

Decorated Space Facilities

Raw Space exhibitors will be given a floor space without booth facilities, carpet and power supply.

They must design and construct their own booths, lay the carpet.

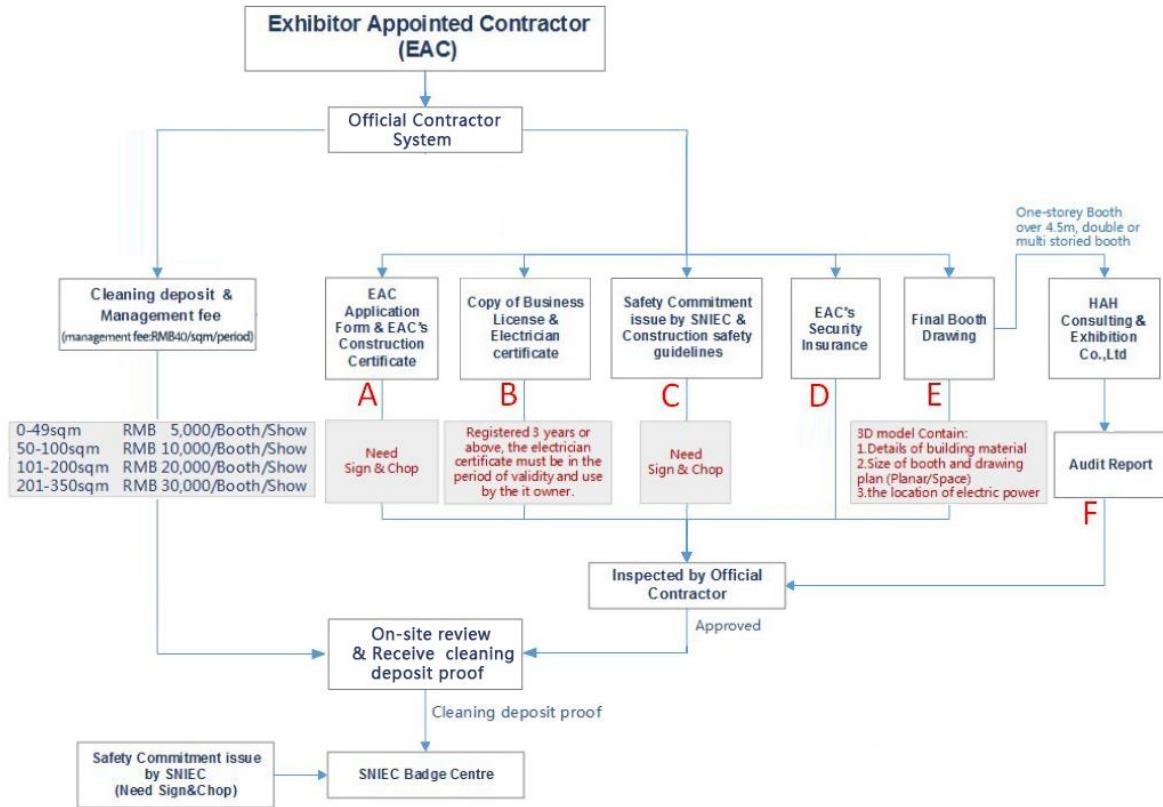
Exhibitors may employ the official contractor to design and construction, or employ qualified construction companies to carry out construction and installation work. Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff should be working with relevant certificates required by the government and in accordance with technical requirements and standards.

The design, building and dismantle of RAW booth must comply with the government fire control laws and regulations. RAW exhibitors should submit the booth design and construction drawing to the official contractor one month before the show open, and be filed to the government fire control department.

Any consequence which is caused by against the organizer's regulation, the exhibitor will take the full responsibility.

Contractor Required Documents and Move-in Procedure

Exhibitors who rent raw space can appoint their own contractors to set up the booth. Please ensure you and your contractor read the following information and follows all regulations as detailed below in order to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments.



