



INTERFOAM CHINA 2023

Jun. 14-16
SNIEC

www.interfoam.cn

EXHIBITORS MANUAL



Follow us



Organizer





Dear Exhibitor,

Thank you for your participation at Interfoam China 2023.

This manual has been designed to simplify your preparations for the Exhibition. Please read carefully the contents of this manual, this will help you enjoy a smooth build up. Please retain a **print-out** of each form to enable questions to be settled quickly and for checking against your invoices.

Please also note that, whilst we will do our best to maintain rates and prices quoted; there is a possibility that there could be some changes when you order depending on the nature of your requests.

If you have questions relating to anything in this manual, please do not hesitate to phone or email the Organiser's office.

There is one important point which we must bring to your attention. Exhibitors are only authorised to exhibit products for which they are the manufacturer, agent, distributor or dealer. If there is any conflict, we will try to settle things quickly and fairly for those concerned.

We wish you every success.

Regards,

HJT Exhibition (Shanghai) Co., LTD.



01 IMPORTANT NOTES

- 1.1 The Exhibition Hall will be open from **08:30 to 17:00** daily during the build-up and breakdown periods.
- 1.2 Due to the rigid arrangement of working hours in China. Exhibitors who, need to work overtime later than 17:00 in the Exhibition Hall should be aware of the very heavy charges levied by the Exhibition Centre, for which the exhibitor will personally be responsible. Notification must be given before **15:00** on the day that extended working time is required so that the necessary security and electrical staff can be arranged. The OT charge is RMB1,600/hour before 22:00 and RMB3,000/hour after 22:00.
- 1.3 Exhibitors are advised that electrical supply to shell scheme stands will only be available from **13 Jun. 14:00** while supply for "Space Only" stand must be subject to satisfactory testing by SNIEC's Electrical Engineer.
- 1.4 All "Space Only" contractors can only move-in after 08:30 on **12 Jun. 2023** for buildup. Importantly, all "Space Only" stand layout and perspective plan with clear dimensions (length, width, height) must be submitted to the official booth fitting contractor either by e-mail or fax on or before **17 May. 2023** for approval. Please read paragraph 3.17 Under Section Rules & Regulations and Form 7 carefully.
- 1.5 Please note that all **"Space Only" contractors** are liable to pay the hall management fee, working badge fee as well as the refundable rubbish disposal deposit.

Items to Charge	Amount	Location	Remarks
Working badge fee	RMB 50 per badge per person	South Entrance Hall	Contractors will only be permitted to entry the hall with a valid working badge. Please let the Raw space contractor to apply the working badge in the venue before the move-in.
Refundable cleaning deposit	RMB 10,000 per booth under 54sqm; RMB 20,000 per booth from 55sqm to 100sqm.	GH	Payment will be refunded to the contractor should no delay of construction works, damage and all the rubbish generated from construction is cleared after the exhibition.
Hall Management	RMB 35 per sqm / event		Non-refundable
Vehicles permit fee	Vehicles permit fee is charged at RMB 50.00/entry (limit of 2 hours per entry) on loading area, meanwhile the refundable deposit RMB 300.00 is required for each vehicles permit. Please make sure complete the loading and unloading within2 hours, leave the loading area with the vehicles permit and deposit receipt to get the full refunded deposit. Time-out period will be charged at RMB30.00/hour. Less than an hour will be charged as an hour.		
Booth insurance	The booth insurance must be purchased in order to safeguard the interests of exhibitors and organiser, and the certificate should be shown to the official contractor before entering. For more information, see attachment2 .		

- 1.6 On the Exhibition days, exhibitors are permitted to come in at **08:30** to service their booth and replenish stocks. Exhibitors cannot remain in the Exhibition Hall after the Exhibition closes for security reason.
- 1.7 A "Representative" from each exhibiting company is required to attend the Exhibition Centre at least one day (**i.e. 13 Jun. 2023**) before the show opens to facilitate any last minute requests.
- 1.8 All utility services to booths will be cut off 15 minutes after the exhibition closes and at **15:15 on 16 Jun. 2023** when the Exhibition ends.
- 1.9 Packing of exhibits and dismantling of stands will commence on **16 Jun. 2023 at 15:00** when the exhibition closes. We strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.
- 1.10 Exhibitors and Contractors building stands in the exhibition must comply with all the regulations stated herein. Please be reminded that **the maximum booth construction height for "Space Only" booth is 4.4m.**
- 1.11 According to the rules of SNIEC, double-storey build-up is forbidden.



