard level.</p> <p>The hotel's building has 110 guest rooms. The guest rooms are equipped with comfortable beds and furniture, IDD & DDD telephone, cable & satellite TV, broadband Internet access, electric door lock, separate temperature control system, and private bathroom. The hotel has large and small meeting rooms and offers convenient services such as fax & copy, tickets booking, and tourism consulting.</p> <p>Address in Chinese: No. 32 Yumin Street, Houshayu, Shunyi District, Beijing</p>

SECTION III.D OPTIONAL FORMS

HOTEL RESERVATION (CONT'D) DEADLINE: 10 JANUARY 2020

Hotel Name	Room Type	Room Rate Per night	Breakfast	Internet	Distance to CIEC (New Venue)
*Crowne Plaza Beijing International Airport	Superior Single	CNY850	One	Included	Free Shuttle 5mins
	Superior Double	CNY850	Two		
	Deluxe Single	CNY950	One		
	Deluxe Double	CNY950	Two		
*Hilton Beijing Capital Airport Hotel	Superior Single	CNY1050	One	Included	Driving 10mins
	Superior Double	CNY1050	Two		
Holiday Inn Beijing Airport Zone	Standard Single	CNY600	One	Included	Subway 10 minutes
	Standard Double	CNY600	Two		
*Citic Hotel Beijing Airport	Standard Single	CNY480	One	Included	Free Shuttle 10mins
	Standard Double	CNY480	Two		
*Beijing Wansi Hotel	Standard Single	CNY498	One	Included	Free Shuttle 10mins
	Standard Double	CNY498	Two		
*Ramada by Wyndham Beijing Airport	Standard Single	CNY550	One	Included	Free Shuttle 10mins
	Standard Double	CNY550	Two		
*Beijing Fuyongyulong Hotel	Standard Single	CNY450	One	Included	Free Shuttle 10mins
	Standard Double	CNY450	Two		
*Bright Peart Airport (Hotel Ibis Beijing Capital Airport)	Standard Single	CNY500	One	Included	Driving 10mins
	Standard Double	CNY500	Two		
*Qihang International Hotel	Standard Single	CNY360	One	Included	Free Shuttle 10mins
	Standard Double	CNY360	Two		
*Beijing Lanwan International Airport Hotel	Standard Single	CNY350	One	Included	Free Shuttle 10mins
	Standard Double	CNY350	Two		
*Super 8 Beijing China International Exhibition Centre	Standard Single	CNY338	One	Included	Free Shuttle 10mins
	Standard Double	CNY338	Two		

Notes:

- R Rates quoted are in Chinese CNY currency. Room rates quoted is NETT INCLUSIVE of 16.6 % government tax and service charge.
- Room reservations are confirmed with a ONE NIGHT non refundable deposit made payable to Burnaby Solutions followed by balance payment on and before **10 Jan, 2020**.
- Above room rate is only valid from 9th February, 2020 to 18th February, 2020.
- In the event that your travel dates have changed after submitting the reservation form, please notify Burnaby Solutions immediately, re-arrangements will be made subject to the hotel's availability. Reservations received after booking deadline, **10 Jan, 2020**, is subject to room availability and revised rates.
- All reservation based on a first-come, first-served basis.
- FREE Airport Transfer Service will be provided for guests staying in above hotels with***.

Cancellation Policy:

- Any cancellation made after **10 Jan, 2020** is subject to FULL CANCELLATION CHARGE based on FULL LENGTH OF STAY as per original room reservation request.
- In the event of NO SHOW / Early Departure, the full length of stay based on the original reservation request at the time of booking will be levied.
- All refunds, if any, must be claimed or settled within 7 working days after event closed.

SECTION III.D OPTIONAL FORMS

HOTEL RESERVATION (CONT'D)

HOTEL BOOKING FORM

DEADLINE: 10 JANUARY 2020

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others _____
*Company Name:	
*Guest Name:	Surname: _____ First Name: _____
	<input type="checkbox"/> Crowne Plaza Beijing International Airport <input type="checkbox"/> Hilton Beijing Capital Airport Hotel <input type="checkbox"/> Holiday Inn Beijing Airport Zone <input type="checkbox"/> Citic Hotel Beijing Airport <input type="checkbox"/> Beijing Wansi Hotel <input type="checkbox"/> Ramada by Wyndham Beijing Airport <input type="checkbox"/> Beijing Fuyongyulong Hotel <input type="checkbox"/> Bright Peart Airport (Hotel Ibis Beijing Capital Airport) <input type="checkbox"/> Qihang International Hotel <input type="checkbox"/> Beijing Lanwan International Airport Hotel <input type="checkbox"/> Super 8 Beijing China International Exhibition Centre
*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: _____
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB Others _____
*Credit Card Number:	
*Expiry Date:	
*Credit card holder signature:	

