

pcim

ASIA

**International Exhibition and Conference
for Power Electronics, Intelligent Motion,
Renewable Energy and Energy Management**

28 August – 30 August 2024

Shenzhen World Exhibition & Convention Center

Exhibitor Manual

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Dear Exhibitor,

This manual is designed to give you detailed information regarding your participation in PCIM Asia 2024 taking place in the Shenzhen World Exhibition & Convention Center from 28th August – 30th August 2024. It contains all the forms you need to order the various related services you may require.

We kindly ask you to return the order forms before the deadlines in order to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

We look forward to welcoming you in PCIM Asia 2024 and wish you a successful show and satisfying experience at the show!

Yours sincerely,
PCIM Asia Team
Guangzhou Guangya Messe Frankfurt Co Ltd

1. Form Submission

(Please refer to separate file for all forms)

1.1 Order Forms

Form	Form Name	Page No.	Deadline
Exhibitor Registration			
A01	Exhibitor Badge and Additional Badge	56	25 July 2024
Exhibitor Services			
B01	Exhibitor Catalogue Listing	57	25 July 2024
B02	Temporary Staff Order (Interpreter & Booth Helper)	58	25 July 2024
B03	Conference Audience Application	59	20 August 2024
Booth Construction			
C01	Standard Booth, Newcomer and Pavilion Booth Fascia Board	60	25 July 2024
C02(a)	Additional Order (Electrical Services)	61	25 July 2024
C02(b)	Additional Order (Furniture)	63	25 July 2024
C02(c)	Additional Order (Water, Compressed Air & Internet Services)	68	25 July 2024
C03	Appointment Form for Raw Space Construction	69	25 July 2024
C04	SWECC Move-in Construction Commitment	70	25 July 2024
C05	Event, Activity Fire and Construction Safety Constructor Notification	71	25 July 2024
C06	Safe Electricity Responsibility Commitment	73	25 July 2024
Forwarding Services			
D01	Appointment of Forwarder & Transport Order	74	23 July 2024
Travel Services			
E01	Visa Invitation Letter	75	25 July 2024
E02	Hotel Booking	76	20 August 2024
IPR Protection			
F01	Letter of Commitment to the Protection of IPR	79	25 July 2024
Digital Marketing			
G01	Digital Marketing	80	25 July 2024

1.2 Form Submission Deadlines

Compulsory Forms for <u>standard booth exhibitors</u>			
MUST be returned to the Organisers / official service providers before deadline			
Form	Form Name	Page No.	Deadline
A01	Exhibitor Badge and Additional Badge	56	25 July 2024
B01	Exhibitor Catalogue Listing	57	25 July 2024
C01	Standard Booth, Newcomer and Pavilion Booth Fascia Board	60	25 July 2024
F01	Letter of Commitment to the Protection of IPR	79	25 July 2024

Compulsory Forms for <u>raw space exhibitors</u>			
MUST be returned to the Organisers / official service providers before deadline			
Form	Form Name	Page No.	Deadline
A01	Exhibitor Badge and Additional Badge	56	25 July 2024
B01	Exhibitor Catalogue Listing	57	25 July 2024
C02(a)	Additional Order (Electrical Services)	61	25 July 2024
C03	Appointment Form for Raw Space Construction	69	25 July 2024
C04	SWECC Move-in Construction Commitment	70	25 July 2024
C05	Event, Activity Fire and Construction Safety Constructor Notification	71	25 July 2024
C06	Safe Electricity Responsibility Commitment	73	25 July 2024
F01	Letter of Commitment to the Protection of IPR	79	25 July 2024

Optional Forms			
Form	Form Name	Page No.	Deadline
B02	Temporary Staff Order (Interpreter & Booth Helper)	58	25 July 2024
B03	Conference Audience Application	59	20 August 2024
C02(a)	Additional Order (Electrical Services)	61	25 July 2024
C02(b)	Additional Order (Furniture)	63	25 July 2024
C02(c)	Additional Order (Water, Compressed Air & Internet Services)	68	25 July 2024
C06	Raw Space Booth Declaration (Higher than 4.5m)	73	25 July 2024
D01	Appointment of Forwarder & Transport Order	74	23 July 2024
E01	Visa Invitation Letter	75	25 July 2024
E02	Hotel Booking	76	20 August 2024
G01	Digital Marketing	80	25 July 2024

2. Show Information

2.1 Contact Information

Organisers	Guangzhou Guangya Messe Frankfurt Co Ltd Unit B3107, Center Plaza, No.161 Linhexi Road, Tianhe District, Guangzhou, P.R. China Contact: Vincy Zhang Tel: +86 20 38251558 ext. 258 Fax: +86 20 38251400 Email: vincy.zhang@china.messefrankfurt.com
	Messe Frankfurt (Shanghai) Co Ltd Room 1101, 11/F, No. 1 Building, Century Metropolis 1229 Century Avenue, Pudong New Area, Shanghai 200122, China Contact: Ms Li Tel: +86 21 6160 8490 Fax: +86 21 6168 0788 Email: pcimasia@china.messefrankfurt.com
Official Contractor	Milton Exhibits Guangzhou Room 2403-2405, Central district, Jiangwan Commercial Center, 298 Yanjiang Middle Road, Yuexiu District, Guangzhou, 510115, China Contact: Ryan Wu Tel: +86 20 81283109 Email: ryanwu@milton-gz.com
Official Forwarder	DSV Logistics Co., Ltd. China (Shanghai) Pilot Free Trade Zone, Room 201 & 202, No.2 Building, No.38 Debao Road, Shanghai, 200131 P.R. China Contact: Mr James Liu Tel: +86 21 5046 1617 * 299 Email: james.liu1@dsv.com
Official Travel Agent	Shen Zhen JL International Conference And Exhibition Co. Ltd 213, Service area, 2th Floor, SZCEC, FuHua 3 Road, Fu Tian, Shenzhen, China Contact: Ms. Hu / Ms Qiao Tel: (86) 755 8288 0055 / 0090 Mobile phone: +86 181 2646 4213 /+86 177 2257 0869 Email: service@bestmeeting.net.cn
Official Temp Staff Agent	Beijing Translators Inc Contact: Mr. Benjamin Zhang Tel: +86 139 1188 6279 Email: zcm@beijingtranslators.com

2.2 Important Dates and Show Schedule

Move-in Period		
26 Aug 2024	9:00 am to 5:00 pm	Raw space exhibitors move-in Standard booth exhibitors move-in
27 Aug 2024	9:00 am to 8:00 pm	Raw space exhibitors move-in Standard booth exhibitors move-in
Show days		
28 Aug – 29 Aug 2024	9:00 am	Venue opens to exhibitors
	9:30 am	Show opens to visitors
	4:30 pm	Visitor registration close
	5:00 pm	Show closes
		Venue closes
30 Aug 2024	9:00 am	Venue opens to exhibitors
	9:30 am	Show opens to visitors
	3:30 pm	Visitor registration closes
	4:00 pm	Show closes
Move-out period		
30 Aug 2024	4:00 pm to 8:00 pm	Exhibitors move-out & booth dismantlement
	4:00 pm	Disconnect water and power supply

Please note:

Move-in Period

- Raw space exhibitors need to work beyond the official hours as shown above should apply before 3:00 pm on that day at onsite contractor service counter in South Lobby. An overtime charge will be charged according:

Working hours	Overtime Charge
17:00-24:00	RMB 25 /sqm/ one hour
Overtime after 24:00 is not available in principle (subject to the onsite availability)	RMB 30 /sqm/ one hour

- Applications for overtime work outside the rental period of exhibitors are not accepted.
- Booth with size below 72 sqm will be regarded as 72 sqm to pay the overtime charges. If overtime request is received after 3:00pm on that day, 50% surcharge will be imposed.

Show days

- We strongly recommend all exhibitors to arrive at their booths 30 minutes before the show opens for security reasons.
- Visitor registration counters will be closed 30 minutes before the show closes.
- Show closes at 5:00 pm on 28 Aug – 30 Aug 2024, all exhibitors and visitors should leave the venue before 5:00 pm.

Move-out Period

- All exhibitors should not move-out and dismantle their booth after 4:00pm on 30 Aug 2024. All exhibits allow to leave the venue only after 4:00pm on 30 Aug 2024.
- Vehicles for move-out could access venue only after 4:00 pm on 30 Aug 2024.

Permit for non-Shenzhen vehicle to Shenzhen (only for vehicle, trucks are not restricted)

1. Vehicle with a non-Shenzhen license is counted as non-local. The restricted time for non-local vehicles in Shenzhen: 7:00 am - 9:00 am, 5:30 pm - 7:30 pm on weekdays. Application of car permit shall be applied in advance if non-Shenzhen vehicle need to enter Shenzhen.

2. If non-local car enters from the exit of Fengtang Avenue of Guangzhou-Shenzhen Yanjiang Expressway (S3) to venue and does not enter downtown, mentioned car permit will not be needed. Hong Kong licenses (Hong Kong Mainland licenses, Mainland Hong Kong licenses) are not restricted.

3. Exhibitor who needs to apply the permit by clicking Star User → Car Driving Management Service → Apply for permit (foreign car) in the menu bar of Shenzhen Traffic Police WeChat Official Account. The permit allows 2-days district entrance.

2.3 Exhibition Rules & Regulations

Aiming at keeping exhibition (the “Exhibition”) in order and ensuring the Exhibition in compliance with laws and regulations of People’s Republic of China (the “P.R. China”) in all aspects, the Organisers of the exhibition (“Organisers”) hereby formulates and issues these Exhibition Rules & Regulations (the “Regulations”).

Each exhibitor (“Exhibitor”) shall strictly abide by the stipulations under these Regulations. In case that any exhibitor violates any stipulations hereunder, the Organisers 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 P.R. China.

2. Admission to the Exhibition

a) Exhibitor

For security reasons, exhibitors must put on the exhibitor badges during the move-in, show days and move-out period to gain access into the venue. Please submit Form A01 to the Organisers for exhibitor badges application before deadline.

b) Visitor

The exhibition is open to trade visitors only. Trade visitors may register for admission before the show through the official pre-registration website or once arrive at the exhibition hall. Please note visitors age under 18 will not be allowed to enter the exhibition halls, and remind your buyers not to bring children or guests under 18 years old to attend the show.

c) Non - Official Contractor

Non-official contractors that appointed by exhibitors must present contractor badges issued by Organisers in order to enter the exhibition halls during the move-in and move-out periods for the purpose of booth construction and dismantling.

The badge is for personal use only and is non-transferable. The badge holder must follow the Organisers’ security inspection procedures wherever necessary. And Organisers reserve the right to confiscate the badge or refuse admission at any time.

3. Visa Application

- a) All foreign visitors to P.R. China MUST apply for a visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have obtained the relevant visa document prior to departure to China.
- b) The Organisers will provide assistance, but is not responsible for obtaining visa for exhibitors.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.
- d) Please refer to Form E01 for details regarding visa invitation.

4. Security & Insurance

- a) The Organisers are 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 Organisers 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, booth fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier’s liability) and other natural causes.
- b) Each exhibitor is responsible for any damages done to the Organisers, other exhibitors, booths, the venue’s property or to the property of third parties.

5. Promotional Materials Censorship

- a) 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.
- b) All video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of materials. The materials will only be allowed for temporary import after receiving the approval and permit from censorship authority. All video products (CD / DVD / USB, etc.) CANNOT be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show.

6. Customs Clearance

Exhibition hall is regarded as bonded area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- a) Inform the Official Forwarder on Customs clearance of exhibits by completing and returning the "List of Exhibits" supplied by the Official Forwarder. Exhibitors may appoint other forwarders for forwarding issues and customs clearance, please also submit appointed forwarder information to Official Forwarder by completing Form D01. The Organisers will not be responsible for any delays or inconveniences caused by Customs detention of goods.
- b) All exhibits and promotional materials (including promotional materials, gifts, souvenirs, etc.) brought into P.R. China in the form of hand-carried may be detained by the customs at the airport and levied import taxes and other taxes when you enter P.R. China. The Organisers are not responsible for any delay or inconvenience caused by exhibits detained by the customs.
- c) Please ensure you always keep all receipts issued by the Customs, which you might need as record.
- d) All the shipments will be Customs cleared on temporary basis only for showing in the exhibition and exhibitors are not allowed to on-spot sell or give away exhibits subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the buyer, the buyer should also finalise Customs formalities and pay the duty / tax before collecting the exhibits. If necessary, the Official Forwarder can provide assistance to the buyer for processing the Customs formalities, or provide information to exhibitors at cost.

7. Delivery of Exhibits

- a) The Organisers will NOT accept or sign for any goods, exhibits or other materials on behalf of any Exhibitors. Exhibitors should make sure that a representative from their company will be at the booth 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 by Official Forwarder. Exhibitors are required to appoint the Official Forwarder for delivery to their booths. Only light hand-carried exhibits and materials would be allowed delivery to booth through the front entrance.
- c) There is no storage space for empty crates / boxes or packing material in the exhibition halls. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred. Exhibitors who need temporary storage service, please contact the Official Forwarder for arrangement.
- d) No exhibit is allowed to be taken into the booth once the show has been officially opened, and no exhibit can enter / leave the venue before the end of the show, except with special permission from the Organisers. Exhibitors must present the move-out permit to security guards at exit upon transporting exhibits out of the exhibition halls every time.
- e) For forwarding issues during move-in and move-out period, please contact the Official Forwarder. For safety reason, please appoint legal forwarder and follow the move-in routing provided by the Organisers.

8. Move-out of Exhibits

- a) Removal of exhibits should commence only after show end.
- b) The Organisers are not liable for any losses or damages to the exhibits or booth material left behind at the fairground. All such materials will be deemed as something abandoned and will be disposed of at the expense of the exhibitor concerned.
- c) No mechanical lifting or handling equipment is permitted to enter the exhibition halls for the removal of exhibits except those used by Official Forwarder.

9. 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. Only authorised staff of the venue can access to the pipeline system inside the utility holes on the floor of the exhibition hall, any persons find violating the rule and open the slots without authorisation, all construction work of associated booth will be requested to stop and certain penalty will be applied.
- b) Main switch and distribution board of the booth is required to be installed at a designated location within the booth area at Official Contractor's discretion, please contact Official Contractor for details.
- c) Exhibitors may order lighting and electrical items according to the Form C02a 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.
- d) Each power outlet is allowed to be connected to one electrical appliance / machine at any time. Connection for lighting purpose from power outlet is **NOT** permitted. The requirements of all electrical appliances are subject to the discretion of the venue management.
- e) Exhibitors requiring special arrangements (such as different voltages and frequency or connections to equipment) must arrange their own transformers, converters, etc. themselves or from the Official Contractor.
- f) The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage. The electric facilities must not be overloaded and safe operation must be ensured.
- g) Before lighting and electricity supplied for individual booth, exhibitors who may need proceeding 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 extra cost.
- h) Multi-function sockets are prohibited.
- i) Electricity supply will be cut off when the show close. Exhibitors are requested to turn off any power supplies, dispose any containers and samples before leaving the exhibition halls. If 24-hours electricity supply at the booth is required, please apply by submitting request to the Official Contractor.
- j) Electricity supply to booth will be cut off if exhibitors or appointed contractors who found to violate the rules, any expenses caused to the venue will be borne by the exhibitors.
- k) Gas line should adopt fire-retardant cables and insulated and sheathed wire. During linking wire, porcelain and plastic insulated connector should be used rather than the insulating tape directly dressed. Insulation protection measures should also be taken.

10. Lighting

- a) Light boxes should have heat dissipation arrangement. Fireproof paint must be painted in wooden advertising light boxes and lamp posts. The rectifier and trigger of lamps and lanterns should use conformity product.
- b) There should be protecting cover for the lightings of power above 100W. Lighting equipment with power output more than 500W is not allowed (such as quartz lamp, iodine tungsten lamp, etc.). All exhibitors must abide by the rules and regulations established by the exhibition hall and relevant legal departments. The venue and the Organisers reserve the right to request for rectification and eventually terminate any activities if the rectification is not satisfied.
- c) Lighting equipments should be installed at a distance of no less than 30cm away from the exhibits. The heat source equipment should be installed at a distance of no less than 3m from the fixed wiring facilities of venue. It is forbidden to emit heat to power facilities.

11. Fire & Safety Regulations

- a) Smoking is prohibited in the exhibition hall.
- b) No fire or cold firework is allowed in the exhibition hall.
- c) Any flammable and explosive materials being brought into the exhibition halls should be applied to and approved by the Fire Protection Department beforehand.
- d) All materials for booth construction or decoration in exhibition hall should meet the non-flammability standard of grade B1 or above according to the regulation of the Fire Protection Department.
- e) Do not damage or obstruct any fire-fighting facilities in the venue.
- f) Safety helmets must be properly worn by all personnel during move-in and out periods. Labor must wear safety shoes to enter the hall for working.
- g) Permitted safety tools such as safety belts, scaffolding and genie lift must be used by all contractors who work at high levels, i.e. $\geq 2\text{m(H)}$ from ground. Safety helmets and safety shoes must be properly worn by operating personnel at all times. For the protection of personal safety, a safety area should be set up around the work space, and attended by professionals. Clear safety signs should be placed at the safety area. Accidents caused by failure to take safety measures are at their own risk and the Organisers will not be held liable.
- h) The Organisers may, upon instruction from the related authorities, issue other guidelines whenever necessary.

12. Booth Decoration

- a) All decorative items must be placed inside the booth area.
- b) All audio visual devices should be set to mute.
- c) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the surrounding area is required to set back 1m inside the booth.
- d) The booth (including entrance frontage and surrounding areas) should be kept in a clean and presentable condition.
- e) The site operation time schedule must be strictly adhere to, setting of decoration must be carried out within the show opening hour unless prior approval has been obtained from the Organisers.
- f) Helium balloon is not allowed inside the venue.

13. Obstructions and Safety Hazards

Structure and display of exhibit shall not be jugged out of the booth area or which encroached the gangways or other facilities or which the Organisers consider unsafe or a danger or a hazard to safety. If the exhibitors violate the rule, the Organisers reserve the right to remove the aforementioned structure and display. Any cost and expenses incurred thereby shall be borne by the exhibitors.

14. Pressure Tank

- a) Exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.
- b) Exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by the Organisers.
- c) All pressure vessels and equipment brought into the venue must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

15. Air Compressor

According to the fire and safety regulations of the venue, the use of compressor is not permitted in the venue. Should exhibitors require compressed air for operating the exhibits, please contact the Official Contractor.

16. Dangerous Material

The following articles are forbidden to be exhibited in or brought into the venue without the prior approval from the Organisers: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon intellectual property rights, goods that may affect the normal operation of the Organisers, and any items prohibited by the relevant government departments.

17. Photographing, Video Shooting, Public Performance and Sound Recording

- a) Any films, video cassettes or slides to be shown to the visitors during the show must obtain prior written approval from the Chinese authorities or arranged by the Organisers on their behalves.
- b) Noise level of all audio-visual demonstration at indoor, outdoor exhibition area or of other functional area must be below 65 decibel, not to cause annoyance to visitors or other exhibitors. The Organisers reserve the right to terminate any audio-visual presentation at their discretion.
- c) Exhibitors are required to apply to the appropriate authorities for exercising the rights in respect to the broadcasting and public performance of all sound recording owned or controlled by them.
- d) Exhibitor is not allowed to film, carry out video or sound recording, telecasting and broadcasting at the fairground unless prior written approval is obtained from the Organisers.

18. Distribution of Materials

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

19. Demonstration, Performance and Operation of Exhibits

When demonstrating or operating equipment at their booths, exhibitors should:

- a) Provide the Organisers before the show with full details in writing, of any operating machinery involved.
- b) Display all exhibits or promotional materials only within their booth area.
- c) Demonstrate their laser and lighting equipment within their booth area. The laser and lighting effect casted into other exhibitor's booth and public areas are forbidden. The verbal warning will be implied if the demo affects other exhibitors.
- d) Ensure that the exhibits are operated under strict control and comply with proper safety regulations.
- e) Ensure that the exhibits are equipped with sufficient safety devices that can only be removed when the machines are not in operation and not connected to the power source.
- f) Guard all moving parts of the machines adequately against possible injury to any persons.
- g) Cause no annoyance to visitors or other exhibitors. Any complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitation on the operation of the exhibits.
- h) Not use any industrial gas of inflammable or toxic nature for demonstration purpose.
- i) Be responsible for the removal and disposal of waste material generated by working demonstration of exhibits.

20. Noise Level

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. The noise level from indoor, outdoor exhibition area or other functional area within the venue shall be below 65 decibel. Any complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitation on operating the exhibits or presentation.

21. Booth Cleaning

- a) The Organisers will arrange the general cleaning of the exhibition halls prior to the opening of the

exhibition and daily thereafter. However, it is the responsibility of exhibitors to maintain their booths in tidy condition at all times. Exhibitors need to clean up all the waste products in the booth, including but not limited to the exhibition samples, wastes left after the product demonstration, packaging materials, etc.

- b) Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.

22. Accident Report

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

23. Political Issue

All exhibitors, should note that no political related 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” and “钓鱼台” 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 P.R. China. Police checks onsite and any materials containing these wordings are not allowed for distribution and will be confiscated.

