

## Application Form EXHIBITORS

**Final Deadline for Applications: 28 Feb 2024**

Start of Stand Allocation: August, 2023

COMPANY (Please underline keyword for alphabetical entry) : \_\_\_\_\_

STREET, P.O. Box: \_\_\_\_\_

COUNTRY, TOWN, POSTAL CODE \_\_\_\_\_

CONTACT FOR TRADE FAIR ORGANIZATION, POSITION, □MR. / □MS. \_\_\_\_\_

TELEPHONE \_\_\_\_\_ | MOBILE: \_\_\_\_\_

E-MAIL \_\_\_\_\_ | WEBSITE: \_\_\_\_\_

Type of Exhibitor:

Manufacturer  Importer  Distributor  Service company (multiple entries possible)  Association/Institution  Organizer of National Pavilion (multiple entries possible)

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

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

COMPANY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

STREET, P.O. Box \_\_\_\_\_ MOBILE \_\_\_\_\_

COUNTRY, TOWN, POSTAL CODE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT, POSITION, □MR. / □MS \_\_\_\_\_

## PARTICIPATION FEES

### We wish to participate and apply for \* :

<p><b>Shell scheme incl. stand space:</b></p> <p><input type="checkbox"/> RMB 45,700 / 9 sqm (early bird RMB 44,300)</p> <p><input type="checkbox"/> RMB 89,900 / 18 sqm (early bird RMB 87,200)</p> <p><input type="checkbox"/> RMB 134,200 / 27 sqm (early bird RMB 130,175)</p> <p><input type="checkbox"/> More sqm _____ x RMB 47,000 per sqm = Total RMB _____</p> <p><b>Raw space:</b></p> <p><input type="checkbox"/> RMB 2,100 / sqm (minimum of 27 sqm)</p> <p>_____ sqm requested</p> <p>(*early bird RMB 2,000)</p>	<p><b>Shell scheme (9 sqm) includes following stand equipment:</b></p> <ul style="list-style-type: none"> <li>• booth-allocation within the hall</li> <li>• solid hard wall structure</li> <li>• carpeted floor</li> <li>• fascia listing (company name and stand no.)</li> <li>• spotlights and power socket (0.5 kW/220V/13 A)</li> <li>• 1 counter (lockable), 1 square table, 3 chairs, catalogue / internet entry (company name, stand no.)</li> <li>• 5 exhibitor passes (see Clause 18)</li> </ul>
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**\*the early bird price is valid for registrations received by August 30, 2023 at the latest.**

### Upper-storey stand space in hall costs 50% of the price of the respective ground-floor space

**★Hall Management Fee:** The official contractor charges raw space exhibitors HALL MANAGEMENT FEE. It is COMPULSORY to pay this management fee to the official contractor directly. If you appoint the Stand Contractor, it's their responsibility to pay this management fee.

**★Co-exhibitors :** A charge of RMB 1,800 will be applicable for each co-exhibitor. Please find the co-exhibitors' application form on our website.  
\_\_\_\_\_ Number of Co-Exhibitors represented at the stand with their own staff (according to Terms of Participation Clause 3)  
Additionally represented companies are not allowed at the stand.

The objects registered for and brought to the fair are our property:  Yes  No

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

### 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 centers / 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                          |

**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 MM-SH in respect of the above fair.**

Title of the fair  
air cargo China 2024

Venue: Shanghai New International Expo Centre

Duration and Opening hours  
25 – 26 June 2024 9 am to 5 pm  
27 June 2024 9 am to 4 pm

Contact:  
Messe München GmbH  
Messegelände  
81823 München, Germany  
Tel. (+49 89) 9 49-2 02 77  
[Katrin.Leideritz@messe-muenchen.de](mailto:Katrin.Leideritz@messe-muenchen.de)

Organizer:  
Messe Muenchen Shanghai Co., Ltd. (MM-SH)  
11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue,  
Pudong New Area, Shanghai 200122 P.R. China

## Terms of Participation

### 1 Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully as well as faithfully completing and signing – with a legally binding signature - the "Application" form and submitting it to Messe Muenchen Shanghai Co., Ltd. (MM-SH) (facsimile or scanned copies are deemed as legally valid) at the earliest opportunity or at the latest by the application deadline.

**The deadline for applications is February 28, 2024.**

With the application, exhibitors express to MM-SH 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.

When an exhibitor submits the application form, it means that the exhibitor acknowledges and observes the Terms of Participation and the Technical Guidelines. After exhibitors receive Acknowledgment letter, it not only means that the exhibitors have been qualified for participating in the show but a Booth Rental Contract becomes valid. The application form submitted by the exhibitor (including Terms of Participation and Technical Guidelines), together with the Floorplan, Admission Letter and Exhibitor Manual sent by MM-SH are indispensable parts of the Booth Rental Contract, which has legally binding force on both parties.

### 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 written notice of admission.

General importers and authorized specialist dealers may only exhibit machines and plants whose manufacturers are not represented at air cargo china 2024. 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. MM-SH 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)

Co-exhibitors must obtain MM-SH's written permission to be eligible for the exhibition. The registration fee is RMB 1,800 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 MM-SH 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 (VAT inclusive) subsequently by MM-SH.

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 Exhibitor Manual. 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 MM-SH services, MM-SH 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 MM-SH's prior written consent.

### 4 Participation fees, lien for Floor Space Only

The participation fees per sqm of floor space are:

a) In the halls (minimum stand size 12 sqm)

**Shell scheme incl. stand space:**

RMB 45,700 / 9 sqm

RMB 89,900 / 18 sqm

RMB 134,200 / 27 sqm

RMB 47,000 / per sqm (more than 27 sqm)

**Raw space** RMB 2,100/sqm

For registrations received by August 31, 2023, an early bird rate according to the application form.

