

SIAL 西
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INSPIRE FOOD BUSINESS in China



SECTION

03

BARE STAND

3.1

If You Booked A Bare Stand

Please be aware there is no equipment included in the rental of your area. **SIAL Shanghai will deliver to you a clean and flat floor at 2:00 pm on May 25th, 2024.**

You have to find a booth contractor to design and construct your booth. For a tailored designed booth, you need to hire a registered tailor made contractor through our website.

If you want to hang a flag or signage on the top of your booth, please contact the official contractor and submit the requirements of hanging points that your booth needs. The number of points will be calculated by SNIEC in your booth on site. They will help you to hang a flag or signage after you pay the money of points to SNIEC directly. SIAL Shanghai keeps the priority of using hanging points for show signage. Please read carefully the stand design regulations before starting a booth design with your contractor. Please contact the official contractor for details.

Do not forget to order power supplying on your stand. You have to finish all the payment to SIAL Shanghai and its official contractor for all the services you order, and then you can get power supply on your stand.

3.2

Steps for Fitting Out Your Stand

1st step: your location

- When selecting your location, organizer will send you a layout for your stand.
- This layout aids you in the preparation of your stand for fitting out with the decorator of your choice.

2nd step: additional services

- In order to make the fitting out of your stand easier, you can ask organizer to prepare a tailor made booth for you, with payment.
- Additional services must be ordered as soon as possible, and before the start of the exhibition, in order to ensure the best service in terms of the products used, color choices, availability and timely delivery for the exhibition.
- Any additional services ordered during the assembly period are provided based on the available stocks and according to the following timetable.

3rd step: approval of your plan

- If you appointed your own stand constructor, the stand design proposal must be submitted to the official contractor for approval. You can download form T3 Bare Booth Design Approval form. Deadline is April 26th, 2024.
- Please inform your contractor that firstly receive the booth design approval and pay the construction deposit, then they could apply for the contractor badges.

4th step: the numbering of your stand

- You will be given your stand number along with the layout of your hall. For pavilion organizers in multiple sites, a layout per hall will be supplied.
- Please double check with your booth contractor to be sure the booth number is right because it is a key for the visitors to find your booth.

5th step: your service center at the show

- Suppliers will be available at the organizer office during the stand build up time. You can come to check with them for your orders.
- We advise you to plan your order in advance. Do not hesitate to order in a full range of services prepared by SIAL Shanghai to improve the organization of your presence on the stand.

Tailor Made Booth Provided By SIAL Shanghai 2024

3.3

If you want a more customized booth with your company image, you can contact SIAL Shanghai official contractors for a design and construction proposal.

Ordering a tailor made booth will bring you a rest and assure your booth fitting. You do not need to worry for all the work related to a booth fitting, such as design approval, ordering power supply. You can focus on your participation communications and other marketing actions. When you arrive on site, your tailor made booth will be delivered and "ready-to-exhibit".

SIAL Shanghai guarantees a priority for the services delivery to your stand.

Contact: SIAL Shanghai Exhibitor Service Center

E-Mail: rebecca.li@comexposium.com

Bare Stand Regulations

3.4

The SIAL Shanghai "stand design regulations" set out the standards for stand presentation and fitting out. They have been drawn up with the aim of ensuring that the exhibition is held in optimum conditions and provides maximum comfort for visitors. All stand fittings and decorations must comply with the "stand design regulations".

All tailor made booth design must be submitted to get approval before construction. **Technical drawings of the stand design including perspective drawings, elevations and layout with dimensions as well as third-party review reports must be submitted to the official contractor by email for approval before April 26th, 2024** and must include the elements in duplicate as form T3 Bare Booth Design Approval.

Any design that does not comply with the prescribed regulations will be refused and any stand erected without permission may be taken down at the exhibitor's expenses.

3.4.1 Bare Stand / Designed Pavilion

1.1) In case the Exhibitor decides to contract a stand building contractor different from the official one, this aforementioned contractor must be approved by the Organizer and the Exhibition Centre in advance. In this case, they are personally responsible for negotiating the rate of commission and paying the taxes levied by the Chinese Authorities. No responsibility shall be accepted by the organizer unless the official appointed the official contractor is employed.