24. Force Majeure

The force majeure events referred to in this contract include: earthquakes, typhoons, floods, epidemics, wars, strikes, demonstrations, water and power cuts, the cause of which not being able to be controlled by the Organisers, any reforms made to the venue according to the instructions of government or any renovation of exhibition hall facilities and any other government actions that lead to any changes to the exhibition hall or changes in schedule and other unforeseen circumstances that cannot be prevented or avoided and the consequences of which directly affect the normal performance of this contract. Should the Organisers cancel the exhibition due to force majeure, the exhibitors agree to accept the unified settlement and liquidation of all claims against the Organisers in apportion, according to the total amount of participation fees received by the Organisers and by deducting all the fees paid by the Organisers in the associated exhibition, reserve fund for future exhibition claims and various expenses that may arise in the future.

25. Unforeseen Circumstances

In the event of any problems or disputes on-site, the decision of the Organisers, being leaseholder of the premises, will be final. The Organisers also reserve the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

26. Others

- a) The PA system of the venue is used by the Organisers for official announcements only. Neither paging service nor exhibitors’ announcements can be made.
- b) Outside food or beverages are not allowed in the venue. Exhibitors and visitors may have food / beverages at the cafeteria inside the exhibition halls or at the venue’s restaurants.
- c) Each exhibitor is responsible for any damage done to the Organisers, other exhibitors, booths, show’s property and third parties’ property.
- d) If exhibitors fail to follow the rule and regulations, the Organisers shall have the right to impose penalty on the exhibitor and / or relative at their sole absolute discretion. Exhibitors should bear the consequence and responsibility may cause.

2.4 General information about the City & Country

1. Weather

In August it is mostly sunny, around 26 °C to 32 °C during daytime.

2. Time

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

3. Currency

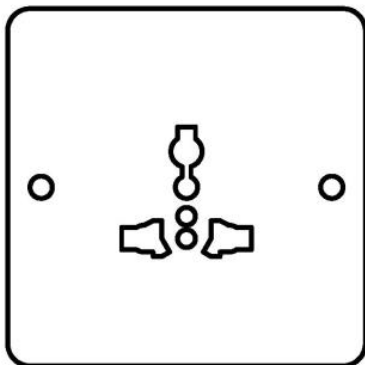
The unit of currency is Chinese Yuan. Foreign currencies can be exchanged at hotels and banks at the daily exchange rate

(1 USD is approximately RMB 7.1; 1 Euro is approximately RMB 7.78)

4. Electricity

The voltage in China is 220 Volt / 50 Hertz.

The socket (3 Amps, 500 Watts) in the fairground as below:



5. Entry Requirement

All foreign visitors to P.R. 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 (please refer to Form E01 for applying visa invitation letter). Please note the responsibility for obtaining a visa is not from the Organisers. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract)

6. Communication Habit

Address Chinese officials as Mister, Miss or Madam – Chinese women do not use their husband's surname and therefore should not be addressed as Mrs. The Chinese surname comes first and followed by the given names, e.g. Mr Wang Zhongming should be addressed as Mr Wang.

7. Communication Tool

The social media app, WeChat, is widely used for personal and business communication among Chinese. WeChat contacts can be exchanged for business communication after the show.

8. Interpreters are Strongly Recommended

Due to the fact that not all Chinese business people in the field can speak English. Business cards are very important as means of communication. They should be translated into Simplified Chinese as well (please refer to Form B02 for translation services). It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

3. Fairground

3.1 Venue Information

Venue Name: Shenzhen World Exhibition and Convention Center
 Address: No.1 Zhancheng Rd, Fuhai Street, Bao'an District, Shenzhen
 Exhibition Hall: Hall 11

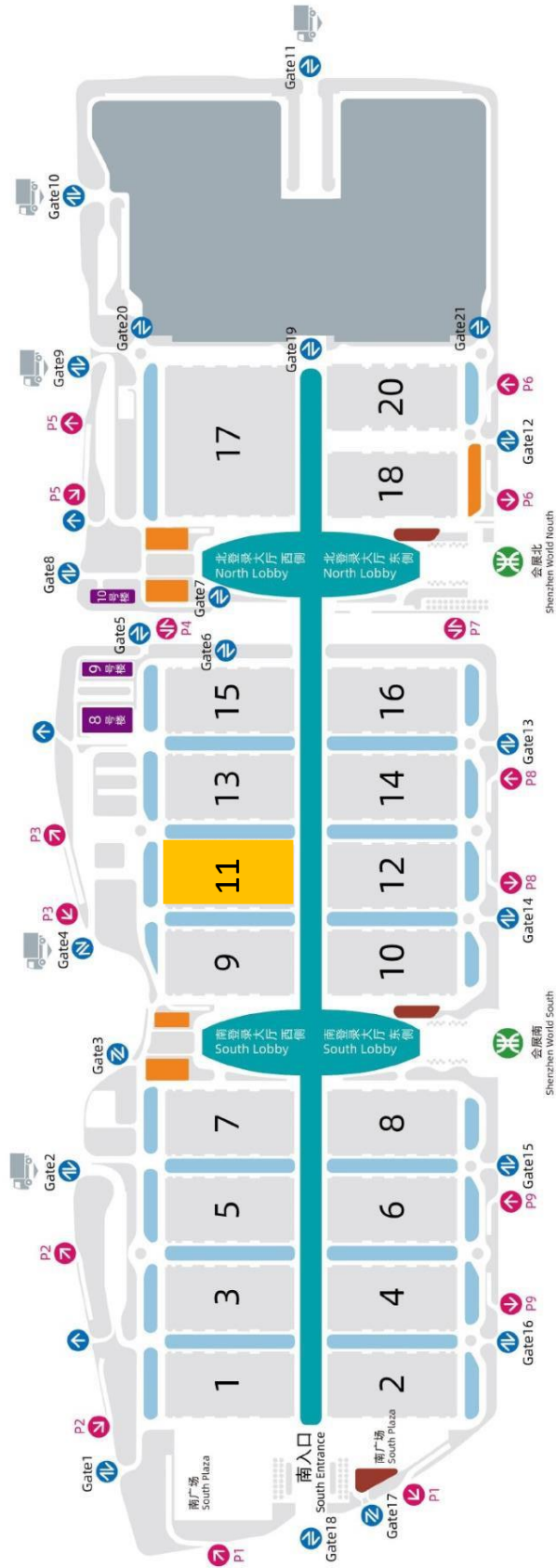
3.2 Transportation

Transportation Means	Details
Shuttle services between Metro station and venue	Tangwei Station and Qiaotou stations in the current Metro Line 11 are only 5 km from the venue. From Tangwei Station on Metro Line to Shenzhen World. SZMC Shenzhen Metro website: www.szmc.net/szmc_en
Railways and High-speed rail	Next to Fuhaxi Railway Station along the Shenzhen-Maoming Railway and the Guangzhou-Dongguan-Shenzhen Inter-city Railway From Shenzhen North, Shenzhen East, Futian Railway stations to Tangwei Station by metro
Bus	Take bus Route No. 8892, get off at "Shenzhen World North Bus Terminal" station and walk to the venue.
Taxi	Initiate rates RMB 10 per first 2 km and RMB 2.6 per km afterward. (Exact fare subjects to latest update). It will charge around RMB 40 from Bao'an International Airport to Shenzhen World Exhibition and Convention Center. On-call Taxi service, Tel : 95128
Airport Express	From Bao'an International Airport to Shenzhen World Exhibition and Convention Center
From Hong Kong Hung Hom Train Station by MTR	Take MTR to Lok Ma Chau Station by East Rail Line, through Futian Port of Entry for immigration and customs inspections. You can take a taxi to the exhibition venue. It takes about 60 minutes from the Futian Port of Entry to the exhibition venue
From downtown by cross-border coach	Take the cross-border bus to Shenzhen Bay Port. The Organisers will provide a shuttle bus (to be confirmed) or you can take taxi directly to the exhibition hall. The journey takes about 45 - 50 minutes (the fare is about RMB 100).
From Hong Kong International Airport by ferry	Regular ferries are available from Hong Kong International Airport to Shenzhen Airport Fu Yong Ferry Terminal. The one-way fare is HKD 235 and the time is about 60 minutes. Please visit TurboJET website for the latest schedule. Turbojet website: www.turbojet.com.hk/en

3.3 Location Map



3.4 Overall Venue Plan



3.5 Venue Service Points

Service	Location	Service Details
Power Bank Rental Station	Distributed throughout the venue	Each location contains 12 quotas
Business Centre	North side of the 2nd floor of South Lobby South side of the 1st floor of North Lobby On the 1st floor of the central corridor Between hall 13 and hall 14	Providing printing, scanning, business card production, pull-up banner production, inkjetting services
Huamei Green	North side of the 2nd floor of South Lobby	Plant selling
Food & Beverage	On the 2nd and 3rd floors of each exhibition hall On the ground floor of the central corridor	Food courts, cafes and convenience stores
Travel Service	Between hall 11 and hall 12 on the 1st floor of the central corridor South side of the 1st floor of South Lobby	Booking hotels, transportation tickets, flight tickets
Couier	North side of the 1st floor of South Lobby	Couier Service
Car rental service	Onsite service point	Car renting

4. Booth Construction

4.1 Official Contractor Information

The Organisers has appointed below contractor as the Official Contractor to provide package booth construction and other services including equipment rental according to the attached order forms.

Official Contractor Milton Exhibits Guangzhou
Address: Room 2403-2405, Central district,
Jiangwan Commercial Center, 298 Yanjiang Middle Road,
Yuexiu District, Guangzhou, 510115, China
Contact: Mr. Ryan Wu
Tel: +86 20 81283109
Email: ryanwu@milton-gz.com

1. **Additional facilities** may be ordered from the Official Contractor by directly sending relevant Order Forms C02a – c on or before 25 July 2024. Please note that late orders after 25 July 2024 will be subjected to surcharge as listed below.

Late submission

30% surcharge will be imposed for orders received between 26 July 2024 to 11 Aug. 2024.
50% surcharge will be imposed for orders received after 11 Aug. 2024 and on-site. (Subject to availability, no guarantee is given)

Modify / Relocate / Cancel orders

There will be no charge if the table, chair or lamps need to be relocated. Cancellation of the order will not refund the fee. Please submit the cancel application before 26 July, 30% surcharge will be imposed for cancel the order after 26 July, Cancellation of orders will NOT be accepted after 12 Aug.

On-site orders

50% surcharge will be imposed for orders received on-site. (Subject to availability, no guarantee is given)
The order will be valid only when full payment is settled.

2. Once the exhibitors have submitted the order forms to Official Contractor, the Official Contractor will issue Debit Notes to exhibitors. Exhibitors are required to settle the payments by the deadline stipulated on the Debit Notes. (Need to place a new order)
3. Orders without remittance WILL NOT be handled. The Official Contractor reserves the right of not delivering for those orders with payment is on the way even though the bank document is received.
4. Where it is not otherwise stated, the prices are for the duration of the exhibition days and subject to change without prior notice.

4.2 Standard Booth Package & Design

Facilities and services included for a 12sqm (4m x 3m) **Standard Booth** are as follows:

- wall-to-wall carpeting (12sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 1 information desk
- 2 folding chairs
- 1 waste bin
- fascia board with company name, booth number and logo
- 4 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)			
Stand area in sqm	12 sqm	15 sqm	18 sqm
Square table	1	1	2
Information desk	1	1	2
folding chair	2	2	4
Waste bin	1	1	2
Long-arm spotlight	4	5	6
220V socket (max 500W)	1	1	2

Below shows the basic equipment & booth design of a 12sqm (4m x 3m) standard booth.



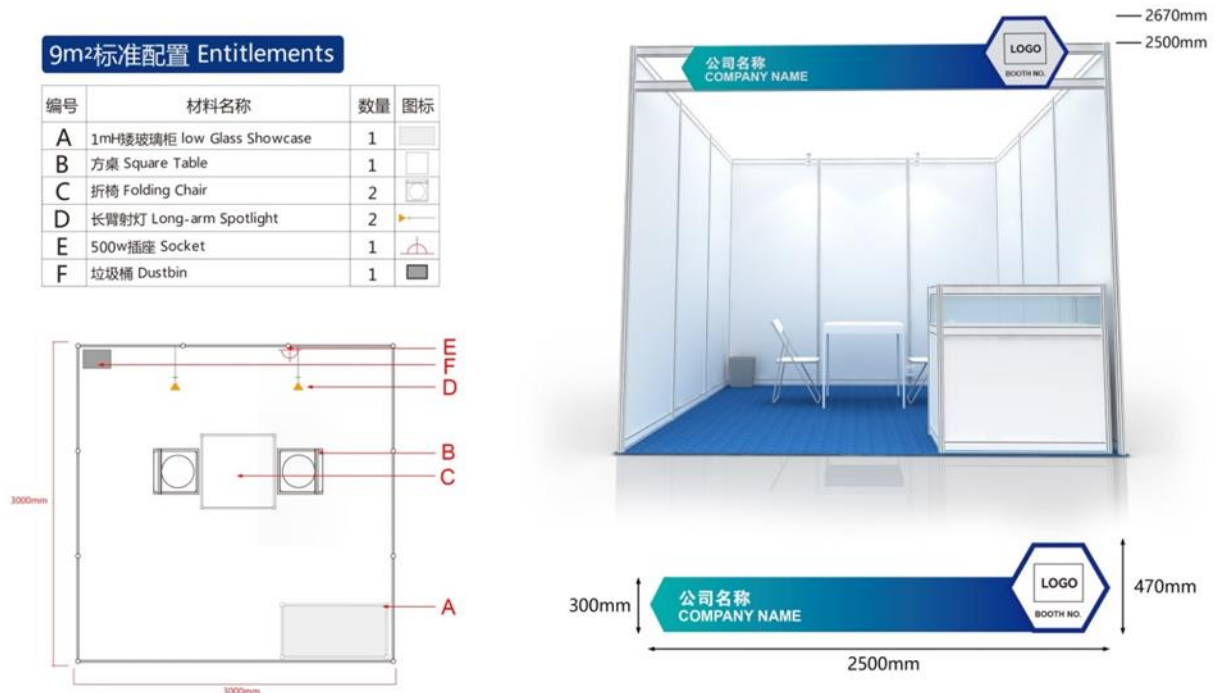
*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

Facilities and services included for a 9 sqm (3m x 3m) **Newcomer Pavilion Booth** are as follows:

- wall-to-wall carpeting (9 sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 2 folding chairs
- 1 low glass showcase
- 1 waste bin
- fascia board with company name, booth number & company logo
- 2 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)	
Stand area in sqm	9 sqm
Square table	1
Folding chair	2
Low glass showcase	1
Waste bin	1
Long-arm spotlight	2
220V socket (max 500W)	1

Below shows the basic equipment & booth design of a 9sqm (3m x 3m) standard booth.



*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

Facilities and services included for a 9sqm (3m x 3m) **E-Mobility Pavilion Booth** are as follows:

- wall-to-wall carpeting (9sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 1 low glass showcase
- 2 folding chair
- fascia board with company name, booth number & company logo
- 2 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)		
Stand area in sqm	9sqm	12sqm
Low glass showcase	1	1
Square table	1	1
Folding chair	2	3
Long-arm spotlight	2	2
220V socket (max 500W)	1	1
Waste Bin	1	1

Below shows the basic equipment & booth design of a 9sqm (3m x 3m) standard booth.



*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

Facilities and services included for a 9sqm (3m x 3m) the 3rd Generation Semiconductor Pavilion Booth are as follows:

- wall-to-wall carpeting (9sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 1 low glass showcase
- 2 folding chair
- fascia board with company name, booth number & company logo
- 2 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)		
Stand area in sqm	9sqm	12sqm
Low glass showcase	1	1
Square table	1	1
Folding chair	2	3
Long-arm spotlight	2	2
220V socket (max 500W)	1	1
Waste Bin	1	1

Below shows the basic equipment & booth design of a 9sqm (3m x 3m) standard booth.



*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

4.3 Important Notes for Standard Booth and Pavilion Booth Exhibitors

1. Please refer to previous page for the basic equipment & booth design of the standard booth. All standard booths shall be designed and built by the Official Contractor.
2. All standard booths are on rental basis and not permitted to be removed from the exhibition hall. It is not allowed to take furniture(s) from other booths.
3. Standard booth exhibitors require additional equipment such as furniture, power supply and internet line should place the orders by submitting Form C02a – c to Official Contractor by 25 July 2024. Full payment in advance will be required.
4. Exhibitors are not allowed to make any alterations to the structure of the standard booths or remove any integral parts from the booths (for example: fascia board, wall panels). Exhibitors wish to remove or change the location of facilities (for example: shelves, extra panels or doors) within their booths should inform the Official Contractor by 25 July 2024.. Notifications of booth equipment alteration / removal received after the deadline will not be considered. / Late charges may apply for request of booth equipment alteration received after the deadline and subject to technical feasibility.
5. Exhibitors occupying booths at the corner can request to close the additional side(s). Unless informed otherwise by the exhibitors in writing by 25 July 2024, the Organisers will assume that exhibitors occupying corner booths would choose to open the additional side(s) by removing the partitioning panels in between, and a fascia including company name and booth number will be arranged. Application after the deadline will be subjected to surcharge according to the price set by the Official Contractor.
6. Aluminum roof beams may run from the front to the back of the booth if necessary. Truss structure and decoration inside standard booth is prohibited without prior approval by the Organisers.
7. The partition wall as well as the fascia should maintain predominantly white as the background colour. Painting, coloring and sticking are strictly prohibited. No additional booth-fitting or display can be attached to the booth structure. Any alternations to the booth structure is not allowed.
8. No fixtures or nails can 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. Screwing, drilling or nailing on any of the aluminum frames or wall panels are NOT permitted. Exhibitors shall be liable for any damages to the booth or fixture, and full price of the items will be charged for compensation.
9. The maximum loading weight for hanging up exhibit display for each 1mW panel is 5kg (evenly distributed along the span). For exhibits weigh more than 5kg, please contact the Official Contractor for additional fixation at exhibitor's own cost, if any, exhibitors shall be liable or compensate for any panel damages or accident caused by overweight.
10. Height limit of booth panel is 2.5m. No objects inside the booth (including company names, logos and advertising materials) can exceed a height of 2.5m or extend beyond the boundaries of the booth area allocated. Otherwise, the organiser has the right to require exhibitors to bear the expenses incurred in restoring the original setting.
11. Booth partitions and booth fascia must maintain the original color. No decoration logos or any other alterations on the fascia are allowed, except the official contractor. Unauthorized amendment on fascia will subject to a penalty of RMB 2,000 per sqm of booth area.

12. The electricity supply of spotlights and sockets is connected to each other. Removing the spotlight may also disconnect the electricity supply of the sockets. Any alternations or removal of spotlights must be handled by the Official Contractor. Exhibitors must inform the Official Contractor for arrangement by 25 July 2024.
13. The ONE unit of 3A socket (500W power) for each standard booth can be connected to non-lighting items and low electricity consuming appliances only, such as laptop computer and cell phone chargers, etc. The electricity supply cannot support lighting fixtures, therefore, no lighting fixture is allowed to be connected. Exhibitors need extra electricity supply for lighting, please login the official contractor online system <https://PCIM.milton-exhibits.cn/> to apply before 25 July 2024. Late application will lead to extra cost and delay.
14. Electricity supply, water supply and telecommunication facilities for all exhibitors must be contracted through the Official Contractor. For water and air supply, exhibitors are required to bring along their connection adaptors to connect to their equipment. Exhibitors have to bring their own special regulating units if they require very specific water temperature and / or water pressure. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuation. Please contact Official Contractor for further details or assistance.
15. Exhibitors shall use the booth in an appropriate way and maintain the booth to ensure that it is in good condition. Exhibitors shall notify the Organisers and the Official Contractor immediately in case of discovering any defects or damages at the booth. Exhibitors are not allowed to fix the booth by themselves or retain any other contractors to do so. The cost for repairing the defect or damage due to the exhibitors' lack of care, inappropriate usage, negligence, or intentional act shall be borne by the exhibitors.
16. If no representative has ever shown up at the booth until 12:00pm on 27 Aug. 2024, the Organisers have the right to use the booth for any purpose without the exhibitors' permission nor refund.

4.4 Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and build their own booths. All raw space exhibitors and their appointed contractors should comply with the rules and regulations of the venue, fire control authorities as well as any conditions that the Organisers may specify before, or during the Exhibition.

1. Raw space exhibitors can entrust the Official Contractor to design and build the booth. Or raw space exhibitors can appoint any competent booth contractors to design and build their booths (appointed contractor). Details such as name and address of the appointed contractor must be provided by filling in Form C03 and submitting to the Official Contractor. Please submit in the official contractor online system <https://PCIM.milton-exhibits.cn/>

2. Raw space exhibitors and its booth contractors shall be fully responsible for the fire protection and safety of the booth during the construction and use of the booth (i.e. the whole period from the beginning of the exhibition preparation to the end of the exhibition). In case of any accident, raw space exhibitors and its booth contractors must assume all economic and legal responsibilities.

3. According to the regulations of Exhibition Hall Operator --- Shenzhen World Exhibition & Convention Center (SWECC), the permits of all exhibition workers (including the official contractor, contractors and designated transporters) shall be registered, reviewed, made and managed by the operator of the exhibition hall. If the non-official contractor have not been authenticated in SWECC, Contractor should go to SWECC at least 15 working days before the exhibition. Please visit the SWECC website <http://ep.shenzhen-world.com> to check the certification process, download the corresponding forms and prepare the relevant information.

4. Single-deck booth height limit : 4.5m, double-deck booth height limit : 6m.

5. All double-deck booths must be separately approved by a national level registered structural engineer and A Grade A design institute for structural safety and stamped. The minimum area of the double-deck booth is 54 m², and the area of the second-floor structure of the booth shall not exceed 50% of the ground floor area.