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

b) Besides the rent of the stand area, the participation fees include extensive services provided by MM-SH, such as consultation and planning advice, publicity work, organization, technical assistance etc.

**The above price includes 6% value-added tax. If the tax authority in China adjusts the tax type or tax rate before MM-SH's issuing the invoice, MM-SH reserves the right to calculate the tax amount and issue the corresponding invoice according to the new tax type and tax rate from the date when the tax authority in China adjusts the tax type or tax rate. In case of any further tax requirements in the exhibitor's state / country of residence, such taxes**

**shall be borne by the exhibitor.**

**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 a first payment within a reasonable time after his application. The first payment for more than 2 months from the first day of the exhibition is 30% of the projected participation fee, while the first payment for less than 2 months from the first day of the exhibition is 100% of the projected participation fee. This first payment will be refunded without interest if the applicant is not admitted to the trade fair, and the specific payment request is based on the invoice issued by MM-SH. If an exhibitor decides to decrease applied area, the difference of the first payment due to this change will not be refunded to the exhibitor separately but counted as the participation fee paid by the exhibitor as a whole. The exhibitor shall receive an invoice for the remainder of the participation fee after stand assignment. The remained amount will be the difference between the actual participation fee of the assigned area and the already paid amount. Payment of the invoices is due immediately unless other payment deadlines are stated in the invoices. 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 MM-SH services, MM-SH is entitled to refuse the exhibitor's move-in request and withhold such services, including but not limited to the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MM-SH. This applies in particular to obligations arising from previous events.

MM-SH 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 MM-SH at any time about the ownership of articles, which are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MM-SH is entitled to detain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. If this is still not enough to make up for the loss of MM-SH, MM-SH reserves the right to claim compensation by the exhibitor.

MM-SH does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MM-SH 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 MM-SH, and MM-SH must declare its agreement with such.

Should the exhibitor wish to have an invoice rewritten because the name, tax number or address of the recipient of the invoice has changed, the exhibitor is obliged to pay MM-SH a sum amounting to RMB 450 plus VAT 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 MM-SH 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 MM-SH invoices, which are connected with the event, are to be paid in RMB, without deductions and free of all charges (e.g. bank charges occurring when transferring via bank account have to be paid by the applicant in full), by credit transfer to the account specified in the invoices, mentioning the exhibitor's company name and invoice number.

MM-SH bank information is the following:

Bank:	ICBC Shanghai Branch, No2 Business Department
Account Name:	Messe Muenchen Shanghai Co., Ltd.
Account No. (RMB):	1001190709016219311
Swift code:	ICBKCNBJSHI

### 6 Rental contract

The application of the exhibitor represents the rental contractual offer and means that the exhibitor acknowledges and observes the Terms of Participation and the Technical Guidelines. 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 MM-SH has notified the exhibitor in writing that he is admitted.

The application form submitted by the exhibitor (including Terms of Participation and Technical Guidelines), together with the Admission Letter and Exhibitor Manual sent by MM-SH are indispensable parts of the Booth Rental Contract, which has legally binding force on both parties. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in full to such third parties as are neither co-exhibitors admitted by MM-SH nor additionally represented companies admitted by MM-SH.

According to this contract, MM-SH 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 MM-SH does not receive the exhibitor's rejection of the assignment of the stand area within one week.

If an exhibitor rejects a stand area in writing before the above mentioned deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MM-SH assign him an acceptable stand area. If MM-SH 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 be changed by MM-SH before the trade fair opens. MM-SH 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 MM-SH because of such changes. MM-SH may also subsequently, i.e. after the rental contract and the stand assignment have come into force, change space allocations, including but not limited to 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. Should such subsequent changes result in a lower participation fee, the difference in amount without interest will be refunded to the exhibitor. Further claims against MM-SH 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 MM-SH 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 MM-SH's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MM-SH at its own discretion.

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 MM-SH, 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. MM-SH is entitled to withdraw from the contract or to terminate the contractual relationship without notice, first payment paid to MM-SH are non-refundable and MM-SH reserves the right to claim against exhibitors for the losses incurred if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfills the conditions 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 MM-SH.** 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, MM-SH 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. **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. If the exhibitor withdraws the contract after application form is submitted and the participation is approved, the first payment shall not be refunded. If the exhibitor withdraws the contract within 3 months before the show, 100% of the actual participation fee shall be charged. The exhibitor is obliged to make up the balance of the penalty if the exhibitor fails to fully make such first payment or total participation fee when the contract is cancelled.**

MM-SH is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MM-SH on time, MM-SH 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 first payment. MM-SH is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MM-SH's rights, objects of legal protection and interests and MM-SH can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MM-SH is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MM-SH's right to claim further damages remains unaffected.

### 8 Force majeure, cancellation of the event

If MM-SH is compelled, as a result of force majeure (natural disasters such as earthquakes, droughts, tsunamis, typhoons, hurricanes and floods, or fires, war, riots, terrorism, acts of government, epidemics and other acts or events recognized by applicable laws as force majeure or otherwise commonly recognized as a force majeure event by international commercial practice) 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 resulting in postponement or curtailing of the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MM-SH, in particular claims for damages. If MM-SH 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 MM-SH to hold the event, MM-SH 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

The information such as exact dates for set up and dismantling will be published at a later stage, i.e., on Exhibitor Manual or Final Reminder, the exhibitor shall comply with it strictly.

There will be a special build up scenario for certain sections of the outdoor area. Early move-in needs to be confirmed in writing by the venue, MM-SH and its appointed official freight forwarder while relevant formalities should be completed and related expense should be paid. If exhibitors want to showcase over-weight / high exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH and the official freight forwarder for the show and strictly follow the over-size / overweight exhibit schedule assigned by MM-SH and its official freight forwarder.