1.2) For a tailored designed booth, the Exhibitor must ask a registered tailor made contractor to provide the organizer with relevant design paper and construction blueprint. This design has to be sent to the official contractor for approval. Two floor structures will also need to get approval from the SNIEC. No contracting work can be done before getting this approval.

1.3) Floor plan and booth layout must be in line with the existing fire safety regulations and SNIEC guidelines for exhibition layout described hereunder.

1.4) The Exhibitor should urge their contractors to fill out the contractor badges order form of the constructing workers and then submit it to the relevant department. This should be done two (2) weeks prior to the move-in period.

1.5) For one floor stand, the limitation of height is 5.5 m;
For two floor structures (double decker), the limitation of height is 6.5 m.

Additional booth audit fee:

The price for design approval for one floor booth is: RMB 25.00 per sqm (Exceeding 4.5m, inclusive of 4.5m);

The price for design approval for two floors booth is: RMB 50.00 per sqm.

3.4.1 Bare Stand / Designed Pavilion

1.6) Opening onto aisles

Stand sides opening onto an aisle must include an opening of at least 2m every 6 linear meters. The opening must equate to at least 30% of the side. The 2m opening must be kept clear: green plants, glass panels, etc, will not be permitted. The ceiling of the booth shall not exceed 50% of the booth area, and it is strictly forbidden to cover the confined space.

3.4.2 Booth construction and dismantling

2.1) All special constructions, installations and dismantling shall be carried out at the expense of the exhibitor and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other exhibitors.

2.2) The Organizer will not permit any damage to be caused to the Exhibition Hall or alter or interfere with the building structure, equipment and installations. The repair of such damages will be evaluated by SNIEC and all charges for such repair shall be fully borne by the Exhibitor. The bare booth contractor is requested to pay a construction deposit for waste removal and free the floor to the original conditions.

* Rate of the construction deposit:

Space under 50 sqm:	RMB 10,000
Space between 50 sqm to 100 sqm(including 50 sqm):	RMB 30,000
Space over 100 sqm (including 100 sqm):	RMB 50,000

2.3) Materials used for the construction and installation of the exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulation. They should also be non-combustible and shall have a minimum flame spread rating of Class 2.

2.4) No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls, Conference Rooms, Auditorium, Meeting rooms or any part of the building.

2.5) In response to environmental protection requirements and SNIEC regulations, all exhibitors who order the light floor are requested to use non-foam board and plastic plants/flowers to decorate the booth. If there are any exhibitors who have found that the booth is decorated with foam board and plastic plants/flowers and does not clean up when removing the pavilion, the host and official contractor will deduct the cost of cleaning the booth from the set-up deposit.

2.6) SNIEC only allows the use of a residue resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on stone floors and walls.

2.7) The Exhibitor will be responsible for the removal of all tapes and residue marks within the Exhibition Area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the official contractor and charged to the Exhibitor.

2.8) There shall at least be 0.6M repair passage between the temporary establishment and the wall surface.

2.9) Each row of the booths must not be longer than 32 metres, and all the passages must be at least 3 metres wide.

2.10) Construction over double floor is not allowed.

2.11) Stand builders shall finish the surface of any exposed stand neatly, and the adjacent back wall shall not display any decoration (the company name, logo, product advertisement, etc.) which might adversely affect the adjacent exhibitors. The organizer reserves the right to urge stand builder for modification. If there is any violation, official contractors have the right to deduct construction deposit.

2.12) No objects are to be attached to or suspended from the fire sprinkles or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68° (154.4°F). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.

2.13) No part of any structure may extend beyond the boundaries of the allocated stand space.

2.14) Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.

2.15) The Exhibitor should inform the contractor to submit the name list of the workers two (2) weeks prior to the move-in period to SNIEC for security concern.

2.16) The contractor should carry out their work according to the floor plan approved by the relevant security department. No change is allowed without any permission.

2.17) Smoking is strictly prohibited in the Exhibition Halls.

2.18) The Organizer shall be entitled to remove at Exhibitor's cost any form of construction or structure which is not approved or which infringes on the above-mentioned guidelines.