6. The maximum area of the single-layer booth shall not exceed 50% of the booth area; The total area of the bottom floor of the double-storey booth and other capped areas of the booth shall not exceed 50%

of the booth area, and the top of the second floor shall not be capped.

7. Exhibitors or raw space contractors must submit the booth construction drawings before 25 July 2024. The raw space booth without approval will not be allowed to enter the site for construction. If the exhibitors fail to attend the exhibition due to overdue application or examination, the organizer will not bear any responsibility, and the booth fee paid will not be refunded.

8. Raw space booth construction and decoration must maintain the overall appearance of the exhibition hall. If the exterior surface is within the line of sight of the passage, it must be beautified and decorated. If the booth is higher than the adjacent booth, the higher part of the backplane must be beautified. The back wall surface of the booth must not display any company name or advertising slogans. The surface must be covered with the same fire resistant, white, clean and non-transparent material that covers the exposed portion of the back panel.

9. The design and setup of the raw space booth shall not affect other exhibitors, otherwise the organizer or the Official Contractor has the right to request the exhibitor or the raw space booth contractor to change the design and setup of the booth.

10. Exhibition objects or lightweight advertisements such as advertising materials and flags shall not be pasted on the ceilings and walls of the exhibition halls. If exhibitors want to hang promotional materials or structures above their booth, they need to apply for sufficient lifting points from the Official Contractor at a cost. The maximum load capacity of each lifting point is : 500 kg, and the maximum weight per lifting point (static carrier) is 1 ton. The organizer or the Official Contractor has the right to ask the exhibitor to increase the number of lifting points according to the safety requirements and regulations of the exhibition hall.

11. The construction personnel of the raw space booth must wear safety helmet and wear safety belt when working at a height of more than 2 meters. In order to ensure the safety of construction, it is the responsibility of the raw space contractor to purchase accident insurance for all site construction personnel during move-in period and move-out period. In case of safety problems, the Raw Space Contractors MUST bear all responsibilities and all consequences arising therefrom.

12. It is the responsibility of the appointed Raw Space Contractors to lay the carpet within the booth area. Double-sided tape can be used to secure the carpet and cover. If carpet has protuberant part, must have protection establishment and apparent mark. Forbid to use paint or glue on the floor of the exhibition hall. Mustn't damage the exhibition hall floor.

13. The flame retardant performance of the Raw Space Booth building materials and carpets shall not be lower than B1 (flame retardant type). The combustible materials used in small amounts locally shall be fireproof and can only be used if they reach B1 (flame retardant type) standard. Smoking and open fire operations are prohibited on the construction site. Flammable and explosive items must be approved by the Pavilion fire Department before being brought into the construction site.

14. Exhibitors and the Raw Space Contractors are responsible for their exhibits and property, despite the presence of security personnel throughout the exhibition period. Any loss or damage shall be borne by the exhibitor and the contractor.

15. Plans & Design Proposals: Raw space exhibitors must ensure that they and their appointed 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 Organisers and / or the venue at the exhibitor's expense:

16. Raw space drawings review process

Raw space exhibitors are required to upload all declaration information on or before July 25, 2024 to the online system <https://PCIM.milton-exhibits.cn/> of the official contractor, Milton Exhibition, at ,for on-line application and approval. Drawing scale not less than 1:100, with full dimensions and material description. (Pixels should not be less than 1600x1200 and not larger than 10M). All booth designs will not be allowed to be constructed in the exhibition venue without the approval of the official contractor. The Organizer reserves the right to require exhibitors to modify the design of their booths if the construction and/or design of their booths cause obstruction to other exhibitors.

Drawings and information to be submitted:

No.	Drawings and information	Remarks note (need to stamped)
1	Color rendering of the design plan	Requirements: including plane, elevation dimensions and three-dimensional effect drawing of the booth, need to indicate the detailed dimensions and units of the booth, in the effect drawing of the booth structure needs to be labeled on the booth number
2	Design plan construction structural drawings	Requirements: including perspective drawings of steel structure, structural load-bearing connection drawings, need to show the steel structure support of the booth in perspective in the drawings, and provide the parameters of the support columns of the booth (diameter, size of the base plate, etc.), the span size of the support structure, the thickness of the wall and the connection process, etc.
3	Illustration of the use of materials in the design plan	Requirements: Need to indicate on the design drawings that the main material complies with B1 flame retardant standard
4	ELECTRICAL LAYOUT PLAN	Requirements: It is necessary to indicate the location of the main distribution box of the booth, the type, power and installation position and height of the lamps and lanterns.
5	Distribution System Diagram	Requirements: need to specify the total power, the value of the rated current of the total switch, the voltage of the total switch (220V/380V), specify the type and laying method of the wires used and the statistics of the electricity consumption of the booth)
6	Copy of the business license of Contractor	Requirements: to show the contents of the business scope and within the validity period
7	Photocopies or scanned copies of the identity cards of the legal person of the contractor's company and the person in charge of construction on site	Requirements: documents need to be within the validity period, to carefully fill in the cell phone number of the person in charge of the site, in order to deal with various problems in a timely manner
8	Copy of the Electrician certificate	Requirements: pass and do not expire by the due date of review
9	《Form C03 Appointment Form for Raw Space Construction》 《Form C04 SWECC Move-in Construction Commitment》 《Form C05 Event, Activity Fire and Construction Safety Constructor Notification》 《Form C06 Safe Electricity Responsibility Commitment》	Requirements: must be filled out completely, signed and stamped (by both the exhibiting company and the construction company) and then submitted.

10	Copy of Policy	Requirements: All the raw space booth must have construction insurance that meets congress standards.
11	Carpet flame retardant test report and booth structure flame retardant test report	Requirements: The materials used in the booth must meet the B1 flame retardant standard, and please display in the upper left corner: booth number, company name, person in charge, contact information, and stamped with the official seal.

★ Official contractor will approve and reply within 3~7 working days after receiving the submitted drawings. The contractor must construct the building according to the approved design drawings, and no modification is allowed without authorization.

Double-deck drawing submittal:

The erection of a double-deck stand must be reported to the official contractor and the following information must be provided:

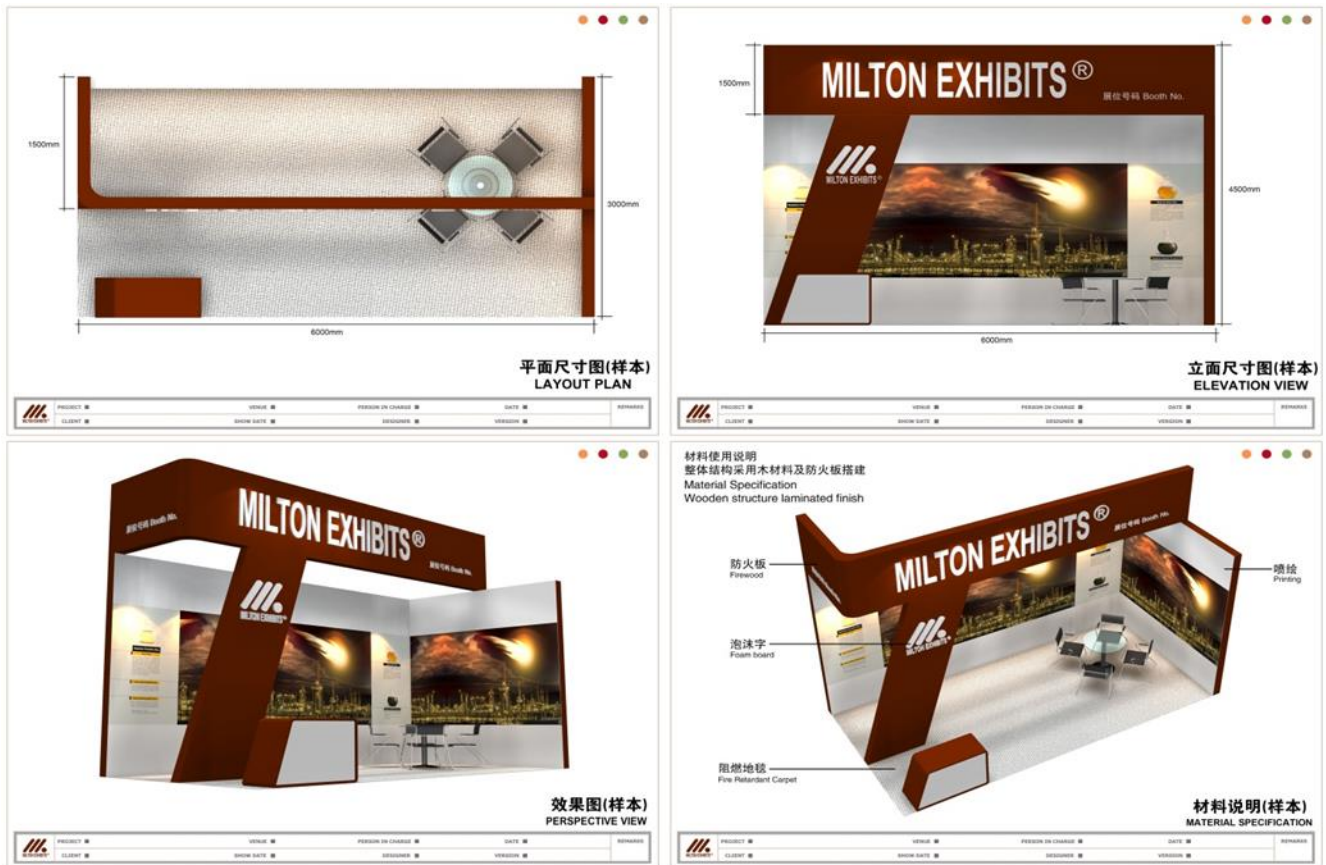
Serial No.	Drawings and information	Remarks note (all the following documents must be stamped)
1	Color rendering of the design plan	Requirements: including the ground floor drawing, the second floor plan dimensions drawing, elevation dimensions drawing and booth three-dimensional rendering drawing, in duplicate.
2	Design plan construction structural drawings	Requirements: Sections or load-bearing structural drawings (steel structure design blueprints) in duplicate.
3	ELECTRICAL LAYOUT PLAN	Requirements: It is necessary to indicate the location of the main distribution box of the booth, the type, power and installation location and height of the lamps and lanterns, and the location of the air compressor (if any), in duplicate.
4	Distribution System Diagram	Requirements: need to specify the total power, the value of the rated current of the total switch, the voltage of the total switch (220V/380V), specify the type and laying method of the wires used and the statistics of the electricity consumption of the booth) , in duplicate.
5	Ceiling drawing (if any)	In duplicate
6	Static load test report or static load calculation book	In duplicate
7	Booth planning instructions and technical data on building materials	In duplicate
8	Copy of grade A registered national structural engineer registration certificate	In duplicate

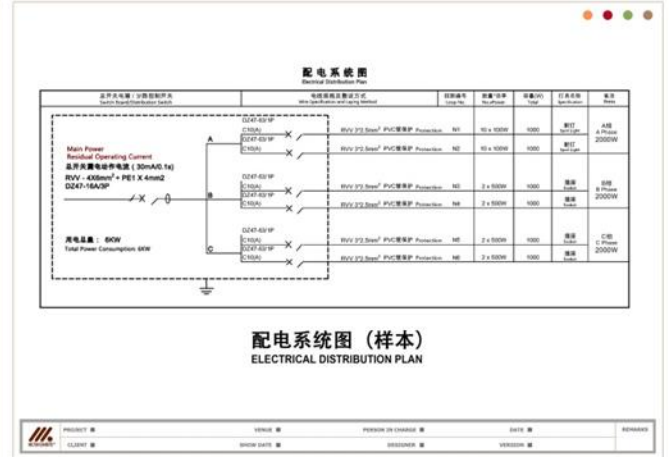
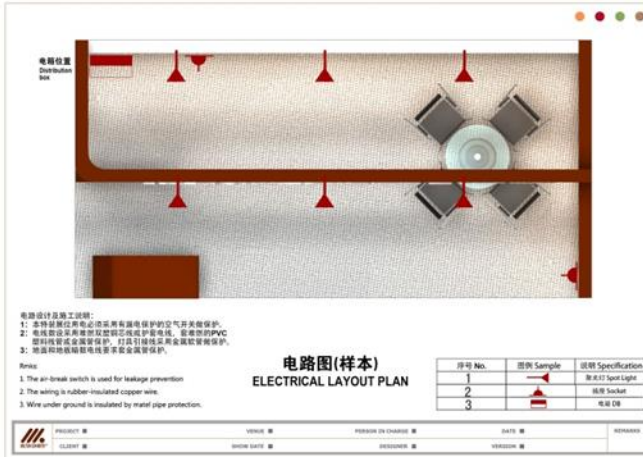
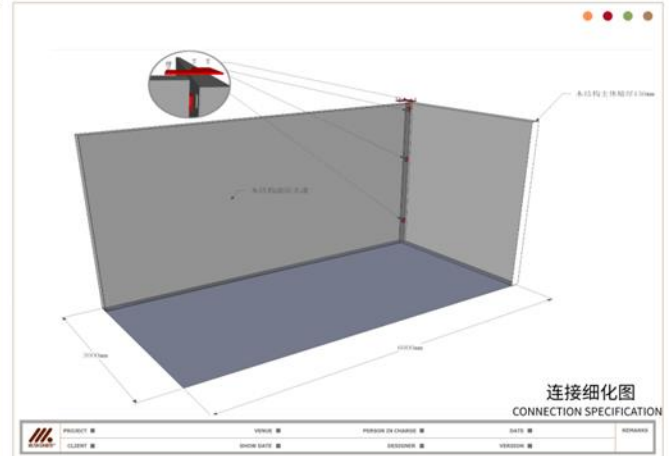
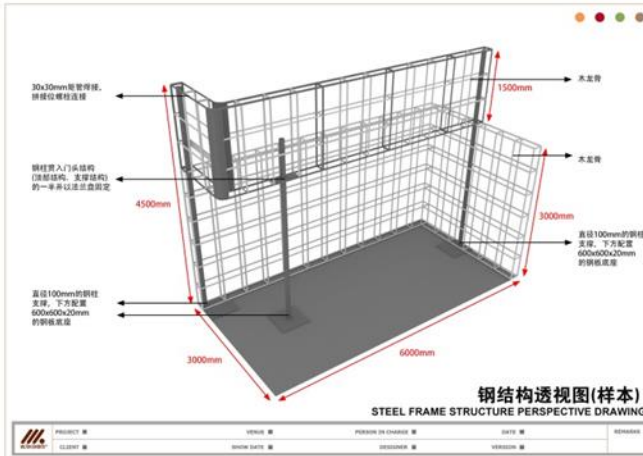
9	Copy of document of grade A national structural engineer	In duplicate
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★All the above information shall be examined and signed by grade A national registered structural engineer and mailed to the official contractor together with a copy of the engineer's qualification.

Address: Room 2403-2405, Central District, Jiangwan Commercial Center 298 Yanjiang Middle Road Yuexiu District, Guangzhou, 510115, P.R. China
Contact: Mr. Zero Huang
Tel.: +86 20 8128 3112
E-mail: zerohuang@milton-gz.com

16.1 Template of Raw space drawing





16.2 General provisions for the structure of exhibition stands

- 1) Height limit for booth construction: 4.5 m for single deck and 6 m for double-deck.
- 2) Exhibitors are not allowed to construct false ceiling and a ceiling structure covering more than 50% of the total booth area. 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. Ceilings of enclosed spaces such as storage rooms are not allowed to be blocked.
- 3) The design of single back wall structures should be avoided as far as possible and if necessary, the width of the overall back wall structure in contact with the ground should not be less than 600mm; and shall be supported by a rectangular frame with a heavy configuration.
- 4) The floor thickness of the main wall of the booth structure must be at least 120mm (except for the single back wall), the floor thickness of the booth with light steel keel must be at least 60mm, the thickness of the wooden wall of the booth without frame structure must not be less than 300mm to ensure the contact area between the wall and the ground, and the wooden wall with height over 3000mm must either be supported by square steel or seamless round tubes. Pure wood structural backwall load-bearing supports are not permitted.
- 5) All timber structures shall not exceed a span of 6m, steel and mixed steel-wood structures shall not exceed a span of 8m and formed steel mesh frames shall not exceed a maximum span of 12m. Walls and steel framed structures exceeding large spans shall be connected by cross beams at the top and shall be supported vertically by metal load bearing columns at the bottom. The gravity of the metal load-bearing columns must be transferred directly to the ground and must not fall on top of wood materials such as flooring.
- 6) For booths constructed with trusses, the trusses must be bolted to each other and bolts must be used for each bolt hole, the use of wire or other materials is strictly prohibited. Truss structures shall not be supported by diagonal bracing as an auxiliary support, but shall be supported by a rectangular frame of at least half a metre with a heavy configuration. All the truss structure and wood structure back wall connection need to be built-in steel structure support column vertical floor support with iron disk base at the bottom.
- 7) For all booths with crossbeam connections at the top, a detailed structural drawing of the connection

of the crossbeam to the main body shall be provided and the structural strength shall meet the strength required for the load. The crossbeams must be of steel construction and securely connected, and column and beam connections must be made with bolts or other secure fixing materials, and not allowed to use lapping, binding and other forms of connection.

- 8) The corners of the floor must be rounded or be guarded; if the height of the floor exceeds 100mm, a slope must be used for the transition to the ground. After the construction of the floor of the booth is completed, obvious safety warning marks must be placed on the edge of the floor.
- 9) If there is a splicing screen or LED screen of ≥ 4 m² installed in the exhibition stands, the bottom load-bearing structure of the screen and the wall structure must be supported by an internal steel frame structure. The storage room and LED screen control room in the booth shall not store flammable or combustible materials such as cardboard boxes and packaging materials, and the LED screen control room shall not be capped, and there shall be a maintenance passage whose length is not less than 0.6 meters.
- 10) The names and booth numbers of the exhibitors must be prominently displayed and faced to the aisle. The Organizers reserve the right to affix them as they see fit and to charge the cost incurred to the exhibitor. Partition wall or structure directly facing adjacent booth(s) cannot contain any company names or company logos. Any construction containing company name or company logo directly facing adjacent booths must have at least 0.5m set back from the adjacent booth(s). All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organizers (inclusive of backside panels / parts of booth adjoining other booths or aisles). The back of the booth must be covered by nice white finishing, either by paint or non-flammable material.
- 11) Exhibitors must construct own back wall(s) to divide their booth from neighbouring booths, and should not share the back wall of neighbouring booths nor put any decorations on it. Where booths are adjacent, exhibitors may not use the reverse of the neighbouring booth's wall.
- 12) The layout of exhibits and the booth design should be planned in consideration of visual effects on neighbouring booth and visitor flow. All booths in the exhibition, irrespective of height, must have at least 75% of any frontage facing an aisle left open and should not be blocked with separated wall structure. 2 evacuation exits in the exhibition area with partitions are enclosed with the distance between the nearest of two adjacent evacuation exits not less than 5m. An evacuation exit can be set when the area of this type of display area is not more than 120sqm. The evacuation exit must be opened and the net width is greater than 5m, and the distance from the farthest point in the area to the evacuation exit does not exceed 15m. The Organisers suggest exhibitors to adopt booth design keeping the frontage(s) facing an aisle open for attracting buyers.
- 13) The glass used for the facade decoration of the booth must be tempered glass, and the tempered certificate must be provided for on-site reference, and the 3C mark of the national standard must be provided; The glass with an area of more than 2 m², thickness shall not be less than 8mm. Large area glass shall be pasted with warning signs; The glass must be made of metal frame or installed with professional hardware. Elastic materials shall be used as cushion between the frame, hardware and glass materials to ensure the safe use of glass; If a glass floor is used, the structural support columns and walls must be fixed under the floor, and the booth structure shall not be erected directly above the smooth glass surface. Each glass installation must be compacted, fixationed, and not used for load-bearing support.
- 14) To avoid copyright infringement, exhibitors must own the copyright of their booth design drawings and build the booth strictly according to the drawings. If there is any copyright disputes which seriously affect the reputation and order of the exhibition, exhibitors should bear the cost and all consequences.
- 15) All special installation drawings will be sent to the exhibition hall and the Municipal Fire Bureau for approval after preliminary examination by the main venue contractor, and construction will only be allowed after approval. Drawings that are not approved must be revised until they are approved. If changes are required, a new proposal must be submitted to the main contractor (exhibition hall and organiser) for approval before the proposal can be implemented. In case of unauthorised changes, the General Assembly reserves the right to refuse entry and impose penalties on those raw spaces whose drawings have not been approved or submitted.

16.3 Double-deck booth construction regulations

- 1) All double-deck booths only for the exhibiting space with 54 sqm or above , 2nd level area can only be used as lounge and /or meeting area
- 2) In addition to submission to the designated stand builder for approval, all double-decker stands must be approved by a national-level registered structural engineer and a Grade A design institute for structural safety and issued with stamped structural safety calculations and blueprints (the originals

of which must be couriered in duplicate to the main venue service provider), which will then be reviewed by the security department of the exhibition halls. Exhibitors are required to choose their own qualified professional organizations to review the drawings at their own expense.

- 3) The minimum height of the safety rail on 2 level and along the stairway is 1.5m. To prevent object (such as drinking glasses) being placed on balustrades to fall off the top of safety rail must be circular or round in shape
- 4) A double-deck booth with 2nd level area more than 120 sqm, at least two stairways are required at opposite ends of the stand.
- 5) The maximum length of any escape route from the 2 level to the aisle is 15m.
- 6) Heating appliances are strictly prohibited in the 2nd level area.
- 7) Any capping of the second floor area is strictly prohibited.
- 8) For double-deck booth construction, exhibitors must installation of hanging 6 kg dry powder fire extinguishers under the 2nd level as required: per each 20 sqm.

