

shanghai intelligent
building technology

上海国际智能建筑展览会

shanghai smart
home technology

上海国际智能家居展览会

Exhibitor Manual

5 September - 7 September 2017

Shanghai New International Expo Centre (SNIEC)

Shanghai, China

Important information enclosed.

Please return forms by the deadlines stated through Exhibitor Online Manual / email / fax.

Exhibitor Online Manual:

<http://portal.messefrankfurt.com.hk/services/oms/index.asp>

Login information has been sent to your email. If you have not received, please contact us at jill.shi@china.messefrankfurt.com.

Dear Exhibitor(s),

Welcome to Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017!

This manual is designed to give you useful information regarding your participation in Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017 taking place in Shanghai New International Expo Centre, Shanghai, China from 5 September - 7 September 2017. It contains all the forms you need to order the various related services and additional booth equipment.

We kindly ask you to return the forms before the deadlines (please refer to Page 5) to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

Please note Orders for additional equipment received after **4 August 2017** will be subjected to 30% surcharge.
Orders for additional equipment received after **16 August 2017** will be subjected to 50% surcharge.
Onsite orders will be subject to an additional surcharge of 50% and services will be provided upon availability. Cash payment for onsite orders only.
Cancellation of orders will only be accepted in writing before **16 August 2017**. No cancellation is accepted onsite.

Should you have any further questions, please contact our Shanghai Intelligent Building Technology & Shanghai Smart Home Technology Team at:

For enquires:	<u>Contact Person</u>	<u>Direct Line</u>	<u>Email</u>
Operation matters:	Ms Jill Shi	(86) 21 6160 8482	jill.shi@china.messefrankfurt.com
	Ms Winni Kong	(852) 2230 9212	winni.kong@hongkong.messefrankfurt.com
Sales matters:	Mr Teo Fu	(86) 10 6517 1388 ext. 820	teo.fu@china.messefrankfurt.com
	Ms Cathy Zhu	(86) 21 6160 8466	cathy.zhu@china.messefrankfurt.com

We look forward to welcoming you to Shanghai Intelligent Building Technology & Shanghai Smart Home Technology and wish you successful and satisfying results at the fair!

Yours sincerely,

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology Team

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Official Appointed Suppliers Contact

Official Contractor

Shanghai Grand Events Convention & Exhibition Service Co Ltd

Room E702, No.1618, Yishan Road, Minhang District, Shanghai 201103, China

Ms. Karen Zhang / Mr. Olive Pan

Tel: (86) 21 6048 1081 / 5415 6181 ext.8016

Fax: (86) 21 6436 7830

Email: teamB@grandevents.com.cn

Official Forwarding Agent

APT Showfreight Shanghai Co Ltd

Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai 200336, PR China

Mr. Felix Fei / Mr. David Huang

Tel: (86) 21 6124 0090

Fax: (86) 21 6124 0091

Email: felix.fei@aptshowfreight.com

david.huang@aptshowfreight.com

Official Travel Agents

Shanghai Vision Expo & Meeting Solutions Co Ltd

Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233, China

Ms. Jenny Zhang / Mr. Billy Xu / Mr. Lucien Chen (visa invitation)

Tel: (86) 21 5481 6051 / 5481 6052

Fax: (86) 21 5481 6032

Email: jenny@shanghai-vision.com

billy@shanghai-vision.com

lucien.chen@shanghai-vision.com

Deadlines for returning forms

1. Compulsory Forms

Deadline	Description	Form Number	Page
13 July 2017	Catalogue Entry	Form 10	44 - 45
13 July 2017	Business Matching & Appointment Making Services	Form 11	46
27 July 2017	Exhibitor Pre-Registration	Form 3	21

Compulsory for *STANDARD BOOTH* exhibitors:

Deadline	Description	Form Number	Page
4 August 2017	Fascia Board	Form 4	25

Compulsory for *RAW SPACE* exhibitors

Deadline	Description	Form Number	Page
4 August 2017	Booth Design Review for Raw Space Exhibitors with over 4.4m Height Booth	/	35-36
4 August 2017	Additional Orders – Lighting, Power & Internet	Form 6	29
4 August 2017	Appointment of Booth Contractor & Special Design Booth Proposal	Form 7	38

2. OPTIONAL Forms

Deadline	Description	Form Number	Page
4 August 2017	Hotel Booking Form	Form 1	18
4 August 2017	Invitation for Visa Application	Form 2	19
4 August 2017	Additional Orders – Furniture	Form 5	28
4 August 2017	Additional Orders – Lighting, Power & Internet	Form 6	29
4 August 2017	Temporary Staff	Form 9	42
4 August 2017	Digital Services Application	Form 12	49
11 August 2017	Appointment of Forwarder & Transport Order	Form 8	41

Show Schedule

Set-up & Move-in

3 September 2017 (Sunday)	9:00 am – 5:00 pm	Raw Space Exhibitors Check in
	9:00 am – 6:00 pm	Raw Space Exhibitors Set-up & Move-in
4 September 2017 (Monday)	9:00 am – 5:00 pm	Exhibitors Check in
	9:00 am – 6:00 pm	Exhibitors Set-up & Move-in

Show Opening Hours

5 September - 6 September 2017 (Tuesday - Wednesday)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	4:30 pm	Registration Counters Close
	5:00 pm	Show Close / Venue Close
7 September 2017 (Thursday)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	2:00 pm	Registration Counters Close
	2:30 pm	Show Close

Move-out & Dismantling

7 September 2017 (Thursday)	2:30 pm – 6:00 pm	Exhibitors Move-out & Booth Dismantling
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Please note:

Should raw space exhibitors wish to work beyond the official hours as shown above, they should notify staff of venue through onsite venue service center in 2# entry hall **before 2:00 pm** on the date intended. An overtime charge will be levied. In case, the application is handed in later than 2:00 pm, 50% surcharge will be applied.

Working hours	Unit	Overtime Charge (Max. 1,000sqm)
Before 10:00 pm	1,000 m ² / hour (min. 1h, including 1000 m ² and below)	RMB 1,200 / hour / booth
After 10:00 pm	1,000 m ² / hour (min. 1h, including 1000 m ² and below)	RMB 2,400 / hour / booth

For the sake of safety, only authorized person is allowed to go into the hall venue during move-in period.

We strongly recommend that all exhibitors arrive at their booths **half an hour** before the show opens for security reasons.

Exhibitors move out before 2:30 pm on 7 September 2017 is not allowed.

Management fee (for raw space exhibitor only): RMB 25/sqm

(The contractor should settle this payment procedure at Shanghai Grand Events Convention & Exhibition Service Co Ltd onsite counter located at 2# entry hall before starting construction.)

Booth Construction Deposit (for raw space exhibitor only): RMB 10,000

(Please contact Official Contractor - Shanghai Grand Events Convention & Exhibition Service Co Ltd for more details, onsite counter located at 2# entry hall)

In order to ensuring the exhibition in compliance with laws and regulations of People's Republic of China (the "PR China") in all aspects, the organiser of the exhibition ("Organiser") hereby formulates and issues these Exhibition Rules & Regulations (the "Regulations").

Each Exhibitor ("Exhibitors") shall strictly abide by the stipulations under these Regulations. In case that any Exhibitor violates any stipulations hereunder, the Organiser has the right to require such Exhibitor to correct its violation or even revoke its exhibiting qualification.

1. Governing law

Exhibitors are required to observe and comply with all the laws of PR China.

2. Visa application

- a) ALL foreign visitors to PR China MUST apply for a visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure.
- b) The Organiser will provide assistance to exhibitors but is not responsible for obtaining visa.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of Exhibitor contract.

3. Insurance

The Organiser is responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the Exhibitors, their personal belongings and exhibits. Furthermore, the Organiser will not undertake any financial and legal responsibility for any loss or damage suffered by any third party by theft, fire, public (including occupier's liability) and other natural causes. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but is not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

4. Intellectual property rights

The Exhibitor warrants that the exhibits and packages thereof and the publicity material do not in any way whatsoever violate or infringe any third party's rights including trademarks, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify and keep fully indemnified the Organiser and its agents and contractors against all costs, expenses (including legal costs) and damages arising from any third party's claim of infringement by the Exhibitor and/or the Organiser of such third party rights.

All Exhibitors shall strictly abide by the **Appendix 3: Regulation for Protection of Intellectual Property Rights during Exhibition** issued by the Organiser.

5. Promotional materials censorship

All promotional materials (including presentation materials and samples), such as printed matters, films, video-cassettes or slides to be shown to the trade visitors during the exhibition, must be pre-censored by the Chinese authorities. Exhibitors may appoint the Official Forwarding Agent to arrange on their behalf.

6. Customs clearance

Exhibition halls are regarded as Bonded Area. All goods inside the exhibition halls are tax exempted during the exhibition. No goods are allowed to be taken out from the halls without prior approval of the Customs. Exhibitors are requested to inform the Official Forwarding Agent for customs clearance:

- a) **Hand-carried exhibits and promotional materials including brochures, giveaway and souvenir are subject to import duties/ other charges and can be detained by the Customs at the airport or border when you enter PR China. The Organiser will not be responsible for any delays or inconveniences caused by Customs detention of your goods.**
- b) **For exhibits and promotional materials handled by Official Forwarding Agent, please submit the packing list with quantity and unit price to the Official Forwarding Agent before and after giving the promotional items away so that the Official Forwarding Agent can estimate the duties/tax that should be paid for customs purposes.**
- c) Please make sure you always keep all receipts issued by the customs which you may need for collection of the exhibits through the Official Forwarding Agent.

7. Delivery of exhibits

- a) The Organiser will not accept or sign for any goods, exhibits or other material on behalf of any Exhibitors. Exhibitors should make sure that a representative from their company will be at the stand to receive the goods.
- b) Heavy exhibits and materials that require mechanical handling aid must be transported through access at the freight and cargo entrances. They have to appoint the official forwarder to deliver to their stands. Only light hand-carried exhibits and materials would be allowed access at the front entrance.
- c) There is no storage space for empty crates / boxes or packing material in the exhibition hall. Exhibitors are responsible for removing them. Any goods or packing material left at the corridor may be disposed of without prior notice and extra removal charges will be incurred. Should you require temporary storage, please contact the official forwarders for assistance.
- d) No exhibit is allowed to be taken into the booth once the fair has been officially opened and no exhibit can be removed from the booth before the end of the Fair, except with the special permission from the Organiser. Exhibitors must present the move-out permit to security guards at exit upon every departure.

8. Removal of exhibits

- a) Removal of exhibits may commence only after **2:30 pm on 7 September 2017**. The Organiser is not liable for any loss or damage to the exhibits or booth materials left behind at the exhibition venue. All such materials shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned.
- b) On the last show day, Exhibitors are required to submit the completed move-out permit endorsed by the Official Forwarding Agent to the guards for security check before leaving the exhibition venue.

9. Booth construction

For specific rules for Standard Booth Exhibitors, please refer to "Important Notes for Standard Booth Exhibitors".

The Raw Space Exhibitor may retain the contractor designated by the Organiser to build the booth, or appoint competent contractor to build the booth by itself. For specific rules for Raw Space Exhibitor, please refer to "Important Notes for Raw Space Exhibitors".

10. Obstructions and safety hazards

Exhibit structure, display etc shall not be jugged out of the booth or which encroached the aisle ways or other facilities or which the Organiser considers unsafe or a danger or a hazard to safety. If the Exhibitor fails to do so, the Organiser will reserve the right to remove the aforementioned and the cost and expenses incurred thereby shall be borne by the Exhibitor.

According to the Fire and Safety regulations of the fair ground, the use of compressors is not permitted in the hall. Should exhibitors require compressed air for operating their exhibits, please contact the Official Contractor.

11. Electricity supply

- a) For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Official Contractor. Exhibitors may order electrical items according to the order forms (Form 6) in this manual.
- b) Exhibitors requiring special arrangements (such as different voltages and frequency or connections to equipment) must arrange their own transformers, converters, etc. from themselves or from the Official Contractor.
- c) Due to the limited electricity supply in the hall, the Organisers may have a ration on power supply. Exhibitors are advised to bring along UPS as back up support for their exhibits.
- d) Before lighting and electricity supplied for individual booth, exhibitors who may need preceding electricity supply for testing should contact the Official Contractor for prior arrangement. The provision of this service may depend on its availability and be subject to any extra costs.
- e) No more than one extension cord shall be connected to any one socket.
- f) No multiplug is allowed.
- g) No flashing/blinking light is permitted.

- h) Lighting connections and sub-main:
- Exhibitors may order lighting and electrical items according to the order forms supplied by the Official Contractor. Prices include wiring connection from the main power supply to your booth, power consumption, standby technician, safety inspection, fixtures and fittings. Each power outlet supplied is allowed to be connected to ONE electrical appliance at any one time. Connection for lighting purpose from power outlet is NOT permitted. The requirements of all electrical appliances are subject to the discretion of the hall management.
 - For lighting connections, pre-fabricated light-box should be applied. Please contact the Official Contractor for rate and arrangement.

12. Sound restriction

All audio-visual equipment must not generate a noise level over 75 decibel which might cause any annoyance or inconvenience to other Exhibitors or visitors. Should there be complaints, the organiser reserves the right to terminate any activities causing the noise.

13. Photography, video shooting and sound recording

Unauthorized photography, video shooting or sound recording is not allowed in the exhibition hall.

14. Distribution of materials

Promotional materials should be distributed within the rented booth area. Exhibitors' promotional activities are strictly prohibited in gangway and public areas in the fairground.

15. Booth decoration

- All decorative items must be placed inside the booth.
- Any TV screen/computer monitor facing the public aisle that could potentially cause crowding in the public areas is required to set back 1 meter inside their booth.
- The booth including entrance frontage and surrounding areas should be kept in a clean and presentable condition.
- The site operation time schedule must be strictly adhered to; repairs or alterations by removal or addition of materials must only be carried out outside the opening hours of the fair and with the prior consent of the Organiser.
- Exhibitors are not allowed to rent furniture, electrical equipments, flowers, etc, from non-appointed suppliers during show period.

16. Fire & safety regulations

- Smoking and fire is prohibited in the exhibition hall.
- The emergency exits, fire hoses and extinguishers in the exhibition hall shall not be obstructed.
- Any flammable and explosive materials being brought into the exhibition hall should be approved by the Fire Protection Department beforehand.
- The anti-flaming level of all the carpet and construction materials in halls should meet the standard of grade B1 or above.
- The Organiser may, upon instruction from the related authority, issue other guidelines.

17. Accident report

In the case of any accident occurs in its exhibition booth or caused by it, the Exhibitor shall notify the Organiser immediately and take all action to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organiser within 12 hours to provide the account of the accident, clarify the reason and give the settlement plan.

18. Food & Beverage

Food, beverage and fast food shall be supplied only at the designated outlets within SNIEC. Without previous agreement from SNIEC, no food and beverage shall be brought into the office, exhibition halls or other common areas.

