



SHANGHAI NEW INTERNATIONAL
EXPO CENTRE (SNIEC) , CHINA



RULES & REGULATIONS

Exhibition Organizer

In conjunction with CeMAT Asia 2019
Asia's leading trade fair for materials handling,
automation, transport and logistics

CeMAT
ASIA

EXHIBITION ORGANIZER

B.V. Industrial Promotions International (I.P.I.)
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Definitions:

The Exhibition means APEX Asia 2019.

The Exhibitor means any company, firm or person who has made an application for and who has been allocated space in the Exhibition or any agent, representative or employee of the Exhibitor.

The Organizer(s) means B.V. Industrial Promotions International (I.P.I.).

SNIEC means Shanghai New International Expo Centre, situated in Shanghai, China.

All applications for stands will be handled according to their priority number. The Organizers reserve the right to determine in every respect the allocation of the stands.

b) Stand space:

It is your responsibility to examine, or cause to be examined, the site allotted to you in order to avoid costly adjustments to stand structures. Minor obstructions, for which we can accept no responsibility, cannot always be indicated on the plans of the Exhibition.

c) Occupancy:

A stand may only be occupied by the Exhibitor to whom it has been allocated and by his accredited agents as approved by the Organizers. An allocated space must be adequately occupied by the Exhibitor to whom it is allotted. The Organizers reserve the right to take over and clear at the Exhibitor's expense the stand fittings and exhibits from the whole or any part of a space which they regard as being unsuitable or inadequately occupied. Any payment made or due in respect of such space will be forfeited and the expense of filling the space will be payable by the Exhibitor. Rulings of the Organizers shall in all instances be final with regard to the use of any exhibit space.

d) Co-exhibitor

Only with the approval of the Organizers main exhibitors who contract for exhibit space may elect to allow co-exhibitors into their booth. There is a € 150 fee per listed co-exhibiting company. The exhibitor is responsible for ensuring that his co-exhibitors comply with the Rules & Regulations, the Technical Guidelines as well as the general instructions of the Organisers. The main exhibitor is liable for the debts and negligence of his co-exhibitors. If co-exhibitors make direct use of services granted by the Organizers, the Organizer is entitled to invoice the main exhibitor for these services. He is jointly and severally liable.

e) Terms of payment:

The terms as stated on the space contract must be complied with in every respect. All amounts mentioned on the invoice(s) have to be paid net. Interest at a rate of 8% per annum is due on any amount not paid within the given days.

f) Cancellations:

An Exhibitor will not be at liberty to cancel or withdraw his application for space once it has been allotted. If an Exhibitor notifies the Organizers in advance that owing to unforeseen circumstances he is unable to occupy the space allotted to him, this will not relieve him of the already agreed upon financial commitments as stated in his space contract. However, should the Organizers succeed in re-letting any such vacated space they may, at their discretion, relieve the Exhibitor of part of his responsibility for payment for the space.

g) Default by the Exhibitor:

If an Exhibitor fails to pay any sum due to the Organizers or contravenes or fails to comply with these Rules and Regulations, the Organizers reserve the right to revoke his allotment of space and prohibit his participation at the Exhibition. Such action by the Organizers shall not prejudice any other remedy which they shall have against the Exhibitor nor reduce the amount paid or owing by him. The Organizers reserve the right for themselves to assign or transfer to any third-party the benefit or burden of any space contract made between the Organizer and the Exhibitor.

PRESENTATIONS AND/OR DEMONSTRATIONS OF EXHIBITS/PRODUCTS

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

OBSERVANCE OF REGULATIONS

Every Exhibitor, his agent or contractor, must observe the Rules and Regulations laid down and enforced from the date of this Exhibition, including any amendments which may be applicable from the date of the Exhibition and introduced by the relevant authorities or the Organizers.