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

Messe Muenchen Shanghai Co., Ltd. 11th floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122 / P.R. China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 Ms. Steve Shen / ext. 863 E-mail: steve.shen@mm-sh.com	*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.D OPTIONAL FORMS

FORM21 INVITATION LETTER TO CHINA

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, one recent passport sized photograph, a valid original passport with blank pages. Please be reminded that the passport must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination. More documents are required if applying for:

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

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

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

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

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

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

NOTES

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

SECTION III.D OPTIONAL FORMS

INVITATION LETTER TO CHINA (CONT'D)

DEADLINE: 27 DECEMBER 2019

Please send this form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: steve.shen@mm-sh.com Contact Person: Mr. Steve Shen / ext. 863	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

All foreigners must obtain an entry visa before proceeding to China.

Exhibitors are strongly recommended to process the application **one month before departure** from the country of origin.

EXHIBITORS WITH INVITATION

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

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

During ISPO Beijing 2020, the organizer would like to offer the exhibitor a number of free issuing of visa invitation letters.

Registered sqm	Invitation letter entitled	Registered sqm	Invitation letter entitled
12 to 27	3	55 to 100	10
28 to 54	6	more than 100	15

ATTENTION:

1) Please submit the application form together with the following required documents according to the procedure / policy.

- ✓ passport copy
- ✓ entry record to China
- ✓ official Chinese hotel confirmation letter copy
- ✓ official round-trip air ticket copy

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

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

4) Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

Visa Invitation Letter Application Form

Surname		First Name	
Gender		Nationality	
Date of Birth		Place of Birth	
Passport No		Job Title	
Entry China Date (dd/mm/yy)		Exit China Date (dd/mm/yy)	
Company Name			
Address in full			
Tel	(+)	Fax	(+)
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)		<input type="checkbox"/> fax	<input type="checkbox"/> email

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

SECTION III.D OPTIONAL FORMS

INVITATION LETTER TO CHINA (CONT'D)

DEADLINE: 27 DECEMBER 2019

Please send this form to: Messe Muenchen Shanghai Co., Ltd. 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: steve.shen@mm-sh.com Contact Person: Mr. Steve Shen / ext. 863	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:

All foreigners must obtain an entry visa before proceeding to China.

Visitors are strongly recommended to process the application **one month before departure** from the country of origin.

VISITORS WITH INVITATION

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

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

ATTENTION:

1) Please submit the application form together with the following required documents according to the procedure / policy.

- ✓ passport copy
- ✓ entry record to China
- ✓ official Chinese hotel confirmation letter copy
- ✓ official round-trip air ticket copy

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

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

4) Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

Visa Invitation Letter Application Form

Surname		First Name	
Gender		Nationality	
Date of Birth		Place of Birth	
Passport No		Job Title	
Entry China Date(dd/mm/yy)		Exit China Date(dd/mm/yy)	
Company Name			
Address in full			
Tel	(+)	Fax	(+)
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)		<input type="checkbox"/> fax	<input type="checkbox"/> email

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

Section IV

Shipping Guideline

Contact of official freight forwarder:

★ Schenker China Ltd. *Fairs & Events Dept.*
- *Beijing Office*

Please refer shipping guideline from Page 86



SHIPPING GUIDELINE

ISPO Beijing 2020
February 12 - 15, 2020
China International Exhibition Center (New Venue)
Beijing, China

For enquiries, please contact the official freight forwarder:

Schenker China Ltd. *Fairs & Events Dept.*

- Beijing Office

5 Tianwei Sijie

Tianzhu Industrial Area A,

Beijing 101312, P.R.China

Phone: +86 10 8042 0407 / 0405

Fax: +86 10 8048 0115

E-mail: isbella.fan@dschenker.com

mingjie.sun@dbschenker.com

Contact person: Ms. Isabella Fan

Mr. Mingjie Sun

A. COMMUNICATION

Contact Person: Mr. Gao Jing
Phone: +86 21 2890 6226 - 13
Fax: +86 21 28906223
E-mail: jing-j.gao@dbschenker.com

B. SHIPPING DEADLINE

a) SEAFREIGHT:	
Latest arrival at Port of Xingang:	January 13 rd , 2020
b) AIRFREIGHT:	
Latest arrival at Beijing Airport:	January 15 th , 2020
c) MOVE-IN DATE:	February 9 th – 11 st , 2020
d) MOVE-OUT DATE:	February 15 th , 2020

IMPORTANT: All documents must be provided to Schenker Beijing latest 7 days before cargo arrival destination port.

