

# Application Form

**Start of Stand Allocation: 01 Dec. 2011**  
**Final Deadline for Applications: 29 Feb. 2012**

## EXHIBITOR DETAILS

COMPANY (Please underline keyword for alphabetical entry)

STREET, P.O. BOX

COUNTRY, TOWN, POSTAL CODE

TELEPHONE

TELEFAX

Member of the following trade associations:

E-MAIL

WEBSITE

WWW.

CONTACT FOR TRADE FAIR ORGANIZATION, POSITION  Mr  Ms

Headquarters of the parent company with full address and country: \_\_\_\_\_

## BILLING ADDRESS (only if address differs from above)

COMPANY

TELEPHONE

STREET, P.O. BOX

TELEFAX

COUNTRY, TOWN, POSTAL CODE

E-MAIL

CONTACT FOR TRADE FAIR ORGANIZATION, POSITION  Mr  Ms

## PLEASE TICK THE PRODUCT GROUP(S) UNDER WHICH YOUR EXHIBITS COME IN THE TRANSPORT LOGISTIC CHINA PRODUCT INDEX

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1.4.4 DP equipment and control systems in ports, airports, terminals and in the infrastructure | <input type="checkbox"/> 4.9 Airlines   | <input type="checkbox"/> 4.21 Logistics providers                        |
| <input type="checkbox"/> 3.3.6 Air freight pallets  | <input type="checkbox"/> 4.10 Airports  | <input type="checkbox"/> 4.22 Charter brokers                            |
| <input type="checkbox"/> 3.5 Logistic systems for the air cargo industry  | <input type="checkbox"/> 4.11 Services for the air cargo industry                   | <input type="checkbox"/> 4.23 General sales agents                       |
| <input type="checkbox"/> 3.9 Security systems   | <input type="checkbox"/> 4.12 Express, parcel and courier services                  | <input type="checkbox"/> 4.24 Consulting, planning, logistics consulting |
| <input type="checkbox"/> 4.2 Forwarding agents  | <input type="checkbox"/> 4.14 Freight centres/terminal operators                    | <input type="checkbox"/> 4.25 Organizations, trade associations          |
|   | <input type="checkbox"/> 4.15 Transshipment, warehouse and cargo handling companies | <input type="checkbox"/> 4.33 Security services                          |

## PARTICIPATION FEES

Participation fees see Clause 4 of the Terms of Participation

### Shell scheme incl. stand space:

- Requested stand: No. \_\_\_\_\_
- EUR 5,355/9 sqm
- EUR 10,555/18 sqm
- EUR 15,680/27 sqm
- EUR 20,655/36 sqm
- EUR 25,500/45 sqm
- more sqm \_\_\_\_\_ x EUR 560 per sqm
- = Total EUR \_\_\_\_\_

### Raw space:

- EUR 230/sqm (minimum of 27 sqm)
- \_\_\_\_\_ sqm requested

### Shell scheme (9 sqm) includes following stand equipment:

- booth-allocation within the hall
- solid hard wall structure
- carpeted floor
- fascia listing (company name and stand no.)
- spotlights and power socket
- 1 counter (lockable), 1 square table, 3 chairs
- catalog/internet entry (company name, stand no.)
- 5 exhibitor passes (see Clause 18)

### Co-exhibitors: \_\_\_\_\_ companies

The registration fee is EUR 200 net for each co-exhibitor admitted. Please specify on separate form and send in for organizer's approval.

### Are you planning a two-storey stand?

- yes
- no

(Upper-storey stand space costs 50% of the price of the respective ground-floor space)

The objects registered for and brought to the fair are our property:  yes  no

If no, property of the following company/ies: \_\_\_\_\_  
(full addresses)

This registration is only valid in conjunction with a down payment of 30% of the projected participation fee upon receipt of invoice and payment of the balance of 70% upon admission.

Please take notice of the Participation Terms as well as the Technical Guidelines. The attached Participation Terms as well as the Technical Guidelines are recognized as legally binding in all parts. Each applicant acting on behalf of a third party shall be directly liable for meeting the demands of MMI in respect of the above fair.

Place and date

Company stamp and legally binding signature. Please also print name.

**Title of the fair:**  
**Air Cargo China 2012**  
**(part of) transport logistic China 2012**  
**5th International Exhibition for Logistics, Telematics and Transport**

**Venue:** Shanghai New International Expo Centre

**Duration and Opening hours:**  
**Tuesday, 05 to Thursday, 07 June**  
**Tuesday to Thursday 9 a.m. to 5 p.m.**

**Contact:**  
**Air Cargo China 2012 Exhibition Management**  
**Messe München GmbH (MMG), Messegelände**  
**81823 München, Germany**  
**Phone (+49 89) 9 49-2 02 77, Fax (+49 89) 9 49-2 02 79**  
**info@transportlogistic-china.com**  
**www.aircargochina.com**

**Organizer:**  
**MMI (Shanghai) Co., Ltd. (MMI)**  
**11th floor, GC Tower, 1088 Yuanshen Road,**  
**Pudong New Area, Shanghai, 200122, P. R. China**

## Terms of Participation

All prices indicated below are net. No value-added tax is required.

### 1 Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing—with a legally binding signature—the “Application” form and submitting it to MMI at the earliest opportunity or at the latest by the application deadline.

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With the application, exhibitors express to MMI their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely on the application form. Co-exhibitors must be named on the application form for co-exhibitors. The same particulars must be specified as for the exhibitor. Incomplete applications cannot be considered. This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation. When an exhibitor receives a Participation Confirmation letter, it not only means that the exhibitors has qualified to participate in the show. It also means that a “Booth Rental Contract” indicating the assigned area and other relevant services becomes valid. The MMI Exhibitor Manual sent to the exhibitors is also a part of the “Booth Rental Contract.” Organizers of joint stands are not exhibitors as defined by the Terms of Participation.

### 2 Permitted exhibits and exhibitors

All domestic and foreign manufacturers or their Chinese subsidiaries, general importers and specialist dealers authorized by the manufacturers are admitted as exhibitors. Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the notice of admission. General importers and authorized specialist dealers may only exhibit machines and plants whose manufacturers are not represented at Air Cargo China 2012. All exhibits must correspond to the relevant range of exhibits for this trade fair and be designated by name and category on the application form. Articles other than those permitted and registered, as well as used, hired or leased machinery, may not be exhibited. MMI has the final decision and has the right to remove any other exhibits at the exhibitor's risk and expense. The Terms of Participation as well as the Technical Guidelines are accepted as legally binding with submission of application documents.

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

Permission for co-exhibitors must be requested in writing. The registration fee is EUR 200 for each co-exhibitor admitted.

A co-exhibitor is one who presents his own goods or services, using his own staff, at the stand of another exhibitor (the main exhibitor). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors.

The definition of an additionally represented company is as follows: In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor who is a distributor wants to display not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies.

**Additionally represented companies are not allowed on the stand.**

Admission of the exhibitor does not mean that a contract exists between MMI and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment.

