SHANGHAI INT’L LIGHTING EXPO

Concurrently held with:
Shanghai International Smart and Innovative Home Exhibition

2016 | 3.9 - 3.12

NECC, SHANGHAI
National Exhibition and Convention Center (Shanghai)
www.alllightingexpo.com

EXHIBITOR’S WORKING MANUAL
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<td>Date</td>
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The Truck Route Map during the Build-Up Period

(For NH / 3H / 4.1H / 5.1H / 6.1H)

The truck route at Zero meter layer

Entrance  Exit
The Truck Route Map during the Build-Up Period

For 4.2H / 5.2H

The Truck Route at 16 meter layer

Entrance

Exit
Section 1. Basic Information

1. Exhibition Name
   Shanghai Int’l Lighting Expo 2016
   Concurrently held with: Shanghai International Smart Home Exhibition

2. Exhibition Venue:
   National Exhibition & Convention Center (Shanghai) (Hall 5.2H)
   Address: No. 333 Song Ze Avenue Shanghai (Xu Jing Dong Station of Metro Line 2)
   Tel: +86-21-63288126    Fax: +86-21-63749188

3. Date and Opening Time

<table>
<thead>
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<th>Opening Ceremony</th>
<th>Mar 9th, 2016</th>
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<td>Daily Exhibition</td>
<td>Mar 9th, 2016</td>
<td>09:00-18:00</td>
</tr>
<tr>
<td></td>
<td>Mar 10th, 2016</td>
<td>09:00-18:00</td>
</tr>
<tr>
<td></td>
<td>Mar 11th, 2016</td>
<td>09:00-18:00</td>
</tr>
<tr>
<td></td>
<td>Mar 12th, 2016</td>
<td>09:00-14:00</td>
</tr>
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4. Organizer Contact Information
   - Shanghai Yun Expo Co., Ltd.
     Address: 18/F, Ning dong Building, No.8 Sheng Ze Road, Shanghai
     Attn: Ms. Shelly Shi      E-mail: 63018230@qq.com
     Tel: +86-21-63288126    Fax: +86-21-63749188
   - Stand Construction, Facilities Rent, Auditing of construction draw and Furniture Application, etc.

5. Exhibition Procedure Walk-through
   - Pre-show
     1. Stand Construction for Raw Space: Please send your application to the design department of Shanghai Modern International Exhibition Co., Ltd (hereinafter referred to as the design department) before Jan 31st, 2016.
        Special Requests: Please contact the design department before Jan 31st, 2016 for special requests such as overweight exhibits and combining standard booths.
     2. Company Name for booth header board- Standard Booth Only: Please confirm your company name for booth header board with the design department before Jan 31st, 2016.
     3. Please confirm the company name on the fascia board with additional furniture/facility renting with the design department before Jan 31st, 2016.
     4. The exhibitors can go to the official exhibition website: www.appexpo.com to fill out the details for badge pre-ordering.
     5. Booth contractors have to pre-order Contractor Badge through the Real-name Authentication under the unified registration, checking, photos, production, and management of National Exhibition and Convention Center. (More details, please see Page 24)
On-site

1. **On-site Registration and Badges Ordering**
   When you arrive at National Exhibition and Convention Center, you can pick up your exhibitor badges there with the proof of booth payment, the copy of the booth sales contract and two name cards.

<table>
<thead>
<tr>
<th>Space Only</th>
<th>March 6th(Sun) to 8th, (Tue) 2016</th>
<th>09:00—17:00</th>
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<tbody>
<tr>
<td>Standard Booth</td>
<td>March 7th(Mon) to 8th(Tue), 2016</td>
<td>09:00—17:00</td>
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2. **Freight Vehicles Pass**
   The exhibitors should make the freight vehicles pass (inside of north hall of National Exhibition and Convention Center).

3. **Shipping**
   If you choose to use the official freight forwarders for your items, please contact them directly before the exhibition.

4. **Booth Set-up**
   When you set up your booth after the booth construction and exhibits move-in, please pay close attention to our fire and safety regulations. The Expo Center security department will ask you to make modification if your set-up violates those rules. Please feel free to contact us if you have any problem.

5. **Daily Entry**
   Exhibitor must enter the exhibition hall 30 minutes before the exhibition starts everyday including the opening ceremony day.

6. **Exhibits Move-out**
   The closing time of the show is 14:00 on **March 12th, 2016**. Exhibits move-out before this time is not allowed.

7. **Belongings**
   You are responsible for the safety of all your exhibits and personal belongings including personal documents, air tickets, cash, laptop, mobile phone and other valuables.

General Rules

1. Exhibitors’ company names must be the same as shown on Booth Header Board.
2. Exhibits must match the exhibit declaration of exhibitor.
3. No exhibits or promotion are allowed to extend beyond the booth(s).
4. Booth cannot be rented, transferred or lent to other companies.
5. Exhibitors may not display or promote any product or technology that violates intellectual property rights. No item should be sold during the show.
6. All aisle space belongs to the Exposition. Any activity which results in the obstruction of aisles or prevents ready access to neighboring booths may be suspended for any period specified by Show Management.
7. All exhibitors who use recorded or live presentations should submit a detailed description of their planned activity for Show Management’s approval. Noise must stay below 70db.
8. Exhibits must be clean and leak-free. Littering is prohibited.
9. Exhibitors must, at their own expense, keep their space clean and exhibits in good order.

6. **Move-in and Move-out of Exhibits**

   **Time Table**
<table>
<thead>
<tr>
<th>Move-in( Space Only) (For the exhibitors and contractors)</th>
<th>March 6th, 2016(Sun)</th>
<th>09:00-18:00</th>
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<tbody>
<tr>
<td>Move-in( Space Only) (For the exhibitors and contractors)</td>
<td>March 7th, 2016(Mon)</td>
<td>09:00-18:00</td>
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<tr>
<td>Move-in( Space Only) (For the exhibitors and contractors)</td>
<td>March 8th, 2016(Tue)</td>
<td>09:00-18:00</td>
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<tr>
<td>Move-in(Standard booth)</td>
<td>March 7th, 2016(Mon)</td>
<td>09:00-18:00</td>
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<tr>
<td>Move-in(Standard booth)</td>
<td>March 8th, 2016(Tue)</td>
<td>09:00-18:00</td>
</tr>
<tr>
<td>Move-out (For the exhibitors and contractors)</td>
<td>March 12th, 2016(Sat)</td>
<td>14:00-18:00</td>
</tr>
</tbody>
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- **Rules and Regulations on Construction and Dismantling**

1. Construction and dismantling should be instructed by the Organizing Committee.
2. Exhibitors are required to inform the Organizing Committee of any overtime work before 15:00 each day during stand construction and dismantling time. Overdue application will be charged an addition 50% late fee.
3. The Booth Header Board of all standard booths must be made by the Organizing Committee. Letters and characters on Booth Header Board must be exactly the same as it is in the Application Form of Company Name for Booth Header Board (Standard Booth Only) provided by exhibitors. No change is allowed without the approval of the Organizing Committee.
4. Indoor floor loading shall not exceed 3 tons/sqm. For exhibits with moving parts, the floor load capacity is 50% less than regular capacity.
5. For exhibitors, no additional stand fitting or display can be attached to the shell stand structure, i.e. no nailing or drilling will be allowed. Only trolley with rubber wheels is permitted to be used indoors.
6. Equipment and furniture installed by the Organizing Committee are prohibited to be removed or changed without approval.
7. The maximum height of the independent part within the standard booth is 2.44 meters. It is not allowed to exceed the allocated area.
8. Any special request for stand must be submitted to the Organizing Committee for approval in advance.
9. Please contact the staff of the Organizing Committee’s on-site office if exhibitor has any question or request during installation and dismantling.
10. A space of 50cm should be left between panels and wall and the vertical orthogonal projection cannot exceed the scope of reserved area. For the space only of 36 square meters and above, the maximum height of the booth structure (including exhibits and lighting boxes) is less than 6 meters. For the space only of less than 36 square meters, the maximum height of the booth structure (including exhibits and lighting boxes) is 4.5 meters. The surface, which is adjacent to the next one and its back of exposed parts, should be kept clean and beautiful. If the height is over 4.5 meters, the exhibitors should provide the drawings to be checked by

- **Shanghai Sub Sea Heng Xin Exhibition Co. Ltd (Hall 3H, 4.1H, 4.2H, NH)**  
  Tel: +86-21-67008483  
  E-Mail: asea_shst1@aseaexpo.com
11. No electric cutter, electric saw and spray-paint can be used on site. All the decoration materials for booth must be fireproof. Elastic cloth and Tungsten lamp over 100w are prohibited at anytime.

12. Safety helmet, belt and skid-resistant shoes are necessary for the contractors working.

13. Nothing is allowed to be dumped into the sewer during the installation and construction period.

14. If Exhibitors need the power supply in advance or 24 hours of uninterrupted electricity demand, please contact the design department of Shanghai Modern International Exhibition Co., Ltd. **before Jan 31st of 2016.** During the construction, if Exhibitors need temporary electricity, they should use the one from the electric box by their own application and bring two-stage electrical box with leakage protection device to be connected.

15. Exhibitors are responsible for their packing materials, empty cartons and wooden crates to be removed. Storing anything in the official designated area will result in storage charge unless it is stored by official freight forwarder.

16. The exhibitors should inform the appointed forwarders of requiring forklifts (the weight is more than 3 tons and its size shall not exceed 3.2 (m) W × 6 (m) L × 3 (m) H **before Jan 31st of 2016.**

17. The exhibitors must check each electric appliance and turn off their electricity before leaving the exhibition hall each day.

18. Freight vehicle shall abide by the rules specified by the organizer upon entrance. Admittance will be granted provided that the fees have been paid. Please unload in time and leave the hall and its vicinity immediately after unloading.

19. During dismantling time, all the exhibitors must obey the time schedule set by the Organizing Committee and keep close attention on their own exhibits. Exhibitors are required to inform the Organizing Committee of any overtime work before 15:00 each day during stand construction time. Overdue application will be charged an addition 50% late fee. Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the show venue. If the samples cannot be removed by the end of each day, exhibitors need to stay with their exhibits till the hall closed. Exhibitors will be responsible for the loss of goods and samples if they do not arrive on time the next day.

20. Dismantling from the exhibition before the designated time is not allowed.

21. The exhibitors and contractors will be supervised by the organizer in terms of the anti-fire measure, and make correction immediately if there is any violation during construction.

