ISPO BEIJING 2015
Exhibitor Manual

ISPO BEIJING 2015
January 28-31, 2015
China National Convention Center
Beijing · China

SPORTS. BUSINESS. CONNECTED.

ISPO.COM.CN

MMI (Shanghai) Co., Ltd. • 86-21-20205500 • ispo@mmi-shanghai.com
**INTRODUCTION**

**Welcome to ISPO BEIJING 2015!**

In order to assist you in preparing for the upcoming exhibition, we have designed this Exhibitor Manual to simplify your arrangements. Should you have any question, please do not hesitate to contact us – our staff is more than eager to assist you with any concerns you may have.

Here are some advices to get the most value out of your Exhibitor Manual:

1. **What Kind of Exhibitor Are You?**
   
   What have you applied for at ISPO BEIJING 2015, a shell scheme booth or a raw space booth? Once you have identified what kind of exhibitor you are, you can go straight into the forms that are relevant and are required to be submitted to prepare for your participation. Section III.D Optional Forms will be useful if you require any additional services during the show.

2. **Follow the Deadlines:**
   
   The chronological order form directory in ‘CONTENTS’ is helpful for every ISPO BEIJING 2015 exhibitor. Following this directory will save your time and money. Please ensure all the forms are returned as required by their respective deadlines.

3. **Forms:**
   
   We recommend that you make copies of all the forms you submit and keep them in your files. Exhibitors signing up after the respective deadlines should submit all forms immediately by fax.

   Please note that MMI (Shanghai) Co., Ltd. will entitle the following official service partners to offer the respective services as well as to issue the debit note and invoice to the exhibitors/contractors:

<table>
<thead>
<tr>
<th>Item</th>
<th>Form No.</th>
<th>Type of Service Partner</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental of Furniture, Facility, Equipment, etc.</td>
<td>8-15</td>
<td>Official Contractor</td>
<td>Beijing Perfect Creative International Builders Resources Co., Ltd.</td>
</tr>
<tr>
<td>Catalogue Entries &amp; Advertisements</td>
<td>5</td>
<td>Official Show Catalogue Publisher</td>
<td>Beijing Weidelong Consultancy Co., Ltd.</td>
</tr>
<tr>
<td>Hotel Reservation &amp; Invitation Letter to China</td>
<td>20-21</td>
<td>Official Travel Agent</td>
<td>Beijing Yuqi Convention Service Co., Ltd.</td>
</tr>
<tr>
<td>Shipping of Exhibits</td>
<td></td>
<td>Official Freight Forwarder</td>
<td>Schenker China Ltd.</td>
</tr>
</tbody>
</table>

   Contractual relations will only be between you and the respective service partners as above mentioned. Regarding these contractual relationships there are no rights or obligations of MMI (Shanghai) Co., Ltd.

   For your own safety, please do not use vendors that do not have the necessary licenses required onsite. The organizer will not be responsible for losses caused by the use of unlicensed vendors.

4. **Move-In & Move-Out:**
   
   Move-In & Move-Out dates and times can be found in SECTION I ‘Operation Schedule & Overtime’ of the Exhibitor Manual for easy reference.

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Please read this Exhibitor Manual carefully and accept that all terms in the manual are recognized as legally binding in all parts. Each exhibitor acting on behalf of a third party shall be directly liable for meeting the demands of MMI in respect of this fair.

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For inquiries, please contact:

Messe München GmbH
Messegelände
81823 München, Germany

**Project Management**
Tel.: +49 (0) 89 949 20165
Fax: +49 (0) 89 949 97 20542
eMail: maerz@ispo.com
Contact Person: Mr. Paul März

MMI (Shanghai) Co., Ltd.
11th Floor, GC Tower, 1088 Yanshen Road
Pudong New Area, Shanghai 200122 / P.R.China

**Project Management**
Tel.: +86 (0) 21 2020 5500
Fax: +86 (0) 21 2020 5688/99
eMail: juju.zhu@mmi-shanghai.com
Contact Person: Ms. Juju Zhu / ext. 812

**Technical Management**
Tel.: +86 (0) 21 2020 5500
Fax: +86 (0) 21 2020 5688/99
eMail: dacia.zheng@mmi-shanghai.com
Contact Person: Ms. Dacia Zheng / ext. 809
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<th>No.</th>
<th>Item Description</th>
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<td>P18</td>
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<tr>
<td>Form 1.2</td>
<td>Construction Regulations and Declaration of Safety Responsibility</td>
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</tr>
<tr>
<td>Form 2</td>
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<td>17 Dec 2014</td>
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<td>Form 3</td>
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</tr>
<tr>
<td>Form 8</td>
<td>Electrical Power Supply</td>
<td>17 Dec 2014</td>
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## SECTION III.B  
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<tr>
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Contact of official freight forwarder:
★ Schenker China Ltd. – Beijing Office

Please refer shipping guideline from Page 83
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GENERAL INFORMATION

Exhibition Name
ISPO BEIJING 2015
11th International Tradeshow for Sports, Fashion and Lifestyle Brands in Asia

Venue
China National Convention Center (CNCC) • Beijing
No.7 East Tianchen Road, Olympic Green, Chaoyang District
Beijing 100105, P.R. China*

*Note: This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors must use a freight forwarder.

Exhibition Dates
28 Jan 2015  31 Jan 2015
Wednesday  Saturday

Exhibition Hours
28 - 30 February 2015  9.00 am - 5.00 pm
31 February 2015  9.00 am - 4.00 pm

Organizers
➤ Messe München International (MMI)

Co-organizers
➤ MMI (Shanghai) Co., Ltd. (MMI-SH)

Special Supporters
➤ Beijing Sports Bureau (BSB)

Supporters
➤ China Commerce Association for General Merchandise (CCAGM)
➤ China Fashion & Color Association (CFCA)
➤ Beijing Sports Industry Union (BSIU)
➤ Federation of the European Sporting Goods Industry (FESI)
➤ Italian Association of Sporting Goods Manufactures (ASSOSPORT)
➤ China Textile Information Center (CTIC)
➤ Beijing Sports Foundation (BSF)
➤ European Outdoor Group (EOG)
➤ Spanish Sport Industry Association (AFYDAD)
➤ World Federation of Sporting Goods Industries (WFSGI)
### Contact List

#### Organizer

**Messe München GmbH**  
Messegelände  
81823 München, Germany  
Tel.: +49 (0)89 949 20165  
Fax: +49 (0)89 949 97 20542  
eMail: maerz@ispo.com  
Contact Person: Mr. Paul März

#### Co-Organizer

**MMI (Shanghai) Co., Ltd.**  
11th floor, GC Tower, 1088 Yuanshen Road  
Pudong New Area, Shanghai 200122/ P.R.China  
Tel.: +86 (0)21-2020 5500  
Fax: +86 (0)21-2020 5688/99  
eMail: juju.zhu@mmi-shanghai.com  
Contact Person: Ms. JuJu Zhu / ext. 812

#### Technical Inquiry

**MMI (Shanghai) Co., Ltd.**  
11th floor, GC Tower, 1088 Yuanshen Road  
Pudong New Area, Shanghai 200122/ P.R.China  
Tel.: +86 (0)21-2020 5500  
Fax: +86 (0)21-2020 5688/99  
eMail: shine.gao@mmi-shanghai.com  
  peter.li@mmi-shanghai.com  
Contact Person: Ms. Shine Gao / ext. 881 (1st Floor)  
  Mr. Peter Li / ext. 837 (Ground Floor)

#### Official Freight Forwarder

**Schenker China Ltd.**  
- **Beijing** Office  
  5 Tianwei Sijie  
  Tianzhu Industrial Area A,  
  Beijing 101312, P.R.China  
  Phone: +86 10 8042 0406 / 0407  
  Fax: +86 10 8048 0115  
  E-mail: sammy.shi@dbschenker.com  
  isabella.fan@dbschenker.com  
Contact person: Ms. Sammy Shi  
  Ms. Isabella Fan

#### Move-In Procedure for Raw Space

**Beijing Perfect Creative International Builders Resources Co., Ltd.**  
No. 4 Jing An Xi Jie, Chaoyang District  
Beijing 100013 / P.R.China  
Tel.: +86 (0)10-8455 1155  
Fax: +86 (0)10-6462 5934  
eMail: Cuiyuewei703@126.com  
  Albertzhao730@163.com  
Contact Person:  
  Mr. Bentley Cui / ext. 831 (1st Floor)  
  Mr. Albert Zhao / ext. 805 (Ground Floor)

#### Building of Shell Scheme

**Furniture & Fittings Order**  
**Beijing Perfect Creative International Builders Resources Co., Ltd.**  
No. 4 Jing An Xi Jie, Chaoyang District  
Beijing 100013 / P.R.China  
Tel.: +86 (0)10-8455 1155  
Fax: +86 (0)10-6462 5934  
eMail: motobin@126.com  
  cheng0028@126.com  
Contact Person:  
  Ms. Becky Wang / ext. 862 (1st Floor)  
  Ms. Kelly Chan / ext. 821 (Ground Floor)

#### Chinese Visa Application

**HOTEL RESERVATION**  
**Beijing Yuqi Convention Service Co., Ltd**  
Zuojiazhuang East Building 3, Jiangan City 606  
Chaoyang District  
Beijing 100102 / P.R.China  
Tel.: +86 (0)10-8461 5811  
Fax: +86 (0)10-8461 9708  
eMail: yuqihuizhan@163.com  
Contact Person: Mr. Hongyu Kang

#### Official Show Catalogue Publisher

**ADVERTISEMENT**  
**Beijing Weidelong Consultancy Co., Ltd.**  
Room 410, Youcheng Business Building  
No. 45 Dongsi Liutiao, Dongcheng District  
Beijing 100007 / P.R.China  
Tel.: +86 (0)10-8580 2542  
Fax: +86 (0)10-8580 3042  
eMail: lacey@asiancreation.com.cn  
Contact Person: Ms. Lacey Ying
## Venue Information

<table>
<thead>
<tr>
<th>Type of Services</th>
<th>Location</th>
<th>Contact Details</th>
</tr>
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<tbody>
<tr>
<td>Bank / Credit Card System</td>
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<td>Inside of Convention Area, 3rd floor</td>
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</tr>
<tr>
<td>Police Station</td>
<td>Onsite Office 2</td>
<td>2nd floor of halls 3 &amp; 4 in Exhibition Area, H2:4</td>
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<tr>
<td>Catering in CNCC</td>
<td>Onsite</td>
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<td>Beichen Shopping Center</td>
<td>8 Anli Road, Chaoyang District</td>
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<td>The Legend Shopping Center</td>
<td>8 Beichen East Road, Chaoyang District</td>
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<td>B1F Xin'ao Shopping Center</td>
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<td>Dawanju Restaurant</td>
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<td>- Japanese &amp; Korean</td>
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<td>Red Tomato Restaurant</td>
<td>1st Floor, Grand Sky Light Hotel, 18 Beichen East Road, +86-(0)10-8498 1055</td>
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<tr>
<td></td>
<td>Auspicious Garden</td>
<td>3rd Floor, Pangu 7 Star Hotel, 27 North 4th Ring Middle Road, +86-(0)10-59067777*6521</td>
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<td></td>
<td>Cafe O2</td>
<td>1st Floor, InterContinental Beijing Beichen Hotel, 8 Beichen West Road, Chaoyang District</td>
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<tr>
<td></td>
<td>Taipo Tianfu Restaurant</td>
<td>228 Huizhong North Road (near Beichen East Road), +86-(0)10-6496 9836</td>
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<td></td>
<td>Xinbao Macao Restaurant</td>
<td>Rm B06, B1 Floor, 8 Beichen East Road, Chaoyang District +86-(0)10-8498 9620</td>
</tr>
<tr>
<td></td>
<td>Xiangxi Restaurant</td>
<td>8 Beichen East Road, Chaoyang District +86-(0)10-8498 4421</td>
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</tbody>
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HOW TO GET THERE

By Flight

From Beijing International Airport
By taxi, appr. 45 min.
By Airport Express Bus Line 4 (running every 30 min) to Jianxiangqiao Station and take taxi, appr. 45 min.
By Airport Express Metro (running every 10 min) to Sanyuanqiao Station and take taxi, appr. 40 min.

By Train

From Beijing Railway Station
By taxi, appr. 40 min.
By Metro Line 2 to Yonghegong Station, and transfer to Line 5 to Huixinjije Nankou Station, and then transfer to Line 10 to Beitucheng Station. Finally transfer to Line 8, drop off at Olympic Green Station (from Exit A or E), appr. 40 min.
By Bus No. 103 to Shatanlukouxi and take Bus No. 85, drop off at National Stadium Station, appr. 50 min.

From Beijing West Railway Station
By taxi, appr. 50 min.

By Metro

From City Centre
By Metro Line 10 to Beitucheng Station, and transfer to Line 8, drop off at Olympic Green Station (from Exit A or E), appr. 30 min.

Kind Reminder: The exhibitors are recommended to stay in the hotels near the Metro Line 10.
SECTION I  EXHIBITION GUIDE LINE

HOW TO GET THERE (CONT’D)

BEIJING METRO MAP
HOW TO GET THERE (cont’d)

TRAFFIC GUIDE

[Map diagram]
SECTION I  EXHIBITION GUIDELINE

VENUE SITE MAP

1st Floor Plan

Ground Floor Plan
## TECHNICAL SPECIFICATIONS

### 1st Floor

<table>
<thead>
<tr>
<th></th>
<th>Hall 1 - Hall 4</th>
<th>Hall 4A</th>
<th>Hall 0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Static Floor Loading</strong></td>
<td>3,500kg/sqm</td>
<td>500kg/sqm</td>
<td>800kg/sqm</td>
</tr>
<tr>
<td><strong>Ceiling Height</strong></td>
<td>10m</td>
<td>4.5m</td>
<td>35m</td>
</tr>
<tr>
<td><strong>Booth Construction Height Limit</strong></td>
<td>4m</td>
<td>3.5m</td>
<td>3.5m</td>
</tr>
<tr>
<td><strong>Freight Entrance</strong></td>
<td>4.5m(W)*4.8m(H)</td>
<td>4.5m(W)*3.5m(H)</td>
<td>4.5m(W)*4.8m(H)</td>
</tr>
<tr>
<td><strong>Freight Elevator</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Power Supply</strong></td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
</tr>
<tr>
<td><strong>Water In / Out</strong></td>
<td>Available</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Fire Protection</strong></td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
</tr>
<tr>
<td><strong>Emergency Lighting</strong></td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>

### Ground Floor

<table>
<thead>
<tr>
<th></th>
<th>Hall B1</th>
<th>Hall B2</th>
<th>Hall B3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Static Floor Loading</strong></td>
<td>800kg/sqm</td>
<td>800kg/sqm</td>
<td>800kg/sqm</td>
</tr>
<tr>
<td><strong>Ceiling Height</strong></td>
<td>4.5m - 5m</td>
<td>4.5m - 5m</td>
<td>4.5m</td>
</tr>
<tr>
<td><strong>Booth Construction Height Limit</strong></td>
<td>3.5m</td>
<td>3.5m</td>
<td>3.5m</td>
</tr>
<tr>
<td></td>
<td>In some areas: 2.5m</td>
<td>In some areas: 2.5m</td>
<td></td>
</tr>
<tr>
<td><strong>Freight Entrance</strong></td>
<td>3.6m(W)*3.8m(H)</td>
<td>3.6m(W)*3.8m(H)</td>
<td>2.4m(W)*3.8m(H)</td>
</tr>
<tr>
<td><strong>Freight Elevator</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Power Supply</strong></td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
</tr>
<tr>
<td><strong>Water In / Out</strong></td>
<td>Available</td>
<td>Available</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Fire Protection</strong></td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
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<tr>
<td><strong>Emergency Lighting</strong></td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>
### SECTION I  EXHIBITION GUIDELINE

### OPERATION SCHEDULE & OVERTIME

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build-up Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw Space Exhibitor Nominated Stand Contractor (Raw Space Stand Construction)</td>
<td>25 Jan 2015</td>
<td>12:00 - 17:30</td>
</tr>
<tr>
<td></td>
<td>26 Jan 2015</td>
<td>08:30 - 17:30</td>
</tr>
<tr>
<td></td>
<td>27 Jan 2015</td>
<td>08:30 - 21:00</td>
</tr>
<tr>
<td>Raw Space Exhibitors Check in</td>
<td>25 - 27 Jan 2015</td>
<td>08:30 - 16:30</td>
</tr>
<tr>
<td>Shell Scheme Exhibitors Check in</td>
<td>26 - 27 Jan 2015</td>
<td>08:30 - 16:30</td>
</tr>
<tr>
<td>All Exhibits Ready for Display</td>
<td>27 Jan 2015</td>
<td>21:00</td>
</tr>
<tr>
<td>Exhibition Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Hours of Exhibition</td>
<td>28 - 30 Jan 2015</td>
<td>09:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>31 Jan 2015</td>
<td>09:00 - 16:00</td>
</tr>
<tr>
<td>Tear-down Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Dismantling</td>
<td>31 Jan 2015</td>
<td>16:00 - 21:30</td>
</tr>
</tbody>
</table>

This schedule is subject to “Important Notice” publicized before move-in. Should there be any amendment, an updated copy will be available at the Organizer’s Office on-site.

**Please note**

a) The various dates and time listed above will be strictly enforced. Exhibitors are advised to adhere to the above-mentioned time and dates.

b) Exhibits may be delivered to the stand earlier than the time specified if construction has progressed sufficiently to receive the exhibits. Please liaise with the official freight forwarder for such arrangements. Exhibitors must be present to receive such exhibits and make sure at least one staff stationed in the booth to take care of the exhibits during the build-up/show/dismantling period.

c) During build-up and exhibition period, exhibits that have been transported into exhibition hall are not allowed to move out generally. If necessary, please apply to official freight forwarder onsite service counter. After approval, official freight forward will issue exhibit move-out permit.

d) Exhibitors are required to commence packing their exhibits and belongings as soon as the exhibition ends on the last day. Arrangements with the freight forwarders will have to be made in advance. All relevant service supply will be stopped as well as dismantling of shell scheme stands will commence immediately upon exhibition closing. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.

e) Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

**EXHIBITOR EARLY HALL ACCESS (ONLY FOR PERSONNEL WITH OFFICIAL ‘EXHIBITOR’ BADGE)**

- Normal Early Access Hours : 8:00 a.m. onwards on show days
- Earlier Access Hours : before 8:00 a.m. (subjected to payment of overtime charge RMB5,000/br/hr)

**EXTENDED WORKING HOURS FOR DISMANTLING**

Application can be requested on-site at Official Contractor Office before 3 p.m. with an additional fee charged by CNCC as below (Late application will be asked 30% surcharge):

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Date</th>
<th>Overtime Period</th>
<th>Price per booth per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build-up Period</td>
<td>25 - 26 Jan 2015</td>
<td>17:30 - 24:00</td>
<td>RMB 2,500</td>
</tr>
<tr>
<td></td>
<td>26 Jan 2015</td>
<td>24:00 - 08:30</td>
<td>RMB 5,000</td>
</tr>
<tr>
<td></td>
<td>27 Jan 2015</td>
<td>21:00 - 24:00</td>
<td>RMB 2,500</td>
</tr>
<tr>
<td></td>
<td>26 - 27 Jan 2015</td>
<td>24:00 - 08:00</td>
<td>RMB 5,000</td>
</tr>
<tr>
<td>Exhibition Period</td>
<td>28 - 31 Jan 2015</td>
<td>before 08:00</td>
<td>RMB 5,000</td>
</tr>
<tr>
<td>Tear-down Period</td>
<td>31 Jan 2015</td>
<td>21:30 - 24:00</td>
<td>RMB 2,500</td>
</tr>
</tbody>
</table>

Should there be any amendment, an updated copy will be available at the Organizer’s Office on-site.
SECTION I  EXHIBITION GUIDELINE

OTHER INFORMATION

Parking License for Exhibitor / Visitor (B2 Parking Area)

Entry of B2 Parking Area: RMB5/car/hour
Business Centre on 3rd floor inside of Convention Area: RMB80/license/show period (5 days)
Construction Management Office on ground floor of Exhibition Area: RMB80/license/show period (5 days)

Press Office / Companies Press boxes

Exhibitors are furthermore invited to send us a ‘Preliminary Technical Report / Report on Novelties’. It gives all exhibitors the opportunity to inform the media and visitors about their products and other new developments they will present at ISPO BEIJING ahead of time in concise, information summaries in Chinese and / or English. The ISPO BEIJING Press Office will take care of the dispatch of the preliminary report to the editorial offices of the trade publications. Thus, your information will be available to trade journalists already during the run-up to the fair.

Climate

Average temperature in Beijing in January is from about -5° Celsius to 5° Celsius, sometimes heavy wind.

Currency & Credit Card

Currency exchange is widely available in most major hotels, banks and at the airport. Exhibitors are advised to bring sufficient cash with them as credit cards are only accepted in major hotels, restaurants and shopping centers and on the fairground. Visa, MasterCard and American Express are most commonly used in China.

Insurance

Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.

Security Advice

Please be aware of dangerous actions during set-up period and dismantling. Therefore, ensure the safety of your personnel and all other people! The inspection team of the organizer will be present and regularly control the site. If any construction seems to be insecure, the organizer reserves the right to withdraw the permission of booth construction.

Be sure to look after your exhibits and property carefully during the construction and the whole exhibition. The organizer will take no responsibility for the loss.
# TECHNICAL GUIDELINES

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   - 1.2. 
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   - 7.3. Damage to the environment
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8. Painting work
9. Sand, soil and similar materials
1. Opening Hours
1.1. During installation and dismantling
Stand may be set up 25 January 2015, 12:00 to 17:30; 26 January 2015, 8:30 to 17:30. Only 26 January 2015, 20:00 to 21:30 and stand construction vehicles must be removed from the halls and the open-air area by 21:30 on the last day for setting-up. Please refer to “Operation Schedule” on page 12. These hours apply specifically to the presence of security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours.

1.2. During events
During an event, the halls are opened half an hour before the trade fair starts in the morning and closed half an hour after closing time in the evening. MMI reserves the right to tow away or remove any vehicles, trailers, containers or trade fair grounds during an event. The speed limit on the trade fair grounds is setup and dismantling times in those cases, in which MMI permits driving on the and to limit the maximum time allowed on the grounds. If the maximum time is MMI is authorized to demand a deposit for driving into the trade fair grounds valid for the vehicle, for which it was issued.

1.3. Event Objectives
We recommend using the complete setup time during trade fairs and events, overnight stays. Areas, which MMI has designated as campgrounds for an event, to the set load-carrying capacity of the hall floors as well as the height and width loading and unloading based on a written confirmation. Attention must be paid to the set load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may only be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MMI has designated as campgrounds for an event, are not subject to this regulation. Stopping is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MMI reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones or which are otherwise illegally parked at the consequence of their own fault.

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety
2.1. Traffic regulations
Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MMI can make exceptions to those general corresponding parking permits or permission for driving in. MMI is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield in the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly. Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MMI or the security guards at all entrances and permits or permission to drive in is only valid for the vehicle, for which it was issued. MMI is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and during dismantling times in those cases, in which MMI permits driving on the trade fair grounds during an event. The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this reservation applies specifically to the presence of security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours, they need to apply for the overtime work from the venue.

2.2. Traffic in the Halls
Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MMI or the security guards at all entrances and permits or permission to drive in is only valid for the vehicle, for which it was issued. MMI is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and during dismantling times in those cases, in which MMI permits driving on the trade fair grounds during an event. The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this reservation applies specifically to the presence of security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours, they need to apply for the overtime work from the venue.

2.3. Safety installations
Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closed-circuit television safety cameras, and other safety devices must be in place. Maintenance and inspection of the equipment, as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked or obstructed.

2.4. Stand Numbering
The organizer will mark stands with stand numbers, which may not be removed with prior consent of the organizer.

