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## Foreword

Welcome to “SNEC 12th (2018) International Photovoltaic Power Generation and Smart Energy Exhibition & Conference” [hereinafter referred to as “SNEC (2018) PV POWER EXPO”]!

To ensure you have a great experience during the exhibition, please read this manual carefully. It will help you go through the registration process and provide you many value-added services.

If you have any further question or request after reading this manual, please visit our website at [www.snec.org.cn](http://www.snec.org.cn) or contact our office directly. We will respond promptly.

Sincerely wish you a great success at the show!

Shanghai Follow Me Exhibition Service Co., Ltd

Add: Room711, No.1525, West Zhongshan Rd., 200235, Shanghai, China

Contact Person: Ms. Susie Chen / Mr. Rayman Wu / Ms. Phoebe Wang

Tel: +86-21-64365001/5002

Fax: +86-21-64642653

E-mail: [service@snec.org.cn](mailto:service@snec.org.cn)

Homepage: [www.snec.org.cn](http://www.snec.org.cn)

## Guidelines for Exhibit Rules and Regulations

SNEC strives to provide each exhibitor with a comfortable exhibit environment. Based on feedback from the exhibitor and venue, SNEC is implementing several important rule changes you should note for 2018.

These changes include:

Use of high volume loudspeaker and AV system is prohibited.

Singing and dancing performance unrelated to the exhibition is prohibited.

AV system must be directed towards the inside area of the booth. Sound must be at a level does not disrupt the activities of neighboring exhibitors.

Sound must be contained within, and directed into, the footprint of the contracted booth space. If not, the Organizing Committee reserves the right to cut the power supply until the situation is improved. Exhibitor is responsible for all the loss caused.

The audio technician should always be in position when the AV system is on. If the AV system is disrupting the activities of neighboring exhibitors while audio technician is absent, the Organizing Committee has the right to stop providing power for that booth directly. Exhibitor is responsible for all the loss caused.

If the booth is frequently complained by other booths due to its high volume, the Organizing Committee could stop booth power supply punitively. Exhibitor is responsible for all the loss caused.

Exhibitor in violation of above regulations will lose priority in reserving future SNEC booth.

In extreme cases, the Organizing Committee reserves the right to move its booth to the rearmost location.

Above exhibit rules and regulations will be strictly enforced by SNEC and its representatives on the show floor.

## SNEC 2018 Exhibition Procedure Walk-through

1. Move-in Date:	May 25, 2018	13:30-18:00
	May 26, 2018	09:00-22:00
	May 27, 2018	09:00-22:00
Move-out Date:	May 30, 2018	15:00-22:00

The closing time of SNEC (2018) PV POWER EXPO is 15:00 on May 30, 2018. Exhibits move-out before this time is not allowed.

2. All exhibitors and contractors must obey the time schedule set by the Organizing Committee. Exhibitors are required to inform the Organizing Committee of any overtime work before 15:00 each day during stand construction time and pay the overtime fees in cash. Overdue application will be charged an addition 50% late fee. Find more on Page 19.

3. Exhibitors of raw space booths should submit the application materials and booth design drawings to the Organizing Committee for the approval by the Expo Center and Fire Security Department from March 15 to April 26, 2018. Single-storey stand at a height exceeding 4.5m, Two-storey, multi-storey and outdoor stands will go through drawing review by the Expo Center before April 26, 2018. Overdue application will be charged an addition 50% late fee. Find more on Page 42.

4. The height limit of indoor single-story booth is 6m, height limit of indoor two-story and multi-story booth is 7m. All indoor & outdoor booths (including single-storey, two-storey, and multi-story booths) with height of or above 4.5m must be reviewed and approved by the Expo Center. It is suggested the design height of single-storey booth to be under 4.3m in case the actual booth height exceeds 4.5m. For two-storey and multi-story booths with a suspended structure less than 1/4 of total booth space, the charge of Design Drawing Review will also include single-storey area that exceeds 4.5m in height (see Form 3A for rates). The exhibitor shall be responsible for any delay thus caused.

5. All booth structure (including light, TV, etc.) shall be within the rented booth space and shall not block fire escape. The organizer has the right to request the exhibitor to reshape the booth. Hoisting Point is ONLY open to indoor raw space over 108m<sup>2</sup>.

6. If contractors violate the regulations and have no ability to revise the booth, they will be fined RMB 500/notice and the resetting work will be dealt with by the official stand contractors at exhibitor's own expense. The fee will be deducted from the deposit.

7. When you set up your booth after the booth construction and exhibits move-in, please pay close attention to our fire and safety regulations. All construction and decoration material must be fireproof. Elastic cloth is prohibited. Moving, blocking and damaging fire protection equipment is prohibited.

8. 8. Registration of Booth Contractor: booth contractors are requested to register at organizer's office (Add: Room711, No.1525, West Zhongshan Rd., 200235, Shanghai) during April 10 to May 24, 2018. Contractors should settle deposit, construction management fee,

furniture rental fee, facility rental fee, drawing review fee, etc.

9. Special requests: please contact the Organizing Committee before April 26, 2018 for special requests such as overweight exhibits and combining standard booths.

10. Company name for booth header board (standard booth only): please confirm your company name for booth header board by using the “on-line service centre” before April 26, 2018. Find more on Page 41.

11. Furniture and Facility Renting: please confirm your order by using the “on-line service centre” before April 26, 2018. Overdue application will be charged an addition 50% late fee. Find more on Page 60-64.

12. Exhibits Shipping: If exhibitors need to transport exhibits, please contact the official freight forwarders in advance, and provide the completed “Form 9 Instruction Order” 3 working days before the exhibits are scheduled to arrive in Shanghai. If in need of more services onsite at the exhibition, please go to the counters set up by the official booth contractors at Entrance Hall 1. The official booth constructors will provide services and charge service fees. The transportation fees charged by the official freight forwarders are marked clearly, and for detailed fees charged, please refer to Page 65-81.

13. Badges pre-ordering: booth contractors have to pre-order Contractor Badge through the real-name authentication under the unified registration, checking, photos, production, and management of the Expo Center. Contractors could bring the Receipt of Deposit to the Badge Centre of Exhibition Hall 10 days before the show to order badges. Find more on Page 39. Exhibitors could pre-order their badges by using the “on-line service centre”. Please fill out the Exhibitors Registration Form and the organizer will send the badges to exhibitor by courier. Overseas exhibitors can pick up the badges onsite upon arrival.

14. Belongings: you are responsible for the safety of all your exhibits and personal belongings. It is not recommended to keep cash, expensive equipments or other valuables on-site unless it is necessary. If you have to store valuables on-site, please notify Expo Center’s security department or the Organizing Committee.

15. The due date of exhibition service fee is May 14, 2018. Exhibitors and contractors must make sure to settle payment before deadline. Additional 30% fee will be charged if overdue (except for Deposit, and Hanging Point). If the venue is charging an extra 50% for urgent handling, additional 30% fee will be charged if overdue. Credit card payment for construction deposit will not be accepted. Overseas RMB remittance will not be accepted.

## Section 1 Basic Information

### 1.1 Exhibition Dates & Venue

SNEC (2018) PV POWER EXHIBITION

Dates: May 28-30, 2018 Venue: Shanghai New International Expo Center (SNIEC)  
(2345 Longyang Road, Pudong District, Shanghai, China)

SNEC (2018) PV POWER CONFERENCE

Dates: May 27-29, 2018 Venue: Kerry Hotel Pudong, Shanghai  
(1388 Huamu Rd, Pudong District, Shanghai, China)

### 1.2 Exhibition Hall Overview



### 1.3 Move-in and Move-out Dates and Times

Move-in Date (For Exhibitor and Contractor)	May 25, 2018	13:30-18:00
	May 26, 2018	09:00—22:00
	May 27, 2018	09:00—22:00
Opening Ceremony	May 28, 2018	09:00—09:30 (Subject to Change)
Exhibition Opening Hours	May 28, 2018	09:00—17:30
	May 29, 2018	09:00—17:30
	May 30, 2018	09:00—15:00
Move-out Date	May 30, 2018	15:00—22:00

\* Exhibitors should enter the hall 30 minutes before the Opening Ceremony and leave the hall 30 minutes before the exhibition closes.

\* Electricity & gas can be available from May 26, 2018, please pay attention the on-site broadcast. In case of demand of early supply of electricity, a written application should be submitted to the Organizing Committee.

## 1.4 Contact Us

Add: Room711, No.1525, West Zhongshan Rd., 200235, Shanghai, China

Contact Person: Mr. Rayman Wu / Ms. Susie Chen / Ms. Phoebe Wang

Tel: +86-21-64365001-601/ 64365055-606/ 64365070-607

Fax: +86-21-64642653

Homepage: [www.snec.org.cn](http://www.snec.org.cn)

Exhibitor Service: [service@snec.org.cn](mailto:service@snec.org.cn)

Booth Design Drawing Review: [operation@snec.org.cn](mailto:operation@snec.org.cn)

Hotel Reservation: [hotel@snec.org.cn](mailto:hotel@snec.org.cn)

Request for Visa Invitation: [info@snec.org.cn](mailto:info@snec.org.cn)

## 1.5 Exhibition Hall Technical Specification

Hall E1、E2、E3、E4、E5、E6、E7、W1、W2、W3、W4、W5、N1、N2、N3、N4、N5  
17 single-layer and no-pillar exhibition halls with total indoor space of 160,000 sqm and outdoor space of 100,000 sqm.

Access for Visitors: 12 access doors of Hall E1 to E7, W1 to W5 and N1 to N5.

Hall Spaces: 11500sqm/Hall W and Hall E, 12340sqm/Hall N

Height: Hall E1-E4: 11-17M; Hall W1-W4: 11-17M; Hall E5 and W5: 17-23M

Lighting: 250 LX

Floor: Solid Concrete, Indoor Loading Capacity at 3 tons/M2; Outdoor loading Capacity at 5 tons/ M2

Exhibit Loading Access: 5M (W) ×4M (H) each gate. There are 5 gates in the north and south for each hall.

Power Supply: 3-phase, 5-line, 380V / 220V, 50Hz

Compressed Air: Lower Than 10 Bar, Various Outlets at 10 mm, 19 mm, 25 mm

Water Supply: 294 Outlets per Hall, Various Outlets at 15 mm, 20 mm, 25 mm

Drainage: 168 Outlets per Hall, Each Outlet at 100 mm

Internet: Cable Broadband Network (Max Individual: 10M)

Fire Protection: Automatic Fire Sprinkler, Detection & Alarm System with Riser & Hosereel, Portable Fire Extinguishers, Hydrant

\* Any exhibit exceeding floor loading limits will have to submit written application with floor plan to Organizing Committee of SNEC (2018) PV POWER EXPO before April 26, 2018. The move-in of such exhibits must be approved in advance.



By Flight

**Pudong International Airport—SNIEC**

By taxi: about 35 minutes; around RMB 110;

By maglev line: only 8 minutes; RMB50 for single ticket: (RMB 40 with air ticket); RMB80 for round- trip ticket;

By airport bus line: take lines No. 3 and No. 6; about 40 minutes, RMB16;

By Metro: Take Line 2 to get off at Longyang Road Station where you can take the free shuttle bus provided by the organizer to reach the south entrance.

**Hongqiao Airport—SNIEC**

By taxi: about 35 minutes; around RMB 100;

By Metro: Take Line 2 to get off at Longyang Road Station where you can take the free shuttle bus provided by the organizer to reach the south entrance.

By Train

**Shanghai Railway Station—SNIEC**

By taxi: 16km away; around RMB 45;

By Metro: Take Line 1 to People's Square, then interchange Line 2 to get off at Longyang Road Station where you can take the free shuttle bus provided by the organizer to reach the south entrance.

**Shanghai South Railway Station—SNIEC**

By taxi: 20km away, about 25 minutes, around RMB 65;

By Metro: Take Line 1 to People's Square, then interchange Line 2 to get off at Longyang Road Station where you can take the free shuttle bus provided by the organizer to reach the south entrance.

**Shanghai Hongqiao Railway Station—SNIEC**

By taxi: 35km away, about 35 minutes, around RMB 100;

By Metro: Take Line 1 to People's Square, then interchange Line 2 to get off at Longyang Road Station where you can take the free shuttle bus provided by the organizer to reach the south entrance.

By Metro

Take Line 1 to Chan Shu Road Station; take Line 2 to Jing An Temple Station; take Line 3 to Zhen Ping Road Station; take Line 4 to Zhen Ping Road Station or Dong An Road Station, then interchange Line 7 to north entrance of SNIEC directly.

Take Line 3 or Line 4 to Zhongshan Park Station; take Line 1 or Line 8 to People Square Station; take Line 4 or Line 6 to Century Avenue Station, then interchange Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 or take the free shuttle bus provided by the organizer to reach the south entrance of SNIEC.

By Bus

A number of public bus lines run through SNIEC, fixing stations near by SNIEC: 989, Da Qiao No.6, Jiangnan Line, Pudong No.1

## 1.7 Official Booth Contractors

In order to avoid any physical and property damage caused by the use and construction of the booth and to guarantee a successful exhibition, we have appointed 5 official booth contractors for standard booth and raw space.

### **1. Contractor for standard booths and raw space booths in Hall W1/ W2/ E1: CHINA NEW TREND EXPO CO., LTD.**

Website: [www.newtrend-china.com](http://www.newtrend-china.com)

Address: No 141, Xuanchun Road, Xuanqiao Town, Pudong New District, Shanghai, China.

Contact: Story Xing

Mobile: +86-13916518910

E-mail: [story@shxsw.com](mailto:story@shxsw.com)

Contact: Jay Li

Mobile: 13564008362

E-mail: [278749338@qq.com](mailto:278749338@qq.com)

Tel: +86-21-68911200-105

Fax: +86-21-68911211

### **2. Contractor for standard booths and raw space booths in Hall W3/ W4/ W5: Shanghai Harmony Advertising & Decoration Co., Ltd**

Website: [www.sh-harmony.com](http://www.sh-harmony.com)

Address: No.4839, South Hongmei Rd., Minhang District, Shanghai

Contact: Yaping Fan

Mobile: +86-13311855673

Contact: Yongxiang Han

Mobile: +86-13816682484

Tel: +86-21-64503208

Fax: +86-21-64501886

E-mail: [591169571@qq.com](mailto:591169571@qq.com) [gx.fyp0815@163.com](mailto:gx.fyp0815@163.com)

### **3. Contractor for standard booths and raw space booths in Hall E2/ E3/ E4: Shanghai SERVE Exhibition Co., Ltd**

Website: [www.serve-expo.com](http://www.serve-expo.com)

Add: 46th Building, Lane 668, Fanglin Road, P.R.China

Contact: Miss Nana Tang

Mobile: +86-13818143946

E-mail: [nanatang@serve-expo.com](mailto:nanatang@serve-expo.com)

Contact: Mr. D.K Cai

Mobile: +86-13472883537  
E-mail: dkcai@serve-expo.com  
Tel: +86-21-52396651/52396652/52396653  
Fax: +86-21-5239 6653

**4. Contractor for standard booths and raw space booths in Hall E5/ E6/ E7/N5:  
Shanghai Sunrise Expo Service Co., Ltd.**

Website: [www.sunexpo.com.cn](http://www.sunexpo.com.cn)  
Add: W2-B4a, No. 2345, Longyang Rd., Pudong New Area, Shanghai, P.R.C.  
Contact: Peiyan Luo  
Mobile: +86-13916673554  
E-mail: [raineillen@163.com](mailto:raineillen@163.com)  
Tel: +86-21-28906186 / 28906187-26  
Fax: +86-21-28906186 / 28906187-15

**5. Contractor for standard booths and raw space booths in Hall N1/ N2/N3/N4:  
Shanghai Hui-Shun Exhibition & Engineering Co.Ltd**

Website: [www.huishunzl.com](http://www.huishunzl.com)  
Add: No3528 Bin Jiang Avenue, Pu Dong District, Shanghai CHINA 200120  
Contact: Dorie Dong / Will Geng  
HP: 15800613224 / 15021682629  
E-mail: [will@huishunzl.com](mailto:will@huishunzl.com)  
TEL: 86-21-50917973 FAX: 86-21-50917237

## 1.8 Official Freight Forwarders

All exhibits transportation is appointed to the official freight forwarders. Unofficial freight forwarders are not allowed to enter the hall. For exhibits importation, custom clearances, exhibits delivery, please contact the official freight forwarders as below:

### **Official Freight Forwarder for E1/E2/E3/E4/E5/E6/E7/N1/N2/N3/N4/N5**

#### **Shanghai Chuang Yuan International Logistics Co., Ltd**

Block 26D, No.4, Lane 600, TianShan Road Shanghai, 200051 China

Mr. Zhou Young,

Tel: + 86 (21) 6237 1938 ext 808

Email: young.zhou@cy-il.com

Mr. Luo Hongxin,

Tel: + 86 (21) 6237 1938 ext 809

Email: hongxin.luo@cy-il.com

### **Official Freight Forwarder for W1/W2/W3/W4/W5**

#### **Shanghai Donghao Lansheng International Logistics Co., Ltd.**

No.757 Guang Fu Rd , Zhabei District , Shanghai , 200070 , China

Ms. Helen Xu,

Tel : +86 21 22252340

Email : xuliping@dlgil.com

## 1.9 Official Booth Contractors for Raw Space

In order to avoid any physical and property damage caused by the use and construction of the booth and to guarantee a successful exhibition, we have appointed the following official booth contractors for this exhibition. They are responsible for the booth construction of SNEC (2018) PV POWER EXPO.

### **1.BROADMESSE CREATIVE INTERNATIONAL COMPANY (HK) LIMITED**

Website: [www.broadmesse.com](http://www.broadmesse.com)

Add: RM 20A KIU FU COMM BUILDING,300 LOCKHART,WAN CHAI ,HONG KONG

Contact: Angel.Zhang

Mobile: 13764913675

Tel: 021-51691922\*202

E-mail: [jjzhang@broadmesse.com](mailto:jjzhang@broadmesse.com)

### **2.DEMAGE INTERNATIONAL MESSE LTD**

Website: [www.demage.com](http://www.demage.com)

Add: 5F,No.398JingLianRd,Shanghai,China

Contact: Khalifa

Mobile: 18800375182

Tel: 021-51089939-330 Fax:021-60904230

E-mail: [khalifa@demage.com](mailto:khalifa@demage.com)

### **3.Top Bridge Expo Group**

Website:[www.topbridge.asia](http://www.topbridge.asia)

Add:TopBridge Building,NO.1810Jinjing Road,Shanghai

Contact: Jeneeva    Mobile:15000909549    QQ:3399463734

Contact: Sherry    Mobile:18721684746    QQ:1105619509

Contact: Zaryl    Mobile:15618347953    QQ:1527390845

Tel:021-50187208    Fax:021-50187208#807    E-mail:[SNEC@topbridge.asia](mailto:SNEC@topbridge.asia)

### **4.ASIA EXHIBITION CO.,LTD**

Website: [www.a-expo.cn](http://www.a-expo.cn)

Add :8th floor,Block A,No.685 Huaxurd,Shanghai,China.

Contact: Nancy Gao / Miss Liao

Mobile: 13310103029    15201731378

E-mail: [13310103029@139.com](mailto:13310103029@139.com)

Tel: 021-51097077    51097677    Fax: 021-59887599

**5. Shanghai Label Exhibition Services CO., LTD.**Website: <http://www.shlinbo.com>

Add: Room328 Lane8-9 South Lianhua Road Minhang District

Contact: Michael

Mobile: 15221081958 18621506476

E-mail: [linboexpo@126.com](mailto:linboexpo@126.com)

Tel: 021-34083357 Fax: 021-34093177

**6. Shanghai OK.Y Exhibition Service Co.,Ltd.**Website: [www.oky-messe.com](http://www.oky-messe.com)

Add: Floor 18, No.500, Jianyun Road, Pudong District, Shanghai, China.

Contact: Anna 15121112714 QQ:2851238363 E-mail: [oky01@oky-messe.com](mailto:oky01@oky-messe.com)Contact: Jerry 15121114243 QQ:2851238362 E-mail: [oky03@oky-messe.com](mailto:oky03@oky-messe.com)Contact: Janna 15121119491 QQ:2851238366 E-mail: [oky02@oky-messe.com](mailto:oky02@oky-messe.com)Contact: Tony 18621223833 QQ:2851238360 E-mail: [tony.shu@oky-messe.com](mailto:tony.shu@oky-messe.com)

Tel: 021-68939654 Fax: 021-68939554

**7. Shanghai WTH Exhibition CO.,LTD.**Website: [www.wth-expo.com](http://www.wth-expo.com)

Add: 5th Floor Of TEEC Shanghai Center Tower, No. 599 Yungu Road Shanghai China

Contact: Kemp Chu

Mobile: +86 18601735678

Tel: +8621 61062555 Fax: +8621 61062555

E-mail: [xi@wth-expo.com](mailto:xi@wth-expo.com)**8. Shanghai Qi ShiLu Brand Planning co.,LTD.**Website: <http://www.qszl.com>

Add: Shanghai city Pudong New Area prosperity Road No. 388 Mansion

Contact: Whindy 13788919139 15821501986

Wangfeng 18930287532

E-mail: [1693199360@qq.com](mailto:1693199360@qq.com)

Tel.: +8621-61853799 Fax: +8621-38230576

**9. Ourshowexpo Global Services Co.,Ltd**Website: [www.ourshowexpo.com](http://www.ourshowexpo.com)

Add: 9F, No.199, Yangzhai Road, Changning District, Shanghai

Contact: John Shen Peter Zheng

Mobile: 18616873912 18616765790

E-mail: [john.shen@ourshowexpo.com](mailto:john.shen@ourshowexpo.com) [peter.zheng@ourshowexpo.com](mailto:peter.zheng@ourshowexpo.com)

Tel: 021-52046959 Fax: 021-52046951

### **11. Shanghai Maluo Exhibition Co.,Ltd.**

Website:www.maluo.com.cn

Add:Address:605,8-9 block,Green building,Lane 1500,Lianhua South Road,Shanghai

Contact:Bonnie

Mobile:15026508379

Tel:86-21-52277196 Fax:86-21-52277193

E-mail:2880622787@qq.com

### **12.SHANGHAI MJ CREATIVE CO., LTD**

Add: 7F,No.803,ShuangCheng Road,Baoshan Dt.,Shanghai 200940,China

Contact: Jeff Guo / Mickey Wu

Mobile: +86 13801018024 / +86 18616531582

E-mail: jeff@mjcreative.cn / mickey@mjcreative.cn

Tel: +86 021 58649846

### **13. ShangHai YiLuo Exhibition Service Co.,Ltd**

Website:www.shyiluoexpo.com

Address: 1F,NO.97 JianHao Road, PuDong New Area,ShangHai city.