- 1.12 A backwall must be provided, except in the case of an island booth. The maximum construction height of the backwall is 4.4m. Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser (sealed with white board; minimum standard: PVC white cloth) and the exhibitor cannot display any company name, product name and relevant materials on this portion. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a metre from the common walls. In case of an island booth and side wall facing the aisle, a complete full wall is not permitted on any side of the booth (this does not refer to internal partition walls inside the island booth). You would need to leave a minimum of 50% vacancy space for side wall. Upon violation, the deposits for booth construction will not be refunded. In addition, HJT Exhibitions reserves the right to enforce the exhibitor to change the booth design and construction in the case of such violations.
- 1.13 Only general hall cleaning is provided. This includes cleaning of shell scheme & upgraded shell scheme booth carpet and emptying of waste basket. Please note that cleaning of raw space and exhibits are the responsibility of exhibitor. The removal/disposal of construction debris during build up and break down period is the responsibility of Exhibitors or appointed contractors.
- 1.14 All persons under the age of 18 years old are not permitted throughout the entire build up, show days and break down period.
- 1.15 This exhibition is open for Trade visitors only. Those who are not connected to the industry will not be admitted.
- 1.16 Exhibitors must have adequate insurance coverage against any and all eventuality throughout the entire exhibition for their personnel, equipment, third party liability claims, and movement of equipment in and out of Exhibition hall.
- 1.17 For information of standard shell scheme specification, please carefully read paragraph 2.13 under Section 2 General Information. Should you require extra furniture, please complete and return **FORM 5**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.
- 1.18 For information of stand electricity, please carefully read paragraph 3.18 under Section 3 Rules and Regulations.
- 1.19 For information regarding freight forwarding, please carefully read shipping manual as attachment.
- 1.20 If you have any queries, please contact

HJT Exhibition (Shanghai) Co., LTD.
5th Floor, World Trade Building, Huangpu District,
Shanghai, China

Tel: +86 10 58677998/13911037730

Fax: +86 10 58677126

Email: ivy.mi@hjtexpo.com

All information in this manual is correct at the time of posting as the Organiser has done its utmost to ensure its accuracy. The organisers cannot accept liability for errors and omissions. For other conditions unmentioned here, please refer to SNIEC related regulations.

- 1.21 Official Service Vendors

OFFICIAL BOOTH-FITTING CONTRACTOR -- Booth-Fitting, Furniture, Electrical, Plumbing and Compressed Air
BEIJING GUANGYING HUASHENG EXHIBITION CO., LTD.

No 50, Jiangtai East Road, Chaoyang District, Beijing

Ctc: Ms. Mabel Wang

Tel: +86-010-84560188

Cell: +86 18910018912

Email: interfoam@163.com

Web: www.bjgyhs.cn



OFFICIAL FREIGHT FORWARDER -- *For Exhibit Forwarding and On-Site Handling Formalities*

SHANGHAI ROGERS EXHIBITION SERVICES LTD.

Room 1803, Block A, New Century Plaza, No.48, Xing Yi Road, Shanghai , 200336, CHINA

Ctc: Mr. Liang

Tel: (86) 21 6270 0003

Cell: (86) 13585707911

E-mail: info@rogerssha.com

Note: Shipping Manual will be issued by the Official Freight Forwarder to all exhibitors separately.

OFFICIAL TRAVEL AGENT -- *Travel & Accommodation*

SHENZHEN MX EXHIBITION AND CONFERENCE SERVICE CO.,LTD.

Ctc: Ms Li

Tel: (86) 13564372191

E-mail: dyy@mxydt.com

1.22 Recommended booth contractors

BEIJING GUANGYING HUASHENG EXHIBITION CO., LTD.

No 50, Jiangtai East Road, Chaoyang District, Beijing

Ctc: Ms. Mabel Wang

Tel: +86-010-84560188

Cell: +86 18910018912

Email: interfoam@163.com

Web: www.bigyhs.cn

YITAO MESSE SHANGHAI CO., LTD.

22 Centro. No.568 Hengfeng Rd. Shanghai, P.R.C

Ctc: Mr. Carl Liu

Tel: +86-021-22265151

Cell: +86 18616590982

Email: Carl.liu@yitaomesse.com

Web: www.yitaomesse.com

SHANGHAI INNO-EX CONSTRUCTION ENGINEERING CO., LTD.

Room 1313 ,1st Building Luxiang Road,111 Nong,Baoshan District,Shanghai

Ctc: Mr. Fan

Tel: +86-021-60530898

Cell: +86 18201823001

Email: 2605560821@qq.com

Web: www.inno-ex.com



02 GENERAL INFORMATION

2.1 THE EXHIBITION

INTERFOAM CHINA 2023

2.2 VENUE

Shanghai New International Expo Centre (SNIEC)

No. 2345 Longyang Road, Pudong New Area, Shanghai, 201304, P.R.



2.3 DATES AND OPENING HOURS

Wednesday	14 Jun. 2023	09:00 to 18:00
Thursday	15 Jun. 2023	09:00 to 18:00
Friday	16 Jun. 2023	09:00 to 16:00

2.4 ORGANISER

HJT Exhibition (Shanghai) Co., LTD.

2.5 SECURITY

We have appointed the security company from Shanghai SNIEC and will do our best to ensure the safety of your exhibits. Nevertheless, you must arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits before the opening and close of the Exhibition. It is at this time that there is the greatest risk of theft. **Please be sure to see that your booth is not left unattended until all portable items have been secured.**

2.6 ACCOMMODATION

The organiser has negotiated with various hotels to secure very competitive rates for your stay. If you wish to make reservations, please fill in **FORM 10** and return to the official travel agent.