16.4 Lifting point structure construction regulations

Application of hanging points must be applied for and approved on or before 25 July 2024. Application will not be accepted after the deadline. No objects can be hung in the exhibition hall without prior approval.

- 1) Total weight of single structure should not exceed 15 tons, and the capacity of each hanging point should not be over 1000 kg. The hoisting structure is limited to 9 meters high and cannot be connected to ground structure.
- 2) The span of 300mm*300mm truss lifting points should be within 4.5m, the span of 400mm*400mm truss lifting points should be within 6m, and the maximum distance between 400mm*600mm and above truss lifting points should not exceed 9m. determined according to the actual hanging scheme.
- 3) The hoisting structure plan shall be submitted to the official contractor for approval (the size, weight, material of the structure of the lifting points and the distribution diagram of the lifting points on the structure, etc.) It can only be implemented after approval.
- 4) The hoisting structure must be made up of stable metal materials. Pure wooden structure is strictly prohibited to be hoisted. Each hanging point must be welded to a metal structure and must be slingshot using wire ropes (no less than 6.2mm in diameter), aircraft belts or hoists. The auxiliary materials used for hanging shall be prepared by themselves.
- 5) The structure must be suspended vertically. Cable-stayed suspension structure is strictly prohibited. One hanging points only uses one chain hoist.
- 6) Hanging point structure shall not be hung over the public area. hanging point shall not be used for lifting and hoisting of equipment, nor shall it be used to hang any moving object.
- 7) Hanging point calculation: the quantity of the hanging point according to the hanging rope line touch the top of venue, not base on the quantity of the chain hoist, all the hanging point quantity will be confirmed by venue staff on site.
- 8) When finish the hanging job, need to sign and confirm with the third part for the actual quantity and quantity of the hanging point (person in charge of the hanging point of shenzhen international venue , the official contractor and person in charge of the booth contractor)
- 9) Inflatable structures such as air molds shall not be suspended from lifting point structures.

17. Construction Requirements and Site Management Regulations

- 1) All construction personnel must wear safety helmets during set-up and take-down, and are strictly prohibited from working under the influence of alcohol.
- 2) Anyone working at height (2 m and above) must Wear safety belts and use safety-compliant climbing equipment. The use of wooden ladders and herringbone ladders above 2 m is prohibited; if scaffolding is to be moved, it must be confirmed that no construction personnel are standing on the scaffolding before it can be moved; the use of herringbone ladders and scaffolding requires a person to hold the ladder to prevent construction personnel from falling.
- 3) All booths must be paved with floor protection (carpet, soft film, PVC, etc. can be used) before admission and the paved area must cover the aisles around the booths
- 4) The use of spark-producing tools such as cutters, chainsaws and welding machines is strictly prohibited in the exhibition halls, otherwise tools will be confiscated and penalties will be imposed.
- 5) Air-polluting processes such as painting, plastering and spraying are strictly forbidden in the exhibition hall. Only small area patching is allowed, and the ground must be well protected during the operation

- 6) Smoking is strictly prohibited throughout the exhibition hall and any offenders will be disqualified from construction.
- 7) All construction garbage generated by the booth during the period of set-up and dismantling should be cleaned up by themselves and transported away from the exhibition hall; if it is placed in a disorderly manner, the General Assembly will deal with it according to garbage, and the responsibility and loss incurred will be the responsibility of the booth itself.
- 8) Waste liquids must be poured into the exhibitor's own closed containers and are not allowed to be poured into the sewers or bathroom sinks of the venue.
- 9) If the Organisers found any defect in the booth during the construction period or the show period, the Organisers has the right to require the exhibitors to fix immediately. If the exhibitors fail to do so, such defects will be remedied by the Official Contractor at the expense of the exhibitors. In addition, if the Organisers consider any booths are in dangerous condition and might cause safety hazard, the Organisers has the right to require exhibitors to stop using the booths immediately.
- 10) If no construction work takes place until 12.00pm on 27 Aug. 2024, a standard booth will be built at the expense of the exhibitors. And booth dismantling will be started after 4.00pm on 30 Aug. 2024.

18. Construction Liabilities

The exhibitors and their appointed contractor shall be fully responsible for construction liabilities ("Construction Liabilities") which including but not be limited to:

- 1) Personal injuries or property damage suffered by the exhibitors or their appointed contractors (including but not limited to their personnel, employees, workers, guests, suppliers) on the construction site;
- 2) Personal injuries or property damage suffered by any third parties caused by or related to the action or inaction of the exhibitors or their appointed contractors or the construction built by the appointed contractors.

The exhibitors agree to fully indemnify and keep fully indemnified the Organisers, the Official Contractor, employee and agent against any and all costs, expenses (including legal costs) and damages arising from any Construction Liabilities set forth above.

19. Insurance

- 1) The Organisers undertake no financial or legal responsibility for any types of risk concerning or affecting the exhibitors / visitors, their personal belongings and exhibits. The exhibitors shall, at their sole cost and expense, purchase and maintain, throughout the term of the Exhibition, public liability insurance against claims of bodily injury or death and property damage occurring resulting from its activities during the exhibition. The exhibitors shall also be responsible for effecting insurance which shall including (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes. The public liability limits under the insurance policy shall be sufficient to cover the exhibitor's risk and recognise the Organisers as an additional insured. The exhibitors shall produce such policy of insurance to the Organisers upon request.
- 2) The exhibitors shall cause their appointed contractor purchase and maintain, throughout the term of construction and the Exhibition, the public liability insurance against claims of bodily injury or death and property damage occurring resulting from the appointed contractors activities during the exhibition. The insurance coverage should be enough to any of the exhibitor's own risk.

3) Liability insurance for exhibition construction

Insurance Liability: During the period of insurance, if the insured or his/her hired personnel, in the course of exhibition work, loading and unloading of exhibits, operation of machinery and other exhibition-related activities at the exhibition venue as stated in the insurance policy, incur the following losses or expenses caused by negligence or fault, and the insurer shall bear the financial liability for such losses or expenses in accordance with the laws of the People's Republic of China (excluding laws of Hong Kong, Macao and Taiwan), the insurer shall be liable to pay compensation in accordance with the present contract of insurance. The insurer shall be liable to pay compensation in accordance with this insurance contract:

The aggregate limit of indemnity for each raw space is RMB 2,000,000, and the contents of the exhibition liability insurance are as follows:

- a) Personnel injury (Worker, Exhibitor, Visitor) with an accidental injury coverage is RMB500,000;
- b) Venue facilities with an accidental injury coverage is RMB 300,000;
- c) Accident compensation limit each time is RMB 500,000;
- d) No compensation for single accident: RMB 500 or 5% of the financial loss per accident, whichever

amount is higher.

The above three items share the same policy limit and there is no sub-cumulative limit.

Remarks: Exhibitors need to submit relevant insurance policies to the official contractor on or before 25 July 2024 for approval before they can go through the relevant formalities smoothly. Insurance company is not specified.

20. Regulations on the Use of Electricity, Water and Self-contained Equipment

- 1) All equipment and materials such as electrical boxes and cables used on site must comply with IEC/EN/GB standards, and gas and water pipes must comply with the GB standard.
- 2) Electricity is not included in raw space package. Raw space exhibitors or appointed contractors **MUST** order the individual power point by submitting Form C02a to the Official Contractor by 25 July 2024, and all exhibitors should ask their appointed contractor to handle the connection between their machine and power point. Any electrical installation works should be carried out by qualified electricians with effective license; any power tools used in the construction must meet safety requirements after safety inspections.
- 3) 24-hour power socket could be arranged only upon exhibitors' request. If 24-hour electricity supply is needed, Raw space exhibitors or appointed contractors can order by submitting Form C02a to the Official Contractor by 25 July 2024 (together with an electricity plan indicating the location of the 24-hour power socket). Please note 24-hour electricity supply for lighting connection is strictly prohibited.
- 4) Individual circuit should be classified for general lighting, mechanical power, frequency-conversion equipment, thyristor control equipment, amplifying equipment and 24-hour electrical equipment. Shared circuit is prohibited.
- 5) Electrical wiring, electrical equipment installers should hold a valid electrician's license, prohibit unlicensed personnel to operate illegally.
- 6) The electrical materials, equipment and facilities must meet the state product quality standards, certification requirements and the fire prevention safety requirements of the Government. The electrical materials must have sufficient safe current carrying capacity, which must be larger than the rated current of the switch inside the power distribution box. For electrical wirings, ZR-BVV (PVC Insulated & Sheathed Flame Retardant electric wire), ZR-RVVB sheath wires or ZR-VV cables (please refer to the 3-core or 5-core cables for the 3-phase 5-wire low voltage distribution system) must be used. Twisted pair wires (flexible wires), 4-core wires (cables) and aluminium-core wires are strictly forbidden. Cable connections must be solid and reliable. Cable docking must use ceramic or plastic fittings with certified insulation protection measures in place.
- 7) Electrical wirings must be fixed and not be laid on the display stand, floor or passageway. Electric circuit that crosses passageways must be protected with a protective ramp. Wires underneath the carpet or installed inside the construction materials cannot have connecting points within the wires and must be protected with conduit (metal conduit or fire-retardant plastic tubes). A plug or a fastening port screw is required for power supply. It is forbidden to plug the power cord directly into the power socket for electricity. All electrical wires (cables) connection must be connected by using terminal blocks or switches, insulating tape for connection purpose is strictly forbidden. All metal structures, metal shells of equipment and facilities, and the main control electric of the booths must be safely grounded. Multi-strand soft core copper wire shall not be less than 4mm².
- 8) Exhibitors/constructors must provide their own secondary switch electrical boxes which must have its own industrial connectors and must not be directly connected to the exhibition hall's electrical boxes. Due to the limitations of the hardware and equipment of the exhibition hall, if the electrical boxes cannot be placed in the designated position, exhibitors/constructors are required to provide their own cables of sufficient length to enable the lower level electrical boxes to be extended to the area of the booth where the electricity is to be used.
- 9) All electrical boxes must be complete electrical boxes and must be installed in flame retardant distribution boxes that meet national standards; the boxes must be covered and fully latched, and no other materials can be used in place of protective covers and switch covers for the boxes.
- 10) A piping system providing water, electricity, gas, fire fighting and communication network connection for the booths is installed in the covered trench on the floor of the exhibition hall. The above facilities are for the use of authorized staff of the Exhibition Hall side only and are prohibited to be opened by other unauthorized persons. Exhibitors and their contractors are not allowed to utilize the floor trench for wiring and piping in their booths.
- 11) Electricity for construction shall not be used for debugging lamps and equipment.
- 12) Water for the exhibition must be declared as a water point, and water taken from the toilet is strictly prohibited.

- 13) It is strictly prohibited to connect water and gas equipment directly to the venue piping, and a valve should be installed at the water or gas inlet.
- 14) For exhibitor who produce wastewater that does not meet the discharge requirements, exhibitor should inform the venue the drainage type and treatment plan, etc. If it needs to be discharged to the drainage system of venue, the wastewater must be treated to meet the national sewage discharge standards (relevant supporting documents are required) before discharge.
- 15) Exhibitors will be responsible for equipment damaging, polluting, accident, violation of laws and regulations caused by improper drainage.
- 16) At the end of each day of the exhibition before the close of the exhibitor halls, the appointed contractors by exhibitors must turn off all power except for those fire safety related connection and must remove all flammable goods before leaving the booth. Mandatory power-off measurement will be taken for those case which is fail to rectification as advised by the Organisers, and any liabilities will be borne by the exhibitors.

21. Fire Regulations

- 1) All exhibition materials and carpets shall be non-combustible or treated to meet the B1 class flame retardant standard. The use of polyurethane foam, KT board, flammable plastic products, ordinary sponges, elastic cloth, yarn products, mesh cloth; flammable materials such as moso bamboo, straw, simulated greenery and other materials strictly prohibited for use in fire fighting are strictly forbidden.
- 2) All fire fighting facilities are strictly prohibited from being blocked, fire escape routes are strictly prohibited from being obstructed, and no items are allowed to be placed within 1.5 meters of fire fighting and venue facilities.
- 3) Smoking is strictly prohibited in the venue; Open fires and open flame work such as welding are strictly prohibited in the venue.
- 4) Each booth must be equipped with more than 5 kg of portable dry powder fire extinguishers (1 for every 20-30 m², and so on) and placed in a conspicuous, open position. If a booth is allowed to be roofed, it must be equipped with a 6 kg suspended dry powder fire extinguisher (1 per 20 m², and so on); if there is an enclosed negotiation room in the booth, it must be equipped with a 6 kg suspended dry powder fire extinguisher (1 per 15 m², and so on). Storage rooms must not be stacked with any flammable items. Confined spaces must be hired to install the smoke/sprinkler system provided by the exhibition hall.
- 5) Fire safety equipment, electricity facilities, emergency exits and main gangways of exhibition halls should not be blocked by any objects during construction / dismantling period.
- 6) Exhibits, promotional materials and logos cannot be hung on the passageway, stair corner, elevator door, fire control facilities nor air conditioner inlet, etc. Besides, adhesive medium cannot be used on the pillars in the exhibition halls.
- 7) The use of small sun lamps, tungsten iodide lamps, neon lights, electric heating appliances (electric stoves, electric rice cookers, electric irons, etc.) and high-powered lamps is strictly prohibited in the exhibition halls.
- 8) Spotlights and other heat-generating devices shall not be directed at or near fire sprinklers; and no objects shall be attached to or hung from fire sprinklers or lighting fixtures.
- 9) It is strictly forbidden to install electrical equipment such as lamps and lanterns on flammable objects that are not treated for fire protection or not protected by isolation. The distance between the lamp head and the decorations of spotlights installed in the booth shall not be less than 0.3 m and safe and reliable protection measures shall be adopted. The distance between heat generating lamps such as metal halide lamps and flammable objects shall not be less than 0.5 m and safe and reliable protection measures shall be adopted.
- 10) Electrical wiring laid in the concealed field should be protected by wearing metal pipes or flame-retardant PVC pipes, the use of flower wires is strictly prohibited and bare wires must be cased. Enclosed light boxes must be increased enough to dissipate heat vents, cooling holes, such as lamps must use T5 lamps or smaller models.
- 11) The evacuation exits of display areas with partitions of greater than 75% enclosure on all sides of the exhibition hall shall not be less than 2, and the horizontal distance between the nearest edges of 2 adjacent evacuation exits shall not be less than 5 m. When the area of this type of display area is not greater than 120 square meters, the evacuation exit is open, the net width is greater than 5 m, and the straight line distance from the farthest point of the area to the evacuation exit does not exceed 15 m, an evacuation exit may be set up.
- 12) The construction party shall conscientiously implement the guidelines and policies issued by the

state, and higher labour protection and production safety authorities regarding production safety and fire fighting, and strictly implement the relevant labour protection regulations, ordinances and provisions.

22. Dangerous Goods Management

- 1) The fuel in the fuel tank of the machinery should not exceed the amount used when the exhibition is started for one day, if the exhibition is indoors, it should not be operated or maintained, the fuel tank should be controlled below the red line and the battery should be removed.
- 2) The use of open fires and flammable gases is not permitted at the venue without the written permission of the venue and the appropriate governmental authority.
- 3) No more than one day's use of solid or liquid hazardous materials shall be kept in stock in the hired area or stalls at any one time. Surplus should be kept in special containers and sealed in a location agreed by the authorities, the venue and the organisers.
- 4) Toxic waste must be sealed in appropriate containers, marked accordingly and managed in accordance with the relevant government waste disposal methods.
- 5) Without the written approval of the venue, the following items are prohibited from being displayed or entering the venue: weapons, firearms, swords, ammunition, explosives, inflammable materials, radioactive substances and other dangerous items, as well as items prohibited from being imported, items infringing on patent rights, items that may hinder the smooth operation of the venue and any items prohibited by the relevant government departments.

23. Audio-visual playback and volume control during live demonstrations and performances

- 1) If the site involves dynamic machinery and equipment demonstration, fences and warning reminders must be set up around the machinery and equipment to avoid accidents caused by audience pedestrians touching them.
- 2) Exhibitors are required to control the volume of their audio-visual playback. The basic standard is that the volume recorded in the pedestrian aisle adjacent to their booth or in the next booth should not exceed 65 dB and should not cause nuisance to other exhibitors or visitors. Exhibitors' AV systems/speakers should be directed towards the interior of the booth and not towards the aisles or adjacent booths.
- 3) Volume control is at the sole discretion of the General Assembly. If an exhibitor is found to be in breach of volume control and/or does not reduce the volume after receiving a verbal warning from the General Assembly, a deposit will be deducted.
- 4) In accordance with the relevant national regulations, all performances must be requested in writing. Performances or scenes with any sexual content in public places are prohibited, and full nudity, pole dancing and body painting are strictly prohibited.
- 5) Exhibitors intending to stage live performances during the event must leave sufficient space in their booths to accommodate the performance and the audience watching the performance.
- 6) The stage for live performances must be set up inside the booth and facing the audience inside the booth, and must not cause the audience to gather in the aisles or in the next booth, thus affecting the flow of visitors.
- 7) If the live performance is disruptive to the exhibitor/spectator or the volume is out of specification and a complaint is received by the General Assembly, the exhibitor will receive a warning from the General Assembly and will be required to rectify the situation immediately. If further complaints are received, written notice will be given and penalties will be applied. The General Assembly reserves the right to terminate the electricity supply to the booth of any exhibitor who fails to rectify the situation in a timely manner. In the event of any dispute, the decision of the General Assembly shall be final.

24. Relevant Fee for Raw Space Exhibitors

1) Relevant fee

- a) Raw space exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit by 25 July 2024. Any delay or additional charges caused by overdue payment will be borne by the exhibitors.
- b) The deposit will be refunded to the original account within 30 work-days after the exhibition. At the end of the move-out period, the deposit shall be refunded if all materials of the special designed booths of the raw space exhibitors are removed from the venue, confirmed not damaging any hall facilities and not violating any rules and regulations stated in this exhibitor manual. Otherwise, the refuse deposit shall be forfeited for settling the corresponding lost and damages.

- c) Each construction card can only be used by the construction personnel himself. The contractor must wear this card when entering the exhibition hall and during the construction process. The construction personnel shall not enter the hall nor carry out any construction work without the construction card.
- d) Each person working permit is only for one person. Contractors without this working permit will not be allowed to enter the hall nor carry out any construction work.
- e) Raw space exhibitors or their appointed contractors are liable to pay and refuse deposit (refundable) when collecting badges during move-in period at the onsite service counter of the Official Contractor.

The management fee and construction deposit (which will be refunded) are as follows:

Hall management fee RMB 30 / sqm

Refuse Deposit:

- 100 sqm or below RMB 15,000
- 100 – 300 sqm RMB 20,000
- Contractor Badge :RMB 20/pass (In Certification Center of South Lobby)
- Vehicle Pass: Please print out the vehicle pass. First hour is RMB 15, RMB 3 per hour thereafter, the parking fee is RMB 84 caps for one day.