Contact: Ms.Joyce Zhang; Mr.chen Da Shen; Mr.Ma

Mobile:15921725552; 13391177061; 15052562693

Tel: +86-21-33907071; 33907071 Fax:+86-21-33907071-8023

E-mail:shanghaiyiluo@126.com 719314603@qq.com

### **14. Jinso International Exhibition Co.,Ltd**

Website:www.jinso.com.cn

Add: Room 211 building 6,NO.787 kangqiao Road,Pudong,shang hai201215 China

Contact: Lyn lilly

Mobile: +86 15800656369 + 86 18202138017

Tel: +86 021-61901381 Fax:+86 021-61901381

E-mail: jinzh168@163.com

### **15.Shanghai Allshow Co.,Ltd.**

Website: www.allinshow.com

Add: Rm 406,#3,No.123,Shenmei Road,Shanghai,China(201318)

Contact: Allen Guan 18652458281 QQ:2851586933 Email:guanzf@peshow.com

Contact: Jojo Lu 13816356715 QQ:2851586922 Email:luqq@peshow.com

Contact: Jacky Zhou 13524588684 QQ:2851586941 Email:zhoujian@peshow.com

Free Hotline: 400-0808-399 Tel:021-51696950 Fax:021-51093871

**16. Shanghai TWIN Exhibition Co., Ltd.**Website: [www.twin-expo.com](http://www.twin-expo.com)

Add: No.95, 3th Floor, Shengtai Business Park, Jianhao Road, Pudong New Area, Shanghai City, China.

Contact: Miss Zhang Mobile: 15800831219 E-mail: [924496682@qq.com](mailto:924496682@qq.com)Contact: Mr. Gao Mobile: 15000256418 E-mail: [2895617196@qq.com](mailto:2895617196@qq.com)

Tel: +86 021-58111507 Fax: +86 021-58111507

**17. Shanghai Bingdian Advertising Co., Ltd**Website: [www.mbm-sh.com](http://www.mbm-sh.com)

Add: 312 rooms, 11 building, 3855 Pudong Shangnan Road, Shanghai, China

Contact: Shuiming Luo Mobile: 13917428766 mail: [43561011@qq.com](mailto:43561011@qq.com)Contact: Hui Wang Mobile: 13621842005 mail: [424412951@qq.com](mailto:424412951@qq.com)Contact: Jane Zheng Mobile: 18121138676 mail: [670793413@qq.com](mailto:670793413@qq.com)

Tel: 021-61053198 021-60450835 Fax: 021-61053197

**18. Shanghai Aobang Exhibition Service Co. Ltd.**Website: [www.aobangexpo.com](http://www.aobangexpo.com)

Add: Shanghai Minhang District Lianhua South Road Green Group 1500, 8-9 seats 422 rooms

Contact: Aleck Woo Mobile: 18937619219

Tel: 021-66781210 E-mail: [3312828458@qq.com](mailto:3312828458@qq.com)**19. Shanghai Changxiang Exhibition Service Co., Ltd**Website: [www.sh-changxiang.cn](http://www.sh-changxiang.cn)

Address: Room 411, building D, 1777 Hualong Road, Qingpu District, Shanghai

Contact: Wang. Yun Mobile: 15000869035

Contact: Wang. Ping Mobile: 18521551234

Email: [sh\\_changxiang@163.com](mailto:sh_changxiang@163.com)

Tel: 021-69766551 Fax: 021-69766552

## 1.10 The Appointed Accounts

The appointed accounts of SNEC (2018) PV POWER EXPO are as below:

### 1. The account for exhibition /conference participation fee:

Account Name: FOLLOW ME INT'L EXHIBITION (USA) INC  
Bank Name: Bank of America  
Account Number: 325070628728  
Swift Code: BOFAUS3N  
Add: 43591 Mission Blvd, Fremont, CA 94539

### 2. The account for Advertising fee:

Account Name: FOLLOW ME INT'L EXHIBITION (USA) INC  
Bank Name: Bank of America  
Account Number: 325070628728  
Swift Code: BOFAUS3N  
Add: 43591 Mission Blvd, Fremont, CA 94539

### 3. The account for exhibition service fee:

Account name: Shanghai Rumi Exhibition Service Center(Hall W1-W5、 E1)  
Account number: 98410154740005457  
Bank: Xu Hui Branch, Shanghai Pudong Development Bank  
Swift Code: SPDBCNSHXXX

Account name: Shanghai Zenghong Exhibition Service Center(Hall E2-E7)  
Account number: 98410154740005465  
Bank: Xu Hui Branch, Shanghai Pudong Development Bank  
Swift Code: SPDBCNSHXXX

Account name: Shanghai Shiqin Exhibition Service Center(Hall N1-N5)  
Account number: 98410154740005939  
Bank: Xu Hui Branch, Shanghai Pudong Development Bank  
Swift Code: SPDBCNSHXXX

The due date of exhibition service fee is May 14, 2018. Exhibitors and contractors must make sure to settle payment before deadline. Additional 30% fee will be charged if overdue (except for Deposit, and Hanging Point). If the venue is charging an extra 50% for urgent handling, additional 30% fee will be charged if overdue. Credit card payment for construction deposit will not be accepted. Overseas RMB remittance will not be accepted.

## 1.11 Order Forms Checklist

Form	Item	Deadline	Page	Return to	Note
1	Exhibitors Registration Form	April 26,2018	40	Follow Me ①	Necessary for All Exhibitors
2	Company Name for Booth Header Board	April 26,2018	41	Follow Me ①	Necessary for All Standard Booth
3A	Registration of Booth Contractor	April 26,2018	42	Follow Me ①	Necessary for All Raw Space
3B	Security Liability to SNIIEC	April 26,2018	44	Follow Me ②	Necessary for All Raw Space
3C	Sketch of Stand	April 26,2018	46	Follow Me ②	Necessary for All Raw Space/Optional for Standard Booth
4	Regulations on the Booth Construction of Large Exhibition	April 26,2018	47	Follow Me ②	Necessary for Special Raw Space Booths
5A	Building Approval for Two-storey and Outdoor Stand Design	April 26,2018	51	Follow Me ②	Necessary for Two-story, multi-storey and Outdoor Booths
5B	Regulations on Booth Construction & Design Drawing Review	April 26,2018	52	Follow Me ②	Necessary for Two-story, multi-storey and Outdoor Booths
5C	Notice (For Two-Storey, Multi-storey and Outdoor Stand Design)	April 26,2018	53	Follow Me ②	Necessary for Two-story, multi-storey and Outdoor Booths
6A	Building Approval For Indoor Special Design Stand	April 26,2018	55	Follow Me ②	Necessary for One-story Booths Higher than 4.5 Meters
6B	Regulations on Booth Construction &	April 26,2018	56	Follow Me ②	Necessary for One-story Booths Higher than 4.5 Meters
6C	Notice (For Indoor Special Design Stand)	April 26,2018	58	Follow Me ②	Necessary for All Raw Space, Optional for Standard Booths
7	Facility Renting and Hanging Point Application	April 26,2018	61	Follow Me ①	Necessary for All Raw Space Booth, Optional for Standard Booths
8	Furniture Renting	April 26,2018	63	Follow Me ①	Optional for All Exhibitors
9	Instruction Order	April 26,2018	80	Chuangyuan / Donghao ②	Optional for All Exhibitors

10	Catalogue Entry	April 20,2018	82	Follow Me ①	Necessary for All Exhibitors
11	Logo Entry into Exhibitor List	April 20,2018	84	Follow Me ①	Optional for All Exhibitors
12	Entrance Tickets Application	May 10,2018	86	Follow Me ①	Optional for All Exhibitors
13	Ads. Application	April 20,2018	87	Follow Me ①	Optional for All Exhibitors
14	Conference Room and Audio/ video Equipment Booking	April 26,2018	94	Follow Me ①	Optional for All Exhibitors
15	New Product and Technology Release Application	May 10,2018	97	Follow Me ①	Optional for All Exhibitors
16	Hotel Booking	May 10,2018	100	Follow Me ①	Optional for All Exhibitors
17	Visa Invitation Application	May 10,2018	102	Follow Me ②	Optional for All Exhibitors

\*Please order the services above by ① Subscribing on-line (Login SNEC homepage and enter the contract No. and password that we had provided to your company, or ② send us the forms by email. Please make sure all forms are submitted before deadline.

## Section 2 Rules and Regulations

### 2.1 Rules and Regulations on Construction and Dismantling

1. Construction and dismantling should be instructed by the Organizing Committee.
2. Badges: contractors will have to wear name badges provided by the Expo Center throughout the construction and dismantling periods. Exhibitors can also enter the exhibition hall upon the Exhibitor Badge during the construction and dismantling periods.
3. Overtime work: Exhibitors are required to inform the Organizing Committee of any overtime work before 15:00 each day during stand construction and dismantling time and pay the overtime fees in cash. Overdue application will be charged an addition 50% late fee. The overtime fee will be charged as below:

08:00-22:00(Move-in)	1200.00RMB/Hour/Booth
22:00-08:00(Move-in)	2400.00RMB/Hour/Booth
22:00-08:00(Move-out)	4800.00RMB/Hour/Booth
4. Any exhibitor's space containing more than 3 standard booths ( $\geq 27M^2$ ) must be installed in open-design. To change the standard booth installation (remove the walls of the 2 neighboring standard booths), please send application to the Organizing Committee before April 26, 2018.
5. The hight limit of indoor single-story booth is 6m, hight limit of indoor two-story and multy-story booth is 7m. All indoor & outdoor booths (including single-storey, two-storey, and multy-story booths) with height of or above 4.5m must be reviewed and approved by the Expo Center. It is suggested the design height of single-storey booth to be under 4.3m in case the actual booth height exceeds 4.5m. For two-storey and multy-story booths with a suspended structure less than 1/4 of total booth space , the charge of Design Drawing Review will also include single-storey area that exceeds 4.5m in height (see Form 3A for rates). The exhibitor shall be responsible for any delay thus caused.
6. All booth structure (including light, TV, etc.) shall be within the rented booth space and shall not block fire escape. The organizer has the right to request the exhibitor to eshape the booth. Hoisting Point is ONLY open to indoor raw space over 108m<sup>2</sup>.
7. If contractors violate the regulations and have no ability to revise the booth, they will be fined RMB 500/notice and the resetting work will be dealt with by the official stand contractors at exhibitor's own expense. The fee will be deducted from the deposit.
8. The Booth Header Board of all standard booths must be made by the Organizing Committee. Letters and characters on Booth Header Board must be exactly the same as it is in the Application Form of Company Name for Booth Header Board (Standard Booth Only) provided by exhibitors. No change is allowed without the approval of the Organizing Committee.
9. Indoor floor loading shall not exceed 3 tons/sqm. For exhibits with moving parts, the floor load capacity is 50% less than regular capacity.
10. For exhibitors, no additional stand fitting or display can be attached to the shell stand

structure, i.e. no nailing or drilling will be allowed. Only trolley with rubber wheels is permitted to be used indoors.

11. Equipment and furniture installed by the Organizing Committee are prohibited to be removed or changed without approval.

12. Any special request for stand must be submitted to the Organizing Committee for approval in advance.

13. No electric cutter, electric saw and spray-paint can be used on site. All the decoration materials for booth must be fireproof. Elastic cloth and Tungsten lamp over 150w are prohibited at anytime.

14. Safety helmet, belt and skid-resistant shoes are necessary for the contractors working over the height of 2 meters. The ladder must be anti-slip.

15. Nothing is allowed to be dumped into the sewer during the installation and construction period.

16. Littering is prohibited. Exhibitors must, at their own expense, keep their space clean and exhibits in good order. Exhibitors are responsible for their packing materials, empty cartons and wooden crates to be removed. Storing anything in the official designated area will result in storage charge unless it is stored by official freight forwarder.

17. Exhibitors must turn off their electricity before leaving the exhibition hall each day. If exhibitors fail to do so, they will be fined RMB 500/notice and the power will be cut off forcibly. The fee will be deducted from the deposit.

18. Punctual unloading is appreciated; trucks will have to leave the hall promptly after unloading.

19. Dismantling from the exhibition before the designated time is not allowed. During dismantling time, all the exhibitors must obey the time schedule set by the Organizing Committee and keep close attention on their own exhibits.

20. The exhibitors and contractors will be supervised by the organizer in terms of the anti-fire measure, and make correction immediately if there is any violation during construction. Stacking items in fire fighting access is strictly prohibited to ensure that fire fighting access, safe access and public walkway are unobstructed. Exhibitors and contractors will have to take full responsibility if they disobey the regulations of the Organizing Committee during the period of construction and dismantling.

21. In case of demand of early supply of electricity during construction, a written application should be submitted to the Organizing Committee in advance of 12 hours. In case of demand of late power-down during dismantling, a written application should be submitted in advance of 4 hours.

## 2.2. Observance of Regulations

Failure to observe the following rules and regulations may result in the Authorities or the Organizing Committee ordering the closure and removal of all or part of the booths or exhibits from the Exhibition hall. In the event that this occurs, the Authorities and the Organizing

Committee will not be held liable for any loss or damage thereby suffered by any Exhibitor.

- Sub-letting of Booths

Exhibitors' company name must be the same as shown on Booth Header Board. Exhibitors must not sell, transfer, sub-let, in whole or part, their contracted space, office, meeting area, or store area for financial consideration or any other agreement.

Exhibitors may not display or promote any product or technology that violates intellectual property rights. No item should be sold during the show. An Exhibitor may not, except by writer endorsement from the Organizing Committee, display directly or indirectly, advertise or give credits to any products other than his own or his principal's. The Organizing Committee reserves the right to mask or remove any products or signs violating this regulation from the Exhibition hall any products or signs violating this regulation.

- Booth Staffing and Management

Persons below 18 years of age are not allowed to use Exhibitor Badges, nor will they be admitted. This ruling will be enforced also during the, move-in, set-up and move-out days. We must remind all exhibitors, before the end of the exhibition, all exhibits must be at the exhibition, and shall not withdrawal in advance for any reason.

- Site Plan

The Organizing Committee reserves the right to alter the layout, plans and positioning of all booths, if, in their judgment, such change(s) are necessary or beneficial for the Exhibition and the Exhibitors.

- Presentations / Demonstrations of Exhibits / Products

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

- a. Submit to the Organizing Committee full details of any working exhibits, involving moving parts, Inflammable materials, laser or other dangers, in writing and obtain approval prior to the Exhibition.
- b. Ensure that all moving machines be fitted with safety devices when the machines are in operation. Their safety devices may be removed only when the machines are disconnected from the source of power.
- c. Ensure that any moving machines displayed shall only be demonstrated within the booth area, operated by qualified persons and shall not be left running without the proper supervision of such persons.
- d. Safely install and guard all working exhibits to prevent slippage and position the exhibit within the actual booth area and in a way that would not be hazardous or cause any injury to all persons, whether visitors, staff or contractors.
- e. Isolate starting devices to prevent operation by any visitor or other unauthorized person.

- f. Ensure that toxic fumes, exhaust or other irritants caused by the exhibits /products are not released into the Exhibition hall. Prior approval from the relevant controlling authority, in addition to that of the Organizing Committee, must be obtained for such purpose.
- g. Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition hall and booths. Prior Fire Safety Bureau (FSB) approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.
- h. Ensure that adequate protection is catered to prevent damage to the Hall flooring, carpet and facilities. Any damages caused will be at the responsibility of the Exhibitor concerned.
- i. Ensure that any product or display like roofing, awning, ceiling or lighting pellet must be highlighted in the respective booth plan and submitted to the Organizing Committee for the Fire Safety Bureau (FSB) approval. Without this FSB approval, no such product or display will be permitted in this Exhibition by the FSB.
- j. Ensure that all the relevant local government authority license(s) and/or permit(s) are obtained and its stipulated regulations and conditions observed and abided with for the demonstration and/or use of electronics, radio and/or satellite transmitting equipment.
- k. Ensure that only products for which they are the producer, agent, distributor or dealer are displayed. In the event of a dispute between/among Exhibitors, the Organizing Committee reserves the right to rule on the right to exhibit.
- l. Ensure that noise level does not cause interference or annoyance to visitors or other Exhibitors. Demonstrations producing a high level of noise or other objectionable factors may only take place at certain times stipulated by the Organizing Committee , who reserves the right to reduce the sound level or switch off the audio/visual displays should they cause any problem. In the case of dispute, the Organizing Committee ' decision will be final,
- m. Only exhibits, posters, documents and materials relevant to the Exhibition profile as determined by the Organizing Committee will be allowed. The Organizing Committee reserves the right to remove from the Exhibition hall, any exhibit, poster, and articles, or any item complementary to an exhibit, which in their opinion, contravene this regulation.

#### • Promotion during the Show

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

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

#### • Sound Control

The noise level coming from the booth must not exceed 70dB (A) at the booth boundary. During the presentation of exhibits or special shows the general noise level in halls may exceeded

by 5dB (A) for a brief period. Loudspeakers must be directed towards the inside area of the booth. The exhibitor should submit the project of demonstrate or performance of products to the Organizer in the two weeks before the opening of the exhibition and subject to the Organizing Committee's suggestion. The loudspeaker of every booth should be placed inside the booth. If the loudspeaker is found towards the outside area of the booth, the Organizing Committee has the rights of stopping providing power for that booth before it does the reform. The sound controller of every booth should be on his position when the loudspeaker is working. If the loudspeaker's sound is found lost control because the absent of the sound controller, the Organizing Committee has the rights of stopping providing power for that booth directly. If the booth is often complained by other booths because their sound is too high over a long period, and that is proved by the Organizing Committee, the organization can stop its power in part time.

#### • Booth Cleaning

The Organizing Committee will arrange for the general cleaning of the Exhibition hall and booths. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times. Exhibitors with lockable offices are requested to place refuse outside the office/booth space before departure each evening, for disposal. Exhibitors may contact the Official Cleaning Contractor for quotation, should additional cleaning services be required.

#### • Liabilities and Insurance

The Organizing Committee will not be responsible for the safety of any kind goods brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whosoever. The Exhibitor shall insure and hold the Organizing Committee harmless and indemnify in respect of any loss or injury caused by any act or default of the Exhibitor, his agents, contractors or invitees.

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

#### • Damages & Compensations

Exhibitors are responsible for the damage or dilapidation to the Exhibition hall caused by themselves, their agents, contractors or any person employed or engaged on their behalf. Exhibitors occupying standard booths are also responsible for the damage to the contractor's booth structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person employed or engaged on their behalf. The cost of repairing and replacing for any damages will be assessed by the Official Booth Contractor

and charged to the Exhibitor concerned.

- Intellectual Property Right Protection

The exhibitors shall be in possession of all intellectual property rights regarding their exhibits on display during the show. NO infringement of any registered trademark, design patent, innovation and / or patent is allowed in the exhibition. Any dispute of intellectual property right arises; the concerned exhibitor should remove related exhibits and bear the full responsibility. And the exhibition fee paid by the exhibitor, or any part thereof, may not be refunded to the exhibitor.

- Force Majeure

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

- Authority OF Premises

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

- Unforeseen Circumstances

In the event of any occurrence not foreseen in these 'Rules and Regulations' and the terms of contract stated in the contract, the decision of the Organizing Committee shall be final.

## 2.3 Safety Regulations

### 2.3.1 Security Rules

- a. Each exhibitor company must designate a safety coordinator to work with Show Management. This coordinator should supervise his/her exhibits from construction to dismantling to ensure safety and security of his/her booth.
- b. All exhibitor personnel must understand the importance of safety and keep safety guidelines in mind.
- c. During the show, no exhibit can leave the Expo Center without written approval from Show Management
- d. Exhibitors should protect their own exhibits, files and other belongings from theft. Keeping a list

of all items, having designated personnel for each item, and storing valuables and important files in cabinet or safe are some of good practice you can adopt.

e. Highly toxic, combustible, explosive or radioactive material is prohibited in the Expo Center. Exhibitors can only use replica to demonstrate those materials.

f. During the show, any unattended or lost item should be taken to Expo Center security department.

### 2.3.2 Fire Precautions

#### 1. Responsibility

Smoking is strictly prohibited in the Exhibition hall!

All Exhibitors must comply with and ensure that all their contractors, staff, agents and servant, etc, comply with the prevailing government fire protection law and the fire safety regulations and building codes of the Centre.

The person in charge of his exhibition will bare full responsibility for fireproofing. Any person who encounter an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it be the use of the fire extinguishers and/or remove all items in that vicinity.

Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

a. Display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

b. Display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

c. All toxic and hazardous material, including flammable liquids, compressed gas or something like that must hide from the view the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

#### 2. Fire exits and evacuation routes must stay clear at all time.

- Minimum aisle width is 3 meters. Booths next to wall must leave 0.5 meter space between the wall and the booth.

- Nothing can be left at the exits and aisles during set-up and move-out. Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. Exhibitors and their agents and employees shall keep all aisles and gangways clear of materials, packing cases, brochures, waste and equipment. The Organizing Committee reserves the right to remove any obstruction which contravenes this regulation and to charge the Exhibitor responsible for the cost of so doing without prejudice to any claim for damages which the Organizing Committee or

any other person(s) may have by reason of such obstruction. Security department will clean up any item that violates the safety rules at owners' expense.

### 3. PROHIBITED USE OF DANGEROUS MATERIALS

Unless otherwise approved by the Organizing Committee, the Centre and all appropriate government authorities in writing:

- a. No naked flame or temporary gas lamps may be used in the exhibition hall ;
- b. No explosives, petrol and highly flammable toxic or corrosive substances are allowed in the exhibition hall.

#### Compressed Air

For the sake of safety and noise level control, exhibitors are not allowed to bring and use their own air compressor in the Exhibition Hall. Exhibitors should order air compressor from the venue, if required. If the air compressor type is unique, exhibitor can send written application to the venue. Upon approval from the venue, exhibitor should also bring the Air Compressor certificate of qualification, and approval from the organizer when move in air compressor. The air compressor should be placed in assigned location only.

#### Industrial Gas

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

#### Radioactive Materials

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

#### Hot Work Demonstrations

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

#### Toxic Wastes

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

#### Pressure Tanks

The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium. Pressure tanks improperly secured will be immediately removed from the Exhibition hall upon notice being given to the Exhibitor by the Organizing Committee.

- c. All construction and decoration material must be fireproof. Elastic cloth is prohibited.
- d. Wooden material must be coated with fireproof paint or other fireproof layer. No transformer shall be attached to any combustible material's surface

#### 4. Fire Protection Equipment

- a. Exhibitors should not make any damage to fire protection equipment located in the Expo Center.
- b. Nothing can be placed with 1.5 meter around fire hydrants and fire extinguishers. Moving, blocking and damaging fire protection equipment is prohibited.
- c. Indoor single-story exhibit structure's height limit is 6 meters. Two floor exhibits may not exceed 7 meters

#### 5. Electrical device installation must meet fire safety standards.

- a. Installation of electrical devices, wire and pipe lines must meet China's National Fire Safety standards and Specification.
- b. Set-up contractors must get approval from Expo Center engineer departs for their electricity usage plan. Power should not be turned on until Expo Center electrician approved it.
- c. Any wire used by exhibitor must have safety certificate or label from Public Safety and Fire Protection Department that indicate the wire is not combustible. All wire should be placed in metal or fireproof tube. All electrical devices should be grounded properly. Any wire under carpet, crossing aisle or embedded in exhibits must be placed in protection tube. No extension or connection point is allowed in protection tubes.
- d. Neon lights must have at least 2.5 meter clearance off the ground, with glass tube protecting the connecting points. No flammable material should be placed near any neon light. Embedded neon light is prohibited.
- e. Open flame is prohibited during set-up and exhibition. Exhibitors must clean their own spaces daily after the show closes.

#### 6. During daily close-down, exhibitors must cooperate with Show Security personnel to clean the exhibition spaces. Clean-up for individual booth includes but not limited to:

- Remove all fire hazards
- Shut down power of all kinds
- Store valuable and close windows

### 2.3.3 Electric Safety

#### 1. Safety Responsibility and On-site Supervisor

Exhibitor takes full responsibility for the electric safety of his/her exhibits. An electrician hired by exhibitor must be on duty during the show, who will be in charge of powering on and off the exhibits. The name and phone number of that electrician must be reported to Show Management floor manager ahead of time.

## **2. Safety Regulations for Electrical devices and Equipment**

- a. All material and device used in exhibits must meet China's Fire Safety standards and quality standards.
- b. Switchboard box must have 30mA creep age protector.
- c. Only ZR-BVV wire and shielded wire are allowed to be used.
- d. All metal parts and metal pipes must be grounded properly to prevent electric shock.
- e. All circuits must be grounded properly to prevent creep age.
- f. Tube light or quartz light must have asbestos mat as protection. Lighted display box or tube must have ventilation holes. Rectifier and trigger must be approved by fire protection authority.
- g. Lighting fixtures that create large amount of heat must have a cover shield. Tungsten light above 150W is not allowed.
- h. Electricity usage plan must be truthful. Using public switchboard or outlet without Show Management's permission is a serious violation.

## **3. Raw Spaces Electrical Safety**

- a. Expo Center's switchboard, phone system and power box is not allowed to be covered or blocked in any way.
- b. Installers must have their electrician license with them and follow the Expo Center's regulation. Violators will be denied for entry.

## **4. Standard Booth Electrical Safety**

- a. Attempt to modify Expo Center's electrical system and lighting is prohibited. Outlet provided by Expo Center has a maximum capacity of 500Watt. Any extension cord that is not approved by the Expo Center Security Department is prohibited. Exhibitor must make sure the total usage of all exhibits stay below 500W.
- b. Exhibitors who need more than standard power supply must apply for a permit from Show Management at least 20 days before the opening day. No installation can be done without our approval.
- c. Electrical work must be done by licensed electrician following safety regulations. Any wire or display board that is not anti-flame is prohibited.

## **5. Wiring Safety**

- a. All lighting must have at least 30cm clearance off exhibits and have junction box. No wire should be exposed.
- b. Switchboard and outlet must be visible and placed at safe place. Hiding them in exhibits is prohibited.

## 6. Electrical Exhibits Safety

- a. Any device that consume large amount of electricity, such as water heater and stove, can not be used until it is approved by Show Management.
- b. Exhibits that require 24-hour non-stop power must apply for special permit before April 26, 2018 from Show Management. Due to supervision required for non-stop power supply, exhibitors will need to pay for this special service in addition to electricity charge.

## 7. Violation & Penalty

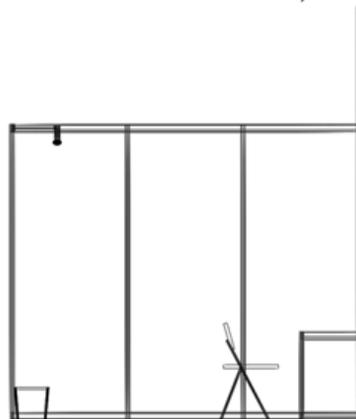
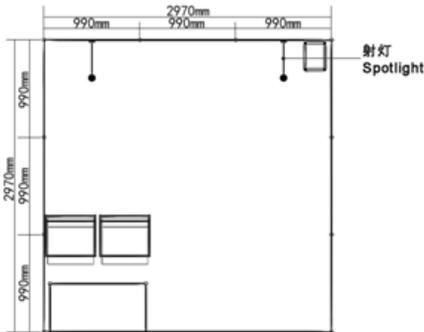
- a. Exhibits wiring and using electricity without approval will be shut down power. The electricity used during the violation will be charged at double rate.
  - b. Any damage made to Expo Center's electrical device will be charged twice as the device's market value.
  - c. Any over usage must be paid promptly.
  - d. Any violation will result a complete power shut down.
- Exhibitors who cause accident may be prosecuted to the full extent of law.

## Section 3 Booth Setup

### 3.1 Standard Booth Description

**1. Standard Booth will be built as 9 sqm (3m X 3m) with items listed below:**

- a). Panel: using modular aluminum panel system, 950mm (W) and 2480mm (H). 9 panels make up a standard booth. A corner stand will have an additional open side with a header board.
  - b). Booth Header Board: 340mm (Outside Height), 3000mm (Length) and 200mm (Inner Height).. Facilities and lighting of Standard Booth will include one information counter, two folding chairs, one 220V/500W power socket, two 100W spotlights, and booth header board.
2. The power socket provided for standard booth is for lighting and Light-Duty devices only. Exhibitors need to order additional POWER POINT if they need to turn on Heavy-Duty machines. The exhibitor shall be responsible for any damage caused by faulty operation.
3. Standard Booth Drawing:



## 3.2 Raw Space Set-up Management

### 3.2.1 Rules for Raw Space Construction

1. No items provided.

Exhibitors who have booked "Raw Space" stands may use either the official stand contractor or appoint any other contractor, who also have to comply with the rules and regulations on the booth construction, particularly the description on fire prevention.

2. Contractors hired by exhibitors must have their license as proof of the capacity to do indoor decoration, and have adequate staff and materials. They must be qualified and responsible for completing construction and dismantling in time.

3. The height limit of indoor single-story booth is 6m, height limit of indoor two-story and multi-story booth is 7m. All indoor & outdoor booths (including single-storey, two-storey, and multi-story booths) with height of or above 4.5m must be reviewed and approved by the Expo Center. It is suggested the design height of single-storey booth to be under 4.3m in case the actual booth height exceeds 4.5m. For two-storey and multi-story booths with a suspended structure less than 1/4 of total booth space, the charge of Design Drawing Review will also include single-storey area that exceeds 4.5m in height (see Form 3A for rates). The exhibitor shall be responsible for any delay thus caused.

4. All booth structure (including light, TV, etc.) shall be within the rented booth space and shall not block fire escape. The organizer has the right to request the exhibitor to reshape the booth. Hoisting Point is ONLY open to indoor raw space over 108m<sup>2</sup>.

5. If contractors violate the regulations and have no ability to revise the booth, they will be fined RMB 500/notice and the resetting work will be dealt with by the official stand contractors at exhibitor's own expense. The fee will be deducted from the deposit.

6. Confirmed items can not be revised without notice and must be conducted according to the plan. Construction is not allowed to exceed the approved scale and must be supervised and examined by the show management and the official stand contractor. Exhibitors are not allowed to revise their stand until they applied to official stand contractor and get approval from fire-fighting bureau. The show management reserves the right to stop electricity supply if any exhibitor doesn't follow the rules.

7. No electric cutter, electric saw and spray-paint can be used on site. Every decoration material used for booth must be fireproof. Elastic cloth and Tungsten lamp over 150w are prohibited in anytime.

8. Safety helmet, belt and skid-resistant shoes are necessary for the contractors working over the height of 2 meters. The ladle must be prepared with skid-resistant working.

9. The maintaining work will be done by exhibitors' appointed stand contractors.

10. Stand contractors appointed by the exhibitors for raw space shall report to the Organizing Committee for renting electricity facilities before April 26, 2018. 50% fee will be surcharged for orders later than the deadline (April 26, 2018) The due date of exhibition service fee is May 14, 2018. Exhibitors and contractors must make sure to settle payment before deadline. Additional 30% fee will be charged if overdue (except for Deposit, and Hanging Point). If the venue is charging an extra 50% for urgent handling, additional 30% fee will be charged if overdue. Credit card payment for construction deposit will not be accepted. Overseas RMB remittance will not be accepted.

### 3.2.2 Application

Exhibitors of raw space booths should submit the application materials to the Organizing Committee for the approval by the Exhibition Center and Fire Security Department no later than April 26, 2018.

• Application materials for booth below 4.5 meters:

- |  |                                       |
|--|---------------------------------------|
| a. Booth perspective drawing<br>(1 front-side and 2 sides) | c. Detailed booth material checklist  |
| b. Ground floor plan                                       | d. Sketch of Stand (Form 3C)          |
|  | e. Form3B-Security Liability to SNIEC |

• Application materials for booth higher than 4.5 meters, two story booth and outdoor booth:

Forms	Form Names	Notes
Form 3A	Registration of Booth Contractor (Raw Space Only)	Submit on-line
Form 3B	Security Liability to SNIEC	Original copy duly signed and stamped by exhibitor and contractor should be sent to the organizer
Form 3C	Sketch of Stand	Necessary for all raw space booth
Form 4	Regulations on the Booth Construction of Large Exhibition	Original copy duly signed and stamped by exhibitor and contractor is required for single-storey booth higher than 4.5 meters, two story booth, multi-storey booth and outdoor booth
Form 5A	Building Approval for Two-storey and Outdoor Stand Design	Original copy duly signed and stamped by exhibitor and contractor is required for Two-storey, multi-storey booth and outdoor booth
Form 5B	Regulations on Booth Construction & Design Drawing Review (For Two-storey, Multi-storey and Outdoor Stand Design)	
Form 5C	Notice (For Two-storey, Multi-storey and Outdoor Stand Design)	
Form 6A	Building Approval For Indoor Special Design Stand	Original copy duly signed and stamped by exhibitor and contractor is required for booth higher than 4.5 meters
Form 6B	Regulations on Booth Construction & Design Drawing Review (For Indoor Special Design Stand)	
Form 6C	Notice (For Indoor Special Design Stand)	
Identity cards scanning of the person who is responsible for special stand design		Original copy duly signed and stamped by exhibitor and contractor is required for booth higher than 4.5 meters, Two-storey, multi-storey booth and outdoor booth

### 3.2.3 Cost of Raw Space Contractor

Please refer to Form 3A for detailed bank account information

★ i. Raw space deposit (refund after move-out)

Type	Space	Amount
Single-storey stand at a height not exceeding 4.5m	Space ≤ 36m <sup>2</sup>	RMB3,000
	36m <sup>2</sup> < Space ≤ 72m <sup>2</sup>	RMB6,000
	72m <sup>2</sup> < Space ≤ 180m <sup>2</sup>	RMB10,000
	Space > 180m <sup>2</sup>	RMB16,000
Two-storey stand or Single-storey stand at a height exceeding 4.5m		RMB30,000

Before construction, stand contractors will have to apply for Contractor Admission Badge before move-in. Admission badges will not be issued to stand contractors without the receipt or invoice of payment.

If stand contractors did not violate any rules and regulations of exhibition, kept all facilities in hall safe during construction to move-out period, and removed all materials out of hall after move-out period, raw space deposit will be refunded by the organizing committee after staff checks everything in booth is OK. Contractors can obtain the refund at the office of Shanghai Follow Me Exhibition Service Co., Ltd. within 30 working days after the ending of the exhibition. Address: Room 711, No.1525, West Zhongshan Rd., Shanghai, China

★ Drawing Review Fee(booth at a height exceeding 4.5 meters, two-storey, multi-story booth and outdoor booth must pay for it)

Drawing Review Fee for 2-story booth: RMB80/sqm. The area being charged will include: area on 2nd story, area on ground story (calculated by size of vertical orthogonal projection on the ground floor) and area of staircase. For all booths approved by Grade A National Registered Structural Engineer, the drawing re-inspection fee shall be charged at RMB40/sqm.

Drawing Review Fee for outdoor booth: RMB80/sqm. The reviewed area is calculated upon the actual area of special booth design.

Drawing Review Fee for one-story booth: RMB60/sqm. The reviewed area is calculated upon the actual area of special booth design. For all booths approved by Grade A National Registered Structural Engineer, the drawing re-inspection fee shall be charged at RMB30/sqm.

For two-storey and multi-story booths with a suspended structure less than 1/4 of total booth space, the charge of Design Drawing Review will also include single-storey area that exceeds 4.5m in height (see Form 3A for rates).

★ Construction Management Fee

Raw space exhibitors or booth contractors have to pay the construction management fee at RMB 33/m<sup>2</sup>

★ Facility Renting Cost:

Electricity, Air Compressor, Water and Telephone Renting cost. (see details in Form 7 Facility Renting)

★ Overtime work: Exhibitors are required to inform the Organizing Committee of any overtime work before 15:00 each day during stand construction and dismantling time and pay the overtime fees in cash.. Overdue application will be charged an addition 50% late fee. The overtime fee will be charged as below:

08:00-22:00(Move-in)	1200.00RMB/Hour/Booth
22:00-08:00(Move-in)	2400.00RMB/Hour/Booth
22:00-08:00(Move-out)	4800.00RMB/Hour/Booth

★ Badges pre-ordering

### 3.3 Relevant Annexes

#### 3.3.1 Outdoor Stand and Multi-storey Stand Construction

**General conditions Outdoor stand or Two-storey stand construction is permitted in the halls with approval of Grade A National Registered Structural Engineer, who is employed by contractor or recommended by the organizer.** Approval for the two-storey stand depends on the location of the stand within the hall and the area it occupies. Since consideration must be given to the overall appearance of the hall, the visibility of signs, and the visual affect on stand nearby, two-storey constructions may be limited in number or prohibited.

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 can be built across the aisles. The total height of a two-storey stand cannot be more than 7 meters. The structures of booth cannot hang on the structures of the hall. For other information please refer to the relevant regulations on normal construction of building and relevant regulations on booth structure and decoration.

In the case of violation of the rules specified here, the Organizing Committee reserve the right to take action according to the general terms of participation.

#### •Approval procedure

The construction application must be submitted to the Organizing Committee before April 26, 2018. The following documents must be enclosed with the application

● Perspective drawing of the booth design
● Plan of ground floor
● Plan of upper floor
● Elevations and Cross-sections
● Cutaway View
● Electricity layout
● Static test report or static load calculation
● Specification of construction together with the materials

All drawings are to be specified scale. Drawings submitted by fax cannot be processed.

Please note that in spite of approval from the organizer, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Shanghai Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the Organizing Committee.

•Stand Construction

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction applies to flooring, wall panels and ceiling.

•Positioning of Cabins / Design of upper storey

Stairways, open cabins, terraces and hospitality zones must be kept at least 1 meter distance from any aisle. At least 3 meters distance must be maintained to neighboring stands. If it is not possible to maintain this distance, a closed partition of at least 2 m high must be installed as divider. The side facing the neighboring stand must be finished in white, with a neutral and clean appearance. The neighbor is permitted to use this surface for promotion purposes.

•Fencing:

Fences must be at least 0.9 meters tall. An anti-roll batten higher than 5mm must be installed on the floor level at the opening. To prevent object (such as wine glasses) being placed on fence where they can easily fall off, the handrail or tops of fence must be rounded.

•Load-bearing capacity

Ceiling Strength:

The load-bearing capacity of the upper storey when used for general visitor traffic, meetings, presentations and/or as storage space must be a minimum of 5 kN/sqm, in accordance with the regulations, insofar as a capacity reduced to 2 kN/sqm is permissible under the following conditions:

Use of the upper storey as private office, salesroom (less than 50 sqm in area), lounge or hallway, where persons only stay for limited periods. The stairways must be closed to the general public with corresponding signs clearly visible. The designated use of such rooms must be clearly indicated in the planning documents submitted.

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 load-bearing capacity of 5kN/sqm.

Strength of Fence / Handrail:

Fence and handrail must be designed to withstand horizontal loads of 1 kN/m at the level of the handrail. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand.

•Fire prevention:

The maximum length of any escape route from the upper floor to the aisle is 25 meters.

On stands with upper storey of 100 sqm in area or less, one stairway is required, which must be

outside the covered area of the stand.

On stand with an upper storey more than 100 sqm in area, at least two stairways are required, at opposite ends of the stand, one of which must be outside the covered area of the stand.

The space beneath and alongside open-tread stairways must neither be used for storage, nor for the installation of shelves.

No area of the upper storey may have a closed ceiling or canopy. Metal grids 1 cm x 1 cm in modular dimension are permitted. Including lighting elements, the open area must comprise at least 80 %. All cabins and enclosed areas must permit clear sight of the outer exhibition hall. Up until final approval of the completed stand, additional measures of safety or fire prevention may also be imposed if deemed necessary.

### 3.3.2 Notice on the Unified Management of Certificates of Erection

#### **Contractors and Transport Contractors**

To: Exhibition organizers,

In response to the request of Pudong New Area's Security Bureau to practice a real-name authentication and photo system in regards to workers involved in erection work, the Shanghai New International Expo Centre Co., Ltd.( hereinafter refer to as the SNI EC) has formulated the following measures to change the undesirable situation in managing the certificates of workers involved in booth erection and dismantling, and to ensure a safe environment within the SNI EC's exhibition halls and unloading areas.

1. From Jan 1st, 2011, all workers involved in exhibition booth erection and dismantling (including those from the exhibition's designated erection contractor, raw space erection contractor, and designated transport contractor) will be required to obtain passes from the SNI EC, who is exclusively responsible for the registration, checking, photos, production, and management of the aforementioned passes.

2. Supervisors in charge of the work can apply for passes of any workers under him. (On-the-spot application requires the originals of the workers' ID cards). To reduce the time spent in on-the-spot registration, the SNI EC will set up an on-line appointment system for the issuance of the certificates. From July 1st, 2010, all persons in charge of the work of erection contractors and transport contractors are required to go through the Real-name Authentication procedures at the SNI EC at least 10 days prior to the start of their work.

3. Documents required for Real-name Authentication procedures include the original and 2 photo copies ( front and back sides) of second-generation ID cards ( first-generation cards are not accepted) of the person in charge of the work from the contractor; 2 photo copies of the contractor's business license, which bear the company seal; originals and 2 photo copies of relevant industry training certificates; the Real-name Authentication Form for Erection

Contractors and Transport Contractors (Appendix 1); and the Safety Commitment of Erection Contractor(Appendix 2). The designated erection contractor for the exhibition, in addition to the above documents, shall also submit the Certificate of Designated Transport Contractor of the Exhibition (Appendix 5). All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal. If the holder of the certificates and documents cannot make it to the SNIIEC to go through the procedures in person, a Letter of Authorization (Appendix6) signed and stamped by the entrusting party and the entrusted party must be provided.