22. Exhibitors and contractors will have to take full responsibility for any property damage or injuries if they disobey the regulations of the Organizing Committee during the period of construction and dismantling.

23. In case of demand of early supply of electricity during construction, a written application should be submitted to the Organizing Committee in advance of 12 hours. In case of demand of late power-down during dismantling, a written application should be submitted in advance of 4 hours.

24. Ordering the 380V power supply or other large-capacity power, the exhibitor should send the application to the Organizing Committee and pay the relevant cost **before Jan 31st, 2016.**

25. The exhibitors who rent the island booth and the 90 sq.m booth should keep their own booth open. If they do need to seal the booth, they should control the confined length less than 50% of the total length of booth side and keep the booth side facing the main.
aisle open.

Stand Description
1. Standard Booth will be built as 9 square meters (3m X 3m) with items listed below:
   a. Three-side panels 2.4 m (H) 4 mm thick aluminum alloy frame of the anti-fire panels
   b. Booth number and company name in Chinese and English on the facial board
   c. Inner stand will be furnished with carpet
   d. Two spotlights
   e. One 220V/500W power socket (only for audio video equipment, Drinking fountains)
   f. One information desk
   g. Two folding chairs
   h. One waste-basket
2. Raw Space:
   No items provided. Exhibitors who have booked ‘Raw Space’ stands may use either the official stand contractor or appoint any other contractor. In order to standardize the booth appearance, ensure the safety during construction and safeguard exhibitor’s interests, the Organizing Committee appoints twelve qualified contractors to provide construction services.

7. Renting and Electric Device Installation
1) Renting items are subject to the Renting order form. Exhibitors shall compensate the loss of rented furniture.
2) Exhibitors shall prepare the relevant linking accessories for the supply of air compressor.
3) Exhibitors shall prepare the voltage stabilizer to prevent the unsteady voltage.
4) Exhibitors shall prepare their own accessories for the special requirements of water pressure and temperature.
5) The dissent to the furniture renting and installation should be raised before the opening of exhibition.
6) Exhibitors shall not install the spot light and fluorescent light by self.
7) Exhibitors shall label the installed electrical appliance on the plan. The upgrade fee will be collected if necessary.

8. Appointed Service Suppliers
   ● Contractors
   1. Appointed Contractors, Facility Renting/ Building-up and electricity Supplier

The design and planning department of Shanghai Modern International Exhibition Co., Ltd
Tel: +86-21-6328 8899 ext. 116 Mr. He Jian and ext.167 Mr. Wang Cheng
Fax: +86-21-6355 3611
2. Design for Space Only:

The design and planning department of Shanghai Modern International Exhibition Co., Ltd
17F No.8 Sheng Ze Road Shanghai (200002)
Tel: +86-21-6328 8899 ext.116 Mr. He Jian and ext.167 Mr. Wang Cheng
Fax: +86-21-6355 3611

Shanghai Sun Rise Exhibition Services Co., Ltd.
Attn: Mr. Shu Guo Bao or Mr. Wang Tao
E-mail: zhongzhan@sh163.net
Tel: +86-21-2890 6186/6187 ext. 17 or 18 Fax: +86-21-2890 6186/6187ext. 15
Website: www.sunexpo.com.cn

- Appointed Transporters

No any transporters can deal with the onsite work. Only is the staff from the appointed transporters allowed to the exhibits of shipping, packaging and disassembly. If the exhibitors rent the other transporters, any question will be taken by their own.

**HALL 5.2H**

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD
Tel: +86-21-23215113 Fax: +86-21-62606624

<table>
<thead>
<tr>
<th>Contact</th>
<th>Mobile</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Jake Gu</td>
<td>18602105358</td>
<td><a href="mailto:jake@itpc.net.cn">jake@itpc.net.cn</a></td>
</tr>
</tbody>
</table>

9. Payment Details (Just for Facilities Rental)

**HALL 5.2H**

Beneficiary Bank: China Construction Bank (Hua Mu Branch)
Beneficiary Name: Shanghai Sunrise Expo Service Co., LTD
Account Number: 31001523212050002152

a. All full payment of the orders should be sent to the above account.
b. **A surcharge of 50%** will be imposed on late orders and order without payments made at exhibition site.
c. Please fax your proof of payment to us as soon as possible in order to prevent any troublesome onsite.
d. Unpaid order will be regarded as onsite order.
e. The organizers will issue machine-printed invoices for all the payment. They cannot be replaced. Please fax your account and company name clearly to the organizers. (Fax to 8621- 63749188/63553611) (See the attached Form 9)
Section 2. Rules and Regulations

In order to make sure the exhibitors participating in the Shanghai International Lighting Expo 2016 (hereafter “this expo”) can have their legal property and patent rights and this expo legally and smoothly take place, all exhibitors must obey “Patent Law of P.R.C.”, “Trademark Law of PRC”, “Copyright Law of PRC” and “Anti Unfair Competition Law of PRC”.

The exhibitors, who do not obey the following regulations and rules, will be asked by the organizers or the relevant institution to close the whole booth or part of them or to remove their whole exhibits or part of them to outside of the halls. Any loss will be taken by the exhibitors.

● **Sub-letting or Transferring the Booth**
The exhibitor name should be consistent with the name on the fascia board. Don’t assign, transfer or sublet the whole or part of the display area, offices, meeting space, storage room to the others by financial considerations or other agreements. Exhibitors may not display fake and shoddy products and sell the exhibits by retail and other commodities. Only with the approval by the organizers in written form are the exhibitors allowed to display directly or indirectly the products distributed by them. The organizers reserve the right to cover the products of violation of this provision or remove them out of the halls.

● **Booth Staffing and Management**
The opening stand must be fully staffed during all operating condition. It is prohibited that the person under age of 18 wear the badge and enter into the halls during the whole exhibition period (Inc move in & move out and exhibition days). It must be noted that the exhibitors have no reason to close the booth area earlier than the closing time of daily exhibition.

● **Booth Allocation**
The organizers reserve the right to change any booth’s layout and location. If the organizers confirm this change is necessary and beneficial for the whole layout and all the exhibitors. The relevant exhibitor must follow the organizers’ arrangement.

● **The Presentation / Demo of Exhibits and Products**
If the exhibitors demonstrate their own equipment, exhibits or products, they must follow the rules as below:

1. All the details of the demonstrated exhibits including moving parts, combustible materials, laser and other dangerous goods must be submitted in written form to the organizers for their approval before the opening of the exhibition.
2. All the machines should be installed safety devices during their operation. These safety devices can be removed only when the power supply is cut off.
3. All the machines can only be operated by the professional staff of the exhibitors. The machines are not allowed to work under unsupervised situation.
4. The safe installment and protection for all the exhibits can avoid their slipping. The exhibits’ placement cannot harm or the visitors, staff or the contractors.
5. The operation devices must be separately placed to avoid audience or other unauthorized people operating it.
6. Only with the approval by the organizers and the relevant regulators, can the exhibitors demonstrate the exhibits by toxic gases or other irritants.
7. Only with the approval by the Shanghai Fire Bureau and the required conditions can gas
cylinder, fire and welding be demonstrated with shield device.

8. Make sure that there are enough protection measures to prevent any damage of the floor, carpet and other facilities in the halls. Any loss will be taken by the exhibitors.

9. Make sure the exhibits or demonstration of top, awning, ceiling or lighting box cover must be highlighted in the booth layout and submit application to Shanghai Fire Bureau for approval. It is prohibited to demonstrate such kinds of products without official approval.

10. Only with the approval by the local relevant ministry of government administration and the required conditions, are the exhibitors allowed to demonstrate electronics, wireless communications, and satellite transmission equipment.

11. Make sure that the exhibitors can only demonstrate the products of their agencies and distributors. If there is any dispute between the exhibitors, the organizers will reserve the ruling power.

12. Make sure that the volume from the booth does not interfere with other exhibitors and visitors. Only with the approval by the organizers can any demo caused the high volume or any interference factors be demonstrated at a certain time. The organizers have the right to require the exhibitors turn down or off the audio equipment. If there is any dispute, the decision of the organizers holds the ultimate efficiency.

13. Only with the approval by the organizers, are the exhibits, posters, brochures and other relevant promotion materials covering the exhibition subject allowed to display during the daily exhibition. If there is any violation of this rule, the organizers can remove the exhibits, posters, brochures and any attachment of the exhibits from the exhibitors.

14. The exhibits are not allowed to moved out of the booths during the exhibition period.

- **Promotion during the Show**

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own booths and/or on paid advertising locations. Likewise, exhibitors’ representatives may not distribute brochures, invitations, etc along the hallways nor near entrances/ exits. This is unfair to other exhibitors and an inconvenience to visitors. The use of all remote-controlled flying objects and the distribution of helium filled balloons are prohibited. The use of hot air balloons is subject to approval by the Organizing Committee.

- **Sound Control**

The noise level coming from the booth must not exceed 70dB (A) at the booth boundary. During the presentation of exhibits or special shows the general noise level in halls may exceeded by 5dB (A) for a brief period. Loudspeakers must be directed towards the inside area of the booth. The exhibitor should submit the project of demonstrate or performance of products to the Organizer in the two weeks before the opening of the exhibition and subject to the Organizing Committee’s suggestion. The loudspeaker of every booth should be placed inside the booth. If the loudspeaker is found towards the outside area of the booth, the Organizing Committee has the rights of stopping providing power for that booth before it does the reform. The sound controller of every booth should be on his position when the loudspeaker is working. If the loudspeaker’s sound is found lost control because the absent of the sound controller, the Organizing Committee has the rights of stopping providing power for that booth directly. If the booth is often complained by other booths because their sound is too high over a long period, and that is proved by the Organizing
Committee, the organization can stop its power in part time.

**Booth Cleaning**
The Organizing Committee will arrange for the general cleaning of the Exhibition hall and booths. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times. Exhibitors with lockable offices are requested to place refuse outside the office/booth space before departure each evening, for disposal. Exhibitors may contact the Official Cleaning Contractor for quotation, should additional cleaning services be required.

**Liabilities and Insurance**
The Organizing Committee will not be responsible for the safety of any kind goods brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whosoever. The Exhibitor shall insure and hold the Organizing Committee harmless and indemnify in respect of any loss or injury caused by any act or default of the Exhibitor, his agents, contractors or invitees. Exhibitors are reminded that this is an open show and the primary responsibility for safeguarding of belongings lies with the Exhibitors. The Organizing Committee will not hold responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, Contractors or Visitors.