Failure to observe these rules and regulations, may result in the Authorities or the Organizers ordering the closure and removal from the Exhibition hall of the stand or exhibits, or parts thereof. In the event that this occurs, the Authorities and the Organizers will not be held liable for any loss or damage thereby suffered by any Exhibitor.

PAYMENT

No Exhibitor may begin stand construction or move their exhibits into the Hall or surrounding area until full payment, including deposits, has been received by the Organizers.

ADMISSION AND IDENTIFICATION

Admission into the Exhibition hall will be strictly controlled. Exhibitors, their representatives, delegates, and trade visitors are all required to put on their respective badges for admission into the Exhibition hall. Exhibitors can receive the badges before the opening of the exhibition if there are no problems regarding payment.

a. Exhibitors

Exhibitors are permitted to enter the Exhibition area half an hour before opening time and remain not more than half an hour after the closing time during the Exhibition days. Exhibitors and their staff are requested to be present at their stands at least 15 minutes before the opening hours of the Exhibition. 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 set-up and take-down days.

b. Visitors

Trade visitors must complete a registration form before entry. Only those related to the industry will be allowed entry. Persons under 18 years of age will not be granted entry during the set-up, take-down, and Exhibition days.

SITE PLAN

The Organizers reserve the right to alter the layout, plans and positioning of all stands, if in their opinion, such change(s) are desirable or necessary, for the Exhibition and the Exhibitors.

EXHIBITION SPACE**a) Space allocation:**

- a. submit to the Organizers 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. These 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 stand 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 stand 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 Organizers, must be obtained for such purpose.
- g. ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition hall and stands. 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 stand plan and submitted to the Organizers 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 either the producer, agent, distributor or dealer are being displayed. In the event of a dispute between/among Exhibitors, the Organizers 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. Audio is only permitted if tuned to conversational level (75dB max) and if not objectionable to neighbouring exhibitors (see below). In principle the use of devices for mechanical, reproduction of sound is prohibited during exhibition hours. Music, whether mechanical, vocal or instrumental, is prohibited except in connection with motion picture projection. In case of dispute, the Organizers' decision will be final.
- m. only exhibit posters, documents and materials relevant to the Exhibition profile as determined by the Organizers. The Organizers reserve 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 SHOW

Exhibitors are asked not to place stickers, signs or posters anywhere in the Exhibition hall other than within their own stands 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, the distribution of helium filled balloons, and goods or appliances which cause a nuisance by virtue of smell, sound, light or any other means, is prohibited. The use of hot air balloons is subject to approval by the Organizer.

SOUND CONTROL

The noise level coming from the stand must not exceed 70 dB(A) at the stand 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 stand and should be placed inside the stand. If the loudspeaker is found towards the outside area of the stand, the Organizer has the right of stopping providing power for that stand before it does the reform. The sound controller of every stand 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 Organizer has the rights of stopping providing power for that stand directly. If the stand is often complained by other stands because their sound is too high over a long period, and that is proved by the Organizer, the organization can stop its power in part time as a punishment, and the exhibitor should responsible for his loss due to power cut-off by himself.

FAILURE TO EXHIBIT

Any organization which have signed and submitted a valid Contract for space reservation, and fails to turn up for the Exhibition, while not being officially released from the Contract by the Organizers, shall be held liable for the full cost stated in the Contract, plus any additional costs incurred by the Organizers as a result of the failure to exhibit or turn up for the Exhibition.

LIABILITIES AND INSURANCE

All Exhibitors participating in this Exhibition MUST arrange at their own cost 'all-risk' insurance coverage from their country of origin on up to their Exhibition stand, including the duration of the Exhibition and their return to their country of origin.

Exhibitors are strongly advised to pack and remove from the Exhibition hall all portable, attractive and valuable items at the end of each day when the Exhibition closes as this is the time that there is greatest risk of loss and theft. All these items MUST NOT be left unattended or out of sight at any time. The Organizers will not be responsible for the safety of articles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whosoever.