4. The sponsor of the exhibition shall submit to the SNIIEC a List of Raw Space Erection Contractors ( Appendix 7), which bears the company seal of the sponsor.

5. After Sep 1st, 2010, the person in charge of the work from the erection contractor or transport contractor who fails to go through the Real-name Authentication procedures 10 days prior to the start of the exhibition will lose the privilege of making registration appointments online. The person in charge of the work will still have to go through the Real-name Authentication procedures on the spot, and the person in charge of the work shall bear all responsibilities for any time loss or other consequences resulting from the queuing, and prolonged authentication, registration, checking, photo taking, and certificate obtaining, etc.

6. The Follow Chart for Obtaining Certificates (Appendix 8) is enclosed with the Notice. Please follow the instructions of the Notice.

Shanghai New International Expo Centre Co., Ltd.  
June, 2010

## Section 4 Various Services and Order Forms

### 4.1 Exhibition Services

#### 4.1.1. Badges Ordering

##### I. Exhibitor Badge

###### 1. Pre-ordering Badges

Exhibitors need to login to SNEC homepage, click "Exhibitor Register/Login", enter the contract No. and password provided by the Organizing Committee, then you can order badges online. From April 26, 2018: the organizing committee prepares the badges for exhibitors that had pay off all bills. Badges can be picked up at the office of the organizing committee or can be sent to exhibitors by express.

###### 2. Ordering Badges On-site

From 13:30 May 25, 2018 to 17:00 May 27, 2018: badges can be applied and collected at Exhibitors Registration Desk at the South Entrance of Shanghai New International Expo Center, by filling the Exhibitors Registration Form, and by showing business cards, invoices or copies of remittance slips.

###### 3. Badges for Standard Booth

Each Standard booth is entitled for 6 free badges. Extra badge is charged at RMB 100. Exhibitors can preorder their badges or pick up badges on-site. We strongly recommend preordering to avoid unnecessary inconvenience.

##### II. Badge for Contractors and Freight Forwarders

Booth contractors have to pre-order Contractor Badge under the unified registration, checking, photos, production, and management of the Expo Center at the charge of RMB50/piece.

##### III. Badges Management

1. Show security personnel will inspect your Exhibitor Badges at the entries. Nobody will be allowed to enter the hall without a valid badge. During move-in and move-out hours, by wearing the exhibitor badge, exhibitors can enter the exhibition hall for booth decoration, but are not permitted to take part in the construction. Otherwise, once the behavior is found out, the hall security person will ask the exhibitor to leave the hall.
2. Giving, lending or selling badges to any unauthorized person or altering badges without management authorization is strictly prohibited. Any violation will be punished accordingly.
3. Please keep your badges carefully to avoid unnecessary inconvenience. For loss of badges, exhibitors should report to the Organizing Committee On-site Office and provide comments signed by responsible personnel for re-making.
4. Any change on badge holder's identification must be approved by show security department.
5. During the assembly and dismantling periods, loading and unloading of exhibits need to be done within designated area.

### Form1 Exhibitors Registration Form

• **How to submit:** Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	Exhibitors Registration Form Deadline: April 26, 2018	<b>Form 1</b>
<u>Online Submission Only</u> For any question, please contact us: Shanghai Follow Me Exhibition Service Co., Ltd. Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China Tel: +86-21-64365001/5002	Exhibitor Name: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

Name	Nationality	Job Title	Remark

Ps: Please specify stand leader and part-time security person in “Remark” if they are.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4.1.2 For Exhibitors of Standard Booth Only

**Form 2 Company Name for Booth Header Board**

• How to submit: Login to **SNEC homepage**, click “**Exhibitor Register/Login**”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	Company Name for Booth Header Board (Standard Booth Only) Deadline: April 26, 2018	<b>Form 2</b>
<p><u>Online Submission Only</u>                  For any question, please contact us:                  Shanghai Follow Me Exhibition Service Co., Ltd.                  Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China                  Tel: +86-21-64365001/5002</p>	Exhibitor Name: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

English: Please use block letters.

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Chinese (if available): please write clearly

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.If your header board details are not received by 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.

2.If exhibitors need modification on the content of header board names after the header board has been made, extra fees shall be charged to exhibitors at RMB90 each.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4.1.3 For Exhibitors of Raw Space Booth Only

#### Form 3A Registration of Booth Contractor

To ensure standardized and safe booth construction and to help the Organizer conduct unified review and supervising on booth design, structure, construction and dismantling, all booth contractors are required to fill in this form and return it to the Organizer.

Booth contractor shall check all charges according to this form. Form 3A+3B+3C, Form 4 and Form 5 A+5B+5C or and Form 6A+6B+6C shall be completed, signed and then sent back to the Organizer together with other relative materials. All special stands (Single-storey stand at a height exceeding 4.5m, Two-storey, multi-storey and outdoor stand) are subject to drawing review by the company designated by Shanghai New International Expo Center.

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	<b>Registration of Booth Contractor</b> (Raw Space Only) Deadline: April 26, 2018	<b>Form 3A</b>
<u>Online Submission Only</u> For any question, please contact us: Shanghai Follow Me Exhibition Service Co., Ltd. Tel: +86-21-64365001-610 E-mail: operation@sneec.org.cn	Exhibitor Name: _____ Contact: _____ Tel: _____ Fax: _____ E-mail: _____ Hall-Booth No.: _____      Space: _____	

Booth Contractor appointed by exhibitor:	
Company Name: _____	Contact: _____
Tel: _____	Fax: _____
E-mail: _____	Website: _____

Booth contractor is responsible for the following charges: Deadline for Facility Renting and Design Drawing Review April 26th; additional 50% fee be charged if overdue			
Item		Rate	Amount
Raw Space Deposit (refund after move-out) Credit card payment for construction deposit will not be accepted. Overseas RMB remittance will not be accepted.	Single-storey stand at a height not exceeding 4.5m	Space ≤ 36m <sup>2</sup>	RMB 3,000
		36m <sup>2</sup> < Space ≤ 72m <sup>2</sup>	RMB 6,000
		72m <sup>2</sup> < Space ≤ 180m <sup>2</sup>	RMB 10,000
		Space > 180m <sup>2</sup>	RMB 16,000
	Two-storey stand or Single-storey stand at a height exceeding 4.5m	RMB 30,000	

Facility Rental Fee	Power Supply Air Compressor Water Source Telephone & Internet Hanging point	Check Form 7	
Design Drawing Review (required for two-storey stand, multi-storey stand and outdoor stand)	Not Approved by Grade A National Registered Structural Engineer	RMB 80/ sqm	
	Approved by Grade A National Registered Structural Engineer	RMB 40/ sqm	
Design Drawing Review (required for single-storey stand at a height exceeding 4.5m)	Not Approved by Grade A National Registered Structural Engineer	RMB 60/ sqm	
	Approved by Grade A National Registered Structural Engineer	RMB 30/ sqm	
Construction Management Fee		RMB 33/ sqm	
<b>Total Amount</b>			
Please remit all the payment to the following account of SNEC2018 before April 26, 2018 and please specify "Raw Space Booth Construction Fee, Booth No. and Contractor Name". Exchange rate is fixed at the time of remittance.			

HALL W1-W5,E1	HALL E2-E7	Hall N1-N5
Account name: Shanghai Rumi Exhibition Service Center Account number: 98410154740005457 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXXA	Account name: Shanghai Zenghong Exhibition Service Center Account number: 98410154740005465 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Shiqin Exhibition Service Center Account number: 98410154740005939 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX

**Form 3B Security Liability to SNIIEC**

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	<b>Security Liability to SNIIEC</b> Deadline: April 26, 2018	<b>Form 3B</b>
Please complete the form and return it to Shanghai Follow Me Exhibition Service Co., Ltd. Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China Tel: +86-21-64365001-610 E-mail: operation@sniec.org.cn	Exhibitor Name: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

we promise to abide by following rules strictly when we are decorating, constructing or dismantling the booth:

- a. We will consciously implement the course and policy about production security and fire fighting issued by the state, Shanghai and superior departments in charge of labor protection and production safety, strictly enforce relevant regulation on labor protection.
- b. We will take charge of training builders about production safety, we will also ensure that all the builders in the constructing field will have certificate of constructing and safety hats on their heads. A safety belt must be tied if the working place is more than 2 meters high. And we will supervise and urge the builders to abide by the constructing safety rules, to take necessary safety and fire fighting measures according to regulations, to take daily safety examination and supervision.
- c. Constructing the booths according to operation and utilization rules of inside and outside SNIIEC. Accepting the examination and supervision of the staff from SNIIEC consciously about decorating process.
- d. We will abide by all the safety, fire fighting management system, undertake all the responsibility and consequences if there is any disobedience.
- e. The constructors need to have High-altitude Operation License, Qualification Certificates and keeping safety measures should be taken in high-altitude situation. The constructing company will undertake all the responsibility and consequences if there is any problem.
- f. We will keep all the construction, framework, facilities, fittings clean and intact during the process of constructing. We will compensate according to Prices List of Indemnity for the Construction or Structure Damage. And the Price Table of Indemnity for Damage of Facilities and Accessories if there is any breakage or dirt.
- g. Strictly enforcing fire prevention and explosion-proof system. Smoking is forbidden in all the halls. It is prohibited to bring any flammable, explosive goods (such as paints, glue water, xylene, etc), use open-fire, electric furnace or welding in the exhibition halls
- h. Stacking items in fire fighting access is strictly prohibited to ensure that fire fighting access,

safe access and public walkway are unobstructed.

- i. Any behavior that will influence the construction structure and utilization safety is prohibited during the process of constructing.
- j. It is forbidden to privately take over other constructing business which has nothing to do with their original work or do make bold to do business by the builders by themselves.
- k. It is prohibited to subcontract the construction and backout of booths to any private, individual or other companies who are not authorized or qualified for the project.
- l. Any decoration materials and facilities explicitly eliminated by our country is forbidden.

In case of contravening the above provisions, the construction company is willing to accept the disposal of the Shanghai New International Expo Center, the organizers, stadium security guards and take full responsibility.

Booth No. and Exhibitor Name:

Signature/Stamp of Exhibitor:

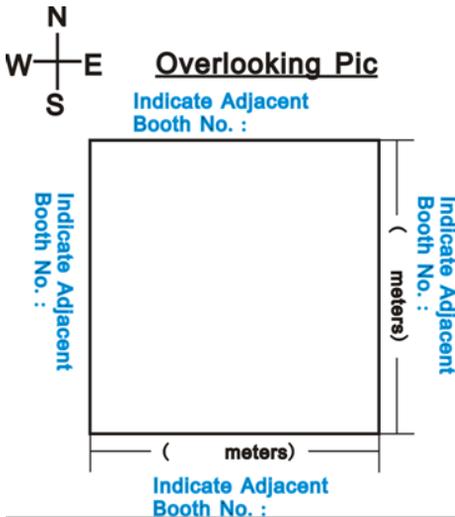
Stamp of Booth Contractor:

Signature of Responsible Person:

**Form 3C Sketch of Stand**

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	Sketch of Stand  Deadline: April.26, 2018	<b>Form 3C</b>
<p><b><u>Please complete the form and return it to</u></b>                  Shanghai Follow Me Exhibition Service Co., Ltd.                  Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China                  Tel: +86-21-64365001-610                  E-mail: operation@sneec.org.cn</p>		Exhibitor Name: Contact: Tel: Fax: E-mail: Hall-Booth No.:

- 1) Please indicate the location of your utilities, such as power points, spotlights, air compressor, water / drainage points, telephone/fax connection points on the below plan or sketch on a separate drawing. If exhibitor needs to change the layout on-site, there will be 50% extra charge.
- 2) Exhibitors are strongly advised to provide this information since it will be used to make the required installation in the correct locations before your arrival.
- 3) If the exhibitor fails to submit a sketch of his stand indicating the positioning of the equipment mentioned above, it will be the official stand contractors' right to allocate the equipment.
- 4) All on-site electricity usage application should be sent to the Organizing Committee.



**Facility Mark**

- |   |                                   |
|---|-----------------------------------|
| ▲ | Spotlight                         |
| ⚡ | 220V socket                       |
| ☎ | telephone                         |
| + | Water supply and drain            |
| 🌀 | Air compressor                    |
| ⚡ | 380V electric case (3 Jack swith) |
| ★ | Internet cable                    |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form 4: Regulations on the Booth Construction of Large Exhibition

In view of the fact that in the present exhibition sector there are wide differences in strength and qualification among companies providing services for construction of exhibition stands, and in order to ensure the standardized construction of exhibition stands for various conventions and exhibitions of Shanghai New International Expo Center (SNEC), as well as the personal safety and property security of both exhibitors and visitors, after consultation with HAH Consulting & Exhibition Co., Ltd. Shanghai (HAH), we have jointly formulated the following detailed management rules, so as to implement uniform review and supervision over the design, structure, construction and disassembly of participating exhibition stands.

Formality for construction of indoor specially structured exhibition stands:

1. For all specially structured exhibition stands, the design drawings of its stand construction must be submitted to SINEC & HAH for review. The drawings subject to review include:

- a. Booth perspective drawing (1 front-side and 2 sides)
- b. Ground floor plan
- c. Structural diagram
- d. Structural calculation sheet and load calculation picture
- e. Circuit diagram
- f. Detailed structural diagram
- g. Section and four sides pictures
- h. Detailed booth material checklist

All drawings must be marked with the axis size of beams and posts, as well as specifications and sizes of all structural materials.

2. All construction institutions entering the exhibition hall to start stand construction must provide SINEC & HAH with copies of their business license certificate along with license certificate for special job types imprinted with company seal, which will be used for filing purpose.

3. All construction employees entering the exhibition hall to start stand construction must pay a risk deposit for exhibition stand (this deposit shall be paid in cash or check); if no safety accident occurs to the exhibition stand during the exhibition period, the deposit will be returned in view of the clearing and transport conditions of the exhibition stand at the site after the exhibition is over.

Management regulations for construction of indoor specially structured exhibition stands:

1. The structure of all specially structured exhibition stands must be reasonably designed, so as to ensure security and safety of the constructed structure. The construction materials shall use

non-inflammable or fire retardant materials.

2. The designed structural strengths of all exhibition stands shall meet the strength required by the load, during the construction period efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
3. The area of exhibition stand constructed by each construction institution must comply with the area specified in the submitted application. The area of an exhibition stand constructed by construction institutions shall not exceed the leased area, and its projected side line must not extend beyond the leasing border line.
4. For exhibition stand structures decorated with glass ornaments, the glass must use safety glass, so as to ensure security in construction and installation, and marked with conspicuous signs in order to prevent glass breaking to cause personal injury or death.
5. For exhibition stand using steel structure standing post, the standing post shall use welding-free material with a diameter of over 100mm, its bottom shall be welded with a secure base, with a flange welded onto its upper structure to increase its load bearing area of the standing post, so as to ensure the soundness of exhibition stand structure.
6. The ground contact width of the main load-bearing wall in all exhibition stand structures shall not be less than 120mm, so as to ensure the contact area between wall body and the ground. For walls with a large span of over 6m and steel column framework structures, connecting beams shall be added on the top, with supports fitted in between the columns at the bottom of columns, so as to ensure the overall stiffness and stability of the exhibition stand.
7. For construction of all exhibition stands in which the structural designs involve stage or platform structure with a height of over 1.2 m, as well as all indoor two-deck, multiple-deck or complicatedly structured exhibition stands, their exhibition stand structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet. All exhibitors and construction institutions shall give full consideration to the safety of exhibition stand from design to construction, so as to ensure the soundness of each connecting joints of the exhibition stand and the overall structure of the exhibition stand.
8. Construction of double-deck or multiple-deck exhibition stand must be equipped with fire extinguishers that have passed annual inspection.
9. All structural back walls of neighboring exhibition stands must be properly decorated.
10. It is strictly prohibited for indoor exhibition stands to adopt totally enclosed type ceilings. Exhibition stand ceilings must not obstruct the fire-fighting facilities on the top of the exhibition hall. It must also be ensured that the ceiling shall have a raw space of over 50% of its total area, so as to ensure the fire prevention safety of the exhibition stand.
11. All construction institutions must not damage all facilities in the exhibition hall or alter its application nature and position. They are not allowed to drive nails, punch holes, paste adhesives, apply colorful paints or post advertisements within the exhibition hall, on exterior floor, or on wall surface.

12. When each construction institution is constructing exhibition stand, it shall not set up obstructions in front of the fire-fighting facilities, electric equipment, emergency exits and audience passages, etc. inside the exhibition hall.
13. No inflammable and explosive materials shall be used for construction of exhibition stand, and no paint spraying or paint coating shall be carried out inside the exhibition hall.
14. When personnel of each construction institution are making mid-air operations, they shall use qualified and safe elevators and operation platform, construction personnel shall tie up safety belt. To protect personal safety, a safety zone shall be set up in its surrounding area, which shall be monitored by dedicated personnel, with conspicuous warning signs set up around the safety zone.
15. After the exhibition starts, the construction institution must appoint site safety principal and dedicated personnel to stay on duty at the site, in order to facilitate problem handling when problems crop up.
16. For exhibition stands that have safety hazards during construction period, the construction institution must make prompt rectification after receiving "Notice of Rectification", and feedback the rectification results to On-site Construction Management Office of HAH.
17. Construction institutions shall complete the construction within the prescribed time and area, and take care of security work such as fire and burglary prevention. Construction institutions must appoint site principal at the construction site, whose registration and filing shall be done at the time of completing construction formalities.
18. Processing tools such as electric saw, electric plane shall not be used for construction inside the exhibition hall, nor shall open fire operations such as electric welding and pneumatic welding be executed. In case of special requirements, the construction institutions must go to the Security Office of Shanghai New International Expo Center to go through application formalities, construction can only start after the application has been approved.
19. The selection of construction materials for exhibition stand must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings, and be implemented in a rational way by taking into consideration the features of the exhibition; the selected materials must conform to national requirements on environment protection and fire-fighting.
20. Exhibition stand structure shall neither use thin load-bearing structural parts with its pipe wall thickness  $< 0.8\text{mm}$ , nor use heavily rusted load-bearing structural parts be used.

**Management regulations for construction of outdoor exhibition stand:**

1. The construction area and positions of all outdoor exhibition stands shall be applied for by the organizer and be verified by the exhibition hall before formalities for construction can be processed.
2. Structural drawings of all outdoor constructed exhibition stands must be provided and imprinted with seals of National Grade A Registered Structural Engineer for confirmation and accompanied

by structural calculation sheet.

3. The design of outdoor exhibition stands shall give full consideration to unsafe factors brought by natural phenomena including wind and rain to the exhibition stands.

4. All exhibition stand structures or exhibits (company name, logo, lamp box and post) are strictly prohibited from protruding beyond its exhibition stand border.

5. Electric appliances such as lamps, sockets and distribution panel that are installed outdoors shall adopt rain-proof products. Outdoor electric equipment shall be protected with reliable rain-proof shield and leakage protection device.

6. Outdoor exhibition stand shall ensure the strength, stiffness, stability and local stability of the overall structure of exhibition stand, i.e. no variable system is allowed, and there shall be no rather large deformation under load (mainly wind load). The designed structural strength shall meet the requirements of all types of load.

7. The selection of construction materials for exhibition stand must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings, and be implemented in a rational way by taking into consideration the features of the exhibition; the selected materials must conform to national requirements on environment protection and fire-fighting.

8. Exhibition stand structure shall neither use thin load-bearing structural parts with its pipe wall thickness  $< 0.8\text{mm}$ , nor use heavily rusted load-bearing structural parts be used.

Shanghai New International Expo Center Co., Ltd.  
HAH Consulting & Exhibition Co., Ltd. Shanghai  
Oct. 2010

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Shanghai New International Expo Centre  
HAH Consulting & Exhibition Co., Ltd. Shanghai:

Our company has received and fully understood the above-mentioned "Notice" and "Regulations on the Booth Construction of Large Exhibition".

Signature & Stamp:

Date:

**Form 5A Building Approval for Two-storey and Outdoor Stand Design**

2018 Shanghai, China May 28-30, (Exhibition) May 27-29, (Conference)	<b>Building Approval for Multi-storey and Outdoor Stand Design</b> Deadline: April 26, 2018	<b>Form 5A</b>
<p><u>Please return form to:</u>                  Shanghai Follow Me Exhibition Service Co., Ltd.                  Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China                  Tel: +86-21-64365001-610                  E-mail: operation@sneec.org.cn</p>	Company: Address: Category of Booth: Tel: Fax: Email: Authorized by: Signature: Date: Exhibition Name: Hall / Booth No.:	

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

Total Booth Area:	Primary Material:	Material Model:
2nd Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

**Other Material Details:**

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

Accessible 2nd floor area: \_\_\_ SQM Estimated maximum load capacity of 2nd floor: \_\_\_ persons

**Booth Builder:**

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

Regulations on Booth Construction & Design Drawing Review:

**Form 5B Regulations on Booth Construction & Design**
**Drawing Review**
**Form 5B**
**(FOR TWO-STORY, MULTI-STORY AND OUTDOOR STAND DESIGN)**

All outdoor and two-storey booths must be reviewed and approved by Grade A National Registered Structural Engineer. Upon request for drawing inspector by our recommendation, the review is charged as RMB 80/SQM for exhibitors. For all booths approved by their own Grade A National Registered Structural Engineer, a drawing re-inspection fee shall be charged as RMB 40/SQM.

a. Booth perspective drawing (1front-side and 2 sides), c. 2nd floor plan, e. Elevation, g. Detailed booth material checklist, i. Structural calculation drawing stamped by Grade A registered National structural engineer <b>( re-inspection booths need )</b>	b. Ground floor plan, d. Cutaway view, f. Section (Side elevation), h. Structural drawing, j. Static test report or static load calculation Stamped by Grade A registered National structural engineer, ( <b>re-inspection booths need</b> ) k. Certification of Grade A National registered structural engineer <b>(re-inspection booths need )</b>
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Note: All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. DO NOT only specify by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.