For sea-freight shipments with a direct arrival in China at Port of Xingang, sending a Full Container Load (FCL) is recommended. For Less Than Container Load (LCL) shipments, exhibitors have to bear the risk that the Shipping Line/Port operator may not be able to unpack your container within the necessary time frame which may endanger our on-time pick up/delivery to the Fair. Our set deadline refers to cargo already drawn out from the container and ready for collection. To summarize, LCL shipments are not recommended.

We take pleasure in informing you that Schenker China Ltd. Beijing Branch Office has been appointed by the organizer as the sole official forwarder for above exhibition. Exhibitors are therefore requested to consult Schenker for any matter concerning forwarding of exhibits to ALPITECH CHINA + ISPO Beijing 2020 and fairground and/or regarding on-site co-ordination.

SECTION IV SHIPPING GUIDELINE

Schenker China / Beijing Fairs Dept - is responsible for going through all customs formalities and handling exhibits - after their arrival in Port or Airport. To ensure smooth handling of exhibits, please read carefully all points in this guideline. Failure to comply with these points is likely to create problems and additional expenses.

C. DOCUMENTS

For proper importation the following documents are requested:

- a) List of Exhibits - attached "multi-package form" - "LOE form"
- b) Transport Order Form / Shipment Pre-Advise - attached "multi-package form" - "orderform"
- c) Two Original Bills of Lading (B/L) by ocean freight / one copy of Airway Bill (AWB) by Airfreight.
- d) Shipment consists of wooden box packing from USA, European Union Countries, Japan and South Korea (Original Fumigation Certificates are strictly required). If there's no wooden packing on the shipment, exhibitor/shipper should issue a "Letter of Certificate" to certify the kind of packing.

D. INSTRUCTIONS FOR SHIPPING DOCUMENTS (AWB, B/L)

For shipments send to Port of Xingang/Beijing Airport directly, consignee's name must be:

By Sea

China International Exhibition Transportation Co.,Ltd.
Room539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road,
Chaoyang District, Beijing 100028, China
Tel: 86 10-80468783
Fax: 86-10-80468796

By Air (MUST BE MAWB + HAWB)

LOE shipment:

MAWB consignee:

Schenker BITCC Logistics (Beijing) Co., Ltd.
5 Tianwei Sijie
Tianzhu Industrial Area A, Beijing 101312 China

HAWB consignee:

China International Exhibition Transportation Co.,Ltd.

USCI code: 91110105100008499W

Room539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road,
Chaoyang District, Beijing 100028, China
Tel: 86 10-80468783
Fax: 86-10-80468796

ATA shipment:

MAWB consignee:

Schenker BITCC Logistics (Beijing) Co., Ltd.
5 Tianwei Sijie
Tianzhu Industrial Area A, Beijing 101312 China

HAWB consignee:

Schenker China Ltd. Beijing Branch
USCI code: 911101137985000113
5 Tianwei Sijie
Tianzhu Industrial Area A, Beijing 101312 China
Tel: +86 10 80420407
Pic: Isabella Fan
Pic Tel: +86 10 80420407

SECTION IV SHIPPING GUIDELINE

Notify Party (for both Sea & Air Shipments)

Schenker China Ltd., Beijing Branch
 Fairs & Events Department
 C/O ISPO Beijing 2020
 Feb. 12-15, 2020 / China International Exhibition Center (New Venue)
 Exhibitor: XXXX / Stand No.: XXXX
 Attn: Ms. Isabella Fan / Mr. Mingjie Sun
 Tel: 86-10-80420407 / 80420405

IMPORTANT: Please send original shipping documents directly to Schenker Beijing Fairs & Exhibition Dept. before shipment arrival at destination port.

E. PACKING AND MARKING OF CASES

Please ensure that your exhibits are packed in strong, water-proof wooden cases that are strong enough to protect the exhibits from damage and rain. All exhibits will be frequently handled during transportation, as well as being unpacked and repacked for the return movement. Boxes will also be stored open-air or will be placed outside.

For the outside marking of all packages, please clearly mark as least 3 sides as follows:

ISPO Beijing 2020	
Exhibitor	: XXXX
Hall/Stand No.	: XXXX
Case No.	: XXXX
Gross Weight	: XXXX (kg)
Dimension	: L x W x H (cm)

For exhibits weighing over 1,000kgs, please clearly mark on the outside case the "Center of Gravity", "Front Side and Back Side" and "Lifting Point". For any Fragile and Up-Right Position items, please also label or mark in the outside of the box. Other Marking should conform to the International Rules and Regulations Governing packing signs and symbols.