19. Political issue

All Exhibitors, especially Taiwanese companies, please note that no wordings such as "R.O.C.", "Republic of China", "中华民国", "Formosa", "福尔摩萨", "福摩萨", "福尔摩莎" should appear in all the advertising or promotional materials as well as name cards or decorative items at the booth. This issue is very sensitive in the Mainland China. Police checks onsite and any materials containing these wordings are not allowed for distribution and will be confiscated.

20. General rules

- a) All Exhibitors must abide by the site regulations including the closing hours of the Venue.
- b) **No person under 18 years of age will be permitted to enter the hall.** Please remind your buyers not to bring children or anybody under 18 years old.
- c) Exhibiting companies' staff or contractors must wear the official badges issued by the Organiser or no admittance into the venue will be entertained. The Badges are strictly non-transferable.
- d) The PA system is used by the organiser for official announcements only. Neither paging service nor Exhibitors' announcements can be made.
- e) Each Exhibitor is responsible for any damage done to the Organiser, other Exhibitors, stands, the Fair's property or to the property of third parties.

21. Unforeseen Circumstances

In the event of any occurrence not foreseen in these "Rules and Regulations" and the terms stated in the contract, the decision of the Organiser shall be final.

22. Force Majeure

The exhibition may be shortened, extended or postponed due to any cause whatsoever outside the control of the Organisers. The Organisers shall not be responsible for any loss sustained by the exhibitors, directly or indirectly, attributed to the elements of nature, force majeure or orders and directives imposed by any government authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organisers.

For specific rules and important notes:

STANDARD BOOTH exhibitors, please refer to page 24.

RAW SPACE exhibitors, please refer to pages 33 – 34.

This general information might be useful to you and may make your stay in Shanghai more pleasant.

Money exchange

It is possible to change money in the hotels at the daily exchange rate.
Cash withdrawal by credit card is possible at the Bank of China.

Time

Shanghai is eight hours ahead of Greenwich Mean Time (+8 hours GMT)

Weather

In September it is mostly sunny and humid, around 24 °C (75 ° F) to 30 °C (86 ° F) during daytime, chances of rain.

Entry Requirement

All foreign visitors to China must apply for visa and comply with the health requirement on entering China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure. The organiser will provide assistance (see Form 2), but is not responsible for obtaining visa for exhibitors. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract).

Electricity

The voltage in China is 220 Volt/ 50 Hertz.
The sockets used in the exhibition halls look like follows:



5 Amp/ 220 Volt

Communication

Interpreter and business cards

An interpreter is strongly recommended because not many Chinese businessmen speak English. Furthermore, business cards are very important means of communication. They should be translated into Chinese. It is very important for business associates to exchange business cards. Cards are always offered with both hands after the initial greeting.

Some communication habits

Address Chinese Officials as Mister, Miss or Madam – Very few Chinese women use their husband's surnames and therefore better avoid addressing them as Mrs. The Chinese surname comes first and the given names last, e.g. Mr Wang Zhongming should be addressed as Mr Wang.

Location of Shanghai New International Expo Center (SNIEC) Hall W3-W4 上海新国际博览中心 W3-W4 展馆:

Address	<p>Shanghai New International Expo Centre (SNIEC) 2345 Longyang Road, Pudong New Area, Shanghai 201204, China Tel: (86) 21 2890 6888 / 2890 6666 Fax: (86) 21 2890 6777 Email: info@sniec.net Website: www.sniec.net * Chinese Address: 上海新国际博览中心 (上海市浦东新区龙阳路 2345 号)</p>
How to get there	<p>By Bus A number of bus lines run through SNIEC, fixing stations nearby SNIEC: 989, 975, 976, Da Qiao No.5, Da Qiao No.6, Huamu No.1, Fang Chuang Line, Dong Chuang Line, Airport Line No.3, Airport Line No.6.</p> <p>By Metro (drop off point: Huamu Road Station / Longyang Road Station) Metro Line 7 (Shanghai University - Huamu Road): get off at Huamu Road Station; *You may take other Metro Line to transferred Metro Line 7.</p> <p>By Maglev train - To Longyang Road Station then take metro line 7 to Huamu Road Station</p> <p>On Foot - To Entrance Hall 2 : 5 min's walking from SNIEC station of Metro Line 7</p> <p>By Taxi Please make sure that you have your destination written in Chinese and that the taximeter is switched on. The taxi fares are indicated on the door of the taxi. Main taxi booking hotlines: Da Zhong taxi: 96822; Ba Shi taxi: 96840; Jing Jiang taxi: 96961; Qiang Sheng taxi: 62580000 You can show driver the address in Chinese: 上海新国际博览中心 2 号入口厅, 中国上海市浦东新区龙阳路 2345 号 (3 号门进入)</p>
Facilities at SNIEC	<p>A. Business Centre –1# Entrance Hall, 2# Entrance Hall and 3# Entrance Hall. Staff can help you with fax, photocopy, internet, printing, office supplies, courier, business card design and printing, newspaper and magazine printing, signage production and logistics arrangement.</p> <p>B. Convenience Stores –Family Mart (Outside of Hall W1, W3 and E3); C-Store (Outside of Hall N1)</p> <p>C. Yinxin Flower Store – Outside of Hall W3, supply green plants or any type of floral decorations.</p> <p>D. Pudong Police Administration Office / SNIEC Police Station – East outside of Hall W4.</p> <p>E. Security Office – Hall W5-B2.</p> <p>F. Customs Office – West inside of Hall W2.</p> <p>G. Quarantine Controlling Office – Room W3-W1, W3-W2 of Hall W3.</p> <p>H. Supermarket nearby (i) Metro, No. 383 Baiyang Road, 10 mins walking distance from SNIEC. (ii) B&Q, No. 2101 Longyang Road, 10 mins walking distance from SNIEC. (iii) Carrefour, No. 279 Biyun Road, 10 mins drive from SNIEC. (iv) Ole' Supermarket, No. 1378 Huamu Road, Shop B108 Underground Mall in Kerry Hotel, 5 mins walking distance from SNIEC.</p>

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology hall location: Hall W3-W4

*Notice : Hall W3-W4 is next to 2# Entrance Hall of fairground, you may enter the 2# Entrance Hall through Gate 3 (Fangdian Road and Huamu Road)



Travel Arrangement - Official Travel Agents & Hotels Nearby

The Organiser have appointed Shanghai Vision Expo & Meeting Solutions Co Ltd to be the Official Travel Agent for the hotel booking and visa service.

Official Travel Agents

Shanghai Vision Expo & Meeting Solutions Co Ltd
Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai
200233, China

Ms. Jenny Zhang / Mr. Billy Xu
Tel: (86) 21 5481 6051 / 5481 6052
Fax: (86) 21 5481 6032
Email: jenny@shanghai-vision.com
billy@shanghai-vision.com

Hotels Information provided by Vision Expo:

1. Renaissance Shanghai Pudong

☆☆☆☆☆

100 Changliu Road, Pudong



Located on the fringe of the dynamic new business district of Pudong, the Renaissance Shanghai Pudong Hotel is the ideal place to stay for business or pleasure. The hotel is a thoughtful blend of traditional Chinese decoration and contemporary Western ambience -- a truly modern hotel with a distinct flavor of old Shanghai. Hotel also boasts 369 guestrooms with the architectural style conveying the unique charm of Shanghai.

It takes 8 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14.
45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

2. DoubleTree by Hilton Shanghai-Pudong

☆☆☆☆☆

889 Yanggao Nan Road, Pudong



Close to Shanghai New International Exhibition Center, located in Lujiazui Business Center, the 47-story Hotel soars majestically over Pudong with convenient access to Shanghai CBD. The hotel features variously sized tastefully designed rooms in West Wing and East Wing, all of which are outfitted with international direct dial phones. Six on-site restaurants serve quality Chinese and Western delicacies. X-Sensation, the revolving restaurant and bar is a good venue to entertain friends, family and business associates.

It takes 10 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14.
45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

3. Holiday Inn Pudong Shanghai

☆☆☆☆

899 Dongfang Road, Pudong



Strategically located in fast-developing commercial and financial district of Lujiazui, the most advanced part of Pudong, Shanghai, Holiday Inn Pudong boasts 320 well-appointed spacious rooms and suites. We have 3 Executive Club floors and a Presidential Suite. Non-smoking floors and inter-connecting room are also available. All rooms are equipped with Coffee/Tea making facilities, safety deposit boxes. With an extensive range of function and F&B facilities, Holiday Inn Pudong is the favoured choice for business and leisure travellers.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25.
145 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

4. Holiday Inn Shanghai JinXiu

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399 Jinzun Road, Pudong



Enjoy easy access to Shanghai International Exhibition Centre and fine event facilities at the high-rise Holiday Inn Shanghai Jinxiu. An elegant grand staircase adorns our inviting Lobby, where you'll enjoy a warm welcome at Holiday Inn Shanghai Jinxiu. Just 10 minutes by high-speed Maglev train from Pudong International Airport, the hotel is set in the thriving Pudong district 10 minutes' drive from Shanghai International Exhibition Centre. Settle in to your spacious Guest room with wireless Internet and a 37-inch flat-screen TV.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25.
45 minutes from Pudong Int'l Airport and 45 minutes from Hong Qiao Airport by car.

5. Parkview Hotel

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555 Dingxiang Road, Pudong



Parkview Hotel, adjacent to Shanghai Oriental Art Centre, is strategically located in the heart of Pudong New Area. This luxurious hotel is designed by the renowned French architect Paul Andréa, who also designed the art centre. Here you can take a panoramic view of the city's land mark, Century Plaza. Our 209 guestrooms offer all the comforts of home and are ideal for business and leisure travelers. All rooms are accessible to broadband Internet and Video-On-Demand.

It takes 10 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14. 45 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.

6. Grand Metropark Jiayou Hotel

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159 New Golden-Bridge Road, Pudong



Shanghai Grand Metropark Jiayou Hotel is a Baroque style building designed according to the standard of a five-star business hotel. The hotel boasts of 327 deluxe guest rooms, several restaurants serving varied cuisines, a multifunctional banqueting hall with a capacity of over 300 guests, meeting rooms of different styles, Riverside Lounge and many other first – class facilities. The hotel will be an ideal place for you to hold business conferences and besides, our entertainment facilities will help to ease all your weariness after a day's work.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. 20 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.

7. Days Hotel Frontier Pudong Shanghai

☆☆☆

2333 Pudong Avenue, Shanghai



Days Hotel Frontier Pudong Shanghai(Jingyuan Guoji Jiudian) is a business hotel located in Shanghai's Lujiazui New Area. It is an ideal place for the reception of international guests, group travel, business travel and leisure travel, and provides easy access to both the center of Shanghai and the Pudong International Airport.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. 40 minutes from Pudong Int'l Airport and 60 minutes from Hongqiao Airport by car.

8. Hotel ibis Shanghai World Expo

☆☆☆

800 Cheng Shan Road, Pudong



Located in Pudong New District, the Ibis Shanghai World Expo165 room is near several Shanghai attractions including New International Expo Centre, The Oriental Pearl TV Tower, Science and Technology Museum, Century Park and Oriental Art Center. All guestrooms feature free high speed Internet, flat screen television with international satellite channels, air conditioning, coffee/tea maker, and in-room safe. Non-smoking and handicap accessible rooms are available. On site parking is free. Located in the Pudong District, Ibis Shanghai World Expo is just 4-min walking distance from Metro station. The hotel provided complimentary parking and an 8 hours breakfast.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. 40 minutes from Pudong Int'l Airport and 40 minutes from Hongqiao Airport by car.

Travel Arrangement - Official Travel Agents & Hotels Nearby

HOTEL INFORMATION

Deadline: 4 August, 2017

Category	Name of Hotel	Type of Room	Daily Room Rate	Breakfast	Distance from Hotel to Venue
★★★★★	Renaissance Shanghai Pudong	Deluxe Single / Twin Room	RMB 800+16.6% (Free Internet)	One / Two	8 minutes by taxi
★★★★★	DoubleTree by Hilton Shanghai-Pudong	Superior Single / Twin Room	RMB 750 +16.6% (Free Internet)	One / Two	10 minutes by taxi
★★★★	Holiday Inn Pudong Shanghai	Superior Single / Twin Room	RMB 780 net (Free Internet)	One / Two	15 minutes by taxi
★★★★	Holiday Inn Shanghai Jinxiu	Superior Single / Twin Room	RMB 700 net (Free Internet)	One / Two	15 minutes by taxi
★★★★	Parkview Hotel	Superior Single Room	RMB 600 net (Free Internet)	One	10 minutes by taxi
		Superior Twin Room	RMB 650 net (Free Internet)	Two	
★★★★	Grand Metropark Jiayou Hotel	Business Single / Twin Room	RMB 380 net (Free Internet)	One / Two	15 minutes by taxi
★★★	Days Hotel Frontier Pudong Shanghai	Standard Single/Twin Room	RMB 340 net (Free Internet)	One / Two	15 minutes by taxi
★★★	Hotel ibis Shanghai World Expo	Standard Single/ Twin Room	RMB 379 net (Free Internet)	One / Two	15 minutes by taxi

Remarks :

- All hotel bookings are subject to availability. Please submit your Reservation Form to **Shanghai Vision Expo& Meeting Solutions Co., Ltd.** on or before **August 4th, 2017** should you wish to make your hotel reservation. Reservation made after the deadline can't be guaranteed.
- Cancellation must be made in writing and **7 days** prior to arrival. **3 days'** advance notice is required to modify a confirmed reservation. Late cancellations will cause a penalty of one night room charge.
- If the guest is a "no show" on the arrival day, the hotel will charge one night of room rental as the "no show" penalty.
- **5 room and above is regard as group reservation, based on the above terms and conditions, group reservation add additional clauses, if the clause conflicts with basic policy of amendment or cancellation, should carry out additional clauses. Shanghai Vision Expo & Meeting Solutions Co., Ltd reserves the right of interpretation for supplementary terms.**
- Once you have submitted your hotel reservation form to **Shanghai Vision Expo& Meeting Solutions Co., Ltd.** A hotel booking confirmation will be sent to you either by fax or email. Credit card is required to guarantee the booking of arrival. Hotel has possible to do credit card pre-authorization on arrival date of the situations in which hotel is on high occupancy. On the arrival day, guests should be proceeding to the hotel reception counter to check in. All room rental charges plus all incidental charges must be settled upon check out at the hotel cashier counter.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to Shanghai Vision Expo & Meeting Solutions Co Ltd Attn: Ms. Jenny Zhang / Mr. Billy Xu Tel: (86) 21 5481 6051 / 5481 6052 Fax: (86) 21 5481 6032 Email: jenny@shanghai-vision.com billy@shanghai-vision.com	FORM 1
		Hotel Booking Form
		Deadline: 4 August 2017

HOTEL BOOKING APPLICATION

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others _____
*Company Name:	_____
*Guest Name:	Surname: _____ First Name: _____
*Official Hotel:	<input type="checkbox"/> Renaissance Shanghai Pudong <input type="checkbox"/> DoubleTree by Hilton Shanghai-Pudong <input type="checkbox"/> Holiday Inn Shanghai Pudong <input type="checkbox"/> Holiday Inn Shanghai JinXiu <input type="checkbox"/> Parkview Hotel <input type="checkbox"/> Grand Metropark Jiayou Hotel <input type="checkbox"/> Days Hotel Frontier Pudong Shanghai <input type="checkbox"/> Hotel ibis Shanghai World Expo
*Room Type:	_____
*Daily Room Rate (RMB):	_____
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	_____
*Departure Date:	_____
Special Requirements:	_____
Hotel Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time: _____
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB Others _____
*Credit Card Number:	_____
*Expiry Date:	_____

* Please read the hotel information and notice carefully when fill in this reservation form. * is mandatory fields.