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

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

Please T/T the inspection charge to the following bank account:

(the reviewed area is calculated upon the actual area of two-storey and one-storey booth design)

Hall W1-W5, E1:	Hall E2-E7:	Hall N1-N5:
Account name: Shanghai Rumi Exhibition Service Center Account number: 98410154740005457 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Zenghong Exhibition Service Center Account number: 98410154740005465 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Shiqin Exhibition Service Center Account number: 98410154740005939 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX

Deadline for submitting drawings April 26, 2018, additional 50% fee be charged if overdue.

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

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Adress: \_\_\_\_\_

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

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

**Form 5C****Form 5C Notice**  
**(FOR MULTI-STOREY AND OUTDOOR STAND DESIGN)**

Dear exhibitors and contractors:

In order to avoid possible physical and property damage caused by the use and construction of the booth and to guarantee a successful exhibition, we hereby notify you in writing as follows:

1. The drawing and design plans of booth construction submitted by the exhibitor or the entrusted contractor must be examined and verified by the professional structural engineers of both Shanghai New International Expo Centre (hereinafter called SINEC) and HAH Consulting & Exhibition Co., Ltd. Shanghai(hereinafter called HAH). Please refer to the "Regulations on the Booth Construction of Large Exhibition" presented along with this notice to understand the details of the range of the booth drawing and design plans. Please do not start construction either inside or outside the exhibition hall before the relevant drawing and design plans are approved.
2. After the drawing and design plans of the booth construction submitted by the exhibitor or the entrusted contractor are approved by both SINEC & HAH, the construction must be implemented strictly in accordance with the "Regulations on the Booth Construction of Large Exhibition" and the structural designs given by SINEC&HAH. Amending the structural requirements or adopting unconfirmed material without approval is forbidden. If any booth accidents occur otherwise, the exhibitor or the entrusted contractor must take full responsibilities.
3. The exhibitor should select the contractor with proven qualifications to construct the booth and are obliged to require the contractor to implement the construction in the light of the relevant regulations and construction specifications and carry out corresponding safety measures.
4. Though the drawing and design plans of booth construction submitted by the exhibitor or the entrusted contractor are approved by both SINEC & HAH, still, the professional structural engineers and safety inspectors shall inspect the construction site at odd intervals to prevent any safety accidents from occurring. If any violation of the second regulation stipulated in this notice is found, SINEC&HAH will offer notice of rectification to the exhibitor or the entrusted contractor and meanwhile send one copy to the exhibition organizer.

Upon receiving the notice of rectification, the exhibitor or the entrusted contractor shall complete the rectification as required before deadline and inform SINEC&HAH for confirmation. If the exhibitor or the entrusted contractor is negligent of the given notice of rectification, SINEC&HAH, for the sake of safety, will work together with the exhibition organizer to stop the booth construction till dismantle the booth, and the exhibitor shall bear the full responsibilities arising there from.

5. With a view to timely communication, all documents (including yet not confined to: "Notice of Rectification", "Notice of the Second Rectification", "Statement of Liability Commitment") related with the exhibition signed by the exhibitor or the entrusted contractor or the persons concerned are regarded as authorized by the exhibitor if there is no written notice by the exhibitor.

Note: If the "Notice" is received by contractors, please be responsible for passing the copies

of “Notice” and “Regulations on the Booth Construction of Large Exhibition” to exhibitors accordingly.

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Shanghai New International Expo Centre  
HAH Consulting & Exhibition Co., Ltd. Shanghai:

Our company has received and fully understood the above-mentioned “Notice” and “Regulations on the Booth Construction of Large Exhibition”.

Signature & Stamp:

Date:

**Form 6A Building Approval For Indoor Special Design Stand**

<p><b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b></p>	<p><b>Building Approval For Indoor Special Design Stand</b> Deadline: April 26, 2018</p>	<p><b>Form 6A</b></p>
<p><u>Please return form to:</u> Shanghai Follow Me Exhibition Service Co., Ltd. Add: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China Tel: +86-21-64365001-610 E-mail: operation@sneec.org.cn</p>	<p>Company: Address: Category of Booth: Tel: Fax: Email: Authorized by: Signature: Date: Exhibition Name: Hall / Booth No.:</p>	

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

Total Booth Area:	Primary Material:	Material Model:
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Other Material Details:

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

Booth Builder:

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

Regulations on Booth Construction & Design Drawing Review:

**Form 6B Regulations on Booth Construction & Design**  
**Drawing Review (FOR INDOOR SPECIAL DESIGN STAND)**
**Form 6B**

All Indoor booths with height of or above 4.5m or roof structure covering the booth area above 50% must be reviewed and approved by Grade A National Registered Structural Engineer.

Upon request for drawing inspector by our HAH, the review is charged as **RMB 60/SQM**. For booths approved by their own Grade A National Registered Structural Engineer, a drawing re-inspection fee shall be charged as **RMB 30/SQM**.

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

a. Booth perspective drawing (1 front-side and 2 sides), b. Floor plan, c. Cutaway view, d. Elevation e. Section (Side elevation), f. Detailed booth material checklist, g. Structural drawing,	h. Structural calculation drawing stamped by Grade A registered National structural engineer ( re-inspection booths need ) i. Static test report or static load calculation Stamped by Grade A registered National structural engineer ( re-inspection booths need) j. Certification of Grade A National registered structural engineer ( re-inspection booths need )
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**Note** All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. DO NOT only specify by grid, in which case, the drawings may be returned without approval. The builder shall be responsible for any delay thus caused.

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

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

**Please T/T the inspection charge to the following bank account:**

(the reviewed area is calculated upon the actual booth area )

Hall W1-W5, E1 :	Hall E2-E7 :	Hall N1-N5 :
Account name: Shanghai Rumi Exhibition Service Center Account number: 98410154740005457 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Zenghong Exhibition Service Center Account number: 98410154740005465 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Shiqin Exhibition Service Center Account number: 98410154740005939 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX

**Deadline for submitting drawings April 26, 2018, additional 50% fee be charged if overdue. The Organizing Committee and the Exhibition Center are authorized to stop the booth construction if the exhibitor doesn't pay the drawing review and re-inspection fee.**

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

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

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address:

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

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

**Form 6C****Form 6C Notice**  
**(FOR INDOOR SPECIAL DESIGN STAND)**

Dear exhibitors and contractors:

In order to avoid possible physical and property damage caused by the use and construction of the booth and to guarantee a successful exhibition, we hereby notify you in writing as follows:

1. The drawing and design plans of booth construction submitted by the exhibitor or the entrusted contractor must be examined and verified by the professional structural engineers of both Shanghai New International Expo Centre (hereinafter called SINEC) and HAH Consulting & Exhibition Co., Ltd. Shanghai (hereinafter called HAH). Please refer to the "Regulations on the Booth Construction of Large Exhibition" presented along with this notice to understand the details of the range of the booth drawing and design plans. Please do not start construction either inside or outside the exhibition hall before the relevant drawing and design plans are approved.
2. After the drawing and design plans of the booth construction submitted by the exhibitor or the entrusted contractor are approved by both SINEC & HAH, the construction must be implemented strictly in accordance with the "Regulations on the Booth Construction of Large Exhibition" and the review guidance given by SINEC & HAH. Amending the structural requirements or adopting unconfirmed material without approval is forbidden. If any booth accidents occur otherwise, the exhibitor or the entrusted contractor must take full responsibilities.
3. The exhibitor should select the contractor with proven qualifications to construct the booth and are obliged to require the contractor to implement the construction in the light of the relevant regulations and construction specifications and carry out corresponding safety measures.
4. Though the drawing and design plans of booth construction submitted by the exhibitor or the entrusted contractor are approved by both SINEC & HAH, still, the professional structural engineers and safety inspectors shall inspect the construction site at odd intervals to prevent any safety accidents from occurring. If any violation of the second regulation stipulated in this notice is found, SINEC & HAH will offer notice of rectification to the exhibitor or the entrusted contractor and meanwhile send one copy to the exhibition organizer.

Upon receiving the notice of rectification, the exhibitor or the entrusted contractor shall complete the rectification as required before deadline and inform SINEC & HAH for confirmation. If the exhibitor or the entrusted contractor is negligent of the given notice of rectification, SINEC & HAH, for the sake of safety, will work together with the exhibition organizer to stop the booth construction till dismantle the booth, and the exhibitor shall bear the full responsibilities arising there from.

5. With a view to timely communication, all documents (including yet not confined to: "Notice of Rectification", "Notice of the Second Rectification", "Statement of Liability Commitment") related with the exhibition signed by the exhibitor or the entrusted contractor or the persons concerned are regarded as authorized by the exhibitor if there is no written notice by the exhibitor.

Note: If the "Notice" is received by contractors, please be responsible for passing the copies

of “Notice” and “Regulations on the Booth Construction of Large Exhibition” to exhibitors accordingly.

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Shanghai New International Expo Centre  
HAH Consulting & Exhibition Co., Ltd. Shanghai:

Our company has received and fully understood the above-mentioned “Notice” and “Regulations on the Booth Construction of Large Exhibition”.

Signature & Stamp:

Date:

#### 4.1.4 Furniture and Facility Renting

Except for special notes, the quotation for the renting of the furniture/facility, etc, is valid throughout the exhibition. All items are just for rent only. If orders cancelled or altered by exhibitors, rental fees will not be reimbursed.

2. Order has to be placed by April 26, 2018 and rental fees must be fully paid before April 26, 2018, otherwise the order will be cancelled.

3. Later Orders after deadline: 50% additional fee will be charged for orders later than deadline (April 26, 2018) The due date of exhibition service fee is May 14, 2018. Exhibitors and contractors must make sure to settle payment before deadline. Additional 30% fee will be charged if overdue (except for Deposit, and Hanging Point). If the venue is charging an extra 50% for urgent handling, additional 30% fee will be charged if overdue. Credit card payment for construction deposit will not be accepted. Overseas RMB remittance will not be accepted.

4. For standard booths, to dismantle designated furniture and facility, exhibitors should inform the Organizing Committee before April 26, 2018. Exhibitor will pay additional 50% rental fee in case of on-site dismantling.

5. All rented furniture and facility (rent before April 26, 2018) will be in place on the afternoon of May 27, 2018. For on-site rental, all furniture and facility will be in place within 6 hours after payment.

6. Exhibition Management will not provide connection devices for the furniture/ facility brought by exhibitors themselves.

7. All on site electricity usage application (including raw space) should be sent to the Organizing Committee. And the Organizing Committee will let the Official Booth Contractors manage it.

8. It is prohibited to connect the sockets in series. The show management reserves the right to stop electricity supply if any exhibitor acts against the rules on electricity.

9. No drilling and nailing would be allowed by exhibitor on the partition board of standard booth, otherwise the exhibitor would be requested to pay for the damage.

10. Deposit (deducted the number on bill) for LDD&IDD will be refunded by the end of the exhibition within 24 hours.

11. Payment: All payment could be paid to the following account (Please specify "Additional Furniture/Facility Renting Fee", hall and booth No., company name):

The exchange rate will accord to the market price.

Hall W1-W5、E1:	Hall E2-E7:	Hall N1-N5:
Account name: Shanghai Rumi Exhibition Service Center Account number: 98410154740005457 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Zenghong Exhibition Service Center Account number: 98410154740005465 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Shiqin Exhibition Service Center Account number: 98410154740005939 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX

12. We would send you Payment Notice after the order form has been received. The order would be valid only after the rental fee has been paid by the deadline mentioned in the Payment Notice.

13. The prices of the items unmentioned will be given in addition.

## Form 7 Facility Renting

- ◆ How to submit: Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Facility Renting and Hanging</b> <b>Point Application</b> Deadline: April 26, 2018
<p><b><u>Please complete the form and return it to</u></b>          Shanghai Follow Me Exhibition Service Co., Ltd.          dd: Room711, No.1525, West Zhongshan Rd.,200235, Shanghai, China          Tel: +86-21-64365001/5002</p>	<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">Form 7</div> <p>Exhibitor Name:</p> <p>Contact:</p> <p>Tel:</p> <p>Fax:</p> <p>E-mail:</p>

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

Position	Item	Price (RMB)	Qty	Total (RMB)
POWER POINT	15 AMP/380 V Switch Box	1400		
	30 AMP/380 V Switch Box	1900		
	40 AMP/380 V Switch Box	2300		
	60 AMP/380 V Switch Box	3300		
	100 AMP/380 V Switch Box	5200		
	150 AMP/380 V Switch Box	7200		
	200 AMP/380 V Switch Box	12500		
	250 AMP/380 V Switch Box	15000		
	300 AMP/380 V Switch Box	18000		
	350 AMP/380 V Switch Box	25000		
	400 AMP/380 V Switch Box	30000		
INDOOR COMPRESSED AIR (no outdoor application)	Compressed air 0.5HP-5HP( ≤0.4m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> ), Ø 10mm	4200		
	Compressed air 6HP-10HP( ≤0.9m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> ), Ø 19mm	5000		
	Compressed air 10 Bar 1m <sup>3</sup> /Min, Ø 25mm	6000		

WATER SUPPLY & DRAINAGE	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm2	3500		
	Water supply to machine with 10m pipe up & down. Ø 20mm, P. 4kg/cm2	5000		
TELEPHONE & INTERNET ACCESS	LDD	1000		
	DDD	1400		
	IDD	4000		
	10M Fiber-based broadband, 1 Public static IP address	7000		
	6M Fiber-based broadband, 1 Public dedicated IP address	10000		
	8M Fiber-based broadband, 1 Public dedicated IP address	11000		
	10M Fiber-based broadband, 1 Public dedicated IP address	12000		
	20M Fiber-based broadband, 1 Public dedicated IP address	18000		
	40M Fiber-based broadband, 1 Public dedicated IP address	30000		
	60M Fiber-based broadband, 1 Public dedicated IP address	38000		
	100M Fiber-based broadband, 1 Public dedicated IP address	90000		
Hanging Point	Hanging Point is ONLY open to indoor raw space over 108m <sup>2</sup> . Quantity of order depends on actual requirements. Loading capacity: 200kg/point, unit weight less than 1T, only steel structure can be hung	2500/point		

Please remit all the payment to the following account of SNEC (2018) PV POWER EXPO before April 26, 2018 and please specify "Raw Space Booth Construction Fee, Booth No. and Contractor Name". Exchange rate is fixed at the time of remittance.

HALL W1-W5,E1	HALL E2-E7	Hall N1-N5
Account name: Shanghai Rumi Exhibition Service Center Account number:98410154740005457 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Zenghong Exhibition Service Center Account number: 98410154740005465 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX	Account name: Shanghai Shiqin Exhibition Service Center Account number: 98410154740005939 Bank: Xu Hui Branch, Shanghai Pudong Development Bank Swift Code: SPDBCNSHXXX

## Form 8A Furniture Renting

- ◆ How to submit: Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Facility Renting</b> (Applicable to all Halls) Deadline: April 26, 2018	Form 8
<b><u>Online Submission Only</u></b> For any question, please contact us: Shanghai Follow Me Exhibition Service Co., Ltd. Add: Room 711, No.1525, West Zhongshan Rd.,200235, Shanghai, China Tel: +86-21-64365001/5002		Exhibitor Name: Contact: Tel: Fax: E-mail: Hall-Booth No.:

No.	Item	Price (RMB)	Qty	Total (RMB)
1	Information Counter	120		
2	Lockable Cupboard	150		
3	Round Table	150		
4	Bar Table	150		
5	Sqare Table	120		
6	Rectangular Table	200		
7	Low Glass Showcase	300		
8	Tall Glass Showcase	500		
9	Display Cube	200		
10	Folding Chair	40		
11	Bar Stool	120		
12	Black Leather Chair	110		
13	Shelf Flat	60		
14	Sloped Shelf	60		
15	Coat Hanger	80		
16	Spotlight (100W)	120		
17	Square Pin Socket	120		
18	Lockable Door	450		
19	Folding Door	250		
20	Carpet	30/sqm		
21	Panel	100		
22	Waste Paper Basket	30		
23	Informationa Shelf	100		
24	Water Dispenser	250		
25	Refrigerator(single-door)	600		
26	Refrigerator(double-door)	1200		
27	42" TV+DVD	1600		

**Form 8 Furniture Picture**

1. 咨询台 Informational Counter  L100*W50*H75	2. 锁柜 Lockable Cupboard  L100*W50*H75	3. 圆桌 Round Table  D66*H75	4. 吧台 Bar Table  D60*H110
5. 方桌 Square Table  L65*W65*H75	5. 长方桌 Rectangular Table  L120*W75*H75	7. 矮身玻璃柜 Low Glass Showcase  L100*W50*H100	8. 高身玻璃柜 Tall Glass Showcase  L100*W50*H200
9. 展示台 Display Cube  L50*W50*H75	10. 折椅 Folding Chair 	11. 吧台 Bar Stool 	12. 黑皮椅 Black Leather Chair 
13. 平层板 Shelf Flat  L100*W30	14. 斜层板 Sloped Shelf  L100*W30	15. 挂衣架 Coat Hanger 	16. 长臂射灯 Longarm Spotlight (100W)  Longarm
17. 插座 Square Pin Socket (500W) 	18. 带锁门 Lockable Door  W95*H200	19. 带锁折门 Folding Door  W95*H200	20. 地毯 Carpet 
21. 展板 Panel  W100*H250	22. 废纸篓 Waste Paper Basket 	23. 资料夹 Informational Shelf 	24. 饮水机 Water Dispenser 
25. 单门冰箱 Refrigerator (single-door) 	26. 双门冰箱 Refrigerator (double-door) 	27. 42"等等离子电视机连 DVD 42" TV with DVD 	

Above images are for reference only. Please contact the official contractors for more information.

## 4.1.5 Shipping Instruction

### INTRODUCTION

- A) TIME SCHEDULE OF FREIGHT FORWARDING
- B) CONSIGNMENT INSTRUCTION
- C) EXHIBITION DOCUMENTS
- D) PROMOTIONAL MATERIALS
- E) QUARANTINE INSPECTION AND FUMIGATION
- F) DANGEROUS GOODS
- G) PACKING OF EXHIBITS
- H) LAYOUT OF STAND
- I) HEAVY / OVER-SIZED EXHIBITS
- J) CASE MARKING
- K) CUSTOMS CLEARANCE, UNPACKING & REPACKING OF EXHIBITS
- L) HAND-CARRIED EXHIBITS (FOR GENERAL EXHIBITS ONLY)
- M) INSURANCE
- N) CUSTOMS PROCEDURE AT CLOSE OF EXHIBITION
- O) RETURN OF EXHIBITS
- P) PAYMENT
- Q) CONDITIONS OF BUSINESS
- R) SERVICES AND RATES

### INTRODUCTION

Official Freight Forwarders	Responsible for
Shanghai Chuang Yuan International Logistics Co., Ltd (CY)	E1/ E2/ E3/ E4/ E5/E6/ E7 N1/N2/N3/N4/N5
Shanghai Donghao Lansheng International Logistics Co., Ltd (DL)	W1/ W2/W3/W4/W5

Please refer SNEC 2018 MANUAL 1.8 for Contact information.

The organizer has appointed Chuang Yuan International Logistics Co., Ltd (CY) and Shanghai Donghao Lansheng International Logistics Co., Ltd (DL) as the official freight forwarder, for site handling, and customs clearance. Controlling the flow of all exhibits of the said exhibition is official forwarder's responsibility under the Chinese Authorities' requirements.

When making forwarding arrangement of exhibits, please be reminded that only the official freight forwarder is entitled to the exhibits handling after they arrive in China.

Full information and instructions are enclosed herein to help you ensure the correct dispatch of goods and associated documents to this show. Kindly read these carefully and comply with them accordingly. Non-compliance will cause unnecessary delay in customs clearance and additional expenses.

For the sake of efficiency and economy, you are encouraged to ship your exhibits through our nominated agents who are specialists in exhibition freight forwarding. A world wide agent list will be provided upon request.

**Notes:**

Exhibitors, who entrust non-official freight forwarder, have to provide the contact of this forwarder so that our official forwarder can communicate with them and ensure that the exhibits will arrive at the booth from the hall entrance in time.

**A) TIME SCHEDULE OF FREIGHT FORWARDING**

ITEMS	DEADLINE
CARGO RECEIVING DEADLINES– OVERSEAS SHIPMENTS	12 MAY 2018
DOCUMENT DEADLINES	27 APR 2018
BILL OF LADING & SHIPPING ADVICE	7 days prior to arrival of vessel, 48 hours prior to arrival of flight
CENSORSHIP ITEMS (BROCHURES, LEAFLETS, SAMPLES)	2-3 days before the opening of exhibition
INBOUND PAYMENT	On / before 15 MAY 2018

**REMARKS:**

1.It is mandatory to have all exhibits containing wooden materials (internal or external packing or for stuffing or fixing purpose) and materials as minor as wooden chip, beams, etc. fumigated before importing to China by the Chinese authorities. All treated wooden materials must bear the officially recognised mark “International Plant Protection Convention (IPPC)” up to local authorities’ required standard. Any violation of these rules and regulations will result in late release or being penalized or being returned to the shipments’ originated ports or being confiscated at exhibitors’ expenses and risks. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).

2.Working day adjustments during public holidays definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is **IMPORTANT** to avoid any delays.