Exhibitors shall ensure that they are fully covered by insurance and take up public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.

The Exhibitor shall insure, indemnify and hold the Organizers harmless in respect of all costs, claims, demand and expenses to which the Organizers may in any way be subjected as a result of any loss or injury arising to any person whosoever caused as a result of any act or default of the Exhibitor, his agents, contractors or invitees.

Exhibitors shall also be responsible for any loss or damage to any items which they have rented or hired from the official contractors. And Exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

Exhibitors must ensure that their temporary staff and the staff of their servants or agents are insured against claims for workman's compensation. Exhibitors are required to provide evidence and proof of the above insurance to the Organizers if requested to do so.

CONSTRUCTION RULES

DAMAGES

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme stands are also responsible for the cost of making good any damage to the contractor's stand structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of repairing and replacing for any damages will be assessed by the Official Stand Contractor and charged to the Exhibitor concerned. The Exhibitor must take out adequate insurances in respect of all such claims.

POSTPONEMENT AND ABANDONMENT

If the Exhibition is abandoned in whole or part by reason of war, fire, national emergency, labour dispute, strike, lockout, civil disturbances, inevitable accident, the non-availability of the Exhibition premises, or any other cause not within the control of the Organisers, the Organisers may at their entire discretion repay the rental paid by the Exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events.

Should the exhibition be cancelled by any other reason, all paid deposits will be returned to the Exhibitors. In such event the Organisers shall not be liable to compensate any further claims howsoever arising. Exhibitors are advised to insure against costs and losses which they may incur in the event of the Exhibition being abandoned, cancelled or suspended in whole or part for causes not within the Organisers' control, since the Organisers accept no liability in such an eventuality.

DILAPIDATIONS

No Exhibitor may alter or interfere with the structure of the Exhibition premises without the written consent of the Organizers and SNIIEC. Any damage which may have been done or caused by the Exhibitor or his agents or contractors to the Exhibition premises or to any fixtures or property belonging to the Organisers or SNIIEC or their agents, shall immediately be made good at the Exhibitor's expense to the entire satisfaction of the Organisers and SNIIEC. This includes the removal of carpet tape or nails etc. from the floor, if left by the Exhibitor, his staff or contractors.

AUTHORITY OF PREMISES

In the event of any problems or disputes on-site, the decision of the Organizers, being lessee of the premises, will be final. The Organizers also reserve 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 Organizers shall be final.

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 bear the full responsibility.

CONTRACTORS

For the construction, erection and decoration of stands, all contractors appointed by the Exhibitors will use only materials acceptable to the Authorities, and are not allowed to enter without badge issued by the Organizers. Each contractor shall guarantee that the stand construction is finished and that all waste and unwanted materials are removed by the stipulated opening time of the Exhibition. The contractor shall dismantle and remove the stand together with all waste, within the take-down period as specified under the 'in-Hall Operations schedule' section of the service manual. Absolutely no construction and stand fitting work will be allowed during the opening hours of the Exhibition.

Approved contractors and electricians should submit the Organizer the name list of the workmen and their ID card copies on the first day of the move-in period. They can collect their contractors entry pass from the registration counter.

Exhibitors who apply for Raw Space should pay the construction deposit and the contractor badge. Workmen must wear a helmet and safety shoes. Only then they are allowed to transact move-in procedure with the:
contractor badge: RMB50/piece

Note: contractor badges will be valid only during the build-up and break-down period.

Drawings of all outdoor stands should be inspected by HAH Consulting & Exhibition Co. Ltd. (entrusted by SNIIEC). Exhibitors or Contractors must pay for the relative costs: RMB 50/sqm for full inspection by HAH Consulting & Exhibition; RMB 25/sqm for those already been inspected by Grade A Registered National Structural Engineer and only need for re-inspection.