**Damages & Compensations**
Exhibitors are responsible for the damage or dilapidation to the Exhibition hall caused by themselves, their agents, contractors or any person employed or engaged on their behalf. Exhibitors occupying standard booths are also responsible for the damage to the contractor’s booth structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person employed or engaged on their behalf. The cost of repairing and replacing for any damages will be assessed by the Official Booth Contractor and charged to the Exhibitor concerned.

**Intellectual Property Right Protection**
1. The exhibitors should own independent intellectual property right or intellectual property licensing of all their exhibits. There shall be no infringement. Without permission of the exhibitors, the exhibition site is strictly prohibited to take photos.
2. If there is the infringement, the exhibitors should remove the relevant exhibits and assist the organizers and related legal institutions do the investigation. The exhibitors have no right to asking the organizers to return the booth fee for the reason of the exhibits removing.
3. Shanghai Justeam Law Firm was assigned as senior legal & IP affairs advisor to this Expo. About Shanghai Justeam Law Firm: The name "Justeam" originates from the ancient literature, the Book of Changes, which indicates everything will go smoothly and prosperous. Adhering to the notion that Justeam renders you career success, Shanghai Justeam Law Firm (hereinafter referred to as "Justeam") assembles a group of elite lawyers with sound legal knowledge, abundant practical experience, and outstanding professional ability. The integrated corporatized management and tight team cooperation enable Justeam to provide the commercial and legal service with high quality and efficiency, and to maximize the legitimate interests of clients. Justeam values teamwork. Every operating department coordinates with each other to utilize
all the internal and external resources to achieve brilliant services and provide intellectual supports for clients with passion, efficiency and attentiveness. Boasting years’ practical experience in intellectual property rights, securities, finance, corporations, investments, litigations and arbitrations, all the lawyers in Justeam graduated from top-ranking colleges in China, with most of them having received the LL.M. degree or the Juris Doctor degree. Some of the lawyers are professors, doctoral tutor and doctor candidates from Fudan University. Aiming at maximizing clients’ legitimate interests, Justeam not only provides professional legal service, and also affords clients integrated and feasible solution by virtue of the abundant practical experience and the profound understanding of the business operation environment in China.

Contact:
Address: Room 889 F8 No.666 Qu Yang Road Hong Kou District
Tel: 8621-65026165 Mr. Zhao Yao Rong
MP: 8613564843140
E-mail: 13564843140@163.com

● **Force Majeure**
In the case of force Majeure - i.e. any cause whatsoever beyond the control of the Organizing Committee-the Organizing Committee reserves the right to alter the timing and/or duration of the Exhibition. The Organizing Committee shall not be held responsible for any loss sustained by the Exhibitor, which is directly or indirectly attributed to a so-called ‘Act of God’ such as fire, flood, earthquake, windstorm or other natural disasters, act of any sovereign government, and any law and judgment relating to labor disputes. In the event of such circumstances, the money paid by the Exhibitor, or any part thereof, may not be refunded to the Exhibitor.

● **Authority Of Premises**
In the event of any problems or disputes on-site, the decision of the Organizing Committee, being lessee of the premises, will be final. The Organizing Committee also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the Exhibition and concerned parties.

● **Unforeseen Circumstances**
In the event of any occurrence not foreseen in these ‘Rules and Regulations’ and the terms of contract stated in the contract, the decision of the Organizing Committee shall be final.
Section 3. Safety Requirements

Safety requirements are the summary of the relevant safety rules during the exhibition.

1. Security Note

1) All the exhibitors should arrange a person as a part-time security staff to assist the organizers and the Venue on security. This person must come into the halls with the contractors during the built-up time to supervise and inspect each security work.

2) All participants must give education regarding safety management to their staff, strengthen staff's safety awareness and ensure a safe exhibition.

3) During the expo, the exhibitor is allowed to carry the samples out the venue only with the move-out certificate approved by the organizers.

4) Keep the samples, documents and belongings properly to prevent them being lost or stolen. All samples must be registered in a special list and be managed by assigned person. The exhibitors must take effective measures to keep important samples properly. During the move in and out and daily venue closing, the exhibitors must lock all important documents, valuable samples and belongings in the exhibition counter or in the safe or take other effective measures and assign specific person to be in charge of it.

5) It is strictly prohibited to carry any explosive and other dangerous chemicals into the venue; Virulent, explosive and radioactive and other exhibits must be replaced by the generic substitutes.

6) During the expo, any item you have picked up must be sent to the security department. It is not allowed to take care of them by your own hands.

2. Fire Notice

1) Responsibility for fire safety

A. No smoking in the venue!

B. All the exhibitors, contractors, staff, agencies and service people must obey "Fire Control Law" and fire control regulations of Shanghai New International Expo Center.

C. The leader of each exhibitor has the full responsibility of fire control for their own booth. Any person who sees the fire should start the fire alarm; try to extinguish or control the fire, and to evacuate all of the nearby items.

D. The following circumstances should be approved by Shanghai Fire Bureau in written form.

   ● Presenting and operating heating, barbecue grill, heat or open flame devices, candles, lanterns, torches, welding equipment, or other raw tobacco materials.

   ● Presenting and operating any dangerous electric power, mechanical, or chemical apparatus. Any question or any apparatus which is likely to be confirmed as dangerous, please contact the relevant departments for approval.

   ● Toxic or hazardous materials, including flammable liquids, compressed gases, or dangerous chemicals. It must be noted that there should be no obstacles and blocks for the fire protection system, air conditioning systems, mechanical ventilation, fire safety equipment, hose cabinets, fire handle fastening devices and interior lighting control system.

2) Keep Clear for the Emergency Exits
A. The main fire exit of the single hall and the upper of the double hall is 12 meters and the one in the lower of the double hall is 8 meters. The minimum width of the emergency exit is 3 meters; the booth against the wall should be located no less than 0.5 meter from the wall.

B. During the move-in and move out, all kinds of decorative materials and exhibiting samples cannot be stacked at the door of the halls or the entrances to prevent them blocking the emergency exits. Package materials or brochures cannot be stacked in the area behind the booth panel and other special service areas. Keep the interior of the hall and its surrounding emergency exits clear. If not, the organizers and fire department reserve the right to deal with them as the unknown waste. Any loss and penalty will be taken by the exhibitors.

C. The items improperly placed will be cleared and relocated by the security management staff. Any loss and cost will be taken by the owner.

3) Prohibited and Restricted Use of Dangerous Materials

A. It is prohibited to use the fire and the temporary gas lamps in the venue.

B. It is prohibited to use explosive, flammable, corrosive and other hazardous materials.

- **Compressed air:** According to the Shanghai Public Security Bureau "pavilion Safety Ordinance ": air compressor must be placed outside the halls. The regulations must be strictly enforced.
- **Industrial gas:** It is prohibited to use any flammable, corrosive gas for any display inside the halls.
- **Radioactive materials:** It is prohibited to use any radioactive materials at any time.
- **Display needing strong illumination:** It is prohibited to use any strong illumination devices without exterior covering in the halls at any time.
- **Corrosive materials (waste):** there should be no corrosive materials and garbage in the halls during any time.
- **Compressed gas container:** The exhibitors must make sure the compressed gas containers which are filled with helium, compressed air, argon, carbon dioxide, etc. are safely delivered and stored. It is prohibited to use compressed gas containers in the hall. If the organizer find that there is no safety devices in the compressed gas containers, they will ask the exhibitors move the containers out of the halls.

C. All decorative materials should be made of non-combustible or flame retardant materials; it is prohibited to use the stretch fabrics.

D. If you decorate the booth with wooden structure, you should use fireproof materials and fire retardant coating on it. Various transformers may not be directly installed in the combustible object.

E. Only B-1 non-combustible carpets can be used.

4) The Normal Operation of Fire Facilities

A. All the exhibitors should take care of various fire facilities in the halls and keep them in proper order.

B. Don’t stack any items 1.5 meters before the fire hydrants and firefighting equipment. It is prohibited that non-blocking, occupy, damage and misappropriation of fire equipment.

C. Regardless of booth area, the height of all the booth structure (including exhibits and light boxes etc) inside of the hall should be controlled less than 6 m. If the height is over
4.5 meters, the exhibitors should provide the drawings to be checked.

D. It is strictly prohibited for indoor exhibition stands to adopt enclosed type ceilings.

5) Electrical equipment installation must comply with the fire safety requirements.

A. The installment of Electrical equipment must comply with the relevant national technical regulations on fire prevention.

B. The installation and using, line and laying pipelines design should comply with the relevant national technical regulations on fire prevention.

C. The subcontractors should inform the appointed main contractors about the electricity load for their approval. After completion of construction, the power will be supplied only after checked by the electrician assigned by the organizer.

D. The exhibitors should use non-combustible cables with metal covers or non-combustible covers certified by Fire Prevention Bureau (with certificates or signs) and connect the grounding system according to requirements if they want to install electric devices for their booths. The cables which will go through the sidewalks, carpets and decorative materials must be properly covered by pipes and there should be no joints in the pipes.

E. The minimum height of neon is 2.5 meters. Please use glass tube to cover the joint part. Don’t use combustible materials; don’t conceal it.

F. It is prohibited to use fire (welding, gas welding, etc.) during the construction and mechanical operation.

6) Doing the clearing-up before the daily venue closing

A. Before the daily venue closing, the exhibitors should assist the safeguards to do the clearing-up.

B. The main contents of clearing-up:
   ● Prevent hazards of combustible debris in the halls;
   ● Cut off the electric power of your own booth;
   ● Keep your valued property.

3. Notice about Using Electricity

1) Responsibilities & Duty on Site

Enforce the principles of “The person who is in charge should take responsibility”. The exhibitors and contractors affiliated with special booths should be responsible for safely using the electricity and being obliged to obey what is regulated in this notice. During the exhibition, special booth will assign an onsite electrician who is responsible for turning on and off the lights and cutting the power supply and inform the onsite management office about the electrician’s name, contact phone number and on duty place for record.

2) Safety Regulations of using electrical materials and facilities during built-up

A. The applied electrical materials and facilities should be consistent with the state quality standard and fire prevention requirements.

B. The distribution box must be equipped with 30mA leakage protector.

C. ZR-BVV cables and cables with protecting covers must be used.

D. Metal protective pipes and metal components must be electrically bridged and safely grounded.
E. Each electric circuit should have a specific protective earth wire and be connected with all metal components with possibility of leakage.