3.Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)

4.Cargoes sent from Hong Kong SAR, Macau SAR, and Taiwan are treated as overseas shipments.

**B) CONSIGNMENT INSTRUCTION**

a) Direct arrival Shanghai Airport

For exhibitor at hall E1/ E2/ E3/ E4/ E5/E6/ E7/ N1/N2/N3/N4/N5

Consignee ON MASTER AIR WAY BILL (MAWB):  
 Shanghai Dazhong Transportation Int'l Logistics Co., Ltd  
 No. 558 Hai Tian Yi Rd, Pudong Airport Shanghai, China  
 Tel: +86 (21) 68359308 Fax: +86 (21) 68359520  
 Attn: Cicy Shi

**Notify Party:**

Shanghai Chuang Yuan International Logistics Co., Ltd  
Block 26D, No.4, Lane 600, Tian Shan Road Shanghai, P.R.China  
Tel: + 86 (21) 6237 1938 Fax: +86(21) 6237 8179  
E-mail: young.zhou@cy-il.com

For exhibitor at hall W1/W2/W3/W4/W5

**Consignee ON MASTER AIR WAY BILL (MAWB):**

Shanghai Donghao Lansheng International Logistics Co., Ltd.  
Add : No.757 Guang Fu Rd , Zhabei District , Shanghai , China (Zip code: 200070)  
Tel : 86 21 22252340  
FAX : 86 21 22252308

**Notify Party:**

Shanghai Donghao Lansheng International Logistics Co., Ltd.  
Add : No.757 Guang Fu Rd , Zhabei District , Shanghai , China (Zip code: 200070)  
Tel : 86 21 22252340  
FAX : 86 21 22252308

**b) Direct arrival Shanghai Seaport**

For exhibitor at hall E1/ E2/ E3/ E4/ E5/E6/ E7/ N1/N2/N3/N4/N5

**Consignee & Notify Party on SEA WAY BILL or BILL OF LADING:**

Shanghai Chuang Yuan International Logistics Co., Ltd  
Block 26D, No.4, Lane 600, Tian Shan Road Shanghai, P.R.China  
Tel: + 86 (21) 6237 1938 Fax: +86(21) 6237 8179  
E-mail: young.zhou@cy-il.com

For exhibitor at hall W1/W2/W3/W4/W5

**Consignee & Notify Party on SEA WAY BILL or BILL OF LADING:**

Shanghai Donghao Lansheng International Logistics Co., Ltd.  
Add : No.757 Guang Fu Rd , Zhabei District , Shanghai , China (Zip code: 200070)  
Tel : 86 21 22252340  
FAX : 86 21 22252308

SHIPMENTS, WHICHEVER ARE AIRFREIGHT OR SEAFREIGHT, SENT UNDER MASTER AIRWAYBILL OR MASTER OCEAN BILL OF LADING ARE ALWAYS ENCOURAGED; EXHIBITORS ARE, NO DOUBT, TO BEAR UNEXPECTEDLY HIGH FORWARDERS' HANDLING FEE IN CHINA IF SHIPMENTS ARE COVERED BY HOUSE AIRWAYBILL OR HOUSE OCEANBILL.

Before shipment arrival Shanghai, shipment PRE-ALERT with the following details must be sent to the notify party as the above mentioned:

- Dimensions and weight of each package;
- Estimate Date of Departure and Arrival;
- Master Air waybill No., Ocean B/Lading.

- List of Exhibits.

For air shipment, the List of Exhibits MUST also be attached to AIRWAYBILL(s), as the shipment can only be cleared through China customs against this document.

For sea shipment, ORIGINAL Bill of Lading together with the "List of Exhibits" MUST be dispatched to the consignee at least 1 week before the goods arrival Shanghai.

Full container loaded sea shipment under through Bill of Lading to PRC, it is essential  
i) to specify in B/L service code at destination is CY/CY, and  
ii) that exhibitors must rent the container from the shipping lines and send the relevant documents to the consignee showing that the containers is allowed to on forward to exhibition site.

For break-bulk cargo, they must be unloaded at Shanghai AS PER TIME SCHEDULE. When deciding to use this mode of transportation, the exhibitors must be fully aware of the uncertainty of the duration from arrival of vessel to Shanghai till unloading of cargo at the Shanghai terminal.

### C) EXHIBITION DOCUMENTS

Customs Clearance will be proceeded according to the "List of Exhibits", both for exhibition opening and closing. All exhibitors are requested to complete it in both English and Chinese in full and return to us according to our TIME SCHEDULE. Description of ALL exhibits, including promotional materials – catalogues, souvenirs, samples, visual aids - must be declared precisely, such as: including the DIMENSION of individual package, MODEL NOS., SERIES NOS., BRAND NAMES, MAJOR COMPONENTS, QUANTITIES, and VALUE, etc. On request, we can also have the "List of Exhibits" translated into Chinese at exhibitor's expenses. However, these documents MUST reach us on time.

Hand-carried exhibits brought to the exhibition must also be declared, but separately.

### D) PROMOTIONAL MATERIALS

When Taiwan, Hong Kong, or Macau is mentioned in these promotional materials, the exhibitors should avoid using any expression of interpreting those places in the position equivalent to a country. ALL VISUAL PROMOTIONAL ITEMS (TAPES, VIDEO TAPES, FILMS, CD, VCD, DVD, ETC) ARE NOT RECOMMENDED TO SHIP DUE TO COMPLICATED CLEARANCE PROCEDURE.

### E) QUARANTINE INSPECTION AND FUMIGATION

Applied Scopes:

All non-processed wooden packing materials used to carry, pack, pad and support, and reinforce the goods, such as, but not limit to, wooden case, crate, pallet, frame, beam, skid, wedge, sleeper and pad.

Exempted Scopes:

Being heated and pressed wooden packing materials, such as: plywood, particleboard, fiberboard, etc.

Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal

or less than 6mm.

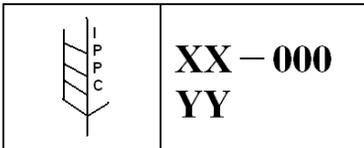
#### Treatment / Fumigation Standard:

Wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the export countries, cities, or districts, and marked with "IPPC" (sample shown as below) on two opposite sides.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) in exporting countries and treatment methods (HT, or MB)

If the wooden packing materials without the official mark of "IPPC" or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.

#### Sample of Marking:



#### 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

#### \*Wooden Materials

it is mandatory to have all exhibits, containing wooden materials – internal or external packing or for stuffing or fixing purpose; and as minor as wooden chip, beam, etc.-, fumigated before importing to China by the Chinese Authorities. All treated wooden materials must bear the officially recognized mark "IPPC" – referring to the attached "Notice" – with the production of fumigation certificate (wood/heat treatment certificate) as an important proof of this undertaking to the Chinese Authorities. No countries and cities (including Hong Kong SAR, Macau SAR, and Taiwan) are immune from these rules and regulations.

The acceptance of wood treatment upto the standard is subject to the Chinese Authorities' final decision. Should they feel necessary to enforce the treatment again on the Mainland, all costs of inspection, fumigation, handling...will be at the exhibitor's account. Any re-treatment, no doubt, will affect the timely delivery of exhibits to the exhibitor, for which the official forwarder could not be held responsibility and liability. The Authorities are undergoing rigorous inspection on all exhibits. Negative impact including shipment returned to originated port / confiscation on the exhibitor is consequent on lax with fumigation.

#### \*Used Stuffing and Packing Materials

Under no circumstances could all used stuffing and/or packing materials – newspapers, wrapping paper, paper chips, bubble sheets, etc. - be left in China irrespective of disposal nature. Violators will be penalized by the Authorities.

If an exhibitor is having a package of exhibit sold or returned or abandoned, etc., any stuffing and packing materials used to fix and/or wrap the exhibits in the inbound movement are mandatory to be taken away from China by any means, i.e. by shipment or hand-carry, at the exhibitor's expenses. For example, an exhibitor has a box of exhibit sold, the exhibits are of course left in China; but the used stuffing or wrapping materials must be taken away of China by any means. Pay-to-dump in China is prohibited by the Authorities.

Acceptance of the re-use of original materials may be granted, which is subject to the Authorities' approval. Exhibitor is, therefore, suggested to prepare additional NEW STUFFING AND PACKING MATERIALS in its inbound shipment for repacking its sold and giveaway exhibits, in case the re-use of those materials is not granted.

\*Food Stuff, Beverage, Meat, Dairy Products, Produce, Plants

As the customs and quarantine departments of PRC impose strict restrictions on importation of foods, beverage, meat, dairy products, produce and plants, special import permits are required. However, they are normally used in commercial cargoes with large quantity. The procedures of such application are very complicated and tremendous time and money consumed, which we believe the exhibitors will not be willing to afford. Please take our suggestion of not shipping any foods stuff and beverage. Otherwise, it may delay the delivery and cause unexpected troubles and extra cost. Should it be inevitable to ship these items, please be sure the valid "Certificate of Origin" & the "Official Healthy Certificate" are available? These items must be shipped in ONE single individual shipment - without mixing with other items. Full details of the intended shipment must be sent to the official forwarder, at least one month before our receiving deadline enabling us to consult the local authorities for further advice and application of import permits. Without having our confirmation, please DO NOT ship out these items. The handling & service charges for these kinds of commodities will be quoted separately.

#### F) DANGEROUS GOODS

For dangerous goods, please do contact the official forwarder in advance. A declaration form must be submitted before green light can be given. The form will be provided upon request. There will be surcharge for handling of dangerous cargo, details please refer to the tariff.

#### G) PACKING OF EXHIBITS

The exhibitor shall be responsible for the consequences of improper packing,

##### a) Protection against Damage and Rain

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties during the long distance transportation, and shocking/bumping will sometimes be inevitable. Moreover, the exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition; sometimes even without a tarpaulin. Therefore, we strongly recommend the Exhibitor to take necessary precautions against damage and rain, especially when the return exhibits are to be packed with original packing materials, as the cases as well as aluminium foil, plastic covers etc. may be damaged already during unpacking.

##### b) The Case

The case must be strong enough to avoid damage during transportation as well as unpacking and in particular be suitable for repacking and for sale or return movement after the exhibition. It is advisable that the gross weight of individual package is between a few hundred kilogram and 2 tons - smaller case will be handled manually and therefore has more chances to get damaged; while too heavy a case will cause heavy-lift surcharge.

#### H) LAYOUT OF STAND

When the gross weight of a case of exhibit exceeds 1,000 kilos or when the total volume of exhibits is substantial, e.g. over 10 cubic metres, exhibitors must submit a drawn-to-scale layout, to facilitate the transport and positioning of exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

#### I) HEAVY / OVER-SIZED EXHIBITS

Exhibitor with heavy exhibits must be on-site and direct the positioning operations. For installation of equipment, if mobile crane or forklift is required, a detailed requirements list must be submitted to the official forwarders in advance. For quotation of hiring such equipment, please refer to our tariff.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the machine while being hoisted and positioned. Exhibits should be displayed on the base. Otherwise, there will be surcharge for removing the base from heavy exhibits. Case for heavy exhibits should be constructed so that the sides are fixed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during the exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

#### J) CASE MARKING

All packages must be clearly marked on at least 3 sides:-

NAME OF EXHIBITION :  
NAME OF EXHIBITOR :  
HALL NO. / STAND NO. :  
CASE NO.  
NET WEIGHT: (KILO) / GROSS WEIGHT: (KILO)  
DIMENSIONS: (L x W x H CMS)

Please also mark "FRONT" or "BACK" & "CENTRE OF GRAVITY" on packages as well.

#### K) CUSTOMS CLEARANCE, UNPACKING & REPACKING OF EXHIBITS

Clearance and inspection, for both inbound and outbound movement, in Shanghai will be undertaken on behalf of the exhibitors by the official forwarder. However, exhibitors' representative(s) must be present to supervise the unpacking, assembling, positioning, dismantling, and repacking. The official forwarder will not be responsible for any delay in these procedures due to the representatives' late arrival or the absence of exhibitors' advance explicit

instruction. To remain in close contact, representative's contact details must be provided to us in advance.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through the 2 official forwarders as the exhibits are imported to China on the basis of temporary importation permission.

To keep you free from facing serious consequences on violating related rules and regulations, please follow the formalities below:

**A) Return of Exhibits**

Please provide disposal instructions for all of your exhibits, regardless of disposal nature, to the official forwarders before the closing of exhibition. For any emergency needs in return shipments, your instructions **MUST** reach the official forwarder **BEFORE** the opening of exhibition.

**B) Sold**

Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.

**C) Consumed Exhibits**

Promotional Materials: Publicities, Souvenirs, Samples, Visual Aids, or etc.

If exhibitor intends to use visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids – CD, VCD, DVD, film, photograph, map, etc. – and two samples of publicities – catalogue, leaflet, etc. – and souvenirs, etc. To the official forwarder on or before the date stipulated in the Time Schedule. Official forwarder will on forward them to the Chinese Authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies. The censorship usually takes 3 – 4 working days; and criteria for approval and assessment of tax and duties are the nature of commodity, value, and quantity. Late submission might lead to late delivery.

According to the current practice, the allowed distribution quantity of Videotape/CD/VCD/DVD, combination, is limited to 199 pieces, which is subject to the change of the customs regulations. Exhibitor is strongly advised to get the update from the official forwarders in advance.

Distribution of periodicals in the exhibition is strictly prohibited.

**D) Give-away to Domestic Company**

Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in China with its exhibits free for the purpose of business development. The clearance procedures are same as Sold exhibits – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, receiver or official importer.

**E) Abandoned Exhibits**

Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed

by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via the official forwarder. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. You are suggested to submit your declaration to the official forwarders before the opening of the fair. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties.

#### L) HAND-CARRIED EXHIBITS (FOR GENERAL EXHIBITS ONLY)

No hand-carried exhibits are encouraged at all times. Should it be inevitable, exhibitor must declare their hand-carried goods are for exhibition purpose to the Customs at Shanghai Airport in case they are detained; then, the exhibitor will be issued a detention slip which must be immediately given to the official forwarder on-site staff. With this detention slip and the completed List of Exhibits, official forwarder will apply for the Customs Cover to collect those detained hand-carried exhibits at exhibitor's expenses according to our official tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

All other hand-carried items from local suppliers should also be declared in the "LIST OF EXHIBITS".

#### M) INSURANCE

Please be reminded the official forwarder's tariff is working on the basis of volume or weight and has no correlation with the value of exhibits, therefore no insurance has been covered in the tariff and all work is undertaken at owner's risk.

It is the responsibility of each exhibitor to cover round trip all risks Marine (Transport) Insurance including the exhibition period and return of the exhibits to domicile, inclusive of the period the exhibits are handled by us, preferably through a company who has an agent in the city of the show site. The exhibitor should also bring a copy of the insurance policy to China. It will be necessary in case the exhibitor intends to claim for damage or loss in China.

#### N) CUSTOMS PROCEDURE AT CLOSE OF EXHIBITION

According to the Customs Regulation of China, it is imperative that all exhibitors should declare the disposal nature of their exhibits - sold, consumed, returned, given away, or ABANDONED - before the close of the exhibition.

For this purpose, each exhibitor will be returned a copy of its submitted "LIST OF EXHIBITS" and requested to fill in and return the disposal instruction to the official forwarder's on site at least 1 day before the close of the exhibition.

Exhibitors must not leave the show ground before handing over returned exhibits as well as exhibition documents to the official forwarder. Once these documents have been processed with relevant Chinese parties, any changes will generally not be accepted.

Should the official freight forwarder not receive the signed RETURNED INSTRUCTION on or before the closing day, the exhibits will be kept in Customs Bonded Warehouse until further instructions. Any costs thus incur will be on the exhibitor's account.

#### O) RETURN OF EXHIBITS

All exhibits planned to be returned or sold will be arranged only when all customs clearance procedures are completed. Please bear in mind under normal circumstances, the completion of customs clearance formalities after the exhibition usually takes 14 working days before the return shipment schedule is effective. Please plan the further use of your exhibits and displays at your desired destination in 2 – 9 weeks, varying with shipping mode and destination, on top of these 14 days. Please advise the official forwarder in advance if there are any exhibits and displays urgently needed for further use after the exhibition, then the official forwarder will try to work with at extra surcharge.

#### P) PAYMENT

##### a) For Inbound Movement and Closing of Exhibition

Exhibits will be transshipped to exhibition booth only upon full payment is settled before the deadline.

##### b) For Return Shipment

Return shipment will be effective and / or Bills of Lading will be released upon receipt of payment.

c) there will be local VAT if the charges settled in RMB(CNY).

#### Q) CONDITIONS OF BUSINESS

a) All information is subject to change by organizer information.

b) All transactions are subject to the standard trading conditions of the official forwarder. (copies available on request) and which in certain cases, exclude or limit the company's liability.

## SERVICES AND RATES FOR HANDLING OF EXHIBITS

### I) INBOUND MOVEMENT FROM SHANGHAI SEAPORT/AIRPORT TO FAIR BOOTH

For exhibits arriving directly to Shanghai seaport / airport, transportation from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling & 2nd time positioning excluded), customs clearance on a temporary basis, removing empty cases and packing materials to on-site storage place (outdoor).

#### By Surface

Basic Handling Rate (per exhibitor per consignment)	Under 5 cbm	RMB596.00 / cbm or 1,000kg (whichever is greater)
	5-10 cbm	RMB583.00 / cbm or 1,000kg (whichever is greater)
	Over 10 cbm	RMB568.00 / cbm or 1,000kg (whichever is greater)
Minimum Charge	LCL	RMB1,192.00 / consignment / exhibitor (min. 2cbm)
	FCL 20' GP	RMB13,064.00 / 20' container (min. 23cbm)
	FCL 40' GP	RMB26,128.00 / 40' container (min. 46cbm)
	FCL 40' HQ	RMB28,400.00 / 40' HQ container (min. 50cbm)

#### By Air

Basic Handling Rate (per exhibitor per consignment)	Under 500 freight kilo	RMB7.30 /kg based on actual or volum weight whichever is greater
	500-1,000 freight kilo	RMB6.70 /kg based on actual or volum weight whichever is greater
	Over 1,000 freight kilo	RMB5.90 /kg based on actual or volum weight whichever is greater
Minimum Charge		RMB1095.00 / consignment / exhibitor (min. 150kgs)

### II) ON-SITE SERVICE (MOVE-IN) FROM HALL ENTRANCE TO FAIR BOOTH, OR VISE VERSA

Unloading of truck, delivery of exhibits to fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling excluded), removal of empty cases and packing materials to on-site storage place (outdoor).

Handling Rate (per exhibitor per consignment)	Under 5 cbm	RMB190.00 / cbm or 1000kgs (whichever is greater)
	5-10 cbm	RMB180.00 / cbm or 1000kgs (whichever is greater)
	Over 10 cbm	RMB170.00 / cbm or 1000kgs (whichever is greater)
Minimum Charge	RMB190.00 / consignment / exhibitor (min. 1cbm)	

### III) CLOSING SERVICE CHARGES FOR SOLD EXHIBITS FROM BOOTH TO SHANGHAI BONDED WAREHOUSE

Returning empty cases and packing materials from storage area to booth after the closing of exhibition, assisting in repacking (dismantling excluded), moving to Shanghai bonded warehouse, customs formalities for sold exhibits. Storage excluded.

Service charge	RMB495.00 / cbm or 1,000kg (min. RMB990.00 / consignment / exhibitor)
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### IV) RETURN MOVEMENT FROM FAIR BOOTH TO HALL ENTRANCE

Service and rate same as Inbound Movement in Point II.

### V) RETURN MOVEMENT FROM FAIR BOOTH TO SHANGHAI SEAPORT/AIRPORT

Service and rate same as Inbound Movement in Point I.

### VI) BASIC SERVICE CHARGE (Applicable to both inbound and / or return movement)

Service Rate	RMB512.00 / consignment / exhibitor
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### VII) HEAVY-LIFT & OVER-SIZE SURCHARGES Applicable to all the points I – V

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES	
PARAMETER					
LENGTH (METRE)	WIDTH (METRE)	HEIGHT (METRE)	WEIGHT (TON)	ATTAINING OR EXCEEDING 1 PARAMETER	ATTAINING OR EXCEEDING 3 PARAMETER
≥5M	≥2.1M	≥2.1M	≥3TOM	20%	30%
≥7M	≥2.3M	≥2.5M	≥5TOM	30%	50%
≥10M	≥2.4M	≥2.8M	≥10TOM	TO BE ADVISED	

## VIII) MISCELLANEOUS CHARGES

## 1. STORAGE CHARGES IN CHINA

a) Airfreight (3 days free storage period)		RMB3.80 / 10 kgs / day
b) Seafreight (3 days free storage period)	FCL shipment	RMB68.00 / teu / day
	LCL / Break-bulk shipment	RMB55.00 / cbm / week or part thereof
c) container stored at fair-site during exhibition period,		RMB295.00 / teu / day
d) Storage after the exhibition.(1ST WEEK FREE)		RMB68.00 / cbm / week or part thereof

## 2. SURCHARGE FOR "LIST OF EXHIBITS"

If Chinese description absent	RMB45.00/ package / page (whichever is greater)
If HS code absent	RMB45.00 / page

## 3. SURCHARGE FOR ATA CARNET

Service Rate	RMB750.00 / ATA / declaration
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## 4. TERMINAL CHARGES IN SHANGHAI SEAPORT/AIRPORT

Sea shipment	LCL (Terminal Charges)		RMB275.00/cbm (Min. RMB550.00 / consignment/exhibitor)
	LCL (Agent Fee)		RMB96.00/cbm (Min. RMB192.00 / consignment/exhibitor)
	FCL	20' container	RMB1,928.00 / unit
		40' container	RMB2,340.00 / unit
	Other special container	20' container	RMB1,992.00 / unit
40' container		RMB2,504.00 / unit	
Air shipment	Terminal Charges (Single trip)		RMB1.90 /kg chargeable wt (Min. 120 kg / shipment)
	Agent handling fee for HAWB		RMB298.00 / HAWB

**5. HANDLING CHARGES FOR HAND-CARRIED GOODS IN PVG**

Delivery and customs clearance from airport to fair-booth or vice versa.	RMB2,320.00 / consignment / exhibitor Subject to single package under 100kg.
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**6. CONTAINER HAULAGE**

RMB1,992.00 / 20' container / single trip	RMB2,532.00 / 40' container / single trip
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**7. DETENTION FEE FOR FCL SHIPMENT**

Detention Fee, if any, at cost payable on behalf of exhibitor to the related shipping carrier.