2.19) Painting

Major painting of displays and exhibition materials is not permitted in the Centre. However, "Touch-top" painting of the displays and exhibition materials is permitted in the Exhibition Halls provided that such work is undertaken during the Move-in Period only and all safety precautions and protective surface coverings are put in place.

2.20) More regulations please check SNIEC's website:
https://www.sniec.net/organize_contractor.php?#breadcrumbs

3.4.3 Hanging and ceiling

Exhibition service Hanging point (loading capacity 200kg/point, unit weight less than 1T, only steel structure can be hung/if using both 'Hanging point' and 'Release and Hanging of Ad in the air in exhibition halls', charges to the high price shall prevail). The hanging work shall be only undertaken by SNIEC.

3.4.4 Ground loading

The ground loading capability in the exhibition hall is--Dynamic: 3 tons/sqm of indoor; Static:5 tons/sqm of indoor. In case of vertical vibration in the structure setup, the ground loading should be reduced by 50%. It is prohibited to set up booth or pack heavy goods directly on the pipeline of the two main cables in the exhibition hall. The ground loading shall be used for goods transportation, allocation, presentation and operation only. In case of further query, please liaise with the Organizer before undertaking any actions.

3.4.5 Electrical installation

5.1) SNIEC provides services to the lighting and power installation of all the standard booths through the official contractor. The apparatus which needs 24 hours' shall be applied to the official contractor in advance.

5.2) All extended electricity, water, pressure, gas, telephone supply shall be applied to the official contractor.

5.3) High-temperature lamps as iodine and tungsten lamps and neon lights shall not be installed at will. The installation height of neon lights shall be no less than 2.5 m. These lamps may be only been used after the relevant authority's checking.

5.4) The electric box furnished for special designed booth shall not occupy any passage. Otherwise the exhibitor involved shall be punished pursuant to the rules and regulations the Organizer and SNIEC on fire control and safety management.

3.4.6 Stand cleaning

6.1) The Organizer will arrange for the general cleaning of the exhibition premises and shell scheme stands prior to the opening of the exhibition and daily thereafter but it is the responsibility of the exhibitor to keep his stand tidy during the exhibition.

6.2) Daily cleaning for Pre-equipped stand will be done by the official contractor, in the morning before 8:00 am.

6.3) Exhibitors or the contractor is responsible for the Bare stand cleaning.

6.4) Exhibitors who, because of operating exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer office in advance, so that necessary cleaning service can be arranged. Trash removal costs are the responsibility of the exhibitor.

6.5) Exhibitors are responsible and must be sure to remove the packing materials, empty cartons and wooden crates, etc. before the opening of the exhibition each day.

3.4.7 Signage

7.1) Structure

By sign structure, the organizer means an open-work superstructure which can include the illuminated name or logo of the exhibitor. The sign structure is restricted to a height of 5 meters from the ground and must be erected at least one meter from the edges of the stand. The height of the sign structure may not exceed the following dimensions: 2.5 m to 5 meters starting from the base of the structure and must be erected at least 1 m away from the neighboring stand.

7.2) Anchored balloons

Balloons inflated with a gas lighter than air, used as signs, are not allowed in the exhibition hall.

7.3) Sound systems and illuminated signs

Any advertising using lighting or sound must be submitted to the approval of SIAL Shanghai, who may withdraw such permission once granted if the item in question causes a nuisance to neighboring exhibitors, causes an obstruction or marks the appearance of the exhibition. Flashing signs and the like are not permitted. Illuminated signs are permitted but they must under no circumstances be of an intermittent of flashing nature.

7.4) TV screens (and video walls)

TV screens making up a video wall up to 5 meters high are regarded as flashing signs and are forbidden unless they are set back from the aisle by 2 meters. The sound level is restricted to 60 db.

3.4.8 Platforms and ceilings

8.1) Platforms

Stands including platforms or of split-level design (assuming the interior space is not used and the prescribed height limits are observed) must conform to specific guidelines supplied on request.

8.2) Ceiling

As a general rule, solid ceilings are not permitted at SIAL Shanghai. Please come to our official contractor desks for more assistance.