MANNING OF EXHIBITION STANDS AND CONDUCT OF STAND PERSONNEL

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors are reminded that their exhibits must remain on display until the end of the Show. All activities of the Exhibitor and his staff must be confined to the stand or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition hall. This includes the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the Exhibition for recruiting staff, other than to seek local agents for their products.

STAND CONSTRUCTION AND DISMANTLING

Stand

Exhibitor or his Contractor will be allowed to decorate his stand upon the rules from Organizers and SNIIEC. No structure in their stand fitting may exceed the maximum height limit of 6 (six) meters, and no part of any structure may extend beyond the boundaries of the space allocated. For two-storey stands it is 7.5 meters! Any design for an indoor stand structure exceeding 4.5 m (including 4.5 m) in height must be submitted for approval to HAH Consulting & Exhibition at least 4 weeks in advance and will be taken into consideration on a case-by-case basis. Stand structures that have not been approved or do not comply with the Rules and Regulations or legal requirements may have to be modified or removed. If the necessary modifications or the removal are not done by the prescribed date, the Organizers are authorized to have the modifications or removal carried out at the expense and risk of the Exhibitor. The Organizers are authorized to refuse a booth in case the booth is found unsafe.

Stand fitting and boundaries

All booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island stands, a back wall must be installed for all other stand structures. Stands with adjoining neighbour(s) should also be separated with the necessary side-wall(s).

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries.

Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the Exhibition Hall is not allowed.

Any temporary structures erected must allow a minimum clearance of 1.2 meters (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points.

Open Frontages/General stand appearance

Sides of stands facing the aisles must be of transparent design. Walls bordering aisles should be made more interesting by introducing showcases, recesses, displays and so on. Long, closed lengths of stand partitioning are not allowed along the aisles.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, not extend their stand structures and fittings, beyond their contracted boundaries.

Painting

Major painting work on displays and Exhibition materials is not permitted in the Exhibition hall. 'Touch-up' painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in Period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- (a) Painting in an area which is properly ventilate
- (b) Use of Non Toxic Paints
- (c) Covering the concrete floor with plastic overlaid with drop sheets
- (d) No painting near the Centre's vertical structure (i.e. Walls)
- (e) No washing of paint material within or surrounding the Centre

Suspension of objects from hall ceilings

For suspension of objects from hall ceilings, please contact the Official Stand Constructor for detailed information and fees.

INFORMATION FOR SPACE ONLY SITES AND SHELL SCHEME STANDS

- A) The Organizers cannot maintain a pool of labour on site for the handling of goods and properties. Exhibitors should therefore make prior arrangements for this service with the official lifting contractor or your forwarding agent or stand fitting contractor. On no account should Exhibitors employ any casual labour offered in the exhibition halls, neither should any payment be made to labour or staff to secure preferential treatment. Any instance of an employee soliciting money for services rendered should be reported immediately to the Organizers. In the interest of the Exhibition as a whole, which must be the primary concern at all times, the decision of the Organizers on any dispute concerning labour being employed, must be taken as final.
- B) A complete schedule for the delivery, erection, installation and dismantling of stands and exhibits can be found in the Exhibitors' Manual.
- C) Materials used for stand construction and/or interior decoration works

should be non-combustible and shall have a minimum flame spread rating at Class 2.

- D) Contractors must ensure that the stand they are constructing and/or decorating is clean before handing it over to the Exhibitor.
- E) Contractors will also have to bear any charges levied by the Hall Owner for damages caused to the property and/or flooring.
- F) Animals on stands are not allowed.
- G) Long runs of walling should be avoided along open perimeters of stands.
- H) No part of any structure or exhibit may extend beyond the boundaries of the contracted area. This includes Exhibitor's name, logo, light fittings or posters.
 - I) No fittings, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the Exhibition Hall, nor may nails or screws be driven, nor holes be drilled into the floors, walls, doors or pillars or any part of the Exhibition hall.
 - J) Exhibitors are not allowed to construct a permanent false ceiling at their stand.
 - K) In the case of an island booth, a complete wall is not permitted on any side of the booth.
 - L) All contractors are expected to clean the stands and remove all construction debris including all double sided tapes and residue marks before the Official Cleaning Contractor takes over the responsibility.
 - M) Exhibits may not be dismantled nor equipment removed from the stand before the official closing time.
 - N) Without previous written consent from or on behalf of the Organizers, the participant will not be permitted to use flowing, sprayed and/or atomised liquids at or in the vicinity of the stands during the exhibition; such liquids may occur, for example, in stand-alone air-conditioning systems, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools.