2.5. Guarding
MMI, the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MMI does not guarantee complete guarding and surveillance of the trade fair grounds. MMI is authorized to take measures for guaranteeing guarding at specific points. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MMI. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MMI for the trade fair grounds. Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at all times. MMI does not guarantee the safety of exhibition goods and other objects at a stand or at other areas, wherever guarded or not by MMI.

3. Technical Data
3.1. Hall data
Please refer to “Technical Specifications”.

3.2 Floor loading capacity
Exhibitors are obligated to check the floor loading capacity and it’s also the exhibitors’ duty to inform the loading capacity to the relevant personnel, such as its construction contractors, freight forwarder and etc. The loading capacity shall be checked during the setup, exhibit installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading or unloading by the exhibitor itself. It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the main electricity wire-tunnels, drainage cover and facades in the halls. If exhibitors want to showcase heavy weight exhibits, exhibitors are mandatory to discuss details, such as move-in plan, display locations, and etc., with MMI and the official freight forwarder for the show. Any exhibits that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate and etc., to prevent the potential damages to the floor.

The exhibitors with heavy weight exhibits have to strictly follow the over-size , over weight exhibit schedule assigned by MMI and its official freight forwarder.

4. Stand Construction Regulations
The promotional materials in the booth should correspond to be brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MMI has the right to ask the exhibitor changing the promotion material and reserves the right to charge the exhibitor a penalty for violating this regulation. During move-in/show/move out period, blocking the public aisle for exhibit installation or other activities is not allowed. MMI is authorized to demand a deposit for driving into the trade fair grounds or parking vehicles in the trade grounds. MMI is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for entry permits should be placed clearly visible behind the windshield. Each organizer, exhibitor, renter, service partner or other service provider is responsible for the static security of the stands and must provide proof of such if necessary. Securing stand constructions via connections to the hall ceiling is not permitted (see section 4.7.5.2 for more information on attaching equipment to the hall ceiling). All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

4.2 Approval of Stand Construction
Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space construction stands in the halls and in the outdoor exhibition grounds. No specific approval will be issued. All stand constructions, multi- storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

4.2.1. Checking and Approving Constructions Requirements and Official Approval
Each organizer, exhibitor, renter, service partner or other service provider is obliged to check whether the provisional built-in parts or constructions require approval, regardless of whether the deadline cited in the Exhibitor Manual of MMI. No specific approval will be issued. Two survey stand constructions shall be approved for at the latest by the deadline cited in the Exhibitor Manual using the form “Building approval for raw space stand design”. The form must be submitted in bilingual with the documents, also in electronic format. In the case of non-compliance with the form, the exhibits will not be approved. Insofar as the presentation is not approved by MMI, the organizer will make all the necessary for the approval. If the approval has been submitted to a deadline at the latest, the exhibitor shall be only authorized after the approval letter has been released. The exhibitor shall be responsible for the completion of the construction and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the building approval procedure shall be charged to the exhibitor.
4.2. Vehicles and Containers
Vehicles and containers as exhibition objects in the halls require approval.

4.2.3. Removal of non-approved stand constructions
Stand constructions shall not have been approved or not comply with the Technical Guidelines or laws, must be changed or removed according to the case. If this is not done within a set time limit, MMI is authorized to make the changes at the expense of the exhibitor or - insofar as required - to remove such stand constructions.

4.2.4. Scope of liability
In general, as long as a stand construction contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In exceptional cases, the stand construction contractor by him shall exempt MMI from and all claims of third parties, which are enforced resulting from violation of the stand construction provisions. In such cases MMI is exempt from the liability of any dispute between exhibitors and their own suppliers.

MMI is exempt from the liability of any dispute between exhibitors and MMI’s appointed service partners.

4.3. Height of construction
The maximum construction and advertising height for all stand construction in Hall 1-4 is 4 m. In other areas, please refer to “Technical Specifications”.

Shell scheme stands are not allowed to change its original height. This construction height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MMI’s Operations Department responsible for this. Exhibits are not subject to this limitation on principle, but modifications should be informed of in advance.

4.4. Fire Protection
Exhibitors and booth construction contractors shall obey the fire protection rules and regulations from MMI. Other than the technical operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits can not be occupied by booth construction materials.

4.4.1. Fire protection and safety regulations
4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that cause toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof.

Normal flammable decoration materials may be used in partial areas if it is flame proofed and its burning diffusion rate up to Class B1 and a test certificate of the building material class of the materials used is requested.

Special requirements are made for loading/unloading construction parts in individual cases for reasons of safety (e.g., non-combustible).

Stand flooring must be laid joint-tight. The carpet to be paved must be non-combustible with a burning diffusion rate not lower than Class B1.

4.4.1.2. The roof of each stand is not allowed to be covered completely and must be 80% open at least. The fire protection system on the top may not be obstructed by stand constructions. For a two-storey stand, the upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area. One eligible fire extinguisher must be installed for each 30 sqm of stand area from build-up period onwards.

4.4.1.3. There are appointed flower suppliers in the centre. Any other suppliers are not allowed to run similar business in the centre. The stored and planted plants used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is demonstrated that the plants have been cut out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire if it is dry).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfill the requirements stated above and are prohibited.

4.4.2. Stand location
a) The stand decoration can not be in obstruction with the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition halls shall be 1.0 m the least and piling up materials in this path is forbidden.

4.4.3. Vehicles
Vehicles with combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked. Combustible engines may not be demonstrated in operation in the hall; fuel may not be stored at stands. Combustible engines may not be demonstrated in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor grounds. Fuel may not be stored at stands.

4.4.4. Hazardous Materials
a) Protection of health and safety of panelists or combustible gases are not permitted at the fairground during build-up/show or dismantling period.

b) The exhibitors are required to demonstrate their material in time during build-up/dismantling period. The storage of flammable packaging materials of exhibitors is prohibited to be kept at the fairground.

c) Weapons, explosive material, oil, easy combustible materials, toxic materials and caustic materials may not be exhibited at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition halls during build-up/dismantling period. The storage of flammable packaging materials of exhibitors are operated. At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be appointed as well.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

The welding and cutting are prohibited to the pipelines or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there’s no remnant tinder or unburned material after the work.

4.4.5. Smoking
Smoking is forbidden in the halls.

4.4.6. Use of air balloons
Use of air balloons and inflatable objects is not permitted in the halls and in the outdoor exhibition grounds.

4.4.7. Recyclable material and waste product containers
No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable material and waste product containers at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, waste used in the production of trade-related goods or in closed containers and removed daily or - if substantial quantities of such collected - several times daily.

4.4.8. Abrasive cutting and all work with open flames
Chipping, electric or gas welding and cutting work shall be carried out at the outdoor area during build-up period. All workers for special type work, such as chipping, welding and other tasks that might be in line with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules. Only after receiving written approval from THE VENUE, any welding, chipping and milling work can be operated onsite. Meanwhile, notices should be made to the surrounding stands and working staff within the stands before any of above mentioned tasks are operated. At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be appointed as well.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

The welding and cutting are prohibited to the pipelines or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there’s no remnant tinder or unburned material after the work.

4.4.9. Empties
Storage of empties of any kind (e.g., cardboard paper cases) is prohibited in the stands and stands will be removed with the containers.

MMI is authorized to remove materials used at the stands and own cost of an exhibitor if does not comply with a request to remove stored materials.

4.4.10. Glass and acrylic glass
Only thickened glass may be used for structures made of glass. The strength of thickness of glass should be guaranteed (min. thickness 8mm for glass wall).

Edges of glass panes must be worked or protected in such a way that no danger of injury is excluded. All-glass constructions must be marked at eye height.

For safety reasons, the booth structure can not be set up on the glass platform without any ground support.

4.5. Exits, escape routes
4.5.1. Exits, escape routes
Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficulties to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Stands with a base area of more than 100 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficulties to access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

4.5.2. Doors
The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

4.6. Platforms, ladders, ascents, footbridges
In general, areas where you can walk and also borders directly to areas, which are larger than 0.2 m below or provided with railing. These minimums may be at least 0.80 m high. The floor-carrying load must be designed for at least 2.0 kN/m². An upper chord, middle chord and lower chord must at least be provided. One-level platforms, on which you can walk, may have a maximum height of 0.20 m. Ladders, ascents and footbridges must be in compliance with current safety regulations.

4.7. Stand Design
4.7.1. Appearance
The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MMI is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fair in the special participation conditions. Walls, which border visitor aisles, should be brightened up via the installation of display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand. The stand and sidelines of the neighboring stand must be kept neutral, white and clear. A back wall or partition must be installed for each raw space stand structure, except island stands, to separate from neighboring booth.

The side of back wall facing neighboring booth must be kept white, neutral and clean. In addition, plate or construction paper must be underlaid under the back wall. The neutral and clean plate or construction paper must not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MMI has the right to deduct a penalty charge from the construction contractor. Faulty improvement is made after receiving oral/ written warnings from MMI in case of the above mentioned violation.

4.7.2. Stand structures
No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. Exhibits are not permitted to extend beyond the front or side walls, roof, floors, or underlaid under the back wall to protect the floor surface. The exhibitor should remove any enrichments, such as decoration, marking and etc, which are operated. At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be appointed as well.

4.7.3. Advertisement
No part of advertising objects or their materials may extend beyond the boundaries of the contracted area, unless it is specifically mentioned in the exhibition regulations issued by the government.
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Stand constructions must not to obstruct the normal operation of the fire protection system, air conditioning, mechanical ventilation vents. MMI has the right to ask an exhibitor to modify the stand structure in case the above mentioned violation happens.

4.7.2. Checking the rented area
MMI measures the rented area on the hall floor and marks it at the corners. Every exhibitor shall have the right to request the site plans, stand allocation, the location and dimensions of any installations, especially fire alarms, layout of service tunnels, gates, firefighting systems, etc. to conform to the standards as applicable.

4.7.3. Interior and Substances of a building
Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.). Perforation or painting or paving and pattering are not permitted.

4.7.4. Hall floors
Carpets and other flooring are to be laid accident-proofed and may not extend beyond the deadline assigned. MMI has the right to deduct the charged penalty from the stand construction deposit paid by exhibitors / construction contractors directly.

4.7.5. Objects hung from the hall ceiling
The objects is to be mounted (lighting fixtures, spotlights, etc.) at the ordered fastening points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not carry overload.

4.7.6. Separating walls
Separating walls can be ordered by using the Exhibitors' Manual. Exhibitors may neither change nor work on separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities
The following regulations need to be observed and followed if the exhibitors require onsite activities or demonstration / presentation of their products and services.

a) Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer could be displayed. Should there be any intellectual property rights dispute concerning the exhibit, MMI reserves the right to stop them from exhibiting and hand them over to the intellectual property right holder. Otherwise, nothing may be stuck on the hall floors nor may they be painted. All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

b) Exhibition hall ceiling may not be used in any way the neighboring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MMI has the right to cut off the electricity power supply within the booth. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will bear all the damage by themselves.

c) MMI is authorized to restrict or prohibit presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or on other participants or any other reasons.

d) All machines, engines or power driven machines are allowed to be used without adequate fire-protection measures taken by the exhibitors.

e) MMI reserves the right to prohibit any advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibitors is prohibited for safety reasons.

f) The distribution of printed materials, samples, gifts and etc is only permitted within your booth. MMI reserves the right to determine whether it's safe to distribute the materials or not.

g) Toxic fumes, exhaust or other irritants caused by the exhibitors / products are not allowed inside the hall.

4.8. Outdoor Exhibition Grounds

4.8.1. Checking the rented area
MMI measures the rented area on the ground of the open-air exhibition grounds and marks it at the corners.

Every exhibitor is obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electricity plugs and etc. to conform to the standards as applicable. Any door of temporary construction should be at least 1.2m apart from service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable.

4.8.2. Setup

4.8.2.1. Stand Setup
All stands, which should be set up in the open-area exhibition grounds, require the prior consent of MMI and the venue.

The required application forms as well as booth schematics, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to MMI's Operations Department and the appointed service partners in due time, but at least nine weeks before setup begins.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

The outdoor stand itself needs to be safe and secure and all the construction materials must meet the standard in the relevant national regulations for the temporary building constructions. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction.

Operations that will cause damages to the onsite ground and buildings, such as drilling of the grounds, foundations, anchoring tents, cables, flagpoles and other work in the ground of the outdoor area. Forklift and crane are not allowed to operate at above area. For outdoor booth, lightings, plugs, electric switch box and such electricity related equipments need to be water resistant. Equipments connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures needs to have a ground connection.

Stand structures in the outdoor exhibition grounds may not be built nearer than 0.5 m to the border of neighbouring stands unless MMI gives written permission for this. Booth construction and material storage is strictly forbidden at the loading area, drainage and facility well at the outdoor area. Forklift and crane are not allowed to operate at above area without MMI's prior consent for safety reasons.

4.8.2.2. Anchoring and work in the fair
Precise site plans must be submitted to MMI and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the outdoor exhibition ground. Any work in the area grounds is prohibited without written permission.

4.8.2.3. Cranes and Exhibits
All products, exhibits, machinery to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MMI and must be registered using the appropriate forms of the Exhibitor Manual of MMI, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MMI will set the binding maximum height of 20m. In case the exhibitors wish to launch activities, it is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. 

If the construction deposit is not enough to cover the damages, MMI and THE VENUE reserve the right to pursue the rest damage by the exhibitors.

n) Should the exhibitor intends to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MMI in writing in advance. It's principally forbidden for the exhibitor to run an on-site promoting advertising team. The activities are allowed only with MMI's approval. The exhibitors shall guarantee that such activities do not violate the political, social and cultural regulations and the regulations concerning safety during the activities.

The neighboring booths within the same hall shall plan staggered periods for their activities. There be any problem caused by the activities, MMI reserves the right to turn down the sound volume, shut down the equipment or stop the activities.

h) It is strictly prohibited to demonstrate or operate heating, barbecue stoves, or make heating or open fire apparatus, candles, lanterns, torches, welding equipment or other smoke creating material.

i) It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are cognizable dangerous.

j) MMI reserves the right to turn down the sound volume, shut down the equipment or stop the activities if the exhibitor is authorized to enter stands to check compliance with the above regulations. MMI is authorized to remove, cover or otherwise prevent advertising, which violates the regulations above.
4.8.3. Dismantling
All exhibition areas must be entrusted back to MMI in their original condition by the dismantling deadline. Any materials left in the booth need to be cleared and construction will be returned if and only if the following 2 conditions are fulfilled:
1) All facility damages caused during the show are fully compensated.
2) All venue’s return conditions are accepted by the exhibitor.
Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during work.
If the required reconditioning work has not been completed by the set dismantling deadline, MMI is authorized to do this or contract a third party to do this at the expense of the exhibitor.

4.8.4. Public aisles between the blocks of stand areas
Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertise without obtaining a permit to exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

4.8.5. Other regulations
Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times. Building components, stand signs and flags must be installed in such a way that they are not visible or reasonless with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

4.9. Two-storey Constructions
4.9.1. Construction request
Both storey stands can only be planned by the products and services from the same exhibitor and its co-exhibitors.
Two-storey stands can only be built with the prior consent of MMI’s Operations Department and the appointed service partner of the event. However, approval is dependent on the projected location in the hall and the area belonging to it. Hall facilities, direction signs and utilities, effect to the neighboring stands need to be considered during the booth designing stage.
The number of two-storey booths will be limited and MMI has the right to forbid the exhibitor to build a two-storey booth.
Another decisive factor for approval is how the two-storey stand affects the design and clear structure of the hall as well as the neighboring stands. Under small structures and ceiling of the upper storey booth can not cross the aisles in the hall.
One eligible fire extinguisher must be installed for each 30 sqm of stand area from build-up onwards.

4.9.2. Conditions concerning stand area roofing, safety distances, height of stand interior rooms
The maximum structure height is set separately for each event and stated in the participation conditions.
The height clearance of interior rooms in two-storey structures must be at least 2.40 m in the ground (first floor) as in the upper floor (second floor).
The distance between the public pathway and stairs, open exhibition areas and client meeting areas should be more than 1.0 meters.

4.9.3. Live loads / assumed loads
The following specifications are estimated for the storey ceiling of a two-storey stand in a trade fair hall:
1) When the upper storey is used for general visitor traffic, meetings, presentations and/or as storage space, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
2) When the upper storey is used for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 3.0 kN/sqm.
3) When the upper storey is used for the resting area for employees, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0 kN/sqm.
The use should be entered clearly recognizable in the plans, which are submitted for approval.
Stairs must always be designed for a live load of 5.0 kN/sqm. Balustrades and railings should be designed for 1.0 kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the floor hall.

4.9.4. Escape ways/ stairs
Two-storey stands with a dimension of 50 sqm of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to the hall aisle in the ground floor may not exceed 25 m. Spiral staircases as required staircases are not permitted.
If the upper storey area exceeds 50 sqm, at least two stairways arranged opposite from each other are required.
At least one of the stairways must end in an area, which is not built over. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers.
Handrails must be installed in laid of and run without interruptions.

4.9.5. Construction materials
In two-storey stands, the load-bearing construction components, ceiling of the ground floor and wall covering in the ground and upper floors. Anchoring in the hall floor is not permitted.
Two-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MMI reserves the right to apply any additional technical safety or fire safety requirements, which might be necessary.

4.9.6. Upper storey
All common rooms of the stand must have visual contact to the hall.
In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the upper storey, unless otherwise in the general usage, if required.
Railings should be installed in line with items 4.6 and 4.9.3.
A closed ceiling is not allowed for the upper storey. Metal grating with a grid dimension of 1 cm x 1 cm is permitted. The open area above must be at least 80% of the floor area, including the light fixtures.

4.10. Dismantling Stands
Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the booth construction component. MMI is authorized but not obligated to transport away and store exhibition goods, which are still at the stand after the end of the dismantling time at the expense and own risk of the exhibitor as well as to charge an appropriate handling fee from fair forwarding companies. MMI is authorized to dispose of all exhibitor’s, its representatives, its partners, service providers hired by the exhibitor, its representatives and partners or by individuals, should be burn by the exhibitor.

5. Technical Safety Regulations, Technical Regulations, Supply of Electrical Features
5.1. General regulations
Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

5.1.1. Damage compensation
Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the quotation from the venue.

5.1.2 Safety operations
During set-up and dismantling period in the exhibition area (halls and outdoor) wearing of a safety helmet is Compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m).
Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When using tools or objects, throwing is forbidden.
Overhead work after drinking alcohol is also strictly forbidden.

5.2. Use of tools
The use of cartridge-powered tools is prohibited. The use of woodworking machines without chip suction-off is not permitted. Only cranes, forklifts and platforms may be used, which are made available by the service partners of MMI responsible for this. An agreement about this must be reached with MMI in special cases. 

5.3. Electrical Installations
5.3.1. Connections
Only if its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MMI or its suppliers, include the main connection with electric power lines, main switch and - if applicable - electric current meters.
Exhibitors are not allowed to obtain electricity for his stand from such persons that have not been authorized to supply electricity by MMI. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.
In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MMI.
A layout drawing should be sent with an order, which make the desired placement of the connections clear.
Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MMI determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers, six or more, MMI is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.
Electric installations are laid in the area channels insofar as possible, but otherwise above ground if the location of the connection point requires this. MMI is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI can make the electric connection to the neighboring stand at the same or lower costs without running cables and connections through the stand of the exhibitor.
Exhibitors shall not have any objection towards all the required facility layouts.
Exhibitors are not allowed to use electricity cables themselves and are prohibited to install electrical cables that cross traffic paths or other stands, the exhibitor must pay for the damages after the project if required of MMI. The cables must be laid road-worthy.
Facility cables needs to be protected by the cable bridge during the whole show period.

Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment after the exhibition. The technical regulations will be based on the actual consumption. Electricity power consumption will be calculated based on the quotation in the Exhibitor Manual.
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The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.3.2. Stand installation

Within stands, installations may only be carried out by the exhibitor’s own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. The location personnel must hold validated electrician operation certificate.

Electric installations within a stand can be carried out by MMI or its suppliers on order. Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. The exhibitor is charged from the third party at the expense and own risk of the exhibitor and be stored for safekeeping.

5.3.3. Assembly and operating regulations

The electrical installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, through a connection system, the system shall be for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE). Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

All metallic structures and shells shall have reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway should be protected by a cable bridge. Where the electric cables are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are applied.

The electric and gas connections should be fixed and isolated from constructions. The electric and gas installations in pipe or pipe bridge if those connections are on the ground. Double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

5.3.4. Safety measures

All heat-generating and heat build-up equipment (hotplates, spotlights, transformers, etc) must be placed as far as possible from conducting wires (contact, heat-resistant, asbestos-free supports and monitored adequately during operation).

Sufficient distance must be maintained to flammable materials in with the heat-generating electrical equipment. The electric and gas installation is not allowed to be focused on or be stationed near the fire sprinklers. Luminous fixtures shall not be attached to flammable or combustible materials. The safe distance between lighting fixture and flammable exhibits must be kept more than 60cm. High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m.

Outdoor light fittings should be water-proof and save measure toward rain, wind should be considered.

All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must be submitted to the venue next day morning to get the electricity reconstructed. All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must be submitted to the venue next day morning to get the electricity reconstructed.

MMI has the right to cut off the power supply if any electrical fitting or equipment is accident or may denote to be dangerous or might bring potential safety hazards to other exhibitors or visitors. The multinomial sockets are not allowed for use so as to avoid the short circuit due to the overload.

5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special features, construction, require own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

5.4. Water and sewage installations

5.4.1. Connections

Only MMI or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MMI. Electric connections are only allowed to be chosen to obtain water by the exhibitor on his own risk.

In the case of stands which require an extended supply of water and sewage, exhibitors shall inform MMI in advance. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm2. And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

5.4.2. Stand installation

Withstands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor’s own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. Plumbing installations within a stand may be carried out by MMI or its suppliers on request.

The plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the plumbing installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the venue. Connection work, which special companies or skilled workers will carry out the plumbing installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the venue.

5.5. Compressed air installations

5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and in the open-air exhibition grounds within the limits of the techniques state is generally via a connection to a compressor station. MMI reserves the right to install a compressor for compressed air supply and storage on the trade fair property in order to provide compressed air for the conventional air system. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons that have not been authorized to supply compressed air by MMI. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands, from MMI or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed air connection with compressed air line is part of compressed air installations. In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made.

Exhibitors are required to obtain the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MMI determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MMI is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insular as possible, but possibly above ground if the location of the connection point requires this. MMI is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI can make the compressed air connection to the neighboring stand at the same or lower costs than running lines and connections through the stand of the exhibitor. If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI is required. The exhibitor is not allowed to obtain compressed air for his stand from such persons that have not been authorized to supply compressed air by MMI. The exhibitor is not allowed to obtain compressed air for his stand from such persons that have not been authorized to supply compressed air by MMI. The exhibitor shall apply for permission in advance through MMI. Individual regulations have to be made.

The multinomial sockets are not allowed for use so as to avoid the short circuit due to the overload.

5.5.2. Stand installation

Withstands, compressed air installations may only be carried out by the exhibitor’s own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. The compressed air installations within a stand can be carried out by MMI or its suppliers on order.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the venue. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm2. And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They are to be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

5.6. Exhaust Gas and Exhaust Systems

5.6.1. Exhaust gases and furnaces

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced to the halls. They must be drawn off to the outside using appropriate piping.

5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced to the halls. They must be drawn off to the outside using appropriate piping.

The outlets may only be installed by MMI or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.
SECTION II  RULES AND REGULATIONS

5.7. Hazardous materials and facilities
The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, systems and straws, radiation devices, laser systems, etc.) require the prior written consent of MMI. An application for this must be submitted to MMI at least six weeks before the beginning of the event.