2) Refuse Deposit Refund

Please ensure that appointed contractors comply with the conditions herein. Without prejudice to the Organisers' rights to indemnification and / or reimbursement specified herein and in the rules and regulations, the Organisers may deduct the specified amount / percentage of the refuse deposit upon failure to comply with a condition as specified below without prior notice.

a) **100% deposit deduction**

- i. The design, structure or materials for booth construction is not in accord with the blueprints / drawings approved by the Official Contractor.
- ii. Booth structural / safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not off-set the compensation, the venue and the Organisers have the right to claim for further compensation.
- iii. Privately connect electrical power supply, water supply or compressed air without the written authorisation of the Official Contractor.
- iv. In terms of brutal construction, illegal construction and demolition of stands (push and pull, etc.) without setting the security warning zones.
- v. Early move-out and dismantling the booth in advance against the show schedule.

b) **50% deposit deduction**

- i. In aerial work without qualified and safe lifting tools or platforms and specialised personnel to command, care and set up security zones.
- ii. Using the structure of the exhibition hall or neighbouring stands to stabilise or to decorate the exhibitors' own booth.
- iii. For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, firefighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.
- iv. For the use of flammable, explosive and other forbidden objects against the fire safety requirements of the exhibition hall; or without flame-retardant treatment on materials.
- v. Not set up enough fire extinguishers, sprinkler system and automatic alarm as regulated. One extinguisher should be prepared for per 20 sqm.
- vi. For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures.
- vii. In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions.
- viii. Exhibitors / appointed contractors of raw space booths did not cut off the electrical power supply before leaving the booth during move-in / show / move-out period.
- ix. For fights and activities that disturb public order within the exhibition hall.

c) 30% deposit deduction

- i. Working overtime secretly or delaying work against the regulations without applying for overtime work.
- ii. The structure, decoration, light fittings, exhibits, projection, etc. exceeds the booth area.
- iii. The booth frontage at height 2.5m and below is less than half open or is closed not according to the show requirement.
- iv. The sound level of the booth is above 65dB (with reference to the complaints and the sound level test result on-site).

d) Deposit deducting according to actual charges

- i. For not wearing a valid document issued by the Organisers on the construction site; or on-site construction workers not properly wearing qualified helmets at RMB 200 per case.
- ii. For not using qualified safety tools such as safety belts, scaffolding and genie lift who work at high levels at RMB 200 penalty per case.
- iii. Smoking at the construction site at RMB 500 penalty per case.
- iv. Before 17:00, 27 August, the booth electrician still not check in at the official contractor counter, and accept safety education at RMB 1000 per case.
- v. Failing to turn off all power switches before leaving the booth every day is subject to a penalty of RMB 350 per case.
- vi. Operate / move the venue fixed facilities of electrical, compressed air or water (including the trench cover) without approval or authorisation from the venue at actual cost.
- vii. Fail to clear up the construction materials, garbage and packing stuff (such as building materials, scraps, empty cases, wooden structures, display boards or tools) within preset time in the move-in / move-out period at RMB 2500 per case..Any uncovered structure surface facing the neighbouring booth, or the covering substance are not pure white, smooth or consistent with the building materials at actual cost.
- viii. Damage made to the hall facilities (walls, gates, floor, pillars, etc.) at actual cost.
- ix. Other violation according to actual situation at actual cost.
- x. Exhibitors and their appointed contractors have to cooperate with all the rectification necessary, otherwise the power supply will be fully cut until the rectification is made.
- xi. The refuse deposit will be returned by bank transfer. Exhibitors / appointed contractors are required to provide the relative information concerning company name, name of bank, bank account no. (In accordance with the account info when transferring), remittee's name and contact details when he applies for the refund of deposit at the onsite service counter of the Official Contractor. If the exhibitors / appointed contractors could not return the original receipt of deposit or written receipt documents, the Official Contractor has the right to refuse refunding the deposit.

e) Points Deduction Management System for Raw Space Contractors

In order to better protect the exhibition site construction safety, comprehensively improve the comprehensive ability of the construction unit site safety construction. It fundamentally improves the safety factor and reduces the safety risk of exhibition construction. The main site management formulates a comprehensive scoring management system for the construction company, whereby the main site contractor scores the construction company according to the situation at the construction site, and decides on the admission and charging standard for the construction company's re-participation based on the scores. See the table below for details:

Type	No.	Content of the violation	First	Second	Third
Construction Safety Management Regulations	1	Construction workers wearing slippers or working with bare backs	Deduction of 1 point	Deduction of 2 points	Deduction of 15 points
	2	Construction workers working under the influence of alcohol	Deduction of 2 points	Deduction of 4 points	Stop work for rectification
	3	Use of wooden ladders or man-ladders of more than 2 meters for construction work			Signing of guarantee

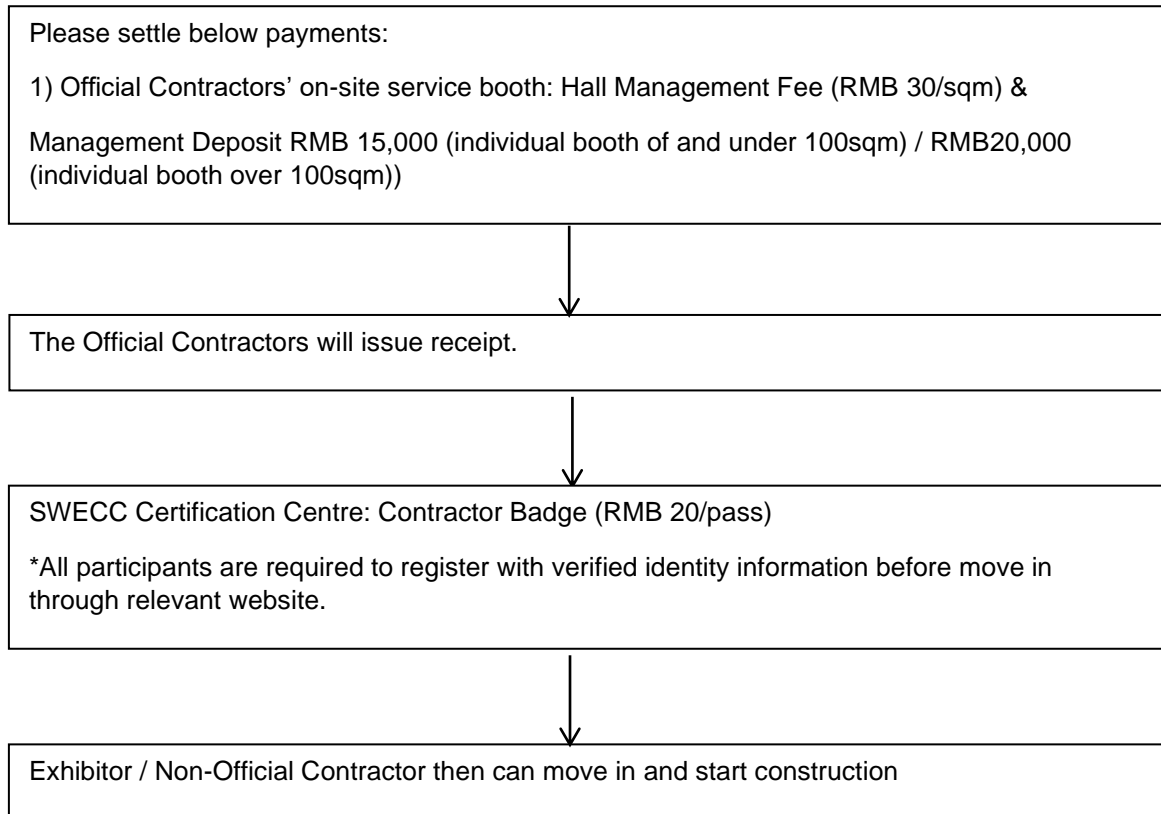
	4	Construction workers illegally bring cutters and welders into the venue to work			
	5	Special construction workers not licensed to work			
	6	Failure of construction workers to wear helmets properly as required			
	7	Construction workers working at heights in violation of the law			
	8	Main structure splicing without proper use of lifting tools (hand lifts)			
	9	Barbaric construction work during the withdrawal of the exhibition	Deduction of 10-15 points Depends on site violations		
Fire Management Regulations	10	Failure to have fire extinguishers as required	Deduction of 2 points		Deduction of 15 points Stop work for rectification
	11	Stacking of combustible materials in the booth (packing boxes, sheet materials, etc.)	Deduction of 2 points	Deduction of 4 points	
	12	Obstruction of fire protection facilities (hydrants, fire ground wells, etc.)	Deduction of 5 points	Deduction of 10 points	
	13	Use of building materials that do not meet fire safety requirements			
	14	Booth capped area exceeds the size specified by the conference			
	15	Smoking in non-smoking areas			
	16	Illegal on-site flaming operations (gas welding, cutting, etc.), use of flammable and explosive substances (kerosene, gasoline, etc.)	Deduction of 15 points Stop work for rectification		
	17	Fire alarms and fires caused by violation of fire safety requirements	Deduction of 100 points Blacklisting		
Electricity Violations	18	Booth electricity wires, equipment and other materials do not meet the requirements of the illegal use of electricity	Deduction of 2 points	Deduction of 4 points	Deduction of 8 points
	19	Booth electrical equipment connection process does not comply with requirements			Power outage
	20	Electrical boxes are placed in enclosed spaces			Special rectification
	21	Electrical boxes placed on the access road, not insulated for hanging and hoisting			
	22	The electrical box is not equipped with a protective cover, has incomplete latches or uses any other material in its place	Deduction of 3 points	Deduction of 6 points	Deduction of 12 points
	23	Wire routing on combustible and flammable materials			Power outage Special rectification
	24	Booth overloaded with electricity or shunted off-phase	Deduction of 4 points	Deduction of 8 points	Deduction of 16 points
	25	Serious quality problems with booth substage electrical boxes			

					Power outage Special rectification
	26	Private connection and use of electricity without the consent of the pavilion	Deduction of 20 points Suspend work for rectification, sign a bond and pay the violation bond		
Structural Safety Hazard	27	Booth structure with sagging, tilting, deformation, etc.	Deduction of 2 points Special rectification	Deduction of 4 points Stop work for rectification	
	28	Failure to provide safety measures such as temporary bracing for temporary structures			
	29	Booth metal support columns are not equipped with iron plate bases, and the support columns are not vertically supported to the ground.			
	30	Non-compliance of booth structural connection processes (broken beams, wire connections, etc.)			
	31	Booth floor corners are not rounded or guarded at sharp corners.			
	32	The overall structure of the booth is unstable and wobbly	Deduction of 3 points Special rectification	Deduction of 6 points Stop work for rectification	
	33	Booth glass is not securely installed or tempered glass is not used in the booth.			
	34	Splice Screen of more than 4 square meters in the booth that are not supported by a steel frame structure at the bottom.			
	35	The truss structure is connected to the back wall of the wood structure without built-in steel support columns for vertical floor support.	Deduction of 4 points Special rectification	Deduction of 8 points Stop work for rectification	
	36	Wooden structures with large spans without built-in steel frame structures or without additional metal support columns underneath for floor support.			
	37	The safety fence of the second floor booth was lower than 1.5 meters and no skirting was provided	Deduction of 5 points Special rectification	Deduction of 10 points Stop work for rectification	
	38	Steel stairs not utilized for double floor booths			
	39	The structure of the booth hanging/suspension is purely wooden. Suspended items (chandeliers, light boxes, etc.) are not securely attached (wire connections, etc.).			
	40	The vertical projection of the booth structure exceeds the rental area of the booth	Deduction of 15 points Stop work for rectification		
41	The height of the booth structure exceeds the congress regulations				
42	Booth collapse	Deduction of 100 points			
Official Contractor	43	Violation of the General Assembly's on-site volume management	Deduction of 3 points	Deduction of 6 points	Deduction of 15 points
	44	Booth duty electrician not in position to perform duties as required			

Management Requirement	45	The person in charge of the site is not at his/her post during set-up and take-down.			
	46	Single-deck drawings submitted for review more than 3 times failed to pass the audit Double-deck drawings submitted for review more than 4 times without passing the audit	Deduction of 1 point Increase 1 point for each additional cumulative demerit point		
	47	Late submissions, on-site replacement drawings, on-site initial design submissions	Deduction of 5-8 points Depends on the actual exhibitors to determine the time of the booth		
	48	Inconsistency between the site erection program and the submitted and approved drawing program	Deduction of 8-15 points Depends on the difference between the site structure and the original plan submission program		
	49	Booths do not handle the entry procedures, violation of early entry	Deduction of 10 points		
	50	Waste structures or garbage left in the booth during set-up and take-down, etc.	Deduction of 10-50 points Depends on the actual situation on site		
	51	Failure to implement the removal of booths as requested by the General Assembly (early entry of construction units for removal of booths , et)	Deduction of 10-100 points Depends on the degree of impact on site		
	52	Builders disobeyed the official contractors management requirements			
	53	Any disputes between builders and exhibitors within the exhibition halls resulting in adverse effects.			
	54	Booth security incidents occurring at any time within the venue			
	55	Violation of other regulatory provisions	Deduction of 1-100 points		
Marking Scheme	<p>The scoring system is based on a 100-point scale.</p> <p>Builders scoring less than 85 points are required to pay double booth deposit for participation in the main show at Milton Exhibits;</p> <p>Builders scoring less than 80 points are required to pay double booth deposit and double management fee to participate in the exhibition at the main site of Milton Exhibits;</p> <p>Builders scoring less than 65 points will be blacklisted in the safety management system of the Milton Exhibits Main Site and will be prohibited from participating in any subsequent shows at the Milton Exhibits Main Site;</p> <p>The demerit points of each builder will be recorded in the Milton Exhibits Safety Management Comprehensive Scoring System.</p> <p>Milton Exhibits reserves the right of final interpretation of the demerit points system.</p>				

Construction/transportation personnel certificate processing process

All construction units MUST go to the certification Center at the SWECC for real-name authentication, at least 15 work-days before the move-in period. The required certification process and materials are as follows:



SWECC Certification Centre Website: <http://ep.shenzhen-world.com>

Contact NO.: (86) 755 8590 3120 (South Lobby)

5. Forwarding Service

5.1. Official Forwarder Information

The Organisers have appointed below forwarder as the Official Forwarder for transportation services of exhibits and other exhibition related materials.

Official Forwarder **DSV Logistics Co., Ltd.**
China (Shanghai) Pilot Free Trade Zone, Room 201 & 202,
No.2 Building, No.38 Debao Road, Shanghai, 200131 P.R. China

Delivery of Exhibits (Overseas)

Contact: James Liu
Tel: + 86 21 5046 1617 * 299
Email: james.liu1@dsv.com

Exhibitors may appoint the Official Forwarder or other forwarders for forwarding issues and customs clearance, please submit appointed forwarder information to Official Forwarder by completing Form D01.

Official Forwarder's agents / representative offices:

Germany	Japan
DSV Solutions Co.,Ltd. Contact: Maximilian Trimborn Tel: +49 2151 737 1488 Email: maximilian.trimborn@dsv.com	DSV Solution Co.,Ltd. Contact: Tokiko Inaba Tel: +81 70 1599 8869 Email: tokiko.inaba@dsv.com
Korea	Malaysia
DSV Solutions Ltd. Contact: Daniel Kim Tel: +82 10 4818 8384 Email: daniel.kim@dsv.com	DSV Solutions (DC) Sdn Bhd. Contact: Suhaiza Zainor Tel: +603 7841 8861 Email: suhaiza.zainor@dsv.com
Singapore	Taiwan
DSV Solutions Pte. Ltd. Contact: Robin Lim Tel: +65 6571 5610 Email: chern.lon.robin.lim@dsv.com	DSV Solutions Contact: David Tseng Tel: +886 2 8178 7189 Email: david.tseng@dsv.com
USA	
DSV Solutions Contact: Rob Henry Tel: +1 941 861 8930 Email: rob.henry@dsv.com	

Please contract Official Forwarder - **DSV Logistics Co., Ltd. directly if you have enquiry on forwarding services for countries have not listed above.

5.2 Forwarding Schedule

1. Sea freight (All exhibition goods must be sent to Zhuhai port)

Sea Freight Timeline	Details
23 July 2024	Submit Form D01 - Appointment of Forwarder & Transport Order Copies of relevant documents must sent to Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any))
6 August 2024	Arrival of sea freight consignments (FCL) to Zhuhai for consolidation.
6 August 2024	Arrival of sea freight consignments (LCL) to Zhuhai for full container.

2. Air freight (All exhibition goods must be sent to HKG)

Air Freight Timeline	Details
23 July 2024	Submit Form D01 - Appointment of Forwarder & Transport Order Copies of relevant documents must sent to Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any))
6 August 2024	Arrival of air freight consignments to HKG terminal.

5.3 Important points

1. General

- a) All shipping instructions are subject to the Official Forwarder General Trading Terms and Conditions, which will be available on request.
- b) All orders of the services automatically imply acknowledgement and acceptance of the Official Forwarder General Trading Terms and Conditions.
- c) 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 halls.
- d) No 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 halls.
- e) 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.
- f) Prior arrangements must be made with the Official Forwarder for on-site storage of exhibitors' properties, packing cases and surplus material.
- g) Holiday adjustments during Labour Day, National Day, and Dragon Boat Festival definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to documents and cargoes receiving period is IMPORTANT to avoid any delays.

2. Customs Clearance

- a) Exhibits Selling
Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.
- b) Promotional Materials
If an exhibitor has an intent of using visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids – CD, VCD, DVD, film, photograph, map, etc. – and two samples of publicities – catalogue, leaflet, etc. – and souvenirs, etc. to the Official Forwarder with requested schedule. The Official Forwarder will on forward them to the related authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies.
- c) Give-away to China company
Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in P.R. China with its exhibits free for the purpose of business development. The clearance procedures are same as exhibits selling. Exhibits need to be properly packaged and transported back to the bonded warehouse by the Official Forwarder. The goods can only be picked up after the permanent import declaration procedures for general goods and tax payment are completed. The relevant taxes, transportation fees and warehouse fees are all paid by the exhibitor or receiver.
- d) Abandoned Exhibits
Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via the Official Forwarder. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. After the submission of declaration, no change is accepted by the Authorities.

3. Insurance & Liability

- a) The Official Forwarder will not be responsible for any damage of uncrated, unpacked or not properly packed materials, or concealed damage and loss or theft of exhibits after they have been delivered to the booth, nor before they are being picked up again for return at the close of the exhibition.
- b) It is the responsibility of exhibitors to arrange a full transit Insurance Policy covering the entire journey (including the exhibition period). The insurance coverage shall include the insurance of the liability accident of the carrier. Exhibitors are requested to prepare the insurance document or a copy for inspection, in case of any defects or damages that may be found onsite for inspection. Insurance should include the waiver of subrogation of official freight forwarders and their agents and / or subcontractors.
- c) Exhibitors can choose to take out insurance on their own, or alternatively ask the Official Forwarder do so on their behalf. Exhibitors who arrange their own insurance are reminded to ask their insurance company for the name and contact information of the local office or representative.

6. Travel Service

6.1 Official Travel Agent Information

The Organisers have appointed below travel agent as the Official Travel Agent for hotel booking

Official Travel Agent **Shenzhen JL International Conference And Exhibition Co., Ltd.**
213,Service area,2th Floor,SZCEC,FuHua 3 Road,Fu Tian,Shenzhen China
Contact: Ms. Hu / Ms Qiao
Tel: +86 755 8288 0055 / 86 755 8288 0090
Mobile phone: +86 181 2646 4213 / +86 177 2257 0869
Website:<http://jl.miceclouds.com/en/bookingquery.htm?id=1978>
Email: service@bestmeeting.net.cn

6.2 Visa Invitation and Application

1. All foreign visitors to P.R.China MUST apply for a visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have obtained the relevant visa document prior to departure to China.
2. Please apply the visa invitation letter by submitting Form E01 to Organiser by 25 July. 2024.

6.3 Hotel Recommendation



InterContinental Shenzhen WECC ★★★★★

Address: 1101 Block 7 Phase 2, East City Plaza, Expo Bay, No. 93 Fuyuan 2nd Road, Bao'an District, Shenzhen

The InterContinental Shenzhen WECC was recently opened in 2023, making it a fantastic choice for those staying in Shenzhen. Traveling to the hotel is easy with 福海西站 located approximately 2km away and Shenzhen Bao'an International Airport roughly 17km away. In addition, Shenzhen World North Metro Station is just a short walk away. The nearby area boasts an abundance of attractions including Shenzhen Guoji Huizhan Center, Waterland Resort and Lixin Reservoir. This hotel makes a great place to kick back and relax after a long day of sightseeing. This Shenzhen hotel provides parking on site. There's never a dull moment at this hotel, our guests indicate that the facilities are excellent. This hotel is a popular accommodation for guests traveling with families.

It takes 10 minutes to the exhibition venue by walking.

40 minutes from Shenzhen Bao'an International Airport by car.



Hilton Shenzhen International Convention and Exhibition Center ★★★★★

Address: No. 80, Zhanfeng Road, Bao 'an District, Shenzhen

Located in the exhibition new city area of Bao'an district, close to Shenzhen World Exhibition & Convention Center, the largest comprehensive convention and exhibition center in the Asia Pacific, within walking distance through the air corridor. The hotel offers 325 deluxe and comfortable guestrooms and suites, with spectacular harbor views or stunning city views. The hotel features 2,900sq.m of versatile meeting and banquet facilities, including a 1,350sq.m pillar-free grand ballroom with 9m ceiling height, natural daylight, 4D holographic projection, High-definition LED & vehicle lift. 4 distinct outlets ensure you a pleasant dining experience. The hotel has various recreational facilities inclusive of 24-hour fitness center, indoor & outdoor swimming pool, and executive lounge.

It takes 10 minutes walk away from the exhibition venue.

40 minutes from Shenzhen Bao'an International Airport by car.



Crowne Plaza Shenzhen World Exhibition and Convention Center ★★★★★

Address: No. 6, Zhanyun Road, Bao'an District, Shenzhen
Ideally located at Zhanyun Road, Bao'an District, 530 meters as the crow flies from Shenzhen World Exhibition and Convention Center, 2.2 kilometers as the crow flies from "Fuhai West Station", Guangzhou-Shenzhen Intercity Railway, 16 kilometers as the crow flies from Shenzhen Bao'an International Airport and 15 kilometers as the crow flies from Fuyong Port, which provides convenient access by ferry to neighboring Hong Kong and Macau. The hotel has 298 rooms and suites, among which, the Crowne Plaza 'WorkLife' room including its premium twin version boasts a new modern design style. Furthermore, it offers more than 1,600 square meters of event space across 5 meeting rooms as well as a central coffee break meeting point. You also can taste a wide selection of delicious global cuisines and local specialties at restaurants; Furthermore, "Plaza Workspace" at Lobby Lounge enable guests to switch among work, meeting and leisure

It takes 10 minutes walk away from the exhibition venue.

40 minutes from Shenzhen Bao'an International Airport by car.



Courtyard Inn Shenzhen Tongtai ★★★★★

Address: No.6259 Bao'an Dadao, Fuhai Street, Shenzhen
The Courtyard by Marriott Shenzhen Northwest is one of the newest hotels in Shenzhen, having opened in 2018. The hotel is only 12km from Bao'an International Airport and 22km from Guangmingcheng Railway Station, giving guests a number of convenient transportation options. The closest major public transportation, Fuyong Metro Station, is only 700m away. There is no shortage of things to see in the area, with the Yitianjiari Square, Jidu Jiaofuyong Church and Lixin Reservoir all nearby. This hotel makes a great place to kick back and relax after a long day of sightseeing. Guests of this Shenzhen hotel can make use of the parking facilities.

It takes 16 minutes to the exhibition venue by taxi. Taxi fare is around RMB 18.