Booth No.: _____ **Authorised Person:** _____

Company Name: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to Shanghai Vision Expo & Meeting Solutions Co Ltd Attn : Mr. Lucien Chen Tel: (86) 21 5481 6051 / 5481 6052 ext. 808 Fax: (86) 21 5481 6032 Email: lucien.chen@shanghai-vision.com	FORM 2
		Invitation for Visa Application
		Deadline: 4 August 2017

The Organiser has appointed Shanghai Vision Expo & Meeting Solutions Co Ltd to be the Official Travel for visa invitation service. Usually it takes 1-2 weeks to issue the invitation letter. Please check with your local China Visa issuing office and allow enough time to process application in your country. All the following personal data is required. Inaccurate information may cause delay or failure of invitation application.

IMPORTANT:

Please take note not to apply for staying in China more than 10 days.

No invitation letter will be issued if application is submitted after the deadline.

Accurate information is essential. Please clearly print in capital letters or type:

Company Name:			
Address:			
Telephone:		Fax:	
Surname:		First Name:	
Gender:	Nationality:	Date of Birth:	
Passport No.:		Job Title:	
Date of Arrival:		Date of Departure:	
Will you apply Chinese visa in your state of nationality?			
If not, please specify in which country you will submit your visa application.			

APPLICATION FEE: USD 25 PER PERSON

Payment Method (By Credit Card):		<input type="checkbox"/> Visa	<input type="checkbox"/> Master
Credit Card No.:		Expiry Date:	(MM/YY)
Security Code:	Printed on the signature side of the credit card, the last 3 digits after the credit card number		
Name of Card Holder:		Amount:	USD

Cardholder's Signature: _____

Date: _____

Invitation Letter Processing Fee: USD 25.00 per person (about 5 working days)

For urgent application, the processing fee is USD 40.00 per person (about 3 working days)

***All the visa invitation letter will only be processed with full prepayment of the application fee.**

Remarks:

1. Please make photocopies of this Form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible, and we will precede your visa invitation letter immediately.
3. Once approved, we will send you an invitation letter by fax or email and debit your credit card accordingly.
4. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
5. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY

Booth No.: _____ Authorised Person: _____

Company Name: _____

Tel: _____ Fax: _____

Exhibitor Badges, Catalogue, Visitor Admission & Sales Promotion

- Exhibitor badges** Badges are free of charge.
- Please fill in the Exhibitor Pre-registration Form (Form 3 on page 21) and send to the Organisers before **27 July 2017** to order your badges.
- A maximum of 5 badges will be issued to a 9 sqm booth; and a maximum of 10 badges to booths with area larger than 9 sqm.
- Exhibitors should collect their badges at the registration counter outside the exhibition hall during the move-in time by presenting their business cards.
- Fair Catalogue** The fair catalogue will be sold at RMB50 upon request at Catalogue Sales Counter and subject to availability. Each exhibitor is entitled to 1 catalogue entry listing. (please see Form 10 on page 44-45)
- Visitors** Free admission for official buyers and trade visitors only.
- Children under 18 years of age are not permitted to enter the exhibition hall. Please remind your buyers not to bring children or anybody under 18 years old to the exhibition.
- Online visitor pre-registration is now available until 4 September 2017 at <http://portal.messefrankfurt.com.hk/services/vor/> and choose “Shanghai Intelligent Building Technology & Shanghai Smart Home Technology” after selecting language.

shanghai smart home technology 上海国际智能家居展览会 shanghai intelligent building technology 上海国际智能建筑展览会	Return form via email or fax to Messe Frankfurt (Shanghai) Co Ltd Attn: Ms. Jill Shi Tel: (86) 21 6160 8482 Fax: (86) 21 5876 9332 Email: jill.shi@china.messefrankfurt.com	FORM 3 (Compulsory for all exhibitors)
		Exhibitor Pre-registration
		Deadline: 27 July 2017

Please note:

- For security reasons, please provide below details of all personnel from your company, co-exhibiting company and official agents/ representatives who will be on site during the exhibition.
- Badges will be issued to your associated companies only if you have registered them with us as your co-exhibitor or representative/ principal.
- Exhibitors should collect their badges at the registration counter at **2# Entrance Hall** during the move-in time by presenting their business cards.
All exhibitors and their staffs are strictly requested to wear official exhibitor badges at all times during move-in/move-out and throughout the show. Only badge holders are allowed to enter the exhibition halls. For security reasons, exhibitors should pass the badges to their staff only.
- Exhibitor badge entitlement is as follows:
 - **9 sqm – 5 badges**
 - **Above 9 sqm – 10 badges**
 (If extra badges are needed, please inform the organiser in advance before move-in.)

Please print or type clearly!

	Company Name	Name of Personnel	Job Title	Country
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Booth No.: _____ **Authorised Person:** _____
Company Name: _____
Tel: _____ **Fax:** _____
Signature: _____ **Date:** _____

The Organiser has appointed Shanghai Grand Events Convention & Exhibition Service Co Ltd to be the Official Contractor for stand construction, booth equipment and power connection.

Contact details

Grand Events Advertising Media

Contact: Ms. Karen Zhang / Mr. Olive Pan
Tel: (86) 21 6048 1081
(86) 21 5415 6181*8016
Fax: (86) 21 6436 7830
E-mail: teamB@grandevents.com.cn
Website: www.grandevents.com.cn

Additional facilities may be ordered from Shanghai Grand Events Convention & Exhibition Service Co Ltd (Form 5) with proof of remittance made payable to Shanghai Grand Events Convention & Exhibition Service Co Ltd on or before **4 August 2017**. Please check with Grand Events for detailed list of additional booth equipments.

Orders for additional equipment received after **4 August 2017** will be subjected to 30% surcharge. Orders for additional equipment received after **16 August 2017** will be subjected to 50% surcharge. Onsite orders will be subject to an additional surcharge of 50% and services will be provided upon availability. Cash payment for onsite orders only.

Cancellation of orders will only be accepted in writing before **16 August 2017**. No cancellation is accepted onsite.

Standard booth design, 3m x 3m = 9 sqm

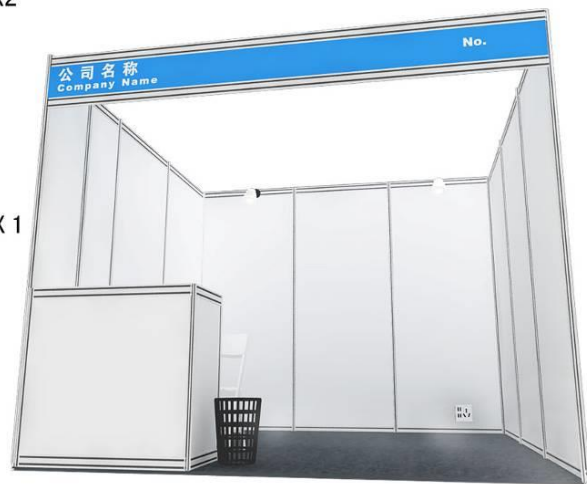
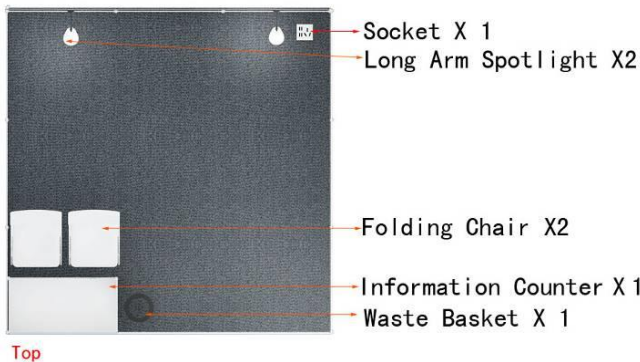
* The Organisers reserve the right to change the configuration if necessary.

- Wall-to-wall carpeting
- White stand partitions (2.34m high)
- Structure material (40mm maxima)
- 1 information counter
- 2 white folding chairs
- 1 waste bin
- Fascia board with company name & booth no.
- 2 long-arm spotlights (100W)

- 1 socket (5AMP, 220V, 1P, max 500W)
- Stand cleaning

Standard Items	Booth area in sqm		
	9 sqm	18 sqm	27sqm
Long-arm spotlight (100W)	2	4	6
Socket (5AMP, 220V, 1P, max 500W)	1	2	3
Information counter	1	2	3
White folding chairs	2	4	6
Waste bin	1	2	3

Standard booth: L:3m W:3m H:2.5m



Package Booth Description

Floor	Wall-to-wall carpeting
White stand partitions	<p>Wall panel size: 2500mm (H) X 1000mm (W) aluminium profile, white panel. Unit size: 2340mm (H) X 950mm (W). Publicity items like post is allowed to be glued to the wall, load-bearing of board surface shall not exceed 3kg.</p>
Fascia board	<p>Size: 3000mm(L) X 340mm(H) Location: above the ground 2200mm(H) Colour: white panel and aluminum framework. Display area: 2930mm(L) X 200mm(H)</p> <p>The fascia lettering is both in Chinese and English Notice: Please fill in form 4 - Fascia Board(Page 25)</p>
Electricity	<p>Lighting: 2 X 100W long-arm spotlights Power socket: 500W, 220V</p>
Additional Furniture	<p>Exhibitors should book in advance if they need to have some additional furniture for their booth, and pay the corresponding fee. For more information, please refer to Form 5A/5B.</p>
Notice: An exhibitor occupying a booth at the corner has the choice to have 2 fascia boards.	

Important Notes for Standard Booth Exhibitors

1. Please refer to page 23 for the basic equipment of the furnished Standard Booth. All booths will be designed and built by the Official Contractor.
2. All furnished booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors request to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the booth layout plan (page 30) and send it together with clear instructions to the Official Contractor on or before **4 August 2017**.
4. Notification of booth equipment alteration / removal received after the deadline will not be considered.
5. Sockets are for exhibits only. The maximum power output for 5 Amps single phase is 500W. No multi-plugs or adapters are permitted.
6. No additional booth-fitting or display may be attached to the shell booth structure.
7. No free standing booth-fitting or display may exceed a height of 2.5 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
8. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. No adhesive pictures or leaflets shall be stuck to any part of the walls of architectures. Residue-resistant single- or double-sided, preferably cloth backed tape is allowed to be used. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
9. The partition as well as the fascia should maintain predominantly the background color.
10. Unless requested by the exhibitor, otherwise the Organiser shall assume that exhibitors occupying two or more adjoining standard booths will choose to delete the partitioning panel's in-between. Exhibitors should notify the organisers in writing before **4 August 2017** they want to retain the partitioning panels.
11. An exhibitor occupying a booth at the corner has the choice to open it on the additional side(s) with a fascia including name and booth number. Unless informed by the exhibitor in writing before **4 August 2017**, otherwise the organisers will assume that exhibitors occupying corner booths would like to open the additional side(s).
12. Exhibitors requiring additional equipment should contact the Official Contractor by **4 August 2017**. Late order surcharge will be occurred. Any onsite requirement should be charged.
13. Exhibitors requiring furniture relocation should contact the Official Contractor by **4 August 2017**. Any onsite request, the official contractor will charge manpower fee. For further details, please contact the official contractor directly.
14. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	<i>Return form via email or fax to</i> Grand Events Advertising Media Attn: Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 21 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn	FORM 4 (Compulsory for Standard Booth Exhibitor)
		Fascia Board
		Deadline: 4 August 2017

Please note:

1. Please fill in your company name that should be indicated on the fascia board.
2. All STANDARD BOOTH exhibitors should use this form to indicate the name to be shown on the fascia board.
3. Chinese company name will be marked on the fascia board only if the Chinese name is provided by exhibitor.
4. Except company name and country name, no company/decoration logo or information is allowed on the fascia board.
5. If we do not receive this form on or before **4 August 2017**, all information will be listed according to the application form.

Please print or type with CAPITAL LETTERS clearly!

Company Name (English):

Company Name (Chinese):

Country: _____

Booth No.: _____ **Authorised Person:** _____

Company Name: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Photo of Additional Booth Equipment - 1

Additional facilities can be ordered from Shanghai Grand Events Convention & Exhibition Service Co Ltd (Form 5A or 5B) on or before **4 August 2017**. Please check with Grand Events for quotation of those items which are not listed on the price table.



GRAND EVENTS
ADVERTISING MEDIA

家具租赁
Rental Furniture



问询桌 Information Counter
1000L x 500W x 750Hmm



问询桌 Information Counter
1000L x 500W x 1000Hmm



玻璃圆桌 Round Table
800φ x 780Hmm



铝料方桌 Square Table
700L x 700W x 760Hmm



锁柜 Lockable cupboard
1000L x 500W x 750Hmm



长方桌 Rectangular table
1400L x 700W x 750Hmm



折椅 Folding Chair
510L x 470W x 450Hmm



黑皮椅 Black Leather chair
570L x 440D x 455Hmm



吧椅 Bar Stool
460L x 400D x 455Hmm



矮身玻璃饰柜 Table Showcase
1000L x 500W x 1000Hmm



高身玻璃饰柜 Tall Showcase
1000L x 500W x 2000Hmm



高身玻璃饰柜 Tall Showcase
500L x 500W x 2000Hmm



层板架 Shelf Rack
1000L x 500W x 2000Hmm



资料架 Literature Rack
300L x 1100Hmm



平层板 Shelf
1000L x 300Wmm



斜层板 Diagonal
1000L x 300Wmm



GRAND EVENTS
ADVERTISING MEDIA

家具租赁
Rental Furniture



槽板 Trough plate
1000L x 2500Hmm



槽板钩 Hook



洞洞板 Hole hole plate
1000L x 2500Hmm



洞洞板挂钩 Hook



围板 Wall Panel
1000L x 2500Hmm



带锁折门 Folding door
1000L x 2000Hmm



饮水机(含一桶水
Drinking Fountain plus a bottle
and deposit



等离子显示器42寸
Plasma Displayer 42"plus a
deposit



插座(五孔) Socket



日光灯 Fluorescent Lamp
40W



长臂射灯 Long-Arm Spotlight
100W



金卤灯 Floodlight
300W

shanghai intelligent
building technology

上海国际智能建筑展览会

shanghai smart
home technology

上海国际智能家居展览会

Return form via email or fax to
Grand Events Advertising Media
Attn: Ms. Karen Zhang / Mr Olive Pan
Tel: (86) 21 6048 1081
(86) 21 5415 6181*8016
Fax: (86) 21 6436 7830
E-mail: teamB@grandevents.com.cn

**FORM 5 (For Standard
Booth Exhibitor)**

**Additional Orders –
Furniture & electrical
equipments**

Deadline: 4 August 2017

If you would like to order booth equipment in addition to the items which included in the standard booth, please fill in the table below and return to Shanghai Grand Events Convention & Exhibition Service Co Ltd on or before **August 4th, 2017**