5.8. High-frequency equipment, radio installations, electromagnetic fields
Operation of high-frequency equipment, radio installations and electromagnetic fields require approval and must be agreed upon with MMI. Furthermore, operation of high-frequency and radio installations is only permitted if they are approved and appropriate for frequency use. In case of doubt, exhibitors should contact the relevant exhibitors.

5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples
The forwarding agents contracted by MMI, hereafter referred to as “trade fair forwardees”, have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. info stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwardees may be contracted for forwarding services within the trade fair grounds.

4.10. Annoyances from exhibition materials
Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MMI. This obligation of an exhibitor also exists if he pointed out such problems in advance and refused and refused permission for the particular frequency of use. If an exhibitor does not comply with this obligation, MMI is authorized, but not obligated, to accept and store such goods, stands or materials, especially with the storage of exhibition and packaging materials. No claims against MMI can be derived from this if such shipments are accepted without checking their appropriateness or completeness, fright and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

5.10. Annoyances from exhibition materials
Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MMI. This obligation of an exhibitor also exists if he pointed out such problems in advance and refused and refused permission for the particular frequency of use. If an exhibitor does not comply with this obligation, MMI is authorized, but not obligated, to accept and store such goods, stands or materials, especially with the storage of exhibition and packaging materials. No claims against MMI can be derived from this if such shipments are accepted without checking their appropriateness or completeness, fright and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

5.11. Information and communication services
All wire connections for information and communication serves to a stand are provided solely by MMI.
Orders should be sent with connection plans (form in the Exhibitors’ Manual), which make the desired placement of these connections clear.

1. Waste Management
Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of stands.
In case exhibitors do not comply with this regulation, MMI has the right to deduct the service fees of waste management from the construction deposit directly.

6.1. Storage and waste disposal
There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargo, from the exhibition site or contact the official freight forwarder appointed by MMI to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors.

Exhibitors have the right to remove and process the materials and objects onsite. All fees occurred during these processes will be borne by the exhibitors. Exhibitors are responsible for any damage resulting from painting and are liable for the cost of restoring the damaged and polluted parts.

6.2. Waste requiring special monitoring
Exhibitors are obligated to special waste and other waste, which is especially hazardous to health or environment, explosive or combustible in its type, properties or quantity, to MMI and to have such disposed of properly by the supplier of MMI responsible for this. It is especially a question of the following waste materials:
- Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, lacquer, paint thinner and Agent), paints, batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors, engines and refrigerators. The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

6.3. Waste brought to the site
Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

7. Water, sewage, soil conservation

7.1. Oil and grease traps
Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.
- If sewage containing oil or fat is to be introducted into the water network, which exceeds these quantities, grease/fat traps must be used.
- If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.
- Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stall, batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors, engines and refrigerators. The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

7.2. Cleaning/ detergents
Cleaning works are performed by the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MMI. The cleaning must be completed before the trade fair or event starts. If an exhibitor does not have cleaning done by his own staff, only those companies approved by MMI may be contracted for this.
Cleaning companies not approved by MMI are expelled from the exhibition areas.
Cleaning must only be done using biologically degradable products on principle. Liquids, substances or objects, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any waste and refuse (e.g., refuse for proper disposal) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

7.3. Damage to the environment
Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MMI immediately.

7.4. Sewage disposal
The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences

The exhibitor should properly use the toilets for utility services in the halls while setting up and dismantling the booth and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

8. Painting work
Large-scale painting is not permitted in the trade fair grounds. However, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows:
- a. Painting in an area properly ventilated
- b. Use of nontoxic paints
- c. Covering all the floor involved within the trade grounds with dry paper or plastic film
- d. No painting near the vertical structures (i.e. walls) of the trade fair grounds.
- e. No washing of paint material within or surrounding the trade fair grounds

The exhibitor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

9. Sand, soil and similar materials
If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer must be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitor is responsible for any damage. After the show, exhibitors have to remove all the above mentioned materials from the booth and return the booth to THE VENUE with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

As of April 2014
MIMI (Shanghai) Co., Ltd.
SECTION II  RULES AND REGULATIONS

GENERAL TERMS OF PARTICIPATION (A)

A  Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing the "Application" form and submitting it to MMI-SH by the application deadline (see B1). With the application, exhibitors enter into a legal interest in taking part in the event as exhibitors. All exhibits must be described precisely on the application form. Co-exhibitors and additionally represented companies must be named on the application form. The same paragraph numbers must be specified as for the exhibitor. Incomplete applications cannot be considered.

This application procedure does not apply to organizers of joint stands. They are not exhibitors but instead project participants.

A 2 Eligible exhibitors and exhibitors

The Participation Conditions A and B as well as the Technical Guidelines are accepted as legally binding with submission of application documents. The application of the exhibitor represents the contractual offer. The admission or rejection will be confirmed to the exhibitor in writing in due time. Admission cannot be transferred.

The contract between MMI-SH and the exhibitor is concluded with the admission. According to this contract, MMI-SH is authorized to assign a stand area to an exhibitor, which might deviate from the information in the registration unless the exhibitor has specifically in writing agreed to the location. The exhibitor’s own choice of stand area is unacceptable if MMI-SH does not receive the exhibitor’s rejection of the assignment of the stand area within one week. If an exhibitor rejects a stand area before the deadline and the conditions for any other stand area are unacceptable for the exhibitor, the exhibitor can demand that MMI-SH assign him an acceptable stand area. If MMI-SH does not comply with the demand within an appropriate time period, the exhibitor can withdraw from the contract. The exhibitor does not have any more far-reaching rights.

Exhibitors do not have a legal claim to admission unless such a claim results from a contractually binding agreement or have not fulfilled legal or official regulations governing the use of the event grounds, or the terms of participation, may be excluded from participation. If MMI-SH is entitled to withdraw from the contract or to terminate the contractual relationship without notice if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor can no longer reasonably be expected to adhere to the contract.

Only declared and admitted articles shall be exhibited. MMI-SH has the right to remove any other exhibits at the exhibitor’s risk and expense. Hired or leased articles shall not be exhibited. MMI-SH is entitled to remove such objects at the exhibitor’s risk and expense. An exception is made in the case of objects which are not part of the exhibitor’s range of goods, but which are required for the exhibition (e.g. for demonstration purposes).

Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the notice of admission. MMI-SH may exclude specific exhibition objects from the admission and link the admission with conditions. The exhibitor’s reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MMI-SH’s requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as adopted by MMI-SH at its own discretion, and not according to the order in which applications are received.

A 3 Rental contract

The rental contract comes into force when MMI-SH has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning has been completed.

The allocation of the other stands, in particular of neighboring stands, can change by the exhibitor’s request. Should subsequent changes result in unreasonable facilities and space required for the trade fair are used more efficiently. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to re-locate to or penetrate in exits and close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations. Exhibitors cannot make claims against MMI-SH because of such changes.

MMI-SH may also subsequently, i.e., after the rental contract and the stand assignment have come into force, change space allocations, and in particular change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the trade fair is oversubscribed and further exhibitors must be admitted or because the exhibitors have agreed to take part in the exhibition. The exhibitor is therefore entitled to re-locate to or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations. Exhibitors cannot make claims against MMI-SH because of such changes.

Exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the notice of admission. MMI-SH may exclude specific exhibition objects from the admission and link the admission with conditions. The exhibitor’s reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MMI-SH’s requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as adopted by MMI-SH at its own discretion, and not according to the order in which applications are received.

A 4 Co-exhibitors and additionally represented companies

A co-exhibitor is an exhibitor who has already taken over his own stand space, or who has not admitted as co-exhibitors. In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor who is a distributor displays not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies.

Admission of the exhibitor does not mean that a contract exists between MMI-SH and the co-exhibitor or other companies he represents. Co-exhibitors are admitted against payment of the participation price in accordance with the Special Terms of Participation if specified in the Special Terms of Participation B. The exhibitor must make this payment.

The amount can also be invoiced subsequently by MMI-SH. The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation A and B, the Technical Guidelines and the Instructions of the Trade Fair Management. The exhibitor is liable for the debts and negligence of his co-exhibitors or additionally represented companies as if they were his own. Co-exhibitors make direct use of MMI-SH services, MMI-SH is entitled to invoice the exhibitor for these services. He is jointly and severally liable.

The exhibitor may not move, exchange or share his stand, nor surrender it or change it or in whole or in part to third parties, without MMI-SH’s prior written consent.

A 5 Canceling the contract

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed to such an extent that the exhibitor can no longer be reasonably expected to accept the exhibition area, the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MMI-SH. If the exhibitor fails to meet his obligations to MMI-SH on time, MMI-SH has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payment for the down payment of 30% for the projected participation price. MMI-SH is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MMI-SH’s rights, objects the exhibition object or stands rented by MMI-SH can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MMI-SH is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MMI-SH’s right to claim further damages remains unaffected.

The exhibitor can demand that the flat-rate compensation will be reduced if he proves that MMI-SH has sustained less damage.

MMI-SH is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MMI-SH on time, MMI-SH has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payment for the down payment of 30% for the projected participation price.

If exhibitors have ordered MMI-SH services, MMI-SH is entitled to withhold such services until the exhibitor has fulfilled his financial obligations to MMI-SH. This also applies in particular to obligations arising from previous events. Terms and conditions of payment are in accordance with the Special Terms of Participation (see Part B “Terms and conditions of payment”). In order to secure MMI-SH’s claims arising from the rental, the exhibitor must inform MMI-SH at any time about the ownership of articles, which are exhibited or to be exhibited. The exhibitor hereby irrevocably authorizes MMI-SH that, if an exhibitor does not meet his
SECTION II  RULES AND REGULATIONS

financial obligations, MMI-SH can detain the exhibits and stand fittings and, at
the exhibitor’s expense, sell them at public auction or privately.

MMI-SH does not accept liability for damage to exhibits and stand fittings
claimed under this clause, unless MMI-SH is guilty of intent or gross
nuance. Upon special application by the exhibitor, the participation price and/or the
payment for the admittance of co-exhibitors can be invoiced to a third party. As
prerequisites, the third party must declare acceptance of the obligation or
promise to pay the amount owed to MMI-SH, and MMI-SH must declare its
agreement with such.

A 8 Warranty

Complaints about any defects in the stand or exhibition area are to be made in
writing to MMI-SH immediately on occupying the exhibition area, and at the
latest on the last day for stand assembly, so that MMI-SH can remedy such
defects. Later complaints cannot be considered and cannot give rise to claims
against MMI-SH.

A 9 Liability and insurance

MMI-SH is liable for personal injury (damage arising from injury to life, body or
health) caused by neglect of duty for which MMI-SH, its legal representatives or
employees are responsible, as well as for other damage caused by intentional or
grave breach of duty by MMI-SH, its legal representatives or employees, or
MMI-SH is liable for any damage caused by grave breach of cardinal duties by
MMI-SH, its legal representatives or employees. In these cases MMI-SH is
liable only if the damage is typical damage and not consequential damage and
then only up to 5 times the net participation fee, at most, however, USD 100,000 per claim. MMI-SH is under no circumstances liable for damage to or
loss of goods brought to the trade fair by the exhibitor or the stand fittings or
furnishings. In this case, it is immaterial whether such damage or loss occurred
before, during or after the trade fair. The same applies to vehicles left on the
trade fair grounds by exhibitors, their employees or representatives.

For its part, the exhibitor is liable for any culpable damage to persons or
property caused by him, his employees, representatives and exhibitors and their
exhibition articles or exhibition installations and equipment. Each exhibitor is
obligated to take out or maintain insurance with sufficient insurance coverage
with an insurer registered in China and to pay the premiums incurred (including
insurance tax) in good time.

A 10 Photography, filming, video recording, and sketching

Only persons authorized by MMI-SH and in possession of a valid MMI-SH pass
may film, photograph, or make sketches or video recordings in the exhibition
halls. Under no circumstances may photographic or other images or recordings
be made of other exhibitors’ stands. If this rule is infringed, MMI-SH can
demand that the recorded material be surrendered and take legal steps to
achieve this end.

Photographs of stands which are to be taken outside normal opening hours and
need special lighting require MMI-SH’s prior consent. Such photographs require
the main ring circuit to be switched on by the hall electrician. The exhibitor will
be charged the costs incurred, insofar as they are not borne by the
photographer.

MMI-SH is entitled to have photographs, drawings, films and video recordings
made of events at the trade fair or of stands and exhibits, and to use them for
advertising or general press publications.

A 11 Catering, deliveries to stands

Only companies approved for the event grounds may supply exhibition stands
with food, beverages and/or flowers. Deliveries to exhibition stands are only
permitted with restrictions.

MMI-SH is authorized to allow deliveries to stands only at certain times.

A 12 Intellectual property rights

MMI-SH expects exhibitors to respect the intellectual property rights of other
exhibitors. If it is proved to MMI-SH, by presentation of a court decision, that an
exhibitor has infringed the intellectual property rights of another exhibitor with
the articles on display, printed papers, advertising materials, or otherwise, then
MMI-SH is entitled, although not obliged, to remove from the offender’s stand
the exhibits, printed matter, advertising materials causing such infringement
and to impound them until the end of the trade fair, to close the offender’s stand,
and/or to expel him and his staff from the trade fair grounds. MMI-SH is also
entitled to exclude the offender from future trade fairs. If such measures prove
unjustified, no claim for damages can be made against MMI-SH, unless the
latter is guilty of gross negligence or wrongful intent.

A 13 Exhibitors’ passes

For the time in which the trade fair is held, the exhibitor receives a number of
free exhibitors’ passes as specified in the Special Terms of Participation. Any
additional exhibitors’ passes requested are charged for. All exhibitors’ passes are
numbered and the passes are not transferable. Exhibitors’ passes must not
be given away or sold to unauthorized third parties, e.g. to persons or
companies who wish to offer goods for sale or to render services at the trade
fair centre without corresponding authorization from MMI-SH. Exhibitors’ passes are
issued only after payment of the participation fee, and the remuneration for the
admission of any co-exhibitors.

A 14 Assembly, staffing and dismantling of stand

The dates for assembly and dismantling, specified in the Special Terms of
Participation, must be observed. Stands not occupied by the last day for
assembly may be disposed of as MMI-SH sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand
must be properly equipped and staffed by qualified personnel throughout the
trade fair during the prescribed opening hours. Particular attention should be
paid to ensure that the stand is already fully staffed when the trade fair opens.
Exhibitors are not permitted to remove trade fair goods or dismantle their
stands before the trade fair closes. If they break this rule, MMI-SH is entitled to
demand a penalty of CNY4,050. MMI-SH is entitled to exclude from future trade
fairs any exhibitor whose stand is staffed by insufficiently qualified personnel
during the trade fair’s opening hours, who exhibits an incomplete range of
products or goods not admitted to the trade fair, who vacates or clears his stand
before the end of the trade fair, or who otherwise infringes the Terms of
Participation, without prejudice to MMI-SH’s right to cancel the contract in
accordance with Section A 5 or to a claim for all costs thereby incurred by
MMI-SH.

A 15 Verbal agreements

All verbal agreements, personal and special arrangements are valid only with
MMI-SH’s written confirmation.

A 16 Regulations for use

Exhibitors must comply strictly with the building and use rules for the event
grounds. Exhibitors are not permitted to spend the night in the halls or on the
open air grounds. Exhibitors must take the other participants in the event into
consideration, must not act contrary to public policy or must not misuse their
participation in the event for ideological, political or other purposes which have
nothing to do with the event.

A 17 Period of limitation, period of exclusion

All the exhibitor’s claims arise from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months.

This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause A 8, any
complaints about invoices are to be made in writing within a period of exclusion
to 14 days following receipt of the invoice concerned.

A 18 Place of performance, applicable law

If the exhibitor is a legal person under China law, Shanghai shall be the place of
performance, also for all financial obligations. Only Chinese law shall apply.

A 19 Jurisdiction, arbitration agreement

The following shall apply to exhibitors incorporated in PR China: If the exhibitor is
a legal person under China law, the Shanghai courts shall have jurisdiction.

MMI-SH is also entitled, if it so wishes, to bring an action against the exhibitor at
the court which has jurisdiction at the exhibitor’s registered address or principal
place of business. The following shall apply to exhibitors incorporated or with
their principal place of business outside PR China: If the exhibitor is engaged in
a trade or business, Shanghai courts shall have jurisdiction for all disputes
arising from or in connection with this contract. MMI-SH is also entitled, if it so
wishes, to bring an action against the exhibitor at the court which has
jurisdiction at the exhibitor’s principal place of business.

A 20 Data protection

In compliance with data protection legislation, the person-related data of the
exhibitor is processed and used for fulfilling the business purposes of MMI-SH as
well as being forwarded to third parties in order to above all fulfill the purpose of
the contract concerned.

A 21 Severability Clause

Should the provisions set out in the Terms of Participation or Technical
Guidelines be or become legally invalid or incomplete, the validity of the other
provisions or the contract concerned remains unaffected. In such a case, the
contracting parties undertake to replace the invalid provision and/or fill the gap
with a provision with which the contracting parties are most likely to achieve the
economic purpose they pursue. In case of divergence between the English and
the Chinese text, the Chinese shall prevail.

As of March 2014
## SECTION II  RULES AND REGULATIONS

### GENERAL TERMS OF PARTICIPATION (B)

#### B 1 Application

Applications are to be made on the enclosed form, which should be returned at the earliest opportunity, filled in and signed with a legally binding signature. One copy is retained by the applicant. The Start of space allocation begins on September 1, 2014.

#### B 2 Permitted exhibitors and exhibitors

All domestic and foreign manufacturers and service companies are admitted as exhibitors, as well as companies authorized by the manufacturer to exhibit his products. All exhibits and services must conform to the range of products for this exhibition. The conditions described precisely in the application, MMI Shanghai has the final decision. Organizers of joint stands are not exhibitors as defined by the Special Terms of Participation.

#### B 3 Terms of payment

The deadlines for payment given in the invoices must be observed. Prior payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalogue, and the provision of workers’ and exhibitors’ passes. The applicant or exhibitor will receive invoices for all additional charges (e.g. lettering, technical services, electricity) with the confirmation of the order, they are to be paid immediately on receipt. All invoices are to be paid in EURO, without deduction and free of all charges, by credit transfer to the account specified in the invoices, mentioning the exhibitor’s client and invoice number.

#### B 4 Dates of setting up and dismantling

Stands may be set up from January 25, 2015, 12 to 5:30 pm; January 26, 2015, 8:30 am to 5:30 pm; January 27, 2015, 8:30 am to 9:00 pm. All delivery and stand construction work must be completed by 8:00 am on the open-air area by 9:00 pm on the last day for setting-up. Vehicles which are still in the halls or the open-air area after these times will be removed by MMI Shanghai at the risk and expense of the exhibitor concerned. Setting-up must be finished by 9:30 pm at the latest. An extension is possible only in exceptional cases with the written permission of MMI Shanghai’s Operations Department.

Dismantling must be completed by January 31, 2015 from 4:00 pm to 9:30 pm (over-work fee might be incurred till midnight).

#### B 5 Stand design and equipment

a) In the halls

- **Stand Height:**
  - The maximum construction and advertising height for stand construction in Halls 1-4 is 4 meter. The maximum construction and advertising height for stands in other halls is 3.5 meter (in some areas: 2.5 meter). Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for one-storey stand construction in the halls insofar as they are built by the exhibitor. On request, MMI Shanghai will check submitted stand construction plans (submitted in quadruplicate) for exhibitors. No specific approval will be issued.
  - All two-storey stands (see item 4.9 Technical Guidelines), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the open-air exhibition grounds require approval.
  - Two-storey stand construction is permitted in the halls with the approval of a top-level certified structural engineer, which employed by the exhibitor or recommended by MMI Shanghai. Approval for the two-storey stand depends on the position of the stand within the hall and the area it occupies. Stand drawings containing elevations and cross-sections, cutaway view, electricity layout, static test report or static load calculation, specification of construction must be submitted in quadruplicate to MMI Shanghai’s Operations Department for approval, which is to be specified, at the latest 9 weeks before stand assembly is to start.
  - One eligible fire extinguisher must be installed for each 30 sqm of stand area.
  - For two-storey structures covering more than 30 m2, exhibitors need to install a sprinkler system on the ceilings of each storey. The structures of the stand cannot hang on the structures of the hall. In the case of infringement of any of the conditions specified here, MMI Shanghai is entitled to take action in accordance with the General Terms of Participation. MMI Shanghai will erect partition walls only upon request and at the exhibitor’s expense. Exhibitors will receive, in good time, the order form for these walls and further stand walls (height 2.50 m) with the Exhibitor Manual.

b) In the open-air area

- All structures to be set up in the open-air area exhibition grounds require the prior consent of MMI Shanghai. Permission from the construction supervising authority must be obtained for building facilities, which exceed a roofed area of 50 m² or a height of 3 m. Two-storey stand construction is permitted in the open-air site with the approval of a top-level certified structural engineer, who is employed by the exhibitor or recommended by MMI Shanghai. Approval for the two-storey stand depends on the position of the stand and the area it occupies. The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout, static test reports, specification of construction and material must be submitted to MMI Shanghai’s Operations Department in due time, but at least 9 weeks before stands begin. All detailed plans, especially buildings, all applicable regulations at the event site must be observed.
  - Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as these are within individual stands or areas, they must be accessible at all times. Stand structures may not be built nearer than 0.50 m to the border of neighboring stands unless MMI Shanghai gives written permission for this. Construction elements, stand signboards and banners must be arranged so that there is no unreasonable nuisance to neighboring stands must be removed at the earliest opportunity, filled in and signed with a legally binding signature. One copy is retained by the applicant. The Start of space allocation begins on September 1, 2014.

#### B 6 Technical installations

Applications for electrical installation, water, drainage, and telecommunication connections can be considered only if submitted in due time on the order forms available from MMI Shanghai. The precise terms of delivery and connection fees are stated on these forms.

#### B 7 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MMI Shanghai service partners. Use of any underground or overhead cables and symbols or type in the advertisement.

#### B 8 Sales regulations

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods must not be delivered to purchasers until after the trade fair closes. Sales are permitted only to wholesalers, retail traders or trade customers.

#### B 9 Catalogue – Internet – mobile catalogue

An official trade fair catalogue will be published. All exhibitors and co-exhibitors will have a basic entry, which is an obligatory component of participation in the trade fair, appearing alphabetically in the exhibitor index, list of goods, Internet database and in the mobile catalogue. This obligatory entry costs Euro 100 and includes bilingual (Engl./Chin.) listing in the alphabetical exhibitor index with company name, hall/stand and the corresponding area of the company name, hall/stand and the provision of workers’ and exhibitors’ passes. The applicant or exhibitor will receive invoices for all additional entries and advertising may be viewed in the catalogue order form which will be sent to the exhibitor by MMI Shanghai.

The invoice for the obligatory entry will be sent by MMI Shanghai. Any additional media services will be charged by MMI Shanghai’s official publisher. MMI Shanghai undertakes no guarantee of the accuracy or completeness of the data published. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of any advertisement placed in the trade fair catalogue, the Internet database or the mobile catalogue at the instigation of the advertiser. Should third parties assert claims against MMI Shanghai Ltd. on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MMI Shanghai (Co.) Ltd. fully responsible against all claims asserted including all costs of any necessary defence in court on the part of MMI Shanghai (Co.) Ltd. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database or the mobile catalogue of MMI Shanghai.

#### B 10 Exhibitors’ and workers’ passes

For the time in which the trade fair is held, each exhibitor receives the following number of exhibitors’ passes free of charge:

<table>
<thead>
<tr>
<th>Registered m²</th>
<th>Registered m²</th>
<th>Passes</th>
<th>Registered m²</th>
<th>Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12–17</td>
<td>18–27</td>
<td>26–40</td>
<td>41–54</td>
<td>50</td>
</tr>
<tr>
<td>15</td>
<td>20</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>40 (at most)</td>
<td></td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

The number of exhibitors’ passes is not increased for co-exhibitors or additionally re- presented organizations. Additional exhibitors’ passes are obtainable from the trade fair management and will be charged for. Exhibitors’ passes are intended solely for stand personnel, and must not be passed on to third parties.