2.7 ADMISSION

a) Exhibitors

Badges allowing Exhibitors and the members of their staff to enter the Exhibition Hall throughout the build-up, breakdown and show days will be issued free of charge (for quantity within the free entitlement). For security reason, Exhibitors must wear their Badges at all times during the build-up, breakdown and show days whilst they are in the Exhibition Hall. **Exhibitor Badges may not be used for contractors or persons not working on the Booth. Please complete and return FORM 1 for stand contractor badge application.**

For raw space exhibitors, badges can be collected at the Exhibitor Registration Counter from 13:00 onwards on **12 Jun.** Please bring your booth contract for badge collection.



For shell scheme exhibitors, badges can be collected at the Exhibitor Registration Counter from 13:00 onwards on 13 Jun. Please bring your booth contract for badge collection.

b) Visitors

The tickets will be charged to ensure the profession of the exhibition. The exhibitor can log in to the "[exhibitor online system](#)" and apply for free tickets for the customers according to the principle of 2 free tickets per 3sqm booth.

For the details, please contact Ms. Xue. Tel: +86 10 5867 7112. E-mail: katelyn.xue@interfoam.cn

No visitors will be admitted half an hour prior to show closure on each show day.

Note: Minors under 18 years old will not be admitted to the Exhibition premises at any time. This regulation is enforced for both security and safety reasons and applies to all stages of build-up, show days and breakdown.

c) Contractors

Only contractors approved by Shanghai Convention & Exhibition Center of International Sourcing, China are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay commissions or taxes, as appropriate to the Hall, Association or Government.

According to the regulations of Shanghai Convention & Exhibition Center of International Sourcing, China, all the constructors who enter the exhibition hall must wear safety helmet. The security personnel can deny anyone who does not comply with this requirement.

2.8 COMMUNICATION

Exhibitors may also hire temporary telephone line or / and internet line for their booths and is on first-come-first-served basis. Please submit your requirements on **FORM 3**.

2.9 BUSINESS CENTRE

Business center is placed on the ground floor on-site office. Payphone (not international) and printing are provided.

2.10 TRANSLATION OF PROMOTIONAL MATERIALS

Product catalogues and pamphlets in English are acceptable in China. To promote your products more effectively, we recommend a one-page technical summary sheet be prepared in Chinese for each product on display. If you wish, you may also translate your major product literature in Chinese.

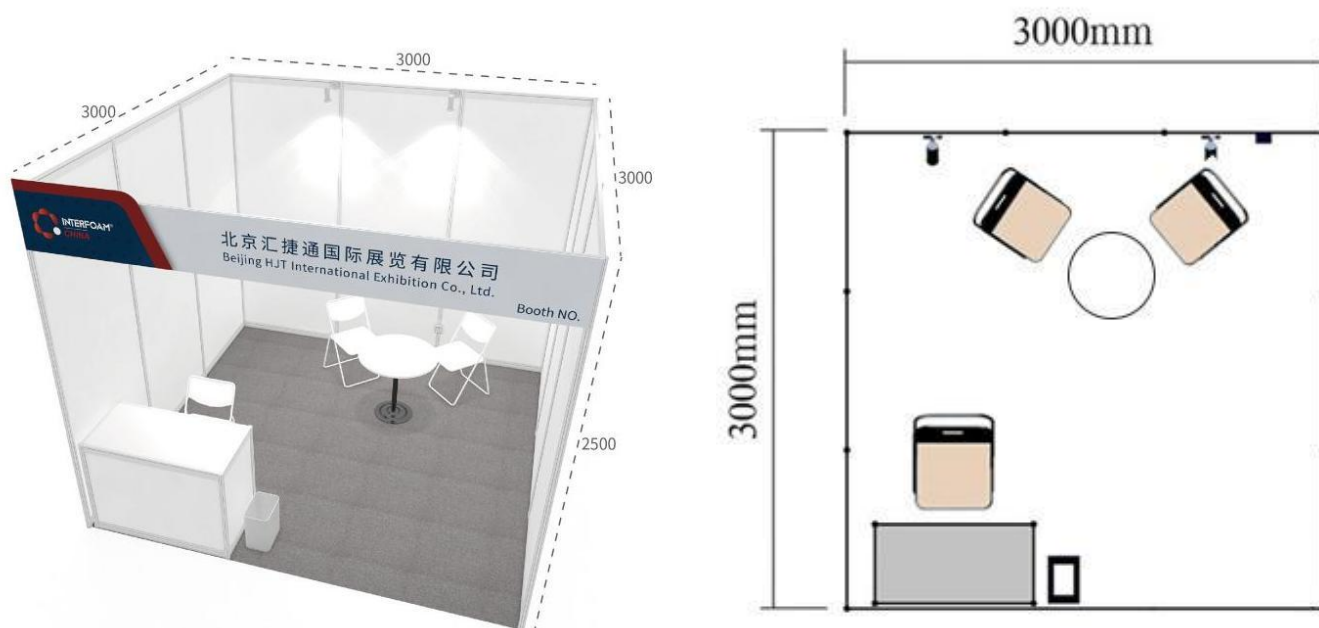
Please note that R.O.C., Hong Kong and Macau should not be listed under COUNTRY and the map of China should include Taiwan Region. Name card and any form of your promotional materials should not list R.O.C. This is strictly enforced and the exhibitor will have to bear the liability and consequence should they refuse to adhere to.