Furniture Rental

No.	Items	Unit Price (RMB)	Qty	Subtotal (RMB)
1	Information Counter (1000L x 500W x 750Hmm)	100.00		
2	Information Counter (1000L x 500W x 1000Hmm)	120.00		
3	Lockable cupboard (1000L x 500W x 750Hmm)	120.00		
4	Square Table (Aluminum) (700L x 700W x 760Hmm)	100.00		
5	Rectangular Table (1400L x 700W x 750Hmm)	120.00		
6	Folding Chair 510mm(L)*470mm(W)*450mm(SH)	30.00		
7	Black Leather Chair 570mm(L)*440mm(W)*455Hmm	60.00		
8	Bar Stool (460mm(L)*400mm(W)*455Hmm)	80.00		
9	Round Table (800 Ø x 780Hmm)	120.00		
10	Table Showcase (Short) (1000L x 500W x 1000Hmm)	200.00		
11	Table Showcase (Tall) 500mm(L)*500mm(W)*2000mm(H)	300.00		
12	Table Showcase (Tall) (1000L x 500W x 2000Hmm)	360.00		
13	Shelf Rack	280.00		
14	Shelf 1000mm(L)*300mm(W)	50.00		
15	Diagonal 1000mm(L)*300mm(W)	50.00		
16	Literature Rack	120.00		
17	Trough Plate 1000mm(L)*2500mm(H)	350.00		
18	Hook	30.00/10 pcs		
19	Holes Hole Plate 1000mm(L)*2500mm(H)	250.00		
20	Hook	30.00/10 pcs		
21	Wall Panel	80.00		
22	Folding Door	200.00		
23	Drinking Water Machine a deposit	250.00+300.00(deposit)		
24	Bottled water	25.00		
25	Plasma Displayer 42"plus a deposit	1000.00+1000.00(deposit)		
26	Socket	100.00		
Total				

Remark:

Full payment must be settled on or before **4 August 2017**. Order without full payment will not be processed. Orders for additional equipment received after **4 August 2017** will be subjected to 30% surcharge. Orders received after **16 August 2017** will be subjected to 50% surcharge. Cash payment for onsite orders only. Order without full payment will not be entertained. Please settle the payment based on the account information and address given as follows:

Account No: 3100 1613 4020 5001 5326

Account Name: Shanghai Grand Events Exhibition Co., Ltd

Bank: China Construction Bank Shanghai Caohejing Branch

Bank address: No .418 Guiping Road, Xuhui District, Shanghai, China

Swift Code: PCBCCNBJSHX

Booth No.: _____ **Authorised Person:** _____

Company Name: _____

Tel: _____ **Fax:** _____

Exhibitor Manual

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to Grand Events Advertising Media Attn: Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 21 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn	FORM 6 (Compulsory for Raw Space Exhibitor)
		Lighting, Power & Internet
		Deadline: 4 August 2017

Lighting Facility

No.	Items	Unit Price (RMB)	Qty	Subtotal (RMB)
27	40W Fluorescent Tube	100.00		
28	100W Spotlight	100.00		
29	100W Long Arm Spotlight	100.00		
30	300W Floodlight	250.00		

Electricity Supply (Including electric box and electricity Fee. Please apply for the separated electric box for the machine power, don't use the same electric box with the lighting.)

No.	Items	Unit Price (RMB)	Qty	Subtotal (RMB)
31	15A/380V Three Phase Power Point	1,530.00		
32	30A/381V Three Phase Power Point	2,460.00		
33	40A/382V Three Phase Power Point	2,900.00		
34	60A/383V Three Phase Power Point	4,120.00		
35	100A/384V Three Phase Power Point	7,150.00		

Internet Access (Wired broadband)

No.	Items	Unit Price (RMB)	Qty	Subtotal (RMB)
36	10M 1 public IP address-share	6,000.00		
37	6M 1 public IP address- public	8,250.00		
38	8M 1 public IP address- public	8,700.00		
39	10M 1 public IP address- public	9,000.00		

Important:

- Order without full payment will not be entertained. No refund will be made after payment, if the order is cancelled.
- All items are for rental purpose, no switch or refund is allowed.
- Order without full payment will not be processed. Orders received after **4 August 2017** will be subjected to 30% surcharge, Orders received after **16 August 2017** and onsite orders will be subject to an additional surcharge of 50%.

Please settle the payment based on the account information and address given as follows:

Account No: 3100 1613 4020 5001 5326
 Account Name: Shanghai Grand Events Exhibition Co., Ltd
 Bank: China Construction Bank Shanghai Caohejing Branch
 Bank address: No .418 Guiping Road, Xuhui District, Shanghai, China
 Swift Code: PCBCCNBJSXH

Booth No.: _____ **Authorised Person:** _____

Company Name: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p><i>Return form via email or fax to</i> Grand Events Advertising Media Attn: Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn</p>	<p>(For Standard Booth Exhibitor)</p>
		<p>Location plan</p>
		<p>Deadline: 4 August 2017</p>

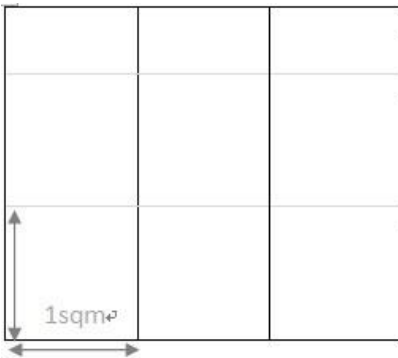
Please note:

Exhibitors are required to mark on the location plan for the position of additional ordered equipment together with the quantity (e.g. spotlights, flat shelf or etc). Official contractor will install at their discretion if they do not receive any instruction before deadline. All onsite re-location of any ordered equipments will be subjected to 50% surcharge.

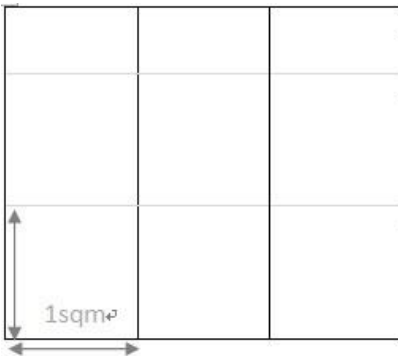
Please mark clearly the location and the height of flat shelf.

Please note Unit size of each partition is: 2340mm (H) X 950mm (W).

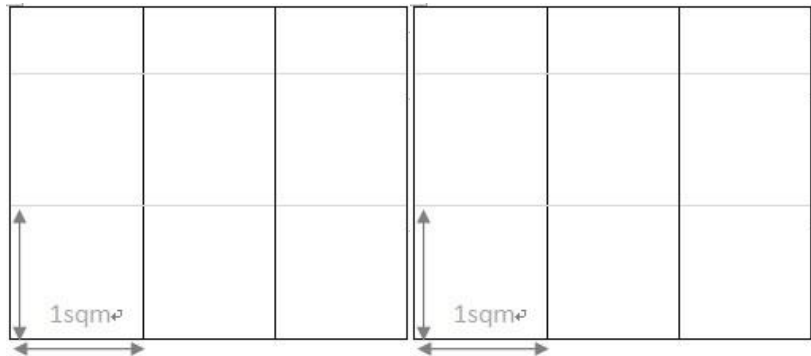
LEFT PANEL



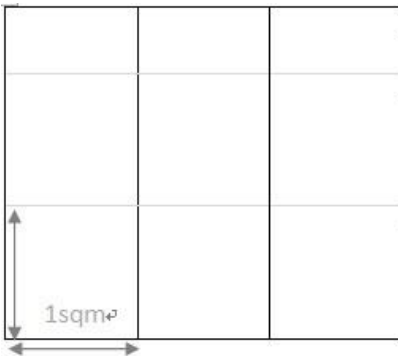
BACK PANEL For 9sqm



For 18sqm



RIGHT PANEL



Booth No.: _____ **Authorised Person:** _____

Company Name: _____

Tel: _____ **Fax:** _____

Rules and Regulations for Furniture Rental & Electrical Installation

The condition for rental of furniture and electrical installation are:

1. Additional stand facilities
 - a. Exhibitors please EMAIL or FAX return the order forms including additional furniture and electrical equipment on or before the deadline: **4 August 2017**.
 - b. Exhibitor will receive a confirmation letter from Shanghai Grand Events Convention & Exhibition Service Co Ltd for order confirmation if orders have been placed. No reply from exhibitor will be assumed to have no additional request.
2. Late surcharge will incur for
 - a. Late Order
 - Orders for additional equipment received after 4 August 2017 will be subjected to 30% surcharge.
 - Orders for additional equipment received after 16 August 2017 will be subjected to 50% surcharge.
 - b. On-site Order
 - 50% surcharge will be charged for any orders received **onsite**. Cash payment for onsite orders only.
3. Location plan
 - For standard booth exhibitors who wish to remove or change the location of any standard equipment (e.g. spotlights, flat shelf or etc) within the booth should indicate clearly on the booth layout plan (page 30) and fax it together with clear instructions to the Official Contractor before **4 August 2017**.
 - If the location plan of any order is not submitted, orderings will be placed according to the standard stand layout plan and additional orderings will be placed at the discretion of the Official Contractor. Any relocation on-site is subjected to service charge. For details, please contact the Official Contractor.
 - All raw space exhibitors are requested to submit the location plan indicating the position of power supply, water supply and telephone / fax connection points on the separate drawings.

NOTE: Request of deletion / relocation / cancellation of standard or additional facilities will only be accepted in writing before **16 August 2017**. Cancellation of orders will NOT be accepted onsite.
4. No exchange / refund on all items
 - All items provided are not interchangeable. You may opt for all or part of the items listed. No refund in the case of partial use.
 - No refund for all cancellation of orders after deadline.
5. Sockets are for exhibits only
 - Any power point and sockets are for exhibits only, and no lighting fixture is allowed to be connected by package stand exhibitors from that.
6. No fixtures or nails may be made to the wall panels
 - Brackets are suggested for the hanging of signs.
 - Velcro or double tape may be used for lighter items only.
 - No adhesive pictures or leaflets shall be stuck to any part of the walls of architectures. Residue-resistant single- or double-sided, preferably cloth backed tape is allowed to be used.
 - Screwing, drilling or nailing on any of the aluminum frame or wall panel is not permitted. Exhibitors will be liable for any damage to the stand / fixture and penalty will be charged at full price of the unit price.
7. To assure your legitimate right, please order rental furniture and fittings from Official Contractor, Shanghai Grand Events Convention & Exhibition Service Co Ltd.

Power supply, water supply and telecommunication facilities for all the exhibitors must be contracted through the Official Contractor, Shanghai Grand Events Convention & Exhibition Service Co Ltd.

Payment details for all additional booth equipment:

Invoice of addition booth equipment and power supply will be issued by Shanghai Grand Events Convention & Exhibition Service Co Ltd upon receiving of order form (Form 5 and/ or Form 6), please send the bank remittance note on or before **4 August 2017** to Grand Events after paid. Please notify Grand Events to confirm the additional order if you do not receive the confirmation letter by 3 working days.

1. Payment should be made by:

a) **Cash payment** to Shanghai Grand Events Convention & Exhibition Service Co Ltd,
Address: Room E702, No.1618, Yishan Road, Minhang District, Shanghai 201103, China

b) **Telegraphic transfer** to the following bank account:

Account No:	3100 1613 4020 5001 5326
Account Name:	Shanghai Grand Events Exhibition Co., Ltd
Bank:	China Construction Bank Shanghai Caohejing Branch
Bank address:	No .418 Guiping Road, Xuhui District, Shanghai, China
Swift Code:	PCBCCNBJSHX

Please note: Full payment amount shall be remitted while remitter shall bear the bank charge.
Please refer to your bank for bank charge details.

c) **Cash payment for onsite orders only**

2. Orders without remittance will not be processed.

3. Late orders:

- 30% surcharge will be charged for any orders received after 4 August 2017.
- 50% surcharge will be charged for any orders received after 16 August 2017.
- 50% surcharge will be charged for any orders received onsite.

4. Where it is not otherwise stated, the prices are for the duration of the exhibition days.

5. Cancellation of orders:

- Cancellation of orders will only be accepted in writing before **16 August 2017**. No cancellation will be accepted onsite.

Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Rules and Regulations of the venue / fire control authorities as well as any conditions, which the Organiser may specify before, or during the Exhibition.

The exhibition venue, fire control authorities and the Organiser may announce new rules when necessary.

Contractor

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths. Details such as name and address of their appointed contractor must be provided by filling in Form 7 on Page 38 and submitting to the Organisers not later than **4 August 2017** for approval. The Organiser reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Our Official Contractor, Shanghai Grand Events Convention & Exhibition Service Co Ltd can also provide design / construction service, the contact details of which could be found on Page 4.

Plans & Design Proposals

1.
 - a. **Exhibitor with over 4.4m (H) booth** must submit booth plans and design proposals in quadruplicate (elevation view, side view and 3D view) to **HAH Consulting & Exhibition Co Ltd, Shanghai**, appointed by SNIEC for the approval and send a copy to **Shanghai Grand Events Convention & Exhibition Service Co Ltd** on or before **4 August 2017**. (For more details about the procedure and requirements, please see page 34 - 35)
 - b. **Exhibitor whose booth height equal to 4.4m (H) or less** must submit booth plans and design proposals (elevation view, side view and 3D view) to **Shanghai Grand Events Convention & Exhibition Service Co Ltd** for approval on or before **4 August 2017**. (For more details about booth design, please contact Grand Event)
2. Drawings submitted must be fully dimensioned and must include all fittings and materials to be used, moving exhibits, electrical installation plan, weights and point loading of exhibits. Booth design without the Organiser's approval will NOT be permitted in the exhibition. The Organiser reserves the right to request the exhibitors to alter their booth design if their booth construction and / or design cause obstruction to other exhibitors.
3. Electrical installation plan must also be submitted **to both the Organisers and the Official Contractor**.

Approval of Design Proposals

The Organiser may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion.

No custom-built booth shall be permitted at the exhibition unless the Organiser has approved the plan and design proposals in writing.

Custom-built booth for raw space exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on site alterations required by the Organiser and / or the venue at the exhibitor's expense:

1. Site measurement is given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organiser, and to report any errors to the Organiser immediately. The Organiser will not be liable for any errors that are not reported before construction begins.
2. No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibits shall exceed **6m** for one-storey booth and **7.5m** for double-storey booth unless prior approval in writing has been obtained from the Organiser.
3. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building. Top of the booth should be opened and not covered by any structures or decorations. **No ceiling is allowed**. For any special requests, e.g.: hanging banner(s) from ceiling in your booth, please contact the Official Contractors for details and an additional cost may apply.
4. The name and booth number of the exhibitors must be prominently displayed and faced to the aisle. The Organiser reserves the right to affix them as they see fit and to charge the cost incurred to the exhibitor.