Workers’ passes for setting up and dismantling of stands are available in the numbers required and will be charged for. These passes are valid only during the time of setting up and dismantling and do not authorize the holder to enter the trade fair centre during the event. Workers’ passes must not be passed on to unauthorized third parties, i.e. to any third party not in a relationship of permanent or temporary employment with the exhibitor.

#### B 11 Circular letters

Workers’ passes for setting up and dismantling of stands are available in the numbers required and will be charged for. These passes are valid only during the time of setting up and dismantling and do not authorize the holder to enter the trade fair centre during the event. Workers’ passes must not be passed on to unauthorized third parties, i.e. to any third party not in a relationship of permanent or temporary employment with the exhibitor.

#### B 12 Alterations

MMI Shanghai reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

As of March 2014
## TECHNICAL SPECIFICATIONS

### 1st Floor

<table>
<thead>
<tr>
<th></th>
<th>Hall 1 - Hall 4</th>
<th>Hall 4A</th>
<th>Hall 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Static Floor Loading</td>
<td>3,500kg/sqm</td>
<td>500kg/sqm</td>
<td>800kg/sqm</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>10m</td>
<td>4.5m</td>
<td>35m</td>
</tr>
<tr>
<td>Booth Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height Limit</td>
<td>4m</td>
<td>3.5m</td>
<td>3.5m</td>
</tr>
<tr>
<td>Freight Entrance</td>
<td>4.5m(W)*4.8m(H)</td>
<td>4.5m(W)*3.5m(H)</td>
<td>4.5m(W)*4.8m(H)</td>
</tr>
<tr>
<td>Freight Elevator</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Power Supply</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
</tr>
<tr>
<td>Water In / Out</td>
<td>Available</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>

### Ground Floor

<table>
<thead>
<tr>
<th></th>
<th>Hall B1</th>
<th>Hall B2</th>
<th>Hall B3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Static Floor Loading</td>
<td>800kg/sqm</td>
<td>800kg/sqm</td>
<td>800kg/sqm</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>4.5m - 5m</td>
<td>4.5m - 5m</td>
<td>4.5m</td>
</tr>
<tr>
<td>Booth Construction</td>
<td>3.5m</td>
<td>3.5m</td>
<td>3.5m</td>
</tr>
<tr>
<td>Height Limit</td>
<td>In some areas: 2.5m</td>
<td>In some areas: 2.5m</td>
<td>In some areas: 2.5m</td>
</tr>
<tr>
<td>Freight Entrance</td>
<td>3.6m(W)*3.8m(H)</td>
<td>3.6m(W)*3.8m(H)</td>
<td>2.4m(W)*3.8m(H)</td>
</tr>
<tr>
<td>Freight Elevator</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Power Supply</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
<td>220V 50Hz AC Single Phase, 380V 50Hz AC Three Phase</td>
</tr>
<tr>
<td>Water In / Out</td>
<td>Available</td>
<td>Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
<td>Fire detection &amp; alarm system, fire hydrant, portable fire extinguisher</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>
## FORM 1.1 EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE

**DEADLINE: 17 DECEMBER 2014**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Person in charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall / Booth No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Important Notice:

1. Exhibitors who have booked ‘RAW SPACE’ stands may use either the official stand contractor or appoint another contractor of their choice. This is subject to the approval of the organizers / hall owner before they are permitted to work in the exhibition.

2. Exhibitors must urge their own contractor to advise all workmen by name list and their ID card copies to CNCC at least 15 days before move-in if they appoint another contractor of their choice.

3. Technical drawings (original) of the stand design must be submitted to the organizer in quadruplicate for approval before deadline. Stand designs without the organizer’s approval will not be permitted in the exhibition.

4. All stand construction companies must take up insurance for their employees working on the stand construction during build-up / show / dismantling period (please consult the insurance companies for more details). The copy of insurance policy must be submitted to the organizer/official contractor in advance.

5. For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.

6. Electrical power supply must be ordered through the official contractor only.

7. All electrical connections must be inspected by the official contractor before circuits are activated.

8. For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise, the organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.


### Your stand construction is one-storey / two-storey. (Please mark ✓)

The height of your stand is ________ metre.

- The maximum construction and advertising height for all stand construction in Hall 1-4 is 4m. The maximum construction and advertising height for all stand construction in other Halls is 3.5m, in some areas 2.5m.
- The stand design drawings of outdoor booth or two-storey booth must be reviewed and approved by Grade A National Registered Structural Engineer. The relevant inspection fee will be incurred accordingly.
- The upper-storey booth space must be charged for two-storey booth construction. The price of the usable space on the upper floor is 50% of the raw space price for the ground floor space.

### Please fill the information below (valid with stamp only):

<table>
<thead>
<tr>
<th>Stand contractor:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person:</th>
<th>Onsite phone no.:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Electrician on duty:</th>
<th>Onsite phone no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legally signature with company stamp:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibiting company:</th>
<th>Contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel.:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company stamp and legally binding signature of exhibitor:

---

For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of CNCC reserve the right to refuse the entrance. All the helmets and safety belts should be self prepared.
According to request of Organizer and CNCC, the exhibitor nominated stand contractors and exhibitors who build their booths on their own should pay a general management deposit and relevant payment to our official stand contractor and submit respective application forms for stand construction, as well as sign the Construction Regulations and Declaration of Safety Responsibility.

- General management deposit
- Management fee
- Construction badge fee
- Exhibition and construction vehicle parking license fee
- Application for stand construction
- Stand contractor name list

Stand design without the organizer/official contractor’s approval will not be permitted in the exhibition. Payment of the relevant booth fee (such as participation fee, expenses for advertisements and meeting room rental, etc.) is a prerequisite for proceeding move-in procedure.

**General management Deposit**

A. **Price**

<table>
<thead>
<tr>
<th>Booth Space</th>
<th>Amount (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 sqm or below</td>
<td>20,000</td>
</tr>
<tr>
<td>101 sqm - 200 sqm</td>
<td>30,000</td>
</tr>
<tr>
<td>201 sqm - 300 sqm</td>
<td>40,000</td>
</tr>
<tr>
<td>301 sqm or above</td>
<td>50,000</td>
</tr>
</tbody>
</table>

B. **Methods of payment**
- Cash
- Transfer

C. **Payment date**
- Please pay the general management deposit to **Official Stand Contractor - Beijing Perfect Creative International Builders Resources Co., Ltd.** (Address: No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013 / P.R.China) **before 17 December 2014** and keep receipt of deposit. Deposit can be paid in cash or bank transfer only. The following account information is for your kind reference:

<table>
<thead>
<tr>
<th>A/C NO.</th>
<th>BANK NAME</th>
<th>BANK NO.</th>
<th>SWIFT CODE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMB ACCOUNT</td>
<td>010910818001 20109040136</td>
<td>Beijing Bank Bei Yuan Lu Branch</td>
<td>1081</td>
<td>BJCNCNBJ</td>
</tr>
</tbody>
</table>

**NOTE:** WIRE TRANSFER MUST BE FREE OF CHARGE FOR OFFICIAL CONTRACTOR. ANY INCURRED BANK CHARGES WILL BE DEDUCTED FROM THE REFUNDABLE DEPOSIT.

Please fax the relative information concerning company name, bank name, A/C No., booth no. and so on shortly after the payment is made.

Contractor could get the receipt during on-site check in after transfer is confirmed.
**General Management Deposit Rules**

A. In case of open invoices, the organizer has the right to reject the build-up and stop power supplies, etc.

B. The exhibitor / stand contractor must fully comply with all of the various construction / fire protection / safety / attendance regulations in this manual. Any violation will lead to deduction from the deposit. Details below:

<table>
<thead>
<tr>
<th>General Management Deposit Deduction Rules</th>
<th>Deduction Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The design/structure of the booth is not in accord with the blueprints/drawings submitted to the organizer, or does not conform to the exhibition regulations.</td>
<td>100%</td>
</tr>
<tr>
<td>2. Booth height exceeds the maximum height limit.</td>
<td>100%</td>
</tr>
<tr>
<td>3. Booth structural/safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. CNCC and the organizer reserve the right to sequentially claim the damage if the deposit fails to fully compensate</td>
<td>100%</td>
</tr>
<tr>
<td>4. Fail to clear up the construction materials, garbage and packing stuff within preset time in the move-in/out period.</td>
<td>100%</td>
</tr>
<tr>
<td>5. Unauthorized electric connection or power overload</td>
<td>100%</td>
</tr>
<tr>
<td>6. Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch is not to be installed.</td>
<td>50%</td>
</tr>
<tr>
<td>7. The structure, decoration, light fittings, exhibits, etc. extends out of the booth range.</td>
<td>50%</td>
</tr>
<tr>
<td>8. Any uncovered structure surface facing the neighboring stand, or the covering substance are not pure white, smooth or consistent with the building materials</td>
<td>50%</td>
</tr>
<tr>
<td>9. Any building materials, scraps, empty cases, wooden structures, display boards or tools discovered to be placed out of the booth range during show period.</td>
<td>50%</td>
</tr>
<tr>
<td>10. The sound level of the booth is above 70dB. (With reference to the complaints and the sound level test result on-site)</td>
<td>50%</td>
</tr>
<tr>
<td>11. Using the structure of the exhibition hall or neighboring stands to stabilize or to decorate the exhibitors’ own stand</td>
<td>30%</td>
</tr>
<tr>
<td>12. Booth constructors without helmet or safety belts.</td>
<td>20%</td>
</tr>
<tr>
<td>13. Damage made to the hall facilities (walls, gates, floor, pillars, etc.)</td>
<td>According to the actual charge</td>
</tr>
</tbody>
</table>

※ The exhibitor have to cooperate with all the rectification necessary, otherwise the power supply will be fully cut until the rectification is made.

※ The organizer reserves the right of final decision in case of any controversies.

C. The general management deposit will be returned by transfer. The exhibitor/contractor is required to provide the relative information concerning company name, bank name, A/C No. (in accordance with the account info when transferring), remittee’s name and contact details when he applies for the refund of deposit at Official Contractor onsite service counter. It will take 30 working days to complete the refund.
SECTION III.A  RAW SPACE MANDATORY FORMS

Construction Badges & Management Fee

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management fee</td>
<td>25 / m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction badge fee</td>
<td>55 / badge (incl. deposit RMB30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total RMB</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes
- All forwarders and contractors should purchase construction badges on-site upon showing build-up deposit receipt. Personnel may not engage in construction activities without a construction badge during build-up/dismantling period.
- The management fee is only included in the Shell Scheme Stand Packages by MMI, every Raw Space Exhibitor has to pay this amount additionally to the space rental fee.

Exhibition and Construction Vehicle Parking License Fee

Exhibition and Construction Vehicle Parking License Registration Form

<table>
<thead>
<tr>
<th>Exhibition Name</th>
<th>Stand Contractor Tel.</th>
<th>Exhibiting Company Tel.</th>
<th>Applicant Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Vehicles</td>
<td>Plate No.</td>
<td>Entry Date &amp; Times</td>
<td>Articles</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Instruction of vehicle parking license:
1. The parking license is valid only during this exhibition.
2. All workmen on site must wear construction badges.
3. Construction vehicle should be parked in designated area and subject to guidance of onsite coordinator.
4. The parking license is one-time entry. The time limit for each vehicle per entry is 2 hours in the exhibition center. The overtime charge will be levied.
5. One construction vehicle one license. No transfer or refund of vehicle parking license purchased will not be entertained.
6. The vehicle parking license is applicable for exhibition vehicle or construction vehicle transporting booth structure, construction material and furniture only.
7. Construction vehicle is not permitted to enter the exhibition halls.
8. Self-driven exhibit is not allowed to be driven into the exhibition halls without permission of CNCC.

We have carefully read the above instruction and will strictly comply with the relevant regulations.

Company Name: ____________________________
Booth No. : ____________________________
Signature: ____________________________
Date: ____________________________

Please fill in this form and return to the official contractor together with other mandatory forms.

Entry Times | Unit Price RMB | Total RMB |
-------------|----------------|-----------|
60 / entry  |                |           |
# Application for Stand Construction

<table>
<thead>
<tr>
<th>Exhibition Name</th>
<th>ISPO BEIJING 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand Contractor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>□ Shell Scheme</th>
<th>□ Raw Space</th>
<th>□ Public Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Info</th>
<th>Booth No.</th>
<th>Area</th>
<th>m²</th>
<th>Exhibitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>①</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>②</td>
<td></td>
<td></td>
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<tr>
<td>③</td>
<td></td>
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</tr>
<tr>
<td>④</td>
<td></td>
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</tr>
<tr>
<td>⑤</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Booth Area</th>
<th>m²</th>
<th>Amount of Builders</th>
<th>persons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount of Vehicles</th>
<th>Entry Times</th>
<th>Amount of Hanging Points</th>
<th>numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Move-in Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Move-out Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Onsite Manager</th>
<th>Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opinion of CNCC</th>
<th>Approved by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation of Stand Contractor</th>
<th>Agree with the opinion as above mentioned: □ YES □ NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in charge:</td>
<td>Mobile phone no.:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please fill in this form and return to the official contractor together with other mandatory forms.
SECTION III.A RAW SPACE MANDATORY FORMS

FORM 1.2 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY
(MANDATORY FORM FOR MOVE-IN)

DEADLINE: 17 DECEMBER 2014

In order to ensure the safety of booth personnel and exhibiting booth construction and avoid any accident at the fairground, all stand contractors must strictly adhere to the national & local governmental policies and relevant regulations on safe production and fire prevention and obey the supervision and management of the organizer and CNCC.

1. Each stand contractor should pay relevant fees and submit respective application forms & drawings for stand construction approval according to request of the organizer and CNCC. The booth must be built according to approved drawings submitted.

2. During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.

3. Stands may be set up from January 25, 2015, 12 am to 17:30 pm; January 27, 2015, 8:30 am to 9 pm. Dismantling must be completed by January 31, 2014 from 4 pm to 9:30 pm (over-work fee might be incurred till midnight).

4. The maximum construction and advertising height for all stand construction in Hall 1-4 is 4m. The maximum construction and advertising height for all stand construction in other Halls is 3.5m, in some areas 2.5m.

5. A back wall or partition must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered with fireproof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for own purposes or to display own company name, logo, etc.

6. The roof of each stand is not allowed to be covered completely and must be 80% open at least.

7. One eligible fire extinguisher must be installed for each 30 sqm of stand area.

8. The booth structure must be stable and safe. Stand construction and decoration materials must accord with the national and local fire protection regulations to be at least flameproof and environment-friendly. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam), soft membrane or similar materials may not be used. Wooden material must be flameproofed.

9. Only toughened glass can be used for structures made from glass. The strength of thickness of glass should be guaranteed (min. thickness 8mm for glass wall). Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height. For safety reasons, the booth structure cannot be set up on the glass platform without any grounded support.

10. The hanging point used for supporting booth structure is strictly forbidden, which means that structures hung from the ceiling must be separated from the booth structure on the floor. Exhibits are not allowed to be hung from the ceiling of the exhibition hall.

11. For two-storey stand, the upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area.

12. Outdoor stand or two-storey stand construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/contractor.

13. The fire protection system, electric installations, emergency exits and aisles in the halls or lobby may not be obstructed by stand constructions. Any construction and goods may not be placed under the fire protection roller shutter doors.

14. The stand contractor should take windproof measures to ensure the safety and stability of outdoor stand structure.

15. No smoking in the halls. Easily flammable and explosive materials may not be used. All work with open flames is forbidden.

16. All workers on site must wear contractor badges. Workers for specific-type of work must possess Specific-type Operator Certificate.

17. For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts during construction in height. Otherwise, the security guards of CNCC reserve the right to refuse the entrance. All the helmets and safety belts should be self prepared.

18. Storage of construction materials, tools or kind of empty vans outside of the stands is prohibited in the hall, especially on the fire passages. Any empty van may should be removed without delay. The organizer and hall owner are authorized to have materials removed at the cost and own risk of the stand contractor.

19. Neon lights and heat lamps cannot be installed for stand decoration. The lighting fixtures should be with safety authentication and installed according to Beijing Electric Regulations. The wire connection must be taken reliable insulation protection measures.

20. The 24-hour power supply offered by CNCC cannot be used as non-stop power supply. Exhibitors / contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period.

21. The electrical, water and compressed air installations cannot be used without permission.

22. For outdoor stands, the lighting fixtures should be rainproof and the control switch must be combined with leakage protection devices.

23. During the dismantling period, the booth must be dismantled without rubbish and damage.

24. The organizer and hall owner will reserve the right to carry out the onsite inspection and forbid those booths disobeying the build up regulations within the scope of the exhibition center.

25. The stand contractor should take all responsibilities for any damage and accident injury during the build-up/show/dismantling period or in the course of transportation if violating the above regulations.

We, the raw space exhibitor and stand contractor, have studied this Exhibitor Manual, including this form. We hereby accept that all terms in the Exhibitor Manual are recognized as legally binding in all parts and declare that the stand construction will comply with all regulations stated in the manual. We will take all responsibilities if violating the relevant regulations and will accept all penalties from the management of the organizer and CNCC.

Exhibiting Company: ___________________________ Booth No.: ______

Stand Contractor Company: ________________________ Company Stamp (mandatory):

Signature of Person in charge: ____________________ Onsite Phone No.: ______

Date: _______________
## Fire Protection Regulations and Safety Rules

### Fire Protection Safety Regulations & Building Regulations

During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.

Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam), soft membrane or similar materials may not be used. Decoration materials must be at least flameproof. Normal flammable decoration materials may be used in partial areas if it is flame proofed and its burning diffusion rate is up to Class B1. Besides, a flameproof certificate of the building material is requested.

The carpet to be paved must be non-combustible with a burning diffusion rate not lower than Class B1.

The maximum construction and advertising height for all stand construction in Hall 1-4 is 4m. The maximum construction and advertising height for all stand construction in other Halls is 3.5m, in some areas 2.5m.

The roof of each stand is not allowed to be covered completely and must be 80% open at least.

One eligible fire extinguisher must be installed for each 30 sqm of stand area.

The upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area.

The fire protection system, electric installations, emergency exits and aisles in the halls may not be obstructed by stand constructions. Any construction and goods may not be placed under the fire protection roller shutter doors.

The stand decoration cannot be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at the fire protection emergency pathways and safety exits.

The distance of the pathway between the stand and the wall of the exhibition hall shall be 1m at least and piling up materials in this pathway is forbidden.

Easily flammable and explosive materials may not be used. All work with open flames is forbidden.

Storage of construction materials, tools or kind of empty vans outside of the stands is prohibited in the hall, especially on the fire passages. Any empty van should be removed without delay.

Neon lights and heat lamps can not be installed for stand decoration. The lighting fixtures should be with safety authentication and installed according to Beijing Electric Regulations. The wire connection must be taken reliable insulation protection measures.

A back wall or partition must be installed for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be covered by fireproof material such as PVC and kept white, neutral and clean. The exhibitor should not use the back wall or partition of neighboring booth for own purposes or to display own company name, logo, etc. In the case of advertising structures directly facing adjoining stands, a minimum distance of 2m must be kept to the edge of the stand concerned. Flashing or changing lights must not be used for advertising purposes.

Any exhibiting combustible vehicles or machines cannot be repaired or operated. Only 10% of the gasoline can be stored inside.

### General Regulation

For safety reasons, every contractor and freight forwarder must wear helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts during construction in height. Otherwise, the security guards of CNCC reserve the right to refuse the entrance. All the helmets and safety belts should be self prepared.

<table>
<thead>
<tr>
<th>Safety rules and regulations of construction in height</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. It is requested that all builders get the physical examination certificate for construction in height. Builders contracting mentally ill, epileptic, hypertensive, or vision and hearing impaired personnel, are strictly forbidden to be assigned to construction in height! No exceptions are made!</td>
</tr>
<tr>
<td>2. Builders working on construction in height, should take educational safety course, and should pass all required exams before being assigned to such construction.</td>
</tr>
<tr>
<td>3. Builders must wear safety helmets and belts, wear soft bottom shoes, and the clothing should be suitable for construction in height. They should always be aware of the following rules:</td>
</tr>
<tr>
<td>4. It is very important that all builders are ever aware of potential hazards and unsafe situations.</td>
</tr>
<tr>
<td>5. Builders should check the scaffolding, ladders and steel cables carefully to make sure that they are reliable before starting construction.</td>
</tr>
<tr>
<td>6. Tools such as hammers, hoisting jacks etc. should be handled carefully by the builders.</td>
</tr>
<tr>
<td>7. Builders are required to clean the construction area when their work is finished.</td>
</tr>
<tr>
<td>8. Warning signs must be placed around constructional hazard zones. It is prohibited to walk underneath cranes and payloads.</td>
</tr>
<tr>
<td>9. At night, sufficient lighting must be provided for construction in height.</td>
</tr>
<tr>
<td>10. Builders should avoid the overlapping, and have the reliable isolation measure during the overlapping construction which is unavoidable.</td>
</tr>
<tr>
<td>11. Builders must strictly obey the regulations for handling electric devices and power supplies, as well as for working in hazard zones.</td>
</tr>
<tr>
<td>12. The construction should be stopped immediately if heavy weather such as rainstorms, heavy fog, and severe storms etc. should occur.</td>
</tr>
<tr>
<td>13. Builders should be aware of the risks of heatstroke in summer and frostbite in winter.</td>
</tr>
<tr>
<td>14. All levels of construction leaders should surmount the violation of regulations in management, because there are a lot of accidents which were caused by the violation of regulations in management.</td>
</tr>
<tr>
<td>15. Lifting machines/vehicles used in the construction shall be permitted into the venue only with prior consent of the venue owner.</td>
</tr>
</tbody>
</table>

All workers entering into the Centre for specific-type work must possess “Specific-type Operator Certificate” (electricians, welders or forklift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.
SECTION III.A RAW SPACE MANDATORY FORMS

OUTDOOR STAND & TWO-STOREY STAND CONSTRUCTION REGULATIONS

- General conditions

Outdoor stand or Two-storey stand construction is permitted at the fairground with approval of top level certified structural engineer, who is employed by exhibitor/contractor. Approval for the two-storey stand depends on the position of the stand within the hall and the area it occupies. The overall general appearance of the hall should be seriously taken into consideration, as well as the visibility of signs and the visual affect on neighbouring stand. As a result, two-storey constructions would be limited in number or even prohibited.

Two-storey constructions must be designed in the way that it is possible to install and dismantle them within the designated time period. No upper storeys are built across the aisles.

Except Hall 1-4, the building of two-storey booth is forbidden in other areas. The maximum construction and advertising height for all stand construction in Hall 1-4 is 4m.

The roof of each stand is not allowed to be covered completely and must be 80% open at least.

The structures of booth cannot hang on the structures of the hall. For other information please refer to the relevant regulations on normal construction of building and relevant regulations on booth structure and decoration.

THE PRICE OF THE USABLE SPACE ON THE UPPER FLOOR IS 50 % OF THE RAW SPACE PRICE ON THE GROUND FLOOR.

In the case of infringement of any conditions specified here, the organizers reserve the right to take action in accordance with the general terms of participation.

- Approval procedure

The construction application must be submitted to the Official Contractors - Beijing Perfect Creative International Builders Resources Co., Ltd. till 17 December 2014 at latest. The following documents must accompany the application:

- Form 1.1, 1.2 & 2 in exhibitor manual, in duplicate
- Plan of ground floor, in quadruplicate
- Plan of upper floor, in quadruplicate
- Elevations and Cross-sections, in quadruplicate
- Cutaway View, in quadruplicate
- Electricity layout, in quadruplicate
- Sectional drawings, in quadruplicate
- Static test report or static load calculation, in quadruplicate
- Specification of construction together with the materials, in quadruplicate
- Name list (Name, age, gender, type of work, number of technical certificate, 1st photo and ID number of the builder)

All documents are to be submitted in Chinese and English and all drawings are to be in specified scale (m). Documents submitted by fax cannot be processed.