Remark:

1. When documents A, B, C, D, E, F submitted, should be ordering main power supply, pay service management fee and construction cleaning deposit
2. All raw space EACs are required to pay the service management fee RMB 40 / sqm and construction deposit to the official contractor.

The general flow path: Paying management fee and construction deposit and drawing approval to the official contractor ---> On-site review and receive construction cleaning deposit receipt ---> Making the construction badge with the original Identity card, construction cleaning deposit receipt (Construction badge: RMB 50 / piece, badge center: +86 21 2890 6100). All construction workers have to wear the badge.

3. You can apply for the set-up/dismantle badges from **14th Aug** and Vehicle Pass from **14th Aug**; with the receipt of construction deposit and sealed **The Safety Commitment of Erection Contractor**. For detail information, you can refer to **The Flow Chart for Obtaining Certificates**.

Design Approval

According to latest provisions of the Shanghai New International Expo Center, the exhibition of the stand trial and building work to be as follows:

One-storey with 4.5 meter height, two-storey, multiple-storey and outdoor (excluding stands built inside outdoor tent) stands' drawings must be approved by the venue Shanghai New International Expo Centre (SNIEC) appointed unique booth surveyor **HAH Consulting & Exhibition Co., Ltd. Shanghai**. Only the drawing is approved, the construction can begin.

1、 The design drawing (2 copies) as followed:

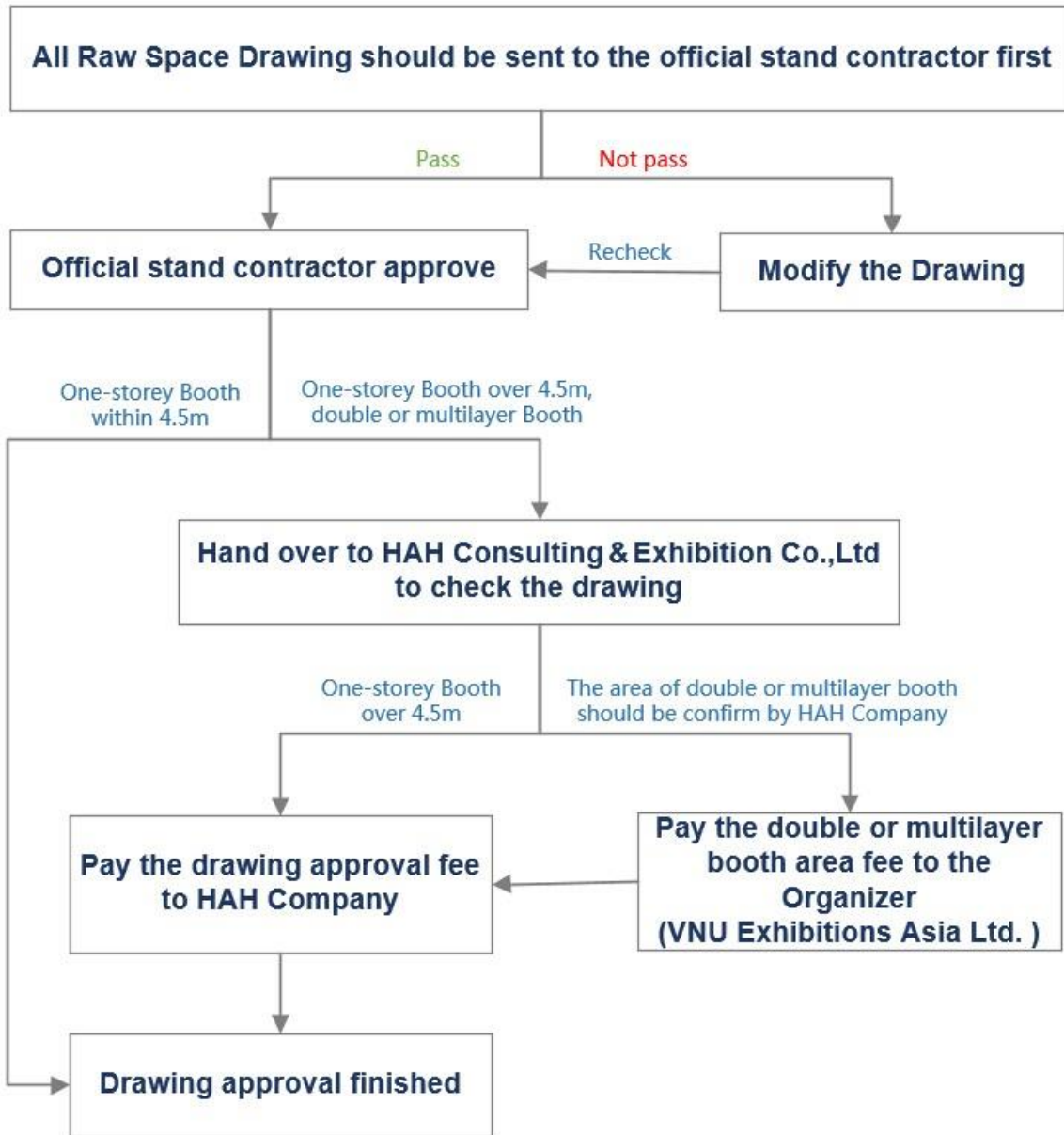
- A. Booth perspective drawing (1 front-side and 2 sides)
- B. Ground floor plan (ground floor plan & 2nd floor plan)
- C. Booth planning specifications and technical data of building materials
- D. Front elevation drawing
- E. Sectional drawing
- F. Construction drawing