F. Down lamps and quartz lamps should be protected by asbestos padding; inside the advertisement lamp boxes and posts there should be convective cooler holes. The rectifiers and triggers of the lamps should have certificates issued by Fire Prevention Bureau.

G. Caloric power lamps should be additionally equipped with protective cover (i.e. iodine tungsten lamp over 100W). It is prohibited to use iodine tungsten lamp over 100W.

H. The exhibitors must apply for using electricity on the booth. It is prohibited to connect electricity with distribution box and sockets of the exhibition hall discretionarily.

3) Safety regulation of using electricity in special booths

A. It is prohibited to block or cover the distribution boxes for lighting, power and telephone wires of the exhibition halls when built-up.

B. Regulations of using electricity must be strictly enforced. The electrician must have effective operation permit and obey the procedures of safely using electricity. Otherwise, the special booth exhibitors are not allowed to enter the halls to construct.

4) Safety regulation of using electricity in standard booths

A. Building-up and dismantling contractors are not allowed to dismantle, move, add or reduce all fixing electric devices and lightings in the halls. The sockets applied for must be used strictly within the maximum load of 500W and are not allowed to connect any electric devices exceeding the maximum load.

B. If the exhibitors have to use electricity more than stipulated, they must submit application to the organizers 20 days in advance and are allowed to begin construction only after approval.

C. Only certified electricians are allowed to install electric devices, lamps, etc. It is prohibited to use plastic parallel lines, flexible cords and aluminum wires and to use combustible materials for covering the lamp box.

5) Safety regulation of using electricity for arranging exhibited samples.

A. All installed lamps must be at least 30cm away from the exhibited samples. The exhibitors should install junction boxes and cables are not allowed to go out of the boxes.

B. Distribution boxes and plugs cannot be concealed in the exhibited samples but must be installed in obvious and safe positions.

6) Safety regulations of exhibited electric samples

A. It is strictly prohibited to use high power electric heating devices (i.e. electric water kettle, electric oven, etc.). If the exhibitors need to use electricity, they have to submit application to organizers and they are allowed to use electricity only after the organizers approve the application.

B. If the exhibited samples or facilities need power supply day and night, the exhibitors must submit application to security department of the organizers. The cost for onsite duty will be borne by the exhibition.

7) Penalties

A. If exhibitors use electricity and connect electric appliances discretionarily without application for using electricity, the organizers will cut power supply of this booth. Double cost of used electricity will be charged to the exhibitors.
B. Double cost of damaged electric appliances will be charged to the exhibitor who damaged the electric appliances.

C. The electricians assigned by the organizers reserve the right to request the exhibitors who failed to report used electricity honestly to compensate the cost.

D. If organizers find any exhibitors who use electricity against management regulations or safety requirements and lead to hidden trouble, organizers will cut the power supply and request the exhibitors to rectify or remove.

E. Regarding the booths in which accidents occur because of unapproved electricity using, the organizers reserve the right to ascertain where the responsibility lies until to pursue legal actions to concerned people and company principal depending on the seriousness.
Section 4. Badge & Permit Management Regulations

1. Exhibitors' Badge

1) Pre-application
   All the exhibitors should go to www.apppexpo.com to fill out the details of exhibitors' badge before Jan 22nd, 2016.

2) On-site application
   The exhibitors who failed to do the pre-application or need more badges can go to the reception counter of National Exhibition and Convention Center (Shanghai) to get free exhibitor badges by providing the invoice of the total booth fee and the copy of bank slip from 09:00 a.m. of March 6th, 2016 to 5:00 p.m. of March 8th, 2016.

2. Construction Permit/Transport Vehicle Permit

   The procedures of issuing the permits:
   1) Real Name Certification
      The new constructors and transporters should issue the permits which have one year valid period. The expired permit can be renewed by the Venue.
   2) Materials Requested:
      ● Two copies of industrial and commercial business license (with official seal)
      ● The original and copy of ID card of responsible person in construction company
      ● The form of real name certification (See Appendix 6)
      ● Safety commitment (See Appendix 7)
   3) Issuing the Permits:
      The permits include the construction permit and the vehicle permit in loading area.
      ● Construction Permit
      The responsible person in construction company should provide the personal and all the constructors' original script of the second generation ID card to the Venue. In addition, the invoice of construction management fee, the receipt of deposit, the appointed constructor and transporter proof etc will be requested.
      ● Transport Vehicle Permit
      The responsible person in construction company should provide the invoice of construction management fee, the receipt of deposit, the appointed constructor and transporter proof to the Venue for issuing the transport vehicle permit.

3. Badge Management

1) Please wear the badge and assist the safe guard to check when entering into the halls to do the construction. The exhibitors can take the exhibitor badge to come into the hall for booth layout, but they are not allowed to participate in the construction. Once discovered, they will be expelled from the exhibition hall.

2) One person, one permit. It shall not be lent, altered or sold. Any defender will be punished and make the written examination.

3) Please inform the organizing committee of lost permit.

4) Changing the construction staff during the set-up and dismantling time, please issue the new construction permits from the organizing committee.

5) The vehicle is allowed to enter the loading area with access permit. After loading all the good, it then should leave the loading area from appointed exit according to the guidance of onsite safeguard.
Section 5. Space-Only Construction Requirement

1. Application

1) Exhibitors who have booked raw space stands may use either the Official Booth Contractors or appoint any other contractors who also have to comply with the rules and regulations on the booth construction including Regulations on the Booth Construction of Large Exhibition and Outdoor Stand and Multi-storey Stand Construction. (Appendix 3).

2) With the invoice of booth fee or the remittance slip, the exhibitors who haven’t applied the badges in advance can go to the exhibitor reception deck of NECC to issue them from 09:00 a.m. of March 6th, 2016 to 5:00 p.m. of March 8th, 2016.

3) Exhibitors of raw space booths should submit the application materials to the Organizing Committee for the approval by the Exhibition Center and Fire Security Department no later than January 31st, 2016.

Application materials include:
- Booth design drawings
- Sketch of Stand
- Information and contact of contractor
- The copy of business license with stamped seal and special types of licenses of the contractor
- Security Liability to NECC

4) Cost of Raw Space contractor is as below:

Please transact formalities listed below from Jan 8th, 2016 in the office of Shanghai Sunrise Expo Service Co., Ltd. at the east side of Hall W2-B4 in SNIEC (No. 2345 Long Yang Road)

A. Raw space deposit (refund after move-out)

<table>
<thead>
<tr>
<th>Booth Area</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spaces ≤ 72 m²</td>
<td>RMB 5,000</td>
</tr>
<tr>
<td>Space &gt; 72 m²</td>
<td>RMB 10,000</td>
</tr>
</tbody>
</table>

- Before construction, stand contractors will have to apply for Contractor Admission Badge before move-in. Admission badges will not be issued to stand contractors without the receipt or invoice of payment.
- If stand contractors did not violate any rules and regulations of exhibition, kept all facilities in hall safe during construction to move-out period, and removed all materials out of hall after move-out period, raw space deposit will be refunded by the organizing committee after staff checks everything in booth is OK. Contractors can obtain the refund at the office of Shanghai Sunrise Exhibition Service Co., Ltd. (at east of W2 hall) within 15 working days after the ending of the exhibition.

B. Construction Management fee

- Raw space exhibitors or booth contractors have to pay the construction management fee at RMB 28/m². The size of double-floor booths calculated by: the size of the second floor *2+the size of first floor

C. Contractor Badge Cost
Booth contractors have to pre-order Contractor Badge under the unified registration, checking, photos, production, and management of the Expo Center. (Page 24)

Deadline: **February 26th, 2016.**

★ Drawing Review Fee *(super tall capped single-floor booth, outdoor and double-floor booths must pay for it)*

● The layout of *super tall capped single-floor booth, outdoor and double-floor booths* must be approved by national grade 1 registered structural engineer. If the exhibitors fail to have the layout approved by national grade 1 registered structural engineer, the organizers, the venue owners and the assigned layout auditing company (Shanghai Sub Sea Heng Xin Exhibition Co. Ltd (Hall 3H, 4.1H, 4.2H, NH) and HAH Consulting & Exhibition Co., Ltd. (Hall 5.1H, 6.1H, 5.2H, 6.2H) reserve the right to prohibit the exhibitor and contractor to do build-up work in the hall.

★ Facility Renting Cost

Electricity, Air Compressor, Water and Telephone Renting cost. (Page 33 Form 3)

2. Rules and Stand Construction for Raw Space

1) Exhibitors and contractors of raw space booths of all the halls must have no structure in their stand fitting higher than 6 meters, the vertical orthogonal projection cannot exceed the scope of reserved area and two-storey stand cannot exceed 6 meters in height. Exhibitors must keep neighboring space and the space behind their stands clean and in order. If contractors violate the regulations and have no ability to revise the booth, the resetting work will be dealt with by the organizing committee’s official stand contractors at exhibitor’s own expense. The fee will be deducted from the deposit. The aisle in special design stand must be maintained safe and clear.

2) Confirmed items cannot be revised without notice and must be conducted according to the plan. Construction is not allowed to exceed the approved scale and must be supervised and examined by the show management and the official stand contractor. Exhibitors are not allowed to revise their stand until they applied to official stand contractor and get approval from fire-fighting bureau. The show management reserves the right to stop electricity supply if any exhibitor doesn’t follow the rules.

3) No electric cutter, electric saw and spray-paint can be used on site. Every decoration material used for booth must be fireproof. Elastic cloth and Tungsten lamp over 150w are prohibited in anytime.

4) Safety helmet, belt and skid-resistant shoes are necessary for the contractors working over the height of 2 meters. The ladle must be prepared with skid-resistant working.

5) The maintaining work will be done by exhibitors’ appointed stand contractors.

6) Stand contractors appointed by the exhibitors for raw space shall report to the Organizing Committee for renting electricity facilities before **January 31st, 2016.** 150% fee will be surcharged for orders later than the deadline of **January 31st, 2016** and for onsite orders.

7) The booth number and company name of the exhibitors should be found at visible place.

8) ‘The space only’ exhibitors are required to lay the carpet on the ground where they have booked.

9) The outer surface of the ‘The space only’ booth in sight should be decorated.
10) The contractor must provide their own two electric box with leakage protection; Recommended first-line brand (such as Schneider, ABB, Siemens etc.), electrical boxes (containing components) must guarantee the quality and reliability.