**All delivery and stand-construction vehicles must be removed from the halls and from the outdoor area by 6 pm on the last day of setting up, June 24, 2024.** After that, the exhibits or facilities remaining in the indoor exhibition hall and outdoor exhibition venue shall be deemed to be abandoned by the exhibitors. Vehicles which are still in the halls or the outdoor area after these times will be removed by MM-SH at the risk and expense of the exhibitor concerned. Setting up must be finished by 6 pm on June 24, 2024 at the latest. An extension is possible only in exceptional cases with the written permission of MM-SH. The dates for assembly and dismantling must be observed. Stands not occupied by the last day of assembly may be disposed of as MM-SH 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 (4 pm on 27 June 2024). If they break this rule, MM-SH is entitled to demand a penalty of RMB 4,500.**

MM-SH 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 MM-SH's right to cancel the contract in accordance with Clause 7 or to a claim for all costs thereby incurred by MM-SH.

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

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.

**Ultra-high or overweight exhibits are not permitted in the halls.**

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space construction in the halls insofar as they are built by the exhibitor and its contractor. On request, MM-SH's Operations Department and the appointed service partners will check submitted stand construction plans (submitted in duplicate) for exhibitors. No separate approval notification will be issued. All stand constructions, two-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.

For booths 4.5m and upwards in height, or two-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 MM-SH. Approval 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 quadruplicate to MM-SH's Operations Department and the appointed service partners for approval by the deadline specified, at the latest 9 weeks before stand assembly is to start.

All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers. 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, MM-SH is entitled to take action in accordance with the Terms of Participation. MM-SH 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 not lower than 2.5m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand. Exhibitors who are allocated in more than one block with public aisles in between the blocks of the stand are not allowed to build stand construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

In the case of infringement of any of the conditions specified here, MM-SH is entitled to take action in accordance with the Terms of Participation.

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 two-storey booth is 8.50 m.

For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers. The area of the stand construction or building at the outdoor area cannot exceed 1200 sqm and the height of the stand construction or building must be lower than or equal to two-storey buildings. All structures to be set-up in the outdoor area require the prior consent of MM-SH and get permission from a top level certified structural engineer.

Two-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 MM-SH. Approval for the two-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 MM-SH's Operations Department and the appointed service partners 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 and material piling are not allowed on the facility well and drainage cover at the outdoor area.

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. Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times. The stand sides bordering neighboring stand should be not less than 2.5m and keep neutral, white and clear, so that they do not interfere with the design of the neighboring stand.

Construction elements, stand signboards, exhibits and banners on the booth 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. Any underground work may only be commenced after approval by MM-SH'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.

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

In the case of infringement of any of the conditions specified here, MM-SH is entitled to take action in accordance with the Terms of Participation.

### 11 Safety Measures

During set-up and dismantling period in the exhibition area (hall and outdoor) wearing of a safety helmet is compulsory. Herring bone ladder up to 2m is prohibited. 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 2m).

### 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 MM-SH. The precise terms of delivery and the connection fees are stated on these forms. Facility cables needs to be protected by the cable bridge during the whole show period. Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

All building structures on the trade fair grounds shall be executed in accordance with the performance of the materials used. Revolving tower cranes, etc. must be secured according to regulations. Suspending advertising media or other loads from cranes is prohibited for safety reasons.

For security reason, hanging advertising materials or other objects on cranes, work platforms and exhibits is prohibited. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the prior written permit of MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

### 13 Restoration of the exhibition areas

All exhibition areas must be handed over to MM-SH'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". Apart from the clearance and cleanse of the construction materials and stains, outdoor booths exhibitors and contractors should restore the exhibition area into the initial state and clear all the garbage inside the comprehensive cementing. MM-SH 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. The carpets, KT boards, low-pressure

plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

#### 14 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MM-SH service partners responsible. In special cases, the consent of MM-SH's Operations Department is required. All the over-hanging operations as working on the cradle are strictly prohibited.

#### 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 written approval of MM-SH'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. **Retail sales are prohibited in the exhibition. Otherwise, the Industrial and Commercial Department may be involved and therefore all the penalties and losses incurred will be borne by the exhibitors**

#### 17 Catalogue, Internet Information

An official trade-fair catalogue, an internet database 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 form, 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, e.g. 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. MM-SH assumes no responsibility for the correctness and completeness of the catalogue, internet data base information.

The exhibitor is solely responsible for the permissibility under law – and particularly the law on competition and data protection— of any advertisement placed in the trade fair catalogue, the internet database information of MM-SH at the instigation of the advertiser. Should third parties assert claims against MM-SH on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MM-SH fully safeguarded against all claims asserted including all costs of any necessary attorney fees, litigation costs on the part of MM-SH. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database information of MM-SH.

#### 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	Passed	Registered sqm	Passes
9 to 17	5	55 to 100	30	
18 to 26	10	101 to 400	40	
27 to 54	20	>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 can be purchased on site from the official contractor during setting-up after hall management fee and the general management deposit are paid in full amount. Each company attending the show must appoint an onsite safety manager during the show period, who should wear exhibitor badge with ID photo attached on it.

#### 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

MM-SH reserves the right to make alterations and additions in matters affecting technical arrangements (such as dismantling time, facilities switching on and cutting off time, etc.) and safety.

#### 21 Liability and insurance

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

MM-SH and its partners are neither liable for any personal damages or damages for exhibits nor liable for any compensation on lost material, theft and fire.

If MM-SH has to pay compensations due to the events related to the exhibitors' participation during the show, MM-SH has the right to ask the relevant exhibitors reimburse the compensation to MM-SH.

MM-SH and its partners is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

MM-SH and its partners is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the 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 employee contractors or representatives. For his part, the exhibitor is liable for any culpable exhibition articles or exhibition installations and equipment.