5. All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organiser (inclusive of backside panels / parts of booth adjoining other booths or aisles).
6. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
7. Exhibitors will be responsible for laying their own floor covering. All carpets and floor coverings can be affixed with double-sided tapes. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. No damage on the floor of the exhibition hall is allowed.
8. Each exhibitor is responsible for providing its own walls. Where booths are adjacent, an exhibitor may not use the reverse of the neighboring booth's wall.
9. Exhibitors must provide approved protection between carpet and any raised platform. The anti-flaming level of construction materials in booth should meet the standard of grade B1 or above. Part of the flammable materials could not be used unless being qualified as standard of grade B1 after being fireproofed. Exhibitors should also conform to the rules and regulations of the Exhibition Venue and those from any public authority or Department of the Chinese Government.
10. The transporting, assembling, dismantling and removing of stands of raw space exhibitors are the responsibility of the exhibitor themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organiser.
11. Exhibitors are responsible for insurance, which indemnifies the Organiser from all claims caused by on site operatives working directly or indirectly for the exhibitors.
12. Exhibitors must clear construction waste and surplus materials of raw space stand from the exhibition site.
13. Exhibitors shall advise their own appointed contractors, to pay the venue owner the following fees for the packaging services offered by the hall management based on their contracted space, as well as submit the completed **Form 7** to the Organisers before the deadline. Also, exhibitors shall notify the appointed contractor to complete the Real-name Authentication procedure at SNIEC Card Centre before **4 August 2017**. (For detailed procedures, please refer to page 51 - 58)
 - Management fee to venue: **RMB25.00 / sqm (non-refundable)**
 - Access Card for Exhibition Setup and Dismantling Staffs: **RMB50.00 / person**
 - Vehicle Pass: **RMB50.00 + RMB300.00 (deposit) / person (For details, please refer to page 53)**
14. Before the stand build-up time, raw space exhibitors have to settle the stand construction cash deposit * (or remit before **4 August 2017**): **RMB10,000 and Management fee to venue: RMB25.00 / sqm (non-refundable)** to Shanghai Grand Events Convention & Exhibition Service Co Ltd. The deposit will be returned upon full dismantling of booth structure if no damage done to hall facility and no bulky rubbish is left in booth area during move-out.

Fire & Safety Regulations

1. The anti-flaming level of all the carpet and construction materials in halls should meet the standard of grade B1 or above.
2. Smoking and Fire is strictly prohibited in the exhibition hall
3. A clearance of 60cm should be kept between the outer partition walls of the stands and the walls of the exhibition hall for safety inspection.
4. Sealing the top of the booth is prohibited.
5. A clearance of 1m should be kept between the partition wall of the stands and the hydrant. If the hydrant is included in the booth, a clearance of 1m x 2m block around the hydrant is required.

Electricity

1. Raw space exhibitors **MUST** order the individual power point (minimum 15 Amp / 380V) from the Official Contractor. No multi-plugs or adapters are permitted.
2. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electricity distribution panels must be installed within booth area as contracted.

Booth Design Review for Raw Space Exhibitors with over 4.4m Height Booth

In order to ensure safety and guarantee a successful exhibition, the hall management, Shanghai New International Expo Centre ("SNIEC" thereafter), has implemented a new set of rules for booth design approval and construction process for booth over 4.4m height, two-storey, multiple-storey and outdoor booth.

1. All booths over **4.4m height, two-storey, multiple-storey and outdoor stand** designs should be inspected and approved by National Grade A Registered Structural Engineer. An exhibition company called HAH Consulting & Exhibition Co Ltd Shanghai ("HAH" thereafter) has been appointed by SNIEC for the review.

HAH Consulting & Exhibition Co Ltd. Shanghai

E2-2E1, 2345 Longyang Road, Pudong New Area, Shanghai 201504, China

Tel: (86) 21 2890 6633 ext. 802

Fax: (86) 21 2890 6000

Contact Person: Mr. Nick Joe

Email: hah@hahchina.com

For exhibitors employing HAH for inspection, please submit the following documents (4 sets):

- | | |
|--|---------------------------------------|
| a. Booth perspective drawing (front-view and side-view), | f. Elevation, |
| b. Booth floor plan, | g. Section (Side elevation), |
| c. Ground floor plan (two-storey booth), | h. Detailed booth material checklist, |
| d. 2nd floor plan (two-storey booth), | i. Structural drawing, |
| e. Cutaway view, | |

For exhibitors employing other National Grade A Registered Structural Engineer, please submit the following documents (4 sets):

- | | |
|--|--|
| a. Booth perspective drawing (front-view and side view), | g. Detailed booth material checklist, |
| b. Booth floor plan, | h. Structural drawing, |
| c. Ground floor plan (two-storey booth), | i. Static test report or static load calculation stamped by National Grade A registered National Structural Engineer, in quadruplicate |
| d. 2nd floor plan (two-storey booth), | j. Structural calculation drawing stamped by National Grade A registered Structural |
| e. Cutaway view, | |
| f. Elevation, Section (Side elevation), | |
| k. Certification of National Grade A National Registered Structural Engineer | |

Note All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. *DO NOT only specify by grid, in which case, the drawings may be returned without approval.* The builder shall be responsible for any delay thus caused. All drawings must be specified in detailed dimensions (m).

2. Drawings in specific format will be required to submit to HAH by **4 August 2017**. Or else 30% late surcharge will be incurred.
3. The inspection fee of one-storey booth will be RMB25 per sqm. It of two-storey booth will be based on the total size of ground floor and 2nd floor (RMB50 per sqm). The fee is to be paid directly to HAH together with the drawings for inspection.
4. If exhibitors employ other National Grade A Registered Structural Engineer for inspection, the design still need to get the final approval of HAH. The fee of one-storey booth is RMB18 per sqm, and that of two-storey booth is RMB 25 per sqm.
5. If the design of two-storey booth is fail to be approved, it needs to be submitted to HAH for re-inspection. Re-inspection fee is set at rate of RMB25 per sqm.
6. The Organiser, SNIEC and HAH reserve the right to reject the construction of any non-approved design.
7. Exhibitors who have indication to build two-storey booth must notify the Official Contractor by returning Form 7 (on page 38) with the contact details of the appointed booth contractor by **4 August 2017**. The Official Contractor will forward a detailed set of rules and regulations & drawing specification to exhibitors & their contractor for perusal.

Booth Design Review for Raw Space Exhibitors with over 4.4m Height Booth

8. If there is no information submitted from exhibitors by **4 August 2017**, the Official Contractor will assume there will be NO double storey to be built at booth.

Please contact Mr Zhu before you T/T the inspection charge to HAH (the inspection fee is based on the total booth size including both ground floor and 2nd floor).

HAH will start inspection upon receipt of both T/T voucher and drawings.

**Declaration by the Project Manager, Foreman or Site Manager responsible
for implement of the special stand design**

I, the responsible Project Manager Site Manager (tick as application)

Name:

Address:

Tel:

Hereby declare that the above exhibition stand complies with the statutory regulation and the terms of participation.

Flow Chart of Preparation Work for Raw Space Booth Construction / Raw Space Exhibitors

Exhibitor: Details of your appointed contractor are required to be submitted by returning **Form 7**.



Exhibitor & Appointed contractor: Booth plans and design proposals must be submitted in quadruplicate (elevation view, side view and 3D view) to **Grand Events**(for **ALL Raw Space Booth**) and **HAH**(only for **over 4.4m (H) booth**) for approval not later than **4 August 2017**. Drawings submitted must be a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colors and materials to be used, moving exhibits, audio-visual equipment and weights for a safety approval.



Exhibitor & Appointed contractor: Please submit **Form 7** on or before **4 August 2017** to the Official Contractor - Shanghai Grand Events Convention & Exhibition Service Co Ltd to order the electricity for the booth.

Move-in



Appointed contractor:

- 1) Arrange payment of electricity order to Official Contractor
- 2) Apply a real-name authentication for construction workers at Card Center of Shanghai New International Expo Centre (SNIEC) before **4 August 2017**
- 3) Before the stand build-up time, arrange construction cash deposit (or remit before **4 August 2017**) (refundable) and management fee to venue (non-refundable) to the Official Contractor - Shanghai Grand Events Convention & Exhibition Service Co Ltd: Construction deposit: **RMB10,000** and management fee: **RMB 25.00 / sqm**
- 4) With the receipt of construction deposit, apply access cards and pay a management fee at Card Center of Shanghai New International Expo Centre (SNIEC).

- Access Card for Exhibition Setup and Dismantling Staffs: **RMB50.00 / person**
- Vehicle Pass: **RMB50.00 + RMB300.00 (deposit) / pass**

Enquiry: SNIEC Card Center (at South Square or P7 Parking Lot)

(For more details for the procedures, please refer to page 51 - 58)



Exhibitors should collect their badges at the registration counter in **2# North Entry Hall** during the move-in time by presenting their business cards. Exhibitors / Appointed Contractor are required to wear their badge during move in and observe the rules of the premises.

Move-out



Upon full dismantling booth structure and no damage done to venue facility, the Official Contractor will return the stand construction deposit on **7 September 2017**.

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p>Return form via email or fax to Grand Events Advertising Media Attn: Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 21 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn</p>	<p>FORM 7 (Compulsory for Raw Space Exhibitor)</p> <p>Appointment of Booth Contractor & Special Design Proposal</p> <p>Deadline: 4 August 2017</p>
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Please inform organiser about the name and contact details of your appointed booth contractor:

Company Name: _____

Address: _____

Tel: _____ Fax: _____
(Country code) (Area code) (Number) (Country code) (Area code) (Number)

Email: _____

Website: _____

Contact Person: _____

* Onsite Contact Person (required): _____

* Mobile Number (required): _____

IMPORTANT:

Booth Design Proposal & Electrical Installation Plan

Please send the fully dimensioned 3D drawing(s) of your booth design, with electrical installation plan or circuit diagram to:
For booths equal to or less than 4.4m(H): teamB@grandevents.com.cn;
For booths over 4.4m(H): hah@hahchina.com and send a copy to teamB@grandevents.com.cn for approval on or before **4 August 2017**. (please refer to page 35-36)

The Organiser reserves the rights to request the exhibitor to alter their booth design if their booth construction and/ or design causes obstruction/ danger to other exhibitors and visitors.

If drawings are not submitted before **4 August 2017**, custom design will not be allowed.

Please fill in the order Form 6 on page 29.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Forwarding - Official Forwarding Agent & Schedule

The organisers have appointed **APT Showfreight Shanghai Co., Ltd.** to be the Official Freight Forwarder of Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017 for the freight service and on-site exhibit handling. Please contact them for more detailed forwarding information before **11 August 2017**.

Official Freight Forwarder **APT Showfreight Shanghai Co., Ltd.**
Room 2005, Modern Plaza Tower 1,
369 Xian Xia Road
Shanghai 200336, PR China
Mr. Felix Fei / Mr. David Huang
Tel: (86) 21 6124 0090
Fax: (86) 21 6124 0091
Email: felix.fe@aptshowfreight.com
david.huang@aptshowfreight.com

We also note and understand the following:

1. Shipping Tariff

For shipping tariff, please contact the Official Forwarders for details.

2. DEADLINE FOR SHIPMENT

Arrival of censorship brochures & souvenir by Courier : 15 Aug 2017
but excluding films and video tapes / discs
Direct Shipment to Shanghai port / Shanghai PVG airport
Receipt of documents for seafreight consignments : 18-20 Aug 2017
Receipt of documents for airfreight consignments : 21-22 Aug 2017
Arrival of seafreight consignments (LCL) : 11 Aug 2017
Arrival of seafreight consignments (FCL) : 11 Aug 2017
Arrival of airfreight consignments : 21-22 Aug 2017

3. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by seafreight or airfreight must be consigned "Freight Prepaid" as follows:

SEAFREIGHT CONSIGNMENT

Consignee:

APT Showfreight Shanghai Co., Ltd.
Room 901/902, Modern Plaza Tower 1, 369 Xian Xia Road,
Shanghai 200336 PR China
Tel: 86 (21) 6124 0090 Fax: 86 (21) 6124 0091
Attn: David Huang / Felix Fei

Notify:

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017
Exhibitor Name: XXX Booth No.: XXX

AIRFREIGHT CONSIGNMENT

Consignee on both Master AWB & House AWB
Sky International Logistics Co., Ltd
506 Warehouse NO.180 Airport Highway, Pudong International Airport,
Shanghai, China (201202)
Tel: (86) 21 5683 3173
Attn: LILY CHEN

Notify on both Master AWB & House AWB:

APT Showfreight Shanghai Co., Ltd
Tel: +86 21 6124 0090/ Fax: +86 21 6124 0091
SIBT & SSHT 2017
Exhibitor Name: XXX Booth No.: XXX

4. CASE MARKING

For easy identification of exhibits, all packages must be marked as follows:

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017
C/O APT Showfreight Shanghai Co., Ltd
Name of Exhibitor : _____
Booth Number : _____
Case Number : _____
Gross Weight/Net Weight : _____
Dimensions : _____

5. DOCUMENT REQUIREMENT

1. 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Airway Bill
2. 1 copy of List of Exhibits(LOE) **(see Form 8)**
3. 1 declaration of fumigation (IPPC) for wooden packing or non-wood packing material
4. 1 copy of Insurance Policy (if insured)


6. INSURANCE

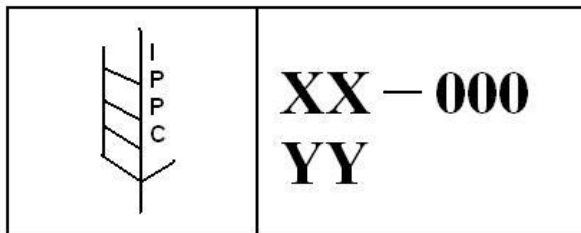
We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by APT Showfreight, and also ensure that Transport Insurance is arranged for exhibits sold locally.

7. FUMIGATION RULES IN CHINA

Effective on 1 January 2006, for ALL SHIPMENTS FROM OVERSEAS (inc. from Hong Kong, Macao SAR and Taiwan area) with wood packing material to China, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

1. IPPC Logo ()
2. ISO country code (XX)
3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



Where:

IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR RE-EXPORTED.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

8. GENERAL INFORMATION

- 8.1 All shipping instructions are subject to the Official Forwarder General Trading Terms and Conditions, which will be available on request.
- 8.2 All orders of the services automatically imply acknowledgement and acceptance of the Official Forwarder General Trading Terms and Conditions.
- 8.3 For the smooth setting up of the exhibition, only the Official Forwarder is entrusted with the overall organisation of freight/exhibits transportation within the exhibition hall.
- 8.4 No trucks, cars, forklifts or handling equipment (trolleys, pallet jack, forklift etc.) other than that of the Official Forwarder (except exhibits), will be permitted inside the exhibition hall.
- 8.5 Prior arrangements must be made with the Official Forwarder for on-site storage of exhibitors' properties, packing cases and surplus material.
- 8.6 Exhibitors should be responsible for all consequences if their exhibits' dimensions, weight or floor loading exceeds the limits stated without prior arrangement with the Official Forwarder.