The exhibitor must make this payment. The amount can also be invoiced subsequently by MMI.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation, the Technical Guidelines as well as the instructions of the Trade Fair Management. The exhibitor is liable for the debts and negligence of his co-exhibitors as if they were his own. If co-exhibitors make direct use of MMI services, MMI is entitled to invoice the exhibitor for these services. He is jointly and severally liable. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MMI's prior written consent.

### 4 Participation fees, lien

The net participation fees are:

a) Shell scheme packages (minimum stand size is 9 sqm)

9 sqm EUR 5,355

18 sqm EUR 10,555

27 sqm EUR 15,680

36 sqm EUR 20,655

45 sqm EUR 25,500

>45 sqm EUR 560/sqm

Shell scheme includes following stand equipment:

– booth-allocation within the hall

– solid hard wall structure

– carpeted floor

– fascia listing (company name and stand no.)

– spotlights and power socket (0.5 kW/220 V/13 A)

– 1 counter (lockable), 1 square table, 3 chairs

– catalog/internet entry (company name, stand no.)

– 5 exhibitor passes (see Clause 18)

b) Raw space (minimum stand size 27 sqm)

≥27 sqm EUR 230/sqm

**Upper-storey stand space costs 50% of the price of the respective ground-floor space.**

c) Besides the rent of the stand area, the participation fees include extensive services provided by MMI, such as consultation and planning advice, publicity work, organization and technical assistance.

Each square meter or part thereof will be included in full in the calculation, the floor space always being considered rectangular, without taking account of projections, supports, service connections and the like. The applicant shall be invoiced for 30% of the projected participation fee shortly after receiving the admission letter. This first payment will be refunded if the applicant is not admitted to the trade fair, but will be forfeited if the applicant withdraws unilaterally and completely from the undertaking within 3 months before the trade fair opens.

If an exhibitor decides to decrease the size of the stand, the difference of the 30% deposit due to this change will not be refunded to the exhibitor separately but applied to the participation fee to be paid by the exhibitor as a whole. The exhibitor shall receive an invoice for the remainder of the participation fee after stand assignment. The remaining amount will be difference between the actual participation fee including the assigned space and the amount already paid. Unless otherwise stated on the invoice(s), payment of the invoice(s) is due immediately. Payment of the participation fee as well as payment for admitting co-exhibitors is a prerequisite for occupation of the exhibition area.

If exhibitors have ordered MMI services, MMI is entitled to withhold such services, including the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MMI. This applies in particular to obligations arising from previous events.

MMI reserves the right to enforce the lessor's lien, as permitted by law, in order to secure its claims arising from the rental. The exhibitor must inform MMI at any time about the ownership of articles, which are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MMI can detain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. The legal provisions on the realization of the pledge are—as far as permitted by law—excluded.

MMI does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MMI is guilty of intent or gross negligence.

Upon special application by the exhibitor, the participation fee and/or the payment for the admittance of co-exhibitors can be invoiced to a third party. As prerequisites, the third party must declare acceptance of the obligation or promise to pay the amount owed to MMI, and MMI must declare its agreement with such.

Should the exhibitor wish to have an invoice rewritten because the name, legal form or address of the recipient of the invoice has changed, the exhibitor is obliged to pay MMI a sum amounting to RMB 4500 plus government tax for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and MMI was responsible for the incorrect details. The exhibitors should be ultimately responsible for failure of third party.

### 5 Terms of payment (see Clause 4)

The deadlines for payment given in the invoices must be observed. Prior payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalogue, and provision of workers' and exhibitors' passes. The applicant or exhibitor will receive invoices for all additional charges (e.g. technical services, advertising material) with the confirmation of the order; they are to be paid immediately on receipt. All invoiced amounts in all MMI invoices, which are connected with the event, are to be paid in EUR, without deductions and free of all charges (e.g. bank charges occurring when transferring via bank account have to be paid by the applicant), by credit transfer to the account specified in the invoices, mentioning the exhibitor's company name and invoice number.

### 6 Rental contract

The application of the exhibitor represents the contractual offer. The admission or rejection will be confirmed to the exhibitor in writing in due time. Admission cannot be transferred. The rental contract comes into force when MMI has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning has been completed.

The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in full to any third party that is not a co-exhibitor admitted by MMI or an additionally represented company admitted by MMI without MMI's prior written consent.

According to this contract, MMI is authorized to assign a stand area to an exhibitor, which might deviate from the information in the application unless these deviations are unacceptable for the exhibitor. A deviation is considered acceptable if MMI does not receive the exhibitor's rejection of the assignment of the stand area within one week.

If an exhibitor rejects a stand area before the above mentioned deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MMI assign him an acceptable stand area. If MMI does not comply with the demand within an appropriate time period, the exhibitor can withdraw from the contract. The exhibitor does not have any further rights.

The allocation of the other stands, in particular of neighboring stands, can change by the time the trade fair opens. MMI is also entitled to relocate or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations.

Exhibitors cannot make claims against MMI because of such changes. MMI may also subsequently, i.e. after the rental contract and the stand assignment have come into force, change space allocations, and in particular change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the trade fair is oversubscribed and further exhibitors must be admitted or because changes in assignments of exhibition space ensure that the facilities and space required for the trade fair are used more efficiently. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to accept. Should such subsequent changes result in a lower participation fee, the difference in amount will be refunded to the exhibitor. Further claims against MMI are excluded. If exhibitors cannot use their stand space or are impaired in the use of their stand because they have infringed legal or official regulations or the Terms of Participation or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MMI compensation for all damage caused by themselves, their legal representatives or employees; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.

The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MMI's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MMI at its own discretion, and not according to the order in which applications are received.

Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not fulfilled their financial obligations to MMI, e.g., in respect of previous events, or have infringed the regulations governing the use of the event grounds, or the terms of participation, may be excluded from admission. MMI is entitled to withdraw from the contract or to terminate the contractual relationship without notice if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfills the condition for admission.

#### **7 Cancellation of contract**

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed so much that the exhibitor can no longer be reasonably expected to accept the exhibition area, the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MMI. Otherwise, apart from the statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract.

If the exhibitor states that he is withdrawing from the contract, this means—regardless whether he has the right to withdraw from the contract or not—that he is renouncing once and for all his intention to take part in the trade fair. If the exhibitor states that he is withdrawing from the contract and thus renounces once and for all his intention to take part in the trade fair, MMI is entitled to re-let the stand area or use it itself without being obliged to do so, even if the exhibitor has no right to withdraw from the contract. If the exhibitor has stated that he is withdrawing from the contract, although he has no right to do so, the exhibitor is obliged to pay the participation fee. However, MMI must allow as a credit the value of the expenses saved and the advantages it has gained by re-letting or otherwise using the exhibition area; the exhibitor shall not have any further rights due to the fact that the exhibition space is rented to others or used in another way. In addition, if the exhibitor withdraws from the contract within 3 months before the trade fair begins, the exhibitor must pay 30% of the agreed participation fee as flat-rate compensation for expenses incurred by MMI because the exhibitor has withdrawn from the contract and cancelled his participation in the trade fair without being entitled to do so. MMI's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMI has sustained less damage.