All drawings must indicate the axis of the beam and column sizes and the dimension of all structural materials.

- 2、 All construction institutions entering the exhibition hall to start stand construction must provide HAH with copies of their business license certificate imprinted with company seal, which will be used for filing purpose.
- 3、 Construct of all above exhibition stands, structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet.
- 4、 Structure of two-story exhibition stand must be equipped with fire extinguishers that have passed annual inspection.

5、 Process of Design Approval

Raw Space Construction Guide



6、 Price standard

one-storey with 4.5 meter height	2nd (or above) floor sqm + ground floor sqm
Drawing inspection fee: RMB 25/sqm	Drawing inspection fee: RMB 50/sqm
Re-inspection fee: RMB 18/sqm	Re-inspection fee: RMB 25/sqm

Notes:

Drawing inspection means directly relegating to SNIEC for inspection; Re-inspection means after approval by Grade A National Registered Structural Engineer, SNIEC will re-inspect the drawings.

7、 Deadline:

The drawings shall be arrived to HAH Consulting & Exhibition Co., Ltd (authorized Structural Inspector by SNIEC) before **July 14, 2023**.

- 8、 For design drawings for two-storey, multiple-storey and outdoor stands, if neither reviewed by Grade A registered structural engineer nor re-inspected by **HAH Consulting & Exhibition Co., Ltd. Shanghai**, the organizer, SNIEC and HAH are authorized to prevent the construction by such exhibitor in the scope of SNIEC.

9、 More Information please contact the following:

HAH Consulting & Exhibition Co., Ltd

Tel: +86 21 28906633*809
 Fax: +86 21 2890 6000
 Web: www.hahchina.com
 Email: hah@hahchina.com
 Contact: Ms. Kim Gu

Booth Deposit Management:

All raw space EACs are required to pay the construction deposit to official contractor before **July 14, 2023**.The specific standards are as following:

Item	Booth space	Cost
1	<50sqm	RMB5,000/booth/show
2	≧ 50sqm, ≧ 100sqm	RMB10,000/booth/show
3	≧ 101sqm, ≧ 200sqm	RMB20,000/booth/show
4	≧ 201sqm, ≧ 350sqm	RMB30,000/booth/show
5	>350sqm	Calculated by area

Notes:

1. Refund method of Deposit:

After **Aug 20, 2023 (E5&E6 Aug 18)** the tear down is finished, the construction deposit will be refunded if the security and cleaner confirm that all the exhibits and construction materials have been removed out of the hall and no damage to the floor or facility.