The above information is for reference only. Please contact the Official Forwarder for more details.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to APT Showfreight Shanghai Co., Ltd. Attn: Mr. Felix Fei / Mr. David. Huang Tel: (86) 21 6124 0090 Fax: (86) 21 6124 0091 Email: felix.fei@aptshowfreight.com david.huang@aptshowfreight.com	FORM 8
		Appointment of Forwarder & Transport Order
		Deadline: 11 August 2017

SHOW NAME : SIBT – SSHT 2017
DATE : 5 Sep- 7 Sep 2017
VENUE & COUNTRY : SNIEC, Shanghai, PR China

Please kindly complete this form:

(Please Circle)

1	To arrange the transportation from the below address/ country to the exhibition booth or vice versa: Address: _____ Country : _____ Contact : _____ Tel : _____ Fax : _____ E-mail: _____	INWARD	YES	NO
		OUTWARD	YES	NO
2	To arrange transportation from arriving at the loading bay at the exhibition hall to the exhibition booth or vice versa	INWARD	YES	NO
		OUTWARD	YES	NO

Item No.	Description of Exhibits	Bare or Packed	Dimensions L x W x H (cm)	Gross Weight (kg)

Documents & Consignments Dates in Shanghai

Arrival of censorship brochures & souvenir by Courier but excluding films and video tapes/discs: 15 Aug 2017
 Copies of Bill of Lading and List of Exhibits for seafreight consignment: 16 Aug 2017
 Arrival of exhibits shipped by seafreight: 18-20 Aug 2017
 Copies of Airway Bill and List of Exhibits for airfreight consignment: 19 Aug 2017
 Arrival of exhibits shipped by airfreight: 21-22 Aug 2017

NOTE 1) If your individual exhibit exceeds 3,000 kg or L4.0 x W2.2 x H2.2 m, we may have to conduct a cargo survey to facilitate our logistics planning.
 2) It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to the original place, during the period the exhibits are handled by APT Showfreight, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Booth No.: _____
Company Name: _____
Authorised Person: _____
Tel: _____ **Mobile:** _____
Signature: _____ **Date:** _____
 (If your exhibits' details exceed one page, please make a copy for continuation)

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to Beijing Translators Inc Attn: Mr. Benjamin Zhang Tel: (86) 10 8812 8557 Fax: (86) 10 8812 9271 Mobile : (86) 139 1188 6279 Email: zcm@beijingtranslators.com	FORM 9 (Optional)
		Temporary Staff
		Deadline 4 August 2017

Please indicate your requirements by filling in the following table:

Description	Price (RMB)	Quantity	Date(s) Required
Interpreter (Chinese – English)	500		
Interpreter (Chinese – Japanese)	700		
Interpreter (Chinese – Korean)	700		
Interpreter (Chinese – German)	900		
Interpreter (Chinese – French)	900		
Interpreter (Chinese – Spanish)	1,000		
Interpreter (Chinese – Italian)	1,000		
Interpreter (Chinese – Russian)	1,000		
Interpreter (Chinese – Arabic)	1,000		
Interpreter (Chinese – Others)	Subject to further quotations		
Onsite temp staff	400		

Notes:

- The minimum charge is 0.5 day (4 hours) per day.
- Working hour is from 9:00am – 5:00pm including 1 hour lunch time. Other than normal working hour will be counted as overtime.
- This form shall be sent to Beijing Translators Inc before **4 August 2017** or 30% of additional fee will be charged after the deadline. If exhibitors order interpreters on site, 50% emergency fee will be charged and only payment in cash will be accepted. If exhibitors cancel the order, exhibitors shall notify the organizing committee in written form before **12 August 2017**. If exhibitors cancel the order after **12 August 2017**, 30% service fee shall be charged. If exhibitors cancel the order on site, it will be **not refundable**.
- If exhibitors want to order on-site temporary staff, it is suggested to order in this form ahead of time since there is not enough time and we are not sure to find the staff for you.
- For all the interpreters and staff ordered, the exhibitor shall pay the fee in total to the account stated below – before **12 August 2017**. Beijing Translators Inc shall write the invoice for the exhibitor.

Method of Payment:

Paid in RMB (CNY)	Paid in USD
BENEFICIARY NAME: 张春明 (Zhang Chunming) BNF'S ACCOUNT NO: 6227 0000 1094 0148 333 ACCOUNTING BANK INFO: CHINA CONSTRUCTION BANK, BEIJING BR, XISI SUBBR 中国建设银行北京分行西四支行钓鱼台储蓄所 / 8610-68461071 SWIFT CODE: PCBCCNBJBJX	BENEFICIARY NAME: 张春明 (Zhang Chunming) BNF'S ACCOUNT NO: 6227 0000 1094 0148 333 ACCOUNTING BANK INFO: CHINA CONSTRUCTION BANK, BEIJING BR, XISI SUBBR 中国建设银行北京分行西四支行钓鱼台储蓄所 / 8610-68461071 SWIFT CODE: PCBCCNBJBJX Or INTERMEDIARY BANK INFO: AMERICAN EXPRESS BANK · NEW YORK SWIFT CODE : AEIBUS33 FEDWIRE: FW 026001591

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

General Information

For your convenience we give you the following example:

Company Name: XYZ Co.
Catalogue entry: appears under letter X

With your catalogue entry your company name will appear in alphabetical order and by product group listings. If available, please provide us with your company name in Chinese.

Catalogue entry sample:

展台号 / Booth No: A01

法兰克福展览(香港)有限公司

Messe Frankfurt (HK) Ltd

地址 / Add: 香港湾仔港湾道 26 号华润大厦 35 楼
35/F China Resources Building, 26 Harbour Road, Wanchai, Hong Kong
电话 / Tel: (852) 2802 7728
传真 / Fax: (86) 21 5876 9332
电子邮箱 / Email: building@china.messefrankfurt.com
网址 / Website: www.messefrankfurt.com

法兰克福展览(香港)有限公司的母公司，法兰克福展览有限公司，是全欧洲历史最悠久及规模最大的展览会主办公司之一。除五类核心行业展览，包括汽车零配件、建筑技术及照明、消费品、纺织品和乐器及音响产品，法兰克福展览(香港)有限公司也进一步开发其他新的展览题目，如环保、水资源和安防展览会。

Messe Frankfurt (HK) Ltd. is a subsidiary of Messe Frankfurt Exhibition GmbH, one of Europe's oldest and largest trade fair organisers. With a portfolio of 29 trade fairs in nine major cities*, Messe Frankfurt (HK) Ltd provides high-quality platforms for companies wishing to expand or improve their business in China and Asia. Retaining a focus on the core industry sectors of automotive technology, building technology & lighting, consumer goods, textiles, and communications & leisure, the company has started to diversify its business scope, and is now organising fairs in other industry sectors such as environmental awareness, water resources as well as safety and security.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	<i>Return form via email or fax to</i> Messe Frankfurt (Shanghai) Co Ltd Attn: Ms. Jill Shi Tel: (86) 21 6160 8482 Fax: (86) 21 5876 9332 Email: jill.shi@china.messefrankfurt.com	FORM 10 (Compulsory for all exhibitors)
		Catalogue Entry (Part I)
		Deadline: 13 July 2017

Please clearly print in block letters or type.

- * Company information should be filled in word file and sent via email to us.
- * Your company will appear in the catalogue in alphabetical order. If your company has a special requirement, please inform us in writing.
- * **Please return this form with the file of your company logo (larger than 300dpi).**
- * Country to be listed in the catalogue _____ (Country Name)

Company name (Chinese):	
Company name (English):	
Address (Chinese):	
Address (English):	
Tel:	
Fax:	
	(Country Code / Area Code / Number)
Email:	
Website:	

Maximum 300 English words and 300 Chinese characters for exhibitor information. The exceeding words will be not publishing in catalogue. The organiser or publish company have given authority to delete redundantly words.

Exhibitor Information (CHINESE VERSION): (no more than 300 words)

shanghai intelligent
building technology

上海国际智能建筑展览会

shanghai smart
home technology

上海国际智能家居展览会

Return form via email or fax to
Messe Frankfurt (Shanghai) Co Ltd
Attn: Ms. Jill Shi
Tel: (86) 21 6160 8482
Fax: (86) 21 5876 9332
Email:
jill.shi@china.messefrankfurt.com

**FORM 10 (Compulsory
for All exhibitors)**

Catalogue Entry (Part II)

Deadline: 13 July 2017

Exhibitor Information (English VERSION): (no more than 300 words)

Product-group - Please tick your product-group (maximum 5 selections only)

Intelligent building:

- | | |
|--|---|
| <input type="checkbox"/> 1 Building automation systems and products | <input type="checkbox"/> 6 Security and access control systems and products |
| <input type="checkbox"/> 2 Building energy efficiency and energy management systems and products | <input type="checkbox"/> 7 Hotel intelligent systems and products |
| <input type="checkbox"/> 3 Smart community management systems and product | <input type="checkbox"/> 8 Intelligent sun shading systems and products |
| <input type="checkbox"/> 4 Smart home systems and product | <input type="checkbox"/> 9 Generic cabling systems and products |
| <input type="checkbox"/> 5 Audio & video integrated systems and products | <input type="checkbox"/> 10 Electrical engineering products |

Smart home:

- | | |
|---|---|
| <input type="checkbox"/> 1 Intelligent lighting control system | <input type="checkbox"/> 8 Smart home cabling system |
| <input type="checkbox"/> 2 Home heating, ventilating and air control system | <input type="checkbox"/> 9 Network and wireless control system |
| <input type="checkbox"/> 3 Home audio & video and entertainment system | <input type="checkbox"/> 10 Home energy management system |
| <input type="checkbox"/> 4 Home security and building intercom | <input type="checkbox"/> 11 Home health care technology |
| <input type="checkbox"/> 5 Intelligent shading and electric curtain | <input type="checkbox"/> 12 Smart community management systems and products |
| <input type="checkbox"/> 6 Smart home appliance and smart hardware | <input type="checkbox"/> 13 Smart home systems and products |
| <input type="checkbox"/> 7 Cloud platform technology and solution | |

Others :

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> 1 Press and publication | <input type="checkbox"/> 2 Others |
|--|-----------------------------------|

Note:

- Listing in the fair catalogue is free of charge. If we do not receive this completed form by the deadline, the information you submitted in the application form will be used.
- The publisher reserves the right to make minor changes in grammar and spelling to maintain consistency within the publication.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature: _____

Date: _____

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email to Messe Frankfurt (Shanghai) Co Ltd Attn: Ms. Chloe Zhang Tel: (86) 400 6138585 (ext. 0) Email: vsc-bm@china.messefrankfurt.com	FORM 11 (Compulsory for All exhibitors)
		Business Matching & Appointment Making Services (Part I)
		Deadline: 13 July 2017

The organizer offers “Messe Frankfurt Visitor Service Center” (VSC) WeChat (ID: mf-visitor; Chinese: “法兰克福展览观众服务”) for instant services including visitor registration, exhibitor search, bookmarking and **Business Matching & Appointment Making Services**. The platform is currently available in Chinese.

Through the **Business Matching & Appointment Making Services**:

- Visitors will receive a customized list of exhibitors that match their product interests. They can send meeting appointment requests to their interested exhibitors after visitor pre-registration on VSC WeChat;
- Exhibitors can set their time preferences on VSC WeChat or website. When visitors send appointment requests to exhibitors, exhibitors’ designated representatives will receive notifications for further action.

The **Business Matching & Appointment Making Services** is free.

Please fill in the following form to register for the **Business Matching & Appointment Making Services** and designate a representative as contact person. After successful registration, your representative will receive an email from the organizer containing login information for further set up.
 (Please tick ✓ the applicable box)

<input type="checkbox"/>	My company <u>will register</u> for the Business Matching & Appointment Making Services . We would like to appoint the following representative for receiving appointment notifications and related communications: (The following fields are mandatory)																																			
	<table border="1" style="width: 100%;"> <tr> <td rowspan="2" style="width: 30%;">Name of the representative:</td> <td style="width: 30%;">English:</td> <td style="width: 15%;">Surname:</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>First name:</td> <td></td> </tr> <tr> <td></td> <td>Chinese:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Job title:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Email address:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4">(For free appointment notifications and related communications)</td> </tr> <tr> <td colspan="2">Mobile number (Country code + mobile number):</td> <td colspan="2"></td> </tr> <tr> <td colspan="4">(For free appointment notifications and related communications. Please note that notifications are available to Chinese mobile numbers only)</td> </tr> <tr> <td colspan="2">WeChat ID:</td> <td colspan="2"></td> </tr> </table>	Name of the representative:	English:	Surname:			First name:			Chinese:			Job title:				Email address:				(For free appointment notifications and related communications)				Mobile number (Country code + mobile number):				(For free appointment notifications and related communications. Please note that notifications are available to Chinese mobile numbers only)				WeChat ID:			
Name of the representative:	English:		Surname:																																	
		First name:																																		
	Chinese:																																			
Job title:																																				
Email address:																																				
(For free appointment notifications and related communications)																																				
Mobile number (Country code + mobile number):																																				
(For free appointment notifications and related communications. Please note that notifications are available to Chinese mobile numbers only)																																				
WeChat ID:																																				
<input type="checkbox"/>	My company <u>will not register</u> for the Business Matching & Appointment Making Services .																																			

For enquiries about the **Business Matching & Appointment Making Services**, please contact us via email (vsc-bm@china.messefrankfurt.com), WeChat (ID: mf-visitor) or telephone (86 400 6138585 ext. 0).

Booth No.: _____
Company Name: _____
Authorised Person: _____
Tel: _____ **Fax:** _____
Signature: _____ **Date:** _____

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p><i>Return form via email to</i> Messe Frankfurt (Shanghai) Co Ltd Attn: Ms. Chloe Zhang Tel: (86) 400 6138585 (ext. 0) Email: vsc-bm@china.messefrankfurt.com</p>	<p>FORM 11 (Compulsory for All exhibitors)</p> <p>Business Matching & Appointment Making Services (Part II)</p> <p>Deadline: 13 July 2017</p>
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General Terms and Conditions for Business Matching & Appointment Making Services:

1. Subject of the agreement

1.1. Business Matching & Appointment Making Services provide registered users with private, free-of-charge research and contact services for finding business contacts as well as the use of extended basic product and company search features, if applicable. Users shall be responsible for their own use of these services. The organizer does not offer support or assistance for these services.

1.2. The User shall have the right to use the services and content offered within the scope of the Business Matching & Appointment Making Services. Any use exceeding this shall require the prior written permission of the organizer.

1.3. The data and/or information provided by the User shall only be made available within the scope of the Business Matching & Appointment Making Services to the extent this data and/or information does not violate legal provisions or this T&C. The organizer shall have the right to remove illegal content from the Business Matching & Appointment Making Services without prior notification.

1.4. The organizer shall not assume responsibility for the technical availability of the provided services. A guarantee or the right to claim damages of any kind in the case of technical failure or other operational interruptions shall be excluded. Maintenance, security or capacity requirements, in particular, as well as events that are not within the power of the organizer to control (e.g., interruptions in public communications networks, power failure, etc.) may cause brief interruptions or temporary unavailability of services.