MMI is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MMI on time, MMI has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payments for the down payment of 30% for the projected participation fee. MMI is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MMI's rights, objects of legal protection and interests and MMI can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MMI is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation.

MMI's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMI has sustained less damage.

#### **8 Force majeure, cancellation of the event**

If MMI is compelled, as a result of force majeure or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas, temporarily or for longer periods, or to postpone or curtail the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MMI, in particular claims for damages.

If MMI cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, or because it has become unreasonable for MMI to hold the event, MMI is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

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

a) In the halls:

Beginning of set-up at 9 a.m. on June 2, 2012.

Dismantling must be completed by 6 p.m. June 8, 2012.

b) In the outdoor area:

Beginning of set-up at 9 a.m. on June 2, 2012.

Dismantling must be completed by 6 p.m. June 8, 2012.

c) All delivery and stand-construction vehicles must be removed from the halls and from the outdoor area by 6 p.m. on the last day of setting up, June 4, 2012. Vehicles which are still in the halls or the outdoor area after these times will be removed by SNIEC and MMI at the risk and expense of the exhibitor concerned. Setting up must be finished by 6 p.m. at the latest. An extension is possible only in exceptional cases with the written permission of MMI's Operations Department.

The dates for assembly and dismantling, specified above must be observed. Stands not occupied by the last day of assembly may be disposed of as MMI sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the trade fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the trade fair opens. Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the trade fair closes (5 p.m. on June 07, 2012). If they break this rule, MMI is entitled to demand a penalty of RMB 4,500. MMI is entitled to exclude from future trade fair any exhibitor whose stand is staffed by insufficiently qualified personnel during the trade fair's opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears his stand before the end of the trade fair, or who otherwise infringes the Terms of Participation, without prejudice to MMI's right to cancel the contract in accordance with Clause 7 or to a claim for all costs thereby incurred by MMI.

#### **10 Stand design and equipment (see also Technical Guidelines)**

a) In the halls

Height:

The maximum booth construction and advertising height for one storey booth is 6.00 m.

The maximum booth construction and advertising height for two storey booth is 8.50 m.

Two-storey booth can only be built when the assigned booth area is 24 sqm and above.

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for raw space stand construction in the halls insofar as they are built by the exhibitor. On request, MMI will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

All other stand constructions, multi-storey stands (see item 4.9 Technical Guidelines), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc.) and constructions on the outdoor area (see item 4.8 Technical Guidelines) require approval.

Multi-storey stand construction is permitted in the halls with the approval of a top-level certified structural engineer, who is employed by the exhibitor or recommended by MMI. Approval for the multi-storey stand depends on the position of the stand within the hall and the area it occupies. Stand drawings containing elevations and cross-sections, cutaway view, electricity layout, static test report or static load calculation, specification of construction must be submitted in duplicate to MMI's Operations Department for approval by the deadline specified, at the latest 8 weeks before stand assembly is to start.

In the halls for multi-storey structures covering more than 30 sqm, a fire extinguisher must be prepared for each 12 sqm of both storey from build-up period onwards. The structures of stand cannot hang on the structures of the hall. Material piling is not allowed on the two main electricity tunnels in the halls.

In the case of infringement of any of the conditions specified here, MMI is entitled to take action in accordance with the Terms of Participation. MMI will erect partition walls only upon request and at the exhibitor's expense. Exhibitors will receive, in good time, the order form for these walls and further stand walls (height 2.50 m) with the Exhibitor Manual. The stand sides bordering neighboring stands should be kept neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

b) Outdoor Area

Height:

The maximum booth construction and advertising height for one storey booth is 6.00 m.

The maximum booth construction and advertising height for multi storey booth is 8.50 m. Two-storey booths whose second floor exceeds 30 sqm must be equipped with one fire extinguisher for each 12 sqm of both space on both stories from the build-up period onwards. The area occupied by stand/building construction at the outdoor area may not exceed 1200 sqm, and the height of the stand/building construction must be lower than or equal to that of a two-storey building.

All structures to be set-up in the outdoor area require the prior consent of MMI and get permission from a top level certified structural engineer. Multi-storey stand construction is permitted in the outdoor area with the approval of a top level certified structural engineer, who is employed by the exhibitor or recommended by MMI. Approval for the multi-storey stand depends on the position of the stand and the area it occupies. The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout and static calculations or test reports, specification of construction and material must be submitted to MMI's Operations Department in due time, but at least 9 weeks before set-up begins.

At the set-up of facilities, especially buildings, all applicable regulations at the event site must be observed. Booth construction equipment and piles of materials are not permitted on the facility well and drainage cover at the outdoor area. All construction work must make allowances for existing supply lines, distribution boxes, etc. If these are located within the area occupied by an individual stand, they must be accessible at all times. Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all set-up work. Insofar as they are within individual stand areas, they must be accessible at all times. Stand structures may not be built nearer than 0.5 m to the border of neighboring stands unless MMI gives written permission for this. The stand sides bordering neighboring stand should be kept neutral, white and clear, so that they do not interfere with the design of the neighboring stand. Construction elements, stand signboards and banners must be arranged so that there is no unreasonable nuisance to neighbors. Misleading company signs must be removed at the request of the trade fair management. For all construction work, allowance must be made for existing supply lines, distribution boxes, etc. Where these are located within individual stand areas, they must be accessible at all times. Any underground work may only be commenced after approval by MMI's Operations Department. Exhibitors whose stands adjoin the enclosing fence of the trade fair grounds may not use the fence for their construction purposes. Use of the outside of the fence to carry advertising material is not permitted.

Publicity balloons are not permitted on the trade fair grounds. In the case of infringement of any of the conditions specified here, MMI is entitled to take action in accordance with the Terms of Participation.

#### **11 Safety Measures**

During set-up and dismantling period in the outdoor exhibition area wearing of a safety helmet is compulsory. In the indoor exhibition area it is only compulsory for working personnel (e.g. contractors, forwarders etc.). It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2 m).

#### **12 Technical installations and other regulations**

Applications for electrical installation, water, drainage, and telecommunication connections can be considered only if submitted in due time on the order forms available from MMI. The precise terms of delivery and the connection fees are stated on these forms. Equipment cables must be protected by the cable bridge for the duration of the show. Exhibitors shall cover the costs of all equipment that they order as well as any measures necessary to prevent damage to that equipment. Costs will be calculated based on actual consumption. All building structures on the trade fair grounds shall be executed in accordance with the legal requirements for construction materials. Revolving tower cranes, etc. must be secured according to regulations. Suspending advertising media or other loads from cranes is prohibited for safety reasons.

#### **13 Restoration of the exhibition areas**

All exhibition areas must be handed over to MMI's Operations Department in their original condition by the stipulated date for completion of dismantling. At the end of the exhibition, exhibitors must remove from the site all the materials especially the double-sided carpet tape used from their stands by the respective timings stated in the "Operations Schedule." MMI is entitled to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) by a contracting firm at the exhibitor's cost.