3. Safety Responsibilities for Stand Construction

Exhibitor and contractors for raw space booths should submit the signed and sealed the Security Liability to NECC to the organizing committee before **January 31st, 2016** and bring the original copy to enter the hall.

4. Stand Design and Engineering

The five official contractors appointed by the Organizing Committee can provide exhibitors with the services of stand design, drawings review, engineering, on-site installation, maintenance and dismantling.
## Section 6. Applications & Order Forms

<table>
<thead>
<tr>
<th>FORM TITLE</th>
<th>DEADLINE</th>
<th>PAGE</th>
</tr>
</thead>
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<td>[FORM 1] Show Directory Information</td>
<td>January 15th, 2016</td>
<td>29</td>
</tr>
<tr>
<td>[FORM 2(1)-(2)] Additional Furniture Rental Order</td>
<td>January 31st, 2016</td>
<td>30</td>
</tr>
<tr>
<td>[Form 2(3)] Additional Furniture Illustration</td>
<td>--</td>
<td>32</td>
</tr>
<tr>
<td>[FORM 3] Facilities Order</td>
<td>January 31st, 2016</td>
<td>33</td>
</tr>
<tr>
<td>[FORM 4] Overtime Work Application</td>
<td>15:00 every exhibition day or during the set-up and dismantling time</td>
<td>34</td>
</tr>
<tr>
<td>[FORM 5(1)] Conference Room List of the Venue</td>
<td>--</td>
<td>36</td>
</tr>
<tr>
<td>[FORM 6] Shipping Instruction and Tariff</td>
<td>February 28th, 2016</td>
<td>37</td>
</tr>
<tr>
<td>[FORM 7] Information of Appointed Hotel</td>
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<td>43</td>
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<tr>
<td>[FORM 7(1)] Hotel Reservation Form</td>
<td>February 9th, 2016</td>
<td>46</td>
</tr>
<tr>
<td>[FORM 7(2)] Service Booking Form</td>
<td>February 9th, 2016</td>
<td>47</td>
</tr>
<tr>
<td>[FORM 8] Booth Location Plan</td>
<td>January 31st, 2016</td>
<td>48</td>
</tr>
</tbody>
</table>

**Note:** Please submit relevant forms online or fax them to the organizer before deadline.
Show Directory Information

Dear All,

The show guide now is being made. We can supply you free access:

http://www.apppexpo.com/2/EN/Login  to fill out the company profile according to instructions before January 15th, 2016.

It includes as below:
1. Company Name in Chinese and English
2. Booth No
3. Company Address in Chinese and English
4. Zip
5. Telephone
6. Facsimile
7. E-mail
8. Website
10. Product Group

Notes:
- Product guide is no more than 150 letters. (We have the right to deleting the excessive words for the finalization.) We are not responsible for your delay of uploading your information.
- Deadline is January 15th, 2016.
- You can get the user name from the Organizing Committee and the initial password is 123456.
- Recommend browsers are IE6+, google chrome, firefox, safari, Opera

Any question, please do contact us at 8621-63288899/52520202 ext. your contacts.
**Additional Furniture Rental Order**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Size(cm)</th>
<th>Unit Price (RMB)</th>
<th>Quantity</th>
<th>Amount (RMB)</th>
<th>Remarks</th>
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<td>A-1</td>
<td>Information Counter</td>
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<tr>
<td>A-2</td>
<td>Lockable Cupboard</td>
<td>(100X50X80)</td>
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<tr>
<td>A-3</td>
<td>Conference Table</td>
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<tr>
<td>A-4</td>
<td>Glass Round Table</td>
<td>(Φ79 *H70)</td>
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<td>A-5</td>
<td>Bar Counter</td>
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<tr>
<td>B-1</td>
<td>Conference Chair (leather, Black)</td>
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<tr>
<td>B-2</td>
<td>40# Chair (white)</td>
<td></td>
<td>40</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>B-3</td>
<td>Fiberglass barstool</td>
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<tr>
<td>C-1</td>
<td>Low Glass Cupboard</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>C-2</td>
<td>High Glass Cupboard</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-1</td>
<td>Low Showcase</td>
<td>(50 X50 X 50)</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-2</td>
<td>High Showcase</td>
<td>(50 X 50X100)</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-1</td>
<td>Shelf A</td>
<td>(100 X24)</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-2</td>
<td>Gantry Hanger</td>
<td>(110-180X98-150)</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-3</td>
<td>Hanging Rail B (Stainless steel)</td>
<td>(100 X100-200)</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>Folding door</td>
<td>(100 X200)</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-5</td>
<td>1m white exhibition boards</td>
<td>(100 X250)</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-1</td>
<td>Aperture Board</td>
<td>(99 X144)</td>
<td>180</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-2</td>
<td>Wire Mesh</td>
<td>(80 X120)</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-3</td>
<td>Long(Short) Spotlight</td>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-4</td>
<td>Tow Poles with 1M Chain</td>
<td></td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-5</td>
<td>Plasma Screen (42)</td>
<td>(500W/220V)</td>
<td>800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-5</td>
<td>Plasma Screen (50)</td>
<td></td>
<td>1800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-6</td>
<td>Large Refrigerator</td>
<td>174L</td>
<td>800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-6.1</td>
<td>Small Refrigerator</td>
<td>80L</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-7</td>
<td>Waste Basket</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-8</td>
<td>Brochure rack</td>
<td></td>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-9</td>
<td>Drinking Fountain</td>
<td></td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-10</td>
<td>Socket (500W/220V)</td>
<td>(500W/220V)</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-11</td>
<td>Fluorescent Tube</td>
<td></td>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note:

1. For the late orders, a surcharge of 50% will be imposed on late orders (January 31st, 2016) at exhibition venue on site for emergency.

2. All orders must be made with full remittance to:

**HALL 5.2H**

Beneficiary Bank: China Construction Bank (Hua Mu Branch)
Beneficiary Name: Shanghai Sunrise Expo Service Co., LTD
Account Number: 31001523212050002152

※

1. Online Application: go to www.apppexpo.com/2/CN/Login to choose the button of Furniture and do your application.

2. **Return this form to:**
Fax: +86-21-63553611/3422

<table>
<thead>
<tr>
<th>Exhibitor's Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Company Name</td>
</tr>
<tr>
<td>Tel / Fax</td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Additional Furniture Illustration

[FORM 2(3)]

DEADLINE: January 31st, 2016
### Additional Electric Appliance Rental Order

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Unit (RMB)</th>
<th>Quantity</th>
<th>Amount (RMB)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>M21</td>
<td>Air Compressor ≤0.4M³/Min, DN15mm, F8bar</td>
<td>3500</td>
<td>3</td>
<td>10500</td>
<td></td>
</tr>
<tr>
<td>M22</td>
<td>Air Compressor ≤0.9M³/Min DN20mm, F8bar</td>
<td>4200</td>
<td>4</td>
<td>16800</td>
<td></td>
</tr>
<tr>
<td>M23</td>
<td>Air Compressor ≥1.0M³/Min DN25mm, F8bar</td>
<td>4900</td>
<td>4</td>
<td>19600</td>
<td></td>
</tr>
<tr>
<td>M27</td>
<td>Switch Box 15Amp/380V</td>
<td>1100</td>
<td>1</td>
<td>1100</td>
<td></td>
</tr>
<tr>
<td>M28</td>
<td>Switch Box 30Amp/380V</td>
<td>1650</td>
<td>3</td>
<td>4950</td>
<td></td>
</tr>
<tr>
<td>M29</td>
<td>Switch Box 60Amp/380V</td>
<td>2670</td>
<td>2</td>
<td>5340</td>
<td></td>
</tr>
<tr>
<td>M30</td>
<td>Switch Box 100Amp/380V</td>
<td>4430</td>
<td>4</td>
<td>17720</td>
<td></td>
</tr>
<tr>
<td>M31</td>
<td>Switch Box 150Amp/380V</td>
<td>6410</td>
<td>4</td>
<td>25640</td>
<td></td>
</tr>
<tr>
<td>M32</td>
<td>Switch Box 200Amp/380V</td>
<td>9930</td>
<td>5</td>
<td>49650</td>
<td></td>
</tr>
<tr>
<td>M33</td>
<td>10M Broadband</td>
<td>8000</td>
<td>1</td>
<td>8000</td>
<td></td>
</tr>
<tr>
<td>M34</td>
<td>Water supply to booth (DN 15mm, inside hall)</td>
<td>2970</td>
<td></td>
<td>2970</td>
<td></td>
</tr>
<tr>
<td>M35</td>
<td>Water supply to machine with DN20mm, inside hall)</td>
<td>4400</td>
<td></td>
<td>4400</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. For the late orders, a surcharge of 50% will be imposed on late orders (January 31st, 2016) at exhibition venue on site for emergency.

2. All orders must be made with full remittance to:

**HALL 5.2H**

Beneficiary Bank: China Construction Bank (Hua Mu Branch), Beneficiary Name: Shanghai Sunrise Expo Service Co., LTD

Account Number: 31001523212050002152

※ 1. Online Application: go to www.appexpo.com/2/CN/Login to choose the button of Facility and do your application.

2. Return this form to: Fax: +86-21-63553611/3422

<table>
<thead>
<tr>
<th>Exhibitor's Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Company Name</td>
</tr>
<tr>
<td>Tel / Fax</td>
</tr>
<tr>
<td>Booth No.</td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature &amp; Company Seal</td>
</tr>
</tbody>
</table>
Overtime Work Application

Individual stand fitting contractors must complete their work according to the site operation schedule. During the move-in and move-out period, if exhibitors need overtime work, this form should be sent to the organizers in the management office for approval before 15:00 every day (March 6th to 12th, 2016).

<table>
<thead>
<tr>
<th>Overtime charge (08:00-09:00, 18:00-22:00)</th>
<th>RMB1,100/1000M²/hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime charge (after 22:00 to 08:00 of the morrow)</td>
<td>RMB2,200/1000M²/hour</td>
</tr>
</tbody>
</table>

If permission is sought from the Organizer, the contractor has to pay to the venue owner the required Overtimes Services Charges. Actual amount of the charge is to be quoted by the organizer on request.

The contractors must apply for overtime work before 15:00, or a surcharge of 50% will be imposed on late orders for emergency.