MM-SH and its partners is not liable for any lost, damages or delays occurred during the import / export procedures, such as customs declares, transportations, loading/unloading, for the exhibits. Exhibitors should purchase sufficient amount of transportation insurances. **Exhibitors have the obligation and responsibility to complete customs declaration and customs clearance in accordance with applicable PRC laws, and MM-SH does not bear any joint and several liability.**

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

Only persons authorized by MM-SH in writing and in possession of a valid MM-SH 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, MM-SH 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 MM-SH's prior writing 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. MM-SH 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. The exhibitors are not permitted to take large professional photographic equipment to the venue without the written approval of the organizer. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography.

Exhibitors who need to photograph or record videos on the show site shall not infringe on the intellectual property rights and other related rights and interests legally enjoyed by the organizer, other exhibitors and any other third parties, and shall not disturb the order of the show.

#### 23 Catering, deliveries to stands

Only companies approved by MM-SH in writing for the event grounds may supply exhibition stands with food, beverages. Deliveries to exhibition stands are only permitted with restrictions. MM-SH 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.

**It's strongly suggested by MM-SH that the exhibitors and visitors should not buy or take any food or drink from illegal peddlers in the exhibition center, otherwise the damage or loss incurred shall be borne by themselves.**

#### 24 Intellectual property rights

When participating in trade fairs organized by MM-SH, exhibitor warrants that its exhibits, packages, design, other display and all related publicity materials found in the trade fair do not in any way whatsoever violate or infringe any third party's legal rights including but not limited to trademarks, copyrights, designs, names and patents whether registered or otherwise. MM-SH is entitled but not obliged to set up an Intellectual Property Right Complaint Office (IPR Office) for each trade fair, whose purpose shall be to support exhibitors in cases of infringement of their IP rights by other exhibitors in accordance with related intellectual property laws. The exhibitors or agents should provide active cooperation for the investigation for obtaining the evidence, inspection and enquiry work conducted by the IPR Administration and the judicial department. Any exhibit or material suspected of infringement should be removed from the exhibition, and MM-SH also reserves the right to request the removal of any infringed exhibits or materials. The organizer has the right to refuse participation of any exhibitor found guilty of infringement of intellectual property rights at any future trade fairs. If the exhibitor has complained about another exhibitor or its exhibits in the previous shows and complain this time again, the certifications of the previous complaints should be presented. Otherwise, the IPR Office has the right to refuse its complaint request.

#### 25 Verbal agreements

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

#### 26 Regulations for use

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors and transport vehicles 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 exclusion

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. 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 shall bring an action at the court which has jurisdiction at the registered address of MM-SH.

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 shall submit the dispute to Shanghai International Economic and Trade Arbitration Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

#### 30 Data protection

The exhibitor hereby acknowledges and consents that the person-related data of the exhibitor can be processed and used for fulfilling the business purposes of MM-SH as well as being forwarded to third parties in order to above all fulfil the purpose of the contract concerned; the exhibitor further consents that its personal data could be used by third parties for marketing purposes of related trade fairs by the associate companies of MM-SH, provided that such use of personal data by MM-SH will be in compliance with data protection legislation. The exhibitor confirms and acknowledges that all the Personal Data provided by the exhibitor to MM-SH is legally collected, and the consent of relevant individuals has been obtained for the use of the Personal Data under this Terms of Participation.

#### 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.

# TECHNICAL GUIDELINES

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**TECHNICAL GUIDELINES****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. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, they need to apply in advance for the overtime work from the venue and MM-SH.

**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. MM-SH can make exceptions to this and grant corresponding parking permits or permission for driving in. MM-SH is authorized to make the granting of parking permits or permission to drive in which depends 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 MM-SH or the security guards at any time. A parking permit or permit to drive in is only valid for the vehicle, for which it was issued.

MM-SH 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 setup and dismantling times in those cases, in which MM-SH permits to drive 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 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 MM-SH has designated as campgrounds for an event, are not subject to this regulation. Parking is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM-SH reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

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

We recommend using the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days in our experience. No claims may be made against MM-SH 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 MM-SH are subject to the 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 are not allowed to be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to pile up their building materials or exhibits and do not cooperate after receiving warning from MM-SH, MM-SH has the right to charge for a penalty from the general management deposit.

Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this. If any damages occur during the process, no claim of reimbursement for the damage should be put towards MM-SH.

Hydrants in the halls and the open-air exhibition grounds are not allowed to 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 shall 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 shall not be

covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture shall 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 shall 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 shall not be blocked or obstructed.

**2.4. Stand Numbering**

For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.

**2.5. Guarding**

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

MM-SH 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 MM-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-SH 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 setup 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 MM-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-SH.

**3. Technical Data****3.1. Hall data**

Floor area per hall (gross):

W1-W5, E1-E7: 11,500sqm

N1-N5: 12,340sqm

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

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

Flooring: Concrete floor with hardener

Access: Please refer to "Technical Specifications" in Section I of Exhibitor Manual

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

**3.2. Outdoor area data**

Outdoor area has 3 types of floor conditions: 1 Heavy load area with loading capacity of 20tons/sqm; 2 Normal load area with loading capacity of 5tons/sqm and; 3 Light load area with loading capacity of 3tons/sqm. Due to this condition, the booth construction scheme provided by the exhibitors shall also include the loading capacity of the booth. In special cases, relevant info, such as floor material and etc., will be required from the exhibitors as well. The exhibitor has to observe the limits conveyed to him.

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

**3.3 Floor loading capacity**

Exhibitors are obligated to check the floor loading capacity and it's also the exhibitors' duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The loading capacity should be considered during the exhibit installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

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

If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH 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 and etc., to prevent the potential damage to the floor.

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

**4. Stand Construction Regulations**

The promotional materials in the booth should correspond to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-SH has the right to ask the exhibitor to change the promotion 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. MM-SH has the right to charge a penalty from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH.

**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 4.7.5.2 for information about attaching objects to fastening points).

## SECTION IV RULES AND REGULATIONS

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 raw space booth construction insofar as it is built by the exhibitor and its constructor. On request, MM-SH's Operations Department and the appointed service partners will check stand construction plans submitted (in two copies) for exhibitors. No separate approval notification 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.