32 minutes from Shenzhen Bao'an International Airport by car.



Grand Skyline International Hotel Haoyue ★★★★★

Address: Intersection of Minzhu Avenue and Jincheng Middle Road West, Shajing street, Shenzhen
The Hotel was recently opened in 2019, making it a fantastic choice for those staying in Shenzhen Bao'an International Airport is located approximately 22km away and Guangmingcheng Railway Station around 24km away. The nearby area boasts an abundance of attractions including Waterland Resort, Interest Botanical Garden and Fengtiangu Commercial Street. At the end of a busy day, travelers can unwind and relax in the hotel or go out and enjoy the city. Guests of this Shenzhen hotel can make use of the parking facilities. Germaphobes can rest easy - the level of cleanliness is highly rated at this hotel. Perfect for those working on the move, this hotel caters to a large number of business guests.

It takes 20 minutes to the exhibition venue by taxi. Taxi fare is around RMB 18.

52 minutes from Shenzhen Bao'an International Airport by car.



DeRUCCI Hotel(Shenzhen International Convention and Exhibition Center) ★★★★★

Address: Building B3, B4, B5, Lianhe Industrial Park, Second Fuyuan Road, Zhancheng Community, Fuhai Street, Shenzhen DeRUCCI Hotel (Shenzhen International Convention and Exhibition Center Subway Station) is located in Building B4, Building B3, United Industrial Park, Fuyuan Second Road, Zhancheng Community, Fuhai Street, Bao'an District. The hotel is close to Shenzhen Bao'an International Convention and Exhibition Center, which can be reached within 15 minutes' walk. Guangzhou-Shenzhen Yanjiang Expressway and Beijing-Hong Kong-Macao Expressway shuttle both sides, with convenient transportation. Guangzhou-Shenzhen Yanjiang Expressway /S 3 exit, the hotel can be reached by car in 9 minutes; Bao'an International Airport can be reached by car about 30 minutes; the leisure place around the hotel is 4.8 kilometers away from the pastoral scenic spot on the sea, which can be reached by car in 13 minutes. The hotel provides high service and high quality check-in experience for business travelers. "Sleep better tonight" is the attitude of DeRUCCI Hotel brand. The hotel has free parking lot, 120 rooms, restaurant, Chinese and Western buffet breakfast, multifunctional meeting room, self-service free laundry room and dryer. With gym. The hotel has complete supporting facilities and thoughtful service, and provides daily necessities free of charge, which brings you the most convenient and caring service for your trip.

It takes 15 minutes to the exhibition venue by walking.

40 minutes from Shenzhen Bao'an International Airport by car.



Hilton Garden Inn Shenzhen World Exhibition & Convention Center ★★★★★

Address: No. 85 Zhanjing Road, Bao 'an District, Shenzhen Hilton Garden Inn Shenzhen World Exhibition & Convention Center located in the exhibition new city area of Bao' an district, Shenzhen, close to Shenzhen World Exhibition & Convention Center, the largest comprehensive convention and exhibition center in the Asia Pacific, within walking distance. Hotel has 407 modern and comfortable guestrooms and suites, 5 dynamic function rooms provide optimum flexibility for various of medium or small scaled events. The all-day-dining restaurant and lobby lounge provides delicious and value priced food & beverages. The hotel is well equipped with facilities and amenities including fitness center, 24-hour self-service laundry service and the shop.

It takes 10 minutes to the exhibition venue by walking.

40 minutes from Shenzhen Bao'an International Airport by car.



Shenzhen Deking Convention & Exhibition International Hotel ★★★★★

Address: No.38, Fuyuan 1st Road, Fuhai Street, Shenzhen The hotel was opened in 2020, which has nearly 200 luxury rooms with an area of 42-130 square meters. The rooms are equipped with American "KINGKOIL" brand mattresses, safety butler "ADEL" high-end door locks, smart "Zuobao" customer control system, and intelligent and comfortable brand central air conditioning system. Hotel is approximately 950 meters away from the Shenzhen International Convention and Exhibition Center, and is about 200 meters away from the Fuhai West subway Station. It also has a full day restaurant, fitness center, lobby bar, and park catering, shopping,

entertainment, finance and other service facilities to create a perfect and comfortable "home".

It takes 8 minutes to the exhibition venue by taxi. Taxi fare is around RMB 12.

35 minutes from Shenzhen Bao'an International Airport by car.



Shenzhen Deking Garden Hotel★★★

Address: No.315-5 Qiao He Road, Bao 'an District, Shenzhen City
The hotel was opened in 2023, is located in the core business district of the Shenzhen International Convention and Exhibition Center and the Bao'an International Airport business district, with superior geographical location, mature commercial food streets and convenient transportation facilities. You can go 20 meters downstairs to the Fuhai West Exit of Metro Line 12, one station directly to the Shenzhen International Convention and Exhibition Center, and walk to the platform of the Suiguan Shenzhen Intercity Fuhai West Station. One station directly to Shenzhen Bao'an Airport, with dual track travel, accompanying you with worry free travel;The hotel is only 3 minutes away from Shenzhen International Convention and Exhibition Center by car, 3 minutes away from the exit of the Yangtze Expressway Convention and Exhibition Center by car, 20 minutes away from Shenzhen Bao'an International Airport by car, and 20 minutes away from Fuyong Pier by car. It is very convenient to travel from Fuyong Pier to Hong Kong and Macau.

It takes 8 minutes to the exhibition venue by taxi. Taxi fare is around RMB 12.

35 minutes from Shenzhen Bao'an International Airport by car.

7. Regulation for Protection of Intellectual Property Rights During Exhibition

7.1 General Provisions

1. Aiming at protecting the intellectual property rights (the “IPR”) including patent, trademark, copyright etc. during the exhibition (the “Exhibition”), this regulation (the “Regulation”) is formulated in accordance with the Measures for Protection of Intellectual Property Rights during Exhibitions jointly promulgated by Ministry of Commerce, State Administration of Industry and Commerce, State Copyright Bureau and State Intellectual Property Office and came into force as of March 1, 2006.
2. The Organisers shall respect and protect the legitimate rights and interests of IPR owners during the Exhibition. The exhibitor shall strengthen their consciousness of IPR protection and undertake that their exhibits will not infringe others’ IPR.
3. Exhibitor must guarantee that all exhibits, packages and relevant advertising materials (including but not limited to brochures, posters, advertising boards, background panel, etc.) do not infringe any IPR of any third party, including but not limited to patent, trademark, copyright, design, name, and registered or unregistered IPR, which shall not be restricted by relevant legal restraint measures.
4. Exhibitor undertakes to strictly comply with the exhibition regulation, laws of P.R. China and regulations, and international treaties etc. and will not infringe on the legal rights of any other entity or its products, or copy, use, produce, extract or modify the trademark, design, package or invention owned by any other entity or its products, or take any illegal actions to prevent any other exhibitors from exercising and protecting their legal IPR and ownership on their products.
5. Exhibitors are required to acknowledge the IPR information (under point 7.1 - 7.6) of this manual by submitting Form F01 to the Organisers by 25 July 2024.

7.2 Complaint Review Panel

1. In order to protect the IPR and to promote the healthy development of the Exhibition, the Organisers establish a Complaint Review Panel (the “CRP”). The CRP will be responsible for consultancy services relating to IPR, and reviewing the IPR disputes occur during the Exhibition in accordance with the laws and regulations in respect of IPR.
2. The CRP shall strictly deal with IPR infringement complaints which occur in the Exhibition venue during the Exhibition period in accordance with this Regulation. The complainant should follow and cooperate with the Organisers and the CRP. During the Exhibition, the complainant shall not directly negotiate with or make oral or written warning to the respondent or communicate with the respondent through other methods regarding the relevant IPR infringement matter onsite during the Exhibition without the prior consent of the Organisers and / or CRP.

7.3 Acceptance of Complaint

1. The complainant shall be the owner or the interested party of the IPR. The interested party shall include the authorised or licensed user, or the legitimate successor of the IPR. The licensees of patent licensing contracts and sole licensing contracts may file the complaint independently; the licensees of exclusive licensing contracts may file the complaint independently with permission of the patent owner. Unless otherwise stipulated in the contract, the licensees of general licensing contracts may not file the complaint independently.
2. The exhibitor shall file a complaint with the CRP in writing as soon as it finds any infringement of its patents, trademarks or copyrights, and shall not communicate with the suspected infringing exhibitor directly by itself.

3. The complainant shall fill in a IPR Complaint Record Form and submit the following materials in two copies when filing a complaint with the CRP:
- a) Legal and valid ownership certification of intellectual property rights:
 - i. If a patent is involved, the photocopies of the patent certificate or the duplicate of patent register, the text of patent announcement, the identity certification of the patentee, and the certification of legal status of the patent signed and confirmed by the complainant shall be submitted. If the patent involved is utility model or appearance design, the original copy of a patent evaluation report shall also be provided;
 - ii. If a trademark is involved, the photocopies of the trademark registration certification documents as well as the identification certification of the owner of the trademark right signed and confirmed by the complainant shall be submitted;
 - iii. If a copyright is involved, the original copy of the copyright certification and the photocopies of the identification certification of the copyright owner signed and confirmed by the complainant shall be submitted.
 - b) Basic information of the party suspected of committing infringement, including the name of the exhibits, the name of the respondent and the booth number, etc;
 - c) Photocopy of the complainant's business registration certification (stamped with the common seal of the complainant). If the complainant is not the IPR holder, the complainant shall provide a photocopy of the licensing agreement in respect of such IPR (stamped with the common seal of the complainant);
 - d) Reasons and evidences regarding the suspected infringement;
 - e) If the complaint is filed by an agent, an original copy of Power of Attorney shall be submitted;
 - f) Other materials may be required by the CRP.
- If the complainant is a foreigner, foreign entity or other foreign sation, the valid certifications submitted shall be duly notarised by a notary public in its own country and attested by the Chinese embassy or consulate in such country; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and attested.
- If the complainant is from Hong Kong or Macau area, the valid certifications submitted shall be duly notarised in Hong Kong or Macau and then stamped by China Legal Service (Hong Kong) Limited or China Legal Service (Macau) Limited; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and stamped.
- If the complainant is from Taiwan area, the valid certifications submitted shall be duly notarised in Taiwan and verified by Notary Association in Mainland China; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and verified.
- If the foregoing documents are written in foreign languages, they shall be translated into Chinese by a PRC qualified translation agency and the corporate seal thereof shall be attached thereto.
4. The complainant shall warrant that all the materials submitted are authentic and effective, and shall be liable for any loss caused to the respondent due to any unauthentic complaint materials or any other untrue complaint.
5. If any of the following occurs, the CRP shall not accept the complaint:
- a) Where 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.
 - b) Where a complainant or claimant has filed a lawsuit with a law court in China against the infringement;
 - c) Where the patent is being applied for patent right invalidation proceedings;
 - d) Where there is dispute over the ownership of a patent which is under a trial held by a law court in China or a mediation proceeding held by a patent administrative department in China;
 - e) Where a patent has been terminated and its owner is handling patent restoration formalities;
 - f) Where a trademark right has been invalidated or cancelled;
 - g) Where a complainant is not the owner of the IPR who cannot submit relevant IPR authorization or licensing documents;

- h) Where a complainant has filed a complaint against the same exhibit for infringing the same IPR during the past exhibitions;
- i) Other circumstances determined by the CRP.

7.4 Complaints Handling

1. Upon receipt of complaint materials as required, the CRP shall notify the respondent on a timely basis. The respondent shall respond within half of a day.
2. If the respondent denies infringement, it shall submit corresponding evidences. The respondent may provide the evidences in accordance with the Section 7.3.3(a), including but not limited to preparing the IPR certificates or legal and valid licenses of all exhibits for inspection by CRP. If the respondent fails to submit valid evidences within the foregoing time limit for response, the respondent shall immediately remove the exhibit being complained and shall not re-exhibit the same during the Exhibition. If the respondent can submit valid evidences proving that the removed exhibit does not infringe others' IPR, the CRP may allow the exhibitor to re-exhibit the removed exhibit.
3. If the respondent does not submit the relevant evidences, or the materials submitted cannot prove that the exhibit does not infringe any IPR, nor does the respondent remove the exhibit suspected of infringement, the CRP shall have the right to request the respondent to: (1) suspend the display of the exhibit suspected of infringement, (2) destroy or cease the distribution of advertising materials on the exhibits suspected of infringement, and (3) to remove the exhibiting board introducing the exhibit suspected of infringement. If the respondent refuses to act as required by the CRP, the CRP may assist the complainant to send relevant complaint materials and relevant information to the competent administration department of IPR for handling in accordance with the law.
4. If the CRP deems it necessary, the CRP may allow and assist the complainant to collect evidence by means of photographing, videotaping, etc., and the respondent shall cooperate.
5. The Organisers may assist the intellectual property administrative department to collect evidence by sampling from or registering and preserving the exhibit suspected of infringement, the respondent shall accept.
6. In order to maintain the order of the Exhibition, after the CRP has handled the complaint and before the end of the Exhibition, the complainant shall not adopt any further action against the respondent at the Exhibition venue.
7. After the end of exhibition, the complainant shall resolve such IPR dispute through law court or administration department. Otherwise, the CRP will not accept the complaint with respect to the same exhibit for infringement of the same IPR in the exhibitions thereafter.

7.5 Penalties

1. If any personnel of exhibitors or non-exhibitors who negotiate with the respondent without permission of the CRP and cause dispute at the Exhibition venue which negatively impacts the order of the Exhibition, the Organisers shall have right to refuse their entrance into the Exhibition venue or order them to leave the Exhibition venue.
2. If the exhibitor refuses to enforce the decision made by the CRP or the intellectual property administrative department and continue to exhibit the exhibit suspected of infringement, or the exhibitor displays the removed exhibits suspected of infringement again without permission of the CRP, the Organisers shall have right to unilaterally terminate the exhibition agreement with such exhibitor, seal the booth, forfeit the participation fee paid by such exhibitor, and pursue the liabilities of breach of contract and infringement against such exhibitor.
3. The Organisers shall have the right to revoke the participation qualification of any future exhibitions of the exhibitor who has displayed the exhibit infringing IPR for several times at exhibitions and adversely affects the reputation of the Exhibition.

7.6 Disclaimer

1. The Organisers do not guarantee the result of handling the complaint regarding IPR dispute, or undertake any responsibility for such result for any relevant parties.
2. Should the complaint or handling the complaint causes any loss or damage to any complainant, respondent, other exhibitor or non-exhibitor, the party which suffers the loss or damage shall pursue legal liabilities against the responsible party through legal actions. The Organisers and the CRP shall assume no responsibility for such loss or damage.

8. Checklist

Important Deadlines	Subject and Details	Contacts	Done / Documents received ?
Immediately	Have you settled full payment of your participation fee?	Contact: Ms Lin Tel: +86 20 3825 1558 ext. 244 Email:	<input type="checkbox"/>
Ongoing	Have you received booth location confirmation letter?	pcimasia@china.messefrankfurt.com	<input type="checkbox"/>
23 July	Have you arranged the shipment of your goods? [Form D01]	Delivery of Exhibits (Overseas) Contact: Mr.James Liu Tel: + 86 21 5046 1617*299 Email: james.liu1@dsv.com Delivery of Exhibits (Domestic) Contact: Mr.Jiang Tel: + 86 21 5950 3778 Email: ext.steven.hu@dsv.com	<input type="checkbox"/>
25 July	Have you apply the exhibitor badge for your onsite staff? [Form A01]*#	Contact: Ms.Vincy Zhang Tel: +86 20 3825 1558 ext. 258 Email:vincy.zhang@china.messefrankfurt.com	<input type="checkbox"/>
25 July	Have you updated the information on exhibitor catalogue? [Form B01] *#	Contact: Ms.Vincy Zhang Tel: +86 20 3825 1558 ext. 258 Email:vincy.zhang@china.messefrankfurt.com	<input type="checkbox"/>
25 July	Do you need to appoint temp staff or interpreter for assistance? [Form B02]	Contact: Mr. Benjamin Zhang Tel: +86 139 1188 6279 Email: zcm@beijingtranslators.com	<input type="checkbox"/>
25 July	Have you printed necessary information in Chinese? Have you printed Chinese business cards?		<input type="checkbox"/> <input type="checkbox"/>
25 July	Have you purchase the exhibition liability insurance for raw space booth?		<input type="checkbox"/>
25 July	For raw space exhibitor: Have you informed the Official Contractors on the contact details of your appointed contractor? [Form C03]# Have you submitted SWECC Move-in Construction Commitment? [Form C04]# Have you submitted Event, Activity Fire and Construction Safety Constructor Notification? [Form C05]#	Contact: Mr.Zero Huang Tel: +86 20 81283112 Email: zerohuang@milton-gz.com	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Have you submitted Safe Electricity Responsibility Commitment? [Form C06]#</p> <p>Have you ordered the electricity service? [Form C02a]#</p> <p>PLEASE NOTE: Orders received after deadline may apply a surcharge.</p> <p>For standard booth exhibitor: Have you submitted the information on fascia board? [Form C01]*</p>	<p>Contact: Mr.Ryan Wu Tel: +86 20 81283109 Email: ryanwu@milton-gz.com</p>	<input type="checkbox"/>
25 July	<p>Do you need extra furniture for your booth? [Form C02b]</p> <p>Do you need extra facility for your booth? Including water & compressed air supply and internet? [Form C02c]</p> <p>PLEASE NOTE: Orders received after deadline may apply a surcharge.</p>	<p>Contact: Mr.Ryan Wu Tel: +86 20 81283109 Email: ryanwu@milton-gz.com</p>	<input type="checkbox"/> <input type="checkbox"/>
25 July	<p>Have you return the commitment letter of IPR protection? [Form F01]*#</p>	<p>Contact: Ms.Vincy Zhang Tel: +86 20 3825 1558 ext. 258 Email:vincy.zhang@china.messefrankfurt.com</p>	<input type="checkbox"/>
20 Aug	<p>Have you booked your hotel and ticket? [Form E02]</p>	<p>Contact: Ms. Hu / Ms Qiao Tel: +86 755 8288 0055 / 0090 Email: service@bestmeeting.net.cn</p>	<input type="checkbox"/>
20 Aug	<p>Have you submitted Conference Audience Application ? [Form B03]</p>	<p>Contact: Ms. Zoey Lin Tel: +86 20 3825 1558 ext. 246 Email: Zoey.Lin@china.messefrankfurt.com</p>	<input type="checkbox"/>

* compulsory forms for standard package booth exhibitors

compulsory forms for raw space exhibitors

Please note that the order of the various points can vary depending on when you registered.

Guangzhou Guangya Messe Frankfurt Co Ltd
Address: Unit B3107, Center Plaza, No.161
Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms Vincy Zhang
Tel: +86 20 3825 1558 ext. 258
Email: vincy.zhang@china.messefrankfurt.com

**This form must be submitted before
Deadline: 25 July 2024**

5 exhibitor badges are entitled for every 12 sqm booth.

Remarks:

1. Exhibitor pre-registration will be applied by **real-name authentication**. Please provide below details of all staffs from your company, co-exhibiting company and official agents / representatives who will be on duty during the exhibition. One badge is for 1 person only.
2. All exhibitors and their staffs are strictly requested to have their registration verification during move-in / move-out and throughout the show.
3. Exhibitor badge(s) will be provided to exhibitors at the registration counter at the entrance of the exhibition hall during move-in period.
4. For security reasons, please provide us with the details of all personnel from your company, co-exhibiting companies and official agents / representatives who will be manning the booth during the exhibition. **Please note that we will issue badges to your associated companies only if you have registered them with us.**
5. Commercial Advertisement: We may send you the commercial advertisement which you may be interested in, and the methods of sending the commercial advertisements include but not limited to telephone call, email, SMS, direct mail, etc. You can unsubscribe it as per the instruction in the commercial advertisement.

Exhibitor Badge Application:

Please login your account on Exhibitor Online Manual, <https://jinshuju.net/pt/PAL4Gyt4>, Please fill in Exhibitor Badge and Additional Badge online with your personal information (including Name, Passport type, Passport number, Mobile number and Company address) for registration. Please ensure the submitted information is correct, additional waiting time may be occurred for re-issuing badge onsite.

Company Name: _____ Booth No.: _____
Contact Person: _____ Title: _____
Tel: _____ Fax: _____ Email: _____
Authorised Signature: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Address: Unit B3107, Center Plaza, No.161
Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms Vincy Zhang
Tel: +86 20 3825 1558 ext. 258
Email: vincy.zhang@china.messefrankfurt.com

**This form must be submitted before
Deadline: 25 July 2024**

Exhibitor Company profile is FREE OF CHARGE. Please print or type clearly!

If you have submitted the "Market Information Collection Form" and there is no update or modification of the information, is it allowed to publish the information as previously submitted?

Yes No

If you have never submitted the "Market Information Collection Form" before, click the following link to fill in: <https://jinshuju.net/pt/PAL4Gyt4>

Please note: If we do not receive this Form by **25 July 2024** you will be listed according to your application form.