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

F. CUSTOMS CLEARANCE

Customs clearance and inspection will be enforced stringently on the fairground according to the "List of Exhibits" (Form A). To expedite smooth clearance and inspection, exhibitors are requested to complete the Form A clearly in both English and Chinese and separately pack their shipping items for:

- 1) Exhibition Need to provide full exhibits name, brand, specifications, models no/ serial no, materials (ingredient), purpose, etc
- 2) Decoration, Stand-building Materials, photographs, public relation materials
- 3) Office materials
- 4) Brochures, Catalogues, CD (brochures purpose) and souvenirs

Exact name of item, model of machine, quantity and unit price are required in the "List of Exhibits" (Form A), and value must be shown in US\$ figure – please do not write NCV or NVD.

According to China Customs regulation, all advertising literature, brochures, technical catalogues, souvenirs and other publicity materials shall be allowed for display at the exhibition only after PRIOR CENSORSHIP performed by customs officers. 3 samples of each must be handed over to Schenker staff on-site for such purpose.

SECTION IV SHIPPING GUIDELINE

All Distribution or consumption materials, as per customs regulation, Chinese customs will give a certain confirmation on how to distribution with option of “duty taxes paid” or duty taxes free, please follow up accordingly.

Hand-carried items:

If there is any hand-carried exhibit detained by the Airport Customs Office, Schenker may handle the Customs declaration (on a temporary basis) and collect back the goods from Beijing airport (may take 3 working days). Please contact a Schenker delegate and lodge the instruction, cost will be the same as airfreight shipment. According to Customs regulation, such items cannot be hand-carried out of China and should be re-exported by freight.

G. QUARANTINE DECLARATION

All exhibits must be declared with “NEW” or “USED” in our “LOE form”, this is requested by Chinese Quarantine Dept. and if the declaration is wrong when quarantine inspection occurs, all the costs / fines must be borne by exhibitor.

I. DELIVERY OF EXHIBITS

Schenker will deliver exhibits to the stand and unpack them against the signature of exhibitor or his authorized agent. It is recommended that the exhibitor or the representative are present on-site during move-in period. Otherwise, Schenker will not be liable for any damage which may affect claims.

J. INSURANCE

All exhibitors are requested to have their exhibits fully covered by insurance for the whole in/return journey, including exhibition period. An original of the insurance policy should be brought to the fair in case of any necessary survey, survey fee at exhibitor's own expense.

K. DANGEROUS, RADIOACTIVE, STRATEGIC AND REEFER CARGOES

Some of the above items are prohibited /limited to move into the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. Before shipping those items to the fair, please submit the specification and volume of the cargo to the relevant parties for confirmation.

L. VERY IMPORTANT PORCEDURE FOR THE IMPORT OF WOOD OR WOODEN PACKING MATERIAL TO CHINA

Effective Date: January 01, 2006

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: Wood composite products requiring heat and pressed treatment, e.g.: plywood, particle board, fiber board, veneer, core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

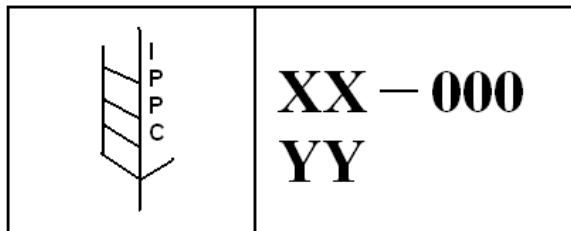
Observe Requirement: China Entry & Exit Inspection and Quarantine required for all wood packaging goods to be imported. Heat Treatment/Fumigation is required at country of origin prior to shipping to China (Included Hong Kong SAR, Macau SAR and Taiwan).

SECTION IV SHIPPING GUIDELINE

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and the Mark of IPPC should be put 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 / treatments designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wooden packaging material arrives without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed of or returned to the origin.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

It is suggested to issue 2 Original Certificates, one certificate must be attached to the original air-waybill or ocean bill of lading sent to the consignee for submitting to China Entry & Exit Inspection and Quarantine. The 2nd original must be sent by courier service to SCHENKER destination Office. A copy of document must be sent by fax or mail to SCHENKER Office.

For goods that are not packed with wood packing materials or are not loaded onto a wooden pallet, exhibitors or shippers are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) originals with company stamp and signature, one original must be sent attached to the original air-waybill or ocean bills of lading to the consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to SCHENKER Beijing Office. The copy of document must be sent by fax or mail to SCHENKER Office.

IMPORTANT: In order to avoid problems with Wood Quarantine Inspections, (such as wooden bars on wooden pallets made from conifer wood) we highly recommend that all wood packing or wood pallet loading exhibits are Heat Treated/Fumigated at country of origin. Please issue two (2) original, one original certificate must be sent attached to the original air-waybill or ocean bills of lading to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to SCHENKER Office. The copy of document must be sent by fax or mail to SCHENKER Office.

In case of failure with the necessary arrangements for the handling of wood packing goods, the exhibitor / shipper will be responsible for the penalties from Chinese Government Authorities and the delay of exhibits' delivery.