**\*\* A new regulation is issued by SNIEC. From 1<sup>st</sup> September, 2011 onwards besides double-decker and outdoor stands, the indoor booths exceeding 4.5m (including 4.5m) in height shall get the approval from the local authority as well.**

#### 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 MM-SH. No separate approval notification will be issued to the indoor booth below 4.5m. The indoor booth of height 4.5m and upwards shall get the further approval from the local authority.

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 MM-SH. 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 above building approval procedures shall be charged from the exhibitor who has the booths 4.5m and upwards in height, has two storeys or the booth is in the outdoor area. (see Section III.A of Exhibitor's Manual).

#### 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, or do not comply with the Technical Guidelines or laws, must be rectified or removed according to the requirements of MM-SH. If this is not done within a set time limit, MM-SH is authorized to make the rectifications 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 MM-SH from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

The organizer is exempt from the liability of any dispute between exhibitors and their own suppliers.

The organizer is exempt from the liability of any dispute between exhibitors and the organizer's appointed service partners.

#### 4.3. Height of construction

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.

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 MM-SH's Operations Department responsible for this.

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

#### 4.4. Fire Protection and Safety Regulations

Exhibitors and booth 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 booth construction materials.

##### 4.4.1. Materials for stand construction and decoration

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations 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 it is flame proof and its burning diffusion rate is up to Class B1. The contractor is required to carry the material fire proof documents on site.

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.

The carpet paved must be non-combustible with a burning diffusion rate not lower than Class B1. The contractor must hold on site the flame retardant test report and marking for the carpet.

4.4.1.2. The building material for temporary tent should be noncombustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm and the distance between tents should be kept at 9 meters. If the automatic sprinkler system is installed in the tent, the size of the tent could be doubled. Smoke discharge facilities that cover 2% of the building area must be installed when the booth area is above 2000 sqm.

4.4.1.3. All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.

4.4.1.4. The upper storey area above 200sqm, at least two stairways must be arranged, the stair width is not less than 0.9m, and distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.4.1.5. When the 1st floor area of a two-storey booth is semi or fully enclosed with the range of above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

##### 4.4.2. Stand location

a) The stand decoration can not be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at 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 piling up materials in this pathway is forbidden.

c) The area of the stand construction or building at the outdoor area can not exceed 1200 sqm and the height of the stand construction or building must be lower than or equal to two-storey buildings.

##### 4.4.3. Vehicles

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside. The battery should be disconnected, and the fuel tank must be locked. Combustible engines shall not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor grounds. Fuel may not be stored at stands.

##### 4.4.4. Hazardous Materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the fairground during build-up/show/dismantling period.

b) The exhibitors/contractors shall clean up the flammable materials in time during build-up/dismantling period. The flammable packaging materials of exhibits is prohibited to be kept at the fairground.

c) Weapons, firearms, cutlery, explosive materials, oil, easy combustible materials, toxic materials and caustic materials, any flammable, explosive, toxic, or corrosive materials, including flammable liquids and gases, compressed gases, hydrogen balloons, explosives, and petroleum are forbidden to be exhibited and used at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition venue.

d) At any time, the storage amount of solid or liquid hazardous material cannot exceed the amount for one-day use in the rented area or booth. The remains shall be sealed up in the special container or where the venue and the organizer permit.

e) The poisonous waste shall be sealed in proper container with obvious marking and be disposed in accordance with the relevant regulations issued by the government.

##### 4.4.5. Smoking

Smoking is prohibited in any indoor area of the trade fair ground or in any outdoor non-designated smoking spots.

##### 4.4.6. Use of air balloons

The use of airships/ blimps, balloons, unmanned aerial vehicles and other hovering equipment is not permitted in the halls and on the outdoor exhibition grounds.

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

No recyclable material or waste product containers made of flammable materials shall 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

Chainsawing, electric planning, electric welding and cutting work only can be carried out at the outdoor area without raining during build-up period. All workers for specific-type work, such as electric welding and other tasks that might be in link with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules.

After showing the Specific-type Operator Certificate, the exhibitor / contractor operator must complete the fire application in advance (list fire extinguishers and other safety measures). After the official contractor confirms that the safety measures are implemented, the organizer can stamp the application. And then exhibitor / contractor operator must go to the onsite Fire Office to gain the fire certificate. Meanwhile, notices should be made to the surrounding stands and working staff within the stands before any of above mentioned tasks are operated.

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

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

The welding and cutting are prohibited to the pipelines in operation or to the containers with flammable and explosive materials inside. The onsite safety

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manager shall inspect and make sure there's no remnant tinder or unburned material 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. Any empties should be removed without delay. Storage of empties within the prescribed area on the trade fair grounds is only permitted by the forwarding company contracted to do this by MM-SH. This service is subject to charges. MM-SH 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

For the stands decorated with glass materials, tempered glass must be used to ensure the strength and thickness of the glass (glass curtain wall thickness is not less than 10mm) and installations of the glass should be reasonable and reliable with metal frame structures or specialized hardware. Elastic materials need to be used as cushion between the frames or hardware and the glass materials to ensure the safety of glass. Large areas of glass materials should be clearly marked to prevent crushing injuries. If glass floor is used, the structural support columns and walls must be fixed under the floor. Directly building structures above the smooth glass surface is prohibited to ensure a stable structure.

### 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 difficulties 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 1.20 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, and need to arrange ascents. Ladders, ascents and footbridges must be in compliance with current safety regulations.

### 4.7. Stand Design

#### 4.7.1. Appearance and boundary

The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MM-SH is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fairs in the special participation conditions. Walls, which border visitor aisles, should be brightened up via the building in display cases, niches, displays, etc. The name and main office of an exhibitor must be clearly visible on a stand. The stand sides bordering neighboring stand should be kept neutral, white and clear.