INFORMATION FOR EXHIBITORS WHO RESERVED SPACE ONLY SITES

Exhibitors who have booked a 'Space Only Site' may use either the Official Stand Contractor or appoint another contractor of their choice, subject to the approval of the Organizer/SNIEC. This contractor will have to comply with the rules and regulations below:

- A) Flooring of stands must be covered in carpet or other suitable material.
- B) For special floor coverings (concrete slabs, sand, gravel, etc.) the Organizers' written permission must be applied for when the stand design is submitted. Before such materials may be brought into the Hall, the floor must be covered with plastic. Exhibitors are not permitted to paint stand floors.
- C) For large enclosed areas within a stand Exhibitors must obtain approval of the Organizers.
- D) The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. The stand builder can advise on this. Where raised floors are used for a stand, account should be taken of the following points: maximum height of 10 cm, measured from the floor of the building up to and including the top of the raised floor; if the floor is higher than 10 cm, the entire floor should have ramped edging; the sides should be closed off and neatly finished; the floors should be within the stand building line; participants who fit their stand with a raised floor are requested to ensure that the stand is accessible to the disabled, for example by applying ramped edging or making special ramps (which should be sufficiently wide and not have any sharp edges and should preferably be recognisable for these visitors).
- E) The Organizers reserve the right to request the Exhibitor to change, modify, lower or shorten any back wall or side wall proposed the 'Space Only Site' design if, in the opinion of the Organizer, such back wall or side wall will obstruct the reasonable exposure of any adjacent Exhibition stands. In addition, the external side of any wall, which

faces another Exhibitor or a public area must be finished to a quality acceptable to the Organizer and the neighbouring Exhibitor. If not completed by the Exhibitor, the Organizer shall authorise the official decorator to effect the necessary finishing and the Exhibitor must pay all charges involved thereby.

- F) All stands must be constructed with a back wall and 2 side walls, except island stands. In case of a one-corner open stand, a back wall and side wall must be constructed, while a two-corner stand requires only a back wall.
- G) Each Exhibitor is responsible for providing their own walls. Where stands are adjacent, an Exhibitor may not use the reverse of the neighbouring stand's wall.
- H) For outdoor stands the Exhibitor must submit to the relative party, a whole set of documents 4 weeks before the opening of the Exhibition. The contractor may only commence stand construction once these plans have been approved, signed and returned by the relative parties.
- I) The name and stand number of the Exhibitor must be prominently displayed. If this requirement is not observed, the Organizers reserve the right to affix stand numbers as they deem fit and to charge the cost to the Exhibitor.
- J) Display of Exhibitor's name, logo, etc. is not permitted on the back or sidewalls of neighbouring booths.

INFORMATION FOR EXHIBITORS WHO RESERVED A SHELL SCHEME

- A) These stands which will be supplied by the Organisers, will be in accordance with the specifications given in the Exhibitors' Manual. The conditions governing all additional construction work are similar to 'space only' sites. Additional stand fittings or exhibits may not exceed the height of the standard shell stand structure of 2.50 m unless prior written approval is obtained from the Organisers.
- B) No alteration or attachment to a Shell Scheme structure shall be made without the approval of the Official Stand Contractor. This includes the painting or wallpapering of its walls. No nailing or drilling will be allowed; if you need assistance in hanging or displaying your exhibits, please consult the Official Stand Contractor.
- C) An Exhibitor occupying a corner stand may choose to have the side wall or an additional open side with a fascia panel, complete with name and stand number, at no additional cost.