2.11 EXHIBITION HALL SPECIFICATIONS

Floor loading:	3,000 kg per sqm (excluding the floor duct)
Floor finish:	Solid Concrete
Ceiling height:	11-17 m
Freight access:	5mW x 4mH
Electrical supply:	380V 50HZ 220KVA
Water supply:	Feed water: ground floor 15 points 20mm caliber Drainage: ground floor 15 points 25mm caliber
General lighting:	Yes



2.12 SHELL SCHEME BOOTH SPECIFICATIONS



Shell Scheme booths will be built from modular extruded Aluminium System to the following specifications for every 9sqm standard shell booth :

- Back wall and side walls, of 2480mm high and white laminated panels 4mm thick with aluminium frame support.
- 200mm (visible height) white fascia with red company name (in English and Chinese) and Booth number 100mm high (4 inches) across face of booth and exhibition show logo.
- Floor-to-floor needle-punch carpet
- One information counter
- One round table
- Three folding chairs
- Two 10W LED spotlight behind the fascia
- One 13A socket (maximum 500 watts)
- One waste paper basket

Standard Shell Scheme Furniture & Electrical Entitlement

Area of Booth/ Item	Information Counter	Round Table	Folding Chair	Waste Paper Basket	10W LED spotlight	13Amp Socket (500watts)
9sqm or below	1	1	3	1	2	1
10-17sqm	1	1	3	1	2	1
18-26sqm	2	2	6	1	4	2
27-35sqm	2	3	9	1	6	3



03 RULES AND REGULATIONS

3.1 OBSERVATION OF RULES AND REGULATIONS

All Exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitor Manual, and those stipulated in the Organiser Exhibition Participation Agreement, while working or present in the Exhibition Hall.

3.2 CHINESE FAIRS AUTHORITY RULING

The following are general Chinese Fairs Authority Ruling which we would like to bring to your attention. Others relating to specific topic are listed under their respective headings.

- a) The OFFICIAL BOOTH-FITTING CONTRACTOR and agents will work with their local Chinese equivalent and pay commissions or taxes as appropriate to the Hall, Association or Government.
- b) Exhibitor should adhere to the following requirements when preparing promotional materials:
 - i. Do not list Taiwan, Hong Kong and Macau as nations.
 - ii. Do not have any contents morally unacceptable to the visitors.
 - iii. Do not have any contents which will distort or is offensive to the host nation and other countries.
 - iv. When drawing the map of China, please draw it in accordance with the standard one published currently.

3.3 LIABILITIES AND INSURANCE

The organiser will provide the insurance of personal property and public liability, however, the exhibits are not in this coverage. It is encouraged that all exhibitors participating in this exhibition to arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition stand including duration of the exhibition period and return to domicile.

3.4 MANNING AND CONDUCT OF BOOTH OPERATIONS

Your booth must be fully staffed and operational throughout the opening hours of the Exhibition including the final day of the event. **Exhibits cannot be dismantled or repacked before the show closes.**

All activities of the Exhibitor and his staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of their products.

No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, nor to Exhibition Hall's property and fixtures.

3.5 IN-HALL FREIGHT HANDLING

For insurance reasons and to ensure proper control and co-ordination of on-site freight movement, only the Official Freight Forwarders are permitted to work in the hall and operate lifting equipment unless, the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, hard-wheel trollies, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and organiser.

If the exhibit is particularly sensitive, the appointed freight forwarder may request that a representative of the exhibitor to accompany and advise them on handling of their products. Details of exhibits must be submitted to the Official Freight Forwarders by deadline stipulated. The exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

No other lifting or handling contractor will be permitted to work in the Exhibition Hall.

3.6 CUSTOMS CLEARANCE

All items and exhibits entering the Exhibition Hall must first be cleared by Customs. Only the Official Freight Forwarders can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with the Official Freight Forwarders regarding this procedure in all instances. Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.

3.7 LOCAL DELIVERY

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organiser will



not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organiser be responsible for the safe-keeping of such items after delivery.

Exhibitors may arrange delivery of their hand-carried items. However, we strongly advise you to make advance arrangements with the Official Freight Forwarders, if you are intending to display heavier exhibits requiring lifting equipment.

3.8 **PAYMENT FOR SPACE OR SHELL SCHEME BOOTH**

Exhibitors will not be permitted to commence booth construction or move his exhibits into the hall until full payment, including deposits, have been received by the Organiser.

3.9 **STORAGE AND WASTE MATERIALS**

The Organiser is unable to provide storage facilities on site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for the safe-keeping of such items must be made with the Official Freight Forwarders. Goods must not be stored in service spaces behind or between Booths and/or walls, or in adjacent areas. Once found, the articles in question will be removed by the organiser without any notice. If any exhibitor violates the rules to store irrelevant materials and sets off the fire alarm, the exhibitor will take all the responsibility.

During the move-in of exhibits, the construction of booths and unpacking of exhibits, aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, exhibitors are responsible for ensuring that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas.

Exhibitors are requested to place their waste materials in the aisle, for removal by the cleaners. The Organiser reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials, discarded crates or cartons.

3.10 **DELIVERY AND REMOVAL OF EXHIBITS**

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the Show closes every day.