3.4.9 Double – floor stands

Exhibitors wishing to build a double-decker stand must apply for permission to build by April 26th, 2024 both to the technical approval department and sales department along with a payment of **€ 200 per sqm** to sales department.

9.1) Certificate of conformity to safety standards

As soon as they have received building permission, exhibitors should draw up their plans, taking into account the surface area allocated, and send them to the official contractor who will forward it to the SNIEC for final approval. Detailed plans of both stands and upper levels should therefore be submitted for approval in duplicate.

9.2) Surface area

300 sqm maximum for the upper level itself. Only one upper level per stand is permitted.

9.3) Weight limits

250 kg/sqm for upper levels under 50sqm

350 kg/sqm for upper levels over 50sqm

Exhibitors shall produce their calculations for their double-decked stand and have the checked during build – up by a registered inspector. It is imperative that these documents are presented to the safety committee when they inspect the stand to approve the upper level for opening to the public.

9.4) Stairs

Number of staircases per upper level and minimum width:

Careful consideration must be given to the exact position of staircases leading to the upper levels, their number and width being dependent on the surface area of such levels:

- Up to 19sqm: 1 x 0.9 meter staircase
- 20 – 50sqm: 2 staircases, one 0.9 meter wide and the other 0.6 meter wide
- 51 – 100sqm: either 2 x 0.9 meter staircases or 2 staircases, one 1.4 meter wide and the other 0.6 meter wide
- 101 – 200 sqm: 2 staircases, one 1.4 meter wide and the other 0.9 meter wide
- 201-300sqm: 2 x 1.4 meter staircases. Only staircases whose closest outer uprights are at least 5 meters apart can be taken into account in the number of exits and stair widths. Exits must be clearly pointed out by a sign bearing the word (exit) in white letters on a green background.

9.5) Location

Stairs must be located at least 1 meter from the stand's common partitioning in order to avoid overlooking the neighboring stand. When two staircases are necessary, they shall be diametrically opposed.

9.6) Fire prevention

Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity switchboard. If the surface area of the upper level is greater than 50sqm, appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

9.7) Transparent upper levels

Upper levels may be used to display a sign while remaining open. Not more than half the sides of the upper level may be filled in. The parts of sides left open shall be Pre-equipped with guard-rails in compliance with safety regulations.

9.8) Ceilings

Upper levels must not be covered with a solid ceiling or canopy.

3.4.10 Overtime Application:

To apply overtime during May 25th - May 27th, 2024, please go to the official contractor's service counter in South Lobby. Later order will be subjected to a 50% surcharge. Orders have to be made before 3 pm each day.

Overtime Work	Price Including Tax (RMB) / block (max 1000sqm) / hour
Overtime charge(8:00--22:00, one hour at least)	2,900
Overtime charge (Beyond Contract Period, 8:00-22:00 ,one hour at least)	2,900
Overtime charge (Beyond Contract Period, 22:00-next 8:00, one hour at least)	5,800

Time: May 28th to 30th, 2024

Location: Shanghai New International Expo Centre (SNIEC)

Exhibition Hall: Hall W1-W5 / E1-E7 / N1-N5

Tel: + 86 21 2890 6666 **Website:** www.sniec.net

Entrance:

#1 South Lobby (Near Fang Dian Rd.),

#2 North Lobby (Near Hua Mu Rd.),

#3 East Lobby (Near Luo Shan Rd.)

Timetable for Exhibitors (Move in & Exhibition Hours & Dismantling)

Item	Date	Time	Electrical supply
Move in	May 25 th	2:00 pm – 6:00 pm (Bare booth build up)	No electrical supply
	May 26 th	9:00 am – 10:00 pm	No electrical supply
	May 27 th	(Pre-equipped booth & Bare booth build up)	11:00 am – 10:00 pm
Exhibition hours	May 28 th to 29 th	8:00 am – 6:00 pm	8:00 am – 6:00 pm
	May 30 th	8:00 am – 4:00 pm	8:00 am – 4:00 pm
Dismantling	May 30 th	4:00 pm – 10:00 pm	
Facilities Cut Off (Power/Water/Compressed air/Network)	May 30 th	4:00 pm	
Empties Delivery	May 30 th	4:00 pm	