1.5. The user shall have access to contact and communications services with various applications. The organizer shall not participate in communication content and shall not be responsible for whether or not communication takes place. The organizer shall not participate in any agreements that are signed via the Business Matching & Appointment Making Services and shall therefore not be considered a contracting partner to those agreements. The User shall bear sole responsibility for compliance with any agreements signed by him. The organizer shall not be liable for the User's failure to fulfill any obligations specified in these agreements.

2. User obligations

2.1. The User shall comply with applicable laws as well as the rights of third parties when using content and services within the scope of the Business Matching & Appointment Making Services. The User shall particularly be prohibited from

- using mechanisms, software or scripts in connection with using the Business Matching & Appointment Making Services,
- copying via "robot/crawler" search machine technology,
- distributing and publicly communicating content from the Business Matching & Appointment Making Services or from other Users,
- any activity that could limit the functionality of the infrastructure of the Business Matching & Appointment Making Services, particularly any activity that could put exceptional strain on the system.

2.2. The layout of the Business Matching & Appointment Making Services and this T&C may only be copied and/or used on other websites with prior written permission of the organizer.

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p><i>Return form via email to</i> Messe Frankfurt (Shanghai) Co Ltd Attn: Ms. Chloe Zhang Tel: (86) 400 6138585 (ext. 0) Email: vsc-bm@china.messefrankfurt.com</p>	<p>FORM 11 (Compulsory for All exhibitors)</p> <p>Business Matching & Appointment Making Services (Part III)</p> <p>Deadline: 13 July 2017</p>
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3. Sanctions and blocking

3.1. The organizer may, at its own discretion, take appropriate measures if it has good reason to assume that a User has violated legal provisions, rights of third parties or this T&C, or if the organizer has another justified interest, particularly the protection of other Users from fraudulent activities.

3.2. The organizer may, without prior notification, delete all content uploaded by the User, issue a cease-and-desist letter or block access to the Business Matching & Appointment Making Services if the following occurs:

the User fails to comply with legal provisions, the User provides false contact information, particularly a fake or invalid email address, the User violates their contractual obligations as specified in this T&C, the User advertises for associations or groups that are under surveillance by the security or youth protection authorities, the User is involved in criminal prosecution due to their business practices and is causing damage to one or more other Users.

4. Responsibility and limitation of liability

The organizer does not assume any responsibility for content, data or information provided by the Users or for content on linked external websites, and all liability in connection with any of the above shall be excluded. In particular, the organizer shall not guarantee that this content is applicable, fulfills a specific purpose or could be used for said purpose.

5. Indemnity

The user shall indemnify the organizer against all claims asserted by other Users or other third parties against the organizer due to an infringement of their rights or violation of the law by content provided by the User within the scope of the Business Matching & Appointment Making Services or resulting from the User's use of the Business Matching & Appointment Making Services. The User shall also assume costs for any necessary legal defense of the organizer, including all court and attorney's fees. All further rights as well as damages claims of the organizer shall remain hereby unaffected. The User's obligations as defined above shall not apply to the extent the User is not responsible for such infringement of the law.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	Return form via email or fax to Messe Frankfurt (HK) Ltd Attn: Celia Rass Tel: (852) 2238 9908 Fax: (852) 2511 5112 Email: dexperty@hongkong.messefrankfurt.com Website: www.dexperty.com.cn	FORM 12
		Digital Services Application
		Deadline 4 Aug 2017

Basic Media Package is shown at the official fair website www.building.messefrankfurt.com.cn "2017 Exhibitor search" webpage and "Messe Frankfurt Visitor Service Center" (VSC) WeChat (currently available in Chinese only) exhibitor profile. Exhibitor can choose **Upgraded Media Package (Silver or Gold)** to enrich exhibitor profile and they can be found faster.

<input type="checkbox"/> Silver Media Package		<input type="checkbox"/> Gold Media Package	
<ul style="list-style-type: none"> • Online logo • Correspondence address • E-mail address & website • 1 Company page (picture & descriptions) • 1 Product page (picture & descriptions) • 3 Keywords 	RMB900	<ul style="list-style-type: none"> • Online logo • Correspondence address • E-mail address & website • 1 Company page (picture & descriptions) • 5 Product pages (picture & descriptions) • 5 Keywords 	RMB1,500
Please "tick" the Media Package you confirm. After joining Upgraded Media Package, below ad-on items can be chosen			
Item	Unit Cost (RMB)	Qty	
Keyword	120		
Video	300		
Product Page (picture & descriptions)	500		
Shop Link	500		
Social Media Link	500		
Product Direct Link	500		
Top-of-Search	4,000		
Top-of-Category	2,000		
Top Box	3,000		
Online Banner can be ordered without joining Upgraded Media Package			
Online Banner			
1. Hockeystick	728 x 90 + 160 x 600 pixels	14,000	
2. Fullsize	468 x 60 pixels	8,400	
3. Button	175 x 69 pixels	4,060	
4. Skyscraper	160 x 600 pixels	7,000	
Total			

We hereby accept the Terms & Conditions and sign below

Company name (English) 公司名称 (英文): _____

Company name (Chinese) 公司名称 (中文): _____

Contact person 联络人 _____ Booth No. 摊位号: _____

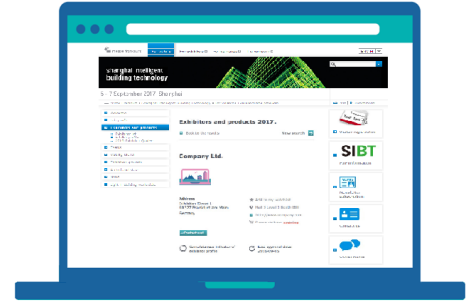
Tel / Cell phone 电话: _____ Fax 传真: _____ E-mail 电邮: _____

Signature (with company stamp) 签字盖章: _____ Date 日期: _____

Ungraded Media Package (Silver or Gold)



Basic Media Package covers the presence of exhibitor's company name, booth number and product group to each confirmed exhibitor in official website. "Messe Frankfurt Visitor Service Center" (VSC) WeChat (ID: mf-visitor; Chinese: "法兰克福展览观众服务") is a WeChat platform for instant visitor services including registration, exhibitor search, bookmarking, business matching and appointment making services. The platform is currently available in Chinese.

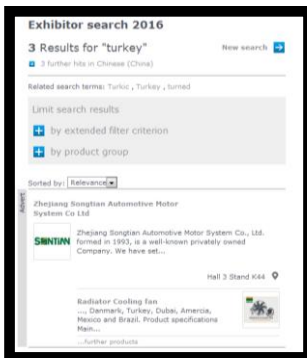


Special Reward

For those who book **Silver Media Package**, their company logos will be featured in 1 VSC WeChat broadcast message for **free**. And for the **Gold Media Package** exhibitors, their company logos will be featured in 1 VSC WeChat broadcast message and 1 VSC promotional email to visitors for **free** for enhanced exposure.

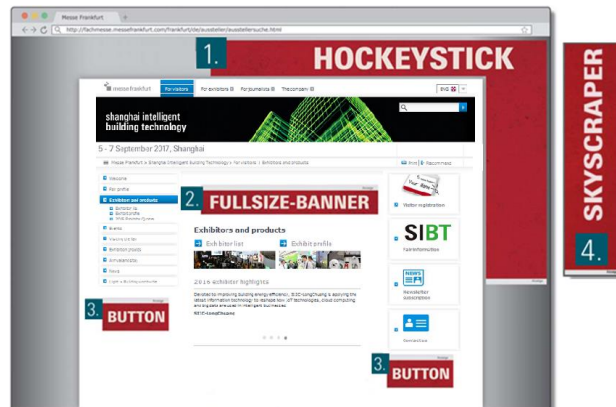
Top-of-Search

Your entry will be prominently displayed at the top of the search results. It is limited ad spaces and only exhibitors with **Upgraded Media Package** can enjoy this service.



Online Banner

More digital advertising items are available in fair website. For example **Online Banner** is shown at the "2017 Exhibitor search" webpage. The banner can be a photo or a slide show which is also redirected to company website. It offers an exclusive spot to draw the attention from all attendees.



Terms & Conditions:

- Subject to and conditional upon all sums due and payable by each exhibitor having been fully settled. Search, Information and Link Add-Ons are only available upon purchase of an upgraded media package.
- Application for acceptance as a member at the platform must submit a completed and signed application form with company stamp.
- Full payment should be rendered upon receipt of the invoice, the remittance should be faxed / e-mailed to the Organiser.
- Orders without payment or have not submitted remittance will not be processed.
- Reservation of advertising space will be arranged on a 'first come first served' basis.
- The Organiser is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
- Late arrival will be liable for omission of the advertisement and the cost paid will not be refunded.
- If the exhibitor withdraws his application for whatever reason, after payment received by Organiser, any subscription fee paid will be forfeited.
- Exhibitors are responsible for providing the Organiser with all company logos and materials before deadline, and that all company logos and materials are subject to approval by the Organiser.
Details of specification of advertisement or all required materials will be notified to exhibitor once Organiser accepted the application.
- The above order form must be accompanied by full payment to the Organiser:
Bank of China, Shanghai Branch, Nanjing Road (West) Third Sub-branch
A/C No.: 448159241206
A/C Holder: Messe Frankfurt (Shanghai) Co., Ltd
A/C - Type: US\$
Swift code: BKCHCNBJ300
- All bank charges are borne by the exhibitor.
- The Organiser reserves the right to decline any advertisement.
- The exhibitor warrants that the information, logo and pictures thereof and the related publicity materials do not in any way whatsoever violate or infringe any third party's rights including trademarks, copyrights, designs, names and patents whether registered or otherwise. The descriptions and photos for fair websites transmitted by the exhibitor may not infringe the rights of third parties either. The exhibitor indemnifies Messe Frankfurt against all claims asserted by third parties in this connection. The Organiser has the right to refuse participation of members found guilty of infringement of intellectual property rights.
- The applicants are also bound by the General Terms and Conditions, available on the website: www.messefrankfurt.com.hk.
- The publication of exhibitor information on the event website starts with the first day of the trade fair, to which the exhibitor has registered, and ends with the exhibitor search of the next event is available.

Appendix 1.1: Notice on the Unified Management of Certificates of Contractors and Forwarders



Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

To: Exhibitors,

In response to the request of Pudong New Area's Security Bureau to practice a real-name authentication and photo system in regards to workers involved in erection work, the Shanghai New International Expo Centre Co., Ltd. (hereinafter refer to as the SNIEC) has formulated the following measures to change the undesirable situation in managing the certificates of workers involved in booth erection and dismantling, and to ensure a safe environment within the SNIEC's exhibition halls and unloading areas.

1. From Jan 1st, 2011, all workers involved in exhibition booth erection and dismantling (including those from the exhibition's official contractor, raw space contractor, and official forwarder) will be required to obtain passes from the SNIEC, who is exclusively responsible for the registration, checking, production, and management of the aforementioned passes.

2. Person in charge of the work can apply for passes of any workers under him. (On-the-spot application requires the originals of the workers' ID cards). To reduce the time spent in on-the-spot registration, the SNIEC will set up an on-line appointment system for the issuance of the certificates. From July 1st, 2010, all persons in charge of the work of erection contractors and transport contractors are required to go through the Real-name Authentication procedures at the SNIEC at least 15 days prior to the start of their work.

3. **From May 1st 2012**, Documents required for Real-name Authentication procedures include the original and 2 photo copies (front and back sides) of second-generation ID cards (**first-generation ID cards or passports are not supported**) of the person in charge of the work from the contractor; originals and 2 photo copies of relevant industry training certificates; the Real-name Authentication Form for Erection Contractors and Transport Contractors; the Safety Commitment of Erection Contractor; and **the confirmation letter to accept SMS notice**. All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal. If the holder of the certificates and documents cannot make it to the SNIEC to go through the procedures in person, a Letter of Authorization signed and stamped by the entrusting party and the entrusted party must be provided. (**view www.sniec.net:8080 to download above documents**)

4. The organiser of the exhibition shall submit to the SNIEC a List of Raw Space Erection Contractors, which bears the company seal of the organiser.

5. After Sep 1st, 2010, the person in charge of the work from the contractor or forwarder who fails to go through the Real-name Authentication procedures 15 days prior to the start of the exhibition will lose the privilege of making registration appointments online. The person in charge of the work will still have to go through the Real-name Authentication procedures on the spot, and the person in charge of the work shall bear all responsibilities for any time loss or other consequences resulting from the queuing, and prolonged authentication, registration, checking, and certificate obtaining, etc.

Please follow the instructions of the Notice.

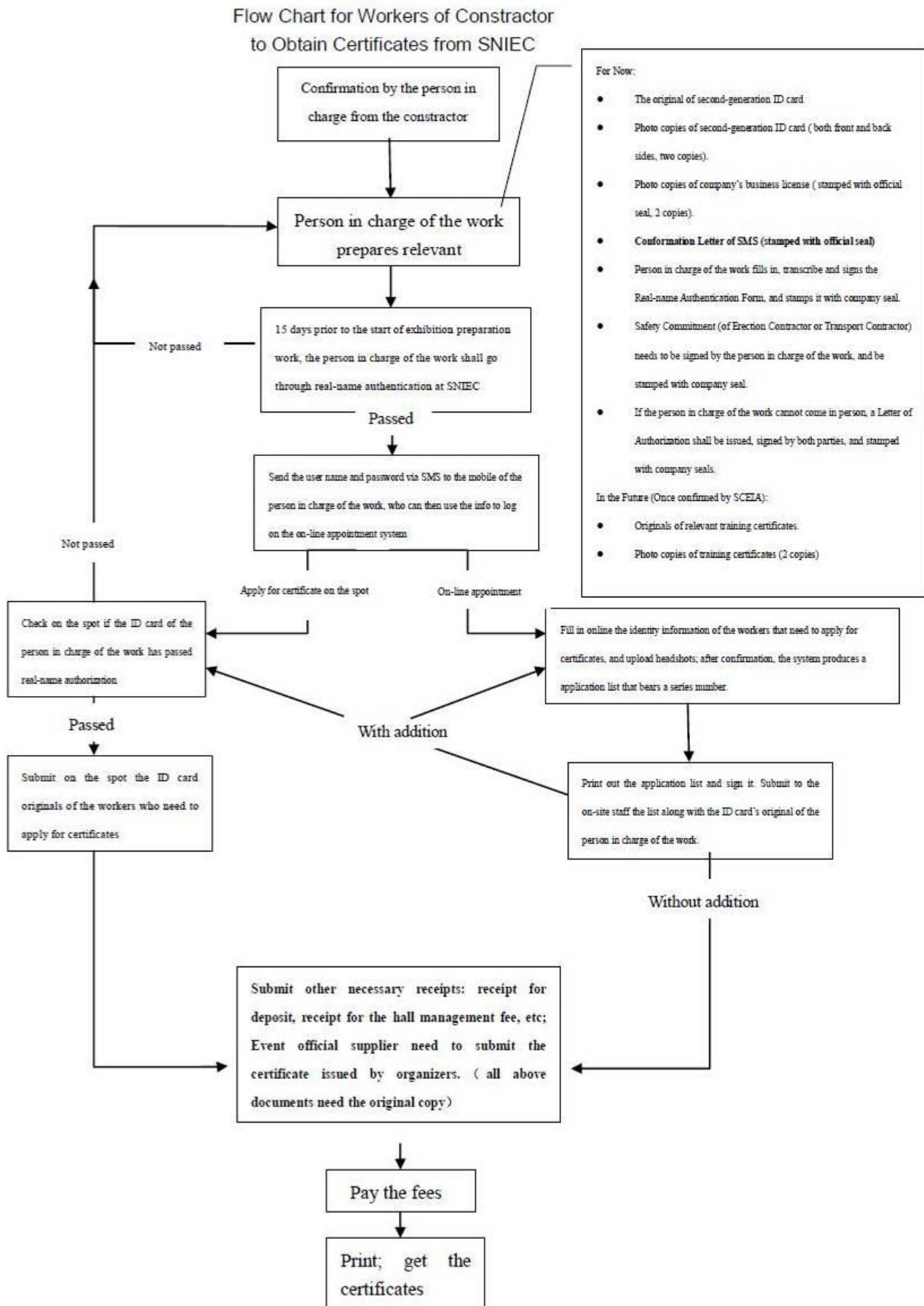
Shanghai New International Expo Centre

April, 2012

(Information from P.51– P.58 is for reference only, please refer to website of Shanghai New International Expo Centre http://www.sniec.net/organize_contractor.php for the final / latest version.)