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

M. PAYMENT

All invoices, raised for this exhibition, are due for immediate payment upon presentation, unless you have engaged the services of our overseas branches, in which case you will be invoiced by them directly. Details of our bank account – UPON REQUEST. Alternatively, you may settle the account by charging to your Credit Card, or Cash at our On -Site office. Acceptance of Credit Cards – UPON REQUEST. All payments must be made without any deduction or deferment on account of any claim, counterclaim or setoff prior to Show opening.

SECTION IV SHIPPING GUIDELINE

N. CONDITIONS

All business of Schenker China - and their nominated Agents - is undertaken in accordance with Schenker China Ltd. Trading conditions, Copies available upon request. Furthermore, all work is undertaken at owner's risk. The exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well as description of content of cargo mentioned on invoice/packing list. The tariff is not claimed to be comprehensive.

Our liability terminates with the placing of the consignment on the exhibition booth (or as close as possible) and begins with taking over of consignments from the exhibition booth, regardless whether the exhibitor or his representative is present at on-site or not.

SECTION IV SHIPPING GUIDELINE

2. OVERSEAS AGENTS LIST

China Coordination Office

Schenker China Ltd., Beijing Branch
Fairs & Exhibitions Office
5 Tianwei, Sijie, Tianzhu Industrial Area A
Beijing 101312, P.R. China
Ctc: Sammy Shi
Tel.: +86 10 8042 0406
Fax: +86 10 8048 0115
Email: sammy.shi@dbschenker.com

Hong Kong Coordination Office

Schenker International (H.K.) Ltd.
Suite 7B-12., Skyline Tower, 39 Wang
Kwong Road, Kowloon Bay,
Hong Kong
Ctc: Tim Tang
Tel.: +852 2585 9573
Fax: +852 2824 0328
Email: tim.tang@dbschenker.com

Korea Coordination Office

Schenker Korea Ltd.
Airport Logistics Park G3 block
97-49, Gonghangdong-ro 296 beon-gil
Jung-gu, Incheon, 400-340 Korea
Ctc: Youngsun Woo
Tel.: +82 32 744 0437
Fax: +82 32 744 0601
Email: young-sun.woo@dbschenker.com

Indonesia Coordination Office

Schenker Petrolog Utama
Wisma Raharja, 5th Floor
Jl. TB. Simatupang, Kav. 1
12560 Jakarta Selatan, Indonesia
Ctc: Nuryani Kristianto
Tel.: +62 21 788 43 788 ext. 436
Fax: +62 21 788 33 369
Email: nuryani.kristianto@dbschenker.com

USA Coordination Office

Schenker Inc.
Fairs & Exhibitions Office
150 Albany Avenue
Freeport, NY 11520, USA
Ctc: Richard Gambuzza
Tel.: +1 516 377 3146
Fax: +1 516 279 7054
Email: richard.gambuzza@dbschenker.com

Germany Coordination Office

Schenker Deutschland AG
Fairs & Exhibitions Office
Paul-Henri-Spaak-Str.8
81829 Muenchen, Germany
Ctc: Sabine Auer
Tel.: +49 89 949 24 311
Fax: +49 89 949 24 339
Email: sabine.auer@dbschenker.com

Singapore Coordination Office

Schenker Singapore Pte Ltd.
Fairs & Exhibitions Office
2 Changi South St. 2
Singapore 486756
Ctc: Serena Chew
Tel.: +65 6245 5395
Fax: +65 6245 5383
Email: serena.chew@dbschenker.com

Japan Coordination Office

Schenker-Seino Co., Ltd.
Tennoz Central Tower 16F,
2-2-24, Higashi-shinagawa, Shinagawa-ku
Tokyo140-0002, Japan
Ctc: Yachiyo Takano
Tel.: +81 3 5769 7380
Fax: +81 3 5769 7381
Email: yachiyo.takano@schenker-seino.co.jp

Thailand Coordination Office

Schenker (Thai) Ltd.
Sirinrat Building, 16th & 17th
3388/57-61 Rama 4 Road
10110 Klongtoey, Thailand
Ctc: Permduan Sookphan
Tel.: +66 2 367 57 206
Fax: +66 2 367 53 51
Email: permduan.sookphan@dbschenker.com

Canada Coordination Office

Schenker of Canada Ltd.
Fairs & Exhibitions Office
3210 Airway Drive
Mississauga, Ontario L4V 1Y7, Canada
Ctc: Cindy Avila
Tel.: +1 905 293 8615
Fax: +1 905 677 4293
Email: cindy.avila@dbschenker.com