#### **14 Use of equipment**

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

### 15 Transport of track-laying vehicles

Only track-laying vehicles with smooth track plates, that are also approved for public roadways, may be driven on the roads of the trade fair grounds. The transport of track laying vehicles into the exhibition halls is permitted only with the express approval of MMI's Operations Department. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

### 16 Sales regulations

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods must not be delivered to purchasers until after the trade fair closes. Sales are permitted only to wholesalers, retail or trade customers.

### 17 Catalogue, Internet, Visitor Information

An official trade-fair catalogue, an internet database and visitor information will be compiled for the trade fair. All exhibitors (including co-exhibitors and companies at joint stands) are included, with the name indicated in the application, in the alphabetical list of exhibitors in these media. The minimum entry contains the exhibitor's company name, hall and stand number in the alphabetical list of exhibitors. Exhibitors (including co-exhibitors and companies at joint stands) will be offered other entries, eg. in the Product Index, and other forms of presentation in these media on a separate order form. The forms will be sent to applicants in good time. MMI assumes no responsibility for the correctness and completeness of the catalogue, internet database and visitor information. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of any advertisement placed in the trade fair catalogue, the internet database or the visitor information of MMI at the instigation of the advertiser. Should third parties assert claims against MMI on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MMI fully safeguarded against all claims asserted including all costs of any necessary defense in court on the part of MMI. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database or the visitor information of MMI.

### 18 Exhibitors' and Workers' passes

Exhibitors' passes are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors. For the time in which the trade fair is held, each exhibitor receives the following number of exhibitors' passes free of charge:

#### Hall

Registered sqm	Passes
9 to 18	5
19 to 27	10
28 to 54	20
55 to 100	30
101 to 400	40
> 400	max. 50

The number of exhibitors' passes is not increased for co-exhibitors. Additional exhibitors' passes are obtainable from the trade fair management and will be charged for. Exhibitors' passes are intended solely for stand personnel, and must not be passed on to unauthorized third parties.

Workers' passes for setting up and dismantling of stands are available in the numbers required and will be charged for. They may be purchased on site in the registration area during set-up once the hall management fee and construction deposit have been paid in full.

### 19 Circular letters

Once the stands have been allocated, exhibitors will be informed by circular of further details concerning preparation and organization of the trade fair.

### 20 Alterations

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

### 21 Liability and insurance

Considering the issue of safety, and to ensure the smooth operation of the show, MMI recommends that all exhibitors and their contractors purchase 3rd party public liability insurance as well as relevant insurances to cover employees and exhibits. The minimum insured amount for the public liability insurance should be no less than 5 million RMB.

MMI and its partners are neither liable for any personal damage or damage to exhibits nor liable for any compensation on lost material, theft and fire.

If MMI is required to pay compensation due to events related to the exhibitors' exhibits during the show, MMI has the right to demand that the relevant exhibitors reimburse that compensation to MMI.

MMI is not liable for any direct or indirect personal injury or property damage towards exhibitors, their representatives, and employees.

If the exhibitors are entrepreneurs, legal persons under public law or special funds under public law, MMI is under no circumstances liable for damage to for the loss of goods brought to the trade fair by the exhibitor or for stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair. The same applies to vehicles left on the trade fair grounds by exhibitors, their employees or representatives. For his part, the exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and co-exhibitors and their exhibition articles or exhibition installations and equipment.

MMI is not liable for any losses, damage or delays that occur during import/export procedures such as customs clearance, transportations, loading/unloading, for the exhibits. Exhibitors should purchase a sufficient amount of transportation insurances.

### 22 Photography, filming, video recording, and sketching

Only persons authorized by MMI and in possession of a valid MMI pass may film, photograph, or make sketches or video recordings in the exhibition halls and the outdoor exhibition area. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. If this rule is infringed, MMI can demand that the recorded material be surrendered and take legal steps to achieve this end. Photographs of stands which are to be taken outside normal opening hours and need special lighting require MMI's prior consent. Such photographs require the main ring circuit to be switched on by the hall electrician. The exhibitor will be charged the costs incurred, insofar as they are not borne by the photographer.

MMI is entitled to have photographs, drawings, films and video recordings made of events at the trade fair, of stands and exhibits, and to use them for advertising or general press publications.

### 23 Catering, deliveries to stands

Only companies approved for the event grounds may supply exhibition stands with food and beverages. Deliveries to exhibition stands are only permitted with restrictions. MMI is authorized to allow deliveries to stands only at certain times.

**Detailed information on the possibilities of catering at the booth will be given in the exhibitor manual at a later stage but in due time before the trade fair starts.**

### 24 Intellectual property rights

Any IPR disputes between exhibitors regarding exhibits, promotional materials, etc. shall be dealt with among exhibitors and MMI shall not be held responsible for any of the disputes.

### 25 Verbal agreements

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

### 26 Regulations for use

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors are not permitted to spend the night in the halls or on the outdoor area. Exhibitors must take the other participants in the event into consideration, must not act contrary to public policy and must not misuse their participation in the event for ideological, political or other purposes which have nothing to do with the event.

### 27 Period of limitation, period of exclusion

All the exhibitor's claims against MMI arising from the stand rental, and all legal proceedings in connection therewith, lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause 21, any complaints about invoices are to be made in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

### 28 Place of performance, applicable law

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

### 29 Jurisdiction, arbitration agreement

The following shall apply to exhibitors incorporated in the PR of China: In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may bring an action at the court which has jurisdiction at the registered address of MMI.

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

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, the both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may submit the dispute to the China International Economic and Trade Arbitration Commission Shanghai Sub-Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

### 30 Data protection

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

### 31 Severability Clause

Should the provisions set out in the Terms of Participation or Technical Guidelines be or become legally invalid or incomplete, the validity of the other provisions or the contract concerned remains unaffected. In such a case, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue.—In case of divergence between the English and the Chinese text, the English shall prevail.

As of Jan 2011

# Technical Guidelines

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# Technical Guidelines

## TECHNICAL GUIDELINE

### 1. Opening Hours

#### 1.1. During installation and dismantling

Work is permitted in the halls and open-area exhibition grounds during general installation and dismantling from 9:00 a.m. till 6:00 p.m., insofar as other hours specific to a trade fair are not stipulated.

These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours.

#### 1.2. During events

During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing time in the evening. MMI reserves the right to apply special regulations. Exhibitors, who need to be active at their stand in substantiated individual cases beyond these hours, need to apply to SNIEC for permission to work at these times.

### 2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

#### 2.1. Traffic regulations

Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MMI can make exceptions to this and grant corresponding parking permits or permission for driving in. MMI is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MMI or the security guards at any time. A parking permit or permit for permission to drive in is only valid for the vehicle, for which it was issued.

MMI is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during set-up and dismantling times in those cases, in which MMI permits driving on the trade fair grounds during an event.

The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event.

Optimum courtesy should be shown to pedestrians. Driving is not permitted on blocked paths and planted areas. Driving in the halls is only permitted for loading and unloading based on a written confirmation. Attention must be paid to the set load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MMI has designated as campgrounds for an event, are not subject to this regulation. Stopping is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MMI reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones or which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MMI is authorized to issue more far-reaching traffic regulations and traffic routing measures, especially to ensure smooth flow of traffic during set-up and dismantling times as well as during an event; every person on the trade fair grounds is obligated to comply with such. MMI especially reserves the right to regulate access of exhibitors or their stand construction or other suppliers to the individual stands.