The cost of the approval procedure is to be borne by the exhibitor. Please note that irrespective of approval by the organizer, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stand, as well as the terms of participation of the organizers.

- Stand construction

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for floor and well coverings and ceilings.

- Positioning of cabins / Design of upper storey

The upper-storey booth space must be smaller than 1/3 of ground-floor space and used as business area.

Stairways, open cabins, terraces and hospitality zones must be set back at least 1m in distance from any aisles. A distance of at least 3 meters must be maintained to neighbouring stands. If it is not possible to keep this distance, a closed partition of at least 2m in height must be installed here as a screen. The side facing the neighbouring stand must be finished in white, of neutral and clean appearance. The neighbour is permitted to use this surface for promotion purposes.

- Balustrades:

In general, if the fall between walking area and the border to this area is more than 0.20m, a balustrade is requested. These must be at least 1.10m high. An upper chord, middle chord and lower chord must be provided at least.

In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of balustrades if required. To prevent object (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be in round shape.

- Load-bearing capacity

Ceiling strength:

The following should be estimated for the storey ceiling of a two-storey trade fair stand in a trade fair hall: When used for meetings and customer support, i.e., furnishing with tables and chairs arranged freely or in meeting cabins, the storey ceiling must be designed for a live load of 3.5 kN/sqm. If there is unrestricted use as exhibition or sales room, as meeting room or a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm. The purpose of use should be written clearly in the plans, which are submitted for approval.

Strength of stairways:

The construction must be capable of resisting 1/20 of the load-bearing capacity in horizontal direction (point of attack: surface of upper floor). All stairways are to be constructed in accordance with Shanghai Building Regulations and with a live load of 5.0 kN/sqm.

Strength of balustrades / railings:

Balustrades and railings should be designed for 1 kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

- Fire prevention:

One eligible fire extinguisher must be installed for each 30 sqm of stand area.

Two-storey stands up to 50 sqm of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reaching of the hall aisle on the ground floor may not exceed 25m. Spiral staircases as required staircases are not permitted.

If the upper storey area exceeds 50 sqm, at least two stairways opposite each other are required. At least one of the two stairways must end in an area, which is not built over. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers.

Handrails must be easy to grab hold of and run without interruptions.

Stand roofing should generally be made of fireproof materials. A sprinkler system has to be installed for any single covered area exceeding 30 sqm. In this case, a sprinkler head should be installed for each 12 sq.m. of covered/roofed area; any rooms or cabins covered by the stand roofing should also be included in the sprinkler protection.

None of the areas in the upper storey may have a closed ceiling/sail. The open area above must be at least 80% of the floor area, including the light fixtures. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

Till the final approval of the completed stand, additional measures of safety or fire prevention may also be imposed if deemed necessary.

For other rules, please refer Form 1.2 “Construction Regulations and Declaration of Safety Responsibility” with its attachment “Fire Protection Regulations and Safety Rules” as well as Section II Technical Guidelines.
**SECTION III.A RAW SPACE MANDATORY FORMS**

**FORM2 BUILDING APPROVAL FOR RAW SPACE STAND DESIGN**

**DEADLINE: 17 DECEMBER 2014**

<table>
<thead>
<tr>
<th>Please return form to:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beijing Perfect Creative International Builders Resources Co., Ltd.</td>
<td>Address:</td>
</tr>
<tr>
<td>No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013</td>
<td>Tel.:</td>
</tr>
<tr>
<td>Tel.: +86 (0)10-8455 1155</td>
<td>Fax:</td>
</tr>
<tr>
<td>Fax: +86 (0)10-6462 5934</td>
<td>Email:</td>
</tr>
<tr>
<td>eMail: <a href="mailto:Cuyuwei703@126.com">Cuyuwei703@126.com</a></td>
<td>Person in charge:</td>
</tr>
<tr>
<td><a href="mailto:Albertzhao730@163.com">Albertzhao730@163.com</a></td>
<td>Signature:</td>
</tr>
<tr>
<td>Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)</td>
<td>Date:</td>
</tr>
<tr>
<td>Mr. Albert Zhao / ext. 805 (Ground Floor)</td>
<td>Hall / Booth No.:</td>
</tr>
</tbody>
</table>

This Form must be completed and returned by **All Raw Space Exhibitors/Contractors**.

The original file (or digital file) of the following documents must be submitted to the Official Contractor **together with this form** till **17 December 2014 at latest**.

- Plan of ground floor, in quadruplicate
- Plan of upper floor, in quadruplicate (two-storey booth)
- Elevations and Cross-sections, in quadruplicate
- Cutaway View, in quadruplicate (two-storey booth)
- Electricity layout, in quadruplicate
- Perspective, in quadruplicate
- Static test report or static load calculation, in quadruplicate (two-storey booth)
- Specification of construction together with the materials, in quadruplicate
- Name list (Name, age, gender, type of work, number of technical certificate, 1” photo and ID number of builder)

**Note:** All documents are to be submitted in Chinese and English. And all drawings must be in scale and dimensioned in meters. Documents submitted by fax cannot be processed. All plans and analyses are to be signed in the original and dated by the author.

---

**For construction and design drawings for outdoor booths and two-storey booths without approval of top level certified structural engineer, the organizer keeps the right to prevent the construction by such exhibitors / contractors in the scope of the exhibition centre.**

---

**To be filled in only if the relevant Building Regulations are applicable.**

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description of construction materials).

<table>
<thead>
<tr>
<th>Total Booth Area:</th>
<th>Primary Material:</th>
<th>Material Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Floor Area:</td>
<td>Primary Material:</td>
<td>Material Model:</td>
</tr>
<tr>
<td>Ground Floor Area:</td>
<td>Primary Material:</td>
<td>Material Model:</td>
</tr>
</tbody>
</table>

**Other Material Details**

<table>
<thead>
<tr>
<th>Applicable Area:</th>
<th>Name/Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable Area:</td>
<td>Name/Model:</td>
</tr>
</tbody>
</table>

| Accessible 2nd floor area: __________SQM | Estimated maximum load capacity of 2nd floor: __________ persons |

**Booth Contractor**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel.:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
</tr>
<tr>
<td>Name of Grade A Registered Structural Engineer:</td>
<td>No.:</td>
</tr>
<tr>
<td>Tel.:</td>
<td>Mailing Add.:</td>
</tr>
</tbody>
</table>

---

For safety reasons, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground. In addition, all personnel must wear safety belts during construction in height. Otherwise, the security guards of CNCC reserve the right to refuse the entrance. All the helmets and safety belts should be self prepared.
## Stand Design Drawing Specification for Building Approval

<table>
<thead>
<tr>
<th>Drawing</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth perspective (required for all raw space booths)</td>
<td><img src="image1.jpg" alt="Booth Perspective" /></td>
</tr>
<tr>
<td>Ground floor plan (required for all raw space booths)</td>
<td><img src="image2.jpg" alt="Ground Floor Plan" /></td>
</tr>
<tr>
<td>Upper floor plan (required for two-storey booths)</td>
<td><img src="image3.jpg" alt="Upper Floor Plan" /></td>
</tr>
<tr>
<td>Elevation (required for all raw space booths)</td>
<td><img src="image4.jpg" alt="Elevation" /></td>
</tr>
<tr>
<td>Drawing</td>
<td>Sample</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Side elevation</td>
<td><img src="image_url" alt="Side elevation" /></td>
</tr>
<tr>
<td>(required for two-storey booths)</td>
<td></td>
</tr>
<tr>
<td>Cutaway view</td>
<td><img src="image_url" alt="Cutaway view" /></td>
</tr>
<tr>
<td>(required for two-storey booths)</td>
<td></td>
</tr>
<tr>
<td>Detailed booth material checklist</td>
<td><img src="image_url" alt="Detailed booth material checklist" /></td>
</tr>
<tr>
<td>(required for all raw space booths)</td>
<td></td>
</tr>
<tr>
<td>Structural drawing</td>
<td><img src="image_url" alt="Structural drawing" /></td>
</tr>
<tr>
<td>(required for two-storey booths)</td>
<td></td>
</tr>
<tr>
<td>Drawing</td>
<td>Sample</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| **Structural calculation drawing**  
(required for two-storey booths)  
(Stamped by Grade A registered National structural engineer) | ![Sample Image 1](image1.jpg) |
| **Static test report or static load calculation**  
(required for two-storey booths)  
(Stamped by Grade A registered National structural engineer) | ![Sample Image 2](image2.jpg) |
| **A carbon copy of the certification of Grade A National registered structural engineer**  
(required for two-storey booths) | ![Sample Image 3](image3.jpg) |
**SECTION III.A RAW SPACE MANDATORY FORMS**

**FORM 3 STAND LAYOUT**

**DEADLINE: 17 DECEMBER 2014**

<table>
<thead>
<tr>
<th>Please return form to:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beijing Perfect Creative International Builders Resources Co., Ltd.</td>
<td>Address:</td>
</tr>
<tr>
<td>No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013</td>
<td>Tel.:</td>
</tr>
<tr>
<td>Tel.: +86 (0)10-8455 1155</td>
<td>Fax:</td>
</tr>
<tr>
<td>Fax: +86 (0)10-6462 5934</td>
<td>Email:</td>
</tr>
<tr>
<td>eMail: <a href="mailto:Cuiyuewei703@126.com">Cuiyuewei703@126.com</a></td>
<td>Person in charge:</td>
</tr>
<tr>
<td><a href="mailto:Albertzhao730@163.com">Albertzhao730@163.com</a></td>
<td>Signature: Date:</td>
</tr>
<tr>
<td>Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)</td>
<td>Hall / Booth No.:</td>
</tr>
<tr>
<td>Mr. Albert Zhao / ext. 805 (Ground Floor)</td>
<td></td>
</tr>
</tbody>
</table>

This form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

You are requested to send your stand layout showing your main supply points (electricity, water, internet, etc.).

- Positioning of cabin
- Sockets
- Spotlights

| - Machine connection |
| - Water connection |
| - Compressed air |

**Amount**

| Booth back wall (Neighboring Booth No.) |

| sockets | machine connection |
| spotlights | fluorescent tubes |
| water connection | compressed air |

Booth size:

| Right (Neighboring Booth No.) | Left (Neighboring Booth No.) |

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>socket</td>
</tr>
<tr>
<td>ST24</td>
<td>24hrs socket</td>
</tr>
<tr>
<td>L</td>
<td>fluorescent tube</td>
</tr>
<tr>
<td>S</td>
<td>spotlight</td>
</tr>
<tr>
<td>W</td>
<td>water connection</td>
</tr>
<tr>
<td>D</td>
<td>compressed air</td>
</tr>
<tr>
<td>T</td>
<td>telephone</td>
</tr>
<tr>
<td>F</td>
<td>fax machine</td>
</tr>
<tr>
<td>M</td>
<td>machine connection</td>
</tr>
</tbody>
</table>
**SECTION III.A  RAW SPACE MANDATORY FORMS**

---

**FORM 8  ELECTRICAL POWER SUPPLY**

**DEADLINE: 17 DECEMBER 2014**

Please return form to:
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: Cuiyuweie703@126.com
Albertzhao730@163.com
Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)
Mr. Albert Zhao / ext. 805 (Ground Floor)

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

**ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary power supply during move-in period, 220 V / 15 Amp, single phase</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(without connection)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)</td>
<td>3,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)</td>
<td>5,700.00</td>
<td></td>
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</tr>
<tr>
<td>Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)</td>
<td>9,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)</td>
<td>2,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)</td>
<td>4,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)</td>
<td>7,050.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)</td>
<td>10,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **We do require power supply connection.**
- **A 15 % handling fee, based on the above price list, will be charged for power supply connection.**
- **We do need 24-hour non-stop power supply**
- **All exhibitors/contractors must cut off the electrical power supply before leaving their booths. If you need 24-hour power supply, please apply here.**

Please indicate the following information of lighting in your booth: Amount _____________ Type __________

**Notes**

- **All raw space exhibitors must order one main power for lighting.**
- **Power main for machine and lighting should be separated.**
- **No lighting fixture is allowed to be connected by shell scheme exhibitors.**
- **Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.**
- **Exhibitors who order power supply for lighting use should prepare switch boxes by themselves.**
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.**
- **All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.**
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors/contractors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. Thank you.
## Stand Package Specification

* If you want to change the original stand package, please fill in **Form 7**.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01_Premium</strong></td>
<td>Max. stand height 3m</td>
<td><strong>EUR 45/m²</strong></td>
</tr>
<tr>
<td>Carpet, needle punch</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Wall panels, 2.5m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Design element, 3m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Complimentary furniture</strong>:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable cupboard</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Square table</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Leather chair</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Waste paper basket</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>100W spotlight</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>13A/220V 500W socket</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Fascia, 0.4m ht; Lettering &amp; booth no.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logo, in sticker cut-out, excl. design, incl. production</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>02_Sparkle</strong></td>
<td>Max. stand height 3m</td>
<td><strong>EUR 55/m²</strong></td>
</tr>
<tr>
<td>Carpet, needle punch</td>
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<td>✓</td>
</tr>
<tr>
<td>Wall panels, 2.5m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Design element, 3m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Complimentary furniture</strong>:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage, 1m x 2m</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Folding door</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Information counter</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Square table</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Leather chair</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Slope shelf</td>
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<td>3</td>
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<td>Waste paper basket</td>
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</tr>
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<td>100W spotlight</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>13A/220V 500W socket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fascia (white), 0.30m ht; Lettering &amp; booth no. (black)</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Logo, in sticker cut-out, excl. design, incl. production</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>03_Economic</strong></td>
<td>Max. stand height 3m</td>
<td><strong>EUR 65/m²</strong></td>
</tr>
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<td>Carpet, needle punch</td>
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<td>✓</td>
</tr>
<tr>
<td>Wall panels, 2.5m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Design element, 3m ht</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Complimentary furniture</strong>:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable cupboard</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Square table</td>
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<td>2</td>
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<tr>
<td>Leather chair</td>
<td>4</td>
<td>6</td>
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<tr>
<td>Flat shelf</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Waste paper basket</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>100W spotlight</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>13A/220V 500W socket</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Fascia (blue), 0.30m ht; Lettering &amp; booth no. (white)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logo, in sticker cut-out, excl. design, incl. production</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*The above perspective is for reference only. The construction will be executed on a case-by-case basis.*

**Note**
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good any resulted damages or losses.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
### Stand Package Specification (Cont’d)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 Superior</td>
<td>Max. stand height 3m</td>
<td>12m²</td>
</tr>
<tr>
<td></td>
<td>Carpet, needle punch</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Wall panel, 2.5m ht</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Design element, 3m ht</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Complimentary furniture:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information counter</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Square table</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Leather chair</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Waste paper basket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>100W spotlight</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>13A/220V 500W socket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Fascia (blue), 0.35m ht; Lettering &amp; booth no. (white)</td>
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<tr>
<td>05 Eminence</td>
<td>Max. stand height 3.5m</td>
<td>18m²</td>
</tr>
<tr>
<td></td>
<td>Carpet, needle punch</td>
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<tr>
<td></td>
<td>Wall panel, 2.5m ht</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Complimentary furniture:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storage, 1m x 2m</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Lockable door</td>
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</tr>
<tr>
<td></td>
<td>Lockable cabinet</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Square table</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Leather chair</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Waste paper basket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>100W spotlight</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>13A/220V 500W socket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Fascia (silver spray), 0.40m ht; Lettering &amp; booth no. (white)</td>
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<tr>
<td></td>
<td>Logo, digital print in mesh, excl. design, incl. production</td>
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<tr>
<td>06 Classic</td>
<td>Max. stand height 3m</td>
<td>12m²</td>
</tr>
<tr>
<td></td>
<td>Carpet, needle punch</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Wooden made wall panels, 2.5/1.6m ht</td>
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<tr>
<td></td>
<td>Steel structure</td>
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<td></td>
<td>Complimentary furniture:</td>
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</tr>
<tr>
<td></td>
<td>Information counter</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Square table</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Leather chair</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Waste paper basket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>100W spotlight</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>13A/220V 500W socket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Fascia (white), 0.30m ht; Lettering &amp; booth no. (black)</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Logo, in sticker cut-out, excl. design, incl. production</td>
<td>✓</td>
</tr>
</tbody>
</table>

*The above perspective is for reference only. The construction will be executed on a case-by-case basis.

**Note**

- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good any resulted damages or losses.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
**Form 3  Stand Layout**

**DeadLine: 17 December 2014**

This form must be completed and returned by **All Shell Scheme Exhibitors.**

**Please return form to:**
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: motobin@126.com
        cheng0028@126.com
Contact Person:
Ms. Becky Wang / ext. 862 (1st Floor)
Ms. Kelly Chan / ext. 821 (Ground Floor)

<table>
<thead>
<tr>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Tel.:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Person in charge:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Hall / Booth No.:</td>
</tr>
</tbody>
</table>

You are requested to send your stand layout showing your enclosed or additionally ordered equipment.

- Positioning of cabin
- Sockets
- Spotlights
- Machine connection
- Water connection
- Compressed air

<table>
<thead>
<tr>
<th>Amount</th>
<th>Booth back wall (Neighboring Booth No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Socket</td>
</tr>
<tr>
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<td>ST</td>
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<td>ST24</td>
</tr>
<tr>
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<td>L</td>
</tr>
<tr>
<td></td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Amount</th>
<th>Booth size (Neighboring Booth No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td></td>
<td>_______ (m): _______ (m)</td>
</tr>
<tr>
<td>ST24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
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<tr>
<td>W</td>
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<td></td>
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<tr>
<td>D</td>
<td></td>
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<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please return form to:
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: motobin@126.com
cheng0028@126.com
Contact Person:
Ms. Becky Wang / ext. 862 (1st Floor)
Ms. Kelly Chan / ext. 821 (Ground Floor)

This form must be completed and returned by ALL Shell Scheme Exhibitor. Please fill the company name into the space below as it should appear on the fascia.

The exhibitor’s name must be printed in English and can additionally be printed in Chinese.

If the exhibitor has a standard Chinese name, please indicate this on this form. The lettering and characters will be provided without extra charge.

[1] ENGLISH: PLEASE USE BLOCK LETTERS


**Note**
- If your fascia name details are not received within the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.
- Only company names can be used. Advertising slogans and the like will not be permitted.
- For the stand packages which include the production of a logo, please submit a high resolution (300dpi) digital file (jpg-, tif- or eps-).
- Logo within the size of 200 x 200 mm may be attached to the fascia. Please note that production of additional logo is solely at Exhibitor’s Expense. If you wish to print your logo on the fascia, please send a sample or a high resolution (300dpi) digital file (jpg-, tif- or eps-), together with Form 15, to the Official Contractor for quotation.
For all exhibitors of ISPO BEIJING 2015, you could realize catalogue entry online at beijing.ispo.com/en/ -> Exhibitor Services -> EXHIBITORS & BRANDS -> login -> ONLINE BOOKING -> Catalogue Entry

Content:

- Basic entry and packages
- Index of product category
- Form 5A - Exhibitor list (Alphabetical list of exhibitors)
- Form 5B - Exhibitor list (List of exhibitors by product categories)
- Form 5C - Alphabetical list of brands / Trademarks
- Form 5D - Advertisement

For inquiries:

Beijing Weidelong Consultancy Co., Ltd.
Room 410, Youcheng Business Building
No. 45 Dongsi Liutiao, Dongcheng District
Beijing 100007, China
Tel.: +86-10-8580 2542
Fax: +86-10-8580 3042
Email: lacey@asiancreation.com.cn
Contact person: Ms. Lacey Ying
SECTION III.C  ONLINE MANDATORY FORMS
TO ALL EXHIBITORS

Please return form to:
Beijing Weidelong Consultancy Co., Ltd.

DEADLINE: 22 DECEMBER 2014

BASIC ENTRY AND PACKAGES

<table>
<thead>
<tr>
<th>Basic Package</th>
<th>Compulsory Entry (Free)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Basic Package</td>
<td>(must be submitted by each exhibitor)</td>
</tr>
<tr>
<td>- Exhibitor Index: company name CN/EN, booth No., tel. / fax / email / website, 1 B/W company logo, 3 lines in English and 3 lines in Chinese for company profile / product description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces</td>
</tr>
<tr>
<td>- Product Index: company name CN/EN, booth No., items according to space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(&lt;50sqm, free entry under two product categories; &gt;=50sqm, free entry under five product categories)</td>
</tr>
<tr>
<td>- Brand Index: company name CN/EN, booth No., unlimited brands</td>
<td></td>
</tr>
</tbody>
</table>

Advanced Package  EURO 200

<table>
<thead>
<tr>
<th>Advanced Package</th>
<th>consists of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Advanced Package</td>
<td>company name CN/EN, booth No., tel. / fax / email / website, 1 B/W company logo, 3 lines in English and 3 lines in Chinese for company profile / product description</td>
</tr>
<tr>
<td></td>
<td>* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces</td>
</tr>
<tr>
<td>- Product Index: company name CN/EN, booth No., items according to space, B/W logo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(&lt;50sqm, free entry under two product categories; &gt;=50sqm, free entry under five product categories)</td>
</tr>
<tr>
<td>- Brand Index: company name CN/EN, booth No., tel., website, unlimited B/W brand logos</td>
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</table>

Premium Package  EURO 300

<table>
<thead>
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<th>consists of:</th>
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</thead>
<tbody>
<tr>
<td>□ Premium Package</td>
<td>company name CN/EN, booth No., tel. / fax / email / website, 1 4C company logo, 3 lines in English and 3 lines in Chinese for company profile / product description</td>
</tr>
<tr>
<td></td>
<td>* maximum of 44 English letters or 22 Chinese characters per line including punctuation and spaces</td>
</tr>
<tr>
<td>- Product Index: company name CN/EN, booth No., unlimited product category entry, B/W logo</td>
<td></td>
</tr>
<tr>
<td>- Brand Index: company name CN/EN, booth No., tel., website, unlimited 4C brand logos</td>
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</tr>
</tbody>
</table>
## Basic Package

### Exhibitor Index:

<table>
<thead>
<tr>
<th>Code</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td>Tecnica Beijing Tecnica Sport Equipment Co., Ltd.</td>
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</tbody>
</table>

### Brand Index:

<table>
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<tr>
<th>Code</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td>Tecnica Beijing Tecnica Sport Equipment Co., Ltd.</td>
</tr>
</tbody>
</table>

### Product Index:

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>002.1.1</td>
<td>Skiwear</td>
</tr>
</tbody>
</table>

## Advanced Package

### Exhibitor Index:

<table>
<thead>
<tr>
<th>Code</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td>Tecnica Beijing Tecnica Sport Equipment Co., Ltd. Tel. +86-10-5900 1245, Fax +86-10-5900 1249 <a href="mailto:info@tecnica-group.cn">info@tecnica-group.cn</a>, <a href="http://www.tecnica-group.cn">www.tecnica-group.cn</a></td>
</tr>
</tbody>
</table>

### Brand Index:

<table>
<thead>
<tr>
<th>Code</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td>Tecnica Beijing Tecnica Sport Equipment Co., Ltd. Tel. +86-10-5900 1245, <a href="http://www.tecnica-group.cn">www.tecnica-group.cn</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td>Nordica Beijing Tecnica Sport Equipment Co., Ltd. Tel. +86-10-5900 1245, <a href="http://www.tecnica-group.cn">www.tecnica-group.cn</a></td>
</tr>
</tbody>
</table>

### Product Index:

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>002.1.1</td>
<td>Skiwear</td>
</tr>
</tbody>
</table>