Company Name: _____	Booth No.: _____
Contact Person: _____	Title: _____
Tel: _____ Fax: _____	Email: _____
Authorised Signature: _____	Date: _____

Beijing Translators Inc

Attn: Mr Benjamin Zhang
Tel: +86 139 1188 6279
Email: zcm@beijingtranslators.com

**This form must be submitted before
Deadline: 25 July 2024**

Please indicate your requirements by filling in the following table:

Description	Price (RMB)	Quantity	Date(s) Required
Interpreter (Chinese – English)	800		
Interpreter (Chinese – Japanese)	1000		
Interpreter (Chinese – Korean)	1000		
Interpreter (Chinese – German)	1200		
Interpreter (Chinese – French)	1200		
Interpreter (Chinese – Spanish)	1500		
Interpreter (Chinese – Italian)	1500		
Interpreter (Chinese – Russian)	1300		

Notes:

1. The minimum charge is 0.5 day (4 hours) per day.
2. Working hour is from 9:00am – 5:00pm including 1 hour lunch time. Other than normal working hour will be counted as overtime.
3. If exhibitors cancel the order, 50% service fee shall be charged.
4. If exhibitors want to order on-site temporary staff, it is suggested to order in this form ahead of time (25th July) since there is not enough time and we are not sure to find the staff for you.

Method of Payment:

Paid in RMB (CNY)	Paid in USD
Account Name: BEIJING TRANSLATORS INC BNF'S ACCOUNT NO: 0200080909200026265 ACCOUNTING BANK INFO: INDUSTRIAL AND COMMERCIAL BANK OF CHINA BEIJING CUIWEI ROAD SUB-BRANCH 中国工商银行 北京市翠微路支行营业室 SWIFT CODE: ICBKCNBJBJM CNAPS: 102100008091	Account Name: BEIJING TRANSLATORS INC BNF'S ACCOUNT NO: 0200080909200026265 ACCOUNTING BANK INFO: INDUSTRIAL AND COMMERCIAL BANK OF CHINA BEIJING CUIWEI ROAD SUB-BRANCH SWIFT CODE: ICBKCNBJBJM CNAPS: 102100008091

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

Guangzhou Guangya Messe Frankfurt Co Ltd

Address: Unit B3107, Center Plaza, No.161
Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms. Zoey Lin
Tel: +86 20 3825 1558 ext. 246
Email: Zoey.Lin@china.messefrankfurt.com

**This form must be submitted before
Deadline: 20 August 2024**

Concurrent with the exhibition, leading international industry and academia experts from all over the world will meet in PCIM Asia Conference to present their latest technological trends and applications in Power Semiconductors, Passive Components and Integration, Motor Drive & Motion Control, High Frequency Power Electronic Converters and Inverters, Smart GridAutomotive Power Electronics and etc..

The exhibitors enjoy **buy-one-get-one** discount.

Please click [conference registration](#) to apply your participation.

Company Name: _____ Booth No.: _____
Contact Person: _____ Title: _____
Tel: _____ Fax: _____ Email: _____
Authorised Signature: _____ Date: _____

Online System: <https://PCIM.milton-exhibits.cn/>
Contact: Ryan Wu
Tel: +86 20 81283109
Email: ryanwu@milton-gz.com

This form must be submitted before
Deadline: 25 July 2024

No.	Item	Unit Price (RMB)	Qty	Amount (RMB)	Remark
01	16A / 380V, Air-break switch,for lighting	1600			The exhibition center will only provide industrial sockets for all power supplies (no main electric box will be provided). Exhibitors or their contractors shall prepare the compatible industrial plugs including cable, for electrical connector please check "Electrical Connector Schematic".
02	32A / 380V, Air-break switch,for lighting	2730			
03	63A / 380V, Air-break switch, for lighting	4880			
04	16A / 380V, Air-break switch,for machine	1600			
05	32A / 380V, Air-break switch,for machine	2730			
06	63A / 380V, Air-break switch,for machine	4880			
07	Temporary electricity 16A / 220 V (move in period)	400			
08	Temporary electricity 32A / 380 V (move in period)	1370			
			Total:		

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

Remarks:

- Please submit the order on online system. Additional order received from 25 July to 11 Aug 2024 is subjected to a 30% surcharge and for onsite order and order after 11 Aug. 2024, a 50% surcharge will be applied. (Subject to availability)
- Cancellation of orders will only be accepted in writing on or before 25 Jul. 2024. Cancelled orders will be charged a 30% handling fee from 26 Jul. Cancellation of orders will NOT be accepted after 12 Aug.
- For exhibitor or contractor, please sketch power points, water supply and telephone / fax connection points on a separate drawing. Notification equipment location alteration / removal received after the deadline will not be considered.
- 50% surcharge will be imposed to electrical box, water supply and internet service relocation onsite.
- The prices above are only for indoor booth. All items are on rental basis only.
- Raw Space Exhibitors should order the individual power point (minimum 15Amp / 380V) with its own distribution box equipped with circuit breaker and leakage protector. All power main installation from source to outlet must be carried out by the Official Stand Contractor.
- The electrical power outlets are strictly for single exhibit / machinery usage only. Power outlets are not to be used for lighting purposes. According to venue's regulations, 24-hour power supply will be three times of electricity fee.
- For other request or enquiry, please contact the official contractor.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

电力接驳示意图 Electrical Connector

展馆提供 Provided by SWECC		参展商 / 搭建商需自备 Self-prepared by Exhibitor / Booth Contractor	
规格 Detail Specification	电源接口图样 Electrical Plug Connector	自备电源插头图样 Self-prepared Electrical Industrial Plug Connector	
16A/220V			单相16A插头及电缆 16A/220V single phase Industrial plug connector with the cable
15A/380V/3P			三相五芯15A工业插头及电缆 15A/380V 3 phases 5 core Industrial plug connector with the cable
32A/380V/3P			三相五芯32A工业插头及电缆 32A/380V 3 phases 5 core Industrial plug connector with the cable
63A/380V/3P			三相五芯63A工业插头及电缆 63A/380V 3 phases 5 core Industrial plug connector with the cable
125A/380V/3P			三相五芯125A工业插头及电缆 125A/380V 3 phases 5 core Industrial plug connector with the cable
150A - 400A/380V/3P			150A-400A 三相五芯单芯 (欧标) 工业插头及电缆 150A-400A/380V 3 Phase 5 core with 5 single Industrial plug connector with the cable (Europlug)

备注：所有电源，展馆只提供工业插头接口（不提供一级电箱），展商或其搭建商须自备另一端相匹配的工业插头。展台用电须自带电箱接入展馆提供的电源接口。
The exhibition center will only provide industrial sockets for all power supplies (no main electric box will be provided). Exhibitors or their contractors shall prepare the compatible industrial plugs. For power supply, exhibitors or their contractors shall use self-bring master electric boxes .

Online System: <https://PCIM.milton-exhibits.cn/>
Contact: Ryan Wu
Tel: +86 20 81283109
Email: ryanwu@milton-gz.com

**This form must be submitted before
Deadline: 25 July 2024**

No.	Code	Item	Specification (mm)	Unit Price (RMB)	Qty	Amount (RMB)
1	MA01	Reception table	1000L*500W*750Hmm	110		
2	MA05	Low glass showcase	(No light included) 1000Lx500Wx1000Hmm	300		
3	MA02	Lockable cabinet	Load-bearing: 15KG 1000L*500W*750Hmm	150		
4	MA06	Tall glass showcase	(No light included) Load-bearing: 5KG 1000L*500W*2000Hmm	500		
5	A01	1m white panel	L1000xH2500	125		
6	MS02	Sloped shelf	1000L*300Wmm	70		
7	MS03	Flat shelf	Load-bearing: 5KG 1000L*300Wmm	70		
8	RT01E	Round table	φ800*800SHmm	95		
9	C63C	Conference chair		110		
10	C08	Folding chair		50		
11	C59B	Ground chair		240		
12	BS11B	Bar chair		140		
13	BT01	Bar table		150		
14	CT41B	Tea table		180		
15	ML006	Fluorescent tube	40W	120		
16	ML001	Spotlight	100W	120		
17	ML002	Long arm spotlight	100W	150		
18	ML018	HQI	75W	250		
19	ML0004	Power socket	10A/220V (500W)	140		
20	E11	Water dispenser		350		
21	M05	Free standing literature rack		150		
22	A02	Peg board panel	950L*2353Hmm (with 10 hooks)	500		
23	A03	Plasma TV-potable	42" (full compensation for any damage)	2000		
24	M01	Railing		145		
Total:						

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

Remarks:

1. Please submit the order on online system. Additional order received from 25 July to 11 Aug 2024 subjected to a 30% surcharge and for onsite order and order after 12 Aug. 2024., a 50% surcharge will be applied. (Subject to availability)
2. Cancellation of orders will only be accepted in writing on or before 25 Jul. 2024.. Cancelled orders will be charged a 30% handling fee after 25 Jul. Cancellation of orders will NOT be accepted after 12 Aug.
3. The electrical power outlets are strictly for single exhibit / machinery usage only.
4. The prices above are only for indoor booth. All items are on rental basis only.
5. For other request or enquiry, please contact the official contractor.

Company Name:

Booth No.:

Contact Person:

Title:

Tel:

Fax:

Email:

Authorised Signature:

Date:

* For equipment or furniture not listed in the price list, please contact the official contractor directly .

家具及配件租赁 Furniture & Accessory Rental



椅子
& 沙发
CHAIRS
& SOFAS



C01A 黑皮椅
Leather Arm Chair (Black)
570 x 440 x 760ht mm



C63C 黑皮会议椅
Leather Chair
580 x 600 x 900ht mm



C62C 黑皮会议椅
Leather Swivel Chair
580 x 660 x 880-960ht mm



C109C 黑色网椅会议椅
Meeting Chair
560 x 600 x 870ht mm



C30B 贝壳椅 (白)
Vada
600 x 600 x 780ht mm



C08 白折椅
Folding Chair
510 x 470 x 720ht mm



C72D 灰塑料椅
Plastic Chair
460 x 560 x 810ht mm



C71 无扶手铝椅
Aluminum Chair
460 x 550 x 800ht mm



C13 木椅
Wood Chair
550 x 550 x 740ht mm



C26B 木椅 (白)
Aqua
420 x 550 x 930ht mm



C59B 白藤椅
Glisso (White)
480 x 550 x 800ht mm



C55W 木椅
Wood Chair
560 x 500 x 920ht mm



C77B 白色派东椅
Phantom
520 x 560 x 810ht mm



C79C 黑色树脂椅
Florence
420 x 540 x 785ht mm



B511B 白色异形吧椅
Bar Stool A
360 x 400 x 760-860ht mm



B511C 黑色异形吧椅
Bar Stool A
360 x 400 x 760-860ht mm



B529C 黑色软包皮吧椅
Bar Stool B
400 x 430 x 900ht mm



B529B 白色软包皮吧椅
Bar Stool B
400 x 430 x 900ht mm



B530B 不锈钢架木座吧椅
Bar Stool C
420 x 340 x 960ht mm



B502A 黑色S型吧椅
Bar Stool D
420 x 540 x 785ht mm



B524C 黑色鲨鱼嘴吧椅
Bar Stool E
570 x 440 x 760ht mm



S37B 白色单人沙发
Sofa A
730 x 660 x 660ht mm



S38B 白色双人沙发
Sofa Double Seat A
1580 x 660 x 660ht mm



S44B 土司椅
Bench
1200 x 430 x 430ht mm



S01 钢管沙发
Sofa B
800 x 730 x 780ht mm



S02 钢管双人沙发
Sofa Double Seat B
1300 x 730 x 780ht mm



S03 歌露沙发
Sofa C
800 x 770 x 760ht mm



S04 歌露双人沙发
Sofa Double Seat C
1470 x 770 x 760ht mm



S11 圆弧沙发
Sofa D
600 x 570 x 720ht mm

家具及配件租赁
Furniture & Accessory Rental



桌子
TABLES



RT01E 白圓桌
Round Table (White)
dia. 800 x 750ht mm



RT02E 木紋圓桌
Round Table (Wood)
dia. 800 x 750ht mm



RT04F 黑圓桌
Round Table (Black)
dia. 800 x 750ht mm



RT07E 玻璃圓桌
Round Table (Glass)
dia. 800 x 750ht mm



BT01B 木紋吧台
Bar Table (Wood B)
dia. 600 x 1100ht mm



BT01C 木紋吧台
Bar Table (Wood C)
dia. 600 x 1100ht mm



BT03C 黑色吧台- 轉旋脚
Bar Table (Black)
dia. 600 x 1100ht mm



BT06B 玻璃吧台
Bar Table (Glass)
dia. 600 x 1100ht mm



BT03B 黑吧台
Bar Table (Black B)
dia. 600 x 1100ht mm



BT16D 白色吧台
Bar Table (White)
dia. 700 x 1100ht mm



BT05C 太空黑吧台
Bar Table (Deluxe)
dia. 600 x 970ht mm



BT05B 白色太空吧台
Bar Table (Deluxe White)
500 x 560 x 870-970ht mm



M33 圍布台
Long Table w/ skirting
1800 x 600 x 750ht mm



MT16E 白方桌
Square Table (White)
800 x 800 x 750ht mm



MT02B 白色會議桌
Meeting Table (White)
1400 x 700 x 750ht mm



MT02C 黑色會議桌
Meeting Table (Black)
1400 x 700 x 750ht mm



MT06 折疊台
Long Table
1800 x 600 x 750ht mm



MT04W 木紋會議桌
Meeting Table
2000 x 1000 x 750ht mm



MT09C 黑色辦公桌帶小櫃
Office Desk
1200 x 600 x 750ht mm



CT41B 單人白面不銹鋼架茶几
Royce
550 x 550 x 470ht mm



CT42B 雙人白面不銹鋼架茶几
Royce Long (Wooden White)
1100 x 550 x 470ht mm



CT03C 單人黑面黑鐵架茶几
Coffee Table (Single Black)
550 x 550 x 450ht mm



CT04C 雙人黑面黑鐵架茶几
Long Coffee Table
1100 x 550 x 450ht mm



CT422C 雙人黑面烤漆面不銹鋼架茶几
Royce Long (Glass Black)
1100 x 550 x 470ht mm



CT04Z 雙人黑面黑鐵架茶几
Coffee Table (Double Glass)
1100 x 550 x 450ht mm



CT06 黑圓茶几
Round Coffee Table (Black)
dia. 600 x 450ht mm



CT07W 木紋方茶几
Coffee Table (Wooden)
600 x 600 x 430ht mm



CT18C 黑圓茶几
Round Coffee Table (Black)
dia. 600 x 450ht mm



CT16 雙人晶玻璃茶几
Crystal Coffee Table
1200 x 600 x 430ht mm

家具及配件租赁 Furniture & Accessory Rental



灯具及 电力装置 Electricity & Lighting



ML006 | 日光灯
Fluorescent Tube (1200L mm)
40W



ML009 | 镝灯
HQL Floodlight
150W



ML0004 | 电源插座
Power Socket
Max. 500W



ML002 | 长臂射灯
Longarm Spotlight
100W



ML001 | 短射灯
Spotlight
100W



ML014 | 筒灯
Downlight



ML016 | 长臂金卤灯
Longarm HQL
70W



ML017 | 座枱石英射灯
Stand Halogen Spotlight



ML018 | 金卤灯
HQL
150W



ML019 | 金卤灯
HQL
300W

铝型材家具 System Furniture



MA01 | 咨询台
Information Desk
1030 x 535 x 750ht mm



MA02 | 锁柜
Lockable Cabinet
1030 x 535 x 750ht mm



MA05 | 标准玻璃展示柜
Low System Showcase
1030 x 535 x 1000ht mm



MA06 | 高玻璃展示柜
Tall System Showcase
1030 x 535 x 2500ht mm



MA08 | 直角方台
Square Table
600 x 600 x 760ht mm



MS02/03 | 平层板 / 斜层板
Flat Shelf / Sloped Shelf
1000 x 300W mm



MM01 | 折门
Plastic Folding Door
850 x 2000ht mm



MM02 | 铝门
Lockable Door
950 x 1910ht mm



M19 | 铁网格
Wire Mesh
900 x 1800ht mm

家具及配件租赁 Furniture & Accessory Rental



<p>其他配件 Accessories</p>	<p>E03 140升冰箱 Fridge 140 Litre 550 x 550 x 1350ht mm</p>	<p>E06 90升冰箱 Fridge 90 Litre 550 x 550 x 860ht mm</p>	<p>E26-1 磨豆咖啡机 Coffee Machine 300 x 400 x 400ht mm</p>	<p>E25-2 LAVAZZA 胶囊咖啡机 Coffee Machine 220 x 280 x 350ht mm</p>	
	<p>E09 台式饮水机 Water Dispenser (Table Top) 300 x 300 x 800ht mm</p>	<p>M16 废纸箱 Waste Basket 250 x 170 x 290ht mm</p>	<p>M28 金属柜 Metal Cabinet 400 x 400 x 580ht mm</p>	<p>M29F 白色全身女模无头 Mannequin (Female White) 400 x 360 x 1720ht mm</p>	<p>M29M 白色全身男模无头 Mannequin (Male White) 500 x 470 x 1720ht mm</p>
	<p>M31M 人体模特 Mannequin 430 x 200 x 1700ht mm</p>	<p>M01 拉带围栏 Belt Barricade 1200 x 820ht mm</p>	<p>M72 落地衣加 Coat Hanger 1700ht mm</p>	<p>M68 有轮方管衣架 Wheel Coat Hanger 1200 x 500 x 1400-1900ht mm</p>	<p>M18 画架 Drawing Stand 1650ht mm</p>
	<p>M05 资料架 A Catalogue Holder A 260 x 250 x 1200ht mm</p>	<p>M07 资料架 B Catalogue Holder B 420 x 300 x 1400ht mm</p>	<p>M67D 资料架 C Catalogue Holder C 380 x 1500ht mm</p>	<p>M34 有机玻璃资料架 Prospekt 380 x 1500ht mm</p>	<p>M26 玻璃展示柜 A Glass Showcase A 560 x 500 x 1800ht mm</p>
	<p>M27 玻璃展示柜 B Glass Showcase B 1000 x 500 x 1800ht mm</p>	<p>MA01 电视 TV</p>	<p>MA02 轻便电脑 Laptop</p>	<p>MA03 投影机 Projector</p>	<p>MA04 屏幕 Projector Screen</p>

Additional Order (Water, Compressed Air & Internet Services)

Online System: <https://PCIM.milton-exhibits.cn/>
 Contact: Ryan Wu
 Tel: +86 20 81283109
 Email: ryanwu@milton-gz.com

**This form must be submitted
before Deadline: 25 July 2024**

No.	Item	Unit Price (RMB)	Qty	Amount (RMB)
	Water supply			
F01	Water supply for Booth (Φ16/50mm for supply)	2,500		
F02	Water supply for Machinery (Φ19/50 mm for supply)	3,780		
	Compressed Air			
F03	1/2HP-2HP (Flow value ≤ 0.17 m ³ /min)	2100		
F04	3HP-5HP (Flow value ≤ 0.48 m ³ /min)	4200		
F05	6HP-7HP (Flow value ≤ 0.71 m ³ /min)	4480		
F06	10HP (Flow value ≤ 0.85 m ³ /min)	4900		
F07	15HP (Flow value ≥ 1.0 m ³ /min)	5600		
	Hanging Points			
F08	Hanging Points (if exhibitors need, the specific hanging requirements shall be subject to the exhibition hall)	2600		
Total:				

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

- Please submit the order on online system. Additional order received after from 25 July to 11 Aug 2024 is subjected to a 30% surcharge and for onsite order and order after 12 Aug. 2024, a 50% surcharge will be applied. (Subject to availability)
- Cancellation of orders will only be accepted in writing on or before 25 Jul. 2024. Cancelled orders will be charged a 30% handling fee after 25 Jul. Cancellation of orders will NOT be accepted after 12 Aug onsite.

Remarks:

Water supply order:

- Except for domestic water, the direct discharge of other oily sewage and waste water is prohibited in the venue. Water using for machine oil must be equipped with a circulating water device.
- For water supply and drainage facilities, the plan of installation location must be attached at the same time, indicating the location of the interface.
- For safety reasons, water supply will be over a hour before the show ends. Exhibitor who want to dismantle in advance under special circumstances should apply for the removal of water supply and drainage pipes at the service counter in advance. If the pipeline components are damaged due to unauthorized removal, compensation shall be made according to the price; it is strictly forbidden to dump all kinds of liquids and garbage into the trenches of venue.
- During the construction of special booths or the placement of large-scale exhibits, It is necessary to reserve space for the ground manhole covers for technicians performing operations. If back walls or floor platform cannot avoid the manhole cover at the location of the line entrance, please contact the service counter to apply for the relocation.

Others

- The prices above are only for indoor booth. All items are on rental basis only. The above-mentioned prices exclude the installation fee of power and water supply. For installation service, please contact the official contractor.
- For other request or enquiry, please contact the official contractor.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Web: <https://PCIM.milton-exhibits.cn/>
Attn: Mr. Zero Huang
Tel: +86 20 81283112
Email: zerohuang@milton-gz.com

**This form must be submitted
before
Deadline: 25 July 2024**

Exhibitors please sign back with company chop and return to official contractor as acknowledgement:

We (including all personnel, employees, appointed contractor, guests, suppliers and any other relevant third parties of our Company) acknowledge receipt and have read this “Important Notes for Raw Space Exhibitors” in exhibitor manual. We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this acknowledgement. We hereby acknowledge and confirm once we affix the company chop to the this form and deliver it to the Organisers, this “Important Notes for Raw Space Exhibitors” shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.