We recommend using the complete set-up time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two set-up days in our experience. No claims may be made against MMI if the trade fair grounds are overcrowded or if delays occur for exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MMI concerning regulation of traffic on the trade fair grounds.

#### 2.2. Escape ways

##### 2.2.1. Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones may not be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the set-up and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to pile up their building material or exhibits and do not cooperate after being warned by MMI, MMI has the right to deduct a penalty charge from the given exhibitor's construction deposit.

Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge levied for this. If any damage occurs during the process, no claim for reimbursement for the damage may be asserted vis-à-vis MMI.

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

A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed.

Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

##### 2.2.2. Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently may not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification may not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture may only be set up at sufficient safety distances from access and exit doors or stairwell accesses.

If hall exits are located within a stand, these areas designated as hall exits may not be made narrower.

#### 2.3. Safety installations

Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked or obstructed.

#### 2.4. Stand Numbering

The organizer will mark all stands with stand numbers, which may not be removed without prior consent of the organizer.

#### 2.5. Guarding

MMI or the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MMI does not guarantee complete guarding and surveillance of the trade fair grounds.

MMI is authorized to take required measures for guarding and surveillance.

Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MMI. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MMI for the trade fair grounds.

Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during set-up and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MMI if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MMI.

### 3. Technical Data

#### 3.1. Hall data

Floor area per hall (gross):

E1—E7, W1—W5 11,500 sqm

N5 12,340 sqm

Admissible floor load: 3,300 kg/sqm (33 kN/sqm, for a single space of up to 50 sqm (3.3 t/sqm))

If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load bearing capacity should be reduced at least by 50%.

Flooring: Concrete floor with hardener

Access: 10 doors/openings

of approx. 5 m wide x 4 m height per hall

Power supply: 5 wire, 3 phase 380 V/220 V, 50 HZ

#### 3.2. Outdoor area data

Outdoor area has 3 types of floor condition: 1 Heavy load area with loading capacity of 15 tons/sqm; 2 Normal load area with loading capacity of 5 tons/sqm and; 3 Light load area with loading capacity of 2 tons/sqm. Due to this condition, the stand construction scheme provided by the exhibitors shall also include the loading capacity of the stand. In special cases, relevant info, such as floor material, etc., will be required from the exhibitors too. The exhibitor has to observe the limits conveyed to him.

Power supply: 5 wire, 3 phase 380 V/220 V, 50 HZ

#### 3.3. Ground loading capacity

Exhibitors are obliged to check the floor loading capacity. It is also the exhibitor's duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder, etc.

The loading capacity should be considered during exhibit installation and equipment operation. All the damage to the floor or other facilities due non-compliance with the loading capacity are to be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up stand structures on top of the two main electricity wire-tunnels in the hall as well as on top of the drainage cover and facility well in the outdoor area.

If exhibitors want to showcase heavyweight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, etc. with MMI and the official freight forwarder for the show.

Any exhibits that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate, etc. to prevent potential damage to the floor.

The exhibitors with heavyweight exhibits have to strictly follow the over-size/overweight exhibit schedule assigned by MMI and its official freight forwarder.

### 4. Stand Construction Regulations

The promotional materials in the stand should be corresponding to the brand image of the company or the co-exhibitors handing in the application in the first place. If not, MMI has the right to ask the exhibitor changing the promotional material and reserves the right to charge the exhibitor a penalty for violating this regulation.

During move-in/show/move out period, blocking the public aisle using construction materials, promotional materials, exhibits and causing human traffic are strictly forbidden. MMI has the right to deduct a penalty charge from the construction deposit of the exhibitor at fault if no improvement is made after receiving an oral/written warning from MMI.

#### 4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health. Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

#### 4.2. Approval of stand construction

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for one-storey stand constructions in the halls insofar as they are built by the exhibitor and its constructor. On request, MMI will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

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

##### 4.2.1. Checking and approving constructions requiring official approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds.

Dimensioned stand plans for one-storey stand constructions must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitor Manual of MMI. No specific approval will be issued.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and two-storey stand design." The form must be submitted in bilingual (Chinese and English) with the documents, also in bilingual (Chinese and English), requested in the form, in the required number of copies to MMI. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the building approval procedure shall be charged to the exhibitor (see the reverse side of the form "Building approval for outdoor stand and two-storey stand design").

##### 4.2.2. Vehicles and containers

Vehicles and containers as exhibition objects in the halls require approval.

##### 4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, do not comply with the Technical Guidelines or laws, must be changed or removed according to the case. If this is not done within a set time limit, MMI is authorized to make the changes at the expense of the exhibitor or insofar as required to remove such stand constructions.

##### 4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MMI from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

#### 4.3. Height of construction

The maximum stand construction and advertising height for one-storey stand is 6.00 m.

The maximum stand construction and advertising height for two-storey stand is 8.50 m.

Shell scheme stands are forbidden to change its original height limit. The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MMI's Operations Department responsible for this.

Exhibits are not subject to this limitation on principle, but MMI should be informed of them in advance.

#### 4.4. Fire protection

Exhibitors and stand construction contractors shall obey the fire protection rule and regulation from the venue and the organizer. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits can not be occupied by stand construction materials.

##### 4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or for other building structures must comply with the national and local fire protection regulations such that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof.

Normal flammable decoration materials may be used in partial areas if they are flame proofed and their burning diffusion rate is up to Class B1.

Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible). Stand flooring must be laid joint-tight.

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

4.4.1.2. The building materials for temporary tents should be non-combustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm with the distance between tents no less than 9 metres. If an automatic sprinkler system is installed in the tent, the size of the tent may be doubled.

4.4.1.3. No indoor stands may be closed structures. All the roofs and ceilings in the structures should use non-combustible materials. For double-storey stands whose second floor exceeds 30 sqm, a fire extinguisher, which passes annual inspection, must be provided for each 12 sqm of both storeys from the build-up period onwards.

- The roofing is to be a grid ceiling with opening dimensions of 1 x 1 cm. The horizontal opening area is to comprise at least 50% giving due consideration to the light fixtures and similar built-in parts.  
- The roofing is to open over a large area at a temperature of max. 70°C due to safety fuses.

(See item 4.9.6 for more information about roofing above the upper storey of a 2-storey stand.)

4.4.1.4. There are appointed flower suppliers in the centre. Any other suppliers are not allowed to run similar business in the centre.

Trees and plants may only be used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is determined during an exhibition that trees and plants dry out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire from tobacco products!).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfil the requirements stated above and are prohibited.

#### 4.4.2. Stand location

a) Stand decorations may not obstruct the fire prevention facilities in the halls. Stand construction or other materials may not be piled up in the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition hall shall be 60 cm at the least, and the piling up of materials in this pathway is forbidden.

c) The area of the stand construction or building in the outdoor area may not exceed 1,200 sqm and the height of the stand construction or building must be lower than or equal to that of two-storey buildings.