Timetable for Visitors

Item	Date	Time
Exhibition Hours	May 28 th to 29 th	9:00 am – 5:00 pm
	May 30 th	9:00 am – 4:00 pm (Visitor entrance closes at 3:00 pm)

* 24h Electricity Connection :

Frozen or refrigerated products require a permanent 24h electricity connection. If extra electricity services are needed, please order for a permanent 24h power supply with our official contractors before **April 26th** : SYMA : W1-W5. VIEWSHOP: E1-E2, E4-E7. GRANDEVENTS: E3, N1-N4.

* Please note that the Electricity purchasing onsite will received an additional 50% service charge by the official contractors.

* Cleaning:

If you have booked a Pre-equipped stand or tailor made stand from organizer, the daily cleaning will be done in the morning before 8:00am. If you booked a bare stand and appoint your own contractor for fitting out the stand, the contractor is responsible for your stand cleaning.

1.5.4 Operation on stand

- 4.1)** The stand must be fully staffed and operational. Exhibits displayed during the exhibition should be opened to visitors.
- 4.2)** Exhibitors should not hold any activity which, in the opinion of the Organizer, is likely to cause annoyance to visitors or other exhibitors. In particular, audio visual display equipment must be so positioned, and the sound level (no more than 60db) so adjusted as to comply with this requirement.
- 4.3)** All activities of exhibitors and their staff must be confined to the allocated stand space. No advertising or canvassing may take place elsewhere in the exhibition hall. The distribution of catalogues, advertising pages and other promotion material shall be strictly restricted in the booth area.
- 4.4)** Selling goods is forbidden during the exhibition. If there is any violation, which lead to complains from clients and visitors or be punished by relevant authorities, all compensations and criminal responsibility should be assumed by exhibitor themselves. Organizer shall keep the rights to stop or refuse his participation immediately or in the future.

1.5.5 Regulations for cooking

- 5.1)** All preparation and cooking of food are to be confined to the stand area where the hood and flue are to be provided by the exhibitor.
- 5.2)** Commercial sink with PUB water supply are to be provided on the site by the exhibitor self for the preparation and cooking of the food within the designated area.
- 5.3)** Food waste and refuse must be properly bagged and collected by the exhibitor or its appointed cleaning contractor for proper disposal.
- 5.4)** Food handlers must maintain a high standard of personal and food hygiene and are to use disposable hand gloves or suitable utensils when handling all food materials.
- 5.5)** Appropriate types of fire extinguishers must be placed at each kitchen and in confined areas where electrical wirings are extensive.
- 5.6)** All counter tops must be lined with laminated plastic or other approved impervious materials.
- 5.7)** Proper storage facilities/ food warmers for the storage of food for consumption shall be provided.

1.5.6 Animals

Reptiles, fish, birds or live animals are not permitted in the SNIEC except as approved exhibits, or in conjunction with events or performances. Exhibitors only need the organizer to show that appropriate precautions must be taken for their care, control and restraint, and obtain the organizer's prior written approval.

1.5.7 Security Notice

- 7.1)** SNIEC maintains twenty-four (24) hours security surveillance team. The Exhibitor is to comply and cooperate with all the security procedures set-up by SNIEC's Security Department.
- 7.2)** Liabilities
The Organizer is exempted from all liability for losses which may be suffered by exhibitors (including disturbance of possession and commercial prejudice) for any reason.

Cleaning

2.4

The quality cleaning of your stand and showcases is essential – it makes a bigger impact on your customers.

If you book a Pre-equipped stand or tailor made stand from the organizer, the daily cleaning will be done in the morning before 8:00 am.

If you book a bare stand and appoint your own contractor for fitting out the stand, the contractor is responsible for your stand cleaning.

Waste Removal

2.5

The exhibitor stand site must be returned to its original condition. Installers or decorators must remove the elements used in fitting out or decoration.

SIAL Shanghai will not be in charge of removing and carpeting during dismantling of the bare booth.