During the opening days of Exhibition, replenishment of stock may only be delivered before and after the opening hours. If you wish to remove any items of your display from the Hall during the Show days, please contact the Official Freight Forwarders.

Exhibitors are strongly advised to ensure that at least one member of their staff is on site to control the repacking of their exhibits.

3.11 **CENSORSHIP**

All promotional materials, give-away and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities.

All Exhibitors must comply with this rule and should contact our Official Freight Forwarders immediately to make all arrangements necessary.

IMPORTANT:

All exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by Government Officials during the Exhibition period.

3.12 **PUBLIC ADDRESS SYSTEM**

The Public Address System in the Exhibition Hall is for use by the Organiser and the Hall Authorities for official announcements **ONLY**. Paging for exhibitors or visitors cannot be carried out.

3.13 **USE OF SPREADER PLATES**

Spreader plates will only be necessary if exhibits exceed the floor loading. All such requirements must be arranged in advance with the Official Freight Forwarders.

3.14 **INDUSTRIAL GAS**

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall. The light box should keep sufficient heat dissipation holes.

3.15 **BOOTH CLEANING**

The Organiser will arrange for the general cleaning of the exhibition premises and Shell Scheme booths



(excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy.

“Space Only” contractors are expected to carry out daily cleaning and an initial rough clean of the booths they constructed and remove all construction debris. “Space Only” contractors are required to pay **Refundable construction deposit** to organiser. Payment will be refunded to the contractor should no delay of construction works, damage and all the rubbish generated from construction is cleared after the exhibition.

Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organiser in advance so that necessary arrangements may be made, for which a charge will be imposed.

3.16

PRESENTATION, DEMONSTRATIONS OF WORKING EXHIBITS

An exhibitor intending to demonstrate working machinery or equipment on his Booth must:

- a) Provide the Organiser with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval from SNIEC and related government organisations prior to the Exhibition;
- b) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area;
- c) No flashing lights are permitted, unless they form an integral part of an exhibit;
- d) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors;
- e) Adequately guard all moving parts of machinery to prevent injury to all persons, whether visitors, staff or contractor;
- f) Isolate starting devices to prevent operation by visitors or other unauthorized persons;
- g) Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits;
- h) Make sure that no gas or arc welding is carried out in the Exhibition Hall; remember that the use of naked flame is not permitted in the Exhibition Hall;
- i) Ensure that sound levels caused no interference with, nor annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times as stipulated by the Organiser, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over 70 decibel. The Organiser's decision is final in any dispute arising and the organiser does not have to refund any expense or make any compensation to the exhibitor. The exhibitor should be responsible for the audio-visual equipment located in the booth, and monitor visitors' or employees' behaviors when they operate such equipment.

3.17

FURNITURE

A full range of items is available on hire from the Official Booth-fitting Contractor. Please submit your requirements on **FORM 5**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

3.18

BOOTH-FITTING REGULATIONS

The following regulations must be observed when preparing a booth presentation:

- a) **“Space Only” Sites:**
 - i. It is possible to admit booth-fitting contracting firm other than the Official Booth-fitting Contractor. If an Exhibitor or Country Pavilion employs another such contractor they are personally responsible for negotiating the rates of commission and paying the taxes levied by the **HALL MANAGEMENT**. Please submit their details to us on **FORM 2** on or before **17 May, 2023**.
 - ii. For safety and insurance reasons, **ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR** can carry out electrical wiring, pls refer to **Form 2** for the connections and order price list.
The venue power supply:
380V Three Phase
A Fluctuation of $\pm 20\%$ can be expected



- iii. Submission of booth layout plan and design with clear dimensions, in triplicate, to the Official booth-fitting contractor for approval **NOT LATER THAN 17 May, 2023** together with **FORM 2**. Failure to obtain approval can result in costly alterations on-site being required by the Landlord and Organiser.
- iv. Height limitations for booth structures is 4.4m
According to the rules of SNIEC, double-storey build-up is forbidden.
- v. 0.6 meter clearance between existing hall walls and booth walls is required.
- vi. The width of the aisle or passage way between rows of booths must be within 3 meters.
- vii. No fitting or display may be attached, nailed, screwed or drilled onto any other part of the building. If this instruction is ignored, the exhibitor / contractor concerned will be charged for the damage done.
- viii. No Flashing / Blinking lights or Neon-signs will be permitted.
- ix. No part of any structure may extend beyond the boundaries of the site allocated. This includes Exhibitor's name, logo or light fittings.
- x. Suspensions to be made from the ceiling of the Exhibition Hall must get approval from organiser.
- xi. The name and booth number of Space-Only Exhibitor must be prominently displayed. If this rule is not observed, the Organiser reserve the right to affix booth numbers as they consider fit and to charge the cost incurred to the Exhibitor.
- xii. A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.
- xiii. A backwall must be provided, except in the case of an island booth. The maximum construction height of the backwall is 4.4m. Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. (sealed with white board; minimum standard: PVC white cloth) Any structures to be used for logos and graphics like towers and signboards should be set in by least half a metre from the common walls. In case of an island booth and side wall facing the aisle, a complete full wall is not permitted on any side of the booth (this does not refer to internal partition walls inside the island booth). Upon violation, the deposits for booth construction will not be refunded. In addition, HJT Exhibitions reserves the right to enforce the exhibitor to change the booth design and construction in the case of such violations. The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any backwall. If companies that do not obey the organiser's request to adjust this themselves, the organiser will take action and costs will be deducted from exhibitors' deposit.
- xiv. All works in the Exhibition should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the exhibition hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure.
- xv. **In case of an island booth and side wall facing the aisle, a complete full wall is not permitted on any side of the booth (this does not refer to internal partition walls inside the island booth).**
You would need to leave a minimum of 50% vacancy space for side wall.
- xvi. Each Exhibitor is responsible for providing their own walls. Where booths are adjacent, an Exhibitor may not use the reverse of the neighboring booth's wall.
- xvii. Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser.
- xviii. Where "Space Only" booths abut Shell Scheme Package Booth(s), the walls of the Shell Scheme Package may not be utilized by the "Space Only" exhibitor.
- xix. The outer surface of "Space Only" booth construction must be surfaced and decorated if visible from the aisles.
- xx. Exhibitors wishing to cover a portion of their booth for video presentation must submit duplicate drawings to the Organiser for approval. Ceilings can only be constructed of a large mesh or egg box materials which will permit the passage of water in the event of fire.