#### 4.4.3. Vehicles

Vehicles with combustion engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked; combustion engines may not be demonstrated in operation in the hall; fuel may not be stored on stands. Combustion engines may not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in the outdoor area. Fuel may not be stored on stands.

#### 4.4.4. Hazardous materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the trade fair centre or on its grounds during the build-up/show/dismantling periods.

b) The exhibitors/contractors shall clean up any flammable materials in good time during the build-up/dismantling periods. The storage of flammable packaging materials of exhibits is prohibited at the trade fair centre or on its grounds.

c) Explosive materials, oil, readily combustible materials, toxic materials and caustic materials may not be exhibited at trade fairs or exhibitions. Radio-active substances may not be brought into the exhibition venue.

#### 4.4.5. Smoking

Smoking is forbidden in the halls.

#### 4.4.6. Use of air balloons

The use of airships and balloons is not permitted in the halls and in the outdoor exhibition area.

#### 4.4.7. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or—if substantial quantities of such collected—several times daily.

#### 4.4.8. Abrasive cutting and all work with open flames

Chain-sawing, electric planing, electric welding and cutting work may be carried out in the outdoor area during the build-up period. All workers for specific-type work such as electric welding and other tasks that might be represent a fire hazard, etc. must possess a specific-type operator certificate and strictly comply with fire prevention operation rules.

Only after receiving written approval from SNIEC may any welding, cutting, defrosting and milling work be carried out on site. Meanwhile, notice should be made to the surrounding stands and staff working on the stands before any of the above-mentioned tasks are executed.

At the place where the electric welding is carried out, the flammable materials must be cleaned up from the surrounding area. A safety manager must be assigned on site for supervision purposes.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

Welding and cutting work is prohibited on pipelines in operation or containers with flammable and explosive materials inside. The on-site safety manager shall inspect the site to ensure that no residual tinder or unburned material remains after the work.

#### 4.4.9. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands in the hall. Any empties should be removed without delay.

Storage of empties on the trade fair grounds is only permitted by the forwarding company contracted to do this by MMI. This service is subject to charges.

MMI is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

#### 4.4.10 Glass and acrylic glass

Only safety glass may be used for structures made of glass. Glazed installations need to be fixed properly and eye-catching signs put on the glass to avoid any potential danger to workers and employees.

Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height.

#### 4.5. Exits, escape routes, doors

##### 4.5.1. Exits, escape routes

Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficult to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

##### 4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

#### 4.6. Platforms, ladders, ascents, footbridges

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with railing. These must be at least 1.00 m high. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided. One-level platforms, on which you can walk, may have a maximum height of 0.20 m.

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

#### 4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health. Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and laws of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

#### 4.2. Approval of stand construction

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for one-storey stand constructions in the halls insofar as they are built by the exhibitor and its constructor. On request, MMI will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

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

##### 4.2.1. Checking and approving constructions requiring official approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds.

Dimensioned stand plans for one-storey stand constructions must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitor Manual of MMI. No specific approval will be issued.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and two-storey stand design." The form must be submitted in bilingual (Chinese and English) with the documents, also in bilingual (Chinese and English), requested in the form, in the required number of copies to MMI. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the building approval procedure shall be charged to the exhibitor (see the reverse side of the form "Building approval for outdoor stand and two-storey stand design").

##### 4.2.2. Vehicles and containers

Vehicles and containers as exhibition objects in the halls require approval.

##### 4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, do not comply with the Technical Guidelines or laws, must be changed or removed according to the case. If this is not done within a set time limit, MMI is authorized to make the changes at the expense of the exhibitor or insofar as required to remove such stand constructions.

##### 4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MMI from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

#### 4.3. Height of construction

The maximum stand construction and advertising height for one-storey stand is 6.00 m.

The maximum stand construction and advertising height for two-storey stand is 8.50 m.

Shell scheme stands are forbidden to change its original height limit. The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MMI's Operations Department responsible for this.

Exhibits are not subject to this limitation on principle, but MMI should be informed of them in advance.

#### 4.4. Fire protection

Exhibitors and stand construction contractors shall obey the fire protection rule and regulation from the venue and the organizer. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits can not be occupied by stand construction materials.

##### 4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or for other building structures must comply with the national and local fire protection regulations such that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof.

Normal flammable decoration materials may be used in partial areas if they are flame proofed and their burning diffusion rate is up to Class B1.

Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible). Stand flooring must be laid joint-tight.

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

4.4.1.2. The building materials for temporary tents should be non-combustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm with the distance between tents no less than 9 metres. If an automatic sprinkler system is installed in the tent, the size of the tent may be doubled.

4.4.1.3. No indoor stands may be closed structures. All the roofs and ceilings in the structures should use non-combustible materials. For double-storey stands whose second floor exceeds 30 sqm, a fire extinguisher, which passes annual inspection, must be provided for each 12 sqm of both storeys from the build-up period onwards.

- The roofing is to be a grid ceiling with opening dimensions of 1 x 1 cm. The horizontal opening area is to comprise at least 50% giving due consideration to the light fixtures and similar built-in parts.  
- The roofing is to open over a large area at a temperature of max. 70°C due to safety fuses.

(See item 4.9.6 for more information about roofing above the upper storey of a 2-storey stand.)

4.4.1.4. There are appointed flower suppliers in the centre. Any other suppliers are not allowed to run similar business in the centre.

Trees and plants may only be used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is determined during an exhibition that trees and plants dry out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire from tobacco products!).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfil the requirements stated above and are prohibited.

##### 4.4.2. Stand location

a) Stand decorations may not obstruct the fire prevention facilities in the halls. Stand construction or other materials may not be piled up in the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition hall shall be 60 cm at the least, and the piling up of materials in this pathway is forbidden.

c) The area of the stand construction or building in the outdoor area may not exceed 1,200 sqm and the height of the stand construction or building must be lower than or equal to that of two-storey buildings.

##### 4.4.3. Vehicles

Vehicles with combustion engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked; combustion engines may not be demonstrated in operation in the hall; fuel may not be stored on stands. Combustion engines may not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in the outdoor area. Fuel may not be stored on stands.

##### 4.4.4. Hazardous materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the trade fair centre or on its grounds during the build-up/show/dismantling periods.

b) The exhibitors/contractors shall clean up any flammable materials in good time during the build-up/dismantling periods. The storage of flammable packaging materials of exhibits is prohibited at the trade fair centre or on its grounds.

c) Explosive materials, oil, readily combustible materials, toxic materials and caustic materials may not be exhibited at trade fairs or exhibitions. Radio-active substances may not be brought into the exhibition venue.

##### 4.4.5. Smoking

Smoking is forbidden in the halls.

##### 4.4.6. Use of air balloons

The use of airships and balloons is not permitted in the halls and in the outdoor exhibition area.

##### 4.4.7. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or—if substantial quantities of such collected—several times daily.

##### 4.4.8. Abrasive cutting and all work with open flames

Chain-sawing, electric planing, electric welding and cutting work may be carried out in the outdoor area during the build-up period. All workers for specific-type work such as electric welding and other tasks that might be represent a fire hazard, etc. must possess a specific-type operator certificate and strictly comply with fire prevention operation rules.