A back wall or partition must be installed that is not lower than 2.5m for each raw space stand structure, except island stand and national pavilion structure, to separate from neighbouring booth. The side of back wall facing neighbouring booth must be kept white, neutral and clean. In addition, plate or construction paper must be underlaid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-SH has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH in case the above mentioned violation happens. No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle open.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries. MM-SH has the right to ask the exhibitor modify the stand structure within time limit in case the above mentioned violation happens. Stand constructions must not obstruct the normal operation of the fire protection system, air conditioning, mechanical ventilation vents. MM-SH has the right to ask the exhibitor modify the stand structure in case the above mentioned violation happens.

#### 4.7.2. Checking the rented area

MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

#### 4.7.3. Protection of the public facilities in the hall

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.). Painting, applying wallpaper and pasting are not permitted. Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits.

Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

Exhibitors need to be responsible for any damages they have caused on the public facilities and pay the penalty based on the quotations provided by the venue (please find the detailed quotation at 5.1.1). If the penalty is not fulfilled by the deadline assigned, MM-SH has the right to deduct the charged penalty from the general management deposit paid by exhibitors / contractors directly. The venue and the organizer reserve the right to sequentially claim the damage if the deposit fails to fully compensate.

### 4.7.4. Hall floors

Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Inferior carpets containing CaCO<sub>3</sub> are forbidden. Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-sponge or any other materials difficult to clean up are forbidden. Otherwise, nothing shall be stuck on the hall floors nor be painted. All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

### 4.7.5. Objects hung from the hall ceiling

The objects to be suspended at the ordered fastening points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not carry overload. Exhibitors need to fill the form for Hanging points and banners and follow all the regulations indicated in the form closely.

### 4.7.6. Separating Walls

Separating walls can be ordered using the Exhibitors' Manual. Exhibitors shall neither change nor work separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

### 4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities

The following regulations need to be observed and followed if the exhibitors require onsite demonstration / presentation of their products and services:

- a) The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which the exhibitors are the legal distributors or agents. Exhibits, booth design and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such a dispute, it shall be dealt with under relevant laws and regulations on Intellectual Property Rights Protection. Should there be any intellectual property rights dispute between/ among exhibitors in the exhibition, the organizer reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.
- b) All exhibits, goods, products, posters, documents or services presented by the exhibitor shall be relevant to the exhibition theme and be part of the exhibits profile. MM-SH reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitors.
- c) The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to the company's own products and services, carry out promotion in breach of Chinese laws or public order and good custom; nor are they permitted to display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for these materials at the venue. Any exhibitors in breach of Chinese laws and regulations and relevant government regulations and rules of the city where the exhibition is being held, shall bear the corresponding legal liability.
- d) Retailing is forbidden.
- e) The loudness level may not exceed 65 dB(A) at stand borders. The presentation / demonstration shall not in any way effect the neighbouring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MM-SH has the right to cut off the electricity power supply within the booth and deduct the general management deposit accordingly. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will bear all the damage by themselves.
- f) MM-SH is authorized to restrict or prohibit presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons.
- g) All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- h) Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.
- i) Any machine or apparatus can only be demonstrated within the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are allowed to be used without adequate safety measures taken by the exhibitors.
- j) In the demonstration of dangerous exhibits involving cutting, shearing, and lasers which are exposed to the risk of open flame, high temperature and physical injury, the exhibitors shall equip and install protective covers that meet the quality standards of the Chinese relevant authorities, arrange professionals for the operation, and furnish fire extinguishers as required.
- k) Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons.
- l) The distribution of printed materials, samples, gifts and etc is only permitted within your own stand area. MM-SH reserves the right to determine whether it's safe to distribute the materials or not.
- m) Toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall.
- n) All relevant local government authorized licenses and / or permits must be obtained and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.
- o) Should the exhibitor intend to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be

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submitted to MM-SH in written in advance. It's principally forbidden for the exhibitor to run an on-site patrolling advertising team. The activities are allowed only with MM-SH's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there be any problem caused by the activities, MM-SH reserves the right to tune down the sound volume, shut down the equipment or stop the activities.

p) It is strictly prohibited to demonstrate or operate heating, barbecue stoves, or make heating or open fire apparatus, candles, lanterns, torches, welding equipment or other smoke creating material.

q) It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are recognized dangerous.

r) Charging of exhibits including but not limited to vehicle exhibits is prohibited in the venue.

s) The exhibitors/contractors are not allowed to bring diesel, diesel air compressors or engines into the trade fair grounds. If necessary, the application must be submitted in advance to the organizer and the venue for approval, together with the data (such as diesel fuel, storage, diesel boiling point and flash point, fueling link, fueling safety operating procedures, etc.). With the consent of the organizer and the venue, the special item can be carried into the trade fair grounds and used within the prescribed area.

MM-SH reserves the right to make further restrictions for special cases. MM-SH is authorized to enter stands to check if the stand compliances with the above regulations.

MM-SH is authorized to remove, cover or otherwise prevent advertising, which violates the regulations cited above.

### 4.8. Outdoor Exhibition Grounds

#### 4.8.1. Checking the rented area

MM-SH measures the rented area on the ground of the open-air exhibition and marks it at the corners.

Every exhibitor is obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electricity box, telecommunication box, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area. No objects on the rented area may protrude beyond the rented area. MM-SH Operations Department, can grant exceptions for rotary tower cranes for safety reasons; MM-SH can make the exceptional permission dependent on whether all affected exhibitors have granted permission for the fact that a rotary tower crane protrudes over their stand. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond the rented area. In that case, MM-SH is authorized to require the modifications within the time limit.

#### 4.8.2. Setup

##### 4.8.2.1. Stand Setup

All structures, which should be set up on the open-area exhibition grounds, require the prior consent of MM-SH and the venue.