Below marketing level of last year for reference only.

a) For dry containers	from the 8th day to 20th day	RMB130.00 / 20' / day or RMB200.00 / 40' / day
	from the 21 day till 40th day	RMB240.00 / 20' / day or RMB400.00 / 40' / day
	from the 41st day onwards	RMB400.00 / 20' / day or RMB600.00 / 40' / day
b) For open top or flat rack containers	from the 8th day to 15th day	RMB160.00 / 20' / day or RMB320.00 / 40' / day
	from the 16th day till 40th day	RMB320.00 / 20' / day or RMB640.00 / 40' / day
	from the 41st day onwards	RMB510.00 / 20' / day or RMB800.00 / 40' / day

**8. QUARANTINE SERVICE AND HANDLING CHARGE (Applicable to both sea or air shipments)**

a) Non-wooden packing case	RMB36.00 / each
b) Wooden case or skid or pallet	RMB83.00 / each
c) Per 20' container	RMB256.00 / 20' container
d) Per 40' container	RMB512.00 / 40' container

**9. FUMIGATION CHARGES AT SHANGHAI (if any)**

Under 2 cbm	RMB640.00 / consignment / exhibitor
2 cbm and / or over	RMB1,024.00 / consignment / exhibitor
20' container and / or 40' container	RMB1,024.00 / container / consignment

## 10. FOR TAX/DUTY PAYABLE ITEMS

Customs formality fee for given-away or consumed items on which tax/duty are levied during the exhibition.	RMB690.00/consignment/exhibitor
	Tax/duty at cost
	5% commission of paying tax/duty on the behalf

## 11. VAT IN CHINA

VAT	6.0% on total invoice amount
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## REMARKS:

1. Above rates exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. If any , will charge per outlay.
2. Cargo arrived beyond deadline, an additional handling surcharge 30% (minimum RMB 640.00/ consignment/ exhibitor) will be added to cover the additional cost, but it is not a guarantee the late-come exhibits arrival at the site in time.
3. To avoid any delay cost by the clearance of cargoes sent under ATA Carnet, those cargoes, no matter by air or by sea, are encouraged to be sent separate from other cargoes.
4. Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.
5. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, 30% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.
6. No unpacked cargoes without container are accepted.
7. All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on "FREIGHT PREPAID" basis; otherwise we shall levy 15% commission on the freight, which we pay on your behalf to the local carriers. The willingness of paying 15% commission, by exhibitors, is not the only criterion factored in official forwarders' discretion of accepting this request, all subject to official forwarders' final decision
8. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
9. The surcharge for dangerous cargo will be given upon request and will be on exhibitors' account.
10. This tariff is compiled on volume or weight basis and has no correlation with the value of exhibits, thus no insurance coverage is included.
11. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send official forwarder all related shipping documents according to the Time Schedule and Consignment Instruction.
12. Exhibitors will be charged overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.
13. Official forwarder does not take any responsibility for:
  - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
  - b) Any tax / duty for sold exhibits.

**APPENDIX I**
**Form 9**

## TRANSPORT ORDER/AGREEMENT & ACKNOWLEDGMENT OF CHINA CUSTOMS AND QUARANTINE REGULATIONS

Exhibition/Event:	SNEC		
Exhibitor:		Booth No.:	
Address & Contact:			
C/O Agent:			

To:  
 Shanghai Chuang Yuan International Logistics Co., Ltd.  
 Block 26D, Strength Plaza, No.4, Lane 600,  
 Tian Shan Road, 200051, Shanghai, China  
 Tel: +86 21 6237 1938  
 Shanghai Donghao Lansheng International Logistics Co., Ltd.  
 No.757 Guang Fu Rd , Shanghai , China  
 Tel : 86 21 22252340

This is a general transport order and agreement, for the transportation of the exhibits, which are to be used at the exhibition mentioned above.

Shanghai Chuang Yuan International Logistics Co., Ltd. C/O Shanghai Donghao Lansheng International Logistics Co., Ltd. is authorized by the exhibitor and/or its agent, to handle the exhibits for the said exhibition.

The exhibitor and/or its agent, are aware of the regulation of China Customs and Quarantine Bureau, by reading the shipping guideline of the exhibition, published by the organizer.

Most importantly, it is an acknowledgment, by the exhibitor and/or its agent, that

\*The exhibits from overseas to the exhibition are to be temporary imported only, they are duty free, but must be re-exported once the exhibition closed.

\*For those items to be consumed during the exhibition, an approval in advance must be acquired from the authorities, and if not, the items must not be shipped. There will be duty and tax for those items consumed, subject to the tariff of the China Customs.

\*For those items to be sold to the Chinese local buyer after the exhibition closed, duty and tax

must be paid before the items be released to the buyer, and the items will be kept at the customs bounded warehouse before the formalities done.

\*All the goods will be properly packed according to the shipping lines terms and/or the IATA terms, all the packing materials containing wooden materials must be properly treated according to the quarantine regulation and well marked.

It is also agreed that the exhibits will only be released when the payment to Chuang Yuan International Logistics' settled in full, and Chuang Yuan International Logistics' service rates are compiled on volume or weight basis and insurance coverage is not included, and meanwhile, all transactions are subject to the standard trading conditions of Shanghai Chuang Yuan International Logistics Ltd and which, in certain cases, exclude or limit the company's liability. Exhibitor and/or its agent shall arrange the insurance coverage for the exhibits by ourselves. Detailed transportation documents will follow once available, before the deadline published on the shipping guideline.

Exhibitor:	Shanghai Chuang Yuan International Logistics Co., Ltd.
C/O Agent:	C/O Shanghai Donghao Lansheng International Logistics Co., Ltd.
Signature of Person in charge & Date:	Signature of Person in charge & Date:

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## 4.1.6 Other Exhibition Services

### Form 10 Catalogue Entry

◆ How to submit: Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Catalogue Entry</b> Deadline: April 20, 2018	<b>Form 10</b>
<p><b><u>Online Submission Only</u></b></p> <p>For any question, please contact us:                  Shanghai Follow Me Exhibition Service Co., Ltd.                  Add: Rm 711, No.1525, West Zhongshan Rd.,                  Shanghai, 200235                  Tel: +86-21-64365001/5002</p>	<p>Company:</p> <p>Contact:</p> <p>Tel:</p> <p>Fax:</p> <p>E-mail:</p> <p>Hall-Booth No.:</p>	

### Company Profile—Free of Charge

(To be printed in black-white color)

A.

- Company Name (Chinese):
- Company Name (English):
- Address in Chinese:
- Address in English:
- Tel:
- Fax:
- E-mail:
- Homepage:
- Hall and Booth No.(e.g.W1-001):

★ Please select the category of your products (You could choose 1-3 categories or describe it in item 32 by yourself):

I. 设备 & 材料生产商 / 供应商: Manufacturer/Supplier of equipment & materials:		IV. 光伏产品生产商: Manufacturer of PV products:	
01. <input type="checkbox"/>	生产设备 Production Equipment	17. <input type="checkbox"/>	硅料 / 硅锭 Silicon / Ingots
02. <input type="checkbox"/>	玻璃生产 Glass Producer	18. <input type="checkbox"/>	硅片 / 太阳能电池 Wafers / Solar Cells
03. <input type="checkbox"/>	沉积设备 Deposition Equipment	19. <input type="checkbox"/>	晶硅电池组件 Wafer-based PV Modules
04. <input type="checkbox"/>	激光与光电器件 Laser and Opto-electronic Devices	20. <input type="checkbox"/>	薄膜电池组件 Thin-film PV Modules
05. <input type="checkbox"/>	化合物和化学气体 Chemical Compounds and Gases	21. <input type="checkbox"/>	聚光太阳能组件 Concentrator Modules
06. <input type="checkbox"/>	生产线集成 / 装配 Integrator / Assembler for Production Lines	V. 个别分类: Individual Categories	
07. <input type="checkbox"/>	硅片、电池、组件加工 Wafer, Cell, Module processing	22. <input type="checkbox"/>	政府机关 / 协会 / 公共服务机构 Governmental Authority / Association / Utility
08. <input type="checkbox"/>	薄膜封装 Coating for Thin-film processing	23. <input type="checkbox"/>	工程 / 咨询 Engineering / Consulting
09. <input type="checkbox"/>	层压机 Laminators	24. <input type="checkbox"/>	项目开发 Project Development
10. <input type="checkbox"/>	组装及包装 Handling and Packaging	25. <input type="checkbox"/>	研发 / 实验室 Research / Laboratory
II. 系统平衡元部件生产商: Manufacturer of Balance-of-System components:		26. <input type="checkbox"/>	教育部门 / 大学 Educational Sector / University
11. <input type="checkbox"/>	支架和追踪系统 Mounting and Tracking Systems	27. <input type="checkbox"/>	推广 / 金融 / 投资 Promotion / Financing / Investment
12. <input type="checkbox"/>	逆变器 Inverters	28. <input type="checkbox"/>	媒体 / 出版商 Media / Publisher
13. <input type="checkbox"/>	蓄电池 / 充电调节器 Batteries / Charge Regulators	29. <input type="checkbox"/>	软件 / 模拟 Software / Simulation
14. <input type="checkbox"/>	电缆及连接材料 Cabling and Connection Material	30. <input type="checkbox"/>	回收利用 / 废物处理 Recycling, Waste Treatment
III. 分销商、安装商: Distributor, Assembler:		31. <input type="checkbox"/>	检验、测试、测量和控制技术 Inspection, Testing, Measurement and Control Technologies
15. <input type="checkbox"/>	供应商 / 分销商 Supplier / Distributor	32. <input type="checkbox"/>	
16. <input type="checkbox"/>	光伏系统集成商 / 安装商 Integrator / Assembler for PV Systems		

### Form 11 Logo Entry into Exhibitor List

◆ How to submit: Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit online. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Logo Entry into Exhibitor list</b> Deadline: April 20, 2018	<b>Form 11</b>
<u><b>Online Submission Only</b></u> For any question, please contact us: Shanghai Follow Me Exhibition Service Co., Ltd. Add: Rm 711, No.1525, West Zhongshan Rd., Shanghai, 200235 Tel: +86-21-64365001/5002	Company: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

All exhibitors can have their company profile and logo published in the Show Catalogue/Exhibitor List. This service can be applied in either of the following two ways:

- 1) participate in the activity of “Logo Link Exchange & Mutual Promotion”;
- 2) pay the entry fee RMB800

Please choose your way to achieve this:

- We have participated in the activity of “Logo Link Exchange & Mutual Promotion”; the Logo/ banner of SNEC2013 has been published in our website here:
- We would like to pay RMB800.

Requirements on company profile:

Description in Chinese (maximum 230 words):

Description in English (maximum 668 characters including punctuation):

Company logo: 130\*40 pixels Format: JPG,TIF, PDF(300dpi)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Entrance Tickets Application

We strongly recommend visitors of SNEC(2018) PV POWER EXPO to pre-register on-line . Registered visitors can use the on-site express entry to avoid the long queue.

### I. How to pre-register:

What should exhibitors do

- 1) Login [www.snec.org.cn](http://www.snec.org.cn) by entering the password and user name provided by the Organizing Committee. After login onto your account, you can submit the quantity of entrance tickets you need in the area "Entrance Ticket Application" .
- 2) Upon your request, the Organizing Committee will then send printed "Entrance Ticket" to exhibitors by express.
- 3) Send out printed "Entrance Ticket" to clients.

What should visitors do

- 1) Login [www.snec.org.cn](http://www.snec.org.cn).
- 2) Click "Visitor Registration" on the top right corner of the homepage. Finish the registration procedure by filling in the information as required.
- 3) Enter the username and password you have registered and then login to your account where you can apply for an E-ticket with the code.
- 4) Print the E-ticket or remember its code number. By presenting the printed E-ticket or its code number, together with two business cards, at the on-site registration counter, you can receive a Visitor Badge free of charge.

### II. What Kind of E-ticket is Valid?

The Organizing Committee will review the pre-registration information. The E-ticket with Code will be valid only when the information you have provided is absolutely true and correct.

### III. Why to Pre-register Online?

- 1) You can get a free Entrance Ticket through online pre-registration.
- 2) By presenting the printed E-ticket or its code number, together with two business cards, you can enjoy a privilege to the on-site express entry.

### IV. How to Register On-site?

Fill out the Visitor Form available at the Form Desk in the East Entry, South Entry, and North Entry Halls of the Shanghai New International Expo Center during the exhibition opening hours, and submit two business cards, then you can receive a Visitor Badge to enter the exhibition halls.

Please pay attention to the exhibition hours and venue:

9:00–17:30, May 28, 2018 (Monday)

9:00–17:30, May 29, 2018 (Tuesday)

9:00–15:00, May 30, 2018 (Wednesday)

Venue: Shanghai New International Expo Center

(No. 2345 Longyang Road, Pudong District, Shanghai, China)

**Form 12 Entrance Tickets Application**

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Entrance Tickets Application</b> Deadline: May 10, 2018	<b>Form 12</b>
<p><b><u>Please fill out the form and return it to:</u></b>                  Shanghai Follow Me Exhibition Service Co., Ltd.                  Add: Rm 711, No.1525, West Zhongshan Rd.,                  Shanghai, 200235                  Tel: +86-21-64365001-601                  Email: info@sneec.org.cn</p>	Company: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

We will respond promptly and send you the customer invitation letter once we receive your application form.

Company			
Address		Post Code	
Contact Person		Position	
Phone		Fax	
A number of _____ entrance tickets required.			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.2 Advertising and Promotion

◆ How to submit: Login to SNEC homepage, click “Exhibitor Register/Login”, enter the contract No. and password provided by the Organizing Committee, then you can submit your information and upload your logo. For any question, please call us or contact our Manager who is in charge of contact with your company for the booth reservation matter.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Ads. Application</b> Deadline: April 20, 2018	<b>Form 13</b>
<p><b><u>Please fill out the form and return it to:</u></b>          Shanghai Follow Me Exhibition Service Co., Ltd.          Add: Rm 711, No.1525, West Zhongshan Rd.,          Shanghai, 200235          Tel: +86-21-64365001/5002</p>		Company: Contact: Tel: Fax: E-mail: Hall-Booth No.:

<b>Sponsorship for SNEC(2018) PV POWER EXPO</b> <b>Mark the item with “√” for applying</b>					
Item	Price	Item	Price	Item	Price
TeraWatt Sponsor	\$120,000	Co-organizer	\$20,000	Sponsorship for Welcome Reception	\$35,000
GigaWatt Sponsor	\$90,000	Sponsorship for Conference	To be negotiated	Sponsorship for Gala Dinner	\$35,000
MegaWatt Sponsor	\$70,000	Sponsorship for Hall	\$20,000	Sponsorship for Huangpu River Cruise	\$25,000
Special Co-organizer	\$55,000				

Onsite Ads in SNEC(2018) PV POWER EXPO					
Item	Specifications	Price (US\$)	Quantity	Subtotal (US\$)	
AD flag post	8m pole (0.9m×2.5m×4sides, up to 6 pcs)	\$650/pc/ exhibition period			
Balloon	Balloon diameter 3m Banner length 10m×0.9m (White print on red background)	\$2,500/ exhibition period			
Archway	Span:18m (White print on red background)	\$3,500/ exhibition period			
AD facing Zhangjiang / South Square	5m×8m (2 pcs, KS34,KS35)	\$10,000/pc			
AD facing South Square	5m×8m (2 pcs, KS36, KS37)	\$10,000/pc			
AD at Registration Area	Registration Desk / Reception Desk	\$20,000/ exhibition period/for 1 entry hall			
Ground AD(Inside halls)	Surface area: One pc per sqm	\$180/sqm			
AD in the air	South Entry Hall	3m×6m ( Up to 10 pcs )	\$8,500/pc		
		3m×5m ( Up to 3 pcs )			
	East Entry Hall	3m×5m ( Up to 25 pcs ) (Consulting required before booking; AD release allowed only on the carpet)	\$5,000/pc		
	Above electronic screen	16 m (width) x 5 m (height)	\$45000/ pc		
	Above E1 Entrance	8 m (width) x 5 m (height)	\$18000/ pc		

**Onsite Ads in SNEC PV POWER EXPO**

Item		Specifications	Price (US\$)	Quantity	Subtotal (US\$)
Movable AD outdoor board (Large)	South Square	5m×8m (South and north side on South Square; Up to 23 pcs)	\$5,000/pc		
		connected 5m×8m (start from 2pcs; Surcharge \$5,800/pcs for each 5×8, max: 4pcs)	\$5,800/pc		
	East Square	5m×8m (Up to 23 pcs)	\$5,000/pc		
		connected 5m×8m (start from 2pcs; Surcharge \$5,800/pcs for each 5×8, max: 4pcs)	\$5,800/pc		
	North Square	5m×8m (Up to 8 pcs)	\$5,000/pc		
		connected 5m×8m (start from 2pcs, South and north side on South Square; Surcharge \$5,800/pc for each 5×8, max: 4pcs)	\$5,800/pc		
Movable AD outdoor board (Small)	South Square	5m×4m (South and north side on South Square)	\$2,500/pc		
	East Square	5m×4m	\$2,500/pc		
	North Square	5m×4m	\$2,500/pc		
Two-sided Ad outdoor post	South & North Square	2.8m×1.2m×2sides ( Up to 50 pcs)	\$1,400/pc		
Flag on bumping post	South Square	1.92m×1.28m ( Up to 170 pcs)	\$250/pc		
	Hall W1-W5	1.92m×1.28m ( Up to 145 pcs)	\$250/pc		
Ad Flag on electric light pole	Longyang Rd.	1.5m (H)×0. 6m (W), Baiyang Rd. - Luoshan Rd. (170 pairs)	\$350/pc /exhibition period		
	Fangdian Rd.	1.5m (H)×0. 6m (W), Longyang Rd. - Huamu Rd. (70 pairs)	\$350/pc /exhibition period		
	Huamu Rd.	1.5m (H)×0. 6m (W), Luoshan Rd. - Fangdian Rd. (60 pairs)	\$350/pc /exhibition period		
	Freeway	1.5m (H)×0. 6m (W), Longyang Rd. - Huamu Rd. (60 pairs)	\$350/pc /exhibition period		
Movable AD post		4m×5m×2sides (13 pcs)	\$4,500/pc		
		4m×5m×3sides (13 pcs)	\$6,500/pc		

Corridor AD on the ceiling	5m×0.7m (140 pcs); 3.5m×0.7m (26 pcs) (South Entry Hall to E1; East Entry Hall to E7) up to 10 pcs between 2 adjoining hall (except E7 to East Entry Hall, East Entry Hall to N5, N2-N3)	\$250/pc		
Corridor AD (South Entry Hall to Hall W1, inside the corridor glass)	2.8m×16m (1 pc)	\$13,000/pc		
	2.8m×8m (2 pcs)	\$6,500/pc		
Corridor AD (South Entry Hall to Hall E1)	2.8m×7m (2 pc)	\$6,500/pc		
Corridor AD (East Entry Hall to Hall E7)	3m×5m (16 pcs)	\$5,000/pc		
Corridor AD (North Entry Hall to Hall N1)	3m×8m (1 pc)	\$6,500/pc		
Corridor AD (North Entry Hall to Hall W5)	12m×6m (16 pc)	\$13,000/pc		
Scrolling Panel Ad.	3m×1.4m×4pcs (lights built-in, 4 sets on South Square; 3 sets on East Square; Rolling time of Scrolling Panel Ad: 8:00-18:00)	\$4,500/4 pcs		
Single through Ad on outside glass hall wall	52.5m×7.2m(outer circle of W1-4, E1-7, N1-5)	\$35,000/hall		
	52.5m×13.2m (outer circle of W5)	\$45,000/hall		
	45m×7.2m (inner circle of W1-5, E1-7, N1-5)	\$60,000/hall		
	30m×5m (corridor in inner circle, South Entry Hall-W1, W4-5, N1-2, N3-5, E1-7)	\$35,000/hall		
LED Electronic Screen	15seconds/time, 60times/day	\$1,800/day		
	30seconds/time, 60times/day (other footage discussed with the supplier; show period 3-5days)	\$2,500/day		
AD Board	8.1m×4.295m (show period 3-5days)	\$18,000 /exhibition period		