<table>
<thead>
<tr>
<th>Overtime Work Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Contact</td>
</tr>
<tr>
<td>Tel</td>
</tr>
<tr>
<td>Booth No.</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Meeting Room Rental Application

Please fill in this form to order meeting rooms and send it to the organizer with related charges.

No.:                     Date:                      Time:

Note:
1) A meeting room includes following furniture: tables, chairs, tablets, microphone, loudspeaker box, drinking fountain.

2) Rental period which is less than 4 hours, it will also be charged for full time

3) Deposit: RMB1,000.

All orders must be made with full remittance to: Shanghai Modern International Exhibition Co., Ltd. Account No.444259214551, Bank of China, Shanghai Branch.

<table>
<thead>
<tr>
<th>Company</th>
<th>Remittance Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Signature &amp; Company Seal</td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Booth No.</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Area</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>M1-01</td>
<td>165 m²</td>
</tr>
<tr>
<td>M1-02</td>
<td>231 m²</td>
</tr>
<tr>
<td>M1-03</td>
<td>231 m²</td>
</tr>
<tr>
<td>M1-04</td>
<td>231 m²</td>
</tr>
<tr>
<td>M2-01</td>
<td>165 m²</td>
</tr>
<tr>
<td>M2-02</td>
<td>231 m²</td>
</tr>
<tr>
<td>M2-03</td>
<td>231 m²</td>
</tr>
<tr>
<td>M2-04</td>
<td>231 m²</td>
</tr>
<tr>
<td>M3-01</td>
<td>165 m²</td>
</tr>
<tr>
<td>M3-02</td>
<td>184 m²</td>
</tr>
<tr>
<td>M3-03</td>
<td>176 m²</td>
</tr>
<tr>
<td>M3-04</td>
<td>165 m²</td>
</tr>
<tr>
<td>M4-01</td>
<td>172 m²</td>
</tr>
<tr>
<td>M4-02</td>
<td>176 m²</td>
</tr>
<tr>
<td>M4-03</td>
<td>176 m²</td>
</tr>
<tr>
<td>M4-04</td>
<td>165 m²</td>
</tr>
</tbody>
</table>
[Form 6]

**SHIPPING GUIDELINE & OFFICAL TARIFF**

THE ORGANIZER HAS APPOINTED SHANGHAI EB & SFSC INTERNATIONAL LOGISTICS CO., LTD, AS THE OFFICIAL FORWARDER FOR THE EXHIBITION(2H, 6.1H, 6.2H) TO HANDLE ALL EXHIBITS AND TO PROVIDE SERVICE ON-SITE EXCLUSIVELY.

CTC: Ms. Jake Gu  Mr. June Tang  
E-mail: Jake @itpc.net.cn June_tang@itpc.net.cn  
TEL: 0086-21-2321 5113 0086-21-2321 5130  FAX: 0086-21-6260 6624  
0086-186 0210

SHANGHAI EB & SFSC INTERNATIONAL LOGISTICS CO., LTD

Floor 10, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China

To ensure smooth handling of exhibits, please read carefully all points in this guideline. Failure to comply with these points is likely to create problems and additional expenses.

1. **CONSIGNMENT INSTRUCTION** All exhibits forwarded by air or sea freight should be consigned to: BY SEA:

   Consignee: SHANGHAI EB & SFSC INTERNATIONAL LOGISTICS CO., LTD Floor 10, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China TEL: 0086-21-2321 5113 FAX: 0086-21-6260 6624  
   CTC: Mr. Jake Gu

   Notify Party: SAME AS CONSIGNEE

   **BY AIR:**

   Consignee: HUZHOU XIN YUAN FREIGHT AGENT CO., LTD.SHANGHAI BRANCH 710 Rooms, Cargo Building, 158 Shu Hang Road, Pu Dong Shanghai China Notify Party: SHANGHAI EB & SFSC INTERNATIONAL LOGISTICS CO., LTD. TEL: 0086-21-2321 5113 FAX: 0086-21-6260 6624  
   CTC: Mr. Jake Gu

   Note: All cargo must be shipped under “Freight Prepaid” and Please issue Master BL for Sea freight cargo or Master AWB for Air freight cargo. The Master BL or the Master AWB must show the consignee strictly according to the above details. Otherwise additional charges will be incurred against any incorrect consignee details.

2. **DEADLINE DATES:**

   The following deadlines for documents reaching EB LOGISTICS office and exhibits arrival at Shanghai port must be firmly observed. EXHIBITION DOCUMENTS (One copy of each unless specified) **Documents, Deadlines** a) List of exhibits (APPENDIX 1) 4 FEB. 2016 b) **Exhibits** Ocean Freight LCL cargo 14 FEB. 2016 Ocean Freight FCL cargo 15 FEB. 2016 Air Freight Cargo 15 FEB. 2016 c) Bill of Lading Before the shipment arrival

   Exhibition goods arriving after out deadline will be subject to a 30% surcharge on basic prices, we shall bear no responsibility for participating exhibition in time.

3. **FORBIDDEN EXHIBITS**

   (1)FRESH PRODUCTS OF ANIMALS AND PLANTS (2)DRY & NON-PERISHABLE FOODSTUFF, BEVERAGE, ALCOHOL, COSMETICS AND MEDICAL
EXHIBITS FROM QUARANTINE OR DISEASE AFFECTED AREAS

For the list of countries and regions, please contact us. We shall bear no responsibility for participating exhibition in time owing to the complicated and lengthy procedures for temporary import the above mentioned exhibition goods

(3) MULTIMEDIA DATA SUCH AS USB FLASH DISK, CD, CASSETTE, ETC.

(4) PLEASE REQUIRE US FOR OTHERS

4. SHIPPING DOCUMENTS & NOTICE

a) Once shipment is made, please advise EB LOGISTICS by fax of details Including: Dimensions and Weight of each package, ETD and ETA.

b) One set of original B/L or AWB with invoice & packing list must reach to EB LOGISTICS as soon as possible.

5. EXHIBITION DOCUMENTS

A) List of Exhibits

-- This form is the most important document for customs clearance in exhibition opening and closing. This every exhibitor must submit this form to EB LOGISTICS in Shanghai without exception. Please note that only official form prepared by EB LOGISTICS Shanghai will be accepted by Customs.

-- A detailed and accurate description of exhibits, including major components, must exact quantity on this document. -- Catalogs, display materials, gifts and foodstuff must also be specified with exact quantity on this document.

B) Layout of exhibitors' Stand

When the gross weight of a case of exhibits exceeds 1000kgs, or when the total volume of the exhibits is substantial, e.g. over 10 cubic meters, exhibitors should submit a drawn-to-scale layout to facilitate the transport and positioning of their exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

6. QUARANTINE Exhibits packed by wood must provide "Fumigation Certificate". If not packed by wood, please write, "Non-wood Packing Declare" stamped & signed by shipper. "Fumigation Certificate" and "Non-wood Packing Declare" must be original document, it will be sent to our company with Bill of lading.

7. HAND-CARRIED EXHIBITS Exhibitors are strongly advised not to hand carry goods for this exhibition.

However, exhibitors with hand-carried goods to the show, they should declare to customs at the airport that their hand-carried goods are for exhibition purpose. If hand-carried exhibits are detained by the Airport Customs Office, EB LOGISTICS may handle the Customs declaration (in temporary basis) with a detention note issued by the Customs Office and collect back the goods from Shanghai airport (may take 2 working days, and the charge will be the same as inbound air-freight shipment). According to Customs regulations, such hand-carried exhibits can not be hand carried out of China and should be re-exported by EB LOGISTICS.

8. HEAVY EXHIBITS Exhibitors with heavy exhibits must be on site early and direct the operation of unpacking and positioning heavy exhibits. If a mobile crane of forklift is required for installation of equipment, exhibitors should send their requirement to EB LOGISTICS, quotation for hiring these equipments will be given upon exhibitor’s request. A detailed layout should be provided to EB LOGISTICS for better on-site operations.

9. PACKING AND MARKING
A) Exhibitors will be responsible for the consequences of improper packing. The case or cartoon must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for re-packing and for sale or return movement after the exhibition.

B) Maximum Dimensions, Weight and Floor-loading Capacity: Due to the restrictions of inland transportation and of exhibition hall, difficulty will be encountered if exhibitors do not follow the limitations. Please be confirmed by our company before sending exhibits to Shanghai. Exhibitors shall be responsible for the consequences if they send to Shanghai and exhibits with dimensions, weight and floor-loading that exceed the limits without prior arrangement with EB LOGISTICS.

C) The following marking must be painted on two opposite sides of each

<table>
<thead>
<tr>
<th>Net Wt</th>
<th>Kgs</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Wt</td>
<td>Kgs</td>
<td>Stand No</td>
</tr>
<tr>
<td>Dimensions L * W * H =</td>
<td>CBM</td>
<td>Case No</td>
</tr>
<tr>
<td>case: “APPPEXPO 2016”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please also mark: "Front" or "Back" & "Center of gravity" on heavy packages as well.

10. CUSTOMS CLEARANCE EB LOGISTICS will go through customs formalities for exhibitors. But in some occasions, the presence of exhibitors will be required. As the requires, EB LOGISTICS to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the showground without prior arrangement with customs through EB LOGISTICS.

11. INSURANCE As the official tariff is compiled on volume or weight basis and have now correlation with the value of exhibits, naturally no insurance has been covered in our charges and all work is undertaken by us at owners' risk. Thus exhibitors should arrange a proper round-trip(including exhibition period) all risk insurance for their exhibits. It is advisable to insure exhibits through a company of which the Peoples' Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to Shanghai. It will be required in case exhibitors need to file a claim for damage or loss in China.

12. CLOSING OF EXHIBITION The following documents will be distributed to exhibitors two days before closing of exhibition: Form of instructions for disposal of exhibits At exhibition closing, exhibitors are requested to declare to customs on the list of Exhibits the disposal of the exhibits as following: ---Sold ---to be returned ---given away ---abandoned or consumed Please fill out and return the List of Exhibits to EB LOGISTICS two days before closing of the exhibition. EB LOGISTICS will start to return empty cases from storage place to stands on the afternoon of the Closing date of the exhibition. But the exhibitors shall start re-packing only the afternoon of the closing date of the exhibition; EB LOGISTICS will assist in re-packing according to exhibitors’ requirement and will go through customs clearance on behalf of exhibitors.

13. PAYMENT

A. FOR INBOUND MOVEMENT The amount of these charges will be invoiced to exhibitors by EB LOGISTICS.
   Payment should be made payable to
EB LOGISTICS. Please make payment before the move-in date so as to ensure the on-side operation for opening.