The required application forms as well as booth schematics, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to MM-SH's Operations Department and the appointed service partners in due time, but at least nine weeks before setup begins.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

The outdoor stand itself needs to be safe and secure and all the construction materials need to meet the standard in the relevant national regulations for the temporary building constructions. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. Operations that will cause damages to the onsite ground and buildings, such as drilling in the grounds, using wallplugs, are strictly forbidden. Protections for the grounds and onsite buildings need to be applied during the booth construction. Spraying, painting material, and glue on the ground or onsite building surface is forbidden. Exhibitors are bound to pay for any facility damages they cause during the whole show period. If any exhibitors fail to fulfil such duty, MM-SH and the venue have the right to deduct the damage amount from the general management deposit. If the general management deposit is not enough to cover the damages, MM-SH and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

Factors, such as rain, strong wind and such natural conditions that may bring unsafe elements to the booth, need to be considered during booth design and prevention work needs to be fully prepared.

For outdoor booth, lightings, plugs, electric switch box and such electricity related equipments need to be water resistant. Equipments connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures needs to have a ground connection.

Stand structures on the outdoor exhibition grounds may not be built narrower than 0.5 m to the border of neighboring stands unless MM-SH gives written permission for this.

Booth construction and material storage is strictly forbidden at the loading area, drainage and facility well at the outdoor area. Forklift and crane are not allowed to operate at above areas as well.

If the outdoor booth needs to be equipped with air-conditioning for construction purpose, a declaration is required in advance. The exhibitor/contractor should fill in the special item entry form (on which it must be stated the air-conditioning is installed with leakage protection device) for stamp confirmation of the organizer, with showing the original of special operation type certificate of the installer and the copy of air-conditioning certificate.

##### 4.8.2.2. Anchoring and work in the fair

Precise site plans must be submitted to MM-SH and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the

outdoor exhibition ground. Any work in the area grounds is prohibited without written permission.

#### 4.8.2.3. Cranes and Exhibits

All cranes and exhibits, which are to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MM-SH and must be registered using the appropriate forms of the Exhibitor Manual of MM-SH, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MM-SH will set the binding maximum setup height available for these exhibits for safety reasons. MM-SH is authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MM-SH reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

#### 4.8.3. Dismantling

All exhibition areas must be entrusted back to MM-SH in their original condition by the set dismantling deadline. All wastes in the booth need to be cleared out and general management deposit will be returned only if the following 2 conditions are fulfilled:

1) All facility damages caused during the show are fully compensated.

2) The venue's approval for accepting the booth condition

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work.

If the required reconditioning work has not been completed by the set dismantling deadline, MM-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.

#### 4.8.4. Public aisles between the blocks of stand areas

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

#### 4.8.5. Other regulations

Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times.

Building components, stand signs and flags must be installed in such a way that they do not interfere unreasonably with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations.

The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons, apart from flags. The exhibitor takes full responsibility to ensure that the flags are fastened in a very safe way. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the permit of MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

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

The booth within 24 sqm and above is allowed to build 2<sup>nd</sup> 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 MM-SH's Operations Department and the appointed service partners.

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

The number of two-storey booths will be limited and MM-SH has the right to forbid the exhibitor to build a two-storey booth.

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.

All the indoor booths can not have roof constructions, no matter how small the covering area is. Upper storey of the two storey booth can not cross the aisles in the hall.

A fire distinguishing is required in any room within the booth.

When the 1st floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. Generally, with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers.

#### 4.9.2. Conditions concerning stand area 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 meter.

#### 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, 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 for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm.

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3) When the upper storey is used for the rest for employers, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0 kN/sqm.

The use should be 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

The upper storey area above 200sqm, at least two stairways must be arranged, and width are not less than 0.9m, while distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

### 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 setup and dismantling.

General construction law regulations must be observed. MM-SH 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 0.05m 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.

### 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 booth and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation).

MM-SH 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. MM-SH 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

Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

#### 5.1.1 Damage compensations

Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the quotation from the venue.

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 MM-SH at the expense of the exhibitor in question after the end of the event. MM-SH has the right to deduct expense mentioned above from the general management deposit from the exhibitor. If the general management deposit is not enough to cover the damages, MM-SH and the venue reserve the right to pursue the rest damage compensation from the exhibitors.

For shell scheme exhibitors, fees related to repairs and replacements for the damaged items, such as flooring, lighting, rental equipments, no matter the damage is done by exhibitor itself, its representatives, its partners, service providers hired by exhibitor, its representatives and partners or by individuals, should be borne by the exhibitor.

#### 5.1.2 Safety operations

During set-up and dismantling period in the exhibition area (halls and outdoor) wearing 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 2m). Herring bone ladder up to 2m is prohibited. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

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. It is prohibited to use hanging basket.

### 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 MM-SH responsible for this. An agreement about this must be reached with MM-SH in special cases.

### 5.3. Electrical Installations

#### 5.3.1. Connections

Only MM-SH 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 MM-SH 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 MM-SH. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.

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

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 MM-SH determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MM-SH 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.

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

Exhibitors shall not have any objection towards all the required facility layouts, such as electrical cables, Internet cables, water pipelines and etc., at the fairground. If the exhibitor wants to re-allocate the cables lay 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 having the written consent from MM-SH. The cables must be laid road-worthy.

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

Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the 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 MM-SH 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 MM-SH 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. Fire resistant cables with insulate casings must be used. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum 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. Any electrical terminal switches should be installed with 30mA leakage protectors. 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. Heat insulation measures must be taken when electrical appliances are close to non-flammable materials

The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm.

High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. If it can be used, the high-temperature lighting must be installed with effective protection measures.