Flow Chart for Workers of Contractor/Forwarder to obtain certificates from SNIEC

Person in charge from Contractor or Forwarder must go to SNIEC Card Center (South Square near Gate 1) to do the real-name authentication **15 days before move-in**. Please refer to the flow chart as below:



shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	<i>Please contact the venue</i> Shanghai New International Expo Centre SNIEC Card Center (South Square) 2345 Longyang Road Pudong Shanghai Tel: (86) 21 2890 6666 Fax: (86) 21 2890 6777 e-mail: info@sniec.net	Appendix 1.3
		Real-Name Authentication Form Deadline 4 August 2017

Appendix 1.3 Real-name Authentication Form for Booth Contractor / Forwarder



Shanghai New International Expo Centre Co., Ltd.
 上海新国际博览中心有限公司

Appendix 1

Real-name Authentication Form for Erection Contractor and Transport Contractor

Please fill in the form in block letters

Company Name			
Company Address:			
Zip Code:		Tel (Including Area Code):	
Person in Charge of the Work:		His\Her Mobile No.	
His/her Identity Card No. (Second-generation Card, 18-digits)			
Email Address			
Person in Charge of the Site		His/her Mobile Number	
Person in Charge of Safety		His/her Mobile Number	
<p>Please transcribe in block letters the following text :</p> <p>I have fully understood the contents of the Safety Commitment. I am committed to strictly obeying the rules set out in the Safety Commitment. Should there be any quality, fire, or safety problems due to workers on behalf of whom I have applied for relevant permits and passes, I and my company shall bear all resulting economic and legal liabilities.</p> <p>Company Seal: _____ Signature of Person in Charge of the Work: _____ Date: ____ / ____ / _____ (DD/MM/YY) (DD/MM/YY)</p>			

Return Receipt

Company Name: _____ Person in Charge of the Work: _____ Mobile: _____

----- (The following is to be filled in by SNIEC) -----

SNIEC Seal: _____ SNIEC Executive: _____

Date: ____ / ____ / _____ (DD/MM/YY)

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p>Please contact the venue Shanghai New International Expo Centre SNIEC Card Center (South Square) 2345 Longyang Road Pudong Shanghai Tel: (86) 21 2890 6666 Fax: (86) 21 2890 6777 e-mail: info@sniiec.net</p>	<p>Appendix 1.4</p> <p>Safety Commitment for Raw Space contractor</p> <p>Deadline 4 August 2017</p>
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Appendix 1.4 Safety Commitment of Raw Space Booth Contractor



Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

Appendix 2

Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Centre Co Ltd. (hereinafter referred to as the “SNIEC”), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
2. The Contractor shall take charge to educate its on-site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.
3. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC’s staff on the improvement work.
4. During work execution, the Contractor shall strictly follow the SNIEC’s rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.
5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident; the Contractor shall bear all responsibilities, liabilities and consequences.
6. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution; compensation shall be made according to the SNIEC’s “Damage Price List of Constructions and Structures” and “Damage Price List of Facilities, Equipment, and Fittings”.
7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, diethyl benzene, etc) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
9. During work execution, no action shall be carried out that may affect the structures and safety of the building.
10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.
11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.
12. The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations. Should there be any consequences due to the Contractor’s failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

Booth No.:

Company Name:

Seal of the Contractor:

Signature of the Person in Charge:

Date: _____ / _____ / _____(DD/MM/YY)

Exhibitor Manual

Shanghai Intelligent Building Technology & Shanghai Smart Home Technology 2017

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	<i>Please contact the venue</i> Grand Events Advertising Media Attn: Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 21 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn	Appendix 1.5
		Letter of Authorization raw space booth contractor
		Deadline 4 August 2017

Please scan back or send to: Grand Events Advertising Media Ms. Karen Zhang / Mr Olive Pan Tel: (86) 21 6048 1081 (86) 21 5415 6181*8016 Fax: (86) 21 6436 7830 E-mail: teamB@grandevents.com.cn	Booth No _____ Company Name _____ Contact Person _____ Tel _____ Mobile _____ Email _____
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Letter of Authorization raw space booth contractor	
Booth No : _____ Total area : _____	
As exhibitors and set up business, we hereby declare I agree to abide by all the rules of the exhibition and as stated in the table. Both sides need to be stamped and effective.	
Exhibitor	
Company Name : _____	
Person in Charge : _____	Position : _____
Tel : _____	Fax : _____
E-mail : _____	Date : _____
Exhibitors director signature : _____	Company Seal : _____
Booth Contractor	
Company Name : _____	
Person in Charge : _____	Position : _____
Tel : _____	Fax : _____
E-mail : _____	Date : _____
Contractor director signature : _____	Company Seal : _____

<p>shanghai intelligent building technology 上海国际智能建筑展览会</p> <p>shanghai smart home technology 上海国际智能家居展览会</p>	<p>Please contact the venue Shanghai New International Expo Centre SNIEC Card Center (South Square) 2345 Longyang Road Pudong Shanghai Tel: (86) 21 2890 6666 Fax: (86) 21 2890 6777 e-mail: info@sniec.net</p>	<p>Appendix 1.6 - 1</p> <p>Safety Commitment for forwarder</p> <p>Deadline 4 August 2017</p>
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Appendix 1.6 Safety Commitment of the Transport Contractor - 1



Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

Appendix 3

Safety Commitment of the Transport Contractor

We, the transport contractor (hereinafter referred to as "the Contractor"), are committed to the strict observance of the following rules during the transportation, loading, and unloading operations within the confines of the Shanghai New International Expo Centre Co Ltd (hereinafter referred to as the "SNIEC"), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
2. The Contractor shall take charge to educate its transport staff on the issues of work safety, ensuring the drivers of special vehicles have the relevant driver's licenses, and ensuring all its workers work with their helmets on and in accordance with all necessary requirements and regulations. The Contractor shall urge its transport staff to work according to safety regulations, and take protective measures to ensure work safety and fire safety according to the established regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.
3. When transport vehicles arrive at the SNIEC, they shall enter the designated unloading spaces to carry out loading and unloading according to the SNIEC's arrangements in terms of entry sequence and through designated passages, as well as parking at the spaces previously designated. The Contractor shall submit to the SNIEC a written plan two weeks prior to the exhibition on parking and loading spaces during the exhibition, and take measures to ensure the unloaded containers are stored in a safe and neat manner.
4. Before driving the vehicle to the unloading area within the SNIEC, the driver shall obtain an Entry Permit of the Unloading Area from the SNIEC during office hours, and submit the relevant service fees and deposit. Loading and unloading shall only be carried out after the permit has been obtained, and shall be finished within the work duration specified on the permit, with the deposit then being returned when the vehicle leaves the site and the permit is returned. Should the permit be damaged or lost, the driver is required to provide compensation for any associated costs.
5. During the loading or unloading operation, the driver shall follow the instructions of the security staff, and shall stay behind the wheel. After the operation is finished, the vehicle shall immediately leave the site. The security staff of the SNIEC has the right to keep any non-compliant vehicle of the premises or impose a fine by detaining some or all of the aforementioned deposit.
6. Material handling shall not be carried out within common areas, audience passages, entrance halls, and entrance plazas. Forklifts or cranes shall not be operated at the unloading area, and on outdoor drainage and manhole covers.
7. No vehicle is allowed to enter the exhibition hall without prior permission. After the permission is obtained, forklifts, and trucks and cranes of less than 5 tons in capacity can enter the exhibition hall to carry out work. Vehicles allowed to enter the exhibition hall shall be no more than 4 meters in height, and shall move at no more than 5kph. When the crane is in operation, the supporting points on the floor shall be protected with wood sleepers, and the crane boom shall be at least 3 meters away from the hall's ceiling and its steel structures.
8. The floor of the exhibition hall has a load capacity of 3.3 tons /m². If there are any components that vertically vibrate when the exhibits are being worked on, the load capacity of the floor shall be reduced by at least half. No loads shall be filed on the two main cable trenches within the exhibition hall. The outdoor ground is classified into three zones by load capacity: heavy-load zone, 15 tons/m²; regular-load zone, 5 tons/m²; light-load zone, 2 tons/m². When transporting and placing the exhibits, the load capacity of the ground must be taken into consideration. Should there be any questions, please consult the SNIEC beforehand.

shanghai intelligent building technology 上海国际智能建筑展览会 shanghai smart home technology 上海国际智能家居展览会	<i>Please contact the venue</i> Shanghai New International Expo Centre SNIEC Card Center (South Square) 2345 Longyang Road Pudong Shanghai Tel: (86) 21 2890 6666 Fax: (86) 21 2890 6777 e-mail: info@sniec.net	Appendix 1.6 - 2
		Safety Commitment for forwarder
		Deadline 4 August 2017

Appendix 1.5 Safety Commitment of the Transport Contractor - 2



Shanghai New International Expo Centre Co., Ltd.
 上海新国际博览中心有限公司

Appendix 3

Safety Commitment of the Transport Contractor

9. In regards to the manhole covers within the unloading area, no vehicle shall drive, no loads be piled up, and no work be carried out.
10. Facilities, materials, and passages for flood control must not be damaged, hidden, or obstructed.
11. During transporting, loading, and unloading operations, the floor, constructions, structures, facilities, equipment, and fittings should not be affected. Should there be any damage or pollution; compensation shall be made according to the SNIEC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities, Equipment, and Fittings".
12. Fire and explosion prevention rules must be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) can be taken into the exhibition hall. No fires, electric furnaces and welding equipment can be used within the exhibition hall.
13. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must remain free of obstructions.
14. Transport personnel must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions. 15. The work of transporting, loading, and unloading must not be subcontracted to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.

Should there be any consequences due to the Contractor's failure to follow the above rules, the Contractor will be liable to punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the SNIEC, and will also bear all possible resulting economic and legal responsibilities.

Seal of the Forwarder:

Signature of the Person in Charge:

Date: ___/___/___ (DD/MM/YY)

How to Get the Vehicle Pass:

Bring your the management fee receipt or Standard Booth Exhibitor Certificate to SNIEC Card Center (at South Square or P3 Parking Lot) → Pay 50 RMB for pass and 300 RMB for deposit → Swipe the pass when you enter & exit from the loading bay → Refund the deposit if no exceeding time.



**SNIEC Card Centre
at South Square**

Important:

1. **Opening time:** From 8:30 am during move-in period. The overtime depends on organisers' arrangement. If you want to extend the working hours, please finish related application procedure in advance at SNIEC card center (at South Square).
2. **Pass fee:** 50 RMB for each pass and 300 RMB for deposit (Min. 0.5 hour). Refund the deposit if no exceeding time by showing your pass when entering or exiting from the loading bay.
3. **Loading time limit:** 1.5 hours for each pass to load. RMB 100/pass will be charged when exceeding 0.5 hour and so on.
4. **Management regulation of loading bay:** all vehicles must obey the guide of onsite security to get into loading bay by sequence and leave working spot asap when finishing. The security reserve right to prohibit those who break the rule.
5. **Vehicle management during show period:** No vehicle is allowed to parking at loading bay during opening days. If necessary, you should get the permission from organizer and pay for pass as above.
6. **Vehicle application for entering hall:** all vehicles (5t or less) must apply to official forwarder – APT, when entering exhibition hall and pay attention to fairground security regulation.
7. **Entering Shanghai procedure for vehicles from other cities:** please contact Shanghai local traffic police in advance for more details: Officer Zhao Yu, Mobile: (86)133 8628 2380.

Appendix 3: Regulation For Protection of Intellectual Property Rights During Exhibition

If any of the following occurs, the CRP shall not accept the complaint:

1. The materials submitted by the complainant do not meet the CRP's requirement and the complainant does not supplement the relevant materials required after notified by the CRP.
2. The complainant or claimant has filed litigation in connection therewith in a court.
3. The proceeding to declare the invalidity of patent is pending.
4. There is any dispute in respect of the patent, which is in court session or the proceeding by patent administration;
5. The patent has expired and the patentee is resuming the patent.
6. The trademark is invalid or has been revoked.
7. Any other circumstances that CRP deems inappropriate to accept a complaint.

Subsequent to the receipt of complaint materials required, the CRP shall notify the respondent and request it to response within 24 hours. The respondent declining the complaint shall submit the relevant evidence; otherwise, it shall promptly withdraw the Exhibits in question and never re-exhibit the same.

If the respondent does not submit the relevant evidences, or the materials submitted cannot prove that it does not infringe any IPR, nor does the respondent withdraw the Exhibits in question, the CRP shall have the right to request the respondent to: i) suspend the display of such Exhibits; ii) destroy and suspend distribution of advertising material of such Exhibits; and iii) to remove the exhibiting board of such Exhibits. If the respondent objects to the aforementioned measures, the CRP may send complaint materials and relevant information to the competent administration of IPR for handling in accordance with the law.

Subsequent to the end of exhibition, the complainant shall resolve such IPR dispute through the court or administration of IPR; otherwise, the CRP will not accept the complaint with respect to the same Exhibits in the Exhibition thereafter.

The Organisers shall have the right to revoke the exhibiting qualification of the exhibitor that displayed the Exhibits in question for times and adversely affects the reputation of Exhibition.

The CRP shall coordinate and cooperate with the administration of IPR and reserve the rights to take necessary actions in accordance with the actual situation.

Your Personal Checklist The most important things to do!

- Do you have a valid passport?
- Have you applied for a visa?
- Have you made your travel arrangements?
- Have you printed Chinese business cards?
- Have you printed necessary information in Chinese (e.g. product/ company description)?
- Have you checked all the forms and regulations?
- Have you arranged the shipment of your goods?
- Have you checked your booth equipment?
- Have you ordered an interpreter?
- Have you thought about your personal belongings?

Note: Any inconvenience caused by not adhering to deadlines and/or not following the rules and regulations will not be the responsibility of the Organiser.