Exhibitors can go to the onsite office at the entrance of each hall with the security and cleaner signed receipt and get the deposit.

2. Deduction of Deposit

- A. The compensation fee of any damages will be charged before **Aug 20 (E5&E6 Aug 18)** . After the payment is done, the cleaning, security, and the garbage company can sign.
- B. If the onsite booth structure has big difference from booth perspectives and it is against the related rules and regulations, all deposit will be deducted as penalty.
- C. If the booth hasn' t been corrective according to the Show Management' s requirement. Show office will rectify the booth, all the related cost will be deducted from the deposit. If the deposit can' t cover the cost, exhibitor has to pay.
- D. If the dismantlement hasn' t been done after the show closes on **Aug 20. (E5&E6 Aug 18)** , the venue cleaner will deduct the deposit for booth dismantlement.
- E. Please note: according to the latest laws and regulations, **KT board, foam characters and any other foam molding materials, and Simulation plants (including the plastic plants decoration, etc.) are forbidden to use.**

Rules and Regulations for Raw Space Exhibitor:

1. Back Wall

All booths, except island configurations, must provide a full back wall, maximum of 2.5 meters in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by new white PVC cloth without any break, contamination, graphics or texts. If the back wall did not meet the above requirements, penalty will be deducted from the construction deposit.

2. Distribution of Promotional Material/Displays

Displays must be confined within the exhibitor' s booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic example: video monitor(s) should be places where visitors viewing the monitor(s) do not block the aisle. If height exceeds the requirements, the machine, equipment or products will not be set up to display the display, so as not to cause unnecessary damage.

3. Ceiling Suspensions

The suspension point and advertising banner over the stand can be applied. Please fill and send the form to Official Stand Contractor before **July 14 2023**. Please log on to the **E-forming System** and submit the Form 11_Hanging Points and Form 16_Onsite Advertisement.

4. Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item

or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from the Official Stand Contractor. All floor coverings must be fire retardant in compliance with local fire department regulations.

5. Booth Identification

Placement: Company identification cannot be placed/ erected outside the booth area.

Signs: All signs, posters and booth graphics must be professionally lettered and in compliance within the proper height limitations. Show Management reserves the right to change or remove signs (at the exhibitor' s expense) that are not in keeping with the overall quality standards of the exposition.

Rules and Regulations for Exhibitor Appointed Contractor:

1. All EACs are required to have a Set-up/Dismantle Badge while on the exposition floor.
2. The EAC agrees that it will indemnify, and hold harmless, the Show Management and the Official Contractor from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, or contractors.
3. The EAC shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel carriers will not be permitted on the exhibit floor without the approval of Show Management.
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5. The EAC will adhere to all rules and regulations and shall complete their assigned services within the exhibitor official time limits of move-in and move-out as soon as published by VNU Show Management. Exhibitors are responsible for the action of their EACs.
6. Exhibitors and their EACs are requested to wear safety helmet during Set up/Dismantle period.
7. Ladders for work 2m or over are not permitted, must use scaffold or working platform.

8. All the EACs must read Safety Commitment issue by SNIEC & Safety Construction Guideline in detail.

* Please inform your EAC that they must comply with all criteria in the exhibitor services manual before being issued badges which will allow them to work or supervise on the show floor during Set up/Dismantle period.