SECTION IV SHIPPING GUIDELINE

France Coordination Office

Schenker France
ZAC de la Villette Aux Aulnes
Rue Rene Cassin
77290 MITRY MORY

Ctc: Marilyn FORESTIER

Tel.: +33 1 6021 4006

Fax: +33 1 6021 4001

Email: Marilyn.Forestier@dbschenker.com

Spain Coordination Office

Schenker Espana S.A.
C/4, 57-61 Sector C Zone Franca
08040 Barcelona, Spain

Ctc: Ihor Lewkowycz Mazon

Tel.: +34 93 482 0186

Fax: +34 93 482 0173

Email: ihor.lewkowycz@dbschenker.com

Italy Coordination Office

Schenker Italiana SpA
via F.lli Bandiera 36
20068 Peschiera Borromeo, Milano Italy

Ctc: Ioredana Fontevivo

Tel.: +39 02 5166 6387

Fax: +39 02 5166 6514

Email: loredana.fontevivo@dbschenker.com

U.K. Coordination Office

Schenker Limited
Mayne House, Juniper Park, Fenton Way
Basildon, Essex SS15 6TD, United Kingdom

Ctc: Luke Wrigley

Tel.: +44 1268 63 22 13

Fax: +44 1268 63 2222

Email: luke.wrigely@dbschenker.com

SECTION IV SHIPPING GUIDELINE

3. OFFICIAL TARIFF

A) INBOUND HANDLING CHARGES FOR SEAFREIGHT AND AIRFREIGHT

Inbound Movement from Port of Xingang / Beijing Airport to Exhibition Booth

Exhibit arrives at Port of Xingang / Beijing Airport, we handle import formalities and transportation from import terminal to the exhibition ground, the exhibit is then sorted and delivered to the exhibition booth where we assist with unpacking and one time on-spot positioning of heavy exhibits (assembling excluded). Temporary customs clearance is arranged, and we assist customs directly with their inspection, after which we remove empty cases and packing materials to an on-site storage place (outdoor).

By Sea	RMB500.00/cbm, Min 5cbm
By Air	RMB6.00 /kg, Min 200kg

Terminal Handling Charge at Port of Xingang /Beijing airport

a) Sea shipment arrival Xingang:	
For FCL	RMB2530.00/20' Cont and RMB5060.00/40' Cont
For LCL	RMB230.00/cbm, Min 5cbm
b) Air shipment arrival Beijing:	
By Air	RMB2.50/kg, Min 200kg

Basic Service Charge

Per Exhibitor and consignment	RMB400.00/exhibitor/consignment
-------------------------------	---------------------------------

Quarantine Inspection fee

The total volume of cases/pallets under 3 cbm	RMB50.00/each package
The total volume of cases/pallets above 3 cbm	RMB40.00/each package
The total volume of cases/pallets above 10 cbm	RMB30.00/each package
Per 20' Container	RMB350.00/20'
Per 40' Container	RMB700.00/40'

Storage in China

Stored at site / bonded warehouse from the date of exhibits arrival, exhibition period until departure

a) LCL / Break-bulk sea shipment (0 days free)	RMB10.00/cbm/day (Min. 1cbm)
b) FCL sea shipment (0 days free)	RMB198.00/20'/day
	RMB396.00/40'/day
c) Air shipment (0 days free)	RMB0.30/kg/day
d) warehouse handling charge	RMB35.00/cbm/in/out (min RMB70.00)

B) ON-SITE SERVICE FORM EXHIBITION VENUE/GROUND STORAGE TO EXHIBITION BOOTH

a) Receiving exhibits from exhibition hall outdoor, unloading, delivery up to exhibition booth, assisting exhibitors with unpacking and one time on-spot positioning of heavy exhibits (assembling excluded), temporary customs clearance and assisting customs with inspection, removing empty cases and packing materials to on-site storage place (outdoor).

- From transport at venue to booth:	RMB120.00/cbm (min 2 cbm)
- Handling of empty cases during show period:	RMB40.00/cbm (min 2 cbm)
- Packing & unpacking charges:	RMB80.00/cbm (min 2 cbm)
- Container detention on-site:	RMB980.00/20', RMB1980.00/40'
b) Basic service charge	RMB400.00/exhibitor/consignment

SECTION IV SHIPPING GUIDELINE

C) OUTBOUND HANDLING CHARGES FOR AIR AND SEA CARGO

Same as Inbound

D) OPTIONAL CHARGES

- a) Translation of List of Exhibits and other necessary documents from foreign languages into Chinese in an acceptable format and/or the re-production of sufficient copies to Chinese authorities concerned:

Per translated page RMB30.00/page

- b) Labor and Equipment Hire (subject to availability and 48 hours advance booking needed):

Labor Hire:	RMB240.00 per day
3-tons Forklift Hire:	RMB100.00 per hour / min. 4 hours
5-tons Forklift Hire:	RMB150.00 per hour / min. 4 hours
20-25 tons Crane Hire:	RMB280.00 per hour / min. 4 hours