B. FOR OUTBOUND MOVEMENT OF RETURNED EXHIBITS All exhibits which have not been sold, consumed, given away or abandoned must be returned to oversea after closing of exhibitions. All local handling charges should be paid to EB LOGISTICS before the date of the exhibition closing.

C. CLOSING SERVICE FOR SOLD EXHIBITS All charges should be paid to EB LOGISTICS before releasing cargo.

14. BANK DETAILS AS FOLLOWINGS:

Account No. (USD): COMPANY: SHANGHAI EB & SFSC INTERNATIONAL LOGISTICS CO.LTD
BANK: BANK OF CHINA, SHANGHAI HONGKOU SUB-BRANCH ACCOUNT NO.: 448159254985
SWIFT CODE: BKCHCNBJ300
HANDLING TARIFF FOR EXHIBITION IN SHANGHAI

1-A) DIRECT SERVICE SHIPMENT TO SHANGHAI INBOUND

MOVEMENT BY SEA --
From free arrival Shanghai up to delivered Shanghai exhibition hall stand including cargo pick up at sea port, Custom Clearance, Transfer to the exhibition hall loading deck, unpacking, positioning, removal of debris and storage of empty cases.

CNY480.00/cbm (MIN CHARGE: CNY480.00 PER CONSIGNMENT)

BY AIR --
From free arrival Shanghai airport plus all services as by sea. *6cbm = 1000kgs

CNY5.25/kg (MIN CHARGE: CNY525.00 PER CONSIGNMENT)

1-B) FREIGHT TRANSFER FROM OTHER EXHIBITIONS
Collection from customs bonded area in Shanghai up to delivered stand, including customs registration, unpacking, removal and storage of empty cases.

CNY480.00/cbm (MIN CHARGE: CNY480.00 PER CONSIGNMENT)

1-C) FREIGHT FROM LOCAL SOURCES
From arrival Shanghai exhibition hall ground onto delivered stand, incl. customs registration, unpacking, removal and storage of empty boxes.

CNY220.00/cbm (MIN CHARGE: CNY220.00 PER CONSIGNMENT)

Excluded as following: ☆Inward charge of bond warehouse ☆Storage charge of bond warehouse

1-D) HAND CARRIED ITEMS ARRIVING AT SHANGHAI AIRPORT
Custom clearance for detained hand carried items in Shanghai airport

CNY1750.00 PER SHIPMENT PER EXHIBITOR

Excluded as following: ☆Inward charge of bond warehouse ☆Storage charge of bond warehouse

2) RETURN OF EMPTY CONTAINERS TO SEA TERMINAL CNY1450.00/20’, CNY2200.00/40’

3) INWARD,OUTWARD AND STORAGE IN THE BOND WAREHOUSE UNDER CUSTOMS All exhibits must be moved in bonded warehouse according to customs regulation.

GENERAL CARGO
a. Inward & outward H/C CNY100.00/cbm (Min. CNY100.00)
b. Storage charge: CNY10.00/cbm/day (Min.1cbm, 7 days free of charge)
4) FROM SHANGHAI EXHIBITION HALLS TO SHANGHAI PORT FOR EXPORT OUTBOUND MOVEMENT: BY SEA --- Return of empty cases, re-packing, removed to bond warehouse, customs clearance, trucking to CFS, export documentation, delivery to FOB sea-terminal and issue of house B/L if necessary.

CNY480.00/cbm (MIN CHARGE: CNY480.00 PER CONSIGNMENT)

BY AIR ---
From Shanghai exhibition halls to delivered Shanghai int’l airport plus all services as by sea.

CNY5.25/kg (MIN CHARGE: CNY525.00 PER AWB)

5) PICK UP EMPTY CONTAINERS TO EXHIBITION HALL: CNY1450.00/20’, CNY2200.00/40’

6) MIN CHARGEABLE VOLUME

A. 20’container min 23 cbm (if more than 23 cbm, it is calculated by actual volume)
B. 40’container min 45 cbm (if more than 45 cbm, it is calculated by actual volume)
C. LCL cargodevanningcharge willbe leviedas per outlay.
D. Airporthandlingcharges, Customs Inspection charges will be levied as per outlay.
E. THC for special container (FR, OT etc.): CNY2450.00/20’ CNY3150.00/40’
F. Incorrect consignee surcharge: CNY500.00/CONSIGNMENT
G. Custom Inspection charges will be levied as per outlay
H. ATACARNET declaration charges: CNY500.00/CONSIGNMENT, excess will be levied as per outlay

7) BASIC SERVICE CHARGE: CNY380.00 PER EXHIBITOR PER CONSIGNMENT

8) Document Translation Fee: CNY30.00/Page (MIN. CNY120.00/CONSIGNMENT)

9) ANIMAL AND PLANT QUARANTINE CHARGES:

— Break bulk cargoes CNY75.00/CASE (Min CNY220.00, Max CNY420.00) — Containers CNY560.00/20’, CNY840.00/40’

10) NOTE: goods arriving after out deadline will be subject to a 30% surcharge on basic prices. Quarantine, sanitary and fumigation charges, if any, will be charged according to outlay

11) HEAVY—LIFT & OVER-SIZE SURCHARGES REMARKS:

<table>
<thead>
<tr>
<th>FOR INDIVIDUAL PACKAGE</th>
<th>RATES OF THE SURCHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARAMETER</td>
<td>ATTAINING OR EXCEEDING (PARAMETER)</td>
</tr>
<tr>
<td>LENGTH (METER)</td>
<td>WEIGHT (TON)</td>
</tr>
<tr>
<td>≥6M</td>
<td>≥2.3M</td>
</tr>
<tr>
<td>≥6M</td>
<td>≥2.3M</td>
</tr>
</tbody>
</table>
- Applicable to all the points above. - If the weight of individual package is over 20 TON, the rate of the heavy-lift surcharges to be advised.

12) DETENTION FEE AT COST FOR RETURNING OF CONTAINER TO DEPOT.
- Payable on behalf of exhibitor to the related Chinese Department. - Return of container(s) beyond the following

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>SIZE</th>
<th>1—4 DAYS</th>
<th>5—10 DAYS</th>
<th>11—20 DAYS</th>
<th>21—40 DAYS</th>
<th>OVER 40 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRY CNTR</td>
<td>20'</td>
<td>FREE</td>
<td>FREE</td>
<td>CNY35.00/DAY</td>
<td>CNY70.00/DAY</td>
<td>CNY140/DAY</td>
</tr>
<tr>
<td>DRY CNTR</td>
<td>40'</td>
<td>FREE</td>
<td>FREE</td>
<td>CNY70.00/DAY</td>
<td>CNY140/DAY</td>
<td>CNY280/DAY</td>
</tr>
<tr>
<td>REFRIG CNTR</td>
<td>20'</td>
<td>FREE</td>
<td>CNY150/DAY</td>
<td>CNY250.00/DAY</td>
<td>CNY500/DAY</td>
<td>CNY500/DAY</td>
</tr>
<tr>
<td>CONTENT</td>
<td>SIZE</td>
<td>1—7 DAYS</td>
<td>8—15 DAYS</td>
<td>16—40 DAYS</td>
<td>OVER 40 DAYS</td>
<td></td>
</tr>
<tr>
<td>HIGH CUBE</td>
<td>40'</td>
<td>FREE</td>
<td>CNY100.00/DAY</td>
<td>CNY200.00/DAY</td>
<td>CNY350.00/DAY</td>
<td></td>
</tr>
<tr>
<td>OPEN TOP</td>
<td>20'</td>
<td>FREE</td>
<td>CNY35.00/DAY</td>
<td>CNY100.00/DAY</td>
<td>CNY200.00/DAY</td>
<td></td>
</tr>
<tr>
<td>OPEN TOP</td>
<td>40'</td>
<td>FREE</td>
<td>CNY100.00/DAY</td>
<td>CNY200.00/DAY</td>
<td>CNY400.00/DAY</td>
<td></td>
</tr>
<tr>
<td>FLAT RACK</td>
<td>20' &amp; 40'</td>
<td>FREE</td>
<td>CNY100.00/DAY</td>
<td>CNY200.00/DAY</td>
<td>CNY400.00/DAY</td>
<td></td>
</tr>
</tbody>
</table>

days COUNTED FROM the date of vessels arrival Shanghai.

Important Notice:

According to the new Chinese National VAT Policy which will be effective on 1st Aug 2013, 6% VAT will be applied to all our quotations, please be kindly aware, thank you!

--End--
Information of Appointed Hotel

Grand Millennium Shanghai Hongqiao (5-star)
Address: No.2588 West Yan’an Road, Shanghai  /  Offer shuttle bus during exhibition
Room rate: Club King/Twin Room RMB 1100+15% including one breakfast, RMB 1200+15% including two breakfasts
Contacts: Ms. Suman Cui
Tel: 86-21-62085888-reservation  MP: 86-13817531480  Fax: 86-21-62951390
E-mail: sales@millenniumhongqiao.com

Hong Qiao State Guest Hotel Shanghai (5-star)
Address: No.1591 Hongqiao Road, Shanghai  /  Offer shuttle bus during exhibition
Room rate: Business Room RMB 900 net with one breakfast, Executive Room of No.2 Building RMB 1180 net with one breakfast
Contacts: Ms. Ada Chen
Tel: 86-21-62198855-5501  MP: 13564348976  Fax: 86-21-62195036
E-mail: rsvn@hqstateguesthotel.com

Renaissance Shanghai Yangtze Hotel (5-star)
Address: No.2099 West Yan’an Road, Shanghai  /  Offer shuttle bus during exhibition
Room rate: Deluxe King Room RMB 850 net with one breakfast and internet, Deluxe Twin Room RMB 950 net with two breakfasts and internet
Contacts: Ms. Alice He
Tel: 86-21-62750000-2528  Fax: 86-21-62757717
E-mail: alice.he@renaissancehotels.com

Renaissance Shanghai Zhongshan Park Hotel (5-star)
Address: No.1018 Changning Road, Shanghai  /  Metro Line2 Zhongshan Park – East Xujing(NECC)
Room rate: Deluxe King Room RMB 850 net with one breakfast and internet
Deluxe Twin Room RMB 950 net with two breakfasts and internet
Premium King Room RMB 1050 net with one breakfast and internet
Premium Twin Room RMB 1150 net with two breakfasts and internet
Executive King Room RMB 1250 net with one breakfast and internet
Executive Twin Room RMB 1350 net with two breakfasts and internet,
Contacts: Mr. Luke Xie
Tel: 86-21-61158888-6831  MP: 15021335043  Fax: 021-61158989
E-mail: luke.xie@marriott.com