- Tecnica is the leader of the most important production district in the world for sport shoes.
- Tecnica is the leader of the most important production district in the world for sport shoes.
### Premium Package

**Exhibitor Index:**

| 2.510 | 北京泰尼卡体育用品有限公司  
**Beijing Tecnica Sport Equipment Co., Ltd.**  
Tel. +86-10-5900 1245, Fax +86-10-5900 1249  
info@tecnicalgroup.cn, www.tecnicalgroup.cn  
|---|---|
|  | 泰尼卡集团是世界领先的运动鞋生产厂商，其目标是在全球生产及销售各类运动鞋及其他装备。
The leader of the most important production district in the world for sport shoes. |

*(LOGO in 4C)*

**Brand Index:**

| 2.510 | 北京泰尼卡体育用品有限公司  
**Beijing Tecnica Sport Equipment Co., Ltd.**  
Tel. +86-10-5900 1245, www.tecnicalgroup.cn  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.510</td>
<td></td>
</tr>
<tr>
<td>2.510</td>
<td></td>
</tr>
</tbody>
</table>

*(LOGO in 4C)*

**Product Index:**

| 001.1.2 | 雪板固定器  
**Ski bindings**  
|---|---|
| 2.510 | 北京泰尼卡体育用品有限公司  
**Beijing Tecnica Sport Equipment Co., Ltd.**  
| 001.1.3 | 滑雪杖  
**Ski poles**  
| 2.510 | 北京泰尼卡体育用品有限公司  
**Beijing Tecnica Sport Equipment Co., Ltd.**  
| 001.1.4 | 滑雪系统与套件  
**Ski systems and sets**  
| 2.510 | 北京泰尼卡体育用品有限公司  
**Beijing Tecnica Sport Equipment Co., Ltd.**  
|
### SECTION III.C ONLINE MANDATORY FORMS TO ALL EXHIBITORS

<table>
<thead>
<tr>
<th>INDEX OF PRODUCT CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ski &amp; Winter Sports</strong></td>
</tr>
<tr>
<td>001.1.1 Skis</td>
</tr>
<tr>
<td>001.1.12 Snowshoes</td>
</tr>
<tr>
<td>001.1.2 Ski bindings</td>
</tr>
<tr>
<td>001.1.3 Ski poles</td>
</tr>
<tr>
<td>001.2.2 Ice-hockey equipment</td>
</tr>
<tr>
<td>001.2.3 Figure-skating equipment</td>
</tr>
<tr>
<td>001.2.4 Speed-skating equipment</td>
</tr>
<tr>
<td>001.3.1 Toboggan equipment</td>
</tr>
<tr>
<td>002.1.1 Skiwear</td>
</tr>
<tr>
<td>002.1.1.2 Ski gloves</td>
</tr>
<tr>
<td>002.1.1.6 Skiing underwear</td>
</tr>
<tr>
<td>002.2.2 Ice-hockey clothing</td>
</tr>
<tr>
<td>002.2.3 Figure-skating garments</td>
</tr>
<tr>
<td>002.2.4 Speed-skating clothing</td>
</tr>
<tr>
<td>003.1.1 Ski boots</td>
</tr>
<tr>
<td>003.2.2 Ice-hockey skates</td>
</tr>
<tr>
<td>003.2.3 Figure-skating skates</td>
</tr>
<tr>
<td>003.2.4 Speed skates</td>
</tr>
<tr>
<td>003.2.5 Ice skates</td>
</tr>
<tr>
<td>004.1.1 Ski accessories</td>
</tr>
<tr>
<td>004.1.1.1 Ski goggles</td>
</tr>
<tr>
<td>004.1.1.2 Ski helmets</td>
</tr>
<tr>
<td><strong>Inline Sports</strong></td>
</tr>
<tr>
<td>Inline skates</td>
</tr>
<tr>
<td>Nordic blading poles</td>
</tr>
<tr>
<td>Roller skates</td>
</tr>
<tr>
<td>Inline-hockey equipment</td>
</tr>
<tr>
<td>Scooter</td>
</tr>
<tr>
<td>Inline skating clothes</td>
</tr>
<tr>
<td>Roller-skating wear</td>
</tr>
<tr>
<td>Inline skating accessories</td>
</tr>
<tr>
<td><strong>Bike Sports</strong></td>
</tr>
<tr>
<td>Bikes</td>
</tr>
<tr>
<td>Bike clothing</td>
</tr>
<tr>
<td>Shoes for cyclists</td>
</tr>
<tr>
<td>Bike accessories</td>
</tr>
<tr>
<td><strong>Water Sports</strong></td>
</tr>
<tr>
<td>Swimming articles</td>
</tr>
<tr>
<td>Diving equipment</td>
</tr>
<tr>
<td>Water skis</td>
</tr>
<tr>
<td>Boats</td>
</tr>
<tr>
<td>Bathing and beach wear</td>
</tr>
<tr>
<td>Wet suits for divers</td>
</tr>
<tr>
<td>Water-skiing garments</td>
</tr>
<tr>
<td>Boating outfits</td>
</tr>
<tr>
<td>Maritime sportswear</td>
</tr>
<tr>
<td>Bathing shoes</td>
</tr>
<tr>
<td>Boating footwear</td>
</tr>
<tr>
<td>Swimming accessories</td>
</tr>
<tr>
<td>Diving accessories</td>
</tr>
<tr>
<td>Boat accessories</td>
</tr>
<tr>
<td><strong>Board Sports</strong></td>
</tr>
<tr>
<td>Skateboards</td>
</tr>
<tr>
<td>Snowboards</td>
</tr>
<tr>
<td>Snowboard bindings</td>
</tr>
<tr>
<td>Surfboards</td>
</tr>
<tr>
<td>Surfing equipment</td>
</tr>
<tr>
<td>Skate clothing</td>
</tr>
<tr>
<td>Snowboard wear</td>
</tr>
<tr>
<td>Surfing suits</td>
</tr>
<tr>
<td>Skateboard look shoes</td>
</tr>
<tr>
<td>Snowboard boots</td>
</tr>
<tr>
<td>Surfing shoes</td>
</tr>
<tr>
<td>Snowboard accessories</td>
</tr>
<tr>
<td>Surfing accessories</td>
</tr>
<tr>
<td><strong>Fitness Sports &amp; Wellness</strong></td>
</tr>
<tr>
<td>Track &amp; Field Sports</td>
</tr>
<tr>
<td>Running equipment</td>
</tr>
<tr>
<td>Nordic walking poles</td>
</tr>
<tr>
<td><strong>Sports Fashion &amp; Accessories</strong></td>
</tr>
<tr>
<td>Sportswear</td>
</tr>
<tr>
<td>Sports underwear</td>
</tr>
<tr>
<td>Sports stocking and socks</td>
</tr>
<tr>
<td>Casual shoes</td>
</tr>
<tr>
<td>Rucksacks and bags</td>
</tr>
<tr>
<td>Sports and sun glasses</td>
</tr>
<tr>
<td>Sports watches</td>
</tr>
<tr>
<td>Shoe accessories</td>
</tr>
<tr>
<td>Fashion accessories</td>
</tr>
<tr>
<td>Cooling textiles</td>
</tr>
<tr>
<td><strong>Fabrics &amp; Materials</strong></td>
</tr>
<tr>
<td>Fabrics</td>
</tr>
<tr>
<td>Fibers</td>
</tr>
<tr>
<td>Webbing &amp; heat activated</td>
</tr>
<tr>
<td>film adhesive</td>
</tr>
<tr>
<td>Embroidery</td>
</tr>
<tr>
<td>Plotters, emblem techniques</td>
</tr>
<tr>
<td>Transfers</td>
</tr>
<tr>
<td>Trend colours (samples)</td>
</tr>
<tr>
<td>Basic materials</td>
</tr>
<tr>
<td>Emblems</td>
</tr>
<tr>
<td>Fasteners for clothing</td>
</tr>
<tr>
<td>Impregnating agents</td>
</tr>
<tr>
<td><strong>Shop, Field &amp; Hall Equipment</strong></td>
</tr>
<tr>
<td>Service machines</td>
</tr>
<tr>
<td>Shopfitting equipment</td>
</tr>
<tr>
<td>Till/POS systems</td>
</tr>
<tr>
<td>Stadium facilities</td>
</tr>
<tr>
<td><strong>Media, Associations &amp; Services</strong></td>
</tr>
<tr>
<td>Design and development of sports equipment</td>
</tr>
<tr>
<td>Purchasing associations</td>
</tr>
<tr>
<td>Trade federations and associations</td>
</tr>
<tr>
<td>Trade journals, specialist literature</td>
</tr>
<tr>
<td>Associations</td>
</tr>
<tr>
<td>Testing and certification of sports goods</td>
</tr>
<tr>
<td>Logistic services</td>
</tr>
<tr>
<td>Internet trading platform</td>
</tr>
<tr>
<td>Online retail training</td>
</tr>
</tbody>
</table>
DEADLINE: 22 DECEMBER 2014

FORM 5A: ALPHABETICAL LIST OF EXHIBITORS

To be entered under letter: 

Company details

Company name (Chinese) 

Company name (English) 

Telephone Fax 

E-mail Website 

Product description / Company profile (max of 132 English letters & 66 Chinese characters including punctuation and spaces free of charge. Additional lines chargeable at EUR 15.- per printed line) 

English 

Chinese 

Additional Trademark / Company logo

Please tick where applicable!

Each additional logo / trademark in Alphabetical List of Exhibitors will be charged at:

Logo in b/w Logo in 4C
EUR 90.- / pcs EUR 160.- / pcs

Please send your logo in TIF, JPG or EPS format to info@asiancreation.com.cn on or before deadline.

Place, date, signature
**DEADLINE: 22 DECEMBER 2014**

**FORM 5B: LIST OF EXHIBITORS BY PRODUCT CATEGORIES**

Please note that only the corresponding index numbers for each product category (see Index of Product Categories) have to be entered into the space provided below. (<50sqm, free entry under two product categories; >=50sqm, free entry under five product categories, unlimited product categories for 2nd upgrade package order)

1. ____________ 2. ____________ 3. ____________ 4. ____________ 5. ____________

6. ____________ 7. ____________ 8. ____________ 9. ____________ 10. ____________

**Additional product categories entry:** Each additional product category will be charge at EURO 90.- (inclusion of company name in Chinese & English and stand no)

<table>
<thead>
<tr>
<th>Additional product/brand information will be charged at EURO 15.- per printed line</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please indicate what information belongs to which product category).</td>
</tr>
<tr>
<td>~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~</td>
</tr>
<tr>
<td>~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~</td>
</tr>
<tr>
<td>~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~</td>
</tr>
</tbody>
</table>

**FORM 5C: ALPHABETICAL LIST OF BRANDS / TRADEMARK**

Please list all your brands for which you would like to order a basic entry:

**Brand name:**

1. ______________ 2. ______________ 3. ______________

4. ______________ 5. ______________ 6. ______________

7. ______________ 8. ______________ 9. ______________

| Additional brand information will be charged at EUR 15.- per printed line |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~|

Place, date, signature
SECTION III.C  ONLINE MANDATORY FORMS
TO ALL EXHIBITORS

Please return form to:
Beijing Weidelong Consultancy Co., Ltd.

Deadlines: 22 December 2014

FORM 5D: ADVERTISEMENT

Please tick where applicable!

Run-off page, 4-c
Format: 210mm wide x 285mm high + 3mm on each side for trimming

First catalogue page, 1/1 page, 4-c
Format: 210mm wide x 285mm high + 3mm on each side for trimming

Opposite contents page 1/1 page, 4-c
Format: 210mm wide x 285mm high + 3mm on each side for trimming

Cardboard divider back side, 1/1 page, 4-c
Format: 210mm wide x 285mm high + 3mm on each side for trimming

Inside front cover, 1/1 page, 4-c
Format: 210mm wide x 285mm high + 3mm on each side for trimming

Double-spread, 2/1 pages, 4-c
Format: 420mm wide x 285mm high + 3mm on each side for trimming

Bookmark (one bookmark only)
Format: max. 90mm wide x 170mm high

Please send necessary printing documentations as follows to info@asiancreation.com.cn on or before deadline.

1. Trim size 210mm wide x 285mm high + 3mm on each side for trimming
   Type size 190mm wide x 255mm high (text must be fit within this size)

2. File format:
   - jpg or tiff: the file should be in 300dpi
   - ai or eps: with all fonts embedded
   - PDF: high resolution in printing quality with all fonts embedded, PDF format is preferred

Place, date, signature
Terms and Conditions

1. Verbal agreements made when placing orders must be noted on the forms.
2. Only orders on our standardized order forms carrying proper signatures and company stamps will be treated as valid.
3. Orders for catalogue entries will not be confirmed unless specifically requested.
4. Copy proofs of insertions will not be forwarded unless specifically requested.
5. Costs for advertisement publish in catalogue only.
6. Costs for producing or amending advertising material are not included in the published rates but will be charged separately.
7. The exhibitors shall be responsible for providing all the order and documents (catalogue entries, advertisements, company logos, photos etc) before the deadline. If not, the official publisher keeps the right to publish the information in a supplement to the official catalogue or will be not published in the official catalogue. The same terms and conditions also apply to the catalogue supplement.
8. The client shall be responsible for timely order and delivery of all necessary documentation (catalogue entries, advertisements, company logos, photos etc). Shall we receive catalogue entries, logos, photos etc after the given deadlines, we shall reserve the right to publish the information in a supplement to the official catalogue. The same terms and conditions also apply to the catalogue supplement.
9. Exhibitor promised that all the text, files, picture, etc submitted are acquired with legal approach. Catalogue publisher or organizer will not bear joint liability for any further dispute or responsibility.
10. All terms and conditions also apply to co-exhibitors.

Terms of Payment

1. Payment must be settled by the deadline of the agreement/debit note. The publisher remains the right not to publish related information without complete payment.
2. No commission is payable to any advertising agency employed.
3. Place of performance and jurisdiction is in the People's Republic of China.
For all exhibitors of ISPO BEIJING 2014, you could realize the registration of exhibitor badges on-line at beijing.ispo.com/en/ -> Exhibitor Services -> EXHIBITORS & BRANDS -> login -> ONLINE BOOKING -> Exhibitor Badges

1. **Application of Exhibitor Badges**

During the show period, the exhibitor will receive a number of free exhibitor badges. Any additional exhibitor badge will be charged. The Exhibitor badges are strictly for exhibition booth personnel. Only registered exhibitors are eligible to apply for these badges.

### Exhibitor badge entitlement is as follows

<table>
<thead>
<tr>
<th>Registered sqm</th>
<th>Badges entitled</th>
<th>Registered Sqm</th>
<th>Badges entitled</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 17</td>
<td>5</td>
<td>55 to 78</td>
<td>25</td>
</tr>
<tr>
<td>18 to 27</td>
<td>10</td>
<td>79 to 100</td>
<td>30</td>
</tr>
<tr>
<td>28 to 40</td>
<td>15</td>
<td>more than 100</td>
<td>maximum 40</td>
</tr>
<tr>
<td>41 to 54</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each additional exhibitor badge will be charged at **RMB20.-**.

All exhibitor badges must not be given away or sold to unauthorised third parties, e.g. to persons or companies who wish to offer goods for sale or to render services at the exhibition centre without corresponding authorisation from the organizer.

Exhibitor badges are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors.

2. **Printing Content on Exhibitor Badges**

**Booth Personnel’s Name, Exhibiting Company Name and Booth Number** will be printed on the exhibitor badges. If your request is not received before the deadline, only Company Name and Booth Number will be printed on the exhibitor badges.

3. **Collection of Badges**

Badges can be obtained from the exhibitor registration area during the build-up period, provided payment has been received.
SECTION III.D  OPTIONAL FORMS

FORM7  STAND PACKAGES ORDER FORM
DEADLINE: 17 DECEMBER 2014

**01 PREMIUM**  (min. 12 sqm)
EUR 45.-- per sqm

**02 SPARKLE**  (min. 18 sqm)
EUR 55.-- per sqm

**03 ECONOMIC**  (min. 12 sqm)
EUR 65.-- per sqm

**04 SUPERIOR**  (min. 12 sqm)
EUR 75.-- per sqm

**05 EMINENCE**  (min. 18 sqm)
EUR 95.-- per sqm

**06 CLASSIC**  (min. 12 sqm)
EUR 105.-- per sqm

*The above perspective is for reference only. The construction will be executed on a case-by-case basis.

**Note**
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. Exhibitors will have to make good any resulted damages or losses.
- A written approval from the organizer is required if the modification is necessary. All relating expenses shall be borne by the exhibitors.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
SECTION III.D  OPTIONAL FORMS

FORM 7  STAND PACKAGES ORDER FORM
DEADLINE: 17 DECEMBER 2014

Please return form to:
Messe München GmbH
Messegelände
81823 München, Germany
Tel.: +49 (0)89 949 20165
Fax: +49 (0) 89 949 97 20542
eMail: maerz@ispo.com
Contact Person: Mr. Paul März

Company:
Address:
Tel: Fax:
Email:
Person in charge:
Signature: Date:
Hall / Booth No.:

The Raw Space Exhibitor who would like to order the stand package or the Shell Scheme Exhibitor who would like to change the original stand package type

Please complete this form and return with the necessary payment. AREA HAS TO BE ORDERED SEPARATELY.

Once the shell scheme package ordered, please find SECTION III.B to complete and return Shell Scheme Mandatory Forms.

<table>
<thead>
<tr>
<th>Item</th>
<th>Booth Type</th>
<th>sqm</th>
<th>Price per sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stand package only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(without Rental Space)</td>
</tr>
<tr>
<td>01</td>
<td>PREMIUM (min. 12 sqm)</td>
<td></td>
<td>45.--</td>
</tr>
<tr>
<td>02</td>
<td>SPARKLE (min. 18 sqm)</td>
<td></td>
<td>55.--</td>
</tr>
<tr>
<td>03</td>
<td>ECONOMIC (min. 12 sqm)</td>
<td></td>
<td>65.--</td>
</tr>
<tr>
<td>04</td>
<td>SUPERIOR (min. 12 sqm)</td>
<td></td>
<td>75.--</td>
</tr>
<tr>
<td>05</td>
<td>EMINENCE (min. 18 sqm)</td>
<td></td>
<td>95.--</td>
</tr>
<tr>
<td>06</td>
<td>CLASSIC (min. 12 sqm)</td>
<td></td>
<td>105.--</td>
</tr>
</tbody>
</table>

Please find further details and specifications of the above Shell Scheme Stand Packages in SECTION III.B.

Note

- Orders without remittances will not be accepted.
- Only company names may be used. Advertising slogans and the like will not be permitted.
- For the stand packages which include the production of a logo, please submit a high resolution (300dpi) digital file (jpg-, tif-, or eps-). Please ✓ if required.
- Logo not larger than 200 x 200 mm may be attached onto the fascia. Please note that production of additional logo is solely at Exhibitor's Expense. If you wish to have your logo on the fascia produced, please send a sample or a high resolution (300dpi) digital file (jpg-, tif- or eps-), together with Form 15 - Special Items, to the Official Contractor for quotation.
- Exhibitors will be held responsible for any loss or damage.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Shell scheme exhibitors shall not modify the booth construction, including painting, sticking, nailing and drilling, without the consent of the organizer. And exhibitors will have to make good any resulted damages or losses.
- A written approval from the organizer is required if the modification is necessary. And all relating expenses shall be borne by the exhibitors.
- No refundment will be accepted for unused complimentary furniture in stand packages.
- The official contractor will be in charge of booth cleaning.
- The exhibitors should take over the bank charges when transferring the payment.
**SECTION III.D  OPTIONAL FORMS**

**FORM 8 ELECTRICAL POWER SUPPLY**

**(OPTIONAL FOR SHELL SCHEME)**

**DEADLINE: 17 DECEMBER 2014**

Please return form to:
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5923
eMail: Cuiyuwei703@126.com
Albertzhao730@163.com
Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)
Mr. Albert Zhao / ext. 805 (Ground Floor)

This Form must be completed and returned by **ALL Raw Space Exhibitors/Contractors**.

**□** We hereby order the following items to be used during the duration of the Exhibition only.

**ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary power supply during move-in period, 220 V / 15 Amp, single phase (without connection)</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)</td>
<td>3,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)</td>
<td>5,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)</td>
<td>9,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 15 Amp / 50 Hz, 3P (without connection)</td>
<td>2,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 30 Amp / 50 Hz, 3P (without connection)</td>
<td>4,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 60 Amp / 50 Hz, 3P (without connection)</td>
<td>7,050.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power supply, 380 V / 100 Amp / 50 Hz, 3P (without connection)</td>
<td>10,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**□** We do require power supply connection.

**A 15% handling fee, based on the above price list, will be charged for power supply connection.**

**□** We do need 24-hour non-stop power supply

**All exhibitors/contractors must cut off the electrical power supply before leaving their booths. If you need 24-hour power supply, please apply here.**

Please indicate the following information of lighting in your booth:

- **Amount**
- **Type**

**Notes**

- All raw space exhibitors must order one main power for lighting.
- Power main for machine and lighting should be separated.
- No lighting fixture is allowed to be connected by shell scheme exhibitors.
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.
- Exhibitors who order power supply for lighting use should prepare switch boxes by themselves.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- The exhibitors/contractors should take over the bank charges when transferring the payment.
- The official contractor will issue the invoice.

Each exhibitor is responsible for the supplied switch box and is requested to take care after the power has been switched on. Thank you.
Please return form to:
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: Cuiyuewei703@126.com
Albertzhao730@163.com
Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)
Mr. Albert Zhao / ext. 805 (Ground Floor)

Company:
Address:
Tel: Fax:
Email:
Person in charge:
Signature: Date:
Hall / Booth No.:

☐ We hereby order the following items to be used during the duration of the Exhibition only.

ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Refundable Deposit RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local DD (restricted to Beijing Area)</td>
<td>1,200.00</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDD line (restricted to China)</td>
<td>1,350.00</td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDD line (International Direct Dialing)</td>
<td>1,500.00</td>
<td>3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax machine roll paper type (24 hrs socket excluded, Telephone line excluded)</td>
<td>1,150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire broadband line for Internet (1M)</td>
<td>15,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire broadband line for Internet (2M)</td>
<td>22,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire broadband line for Internet (5M)</td>
<td>30,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire broadband line for Internet (10M)</td>
<td>52,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note
➢ After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
➢ For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
➢ Cancelled orders are not refundable.
➢ Items not listed on this form will be offered on request and are subject to a separate quotation.
➢ Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
➢ All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
➢ Deposits will be refunded in full if the equipments are not damaged or lost. If the equipment is lost or damaged, the cost of repair / replacement will be deducted from the deposit. Call charges will be deducted from the Deposit. Any positive balance will be refunded, and excess usage will be billed to exhibitors accordingly.
➢ Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
➢ The exhibitors/contractors should take over the bank charges when transferring the payment.
➢ The official contractor will issue the invoice.
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<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water supply for sink unit, P. 4kg/cm²</td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Water supply for machine, , P. 4kg/cm²</td>
<td>1,650.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ We do require water connection

A 15% HANDLING FEE, BASED ON THE TOTAL AMOUNT EURO OF YOUR WATER SUPPLY, WILL BE CHARGED

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compressed air &lt;= 0.8m³/min, 6-8kgf/cm²</td>
<td>2,700.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ We do require compressed air connection

A 15% HANDLING FEE, BASED ON THE TOTAL AMOUNT EURO FOR COMPRESSED AIR CONNECTION, WILL BE CHARGED

PLEASE INDICATE THE AIR DELIVERY IN ____________ LITRE/MIN FOR OUR REFERENCE.