***Quote to be based on normal working hours: 8:30a.m.- 4:30p.m.

Saturdays, Sundays, holiday and Overtimes: Charges doubled

- | | |
|---|---|
| c) Customs formalities fee against Carnet | RMB800.00 per Carnet |
| d) Vacuum Packaging – with packing materials | RMB300.00/cbm (min RMB900.00) |
| – without packing materials | RMB200.00/cbm (min RMB600.00) |
| e) Handling charges for abandoned cargo | RMB250.00/cbm (min RMB550.00/exhibitor) |
| f) Customs formality fee for given-away or consumed cargoes on which duties should be levied during or after the exhibition | RMB750.00/consignment |

E) REMARKS

- a) Above rates excluded destination ocean freight LCL charges, overtime storage dues in pier and in other freight forwarder's warehouse (in excess of 0 days free).
- b) Minimum charges per shipment: 5 cbm w/m by Sea and 100 kgs by Air - calculated as whichever is the higher.
- c) Minimum chargeable volume for 20' GP container is 23cbm and for 40' GP container 46cbm, for others 50cbm.
- d) Volume / Weight conversion for air-freight shipment: 6cbm is equal to 1,000kgs
- e) All freight and Inbound handling charges must be settled before fair opens otherwise 2.5% outlay commission will be added for unpaid invoices beyond fair open date. All Outbound handling charges and freight must be settled before shipment delivery to the designated port/airport and/or local premises.
- f) Above rates quoted for General Cargoes with standard seaworthy packing only, for specialized cargoes, e.g. dangerous, reefer and high valued cargo, 50% additional charges will be levied and accept subject to availability.
- g) For cargo which arrives after deadline, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied.
- h) Above rates are based on ground floor exhibits only, a surcharge of 20% will be levied for upstairs exhibits.
- i) If prepay sea-freight, airfreight and other freight is required through our company, a 5% outlay commission will be levied to freight invoice.
- j) NCIEC on-site management fee: RMB96.00/cbm.



ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING ORDERFORM FOR TRANSPORTATION

(Pls forward to the responsible Schenker Office)

To		Order Address/ Shipper/ Payer						
Schenker BITCC Logistics (Beijing) Co., Ltd. No. 5, Tianwei Sijie, Tianzhu Airport Industrial Area A, Shunyi district Beijing 101312 China Isabella Fan Tel: 86-10-80420407 Fax: 86-10-80480115 isabella.fan@dbschenker.com		Comp. 1 -> Comp. 2 -> Street -> Town -> Contact -> Telefon -> Fax -> e-mail ->						
		Customs Id.-No.:						
Consignee/ Exhibitor details		On-Site Contact						
Hall -> Stand ->		Name 1 -> Name 2 -> Mobil ->						
Pack.- No.	Kind of Packing	Net Weight	Gross Weight	Length in cms	Width in cms	Hight in cms	cbm	Retour? tipp "x"
			kg					
			kg					
			kg					
			kg					
			kg					
			kg					
			kg					
			kg					
			kg					
Packages total			kgs total				cbm	
This shipment contents No dangerous goods acc. to todays valid IMO-DGR/IATA-DGR/ADR-Rules !								
Pick up at the shippers address at				Date and Time				
Value acc. to the List of Exhibits (LOE)				USD Value in USD				
Insurance for the Transportation				YES		NO		
Transportation with (Please tipp "x")			Confirmation about the volume	Deadline for the Pick Up		Departure to Beijing		
Seafreight		-->						
Airfreight		-->						
Different Warehouse address								
Packing material acc. to IPPC/ISPM regulation in the Republic of China								
Town		Date		Stamp and Signature				



ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING Application for the Transport Insurance

To

Order Address/ Shipper/ Payer

Schenker BITCC Logistics (Beijing) Co., Ltd.
No. 5, Tianwei Sijie, Tianzhu Airport
Industrial Area A, Shunyi district
Beijing 101312 China
Isabella Fan Tel: 86-10-80420407
Fax: 86-10-80480115
isabella.fan@dbschenker.com

Comp. 1 ->
Comp. 2 ->
Street ->
Town ->
Contact ->
Telefon ->
Fax ->
e-mail ->

Pack.- No.	Kind of Packing	Gross Weight	Short Description of the Exhibits	Insurance Value in USD
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
		kg		
Packages total		kgs total	Total in USD	

Transport by	Pls mark with "x"	Container	
Airfreight	<input type="checkbox"/>	yes	no
Sea - LCL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sea - FCL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Covering for	Pls mark with "x"
Transport to	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>
Transport back	<input type="checkbox"/>

Certificate	Pls mark with "x"
3 Originals	<input type="checkbox"/>
Home Language	<input type="checkbox"/>
English	<input type="checkbox"/>