Our appointed contractor is:

Name of appointed contractor: _____

Address: _____

Contact Person: _____ Mobile Phone: _____

Office Telephone: _____ Email: _____

Remarks:

1. Please send the booth design proposal to the online system of Milton Exhibits on or before 25 July 2024.

Booth design proposal includes:

- A. Booth design document (includes plane dimensions drawing, side dimensions drawing and three-dimensional colorful three-dimensional effect, ceiling plan (if any), perspective view of the steel structure, location of the electric box drawing, distribution system diagrams drawing, material use description diagrams drawing)
 - B. Appointed contractor document (below six required items should be stamped)
 - (1) Copy of business registration; (2) Copy of legal person ID ; (3) Copy of workman ID;
 - (4) Copy of booth insurance; (5) Form C03; (6) Qualification of electrician
 - (7) Booth declaration form (submit the corresponding form according to the height of the booth)
 - If the submitted materials are not complete, you will not be able to go through the declaration formalities in time.
 - When submitting the proposal, please name the file with the content of the file, otherwise, it will not be able to go through the declaration formalities in time.
2. No erection shall take place unless all of the design plans that must be submitted have been approved. If the site is found to be not constructed in accordance with the plans, any costs or delay caused should bear by the exhibitors and appointed contractors.
 3. The approval granted to the appointed contractor does not mean the Organisers have checked or is obligated to check the qualification of the appointed contractor.
 4. Official contractor may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion.
 5. Failure to respond to this form on or before the deadline set forth hereunder shall be deemed as refusal to make acknowledgement by the exhibitor, and any dispute or responsibilities arising therefrom shall be handled or assumed by the exhibitor on its own, and the Organisers have the right to revoke the exhibiting qualification of the exhibitor.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Web: <https://PCIM.milton-exhibits.cn/>
Attn: Mr.Zero Huang
Tel: +86 20 81283112
Email: zerohuang@milton-gz.com

**This form must be submitted before
Deadline: 25 July 2024**

PCIM 2024 SWECC MOVE--IN CONSTRUCTION COMMITMENT

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 Shenzhen World Exhibition & Convention Center Co., Ltd. (hereinafter referred to as the "SWECC"), so as to ensure the common facilities within the SWECC are well protected, the construction work is carried out in a safe manner, and the SWECC 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 Guangdong Province and Shenzhen 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 venue's staff on the improvement work.
4. During work execution, the Contractor shall strictly follow the venue'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 "Compensation Table for Damaged Items at SWECC".
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, dimethyl 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 SWECC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor:

Signature of the Person in Charge:

Date: / / (DD/MM/YY)

Event, Activity Fire and Construction Safety Constructor Notification Sheet

Web: <https://PCIM.milton-exhibits.cn/>
 Attn: Mr.Zero Huang
 Tel: +86 20 81283112
 Email: zerohuang@milton-gz.com

**This form must be submitted before
 Deadline: 25 July 2024**

I have thoroughly read the contents of "Event, Activity Fire and Construction Safety Constructor Notification Sheet" and I will strictly abide by the "Shenzhen World Exhibition & Convention Center User's Manual" and the requirements of the notification sheet, and assume the responsibility for violations.

Event Name :	Booth No. :	Constructor :
Construction or Safety responsible personnel		contact number :

Shenzhen World Exhibition & Convention Center

Event (Activity) Fire and Construction Safety Constructor Notification Sheet

- 1、Upon entry, construction personnel must wear certificates valid for the event period and take good safety precautions (e.g. wearing safety helmet correctly and fastening safety belt/rope properly);
- 2、It is strictly forbidden to use herringbone ladder over 2 meters, mobile platform or assembled frame scaffolding for operation above 2 meters. The following construction behaviors are strictly prohibited: walking ladder, standing on the top floor of ladder, not equipped with protective measures, unattended guard under the operation of climbing, and climbing with slippers etc.
- 3、Metal cutting, polishing, welding, spraying, using desktop saw and other dangerous works are strictly prohibited in exhibition halls. It is strictly forbidden to bring inflammable products such as gasoline, diluent, alcohol etc. and explosive products such as hydrogen cylinder, oxygen cylinder and acetylene cylinder into exhibition halls.
- 4、It is strictly forbidden to block, occupy fire evacuation passages and emergency exits, and it is strictly forbidden to bury, occupy and block fire-fighting equipment, facilities and fire-fighting equipment;
- 5、It is strictly forbidden to use flammable materials such as polyurethane foam, KT board, flammable plastic products, conventional sponge, elastic cloth, yarn products, mesh cloth and materials prohibited by the firefighting bureau;
- 6、The structural capping area of the special booth shall not exceed 50% of the total booth area, and the sealed room must be equipped with smoke detector and fire-fighting facilities;
- 7、Non-combustible or B1 flame-retardant materials must be used for construction and decoration materials. The application of B1 flame retardant materials shall be provided with a corresponding test report and stamped with the official seal of the exhibitor or constructor. (For example, it is necessary to use the combustion performance test to test a carpet made of B1 flame-retardant materials; the construction of wooden materials must use a fire-retardant board, for instance, by covering conventional wood board fully with thick fire-retardant coating, and the combustion performance reaches the B1 flame retardant level; decorative curtains should be fire retardant or soaked in flame retardant, and the combustion performance has to reach the B1 flame retardant level).
- 8、The installation of electrical equipment and lines shall comply with the relevant electrical installation construction specifications and fire control safety requirements, and shall have leakage switch protection. The electrical installation operators shall be equipped with valid special operation certificates, and the authenticity of the certificates have to be verified.
- 9、The distribution line of the booth must be laid in the line pipe or the wire trough. The line must be connected with the binding post, needle jade, wiring cap, etc. The load of electrical equipment and cables should be controlled within 80% of the designed capacity. Plastic parallel lines and twisted pair cabling is strictly prohibited;
- 10、The booth distribution box must be intact, fixed and installed 30 cm above the ground. It is strictly

forbidden to use a defective and patched distribution box;

11 · The storage room and LED screen control room in the booth shall not store flammable or combustible materials such as cardboard boxes and packaging materials, and the LED screen control room shall not be capped, and there shall a maintenance passage whose length is not less than 0.6 meters;

12 · The overall structure of the booth has a height limit of 6 meters (a single floor height limit of 4.5 meters) (including the height of the platform and the cantilever shape, etc.) The single span of the wooden structure of the booth is limited to 6 meters. The single-span structure of the steel structure and steel-wood mixed structure is limited to 8 meters, including the steel-lined square tube and iron frame. The span of the steel mesh frame can be appropriately adapted according to its cross section, the length of which has to be within 12 meters.

13 · The components of booth must be stacked up during booth construction. Two stackers must be used when the span of the bulky component exceeds 4 meters;

14 · The glass used for booth construction must be tempered glass or laminated glass, with the proof displayed. Safety measures or treatment must be developed for the glass.

15 · The above matters must be strictly observed, otherwise the construction will be suspended, with power cut off, for rectification, and the booth safety deposit will be taken for the unrectified condition. The consequences will be borne by the booth independently. For details, please refer to the *Shenzhen World Exhibition & Convention Center User's Manual*.

Web: <https://PCIM.milton-exhibits.cn/>
Attn: Mr.Zero Huang
Tel: +86 20 81283112
Email: zerohuang@milton-gz.com

This form must be submitted before
Deadline: 25 July 2024

Safe Electricity Responsibility Commitment

All exhibitors, or their standfitting contractors, are required to complete and sign the following Undertaking in order to guarantee the proper and safety use of electricity in the booth.

1. We shall strictly abide by the Regulations from the venue management and the Organizer, and be directly liable for any and all consequences arising from improper installation or improper use of electricity in violation of the Regulations at the time of installation, operation or dismantling of the exhibition, including financial and legal liability.
2. We shall designate specialized personnel solely responsible for safe use of electricity and site maintenance at the time of installation, operation and dismantling of the exhibition, for prompt removal of any hidden threats to the safe use of electricity, and for safety in the exhibition booth.
3. It is prohibited by the venue for anyone without valid electrician operation certificate to do any electrical installation. A fine of RMB 5,000 will be imposed for every violation.
4. We shall strictly follow the supervision and control of the competent departments of the venue; conscientiously implement any measure for improvement or amendment under the safe usage of electricity.

***I confirm that I have read and agree to the following terms and conditions:**

5. Valid electricity application includes full payment and facility location map.
6. Orders received after July 25, 2024 will be subject to a 30% surcharge, and orders received on site from August 12 will be subject to a 50% surcharge.
7. Any facilities rented by exhibitors/builders must be marked with appropriate installation locations and returned to the designated contractor on or before 12 August 2024. Otherwise, it is possible for the facility to be installed anywhere on the stand.
8. Changes of location in and out of water, electricity and compressed air will be charged an additional 50% of the rental fee for the item as a site removal fee. Electricity, water and gas supply points must not be crushed, but must be left open so that they can be readily serviced.
9. All items are rented on a rental basis and items must be kept in good condition
10. Exhibitors with very sensitive electrical equipment should prepare their own voltage regulator to control the voltage.
11. Lighting and machine power boxes must be ordered separately, and each machine power box, compressed air and water source can only be used for one electrical appliance, machine or exhibit, and no sub-plugs can be used.
12. For all power sources, the exhibition halls will only provide industrial plug interfaces (no primary distribution electrical boxes), and exhibitors or their builders must provide their own matching industrial plugs and electrical boxes (including cables) at the other end.
13. All switch interfaces and line connectors in the booth must use industrial plug interfaces. Plug connectors must be firmly connected; all switches must not be installed naked and must be installed in flame-retardant distribution boxes complying with the national standards; the boxes must be covered and fully latched.
14. The total switch protection setting value of the main control box for booth electricity shall be lower than or equal to 80% of the switch protection setting value of the fixed power box of the access pavilion, so as to ensure the safe operation of the power supply system of the venue.
15. The electricity used in the booth shall be connected to the power supply interface provided by the pavilion with its own power box, equipped with safe and reliable air circuit breakers and earth leakage protectors (30mA, with an action time of less than 0.1s) in accordance with specifications, and installed in a safe, obvious and convenient location for operation and inspection.
16. Exhibitors are required to bring their own connectors, cables and pipes for water, electricity and gas connections to electrical appliances, machinery and exhibits.
17. Exhibitors requiring special water temperatures and pressures for their water sources must prepare the necessary devices themselves and obtain approval from the official contractor appoint before bringing them to the Congress.
18. Mechanical oils, waste liquids, catering sewage and very warm liquids must be dumped in closed containers provided by exhibitors and taken away from the exhibition halls, and are not permitted to be poured into indoor or outdoor gutters and restrooms in the exhibition halls.

No. & Name of the Booth:

Seal of the Contractor:

Signature of the Person in Charge:

Date: / / (DD/MM/YY)

Appointment of Forwarder & Transport Order

DSV Logistics Co., Ltd.

Address: China (Shanghai) Pilot Free Trade Zone,
Room 201 & 202, No. 2 Building, No.38 Debao Road,
Shanghai, 200131 P.R. China
Attn: James Liu
Tel: + 86 21 5046 1617 * 299
Email: james.liu1@dsv.com

**This form must be submitted before
Deadline: 23 July 2024
(both sea & air freight)**

For exhibitors who may want to have their own forwarder to transport exhibits to venue, please be advised that **DSV Logistics Co., Ltd.** is the **ONLY** official forwarder permitted to deliver goods to your booth. Your nominated forwarders should liaise with official forwarder for delivery of goods.

1. Appointment of forwarder

We are interested in appointing official forwarder to transport our exhibits to / from the fair.
(Please fill in Part 2)

We are NOT interested in appointing official forwarder to transport our exhibits to / from the fair (service fee will be charged by official forwarder if any service needed afterwards), our appointed agent is as follows:

Appointed Forwarder: _____
Address: _____
Contact Person: _____
Tel: _____ Fax: _____
Email: _____

2. Inbound

by Sea freight

by Air freight

Outbound

by Sea freight

by Air freight

No.	Number & description of packages	Gross weight per package	External measurement per package in CM (L x W x H)	Cubic measurement (CBM)
1				
2				
3				
4				

**Please attach a separate sheet to this form if given space is insufficient.*

Onsite contact:

Mr / Ms / Mrs _____ who will be presented on-site on _____.

Mobile no. _____

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Guangzhou Guangya Messe Frankfurt Co Ltd

Unit B3107, Center Plaza, No.161 Linhexi Road,
Tianhe District, Guangzhou, P.R. China
Attn: Ms. Vincy Zhang
Tel: +86 20 3825 1558 ext 258
Email: vincy.zhang@china.messefrankfurt.com

**This form must be submitted before
Deadline: 28 July. 2024**

We can provide you with an invitation letter in order to expedite (but not guarantee) your visa application through Chinese Authorities. Usually the Chinese Authorities 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.

Important:

1. ***In/Out P.R.China Date should be within the period of 25 Aug 2024- 2 Sep 2024.***
2. ***Applicants are required to submit their scanned copy of passport in order to facilitate the invitation letter processing.***
3. ***No invitation letter will be issued if application is submitted after the deadline.***

1. Invitation letter for visa application

- We need to apply invitation letter(s) for visa application for PCIM Asia 2024. (go to 2-4)
 We do not need to apply invitation letter(s) for visa application.

2. Exhibitors should provide all requested information.

	First Name	Last Name	Nationality	Job Title	Passport No.	In/Out P.R.China Date
1						
2						
3						
4						
5						

3. Which Chinese Embassy in your country you will apply for the visa? _____

4. Do you need original copy of the invitation letter?

Yes, please send to (mailing address, PO box is not accepted)

Address: _____ Tel: _____

No, please send scanned copy to (email address) _____

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Shen Zhen JL International Conference And Exhibition Co. Ltd

Address: 213,Service area,2th Floor,SZCEC,
FuHua 3 Road, Fu Tian,Shenzhen, China
Attn: Ms. Hu / Ms Qiao
Tel: +86-755-8288 0055/0090
Mobile phone: +86 181 2646 4213 /+86 177 2257 0869
Email: service@bestmeeting.net.cn

**This form must be submitted
before
Deadline: 20 August 2024**

Please note the following charges for booking hotel:

Hotel Grade	Hotel Name	Room Type	Room Rate	Breakfast	Hotel Address	Distance to SZ World	Metro Station	Drive to SZ World	Free Bus
5 Stars	Hilton Shenzhen International Convention and Exhibition Center	Superior King Room	900	one breakfast	No. 80, Zhanfeng Road, Bao'an District, Shenzhen	500M	Shenzhen World North Station	10mins walk	Yes
		Superior Twin Room	950	two breakfast					Yes
5 Stars	Crowne Plaza Shenzhen World Exhibition and Convention Center	Superior King Room	850	one breakfast	No. 6, Zhanyun Road, Bao'an District, Shenzhen	500M	Shenzhen World South Station	7mins walk	Yes
		Superior Twin Room	900	two breakfast					Yes
5 Stars	InterContinental Shenzhen WECC	Deluxe King Room	850	one breakfast	Block A Building 6, Zhonggang Plaza, Expo Bay, Zhanjing Road,Bao'an District,Shenzhen	800M	Shenzhen World North Station	10mins walk	Yes
		Deluxe Twin Room	850	two breakfast					
5 Stars	Courtyard Inn Shenzhen Tongtair	Deluxe King Room	700	one breakfast	No.6259 Bao'an Dadao, Fuhai Street, Shenzhen	5KM	Fuyong MTR Station	20mins drive	Yes
		Deluxe Twin Room	750	two breakfast					
5 Stars	Grand Skylight International Hotel Haoyue	Superior King Room	538	two breakfast	Democracy Avenue and Jincheng Road West Interchange, Shajing Street,Shenzhen	5.2KM	/	18mins drive	Yes
		Superior Twin Room	538	two breakfast					
5 Stars	DeRucci Hotel (Shenzhen International Convention and Exhibition Center Subway Station)	King Room	528	two breakfast	Building B3, B4, B5, Lianhe Industrial Park, Second Fuyuan Road, Zhancheng Community, Fuhai Street, Shenzhen	970M	Shenzhen World North Station	15mins walk	Yes
		Twin Room	528	two breakfast					

4 Stars	Hilton Garden Hotel Shenzhen International Convention and Exhibition	Superior King Room	600	one breakfast	No. 80, Zhanjing Road, Bao 'an District, Shenzhen	500M	Shenzhen World North Station	10mins walk	Yes
		Superior Twin Room	650	two breakfast					
4 Stars	Shenzhen Deking Convention & Exhibition International Hotel	Deluxe King Room	468	two breakfast	No.38, Fuyuan 1st Road, Fuhai Street, Shenzhen	1.8KM	Fuhai West Station	8mins drive	Yes
		Deluxe Twin Room	468	two breakfast					
4 Stars	Shenzhen Deking Garden HotelBay	Deluxe King Room	408	two breakfast	No.315-5 Qiao He Road, Bao 'an District, Shenzhen No. 66	1.8KM	Fuhai West Station Shenzhen	8mins drive	Yes
		Deluxe Twin Room	408	two breakfast					

Remarks :

- **All hotel bookings are subject to availability. Please submit your Reservation Form to on or before August 20, 2024 should you wish to make your hotel reservation. Reservation made after the deadline can't be guaranteed.**
- Cancellation must be made in writing and **15 days** prior to arrival. **7days'** advance notice is required to modify a confirmed reservation. Late cancellations will cause a penalty of one-night room charge.
- All rates are net inclusive of 15% service charge and tax per room (single or double) per night, and including the fee of shuttle bus from the hotel to the convention center. The all charges will be settled in RMB currency.
- All reservation need to pay room rate in advance. Rooms without advanced payment will not be reserved.
- Please contact the official travel agency for the other hotel or further information.

HOTEL BOOKING FORM

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Company Name:	
*Guest Name:	Surname: _____ First Name: _____
*Official Hotel Recommend	<input type="checkbox"/> Hilton Shenzhen International Convention and Exhibition Center
	<input type="checkbox"/> Crowne Plaza Shenzhen World Exhibition and Convention Center
	<input type="checkbox"/> InterContinental Shenzhen WECC
	<input type="checkbox"/> Courtyard Inn Shenzhen Tongtair
	<input type="checkbox"/> Grand Skylight International Hotel Haoyue
	<input type="checkbox"/> DeRucci Hotel (Shenzhen International Convention and Exhibition Center Subway Station)
	<input type="checkbox"/> Hilton Garden Hotel Shenzhen International Convention and Exhibition
	<input type="checkbox"/> Shenzhen Deking Convention & Exhibition International Hotel
	<input type="checkbox"/> Shenzhen Deking Garden HotelBay
*Room Type:	<input type="checkbox"/> Single <input type="checkbox"/> Twin
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements: (Hotel will try best to assign instead to confirm)	<input type="checkbox"/> Early Arrival <input type="checkbox"/> Late Departure
Hotel Limo Airport Pickup Service: (Should be charged extra service fee)	<input type="checkbox"/> Yes Arrival Flight / Time: _____ <input type="checkbox"/> Yes Departure Flight / Time: _____
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB
*Credit Card Number:	
*Expiry Date: <small>(Expire Date should be after departure date)</small>	

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

<u>Please send this form to:</u> <u>Attn:</u> Tel: Fax: Email: <u>PLEASE MAKE A COPY FOR YOUR RECORD</u>	*Contact Person:	
	*Email:	
	*Tel:	*Fax:
	Company:	
	Address:	
	Booth No.:	*Signature:

Guangzhou Guangya Messe Frankfurt Co Ltd
Address: Unit B3107, Center Plaza, No.161
Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms Vincy Zhang
Tel: +86 20 3825 1558 ext. 258
Email: vincy.zhang@china.messefrankfurt.com

**This form must be submitted before
Deadline: 25 July 2024**

Exhibitors please sign back with company chop and return the Letter of Commitment to the Protection of IPR . For details, please read section 7 - **Regulation for Protection of Intellectual Property Rights During Exhibition** on exhibitor manual. Please ✓ the below box provided for acknowledgement.

Acknowledgement Letter

We (including all personnel, employees, appointed contractor, guests, suppliers and any other relevant third parties of our Company) acknowledge receipt and have read this “ Regulation for Protection of Intellectual Property Rights During Exhibition”in exhibitor manual. We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this acknowledgement.

We hereby acknowledge and confirm once we affix the company chop to the this form and deliver it to the Organisers, this “Regulation for Protection of Intellectual Property Rights During Exhibition” shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature and Company Stamp: _____ **Date:** _____

For enquiries and payment on Upgraded Media Package, please kindly contact our Digital Business Department:

Contact person: Ms. Wendy Lip / Mr. Gino Zhao
 HK Tel: +852 2230 9247 / +852 2230 9203
 China Tel: +86 21 6060 8428
 Email: digital@hongkong.messefrankfurt.com

Upgraded Media packages: (Optional. Please tick “√” where appropriate.)

<p>Silver Media Package</p> <ul style="list-style-type: none"> • Company name • Booth number • Product group • Correspondence address (Address, Telephone, Fax, Website) • E-mail address • 1 Company page (picture & descriptions) • 1 Product page (picture & descriptions) • 3 Keywords 	<p>Top-up digital package</p> <p>1) Gold Media Package</p> <ul style="list-style-type: none"> • Company name • Booth number • Product group • Correspondence address (Address, Telephone, Fax, Website) • E-mail address • 1 Company page (picture & descriptions) • 5 Product pages (picture & descriptions) • 5 Keywords <p>2) VR product link (1 unit)</p> <p>3) Front page box on CAPAS official website</p>
<p>Free of charge this year (Original RMB 900)</p>	<p><input type="checkbox"/> Top-up digital package I (item 1 & 2, RMB 1,500)</p> <p><input type="checkbox"/> Top-up digital package II (item 1 & 3, RMB 3,500)</p>

Remarks:

The organiser offers the Silver Media Package to each confirmed exhibitor this year.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature and Company Stamp: _____ **Date:** _____