The lead wires of high-temperature and high-light lamps must be made of high-temperature resistant casing and mounted on a special metal frame with no combustibles around them. High temperature lamps should be equipped with a protective cover. The installation height of high temperature and high light lamps should be more than 2.5 meters. Outdoor lighting fixtures should be water-proof and save measure toward rain, wind should be considered. Cables must be protected by water-proof bridge plates. Irrelevant electrical devices are

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not allowed to be used. Raw space booths should be installed with a master electrical switch.

All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must be submitted to the venue next day morning to get the electricity re-supplied.

MM-SH has the right to cut off the power supply if any electrical fitting or equipment is considered to be dangerous or might bring potential safety hazards to other exhibitors or visitors.

The multinomial sockets are not allowed to use so as to avoid the short circuit due to the overload.

### 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 MM-SH 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 MM-SH. Exhibitors are expressly forbidden to obtain water from neighboring stands.

In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MM-SH. 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 MM-SH determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-SH 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 unfavorable location, it might not be possible to install an ordered connection or extra costs can be expected.

MM-SH is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make the water and sewage connection to the neighboring 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 MM-SH 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 MM-SH 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 MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the plumbing installation work. If MM-SH does not receive this information in due time, MM-SH 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 MM-SH 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 on the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-SH reserves the right to install a compressor for compressed air supply at a stand, for example where 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 who have not been authorized to supply compressed air by MM-SH.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM-SH 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 MM-SH. 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 MM-SH determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all

compressed air consumers at a stand, MM-SH 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.

MM-SH is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make the compressed air connection to the neighboring 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 MM-SH 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 MM-SH 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 MM-SH or its suppliers, the exhibitor must inform MM-SH 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 MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the renter at the prices valid at the event time.

It is not allowed to store and use pressurized vessels in the exhibition hall. 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 MM-SH 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 MM-SH 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.) requires the prior written consent of MM-SH. An application for this must be submitted to MM-SH at least six weeks before the beginning of the event.

The exhibitors shall take full responsibility for the safety of hazardous substances during the use, management, shipment, storage, safekeeping, etc.

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

Operation of high-frequency equipment, radio installations and electromagnetic fields requires approval and must be agreed upon with MM-SH.

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

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

The forwarding agents contracted by MM-SH, 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 MM-SH 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 MM-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-SH 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 MM-SH 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

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participants or objects of third parties, must be removed immediately upon request by MM-SH. 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, MM-SH 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 MM-SH or the respective organizer. MM-SH shall set the dismantling time for the closed stand.

With no written confirmation from the venue, the following items are not allowed to enter the trade fair ground: weapon, guns, swords, bullet, explosives, combustible substances, radioactive materials, any types of dangerous materials, objects which are forbidden to import, objects which have IPR issues, objects which might affect the normal operation of the venue and objects that are banned by relevant government departments.

### 5.11. Information and communication services

All wire connections for information and communication served to a stand are provided solely by MM-SH.

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 setup, service period and dismantling of their stands.

In case exhibitors do not comply with this regulation, MM-SH has the right to deduct the services fees of waste management from the general management deposit directly.

#### 6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site or contact the official freight forwarder appointed by MM-SH to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-SH reserves the right to remove and process the materials and objects onsite. All fees occurred during these process 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 booth and on the surrounding public pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-SH has the right to deduct a penalty charge from the general management deposit.

Before the opening ceremony, MM-SH will deal with all the materials left at the non-booth area, such as Opening ceremony area, aisles, empty area in the open area, and etc) and service fees occur with this procedure will be borne by the relevant exhibitors.

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

After the end of the dismantling time, any of remaining material will be removed by MM-SH. No prior notification of the removal will be issued to the exhibitor. Cost occurs for this removal will be borne by the exhibitor along with a penalty charge to leaving wastes onsite.

During build-up and dismantling period, the paint buckets must be recycled after use. Oil and grease waste (including but not limited to food waste oil, machine waste oil/ink, swill, food residues, waste water or waste oil produced after cleaning food/machine, etc.) should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor and taken away from the venue. In addition, the general waste such as carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Dumping of general or grease waste in anywhere within the venue is prohibited, including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition halls and unloading areas. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

#### 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 MM-SH and to have such disposed of properly by the supplier of MM-SH 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 created in connection with the event duration, setup 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

MM-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-SH. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-SH may be contracted for this.

Cleaning companies not approved by MM-SH 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 MM-SH 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 booth 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, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place including but not limited to:

- Painting in an outdoor area properly ventilated
- Use of non-toxic paint or soluble paint only
- Covering all the floor involved within the working area with dry paper or plastic film, which shall be set up as no-fire area
- No painting near the vertical structures (i.e. walls) of the trade fair grounds
- No washing of paint material within or surrounding the trade fair grounds
- Painting containers and tools shall not be left, washed or dumped within the trade fair grounds

If outdoor exhibitors/contractors carry the amount of paint into the trade fair grounds for machine-up painting, the application (e.g. "Confirmation of safety production notification for large-scale facilities and equipment refinishing operation", "Admission form for paint into outdoor area", etc.) should be submitted in advance to the organizer and the venue for approval. One annually eligible fire extinguisher is also required for each 8sqm of refinishing area. The exhibitors/contractors may bring such special items into the trade fair grounds with the consent of the organizer and shall use them within the prescribed area. The amount of paint and thinner brought in should be strictly controlled, and the remaining must be taken away from the trade fair grounds after the day's work. The exhibitor/contractor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

During build-up and dismantling period, the paint buckets must be recycled after use. Oil and grease waste (including but not limited to food waste oil, machine waste oil/ink, swill, food residues, waste water or waste oil produced after cleaning food/machine, etc.) should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor and taken away from the venue. In addition, the general waste such as carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Dumping of general or grease waste in anywhere within the venue is prohibited, including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition halls and unloading areas. Otherwise, MM-SH has the right to deduct the general management deposit accordingly..

#### 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 materials mentioned above from the booth and return the booth to the venue with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

Messe Muenchen Shanghai Co., Ltd.  
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