- xxi. Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organiser.
 - xxii. Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, before handing over to the exhibitor. Any leftover construction materials will be the responsibility of the exhibitor's appointed booth-fitting contractor.
 - xxiii. The exhibitor cannot display his name boards or signs over the sides another adjacent exhibitor's backwall or sidewall other than on their own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a meter from the common walls.
- b) **"Shell Scheme" Booths:**
- i. No additional booth-fitting or display may be attached to the Shell Scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.
 - ii. No painting or wall-papering on the Shell Scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Booth-fitting Contractor who will provide a quotation for the requirement.
 - iii. No free-standing fitment may exceed a height of 2.5 meters from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.
 - iv. Any change in colour or type of fascia and floor covering must be carried out by the Official Booth-fitting Contractor, after discussion with the Organiser. Changes will be at the expense of the Exhibitor.
 - v. An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.
 - vi. Logos may be attached onto the fascia, but **MUST NOT** be bigger than the 200mm x 200mm x 10mm (tk). The cost of reproduction is borne by the Exhibitor. Please refer to **FORM 1** for more details.
 - vii. No financial credit will be given by the Organiser for any shell scheme package item not utilized.

3.19 ELECTRICAL SERVICES

The venue power supply:

380V Three Phase 50Hz

A Fluctuation of $\pm 20\%$ can be expected

For safety reasons and for protection of the sophisticated electrical installation system of the Centre, **all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Booth-fitting Contractor.** Connection of exhibits in booths may be carried out either by the Official Contractor or by the Exhibitor's technician, but, connections must be inspected by the OFFICIAL BOOTH-FITTING CONTRACTOR before circuits will be made live.

Electrical arrangements for booths have been divided into three sections; please see FORM 2 for details.

Please note that power supply for booth lighting is provided for Shell Scheme Booths within the package. Power for "Space-Only" booths must be ordered to include booth lighting. All Exhibitors must order electrical supply for exhibits. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted.

Exhibitors who have ordered additional electrical items using **FORM 2 (ELECTRICAL SERVICE)**. A separate quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation.

Please check that your equipment is able to operate on the electrical specifications. You may bring with you any transformer, adaptor or regulator. Orders will also be accepted by the Official Contractor. A fluctuation of approximately $\pm 20\%$ is possible. **EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE STABILISERS.**



In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a DB with the Exhibitor concerned and make the arrangements with our Electrical Contractor.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Supplies to booths will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 15 minutes after the Exhibition closes.

Exhibitors requiring electrical supply at times other than those stated should make prior application to the Organiser in writing 2 weeks before the Exhibition Opening date. Any cost involved must be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

The Organiser reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

Note: Please place orders early as electrical plans have to be submitted to the Centre Facility Section for approval.

3.20 COMPRESSED AIR

Rental of compressor must be through the official stand fitting contractor. Please indicate your requirements on **FORM 3**. Supply is not totally "clean" and "dry", Exhibitor must arrange their own filters.

3.21 PHOTOGRAPHY

Commercial photographers representing the appropriate Media or individual visitors to the Exhibition may wish to photograph your booth or an individual exhibit which you are showing. Please note that you have the right to request any such person not to carry out photography without your specific permission.

A general photograph taken along the length of the aisle would not require specific permission, whilst "head on" photograph or a "close up" of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it.

3.22 FIRE PRECAUTIONS

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own cost, for the provision of such equipment. The Organiser will assist and advise if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

NO SMOKING IS PERMITTED IN THE EXHIBITION HALL.

3.23 FORCE MAJEURE

The Exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of the Organiser. The Organiser shall not be responsible for any loss sustained by Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any Governmental Authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

3.24 DISMANTLE

The exhibition will end at 15:00 on 16 June . The dismantling time will last from 15:15 to 18:00. All the exhibitors should move away all their exhibits and other items by 16:00 on 16 June. If the organiser finds any exhibit, booth materials laid aside at the venue, they will be regarded as discarded items. The organiser has the right to remove the discarded items from the venue. All the removal fees will be borne by the exhibitors.