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- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- Exhibitors are required to mark on the Form 3 (Stand Layout) the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
- For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- The exhibitors/ contractors should take over the bank charges when transferring the payment.
- The official contractor will issue the invoice.
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Albertzhao730@163.com
Contact Person: Mr. Bentley Cui / ext. 831 (1st Floor)
Mr. Albert Zhao / ext. 805 (Ground Floor)

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<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanging point fee - in hall - (for construction purpose only, per each point, incl. the genie lift and all accessories, max. loading capacity 400 kg /point) Please refer the notice on next page!</td>
<td>1,500.00/point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hanging point fee - in hall - (for construction purpose only, per each point, incl. the genie lift, excl. all accessories, max. loading capacity 400 kg /point) Please refer the notice on next page!</td>
<td>3,000.00/point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hanging banner - in hall</td>
<td>Upon request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- The filled hanging point quantity in order form is just estimated quantity. The final calculation of the quantity of hanging points can only be done after the hall owner has positioned the hanging structure on-site and the amount of hanging points at the ceiling is defined. Then these hanging points at the ceiling will be invoiced to the exhibitor.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- **Order of hanging points can only be accepted with submitting of plans at the same time.**
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- **The exhibitors should take over the bank charges when transferring the payment.**
- The official contractor will issue the invoice.

The hanging points can be provided in Hall 1-4 only, which should be confirmed with Official Contractor in advance. The booth contractor must prepare the lifter and all accessories by himself, such as rope, wheel, iron chain, etc.

All personnel must wear safety belts when working on construction in height. The safety belts should be self prepared.
Acceptable Hanging Features

1. Lightweight steel truss structure
2. Company or brand AD sign with flameproof fabric materials
3. Exhibitor-proposed items shall be reviewed and approved by organizer and CNCC

Notice for Hanging Point Order

1. The hanging points can be provided in Hall 1-4 only, which should be confirmed with Official Contractor in advance.
2. Hanging objects that affect the venue’s structure or facilities’ safety will not be allowed.
3. Order could be accepted with metal hanging structure. Wooden structure is not allowed to be hung.
4. The horizontal area of hanging objects must be smaller than 1/2 of ground-floor space.
5. Exhibit is forbidden to be hung.
6. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
7. Hanging points shall not be used for supporting and stabilizing the booth structure.
8. A single hanging point could bear no more than 400KG.
9. The height of venue ceiling is appr. 10 meters. It’s recommended the lower edge of hanging structure is to be hung higher than 6 meters away from floor.
10. Hanging structures and banners can not exceed booth space and are not allowed to be hung above public area.
11. Organizer and CNCC reserve the right to refuse hanging materials or any items that do not comply with safety guidelines.
12. All costs and risks associated with overhead hanging features are the sole responsibility of the exhibitor. These include the risk that sightlines to the exhibitor’s own signs may be blocked by others’ signs and displays.

On-site Installation Rules

1. Exhibitors or their booth contractors are responsible to assemble the hanging signs by themselves.
2. The quantity of hanging point will be calculated by CNCC on-site.
3. When hanging structure is positioned and hanging points and blocks are installed by technician from venue, exhibitor/booth contractor should hoist hanging point by themselves after confirming point quantity with venue technician.
4. The booth contractor must prepare the lifter and all accessories by himself, such as rope, wheel, iron chain, etc.
5. All personnel must wear safety belts when working on construction in height. The safety belts should be self prepared.
**SECTION III.D  OPTIONAL FORMS**

**FORM12  ADDITIONAL FURNITURE**

**DEADLINE: 17 DECEMBER 2014**

Please return form to:
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No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: motobin@126.com
cheng0028@126.com
Contact Person:
Ms. Becky Wang / ext. 862 (1st Floor)
Ms. Kelly Chan / ext. 821 (Ground Floor)

Company: 
Address: 
Tel:  
Fax:  
Email:  
Person in charge: 
Signature:  
Date:  
Hall / Booth No.: 

☐ We hereby order the following items to be used during the duration of the Exhibition only. ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet, needle punch (EXPOTEX grey / blue / red), per SQM</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet, needle punch (other colour except the 3 basic), per SQM</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet, rips quality, per SQM</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet, Velour quality, per SQM</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Platform for cabins consisting of wooden beams with wood panel cover, 0.1 m ht, excl. Carpet, per SQM</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall panel, 100 x 250 cm -fitting the ordered stand package-</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall panel, 50 x 250 cm -fitting the ordered stand package-</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloured sticker: surcharge per wall element (2.5 sqm)</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plexi Glass Panel, 100 x 250 cm ht</td>
<td>360.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtain Element (System)</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable swing door (System)</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable folding door (System)</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling egg crate panels, System, 1 x 1 m (only with order of ceiling beams)</td>
<td>320.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling beams without egg crate panels</td>
<td>270.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding chair</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grey office chair</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black leather chair</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grey leather chair</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black bar stool</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information counter (95 x 45 x 75 cm ht)</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information counter (100 x 50 x 100 cm ht)</td>
<td>260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square table</td>
<td>220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rectangular table</td>
<td>340.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass coffee table</td>
<td>330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round table ∅ 70 cm</td>
<td>310.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bistro table ∅ 60 x 115 cm</td>
<td>270.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV rack</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable cupboard</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table showcase (100 x 50 x 100 cm ht)</td>
<td>390.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall showcase built-in with 2 down lights (100 x 50 x 200 / 250 cm ht)</td>
<td>730.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall showcase built-in with 3 white jewellery down lights (100 x 50 x 200 / 250 cm ht)</td>
<td>850.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display cube (50 x 50 x 50 cm)</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display cube (50 x 50 x 70 cm)</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display cube (50 x 50 x 100 cm)</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display cube (100 x 50 x 100 cm)</td>
<td>270.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coat hanger (7.5KG)</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movable cloth rack</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelf rack</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat shelf (5KG)</td>
<td>98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slope shelf (5KG)</td>
<td>98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature rack, A4 size, Wall element</td>
<td>160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free standing literature rack</td>
<td>160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potted plant, 80 cm or 100 cm ht</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potted plant, 150 cm ht</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flowers, Ø 20 cm</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste paper basket</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female / Male Mannequin - Half body</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Mannequin - Full body</td>
<td>460.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male Mannequin - Full body</td>
<td>460.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kid Mannequin - Full body</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Hangers</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hooks</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
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- The exhibitors/contractors should take over the bank charges when transferring the payment.
- The official contractor will issue the invoice.
SECTION III.D  OPTIONAL FORMS

ADDITIONAL FURNITURE (cont’d)
DEADLINE: 17 DECEMBER 2014

Folding chair
Grey leather chair
Black leather chair
Office chair
Bar stool
Single seat leather sofa (black)
Double seat leather sofa (black)
Information counter 95*45*75cmh
Lockable cupboard 95*45*75cmh
Glass coffee table
Rectangular table 140*70*75cmh
Square table
Bistro table
Round table
TV rack
Coat hanger
Freestanding cloth
Movable clothing rack
Flat shelf /Slope shelf
Literature rack A4 size, wall element
Garment Hanger
Hook
SECTION III.D  OPTIONAL FORMS

ADDITIONAL FURNITURE (cont’d)
DEADLINE: 17 DECEMBER 2014

- Tall Showcase 100*50*200cmh
- Shelf rack
- Display cube 50*50*100cmh
- Wall panel 100*250cmh
- Folding door

- Freestanding literature rack
- Waste bin
- Refrigerator
- Coffee machine, incl. filter
- Cold and warm water dispenser, incl. 2no 19L distilled water

- Long arm spotlight
- 100W Long arm spotlight
- 50W Halogen Long arm spotlight
- 100W Spotlight
- Halogen Long arm spotlight
- 40W Fluorescent tube

- Flood light
- Down light
- Track light
- Power socket (square pin)
### FORM 13  OFFICE EQUIPMENT

**DEADLINE: 17 DECEMBER 2014**

Company:
Address:
Tel: Fax:
Email:
Person in charge:
Signature: Date:
Hall / Booth No.:

We hereby order the following items to be used during the duration of the Exhibition only.

**ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)**

Please remember to order the necessary socket (Form 14)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop computer</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17” LCD – Monitor</td>
<td>720.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy machine A3 &amp; A4</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ink Jet - color printer (size: A4)</td>
<td>1,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Printer, B &amp; W (size: A4)</td>
<td>1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD player</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” Plasma exclude additional Audio System</td>
<td>1,280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50” Plasma exclude additional Audio System</td>
<td>1,880.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional speaker for plasma screen</td>
<td>Upon request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video (LCD) Projector (2500 Lumen)</td>
<td>3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video (LCD) Projector (5000 Lumen)</td>
<td>4,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projection Screen with tripod, 75” (153cm L x 114cm W)</td>
<td>360.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projection Screen with tripod, 100” (203cm L x 153cm W)</td>
<td>780.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projection Screen with tripod, 120” (243cm L x 183cm W)</td>
<td>1,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One set of Small scale Audio System, for 3 x 2m area, 8 person:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 x Bose 101 Speaker</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 x Amplifier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 x Cable Microphone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One set of Medium scale Audio System, 6 x 6 m area, 50 person:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 x Bose 802 Speaker</td>
<td>4,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 x Amplifier, 1 Audio Mixer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 x Cable Microphones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone with stand (should be ordered with Audio System)</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condense Microphone for speech (should be ordered with Audio System)</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Note
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- The exhibitors/contractors should take over the bank charges when transferring the payment.
- The official contractor will issue the invoice.
Please return form to:  
Beijing Perfect Creative International Builders Resources Co., Ltd.  
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013  
Tel.: +86 (0)10-8455 1155  
Fax: +86 (0)10-6462 5934  
eMail: motobin@126.com  
chong0028@126.com  
Contact Person:  
Ms. Becky Wang / ext. 862 (1st Floor)  
Ms. Kelly Chan / ext. 821 (Ground Floor)  
Company:  
Address:  
Tel: Fax:  
Email:  
Person in charge:  
Signature: Date:  
Hall / Booth No.:  

We hereby order the following items to be used during the duration of the Exhibition only.  
ALL ORDERED ITEMS MUST BE MARKED ON FORM 3 (STAND LAYOUT)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight, 100 W</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long arm spotlight, 100 W</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floodlight, 250 W</td>
<td>240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye-ball Halogen-light, 50 W</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down light, 100 W</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HQI lamp, 70 W (round)</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HQI lamp, 70 W (square)</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluorescent tube, 40 W, ca. 120 cm long</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socket / Square Pin Socket, 15 A / 220V (max. 2 kW)</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold and warm water dispenser, incl. 2 nos. 19 l distilled water</td>
<td>330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 l distilled water bottle</td>
<td>65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Machine, incl. filter</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microwave oven</td>
<td>340.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:  
- No lighting fixture is allowed to be connected by shell scheme exhibitors.  
- Socket is not for lighting use, but for electricity supply of low power equipment only, which is lower than the maximum power of socket. For high power equipments, please order power supply additionally.  
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.  
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.  
- Cancelled orders are not refundable.  
- Items not listed on this form will be offered on request and are subject to a separate quotation.  
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.  
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.  
- The exhibitors/contractors should take over the bank charges when transferring the payment.  
- The official contractor will issue the invoice.
Please return form to:
Beijing Perfect Creative International Builders Resources Co., Ltd.
No. 4 Jing An Xi Jie, Chaoyang District, Beijing 100013
Tel.: +86 (0)10-8455 1155
Fax: +86 (0)10-6462 5934
eMail: motobin@126.com
chenge0028@126.com
Contact Person:
Ms. Becky Wang / ext. 862 (1st Floor)
Ms. Kelly Chan / ext. 821 (Ground Floor)

Company logo in sticker cut-out, 200 mm h, fitting on the fascia 100.00
Company logo in digital printout, 200 mm h, fitting on the fascia 150.00
Normal labour, per hour 40.00
Carpenter, stand fitter, per hour 50.00
Supervisor, graphic fitter, per hour 70.00
Mounting poster for foam board / no. (1 Sqm) 180.00
Daily additional cleaning of stand area during the fair, per SQM (Shell scheme booths do not need) 20.00
Powder extinguish unit 120.00

Note
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- The company logo must be submitted as a high resolution file: JPG, TIF or AI - Format.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- The exhibitors/contractors should take over the bank charges when transferring the payment.
- The official contractor will issue the invoice.
**SECTION III.D  OPTIONAL FORMS**

**FORM 16  BOOTH PERSONNEL (INTERPRETER/ HOSTESS)**

**DEADLINE: 17 DECEMBER 2014**

<table>
<thead>
<tr>
<th>Please return form to:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMI (Shanghai) Co., Ltd.</td>
<td>Address:</td>
</tr>
<tr>
<td>11th floor, GC Tower,</td>
<td>Tel:</td>
</tr>
<tr>
<td>1088 Yuanshen Road, Pudong New Area,</td>
<td>Fax:</td>
</tr>
<tr>
<td>Shanghai 200122 / P.R. China</td>
<td>Email:</td>
</tr>
<tr>
<td>Tel.: +86 (0)21 2020 5500</td>
<td>Person in charge:</td>
</tr>
<tr>
<td>Fax: +86 (0)21 2020 5688/99</td>
<td>Signature:</td>
</tr>
<tr>
<td>eMail: <a href="mailto:leo.liu@mmi-shanghai.com">leo.liu@mmi-shanghai.com</a></td>
<td>Date:</td>
</tr>
<tr>
<td>Contact Person: Mr. Leo Liu / ext. 872</td>
<td>Hall / Booth No.:</td>
</tr>
</tbody>
</table>

- This form should be completed and returned for all exhibitors who require temporary staff during the exhibition duration. Exhibitors are strongly encouraged to engage the services of an interpreter in view of the large number of Chinese-speaking visitors expected at the exhibition.
- Exhibitors are not permitted to employ any interpreter / hostess in China without the advanced permission of the organizer. Exhibitors will take over the safety of temporary staff on duty at their stand. The organizer will not take over any loss or damage caused by such personnel.
- Rates quoted here are based on 8 working hours and will be doubled on Saturdays, Sundays, and Public Holidays.

**a) Advanced interpreter at daily rate of RMB 1,200,-- per interpreter**

<table>
<thead>
<tr>
<th>Language</th>
<th>No. of Persons</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Amount in RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**b) Ordinary English - speaking interpreter at daily rate of RMB 600,-- per interpreter**

<table>
<thead>
<tr>
<th>Language</th>
<th>No. of Persons</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Amount in RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**c) Hostess at daily rate of RMB 400,-- per hostess**

<table>
<thead>
<tr>
<th>No. of Persons</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Amount in RMB</th>
</tr>
</thead>
</table>

**d) Advanced interpreter at daily rate of RMB 1,500,-- per interpreter**

<table>
<thead>
<tr>
<th>Language</th>
<th>No. of Persons</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Amount in RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- For technical staff (e.g. stand fitter) please fill in Form 15.
- The exhibitors should take over the bank charges when transferring the payment.
SECTION III.D  OPTIONAL FORMS

**FORM 17  MEETING ROOM**
**DEADLINE: 17 DECEMBER 2014**

This form should be completed and returned by exhibitors who require a meeting room for their own use during the show period.

<table>
<thead>
<tr>
<th>Meeting Room Type</th>
<th>Space Area SQM</th>
<th>Capacity (Person)</th>
<th>Unit Price RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Theater</td>
<td>Class</td>
</tr>
</tbody>
</table>

**Meeting Room inside of Convention Area, 3rd Floor North**
(Incl. chairman table, chairs, basic sound system & 2 wired microphones)

- Type 1: 153 SQM, 100 Theater, 70 Class, 6,500.00 half day, 1,700.00 Per OT hour
- Type 2: 306 SQM, 200 Theater, 140 Class, 13,000.00 half day, 3,300.00 Per OT hour
- Type 3: 375 SQM, 280 Theater, 150 Class, 15,600.00 half day, 3,900.00 Per OT hour
- Type 4: 450 SQM, 350 Theater, 200 Class, 19,500.00 half day, 4,900.00 Per OT hour

**Meeting Room inside of Convention Area, 3rd Floor South**
(Incl. chairman table, chairs, basic sound system & 2 wired microphones)

- Type 5: 135 SQM, 100 Theater, 60 Class, 3,900.00 half day, 1,000.00 Per OT hour
- Type 6: 270 SQM, 160 Theater, 120 Class, 7,800.00 half day, 1,950.00 Per OT hour

**Meeting Room inside of Convention Area, 2nd Floor North**
(Incl. chairman table, chairs, basic sound system & 2 wired microphones)

- Type 7: 81 SQM, 60 Theater, 40 Class, 2,600.00 half day, 650.00 Per OT hour
- Type 8: 162 SQM, 120 Theater, 80 Class, 5,200.00 half day, 1,300.00 Per OT hour

◆ On-site orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.

Please mark the required duration of rental:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am - 12 am</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1 pm - 5 pm</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Note**

- The meeting rooms will be rented to exhibitors on a first come, first served basis.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30% after the deadline and before build-up must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 30% (50% 2 weeks before build-up and for on-site orders) must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- The payment must be settled 2 weeks before build-up.
- The exhibitors should take over the bank charges when transferring the payment.
### MEETING ROOM (cont’d)

**DEADLINE: 17 DECEMBER 2014**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>half day (4 hrs)</strong></td>
</tr>
<tr>
<td>Ordinary microphone</td>
</tr>
<tr>
<td>Ordinary wireless microphone</td>
</tr>
<tr>
<td>Audio cable</td>
</tr>
<tr>
<td>Video cable</td>
</tr>
<tr>
<td>Projector 1500-2500 Lumen (incl. projection screen)</td>
</tr>
<tr>
<td>Projector 4000 Lumen (incl. projection screen)</td>
</tr>
<tr>
<td>Projector 6000 Lumen (incl. projection screen)</td>
</tr>
<tr>
<td>Projector 12000 Lumen (incl. projection screen)</td>
</tr>
<tr>
<td>Projection screen with tripod 120” (1.8m x 2.4m)</td>
</tr>
<tr>
<td>Projection screen with tripod 150” (2.25m x 3m)</td>
</tr>
<tr>
<td>Projection screen with tripod 180” (2.7m x 3.6m)</td>
</tr>
<tr>
<td>Projection screen with tripod 200” (3.2m x 4.2m)</td>
</tr>
<tr>
<td>Projection screen with tripod 250” (3.675m x 4.876m)</td>
</tr>
<tr>
<td>42” Plasma</td>
</tr>
<tr>
<td>50” Plasma</td>
</tr>
<tr>
<td>Cold and warm water dispenser</td>
</tr>
<tr>
<td>19L distilled water bottle</td>
</tr>
<tr>
<td>Electrical power connection (The electrical power connection cable should be prepared by the exhibitor.)</td>
</tr>
<tr>
<td>3KW (15A/220V)</td>
</tr>
<tr>
<td>5KW</td>
</tr>
<tr>
<td>7KW (15A/380V)</td>
</tr>
<tr>
<td>10KW</td>
</tr>
<tr>
<td>15KW (30A/380V)</td>
</tr>
<tr>
<td>20KW</td>
</tr>
</tbody>
</table>

**On-site orders may not be accommodated. If accepted and available, a surcharge of 50% must be levied.**

Please mark the required duration of rental:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am - 12 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 pm - 5 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**

- The meeting rooms will be rented to exhibitors on a first come, first served basis.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30% after the deadline and before build-up must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 30% (50% 2 weeks before build-up and for on-site orders) must be levied.
- Cancelled orders are not refundable.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be accepted. And exhibitors will have to make good any resulted damages or losses.
- The payment must be settled 2 weeks before build-up.
- The exhibitors should take over the bank charges when transferring the payment.
SECTION III.D  OPTIONAL FORMS

MEETING ROOM (CONT’D)
DEADLINE: 17 DECEMBER 2014

3rd Floor inside of Convention Area
MEETING ROOM (CONT’D)
DEADLINE: 17 DECEMBER 2014

2nd Floor inside of Convention Area
Stand out from your competition and turn attendees into YOUR customers

The opportunities are reserved on a first-come, first-served basis

Please return form to:
MMI (Shanghai) Co., Ltd.
11th floor, GC Tower,
1088 Yuanshen Road, Pudong New Area,
Shanghai 200122 / P.R. China
Tel.: +86 (0)21 2020 5500
Fax: +86 (0)21 2020 5688/99
eMail: dacia.zheng@mmi-shanghai.com
Contact Person: Ms. Dacia Zheng / ext. 809

The ISPO BEIJING 2015 exhibitors have the opportunities to rent the advertising space at the CNCC fairground.

Please mark the location of advertisements you request on the Advertising Layout on next page

<table>
<thead>
<tr>
<th>Curtain Wall AD</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>(incl. release + production, per show period)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ E1: 18 m x 18m</td>
<td>150,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ E2: 18 m x 20m</td>
<td>150,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ E3: 18 m x 22m</td>
<td>150,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ E4: 18 m x 18m</td>
<td>150,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Located at outdoor east square</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Material: Steel structure + PVC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ 4 pcs in total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Deadline of design submission | 2015.1.7

<table>
<thead>
<tr>
<th>Advertisement Board</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>(incl. release + production, per show period)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 6m(w) x 4m(h)</td>
<td>RMB15,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Located at outdoor east square</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Material: Steel structure + PVC (to be punched by machine to vent wind)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Deadline of design submission | 2015.1.7

<table>
<thead>
<tr>
<th>Advertisement Board</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>(incl. release + production, per show period)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 5m(w) x 3.5m(h)</td>
<td>RMB12,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Located at first floor, connected first floor and ground floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Material: Steel structure + PVC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Deadline of design submission | 2015.1.7

<table>
<thead>
<tr>
<th>Wall Advertisement</th>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>(incl. release + production, per show period)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 9.35 m(w) x 4.7m(h) (max. 8 pcs)</td>
<td>RMB35,000/pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ On west wall of foyer, above the entrance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Material: Light box + PVC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Deadline of design submission | 2015.1.7

Note
❖ Only a limited number of the above advertising offers are available. The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
❖ For advertising opportunities, please submit a high resolution digital file together with required documents. Format: tif- or AI-, please convert text to curves for AI file; Resolution: 36dpi-72dpi on the scale of 1:1; 5cm bleed each edge).
❖ Production cost incurred as a result of advertising material being supplied in an incorrect format will be charged to the exhibitor.
❖ After the deadline of design submission, late orders may not be accommodated. If accepted and available, a surcharge of 50% after the deadline must be levied.
❖ For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
❖ Cancelled orders are not refundable.
❖ All orders will only be processed upon receipt of full payment one week before the show.
❖ The exhibitors should take over the bank charges when transferring the payment.
The ISPO BEIJING 2015 exhibitors have the opportunities to rent the advertising space at the CNCC fairground.