The exhibitor must ensure that his removal quote includes the item 'removing decoration, constructions and carpeting'.

As a response to Environment Protection Law of China, Regulations of Shanghai Municipality on the Administration of City Appearance and other industrial regulations, SNIEC strengthen the management of construction materials, including but not limited to oil waste, foam boards, carpets and low-pressure plastic paper. All SIAL Shanghai exhibitors and contractors shall actively finish the clean-up of the above materials after the exhibition. If the exhibitor or contractor violates SNIEC relevant regulations, the resulting compensations and penalties will be borne by the responsible exhibitor.

Otherwise, SIAL Shanghai will ask the official contractor to remove all the left waste and deduct relative cost from exhibitor's deposit paid.

Electronic Equipment and Furniture

2.6

If you ordered a Pre-equipped stand and want to add some extra electronic equipment and furniture on your stand, you can order from the official contractor.

Plants and flowers can bring more colors to your stand and create welcoming atmosphere.

SNIEC has a protection to its own plants and flowers suppliers and only accepts the official contractor's services on this part beside its own resources to avoid potential loss, so we suggest you order this service from the contractor for smooth delivery to your stand or you order directly in SNIEC.

Hall W1-W5: Syma

Person in charge: Ms. Candy Gu
Tel: +86-21 6238 8811-107/+86 150 2641 6502
Email: candy.gu@syma.com.cn

Person in charge: Mr. Eazy Gu
Tel: +86-21 6238 8811-105/+86 137 6448 6303
Email: eazy.gu@syma.com.cn

Hall E1-E2: Viewshop

Person in charge: Ms. Anne Shi
Tel: +86-21 3251 3138-306 /+86 15102141607
Email: anne.shi@viewshop.net

Hall E4-E5: Viewshop

Person in charge: Ms. Simran Li
Tel: +86-21 3251 3138-301/+86 150 0016 4235
Email: simran.li@viewshop.net

Hall E6-E7: Viewshop

Person in charge: Mr. John Shi
Tel: +86-21 3251 3138-236 /+86 138 0169 6277
Email: john.shi@viewshop.net

Hall E3,N1-N4: Grandevents

Person in charge: Mr. Marc Zhou
Tel: +86-21 6420 0902-8029/+86 139 1636 8478
Email: team@grandevents.com.cn

Person in charge: Ms. Mercy Lyu
Tel: +86-21 6451 7030/+86 176 0128 1830
Email: team@grandevents.com.cn

2.11

| Hotels & Travel

Close to SNIEC, there are some hotels in different le vess available at your choice.

SIAL Shanghai chose a professional agent to take care of your accommodation. You can also ask them to recommend you a hotel in the downtown of Shanghai.

By renting a car with a private driver, you can have your own trip in Shanghai or cities around and you can also plan a dedicated trip during your stay.

Orient Event Service

Tel.: +86 130 2411 2752

Person in Charge: Ms. Leslie

E-mail: booking@orient-explorer.com.cn

2.12

| Refrigeration & Catering Equipment

If you need refrigeration and catering equipment service, please contact the official supplier for a technical support.

There is a large range of different types of refrigeration and kitchen equipment and for your choice.

LOWE RENTAL LTD

Fax: +852 2659 5700

Person in charge: Ms. Lacerta Ma

Tel: +852 2659 5300

E-mail: customer.service@lowerental.com

2.13

| Stand Kitchen Installation

Fitting out a kitchen on your stand requires that you conform to the rules laid out in the decoration and safety standards. In order to make sure the installation quality and standard, please choose the kitchen installation supplier carefully. For kitchen installation consulting, please contact official contractor.

1.5.3 Safety

3.1) No hazardous materials is allowed to enter into SNIEC.

- 3.1.1) No naked flame or combustible gas lamps can be used in SNIEC.
- 3.1.2) No explosive, patrol and highly flammable toxic or corrosive substances are allowed in SNIEC. Radioactive substances shall not be brought into SNIEC.