Rules and Regulations for Booth Construction

1. To ensure the safety of the booth, any roof space reach or above 50% is prohibited (for the separate structure and rooms, any form of the top closed is not allowed).
2. Each row of the booths must not be longer than 32 meters, and all the passages must be at least 3 meters wide, and strictly complying with the standard booth layout provided by the Centre. A repair passage of at least 1.0 meters wide between any temporary structures and the wall surface shall be kept. Opens in any booth must be kept at least 50% opening , for example, if the open side is 6 meters, passages must be at least 3 meters.
3. Booths (area $\leq 18\text{sqm}$) maximum height is 3.5 meters, The maximum height of construction is 6 meters for one-storey booths and 8.5 meters for two-storey booths or above in halls. The maximum height 4.4m for all booth in N6.
4. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises.

No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Centre.

5. No build-up work shall be carried out during the Show Days. Raw space's constructor is responsible for dismantling the structure of all booths and moving all abandoned materials to certain place appointed by organizer.

Raw space's constructor shall compensate for any damage to the facilities and equipment in the Centre caused by construction, installation, dismantling and transportation.

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7. No smoking is allowed in Leased Area and anywhere in the Centre with non-smoking signs.
8. No hanging object is allowed in the Centre without permission. Each permitted hanging point may bear an object which weighs no more than 200KG. The professional staff of the Centre shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor. Exhibitors, who require hanging points, can log on to the E-forming System and submit the **Form11** Hanging Points.
9. Operators who are engaged in overhead work (height \geq 2M) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.
10. Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
11. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
12. The inlets, outlets and connections to be installed on the stand must be ordered from the facility by completing the corresponding order form which can be found in Form Section of this manual.
13. Official controllers, being fully empowered to authorize or prohibit the installation or to require alterations so as to meet technical and legal requirements, will inspect all on-stand installations.
14. Exhibitors are liable for any technical faults or damage that may result from non-compliance with the provisions as stipulated by the facility.
15. A sketch showing the desired position of the installations must accompany all order forms.
16. Extended hours for set-up can be requested at on-site service counter near each hall entrance before 15:00 every day with an additional fee.
17. All crates must be tagged and ready for removal by **19:00 on Aug 15**. VNU will begin laying the aisle carpet shortly thereafter. For those exhibits not set up by **22:00 on Aug 15** and that do not have a prior variance, VNU reserves the right to force set-up or to remove displays/material from the exhibit floor at the Exhibitor's expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their booth space in subsequent expositions.

18. Electric safety

2021 New rules: DISTRIBUTION BOX WITH MONITORING FUNCTION

The first level electric box of the exhibition booth should be applied separately as power electric box and lighting electric box. The distribution box with monitoring function must be applied for the lighting electric box of the exhibition booth at the same time. The secondary level electric box (lighting part) of the booth is replaced by the distribution box with monitoring function and exhibitors or constructors do not need to carry their secondary electrical box (shunt box) to the venue any more. The application method is the same as that of the first level electric box.

- A. All matters relating to the use of electricity, by the general assembly to specify the specific operation of the contractor, the exhibition of light to rent booth exhibitors need to take charge of electricity. The organizers of all installations with electric equipment have strict regulations and restrictions, please be sure to show the approach to build the previous month to submit the relevant construction and installation data in the organizer approval. The engineering operations approved by the organizer shall not be carried out.
- B. Exhibitors are strictly forbidden to install their own connections to the floor boxes.
- C. Use of another Exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.
- D. All matters relating to the use of electricity, by the general assembly to specify the specific operation of the contractor, the exhibition of light to rent booth exhibitors need to take charge of electricity. The organizers of all installations with electric equipment have strict regulations and restrictions, please be sure to show the approach to build the previous month to submit the relevant construction and installation data in the organizer approval. The engineering operations approved by the organizer shall not be carried out.
- E. All connecting boxes in operation on the floor must be accessible at all times.

19. Fire Protection Measures/Fireproofing

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas.

Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

- 1) Display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.
- 2) Display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.
- 3) All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals. Special care must be taken not to obstruct or hide from the view to the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.
- 4) Any combustible material is prohibited during the building, especially elastic fabric.

20. All the exhibitors must read Safety Construction Guide in details.