Town

Date

Stamp and Signature



ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING
Self Declaration of "Non Wood" or "Processed" Wood Packing
(1x Original with the shipment documents)

Versender/ Shipper

**To the Service of
Entry & Exit
Inspections and
Quarantine**

Comp. 1 ->
Comp. 2 ->
Street ->
Town ->
Contact ->
Telefon ->
Fax ->
e-mail ->

It is declared that all packing materials in this shipment of

Total no. of packages ->
Kind of packing material ->
Description of goods ->
Gross weight in kgs ->
Ordern No. ->

Shipped by
Airfreight
Seafreight

**pls mark
with "x"**

MAWB/ BL	HAWB/ HBL	Flight/ Vessel

are made of NON WOOD or made of PROCESSED WOOD
(Plywood, Press Wood, Oriented Strand Board)

This material automatically fullfills the requirements of
MOFTEC ANNOUNCEMENT 2002/58 and FAO ISPM,
because of it process of manufacturing by using heat, pressure and glue

City

Date

Original stamp and signature

For further information please refer to the internet references:
<http://www.bba.de/ag/gesund/internat/ippc/texte/ispm15-info.pdf>
<https://www.ippc.int/IPPC/En/default.jsp>



DECLARATION FORM FOR TEMPORARY IMPORT - LIST OF EXHIBITS

暂时进口展览品报关清单-参展货物清单

ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING



EXHIBITOR: 参展公司		FORW. - AGENT: 运输代理名称		MAWB/FLIGHT		Origin 原产国		CARGO DISPOSAL 展品处理方法						
Schenker BITCC Logistics Beijing Co. Ltd Tianzhu Industrial Area Beijing 101312 ; China		Schenker BITCC Logistics Beijing Co. Ltd Tianzhu Industrial Area Beijing 101312 ; China		HAWB/FLIGHT		STAND 展台号		PLEASE MARK " X " IF APPLICABLE						
				CONTAINER				A = RETURN 运回						
				VESSEL NAME				B = SOLD 已售						
				B/L				C = DONATED 赠送						
CASE NO: 箱号	GROSS 毛重	NET 净重	TTL PACKAGES 总件数	长 L (cm) X	宽 B (cm) X	厘米 H (cm)	体积 CBM	D = CONSUMED 遗弃和消耗						
								E = TO BWH						
序号 NO.	商品编号 H.S. NO	DESCRIPTION OF GOODS (IN CHINESE) 展品名称规格及型号 (中文)		DESCRIPTION OF GOODS (IN ENGLISH) 货物名称规格摘要 (请用英文填写)		NEW 新的	QTY 数量	UNIT 单位	VALUE IN US \$ 单价 SINGLE 单价 TOTAL 单价	展品处理方法 A B C D E				
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
SHIPPER CONFIRMS CARGO CONTAINS NO DANGEROUS GOODS AS PER ACTUAL IMO + IATA DGR REGULATIONS						Total US\$								
PLACE/DATE 日期				ORIGINAL STAMP AND SIGNATURE		FIRST NAME LAST NAME								
This form must be completed accurately by typewriting , Please complete FULL DETAILS , Product name & description with Serial Number , Quantity and Value in US \$														



SCHENKER

EXHIBITION MATERIALS

ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING

SHIPPER

CONSIGNEE SCHENKER BITCC LOGISITICS BEIJING LTD
SCHENKER CHINA LTD - BEIJING BRANCH
FAIRS & EVENTS DEPARTMENT
5 TIANWEI SIJIE
TIANZHU INDUSTRIAL AREA A
TEL +86 10 8042 0407



FRAGILE
HANDLE
WITH
CARE

EXHIBITOR
NOTIFY

HALL

BOOTH-NO.

PACKAGE

OF

PACKAGES

WEIGHT
IN KGS

DIMENSIONS
IN CMS

Length

Width

Height

THIS SHIPMENT IS HANDLED BY:

Schenker China Ltd. Beijing Branch
SCHENKER *fairs*
No.5, Tianwei Sijie, Tianzhu airport
Industrial Area A Beijing 101312

Tel.: 86-10-80420407
Fax: 86-10-80480115
isabella.fan@dbschenker.com
Isabella Fan



SCHENKER

RETURN EXHIBITION MATERIALS

ISPO Beijing 2020 12.02. - 15.02.2020 NCIEC BEIJING

EXHIBITOR
SHIPPER

CONSIGNEE

DELIVERY TO
NOTIFY



FRAGILE
HANDLE
WITH
CARE

HALL

BOOTH-NO.

RETURN SHIPMENT BY

AIR	SEA	TRUCK	RAIL

PACKAGE

OF

PACKAGES

WEIGHT
IN KGS

DIMENSIONS
IN CMS

Length Width Height