ELECTRICAL SUPPLIES AND INSTALLATION

All electrical installation, wiring and dismantling work at the Exhibition must be carried out by the Official Stand Contractor.

All electrical equipment and installations should be tested and approved by the Organizer's appointed licensed engineers prior to turning on the electricity supply.

Exhibitors who reserved raw space only are requested to submit their electrical order form accompanied by a proposed layout plan. Inspection on-site will be carried out before the power supply is turned on.

Exhibitors who reserved shell schemes are requested to indicate the locations of any additional electrical fittings on Form 'Sketch of Stand-shell scheme only', so that the electrical and service engineers and staff can prepare for their requirements before arrival at the Exhibition site. Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Organizers at least 6 weeks before the commencement of the Exhibition. Applicants are requested to submit the following information and documents when applying:

- Specifications and its rating in watts/units of the light fitting
- Total units to be installed

- Layout line drawing of planned electrical installation
- Company name of the contractor
- Names and identity card/passport numbers and electrical operation certificate of all attending electrical personnel
- Electrical order form in the Exhibitors' manual

Each electrical supply provided is intended for one piece of equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to tripped fuses/circuit breakers and thus to interrupted power supply. Severe interruptions may take hours to rectify, thereby causing inconvenience to many Exhibitors.

During the move-out period, temporary supply can be arranged by prior arrangements (at least 24 hours) with the Organizers.

The Organizers reserve the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultants, is deemed dangerous or likely cause to inconvenience Exhibitors or visitors.

STAND CLEANING

The Organizers will arrange for the general cleaning of the Exhibition hall and stands. 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 stand in a tidy condition at all times. Exhibitors with lockable offices are requested to place refuse outside the office/stand space before departure each evening, for disposal. Exhibitors may contact the Official Cleaning Contractor for quotation, should additional cleaning services be required.

REMOVAL OF WASTE

During the build-up and break-down days of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors building 'Raw Space' stands or stand interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the Exhibition, contractors must remove from the site all the materials especially the double-sided carpet tape used from their clients' stands by the respective timings stated in the 'In-Hall Operations Schedule'. Should any adhesive tape from carpet tiles and the like remain on the hall floor after the exhibition, the cost will be deducted from the raw space deposit.

OBSTRUCTION OF AISLES OR NEARBY BOOTHS

No part of any stand or exhibit structure including fascia, signs, lighting, wiring, corner posts or other fitting, shall project into or overhang any aisle or obscure any fire or exit signs. No objects are to be attached to or suspended from the fire sprinkles or light fixtures on the ceiling.

All entrances and exits of the Exhibition hall should be kept unimpeded and the width of the public passageway (aisle) must be at least 3m in width. Where there is a column in the passageway, a minimum aisle width of 3.5m must be maintained. A 50 cm passage between the back wall of the stand and the walls of the Exhibition hall building should be reserved for security inspection purposes. 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, waste and equipment. The Organizers reserve 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 Organizers or any other person(s) may have by reason of such obstruction. Any demonstration, live performance or other activity which results in

obstruction of aisles or which prevents ready access to a neighbouring booth shall be suspended by Organizers.

LOGISTIC RULES

OFFICIAL FORWARDER

The Organizer will appoint a transport company as the official freight forwarder for all exhibitors at the consideration of the service's unity, the safety, and the control of the exhibition. That company will be in charge for the temporary import customs clearance of the overseas exhibits, the export shipping of the temporary overseas exhibits, and for all the exhibits' (including the local exhibits) on-site service.

The official freight forwarder is the only one who can transport the exhibits in the exhibition area. Exhibits being transported to the exhibition hall loading area by the exhibitors themselves, should pass to the official freight forwarder for in-hall transport, and the exhibitors should pay the expense of the process (except the hand carry items). Only the official freight forwarder can operate the hoisting equipment (including forklift, crane and etc.) in the loading area and exhibition hall.