3.2) Demonstrations the Exhibits

- 3.2.1) If any exhibitor intends to demonstrate equipment on the booth, he must provide the organizer with full details in writing of all working exhibits involved.
- 3.2.2) All moving machines must be pre-equipped with safety devices when they are in operation. These safety devices may be removed only when the machines are disconnected from the power.
- 3.2.3) Working machines must be placed at a relatively safe distance from visitors. Safety guards are strongly recommended.
- 3.2.4) Any machinery or apparatus displayed in the exhibition area shall only be demonstrated within the booth, operated by qualified persons and shall not run without the proper supervision of such persons. No motors, engines or power driven machinery can be used without adequate protection.

3.3) Household Waste Sorting

From 1st July, 2019, the regulations of Shanghai municipality household waste sorting implements officially. This regulation divides household waste into 4 kinds: recyclable waste, hazardous waste, household food waste and residual waste. Now, Shanghai's progressive implementation of wastes' fixed-out point classification and delivery system. In the meantime, Shanghai municipality will impose a fine of 200 RMB on an individual or 5000 - 50000 RMB on enterprises who does not follow the regulation and refuse to correct. Everyone who enters Shanghai municipality area must obey the regulation.

Click below link to find the detail classification in Chinese:

(http://trash.lhsr.cn/sites/feiguan/trashTypes_3/TrashQuery.aspx)

Click below link to check the waste sorting regulation and punishment of illegal acts in Chinese:

(http://cgzf.sh.gov.cn/channel_83/20190606/0043-news_15188.html)

Deadline: April 26th, 2024

All bare booth Exhibitors/Contractors. should complete this form and send your tailor made booth design to Official contractor.

Your stand design / construction information (please mark):

- ☐ One-floor indoor stand, height < 4.5m
- ☐ One-floor indoor stand, $4.5 \leq \text{height} \leq 5.5\text{m}$
- ☐ Two-floor indoor stand, height $\leq 6.5\text{m}$ (available for booth area not less than 24sqm only)

Notes:

The stand design drawings of the above booth type 2-3 must be reviewed and approved by Grade A National Registered Structural Engineer.

The relevant inspection / re-inspection fee will be incurred accordingly.

Additional booth audit fee:

The price for stand approval for one floor booth is: RMB 25.00 per sqm (Exceeding 4.5m, inclusive of 4.5m);

The price for stand approval for two floors booth is: RMB 50.00 per sqm.

NOTIFICATION:

- 1.** Technical drawings of the stand design including perspective drawings, elevations and layout with dimensions as well as third-party review reports must be submitted to the official contractor by email for approval before April 26th, 2024. Stand design without the official contractor's approval will not be permitted in the exhibition.
- 2.** For one floor stand, the limitation of height is 5.5 m; For two floor structures (double decker), the limitation of height is 6.5 m.
- 3.** Stand sides opening onto an aisle must include an opening of at least 2m every 6 linear meters. The opening must equate to at least 30% of the side. The 2m opening must be kept clear: green plants, glass panels, etc, will not be permitted.
- 4.** Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding move-in procedure.
- 5.** For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
- 6.** For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor. The displayed content of each booth shall not violate the laws and regulations of China and the relevant regulations of the show.
- 7.** For the raw space booth contractor, its business scope of independent legal entity shall cover interior decoration or exhibition decoration projects. Corresponding certification documents will be required for Real-name Authentication procedures.
- 8.** Any agreement or arrangement between exhibitors and their nominated booth contractors is deemed as an agreement reached and to be fulfilled by both parties. Both parties shall settle any accident or dispute arising from the performance of the agreement according to law, and the exhibition organizer shall not be liable for any losses caused by any default arising thereof.
- 9.** The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer if any modification.

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

Stand contractor:		
Address:		
Onsite safety manager:	Onsite phone no.:	Fax:
Email:	Electrician on duty:	Onsite phone no.:
Legally signature with company stamp:		Date:
Exhibiting company:		
Onsite safety manager:	Onsite phone no.:	Email:
Company stamp and legally binding signature of exhibitor:		

According to the newest regulation from Shanghai New International Expo Centre, every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIEC or the official contractor reserve the right to refuse against entrance and any construction. Any severe violation will lead to deduction from the deposit. All the helmets and safety belts should be self-prepared.