Substation fences Ad board		4.95m×3.8m×4sides	\$1,800/side /exhibition period		
		10.4m×3.8m×4sides	\$3,500/side /exhibition period		
LED Vehicle	3.52m×1.76m (single side)	Video support (AVI,WMV,RMVB,MP4 3GP,ASF,MPG. FLV,F4K,MKV,MOV,video size≤2GB resolution≤720p)	\$3,000/day		
			\$2,200/half day		
	1.28m×1.44m (back side)	Picture support (BMP,GIF,JPG JPEG,PNG,PBM. PPM,XPM,XBM, resolution≤800×600)	\$1,000/day		
		Words support (word,txt,rtf,html) Document support (DOC,DOCX,XLSX, XLS,PPT,PPTX, Office 2007 document format)	\$800/half day		
Whole sides		\$6,600/day			
		\$5,000/half day			
Waiting shed (W1/W3/W5/ N1/N3/N5/E1/ E3/E5/E7)	AD(4sides)	W 200*H 100CM	\$1,300/exhibition period		
	Top - set A D (4sides)	W 400*H 80CM W 180*H 130CM	\$2,000 /exhibition period		
Set-Top Triangle Board (Alloy Frame)		240cm*72cm (Get Free Sticker Places on Front and Rear Triangle Faces)	\$2,000/exhibition period		
Set-Top LED Display		32p * 128p (Mono-color)	\$1,800/exhibition period		
Rear-End Sticker (KT)		130cm*90cm (Plug-in Type Alloy Frame)	\$1,000/exhibition period		
Car Seats Sticker (6 facets)		45cm*45cm (Display in words and numbers recommended)	\$200/exhibition period		
Car Seats Cover (5 rows)		120cm*45cm (Freedom of choice of seat cover materials)	\$1,000/exhibition period		
Engine Cover Logo Sticker		30cm*35cm (The places are splittable and can have various layouts)	\$260/exhibition period		
Windshield glass Sticker		120cm*35cm	\$260/exhibition period		

Blinder *4	110cm*145cm (Mesh Cloth Printing)	\$400/exhibition period		
Whole Package	9 cars	\$5,400/exhibition period		
VIP car rental fee (no included ad release fee)	1, 8 hours (9:00-17:00)	\$660/car/day		
	2, Driver and vehicle transportation charges			
	AD Facility fee	\$50/car/day		
	Overtime fee (between 8:15-18:15)	\$85/car/hour		
	Management fee (two units and above)	\$50/person/day		

Applying for Other Ads				
Ad Item	Specifications	Price (US\$)	Quantity & Remark	Subtotal (US\$)
Front cover (Catalogue)	148×209mm	\$20,000		
Back cover (Catalogue)	148×209mm	\$13,000		
Head page (Catalogue)	290×209mm	\$12,000		
Inside front cover (Catalogue)	148×209mm	\$6,500		
Inside back cover (Catalogue)	148×209mm	\$5,000		
Colorful AD page (Catalogue)	148×209mm	\$1,300		
Front cover (Paper Collection)	210×285mm	\$13,000		
Back cover (Paper Collection)	210×285mm	\$8,500		
Inside front cover (Paper Collection)	210×285mm	\$3,500		
Inside back cover (Paper Collection)	210×285mm	\$2,500		
Colorful AD page (Paper Collection)	210×285mm	\$1,300		
Exhibition bag		\$8,500/10,000pcs		
Invitation		\$1,800/1,000pcs		
AD on Entrance Ticket		\$850/20,000pcs		
Visitor Card		\$25,000/ exhibition period		
Visitor Card lanyard		\$25,000/ exhibition period		
Exhibitor Card		\$25,000/ exhibition period		
Exhibitor Card lanyard		\$25,000/ exhibition period		
VIP Card, Speaker Card, Delegate Card and lanyard (Exclusive)		\$25,000/ exhibition period		
Mineral Water Bottle Strap	Up to 30,000 pcs	\$18,000/10,000pcs		
Visitor Guide		\$18,000/ exhibition period		
AD post on trash can		\$5,000/ exhibition period		
Company promotional materials to be distributed with exhibition bag		\$3,500/ exhibition period		
Ads on Bus seat back (15 buses, 45 seats each)	35.5cm(L)×12cm(W)×30cm(H)	\$18,000/ exhibition period		
<b>Total Amount (USD)</b>				

### Form 14 Conference Room and Audio/ video Equipment Booking

◆ How to submit: Login to SNEC homepage, click "Exhibitor Register/Login", enter the contract No. and password provided by the Organizing Committee, then you can Audio/ video Equipment Booking submit online.

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Conference Room and Audio/ Video Equipment Booking</b> April 26, 2018	<h1>Form 14</h1>
<p><b><u>Please fill out the form and return it to:</u></b></p> <p>For any question, please contact us:          Shanghai Follow Me Exhibition Service Co., Ltd.          Add: Room 711, No.1525, West Zhongshan Rd.,200235, Shanghai, China          Tel: +86-21-64365001/5002          E-mail: service@sneec.org.cn</p>		<p>Exhibitor Name:</p> <p>Contact:</p> <p>Tel:</p> <p>Fax:</p> <p>E-mail:</p> <p>Hall-Booth No.:</p>

You could book conference room and audio/ video equipment from the exhibition centre to carry out brand and product promotion activities such as workshop, press conference, etc. Please order before deadline: **April 26, 2018, additional 50% fee will be charged if overdue.**

Position	Room No.	Area sqm	Style	Seats	Price	Time & Date	Total
					RMB		
1	W1-M1	110	Theater	64	6,000.00		
2	W2-M2	110	Theater	64	6,000.00		
3	W2-M3	110	Theater	64	6,000.00		
4	W3-M4	110	Class	40	6,000.00		
5	W3-M5	110	Theater	64	6,000.00		
6	W4-M6	110	Theater	64	6,000.00		
7	W4-M7	110	Theater	64	6,000.00		
8	W5-M8	110	Theater	64	6,000.00		
9	W2-M9	220	Theater	160	10,000.00		
10	W3-M10	220	Class	120	10,000.00		
11	E1-M11	75	Theater	60	4,000.00		
12	E1-M12	75	Theater	60	4,000.00		
13	E1-M13	101	Theater	64	6,000.00		

14	E2-M14	101	Class	40	6,000.00		
15	E1-M15	232	Theater	160	10,000.00		
16	E1-M16	232	Theater	160	10,000.00		
17	E1-M15+M16	464			18,000.00		
18	E2-M17	232	Class	120	10,000.00		
19	E2-M18	232	Theater	160	10,000.00		
20	E1-M17+M18	464			18,000.00		
21	E2-M19	292	Theater	220	12,000.00		
22	E2-M20	90	Theater	64	6,000.00		
23	E3-M21	105	Class	40	6,000.00		
24	E3-M22	105	Theater	64	6,000.00		
25	E3-M23	240	Class	120	10,000.00		
26	E3-M24	220	Theater	160	10,000.00		
27	E4-M25	105	Theater	64	6,000.00		
28	E4-M26	105	Class	40	6,000.00		
29	E4-M27	220	Theater	160	10,000.00		
30	E5-M28	240	Class	120	10,000.00		
31	E5-M29	105	Class	40	6,000.00		
32	E5-M30	105	Theater	64	6,000.00		
33	E5-M31	220	Theater	160	10,000.00		
34	E5-M32	220	Theater	160	10,000.00		
35	E6-M33	240	Class	120	10,000.00		
36	E6-M34	105	Theater	64	6,000.00		
37	E6-M35	105	Class	40	6,000.00		
38	E6-M36	220	Class	120	10,000.00		
39	E6-M37	220	Theater	160	10,000.00		
40	E7-M38	240	Class	120	10,000.00		
41	E7-M39	105	Theater	64	6,000.00		
42	N1-M40	85	Theater	64	6,000.00		
43	N2-M41	85	Class	40	6,000.00		
44	N2-M42	233	Theater	160	10,000.00		
45	N3-M43	85	Theater	64	6,000.00		

46	N4-M44	85	Class	40	6,000.00		
47	N4-M45	85	Theater	64	6,000.00		
48	N4-M46	223	Theater	160	10,000.00		
49	N5-M47	233	Class	120	10,000.00		
50	N5-M48	85	Theater	64	6,000.00		
51	N5-M49	85	Class	40	6,000.00		
52	N5-M50	204	Theater	160	10,000.00		
53	N5-M51	204	Theater	160	10,000.00		

Facilities included in each room: podium, white board, chairs, microphones, Liters water.

NO	Item	Price in RMB		Qty	Total
		show period	Seminar /4hrs		
1	DVD Player	600	300		
2	Plasm Screen Television 42'	2000	1600		
3	Plasm Screen Television 50'	2400	2000		
4	3-Dimensional Practicality Projector 2500Lumini (include projector screen)	6000	2000		
5	3-Dimensional Practicality Projector 5000Lumini (include projector screen)	12000	4000		
6	Projector Screen 100' (1.6M*2.2M )		300		
7	Projector Screen 120' (2.4M*1.8M )		1600		
8	Projector Screen 150' (3.05M*2.3M )		2000		
9	General Amplifier System	2400	1000		
10	Professional Amplifier System	4800	2000		
11	Wireless microphone		400		
12	Wire Microphone		200		
13	Simultaneous Interpretation System		12800		
14	IR Receiver (max: 100 set)		50		
15	Indoor LED TV Wall	2400	1600		
16	LED Curtain Screen	1600	1000		
17	Extorn506		2400		

### Form 15 New Product and Technology Release Application

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>New Product and Technology Release Application</b> Deadline: May 10, 2018
<p><b><u>Please fill out the form and return it to:</u></b></p> Shanghai Follow Me Exhibition Service Co., Ltd. Add: Rm 711, No.1525, West Zhongshan Rd., Shanghai, 200235 Contact: Mr. Rayman Wu Tel: +86-21-64365001-601 Email: info@sneconline.com.cn	Company: Contact: Tel: Fax: E-mail: Booth No.: product Type:

Form 15

#### New Products to be showcased at SNEC2018

Product 1	Product 2
Product 3	Product 4
Product 5	Product 6

#### New Projects to be released at SNEC2018

Project 1	Project 2		
Project 3	Project 4		
Project 5	Project 6		
Financing Inclination	Required Amount	Investment Inclination	Available Amount
Technology for Transfer		Project Name	
Investment Environment Requirement		Interested Region	

#### Notes:

- i. To maximize the promotion results, a Press Center will be set up during SNEC (2018) PV POWER EXPO and the media will carry out on-site interviews on exhibitors. Moreover, a daily newspaper named Show Daily will be published and distributed to exhibitors and visitors for free during the event. Please send us the information that you hope to be interviewed or published from now on, but before May 10, 2018, for review. We will publish some of them on Show Daily. The introduction of the new technology, product or project is limited to 800 to 3000 characters. Please attach it with this form.
- ii. The photo of the products should be in format such as jpg, tif or pdf (300 dpi, CMYK output). Please attach it with this form.

## 4.3 Interpreter Service

### Official Hotels Description



**1. Kerry Hotel Pudong, Shanghai ★★★★★** No. 1388, Huamu Road, Pudong

Kerry Hotel Pudong, Shanghai is connected to the Shanghai New International Expo Centre (SNIEC) directly. The city's underground subway line 7 terminal station is located within the complex. With a sleek, contemporary design and featuring expansive Century Park or city views, the hotel's guestrooms are spacious, measuring an average of 42 square meters, and provide business lifestyle amenities such as complimentary internet access and complimentary mini-bar. Seven floors of accommodation at The Club, the hotel's exclusive retreat for discerning travelers, will offer a host of privileges and benefits, including The Club Lounge for daily breakfast and cocktails, meeting rooms and express check-in and check-out service. Dining and entertainment options include an innovative three-in-one destination called The COOK (international all a la carte live kitchen stations, gourmet deli), The MEET (premium steakhouse and grill) and The BREW (Australian-designed craft brewery).

It takes 5 minutes to the exhibition venue by walking.

30 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



**2. Jumeirah Himalayas Hotel Shanghai ★★★★★** 1108 Meihua Road, Pudong

Inspired by Feng Shui elements, the luxurious Jumeirah Himalayas Shanghai boasts a blend of Oriental and modern design elements. Exclusive amenities include an indoor pool, 24-hour fitness facilities and pampering spa services.

Offering spacious interiors, elegant rooms feature custom crafted dark wood furnishings and hardwood flooring. Each comes with free internet, a 42-inch cable TV and a sofa. Large see-through glass bathrooms have a bathtub and a hairdryer.

Life Fitness Centre boasts a hot yoga area and a fully equipped gym. Guests can also enjoy steam baths, traditional saunas and an extensive spa menu.

J-Mix serves a variety of international cuisine. Local specialties can be tasted at Shang-High Cuisine Restaurant while The Arte Café and Lounge offers fusion dishes.

It takes 5 minutes to the exhibition venue by walking.

30 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



**3. DoubleTree by Hilton Shanghai – Pudong ★★★★★** No. 889 South Yanggao Road

Perfectly located in Pudong and surrounded by Century Park, Oriental Art Center, Science & Technology Museum, DoubleTree by Hilton Shanghai – Pudong enjoys great proximity to Shanghai New International Exhibition Center and Pudong International Airport. Featuring 446 tastefully decorated rooms which come equipped with Internet Access, mini bar, satellite/cable color TV and air-conditioning, guests may

make use of the DoubleTree by Hilton Shanghai – Pudong excellent recreational and leisure facilities - indoor heated swimming pool, massage, sauna including morning call, boutique, car rental, travel counter, dry cleaning and laundry, room service. Our elegant Grand Ballroom and 22 meeting rooms are ideal for any type of conference or social function. X46, the revolving lounge is an exclusive venue and a new destination in Shanghai for multi-functions of up to 500 people with a breath-taking 360 degree panoramic views of the city.

It takes 5 minutes to the exhibition venue by car.

30 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.



**4. Grand Park Jiayou Hotel ★ ★ ★ ★** No.159 New Golden-Bridge Road  
Grand Park Jiayou Hotel is a Baroque style building designed according to the standard of a five-star business hotel. The hotel boasts of 327 deluxe guestrooms, several restaurants serving varied cuisines, a multifunctional banqueting hall with a capacity of over 300 guests, meeting rooms of different styles, Riverside Lounge and many other first -rate facilities.

The architectural style of the hotel integrates the essential elements of the east and the west, the classic and the modern buildings. We create a home-like environment for our guests and provide them with all round services.

The hotel will be an ideal place for you to hold business conferences and besides, our entertainment facilities will help to ease all your weariness after a day's work.

It takes 15 minutes to the exhibition venue by car.

20 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



**5. Wassim Hotel ★ ★ ★ No.169 Zhoukang Road**

Wassim Hotel (Zhoupu Wanda Branch in Shanghai International Travel Resort) is located at Zhoukang Road (junction of Nianjiabang Road), Pudong New Area, Shanghai. It is about 15-minute drive from Disneyland (Shuttle service provided by the hotel. For details, please contact hotel.)

And 20-minute drive away from New International Expo Center. It is next to Zhoupu Wanda Commercial Plaza, and with a superior location and a full range of facilities. Wanda Plaza, Wanda Store, Disneyland, Safari Park, Meikailong, IKEA, Kangqiao Industrial Park, Kangqiao Medical College and Zhangjiang Hi-Tech Park are all built around the hotel. And from the hotel, it is very convenient for you to go to Pudong International Airport, Hongqiao Train station, Shanghai South Railway Station, Lujiazui Finance and Trade Zone, People's Square, Xintiandi and other famous shopping malls.

## Form 16 Hotel Booking

How to make reservation: Please use the SNEC On-line Booking system to book your hotel room. The form below is just for your reference only. You would receive an E-mail after you had booked on-line. Please feel free to contact with us.

<b>2018 Shanghai, China</b> <b>Apr 28-30, (Exhibition)</b> <b>Apr 27-29, (Conference)</b>	<b>Hotel Booking</b> Deadline: May 10, 2018	<b>Form 16</b>
<p><b><u>Please login SNEC homepage to book your room. For enquiries:</u></b></p> <p>Shanghai Follow Me Exhibition Service Co., Ltd.          Add: Rm 711, No.1525, West Zhongshan Rd., Shanghai, 200235          Contact: Ms. Phoebe Wang          Tel: +86-21-64365070-607          Email: wangyiheng@sneec.org.cn</p>		
<p>Company: _____          Contact: _____ Email: _____          Tel: _____ Fax: _____          Booth No.: _____          Guest Name: _____ Gender: _____          Tel: _____ Email: _____</p>		

Hotel and Star	Room Type	Qty	Breakfast	Remark
<b>Kerry Hotel</b> ★★★★★	Deluxe Room	Single: RMB 1750/night +16.6%	1. Walking distance to Exhibition Hall W5&N1. 2. Breakfast & free internet access.	1. Check-in from 14:00 hours, Check-out until 12:00 hours. 2. Late check-out after 12:00, the full day rate will be charged. 3. A valid credit card is needed to guarantee the reservation with the hotel. 4. A cancellation fee will be charged for cancellations made within 14 working days to arrival, and for no shows for all seasons ( non arrival without prior cancellation ). 5. Please indicate number of beds when reservations are made. 6. 16.6% service fee and tax are not included.
		Double: RMB 1950/night +16.6%		
	Deluxe Parkview	Single: RMB 1950/night +16.6%		
		Double: RMB 2150/night +16.6%		
	Club Room	Single: RMB 2250/night +16.6%		
		Double: RMB 2550/night +16.6%		
<b>Jumeirah Himalayas Hotel</b> ★★★★★	Deluxe Room	Single: RMB 1500/night +16.6%	1. Walking distance to Exhibition Hal. 2. Breakfast & free internet access.	1. Check-in from 15:00 hours, Check-out until 12:00 hours. 2. A valid credit card is needed to guarantee the reservation with the hotel. 3. Any cancellation of guest room before May.12 prior to arrival will result in a late cancellation charge equivalent to one nights of stay. Any no-shows on the scheduled arrival date will be subject to a no show penalty equivalent to the one night's room. 4. Please indicate number of beds when reservations are made. 5. 16.6% service fee and tax are not included.
		Double: RMB 1680/night +16.6%		
	Grand Deluxe Room	Single: RMB 1700/night +16.6%		
		Double: RMB 1880/night +16.6%		

DoubleTree by Hilton Shanghai – Pudong ★★★★★	Superior Room	Single: RMB 850/night +16.6% Double: RMB 970/night +16.6%	1. One breakfast, RMB 120/person +16.6% for additional 2. Free Shuttle Bus (10 mins to reach exhibition hall) 3. Internet included	1. Check-in from 14:00 hours, Check-out until 12:00 hours. 2. A valid credit card is needed to guarantee the reservation with the hotel. 3. Cancellations made 7 working days or less prior to arrival will be charged THE COST OF 1 NIGHT! 4. Please indicate type of beds when reservations are made. 5. 16.6% service fee is not included.
	Deluxe Room:	Single: RMB 950/night +16.6% Double: RMB 1070/night +16.6%		
	Executive Room	Single: RMB1150/night +16.6% Double: RMB 1270/night +16.6%		
	Deluxe Suite	Single: RMB1450/night +16.6%		
Grand Park Jiayou Hotel ★★★★	Deluxe Room	King Bed: RMB 650/night Twin Bed: RMB 650/night	1. Free Shuttle Bus(15 mins to reach exhibition hall) 2. Breakfast for one person for Single Room, for two persons for Double Room 3. Internet included	1. Check-in from 14:00 hours, Check-out until 12:00 hours. 2. Late check-out before 6:00pm will be charged at 50% of the applicable room rate; after 6:00pm, the full day rate will be charged. 3. A valid credit card is needed to guarantee the reservation with the hotel. 4. Cancellations made 10 working days or less prior to arrival will be charged the full day rate
	Executive Deluxe Suite	King Bed: RMB 980/night		
Wassim Hotel ★★★	Superior Room King Bed/Twin Bed: RMB 438/night		1. Free Shuttle Bus(20 mins to reach exhibition hall) 2. Breakfast for one person for Single Room, for two persons for Double Room 3. Internet included	1. Check-in from 14:00 hours, Check-out until 12:00 hours. 2. A valid credit card is needed to guarantee the reservation with the hotel. 3. Cancellations made 10 working days or less prior to arrival will be charged the full day rate

**Room Reservation and Cancellation:**

- Please provide your credit card information or pay room fee into the hotel in advance to guarantee the rooms you reserve; otherwise, the reservations may be cancelled without notification.

<input type="checkbox"/> VISA	<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> JCB	Others:
Credit Card No.:			Expires (MM-YYYY):		
Signature:			Date of Reservation:		
Check-in Date and Time:			Check-out Date and Time:		

- If the room space is too tight, your reservation may not be successful. Please arrange as early as possible.
- To cancel reserved rooms, a written notification shall be sent to the Organizing Committee by mail in advance of at least 5–15 days. Otherwise, one night's accommodation fee will be charged to the credit card as a penalty.

**Form 17 Visa Invitation Application**

<b>2018 Shanghai, China</b> <b>May 28-30, (Exhibition)</b> <b>May 27-29, (Conference)</b>	<b>Visa Invitation Application</b> Deadline: May 10, 2018	<b>Form 17</b>
<p><b><u>Please fill out the form and return it to:</u></b></p> Shanghai Follow Me Exhibition Service Co., Ltd. Add: Rm 711, No.1525, West Zhongshan Rd., Shanghai, 200235 Contact: Mr. Rayman Wu Tel: +86-21-64365001-601 Email: info@sneec.org.cn	Company: Contact: Tel: Fax: E-mail: Hall-Booth No.:	

The Embassy of China for You to Apply China Visa			
Your Full Name			
Your Gender			(YY-MM-DD)
Current Nationality		Current Occupation(s)	
Education Background		Religion	
Passport No.		Expiration Date of Passport	(YY-MM-DD)
Date of Arrival		Counties/Cities/ Provinces to Visit in China	
The Address You Will Stay in China			
Your Employer's Name			
Your Telephone Number			
Your E-mail			
Your Home Address			