Sheraton Shanghai Hongqiao Hotel (5-star)
Address: No.5 South Zunyi Road, Shanghai  /  Offer shuttle bus during exhibition
Room rate: Deluxe Room RMB 1100 net with one breakfast and internet, Deluxe Room RMB 1200 net with two breakfasts and internet
Contacts: Ms. Sammi Huang
XiJiao State Guest Hotel (5-star)
Address: No.1921 Hongqiao Road, Shanghai / Offer shuttle bus during exhibition
Room rate: Business King Room RMB 1080 net with one breakfast and internet, Garden View Business Room RMB 1280 net with one breakfasts and internet
Contacts: Mr. Jonathan Zhu
Tel: 86-21-62198800-6340  MP: 13501806478  Fax: 86-21-62197307
E-mail: Jonathanzhu@hotelxijiao.com

MiniMax Premier Hotel Shanghai Hongqiao (5-star standard)
Address: No.505 North Fuquan Road, Shanghai / Metro Line2 Songhong Road – East Xujing(NECC)
Room rate: Deluxe King/Twin Room RMB 750 net with breakfast and internet
Contacts: Mr. Stanley Shi
Tel: 86-21-22208888  MP: 18964810750  Fax: 86-21-22208889
E-mail: sales4.hq@shimaohotels.com

Shanghai Hongqiao Airport Hotel (5-star standard)
Address: Terminal 2 Departure-2 Hongqiao Airport, Shanghai / Metro Line2 Hongqiao Airport Terminal 2 – East Xujing(NECC)
Room rate: Deluxe Room RMB 1000 net with breakfast and internet, Executive Room RMB 1200 net with breakfast and internet
Contacts: Ms. Joanne Fang
Tel: 86-21-22366666-6833  MP: 13818152138  Fax: 86-21-22366688
E-mail: fangning@zhboyuehotel.com

Shanghai Yuloon Hotel (5-star standard)
Address: No.6699 Zhongchun Road, Shanghai / Offer shuttle bus during exhibition
Room rate: Twin Room RMB 498
Contacts: Ms. Ruby Han
Tel: 86-21-54886699-3106  Fax: 86-21-34679968
E-mail: sales@yuloonhotel.com

Shanghai Equatorial Hotel (4-star)
Address: No.65 West Yan’an Road, Shanghai / Metro Line2 Jing’an Temple – East Xujing(NECC)
Room rate: Deluxe Single/Twin Room RMB 700 net including breakfast and internet, Equatorial Single/Twin Room RMB 800 net including breakfast and internet
Contacts: Mr. Oscar Zhang
Tel: 86-21-62481688-2146  Fax: 86-21-62483366E-mail: oscarzhang@equatorialsha.com

Holiday Inn Shanghai West (4-star)
Address: No.2000 Huqingping Highway, Shanghai / Offer shuttle bus during exhibition
Room rate: Superior King/Twin Size Room RMB 780 net, Deluxe King/Twin Size Room RMB 880 net,
Executive King/Twin Size Room RMB 1080 net, including breakfast and internet
Contacts: Room Reservation
Tel: 86-21-39738888 Fax: 86-21-39738833 E-mail: rsvn@hisw.net.cn

Ruitai Hongqiao Hotel (4-star standard)
Address: No.555 Shuicheng Road, Shanghai / Metro Line2 Weining Road – East Xujing(NECC)
Room rate: Superior King/Twin Room RMB 440, Deluxe Room RMB 500, Executive Room RMB 620,
Deluxe Suite RMB 760, Executive Suite RMB 920, including two breakfast and internet
Contacts: Ms. Grace Yu
Tel: 86-21-62419600-5903 MP: 13818003378 Fax: 86-21-62596435
E-mail: wlyu@ruitaihotel.com

Starway Hotel Shanghai Hongqiao Hub Shop (Mid-Range Brand Chain Hotel)
Address: No.7228 Zhongchun Road, Shanghai / Offer shuttle bus during exhibition
Room rate: Deluxe King/Twin Room RMB 420, Business Suite RMB 600, including breakfast and internet
Contacts: Mr. Justin Xu
Tel: 86-21-64599288 MP: 18016499626 Fax: 86-21-64791116
E-mail: xcxfei@huazhu.com

Jingjiang Inn (Budget Chain Hotel)
1. No. 6468 Qixin Road, Shanghai. / Offer shuttle bus during exhibition.
   Standard Room RMB 349 net including breakfast and internet.
2. No. 488 Longwu Road, Shanghai. / Offer shuttle bus during exhibition.
   Standard Room RMB 299 net including breakfast and internet.
3. No. 116 Qingzhao Highway, Shanghai. / Offer shuttle bus during exhibition.
   Standard Room RMB 329 net including breakfast and internet.
4. No. 950 North Xilin Road, Shanghai. / Offer shuttle bus during exhibition.
   Standard Room RMB 289 net including breakfast and internet.
5. No.16, Lane 171 North Renmin Road, Songjiang District, Shanghai. / Offer shuttle bus during exhibition.
   Standard Room RMB 289 net including breakfast and internet.
6. No. 1358 Hami Road, Shanghai. / Metro Line2 Songhong Road – East Xujing(NECC).
   Standard Room RMB 339 net including breakfast and internet.
7. No. 888 Jidi Road, Shanghai. / 12 mins driving distance from NECC.
   Standard Room RMB 349 net including breakfast and internet.
8. No. 655 Huqingping Highway, Shanghai. / 12 mins driving distance from NECC.
   Standard Room RMB 349 net including breakfast and internet.
9. No. 32, Lane 289 Huxing Road, Shanghai. / 15 mins driving distance from NECC.
   Standard Room RMB 349 net including breakfast and internet.
10. No.1028 Huajiang Road (Aite Road), Shanghai. / 15 mins driving distance from NECC.
    Standard Room RMB 349 net including breakfast and internet.

Contacts: Mr. Wu Minghua
Tel: 86-21-61276600-8199 MP: 13918824751, 15021158338 Fax: 86-21-62193088
E-mail: wuminghua@jj-inn.com
[Form 7(1)]

Deadline: Feb 9th, 2016

Hotel Reservation Form

Contact Info: ____________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel/Mobile:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Hotel Name: ____________________________

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Residents Name</th>
<th>Check-in Time</th>
<th>Check-out Time</th>
<th>Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Note:

1. Please fill out this form and resend it to the target hotel by mail or fax and double check with the relevant staff in Room Reservation. In addition, if necessary, please indicate the exhibition name in the form.

2. You will not get the discount if you send this form after Feb 9th, 2016.
Service BOOKING FORM

Please fill up the form in Cap letter & fax to:
1 Orient Event Service
Tel: (+8621) 51099795
Fax: (+8621) 64644008
booking@orient-explorer.com.cn

(Please use block letters or attach business card.)

Contact Person: ________________________
Organization: ________________________
Address: ________________________
Country_____________________ Postal Code: ______
Tel:______________________________
Fax:______________________________
Email:______________________________

Make online booking at:
www.orient-explorer.net/apppexpo2016

Local Tours: (seat-in-coach, select accordingly)

☐ Best of Shanghai day Tour – RMB560 net per person
☐ Suzhou and Zhouzhuang Water Village Day Tour – RMB980 net per person including group lunch
☐ Hangzhou, Heaven on Earth Day Tour – RMB1180 net per person including group lunch

Number of person(s): _____ Preferred Date _____________

Airport Limousine service: (RMB480 per way for 1-2 persons; RMB530 per way for 3-4 persons.)

I need for ☐ Arrival ☐ Departure, Number of person(s): __________

Arrival flight no._________ arrival local date_________ estimated arrival time ________

Departure flight no. _______ Departure time ____________

Interpreter service: preferred language_________ with date from ______ to _______

Payment type: ☐ I hereby authorize Orient Event Service to charge my credit card for the booking; Pls. note paid by credit card is subject to 3% admin fee.
☐ by bank transfer, Pls. indicate guest name/event name/hotel booked on transfer slip.

CREDIT CARD details

☐ Visa Card ☐ AMEX ☐ JCB ☐ Master Card

Name of Credit Cardholder: ___________________________ Expiry Date (mm/yy):
__________________

Credit Card Number: ______________________ CCV Code:_______ Cardholder’s Signature:
__________________

Special notes from you if any:
________________________________________________________

Please fill up the above form in Cap letter and email to us, thank you!
**Booth Location Plan**

**Contact:**
Shanghai Modern International Exhibition Co., Ltd.
Contact: See the page
Tel: +86-21-63288899    Fax: +86-21-63553611/3422

Please sign the shelf and spotlight booked in this illustration.

![Booth Layout Diagram]

### GOODS ILLUSTRATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluorescent Lamp</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Spotlight</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Switch box (3 phases)</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Power Point (500W/220V)</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Telephone</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Headwater</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Air Compressor</td>
<td>![Symbol]</td>
</tr>
</tbody>
</table>

### Exhibitor’s Authorization

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Tel / Fax</td>
<td>Booth No.</td>
</tr>
<tr>
<td>Date</td>
<td>Signature &amp; Company Seal</td>
</tr>
</tbody>
</table>
Special Recommendation:

How We Can Help You

Your one stop solution provider
for shell scheme decoration.

After serving more than 5000 overseas customers, we are very proud to advise you that we can provide the most fashionable, attractive and quality exhibits for your trade shows. These exhibits are not just for your upcoming show in China but also can be taken away and reused afterwards. Most of our exhibits are designed by European and N. American experts giving you products that meet high international standards at local prices. After you put an order, you can also have our free set up services for shows in China, saving you tremendous time and inconvenience while traveling. Spend more time with your clients and see more of China and leave all the stand decoration work to us.

Special Offer

- “Early bird” schedule. 10% off for orders confirmed before Feb. 28, 2014.

How to Reach Us

- Contact our experienced project manager for your request.
  
  **Project manager:** Diana Guo
  
  **Tel:** +86-21-5021 2750
  
  **Fax:** +86-21-5021 2568
  
  **Email:** diana@expo-now.com

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**Exponow**
APPENDIX 1—9, please let your local construction company read the Chinese version.

It’s the end. Thank you!