The Organiser in conjunction with the Landlord will inspect the halls before build up and after breakdown of the Exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or any



person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme Booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their shell scheme structure, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Booth-fitting Contractor and charged to the Exhibitor concerned.

3.25 **AUTHORITY ON THE PREMISES**

The Organiser shall be responsible for and be entitled to act as the Owners of the premises throughout the whole period of the event. Nevertheless, the Organiser is subject to the Rules and Regulations imposed by the Hall Management, Safety & Security Authorities and the respective Government Authorities.

3.26 **HAND-OVER OF HALL**

The Hall must be handed back promptly on **16 Jun. 2023 (18:00)** to make way for other subsequent events. Official Booth-fitting Contractor and Freight Forwarder must clear the Hall by that time. Any items remaining will be disposed of by fastest means possible. The Organiser cannot accept responsibility for any loss or damage and any costs involved must be borne by the Exhibitor

Please note that by submitting related order forms, you have read through and agreed the RULES AND REGULATION.



【FORM 1】 COMPANY NAME ON FASCIA BOARD & Payment Term

Please indicate company name in Chinese and in English via below link for printing on the fascia board.

<http://hjtexpobj.mikecrm.com/JLxGay>

Any requirement of on-site changing will be charged extra cost: RMB100 for each.

If you need to print company's logo on the Fascia Board, please send the **softcopy of the logo** to Official Contractor by deadline.

And the printing cost is RMB100/logo. (The logo size: **max. 200mm * 200mm.**)

☐ I would like to print my company logo on the fascia board at **RMB 100/logo.**

Payment Term:

1. All of the orders must be **100% pre-paid** by Exhibitors or their appointed contractors:

Remit to our company's bank account:

BENEFICIARY BANK NAME: CHINA MINSHENG BANK DIANZICHENG SUB-BRANCH

BENEFICIARY A/C NO: 631554255

BENEFICIARY NAME: BEIJING GUANGYING HUASHENG EXHIBITION CO., LTD.

2. Please fill the detail information on-line for invoice issuing, and the invoice title must match to the payer's title.
3. The invoice will be prepared for taking on-site at Official Contractor service counter, or be posted to exhibitor after the exhibition (The express cost should be borne by exhibitor), or send copy file by e-mail. No on-site invoice issuing.

Notes: NONE Foam board is permitted to be used during the whole exhibition period according to the regulations.

CONTACT:

BEIJING GUANGYING HUASHENG EXHIBITION CO., LTD.

No 50, Jiangtai East Road, Chaoyang District, Beijing

Ctc: Ms. Mabel Wang Tel: +86-010-84560188 Cell: +86 18910018912

Email: interfoam@163.com

Deadline: 17 May. 2023



[FORM 2] Power Point - for Lighting

☐ Fill-in the form for Declaration of exhibitor nominated stand contractor for raw space **(Required)**

Stand contractor:		
Contact person:	On-site phone no.:	
Address:		
Tel.:	Fax:	E-mail:

The exhibitors who have booked the "RAW SPACE STANDS" and appointed stand contractor, Please complete all the required information by filling the form before the deadline.

A. Power Point - for Lighting Using (24-hour power consumption&outdoor application will increase 50% additionally)

	Items	Unit Price(RMB)	QTY	Amount
1	15 Amp Three Phase Power Point	1496		
	15 AMP/380 V Distribution Box	360		
2	30 Amp Three Phase Power Point	2176		
	30 AMP/380 V Distribution Box	420		
3	60 Amp Three Phase Power Point	3536		
	60 AMP/380 V Distribution Box	480		
4	100 Amp Three Phase Power Point	5610		
	100 AMP/380 V Distribution Box	600		

B. Details of charges

ITEM	Unit Price(RMB)	Qty/Des	Amount
Management Fee	35 元/m ²		
On-Duty Pass	50/Piece (Common Pass)	()piece	
Deposit for "raw space " build-up	RMB10,000 - under 55m ²	RMB20,000 - between 55m ² and 100m ²	RMB30,000 - over than 101m ²

***NONE of above stuffs could be bring-in.** If exhibitor need rent any special/additional furniture, please contact Official Contractor.

***Official Contractor will not provide power connection services for exhibitor machine to avoid machine damage.**

***Every raw space exhibitor must order main power for lighting .**

***Main power is only for lighting, and exhibitors are required to order one more power for machine using.**

Late orders: **50%** surcharge will be imposed for orders received after deadline; **100%** surcharge for relocation of items.

Only 30% of the rental will be refunded for any order's cancellation.

***Exhibitors are required to mark positions of all items they ordered on the FORM 4 (Stand Layout).** The official contractor will install with the default position if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

*** Please be informed the order was not placed successfully until the payment has been fully received by 17 May. 2023** (based on our bank's record)

1.For guaranteeing to clean their exhibition area during the dismantling period, exhibitors of raw space stand are required to pay a deposit to the official contractor as above mentioned.

2.The exhibitors / contractors are recommended to pay the build-up deposit by **CASH** while move-in and get the stamped receipt from Official Contractor.