Only after receiving written approval from SNIIEC may any welding, cutting, defrosting and milling work be carried out on site. Meanwhile, notice should be made to the surrounding stands and staff working on the stands before any of the above-mentioned tasks are executed.

At the place where the electric welding is carried out, the flammable materials must be cleaned up from the surrounding area. A safety manager must be assigned on site for supervision purposes.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

Welding and cutting work is prohibited on pipelines in operation or containers with flammable and explosive materials inside. The on-site safety manager shall inspect the site to ensure that no residual tinder or unburned material remains after the work.

##### 4.4.9. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands in the hall. Any empties should be removed without delay.

Storage of empties on the trade fair grounds is only permitted by the forwarding company contracted to do this by MMI. This service is subject to charges.

MMI is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

##### 4.4.10 Glass and acrylic glass

Only safety glass may be used for structures made of glass. Glazed installations need to be fixed properly and eye-catching signs put on the glass to avoid any potential danger to workers and employees.

Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height.

#### 4.5. Exits, escape routes, doors

##### 4.5.1. Exits, escape routes

Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficult to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

##### 4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

##### 4.6. Platforms, ladders, ascents, footbridges

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with railing. These must be at least 1.00 m high. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided. One-level platforms, on which you can walk, may have a maximum height of 0.20 m.

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

The general regulations and the regulations for the hall area, insofar as they can be applied to the outdoor exhibition grounds in the sense they are intended, also apply to the outdoor exhibition grounds.

#### **4.9. Two-storey constructions**

##### **4.9.1. Construction request**

Booths with an area of 24 sqm and above are allowed to have an upper storey. Both storeys can only present the products and services from the same exhibitor and its co-exhibitors.

Two-storey stands can only be built with the prior consent of MMI.

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

The number of two-storey stands will be limited and MMI has the right to forbid the exhibitor to build a two-storey stand.

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

The upper storey of a two-storey stand may not cross the aisles in the hall.

If the upper storey area exceeds 30 sqm, a fire extinguisher, which passes annual inspection, must be placed for use on both storeys. A fire extinguisher is required in any closed room within the stand.

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

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

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

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

##### **4.9.3. Live loads/assumed loads**

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

- 1) When the upper storey is used for general visitor traffic, meetings, and presentations and/or as storage space, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 2) When the upper storey is used as a showcase room, sales area or conference room or with a large number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 3) When the upper storey is used as a rest area for employees, offices or corridors, no permanent staff is positioned there and the stairs to the upper storey are clearly marked to prevent public access, the storey ceiling may be designed for a live load of 3.0 kN/sqm.

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

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

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

##### **4.9.4. Escape ways/stairs**

Two-storey stands up to 100 sqm of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reaching of the hall aisle in the ground floor may not exceed 25 m. Spiral staircases as required staircases are not permitted. If the upper storey area exceeds 100 sqm, at least two stairways arranged opposite each other are required. At least one of the two stairways must end in an area, which is not built over. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers. Handrails must be easy to grab hold of and run without interruptions.

##### **4.9.5. Construction materials**

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

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

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

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

##### **4.9.6. Upper storey**

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

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

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

A closed ceiling is not allowed for the upper storey. Metal grating with a grid dimension of 1 cm x 1 cm is permitted. The open area above must be at least 80% of the floor area, including the light fixtures.

##### **4.10. Dismantling Stands**

Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the stand and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation).

MMI is authorized but not obligated to transport away and store exhibition goods, which is still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor as well as charge an appropriate handling fee from trade fair forwarding companies. MMI is authorized to dispose of exhibition material and all other objects, which an exhibitor has left behind after the end of the dismantling time.

## **5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features**

### **5.1. General regulations**

Set-up and dismantling work may only be carried out within the framework of the respectively valid labour and commercial laws.

#### **5.1.1. Damage compensation**

Exhibitors need to protect the exhibition hall, ground, walls and related facilities. Should any damage occur, exhibitors need to compensate the damage according to the quotation from SNIEC.

Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MMI at the expense of the exhibitor in question after the end of the event. MMI has the right to deduct the above-mentioned expense from the construction deposit provided by the exhibitor. If the construction deposit is not enough to cover the cost of damage, MMI and SNIEC reserve the right to take the necessary action to obtain the remaining compensation amount from the exhibitors.

For shell scheme exhibitors, fees related to repairs and replacements for the damaged items, such as flooring, lighting, rental equipment, no matter if the damage is caused by the exhibitor itself, its representatives, its partners, service providers hired by the exhibitor, its representatives and partners or by individuals, are payable by the exhibitor.

### **5.1.2. Safety operations**

During set-up and dismantling period in the exhibition area (halls and outdoor) wearing of a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2 m).

Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When passing tools or objects, throwing is forbidden.

Overhead work after drinking alcohol is also strictly forbidden.

### **5.2. Use of tools**

The use of cartridge-powered tools is prohibited.

The use of woodworking machines without chip suction-off is not permitted.

Only cranes, forklifts and platforms may be used, which are made available by the service partners of MMI responsible for this. An agreement about this must be reached with MMI in special cases.

### **5.3. Electrical Installations**

#### **5.3.1. Connections**

Only MMI or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MMI or its suppliers, include the main connection with electric power lines, main power fuse and—if applicable—main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by MMI. Exhibitors are expressly forbidden to obtain electricity from neighbouring stands.

In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MMI.

A layout drawing should be sent with an order, which make the desired placement of the connections clear.

Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MMI determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MMI is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.

Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MMI is authorized to run electric power lines and connections, which serve neighbouring stands, through the stand of an exhibitor, unless MMI can make the electric connection to the neighbouring stand at the same or lower costs without running cables and connections through the stand of the exhibitor.

Exhibitors may not object to the layout of any facilities required at the trade fair centre and on its grounds such as electric cables, Internet cables, water pipe-lines, etc. If the exhibitor wants to re-allocate cables by laying them across/around the stand, or wants to lay cables that cross traffic paths or other stands, the exhibitor must pay for the cost of changes after obtaining written consent from MMI. The cables must be laid in a roadworthy manner.

Facility cables needs to be protected by the cable bridge during the whole show period.

Exhibitors will cover the cost of the facilities they order and the necessary damage prevention measures for those facilities. Costs will be calculated based on actual consumption.

Electricity power consumption will be calculated based on the quotation in the Exhibitor Manual.

The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

#### **5.3.2. Stand installation**

Within stands, installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. The installation personnel must hold valid electrician operation certificate.

Electric installations within a stand can be carried out by MMI or its suppliers on order.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

#### **5.3.3. Assembly and operating regulations**

The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminium wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE). Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

The electric and gas connections should be fixed and isolated from constructions. The electric and gas connections should be installed in pipe or protected by a cable bridge if those connections are on the ground. Double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

#### **5.3.4. Safety measures**

All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers.

Lighting fixtures may not be attached to flammable decorations, among other things.

The safety distance between lighting fixtures and flammable exhibits must be at least 60 cm.

