

## IMPORTANT NOTICE

**Please complete the following items specifically:**

### **- Pre-show**

- All Indoor booths with height of or above 4.5m must be reviewed, the review is charged as RMB 25/SQM
- All double-floor booths must be reviewed, the review is charged as **RMB 45/SQM** for exhibitors.
- For all specially structured exhibition single stands with an internal height of 4.5m and above, or a roof construction area of more than 50% of the booth exhibition area, and double, multi-storey and outdoor booth.

On stand with an upper storey more than 100sqm., in area, at least two stairways are required, at opposite ends of the stand, one of which must emerge beyond the covered area of the stand. The distance between the booth panel and wall should be kept over 50cm.

- All the contractors appointed by the exhibitors for Indoor Special Design Stand ( exceeding 4.5m in height ) and Two-Storey Stand must submit the booth design to **HAH Consulting & Exhibition Co.,Ltd. Shanghai** before 28 September 2015.
- “Transport Pass” must be obtained at NECC’s property management office before driving vehicles into the loading areas to load and unload the goods. **“Transport Pass” is charged at RMB 50/vehicle with a RMB 300 deposit.** The time limit for loading is 1.5 hours in the Centre. The overtime charge will be the deposit deducted.
- Herringbone ladder taller than 2 meter is forbidden in NECC. Only travelling scaffold comply with national safety standard can be used for climbing operations over 2 meter and should be installed with safety rail on the top. The height of the safety rail must reach 1.2 meter. Any violation will be stopped and violator will be driven away by the safety guard of NECC
- **Badge: Shell space——Each shell booth (9sqm) is entitled for 3 free exhibitor badges.  
RMB 50 per badge will be paid for extra requirements**  
**Raw space——Each shell booth (9sqm) is entitled for 3 free exhibitor badges.  
RMB 50 per badge will be paid for extra requirements.**
- Giving lending or selling badges to any unauthorized person, or altering badges without management authorization is strictly prohibited. Any violation will be punished accordingly. any extra badges are subject to charge. (RMB 50 per badge)

- The pipeline system inside the utility holes on the floor of the exhibition hall provides water, electricity, gas, and fire prevention and communication network connection for exhibition booths. Only authorized staff of the venue can access to these facilities and everyone else is forbidden to open the slots without authorization. Utility holes on the floor which in use **MUST** be kept accessible during the exhibition. It is prohibited to set up a booth or pile heavy exhibits or goods on the main cable pipelines in the exhibition hall. If there are carpet covered the utility hole, the covered area needs to be cut out, which allows the authorized staff of the venue can access to the utility holes at any time they needed.

Exhibitors should compare the cable pipeline layout with the position of their exhibits for measuring prior to the move-in time. If there be any questions, inquiries are to be made with organizer before exhibits are moved into the hall. The Organizers must be consulted of such large sized and heavy exhibits in advance. Exhibitors also should inform their appointed contractor to make a good contact with Official Stand Contractor, for acquiring detailed information about the exit of pipeline for the cable on switchbox which they used. Any special arrangements needed must be approved by organizer such as operating on the cover of cable pipeline cannot be avoided by the reason of the exhibits’ size

exceeding the limits or stand structure supporting. Load capacity shall be taken into account, using steel plate with high level of strength across the cover of cable pipeline is a must.

- Exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.

Exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by organizer.

All pressure vessels and equipment brought into the Centre must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be  $\geq 15\text{kg/cm}^2$ , and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

#### **- Exhibition time**

- Time period of 24hrs power supply must be applied on the day ahead
- Only "BF1" standard carpet " can be allowed to be used in the exhibition halls. The certification of the "BF1" carpet must be submitted to the official contractor before 9 October 2015. Exhibitors/contractors are required to bring the original copy with anti-fake laser for any on-site safety inspection. The stand deposit will be deducted for Any violation of the carpet regulations, and the power supply will be suspended. The responsible will compensate for any damage or loss caused by the carpet.
- All structural back walls of neighboring exhibition stands must be properly decorated.
- Exhibits and booth construction materials should be loaded or unloaded in the 12m main aisles and outdoor area during the move-in and removal time.
- All power supply must be switched off during the build-up & dismantling period. 500rmb will be deducted from the deposit if the power hasn't been cut off after show closed for the first time. If the second time, all the deposit would be deducted and the power would be cut off for this stand. Once the rectification is completed and confirmed by the venue/service provider, the power supply will be switched on one hour later. The exhibitors/contractors should be responsible for any damage/loss caused by the late, wrong rectification, or accident caused by the late rectification.
- 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.
- 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.
- Exhibitors are reminded that this is an open stand show and the primary responsibility for safeguarding of belongings lies with the Exhibitors. The Organizers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, Contractors or Visitors.
- The noise level coming from the stand must not exceed 65dB(A) at the stand boundary. During the presentation of exhibits or special shows the general noise level in halls may be exceeded by 5dB(A) for a brief period. Loudspeakers must be directed towards the inside area of the stand. The loudspeaker of every stand should be placed inside the stand. If the loudspeaker is found towards the outside area of the stand, the Organizer has the rights of stopping providing power for that stand before it does the reform.

#### **- Dismantling Period**

- During the dismantling time, any requests on leaving the booth construction materials on-site, please contact the official appointed Garbage collection office ( Hall 6H, Gate 10).