You can find the Shipping Manual in the official APEX Asia manual including all contact details of the freight forwarder. Please get all the details of exhibits transport and the quotation from the Shipping Manual and communicate with the official freight forwarder directly.

OVERSEAS EXHIBITS

This Exhibition has been registered in Customs and Inspection and Quarantine Bureau, and the organizer has appointed EXPOTRANSWORLD LTD. as official freight forwarder whom does the process of import declaration, quarantine inspection and bounded supervising during the exhibition period and shipping cargo back, which is approbated by the above department. The official freight forwarder will import exhibits by 'temporary import' as bounded cargo, transport the exhibits to the exhibition hall at the period of the decoration, unpacking and position as the exhibitors requirement and repacking the exhibits and return it to the assigned destinations after the exhibition follow the exhibitors order.

If the exhibits find buyers and need permanent import, the official freight forwarder can assist the buyer to do re-declaration, and permanent import process and pay tax & duty. The official freight forwarder can also provide the service of import cargo through a trading company while the buyers who have no licence of import cargos. During the exhibition, the whole exhibition hall has the function of temporary bounded warehouse.

The exhibits which enter into the exhibition halls with the Customs clearance problem need provide the related documents before they leave the hall with control of the Customs and the commission company. If the exhibits are imported by other ways, please take the related documents of Customs clearance for checking.

A modicum of temporary import showing materials, stationery and other expendable as the exhibits usually do not need to pay the tax and duty. For keeping the exhibition order, we do not encourage the exhibitors to send mass souvenirs except for a modicum of presents for guests. Exhibitor wants to export any irrelevant souvenirs, please handle the export Customs declaration of ordinary goods. During the exhibition, all the manuscripts, slides, videos and movies from abroad must be submitted to the national Customs for examining first. This exhibition is a commercial action, so there should not be anything reference to politics and any characteristics which are not be accepted by government during the exhibition.

All the exhibits should accord with the related regulates and laws of Chinese Customs', Inspection and Quarantine Dept.'s and Public Health Dept.'s. All the exhibits must communicate with the official freight forwarder on this issue. We strongly suggest the exhibitors do the exhibits loading, Customs clearance and other operations with our official freight forwarder. The official freight forwarder, who is willing to provide their service for you, has enough ability to meet your requirements.

LOCAL EXHIBITS

The official freight forwarder provides two kinds of services on local exhibits:

- 1) *warehouse*
- 2) *on-site*

From warehouse

Exhibitors from other provinces should deliver the exhibits to the appointed warehouse in the period stipulated by the official freight forwarder, or provide the freight bill that consign to the official freight forwarder, whom can take and deliver the exhibits to booth.

The official freight forwarder transports the exhibits to the exhibition hall in the move-in period, and provides on-site service. If you need the official freight forwarder's receiving cargo service, please connect with them directly to inquire the detail of consigning the B/L, marking on the case and the quotation. The Organizer and SNIIEC do not provide the service of consigning for shipment for any exhibitor, and are also not responsible for the mistake of transport.

On-Site

The exhibitors or service companies transport the exhibits to the exhibition loading area, and entrust the official freight forwarder with the services of loading, packing, empty storage service during the move-in period. During the move-out period the freight forwarder deliver empty to the stand, and offer repack and loading service.

TIME AND PLACE

The exhibits can only be loaded or be transported in the loading area. The security will control and lead the trucks at the loading area to keep the whole flow fluent and safe. The exhibitor should arrange for the exhibits transport into the Exhibition Hall according to the In-Hall Operation Schedule. The exhibitors should pay the expense to Exhibition Hall for the overtime charge if they need to work over time. In case of arrival of large exhibits during the exhibition period, the transport cannot be handled due to safety reasons. The transport can be handled as overtime work after closing time of the exhibition.