High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m. Outdoor lighting fixtures should be waterproof and safety measures as protection against rain and wind should be considered.

### 5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special feature of their construction, require their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

## 5.4. Water and sewage installations

### 5.4.1. Connections

Only MMI or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MMI. Exhibitors are expressly forbidden to obtain water from neighbouring stands. In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made. Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MMI determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MMI is authorized to upgrade the water and sewage installations at the expense of the exhibitor even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Water and sewage connections are possible in principle in the open-air exhibition grounds; pipes can be laid above or below ground. In exceptional cases when there is an unfavourable location, it might not be possible to install an ordered connection or extra costs can be expected.

MMI is authorized to run water and sewage pipes and connections, which serve neighbouring stands, through the stand of an exhibitor, unless MMI can make the water and sewage connection to the neighbouring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per cubic meter using the built-in meter.

Chemically polluted sewage may not be fed into the canal system.

The water supply and sewage disposal will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

### 5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Plumbing installations within a stand may be carried out by MMI or its suppliers on request.

If the plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the plumbing installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

## 5.5. Compressed air installations

### 5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and in the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MMI reserves the right to install a compressor for compressed air supply at a stand, for example when there is little need for compressed air. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by MMI.

Exhibitors are expressly forbidden to obtain compressed air from neighbouring stands. Only MMI or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed air connection with compressed air lines are part of compressed air installations. In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MMI determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MMI is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MMI is authorized to run compressed air lines and connections, which serve neighbouring stands, through the stand of an exhibitor, unless MMI can make the compressed air connection to the neighbouring stand at the same or lower costs without running lines and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

### 5.5.2. Stand installation

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MMI or its suppliers on order.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the renter at the prices valid at the event time. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm<sup>2</sup>. And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

## 5.6. Exhaust Gas and Exhaust Systems

### 5.6.1. Exhaust gases and fumes

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They must be drawn off to the outside using appropriate piping.

### 5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

The outlets may only be installed by MMI or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

## 5.7. Hazardous materials and facilities

The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc.) require the prior written consent of MMI. An application for this must be submitted to MMI at least six weeks before the beginning of the event.

## 5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields require approval and must be agreed upon with MMI.

Furthermore, operation of high-frequency and radio installations is only permitted if they have a demonstrably sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MMI. Information about the frequencies/applications used on the trade fair grounds can be obtained from MMI.

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

The forwarding agents contracted by MMI, hereafter referred to as "trade fair forwarders," have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds. Liability of MMI for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MMI as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MMI but instead for the exhibitor or a third party. MMI is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor or to contract the appropriate trade fair forwarder with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MMI can be derived from this if such shipments are accepted without checking their appropriateness or completeness, freight and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

## 5.10. Annoyances from exhibition materials

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MMI. This obligation of an exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this.

If an exhibitor does not comply without undue delay with his obligation to remove exhibition material, MMI is authorized to remove the exhibition goods at the expense and own risk of the exhibitor or to close his trade fair stand without the exhibitor having any right to assert claims from this against MMI or the respective organizer. MMI shall set the dismantling time for the closed stand.

Without appropriate written confirmation from SNIEC, the following items are not allowed to enter the trade fair centre or its grounds: weapons, guns, swords, bullets, explosives, combustible substances, radioactive materials, any type of dangerous material, objects which may not be imported, objects which have IPR issues, objects which might impact on the normal operation of SNIEC and objects that are banned by relevant government departments.

## 5.11. Information and communication services

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

Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

## 6. Waste Management

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during set-up, service period and dismantling of their stands. In the event that exhibitors do not comply with this regulation, MMI has the right to deduct the service fees for waste management directly from the construction deposit.

### 6.1. Storage and waste disposal

There is no official storage area on site. Exhibitors need to remove all packing materials, especially paper boxes, wooden boxes and cargo, from the exhibition site or contact the official freight forwarder appointed by MMI to arrange the storage of such materials. All costs related to this service shall be borne by the exhibitors. MMI reserve the right to remove and process the materials and objects on site. All fees incurred by way of these processes will be borne by the exhibitors.

Starting from the build up period, exhibitors and their stand construction contractors have to clear up the waste material in the stand and on the surrounding public pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MMI has the right to deduct a penalty charge from the given exhibitor's construction deposit.

Before the opening ceremony, MMI will deal with all the materials left in non-stand areas, such as the opening ceremony area, aisles, empty parts of the outdoor area, etc. and service fees incurred by way of this procedure will be borne by the relevant exhibitors.

Exhibitors or their contractors have to remove all the construction materials and waste, such as scraps of construction materials, wooden boxes, pallets, paper boxes, wrapping materials, promotional materials, etc., before the end of the dismantling time.

After the end of the dismantling time, any remaining materials will be removed by MMI. No prior notification of the removal will be issued to the exhibitor. Cost incurred for this removal will be borne by the exhibitor along with a penalty charge for leaving waste on site.

#### 6.2. Waste requiring special monitoring

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MMI and to have such disposed of properly by the supplier of MMI responsible for this. It is especially a question of the following waste materials:

Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators.

The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

#### 6.3. Waste brought to the site

Materials and waste, which are not brought in connection with the event duration, set-up or dismantling, may not be brought onto the trade fair grounds.

### 7. Water, Sewage, Soil Conservation

#### 7.1. Oil and grease traps

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.

If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

#### 7.2. Cleaning/detergents

MMI is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they should order cleaning services via MMI. The cleaning must be completed daily before the trade fair or event start. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MMI may be contracted for this.

Cleaning companies not approved by MMI are expelled from the exhibition areas.

Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment

is not polluted. Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

#### 7.3. Damage to the environment

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MMI immediately.

#### 7.4. Sewage disposal

The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences.

The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the stand and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

### 8. Painting Work

Large-scale painting is not permitted in the trade fair grounds. However, smallscale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows:

- a.) Painting in an area properly ventilated
- b.) Use of nontoxic paints
- c.) Covering all the floor involved within the trade grounds with dry paper or plastic film
- d.) No painting near the vertical structures (i.e. walls) of the trade fair grounds
- e.) No washing of paint material within or surrounding the trade fair grounds

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

### 9. Sand, Soil and Similar Materials

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitor is responsible for any damage. After the show, exhibitors have to remove all the above mentioned materials from the stand and return the stand to SNIEC with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

MMI (Shanghai) Co., Ltd  
January 2011

## NEW IMPORT REGULATIONS

### Important Notice on Films/Slides/Video tapes

According to the new regulation of **China Customs** on Imported **Films/Slides/Video tapes/CDs, DVDs, VCDs**, the following must be complied from now on:

1. For per exhibitor, subjects as Films/Slides/Video tapes/CDs, DVDs, VCDs can only be distributed **no more than 200 pieces** during an exhibition.
2. The **pieces above 200** will be detained by China Customs and will be returned after the exhibition.
3. For customs censorship, the shipper **shall provide samples** of Films/Slides/Video tapes/CDs, DVDs, VCDs to the **freight forwarder** before move-in date of the show.

**Please pay attention to the amount of Films/Slides/Video tapes/CDs, DVDs, VCDs when collecting future shipments.**