3.Exhibitors are in charge of dismantling and cleaning-up the stand. After the staff of the exhibition hall checked and confirmed everything has been done well, please take the receipt to our Official Contractor on-site service counter, we will refund the deposit in cash. Please note that Official Contractor has the right to charge compensation if there's any damage to hall facility.

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Email: interfoam@163.com

Deadline: 17 May. 2023



【FORM 3】 Power Point - for Machine Using and Rental of Additional Facilities

C. Power Point - for Machine Using

	Items	Unit Price RMB	QTY	Amount
1	15 Amp Three Phase Power Point	1496		
2	30 Amp Three Phase Power Point	2176		
3	60 Amp Three Phase Power Point	3536		
4	100 Amp Three Phase Power Point	5610		

D. Clean Air Compressor (Oil and Water Filter Included)

1	5HP	0.4 M ³ /Min. 7kaf/cm ²	4200	
2	10HP	0.9 M ³ /Min. 7kaf/cm ²	4900	
3	15HP	1.0M ³ /Min. 7kaf/cm ²	5600	

E. Water Supply

1	Water supply to booth	Pressure 2kg/cm ² (BAR),Rate of Flow 2m ³ /hour, Diameter 20m/m	2700	
2	Water supply to machine		4050	

F. Telephone Line & Internet Access

1	Board band 20M		5400	
2	Internet 10M		7425	

* **NONE of above stuffs could be bring-in.** If exhibitors need rent any special/additional furniture, please contact Official Contractor.

* **Main power is only for lighting, and exhibitors are required to order one more power for machine using**

* For water supply and air compressor, exhibitors are required to bring along their adaptor for connection to their equipment.

* Exhibitors should bring their own special regulating units if they require very specific water temperature or water pressure.

* All items ordered are on rental basis. Exhibitors should use them carefully and keep them well, Official Contractor has the right to charge the compensation for any damages or losses.

* Late orders: **50%** surcharge will be imposed for orders received after deadline **17 May. 2023.**

Only 30% of the rental will be refunded for any order's cancellation.

*Please refer to the bank account information of our company in **FORM 1** for remittance.

*Exhibitors are required to mark positions of all items they ordered on the **FORM 4 (Stand Layout)**. The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

*Please be informed, the order will not be processed or be canceled until the payment has been received by **17 May. 2023.** (based on our bank's record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **17 May. 2023.** for our reference.

* Official Contractor requests the **actual amount** on the order forms to be received, and any cost that charged by the bank for both parties should be borne by the payer.

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【FORM 4】 FACILITIES LOCATION

For any service that exhibitors have ordered, must be filled in this page. And this form should be sent to **Official Contractor** by the **deadline**.

(Scale:1 =1 square meter)

Hall

[illegible]

Hall

-  100W Spotlight 短臂射灯
 100W Longarm Spotlight 长臂射灯
 40W Fluorescent Tube 日光灯
 13A/220V PowerSocket 单相插座
 A/380V Power Point 三相电源
 Air Compressor 空气压缩机
 Water in/out 上下水源
 Telephone 电话

NOTICE:

*Please refer to the conditions for rental of furniture and electrical installation as below:

1. All items ordered are on rental basis, please use them carefully and keep them well, exhibitors will be charged compensation for any damages or losses.
2. Any problem of rental furniture/installation must be lodged one day before the exhibition commences. Otherwise all items are deemed that be received in good order.
3. In order to ensure the electricity safety, all spotlight or fluorescent light, including Exhibitors' owns, should be handled by **Official Contractor**.
4. Exhibitors are required to mark the position of all items ordered on the **Form 4 (Stand Layout)**. The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

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【FORM 5】 ADDITIONAL FURNITURE RENTAL (for Shell Scheme)

	Items	Unit Price(RMB)	Qty	Amount
CD01-A	Folding Chair	40		
CD04	Black Leather Arm Chair	80		
CD19	Glisso	100		
TB01	Information Counter	120		
TB02	Square Table	150		
TB05	Round Table	120		
DP01	Lockable Cupboard	200		
DP02	Low Glass Showcase	360		
DP03	Tall Glass Showcase	500		
MS01	Panel	120		
MS03	Lockable Door	360		
MS08	Flat Shelf/Sloped Shelf	50		
MS11	Magazine Rack	80		
1	LED Long-arm Spotlight	100		
2	Power Socket(Square Pin)	100		
3	42" LCD	800		
4	50" LCD	1500		
5	55" LCD	1800		
6	Digital Printing	100/sqm		
7	Digital Printing on KT board	120/sqm		

*For more furniture rental, or confirming the color of the carpet, please contact Official Contractor.

*Late orders: **50%** surcharge for orders placed after deadline **17 May. 2023**.

Only 30% of the rental charge will be refunded for any order's cancellation.

***Please send the layout of the booth to us with the order forms so that we can arrange accordingly.**

*Please be informed, the order will not be processed or be canceled until the payment has been received by **17 May. 2023**, (based on our bank's record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **17 May. 2023** for our reference.

* Official Contractor requests the **actual amount** on the order forms to be received, and any cost that charged by the bank for both parties should be borne by the payer.

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Furniture Picture





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