The official freight forwarder will provide the out-door-permit and deliver the empties strictly according to the Organizer's schedule.

FLOOR LOADING

The floor of the exhibition hall has a load capacity of 3.3 tons /m². If there are any components that vertically vibrate when the exhibits are being worked on, the load capacity of the floor shall be reduced by at least half. No loads shall be filed on the two main cable trenches within the exhibition hall. The outdoor ground is classified into three zones by load capacity: heavy-load zone, 15 tons/m²; regular-load zone, 5 tons/m²; light-load zone, 2 tons/m² (grass area outside). When transporting and placing the exhibits, the load capacity of the ground must be taken into consideration.

Special arrangements may be required for any exhibit exceeding these limits. The Organizers must be consulted prior to the moving in of such

exhibits and any special arrangements needed for displaying and moving in of these heavy exhibits must be made in advance. To avoid congestion in the hall, only hand-carried items which can be taken out of their cases without any risk of damage to the floor and hall are allowed to be unpacked inside the Exhibition Premises. Major items should be unpacked away from the Exhibition premise and then brought into the stand for positioning. Arrangements should be made with the on-site handing agent. The scrape on the floor may cause high fines.

STORAGE

According to the latest service policy of SNIEC, there will be a special storage place on the exhibition hall site. Exhibitors and stand contractor who have empty boxes and articles need to be stored during the exhibition, please pay for the service. Exhibitors and stand contractor should not stack empty boxes and articles outside designated areas, otherwise they will be treated as unowned garbage. If exhibitors and stand contractor are unwilling to pay for storage, please ship the spare empty boxes and articles out of SNIEC and keep them by yourselves after setting-up period.

After all empty boxes and articles are stacked and measured by the official forwarder, the unit price is RMB 30.00/CBM.

SECURITY RULES

USE OF DANGEROUS MATERIALS

Hazardous Materials Unless otherwise approved by the Organizers, SNIEC 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

According to the Fair Safety Regulations stipulated by the Shanghai Public Security Bureau, all air compressors must be placed outside the Exhibition hall. This rule will be strictly enforced.

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.

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 Organizers. All pressure vessels and equipment under pressure brought into the Exhibition hall must conform to all relevant safety standards and regulations.

SECURITY

General security in the Exhibition Hall will be provided. Though the Organizers maintain security surveillance at all times, Exhibitors are reminded that goods/exhibits will still, nevertheless, be at risk, especially during the final day when the show closes. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the Exhibition closes each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the Exhibition Hall. Exhibitors are reminded that this exhibition is open to the public 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.

FIRE PRECAUTIONS

Smoking is strictly prohibited in the Exhibition hall.

All Exhibitors must comply with and ensure that all their contractors, staff, agents, etc., comply with the prevailing government fire protection law and the fire safety regulations and building codes of the Centre. Any person who encounter an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavour to extinguish it or confine it by the use of the fire extinguishers and/or remove all items in that vicinity.

No packing materials or brochures may be stored behind the walls of perimeter stands or any other designated service areas. Fire lane in and around the Centre must remain clear and unobstructed.

Before exhibits such as fuel-powered vehicles, machinery etc. may be brought into the building, their fuel tanks and pipelines must be emptied and tanks securely sealed. This does not apply to vehicles etc. using diesel oil or other fuel with a combustion point above 55°C.

Battery clamps must be loosened. If vehicles are exhibited in which 220 V interior lighting has been fitted, a plug connection must be used so that in the event of an emergency, the current can be quickly disconnected.

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 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.

APPLICATION OF RULES AND REGULATIONS

Each Exhibitor is bound in all respects by these Rules and Regulations. The Organizers reserve the right to waive, add to or alter any of these Rules and Regulations in the interest of the Exhibition either generally or in any particular case.

Should any question arise whether provided for in these Rules and Regulations or not, the Exhibitor agrees to accept the decision of the Organizers as final.