Please mark the location of advertisements you request on the Advertising Layout on next page

<table>
<thead>
<tr>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pillar Advertisement</strong> (incl. release + production, per show period)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 1.45m x 1.45m x 3.6m(h) (max. 4 pcs)</td>
<td>RMB16,000/pc</td>
<td></td>
</tr>
<tr>
<td>✨ Located at the entrance of exhibition hall, in the foyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ 1 pc per hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ Material: Steel structure + PVC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline of design submission</strong></td>
<td>2015.1.7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logo Advertisement</strong> (incl. release + production, per show period)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ At the entrance (max. 4 pcs)</td>
<td>RMB10,000/pc</td>
<td></td>
</tr>
<tr>
<td>☐ On the aisle (max. 8 pcs)</td>
<td>RMB5,000/pc</td>
<td></td>
</tr>
<tr>
<td>✨ 3 pcs per hall, located at hall entrance, interchange of main passages and outside your booth. The location is subject to the final confirmation of MMI-SH.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ Dimension: 1m x 1m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ Material: Digital printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ The design of company logo/trademarks should be provided by the exhibitors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline of design submission</strong></td>
<td>2015.1.7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Price RMB</th>
<th>Quantity</th>
<th>Total RMB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Footprint</strong> (incl. release + production, per show period)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 0.3m x 0.3m (max. 4 sets)</td>
<td>RMB20,000/set</td>
<td></td>
</tr>
<tr>
<td>✨ Located at the registration area, main passages to your booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ 1 set per hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ Dimension: not larger than 0.3m*0.3m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ Material: Digital printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✨ The design of footprint should be provided by the exhibitors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline of design submission</strong></td>
<td>2015.1.7</td>
<td></td>
</tr>
</tbody>
</table>

**Note**

- Only a limited number of the above advertising offers are available. The bookings for advertising and sponsoring opportunities will be assigned by first-come-first-served basis. In case of any dispute, organizer reserves the right to make the final decision.
- For advertising opportunities, please submit a high resolution digital file together with required documents. Format: tif- or AI-; please convert text to curves for AI file; Resolution: 36dpi-72dpi on the scale of 1:1; 5cm bleed each edge.
- Production cost incurred as a result of advertising material being supplied in an incorrect format will be charged to the exhibitor.
- After the deadline of design submission, late orders may not be accommodated. If accepted and available, a surcharge of 50 % after the deadline must be levied.
- For changes of confirmed and invoiced orders, a surcharge of 50% must be levied.
- Cancelled orders are not refundable.
- All orders will only be processed upon receipt of full payment one week before the show.
- The exhibitors should take over the bank charges when transferring the payment.
ADVERTISING AND SPONSORING OPPORTUNITIES (CONT’D)

DEADLINE: 17 DECEMBER 2014

ADVERTISING LAYOUT
FORM 19  FASHION SHOW STAGE RENTAL
DEADLINE: 17 DECEMBER 2014

Please return form to:
MMI (Shanghai) Co., Ltd.
11th floor, GC Tower,
1088 Yuanshen Road, Pudong New Area,
Shanghai 200122 / P.R.China
Tel.: +86 (0)21-2020 5500
Fax: +86 (0)21-2020 5699
eMail: juju.zhu@mmi-shanghai.com
Contact Person: Ms. juju zhu / ext. 812

Company:
Address:
Tel:  Fax:
Email:
Person in charge:
Signature:  Date:
Hall / Booth No.:

Place a checkmark in the appropriate boxes:

☒ Yes, we confirm to rent the Fashion Show Stage to hold the following event:
☐ Fashion Show
☐ Forum / Seminar
☐ Brand-own activities
☐ Others, please indicate: ______________________________

Participation costs:
☐ Standard Stage Rental  Euro 2,500 / Hour
  ➤ Price including: Stage + tiring-room + Audio & Video system + Fashion show lighting
  ➤ Fits to hold Fashion Show.

☐ Basic Stage Rental  Euro 1,250 / Hour
  ➤ Price including: Stage + Audio & Video system + basic lighting
  ➤ Fits to hold the events which don’t need stage effect lighting.

Please mark the required duration of rental:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Time:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We confirm to use the following event info via ISPO BEIJING communication tools (official website, official Visitor Planner, on-site Billbord, etc).
☐ We confirm not to public it via organizer’s communication tools.
☐ Please use the following info via organizer’s communication tools.

  Event Name (English): ________________________________________________________
  Event Name (Chinese): _______________________________________________________
  Date & Time: _______________________from___________________to________________

Note
  ➤ The billing is charged according to the total duration of the activity on stage, including the time of preparation and teardown.
  ➤ The stage will be rented to exhibitors on a first come, first served basis.
  ➤ The payment must be settled 2 weeks before build-up, and the bank charges when transferring the payment should be responsible by the exhibitors.
  ➤ The rehearsal is only available on the afternoon of January 27, 2015. Please contact and make the reservation in advance.
### Intercontinental Beijing Beichen 5*
Recognized as the only award winning international luxury hotel in the north part of Beijing, InterContinental Beijing Beichen stands out for its scenic location next to the National Olympic Stadium and the dramatic Water Cube with easy access to Airport, Great Wall, all historical sightseeing spots and major business centers. A sleek architectural masterpiece of steel and glass. The hotel combines sophisticated meeting infrastructure, a choice of 3 restaurants and bars and relaxation options to perfectly cover the needs of international and local meeting and exhibition delegates and designated business travelers.

**Address:** Building 4, Courtyard 8 West Beichen Road (Beichen Xi Lu), Chaoyang District, Beijing 100101, China

**Address:** 北京市朝阳区北辰西路8号院4号楼

### Comfort Suites Hotel Beijing 4*
Comfort Suites Hotel Beijing is located at the sub aoxosun circle, adjacent to the bird's nest and the water cube, the China National Conference Centre, adjacent to the Metro Line 5 Datun East road.

**Address:** 302 North Road, Chaoyang District, Beijing 100101, China

**Address:** 北京市朝阳区慧忠北里302号，近安立路

### Marco Polo Parkside Beijing 5*
Located in the Yayuncun commercial area of Beijing, the Marco Polo Parkside Beijing is only a kilometre away from the Beijing International Conference Centre, the Olympic Park and the 'Bird's nest' stadium – host to 2008 Olympic Games. Marco Polo Parkside Beijing is in the nerve-centre of the city. Accessible by a quick 25 minutes drive from the Beijing International Airport and New International Exhibition Centre and only a five minutes walk to the subway station. Marco Polo Parkside Beijing is also close to some of the very renowned golf clubs as well, such as Hong Hua and Bayhood No.9.

**Address:** 78 Anli Road, Chaoyang District, Beijing 100101, China

**Address:** 北京市朝阳区安立路78号

### China National Convention Center Grand Hotel 4*
Welcome to China National Convention Center Grand Hotel. The CNCC Grand Hotel is a 4 Star 420 room property that is immediately adjacent to the China International Convention Center on the Olympic Green boulevard. It serves as the CNCC host hotel for most CNCC events. You will enjoy the services and amenities available at the CNCC Grand Hotel which have been thoughtfully designed for our guest’s business and leisure needs. A walkway is connected to the plenary hall of the center. Individual broadband Internet access is available in each hotel room. Gourmet chefs tempt diners with international culinary expertise. Make yourself at home with us and enjoy the panoramic views through the picture window in each room or wander over to the neighboring National Stadium (Bird’s Nest) and the National Aquatics Center (Water Cube). Be prepared for a wonderful accommodation and service experience.

**Address:** Building 1, No. 8 Precincts, Beichen West Road, Chaoyang District, Beijing 100101, China

**Address:** 北京市朝阳区北辰西路8号院1号楼
**OFFICIAL HOTEL DESCRIPTION**

**Best Western OL Stadium Hotel Beijing 4***

The hotel is ideally located in the 2008 Olympic Village. It only takes 15 minutes to walk to the Beijing National Stadium which affectionately is known as Bird’s Nest, and the National Swimming Center (Water Cube). Spending few minutes you can arrive at the Chinese Silicon Valley --- Zhong Guan Cun hi-tech district, furthermore, the hotel is surrounded by most famous attractions such as the Great Wall, Ming Tomb and Fragrant Hill. It’s about 20 minutes away from the downtown and 25 minutes to Beijing Capital Airport.

**Address:** NO. 1 Datun Road, Bei Sha Tan, Beijing, Chaoyang District, Beijing 100101, China

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**Holiday Inn Express Beijing Minzuyuan 3***

Holiday Inn Express Beijing Minzuyuan’s distinctive glass and stone building is just 25 minutes by taxi away from Beijing International Airport. Bamboo plants and a koi fish pool create a sense of calm in the spacious Lobby, where our friendly Front Desk staff are waiting to greet you. See the latest additions to Beijing’s skyline from one of our rooms with views over the Olympic Bird’s Nest Stadium and Water Cube. Just 2km from events at the China National Convention Center, Holiday Inn Express Beijing Minzuyuan has 5 meeting rooms where you can host functions for up to 180 people. Work from our 24-hour self-service Business Centre or stay connected with wireless Internet in your guest room.

**Address:** No 1 Minzuyuan Road, Chaoyang District, Beijing 100101, China
## Hotel Reservation (Cont’d)
### Deadline: 21 January 2015

### Hotel Booking Details:

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Travel Time to Exhibition Site</th>
<th>Cost Per Room Per Night</th>
<th>Daily Breakfast/ Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single Room Reserve</td>
<td>Double Room Reserve</td>
</tr>
<tr>
<td>China National Convention Center Grand Hotel (4*) Superior Room</td>
<td>200m</td>
<td>RMB780 □</td>
<td>RMB780 □</td>
</tr>
</tbody>
</table>

**Notes:**
- Service charge is included in the room rates.
- Payment for hotels can be made directly to hotel upon checking in. It needs valid credit card or one night room charge as guarantee.
- Booking deadline is **21 January 2015**. Reservations received after the deadline is subject to room availability and revised rates.
- Any modification or cancellation must be notified before **21 January 2015** by writing to the hotel. Otherwise hotel will charge one night room fee.
- If no show, hotel will charge FULL room fee.

Only booking online at [http://meeting.cnccgrandhotel.com/m42/hotel_s_reg.aspx](http://meeting.cnccgrandhotel.com/m42/hotel_s_reg.aspx) is accepted.
**SECTION III.D  OPTIONAL FORMS**

**FORM20  HOTEL RESERVATION**
**DEADLINE: 15 JANUARY 2015**

(Please use block letters or attach business card.)

Company:  
Address:  
Tel:  
Fax:  
Email:  
Person in charge:

Signature:  Date:  
Hall / Booth No.:  

---

**Hotel Booking Details:**

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Travel Time to Exhibition Site</th>
<th>Cost Per Room Per Night</th>
<th>Daily Breakfast / Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single Room Reserve</td>
<td>Double Room Reserve</td>
</tr>
<tr>
<td>Intercontinental Beijing Beichen (5*)</td>
<td>100m</td>
<td>RMB1100 □</td>
<td>RMB1200 □</td>
</tr>
<tr>
<td>Deluxe Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marco Polo Parkside Beijing (5*)</td>
<td>2.4km</td>
<td>RMB880 □</td>
<td>RMB880 □</td>
</tr>
<tr>
<td>Superior Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comfort Suites Hotel Beijing (4*)</td>
<td>2 km</td>
<td>RMB480 □</td>
<td>RMB480 □</td>
</tr>
<tr>
<td>Suite Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best Western OL Stadium Hotel Beijing (4*)</td>
<td>2km</td>
<td>RMB498 □</td>
<td>RMB498 □</td>
</tr>
<tr>
<td>Business Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Inn Express Beijing Minzuyuan (3*)</td>
<td>2km</td>
<td>RMB390 □</td>
<td>RMB390 □</td>
</tr>
<tr>
<td>Standard Room</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hotel Booking Details Consulting Email:**  yuqihuizhan@163.com

Company Name:  
Email:  
Tel:  

| Guest Name:  
Room Type  
twin single  
| No. of Rooms  
| Room Rate (RMB)  
| Date  
Check-in Check-out  
| Scheduled Time Arrival (Train & flight)  

**Payment - credit card payment**

I hereby authorize Beijing yuqi exhibition service co., LTD., deducted from my credit card below to reserve the required payment  
☑ Visa Card  ☐ American express the AMEX Card  ☐ Japan credit bureau Card JCB  ☐ Master Card

Credit Card Number:  Expiry Date:  
Signature:  Date:  

Special Notes:  

---
## Instructions on How to Apply for a Chinese Visa

To apply for any type of Chinese visa, the following is required: One completed visa application form, one recent passport sized photograph, a valid original passport with blank pages. Please be reminded that the passport must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination. More documents are required if applying for:

<table>
<thead>
<tr>
<th>Type of Visa</th>
<th>Required Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tourist visa</td>
<td>Airline ticket or the itinerary.</td>
</tr>
<tr>
<td>Business visa</td>
<td>An invitation letter/ fax from a Chinese Government department or government Authorized company</td>
</tr>
<tr>
<td>Work visa</td>
<td>An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government</td>
</tr>
<tr>
<td>Student visa</td>
<td>JW-201 or JW-202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College</td>
</tr>
<tr>
<td>Transit Visa</td>
<td>A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China</td>
</tr>
<tr>
<td>Journalist Visa</td>
<td>A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.</td>
</tr>
<tr>
<td>Permanent Visa</td>
<td>A Permit letter from a local government of China</td>
</tr>
</tbody>
</table>

### Visa validity

A single or double entry visa is usually valid for entry within 3 months from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa.

### Duration of stay / number of entries

Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao.

### Requirements towards passport

A There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page

B Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months. A photo of the person using said passport should be affixed to the form. The full visa fee will apply

### Where to apply for a Chinese visa

Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).

### Notes

1. The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form. The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.

2. The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.

3. The applicant should not engage in activities incompatible with his / her status when he/she enters China.

4. For foreign visitors, employment in the territory of China is prohibited without approval.
SECTION III.D  OPTIONAL FORMS

INVITATION LETTER TO CHINA (cont’d)
Deadline: 17 December 2014

Please send this form to:
MMI (Shanghai) Co., Ltd.
11th floor, GC Tower,
1088 Yuanshen Road, Pudong New Area,
Shanghai 200122/ P.R.China
Tel.: +86 (0)21 2020 5500
Fax: +86 (0)21 2020 5655/66/88/99
eMail: shine.gao@mmi-shanghai.com
Contact Person: Ms. Shine Gao / ext. 881

Company:
Address:
Tel: 
Fax: 
Email: 
Person in charge: 
Signature: 
Date: 
Hall / Booth No.: 

All foreigners must obtain an entry visa before proceeding to China. Exhibitors are strongly recommended to process the application one month before departure from the country of origin.

EXHIBITORS WITH INVITATION LETTER

All the applicants for visas are required to have an Invitation Letter from the Chinese authority. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities. An additional charge may be incurred for their paperwork.

During ISPO BEIJING 2015, the organizer would like to offer the exhibitor a number of free issue of visa invitation letters.

<table>
<thead>
<tr>
<th>Registered sqm</th>
<th>Invitation letter entitled</th>
<th>Registered sqm</th>
<th>Invitation letter entitled</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 27</td>
<td>3</td>
<td>55 to 100</td>
<td>10</td>
</tr>
<tr>
<td>28 to 54</td>
<td>6</td>
<td>more than 100</td>
<td>15</td>
</tr>
</tbody>
</table>

Any additional Invitation Letter for visa application will cost USD30.00/person, which will be borne by the exhibitor.

ATTENTION:
1) Please submit the application form together with the following required documents according to the procedure / policy.
   ✓ passport copy
   ✓ entry record to China
   ✓ official Chinese hotel confirmation letter copy
   ✓ official round-trip air ticket copy
2) Passports must be valid for at least SIX MONTHS beyond the intended date of entry into China.
3) Please make enough copies for each applicant and return the typewritten form to us before the deadline.
4) Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

Visa Invitation Letter Application Form

Surname | First Name
---|---
Gender | Nationality
Date of Birth | Place of Birth
Passport No | Job Title
Entry China Date (dd/mm/yy) | Exit China Date (dd/mm/yy)

Company Name
Address in full
Tel (+ ) Fax (+ )
Contact email

Nearest China Embassy or consulate to apply visa
Have you been to China? If yes, please write down the date(dd/mm/yy)

Letter to be sent by (Please tick) ☐ fax ☐ email

*We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline*
SECTION III.D  OPTIONAL FORMS

INVITATION LETTER TO CHINA (cont’d)
Deadline: 17 December 2014

Please send this form to:
MMI (Shanghai) Co., Ltd.
11th floor, GC Tower,
1088 YuanShen Road, Pudong New Area,
Shanghai 200122/ P.R.China
Tel.: +86 (0)21 2020 5500
Fax: +86 (0)21 2020 5655/66/88/99
Email: shine.gao@mmi-shanghai.com
Contact Person: Ms. Shine Gao / ext. 881

All foreigners must obtain an entry visa before proceeding to China. Visitors are strongly recommended to process the application one month before departure from the country of origin.

VISITORS WITH INVITATION

All the applicants for visas are required to have an Invitation Letter from the Chinese authority. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities. An additional charge may be incurred for their paperwork.

The cost to issue of Invitation Letter for visa application is USD50.00/person.

ATTENTION:
1) Please submit the application form together with the following required documents according to the procedure / policy.

✓ passport copy
✓ entry record to China
✓ official Chinese hotel confirmation letter copy
✓ official round-trip air ticket copy

2) Passports must be valid for at least SIX MONTHS beyond the intended date of entry into China.

3) Please make enough copies for each applicant and return the typewritten form to us before the deadline.

4) Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

Visa Invitation Letter Application Form

Surname  First Name
Gender  Nationality
Date of Birth  Place of Birth
Passport No  Job Title
Entry China  Exit China
Date(dd/mm/yy)  Date(dd/mm/yy)
Company Name
Address in full
Tel  (+  )  Fax  (+  )
Contact email

Nearest China Embassy or consulate to apply visa

Have you been to China? If yes, please write down the date(dd/mm/yy)

Letter to be sent by (Please tick)  ☐ fax  ☐ email

*We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline*
For enquiries, please contact the official freight forwarder:

**Schenker China Ltd.** Fairs & Events Dept.  
- **Beijing Office**  
5 Tianwei Sijie  
Tianzhu Industrial Area A,  
Beijing 101312, P.R.China  
Phone: +86 10 8042 0406 / 0407  
Fax: +86 10 8048 0115  
E-mail: sammy.shi@dbschenker.com  
isabella.fan@dbschenker.com  
Contact person: Ms. Sammy Shi  
Ms. Isabella Fan
SECTION IV  SHIPPING GUIDELINE

1. FREIGHT INSTRUCTIONS

A. COMMUNICATION

Exhibitors are kindly requested to direct all their shipping inquiries, information and documents to:

**Schenker China Ltd.  Fairs & Events Dept.**
- **Beijing Office**

5 Tianwei Sijie  
Tianzhu Industrial Area A,  
Beijing 101312, P.R.China  

Contact person: Ms. Sammy Shi  
Ms. Isabella Fan  
Phone: +86 10 8042 0406  
+86 10 8042 0407  
Fax: +86 10 8048 0115  
E-mail: sammy.shi@dbschenker.com  
isabella.fan@dbschenker.com  

- **Shanghai Office**

Room W2B3, SNIEC.  
No. 2345 Long Yang Road.  
Shanghai 201204 P.R.China  

Contact Person: Mr. Hongxing Luo  
Phone: +86 21 2890 6226 - 8  
Fax: +86 21 28906223  
E-mail: hongxing.luo@dbschenker.com  

B. SHIPPING DEADLINE

Shipment direct arrival at Port of Xingang / Beijing Airport in China:

a) **SEAFREIGHT:**  
Latest arrival at Port of Xingang: January 4th, 2015  
b) **AIRFREIGHT:**  
Latest arrival at Beijing Airport: January 18th, 2015  
c) **MOVE-IN DATE:**  
January 26th - 27th, 2015  
d) **MOVE-OUT DATE:**  
January 31st, 2015  

**IMPORTANT:** All documents must be provided to Schenker Beijing latest 7 days before cargo arrival destination port.

For sea-freight shipments with a direct arrival in China at Port of Xingang, sending a Full Container Load (FCL) is recommended. For Less Than Container Load (LCL) shipments, exhibitors have to bear the risk that the Shipping Line/Port operator may not be able to unpack your container within the necessary time frame which may endanger our on-time pick up/delivery to the Fair. Our set deadline refers to cargo already drawn out from the container and ready for collection. To summarize, LCL shipments are not recommended.

We take pleasure in informing you that Schenker China Ltd. Beijing Branch Office has been appointed by the organizer as the sole official forwarder for above exhibition. Exhibitors are therefore requested to consult Schenker for any matter concerning forwarding of exhibits to ISPO BEIJING 2015 and fairground and/or regarding on-site co-ordination.
Schenker China / Beijing Fairs Dept - is responsible for going through all customs formalities and handling exhibits - after their arrival in Port or Airport. 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.

C. DOCUMENTS

For proper importation the following documents are requested:

a) List of Exhibits - attached “multi-package form” - “LOE form”
b) Transport Order Form / Shipment Pre-Advise - attached “multi-package form” - “orderform”
c) Two Original Bills of Lading (B/L) by ocean freight / one copy of Airway Bill (AWB) by Airfreight.
d) Shipment consists of wooden box packing from USA, European Union Countries, Japan and South Korea (Original Fumigation Certificates are strictly required). If there's no wooden packing on the shipment, exhibitor/shipper should issue a “Letter of Certificate” to certify the kind of packing.

D. INSTRUCTIONS FOR SHIPPING DOCUMENTS (AWB, B/L)

For shipments send to Port of Xingang/Beijing Airport directly, consignee’s name must be:

By Sea
Schenker China Ltd. Beijing Branch
5 Tianwei Sijie
Tianzhu Industrial Area A,
Beijing 101312, P.R. China

By Air
Schenker BITCC Logistics (Beijing) Co., Ltd.
5 Tianwei Sijie
Tianzhu Industrial Area A,
Beijing 101312, P.R. China

Notify Party (for both Sea & Air Shipments)
Schenker China Ltd., Beijing Branch
Fairs & Events Department
C/O ISPO BEIJING 2015
January 28-31, 2015 / China National Convention Center
Exhibitor: XXXX / Stand No.: XXXX
Attn: Ms. Sammy Shi / Ms. Isabella Fan
Tel: 86-10-80420406 / 80420407

IMPORTANT: Please send original shipping documents directly to Schenker Beijing Fairs & Exhibition Dept. before shipment arrival at destination port.

E. PACKING AND MARKING OF CASES

Please ensure that your exhibits are packed in strong, water-proof wooden cases that are strong enough to protect the exhibits from damage and rain. All exhibits will be frequently handled during transportation, as well as being unpacked and repacked for the return movement. Boxes will also be stored open-air or will be placed outside.

For the outside marking of all packages, please clearly mark as least 3 sides as follows:
SECTION IV  SHIPPING GUIDELINE

ISPO BEIJING 2015
Exhibitor : XXXX
Hall/Stand No. : XXXX
Case No. : XXXX
Gross Weight : XXXX (kg)
Dimension : L x W x H (cm)

For exhibits weighing over 1,000kgs, please clearly mark on the outside case the “Center of Gravity”, “Front Side and Back Side” and “Lifting Point”. For any Fragile and Up-Right Position items, please also label or mark in the outside of the box. Other Marking should conform to the International Rules and Regulations Governing packing signs and symbols.

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

F. CUSTOMS CLEARANCE

Customs clearance and inspection will be enforced stringently on the fair-ground according to the “List of Exhibits” (Form A). To expedite smooth clearance and inspection, exhibitors are requested to complete the Form A clearly in both English and Chinese and separately pack their shipping items for:

1) Exhibition Product Goods
2) Decoration, Stand-building Materials, photographs, public relation materials
3) Office materials
4) Brochures, Catalogues and souvenirs
5) Foodstuffs and Beverages, alcohol, tobacco etc.
6) Movie films, slides records and CD, etc.

Exact name of item, model of machine, quantity and unit price are required in the “List of Exhibits” (Form A), and value must be shown in US$ figure - please do not write NCV or NVD.

According to China Customs regulation, all advertising literature, brochures, technical catalogues, slides, records, movie films, souvenirs and other publicity materials shall be allowed for display at the exhibition only after PRIOR CENSORSHIP performed by customs officers. 3 samples of each must be handed over to Schenker staff on-site for such purpose.

Distribution or consumption materials such as: calculators, electronic watches, transistors tape recorders, alarm clocks, electric shavers and cameras for children, foods, beverage, and alcohol, cigarette, etc. are subject to import duties and taxes before distribution and/or self-consumption.

Hand-carried items:
If there is any hand-carried exhibit detained by the Airport Customs Office, Schenker may handle the Customs declaration (on a temporary basis) and collect back the goods from Beijing airport (may take 3 working days). Please contact a Schenker delegate and lodge the instruction, cost will be the same as airfreight shipment.
According to Customs regulation, such items cannot be hand-carried out of China and should be re-exported by freight.

G. QUARANTINE DECLARATION

All exhibits must be declared with “NEW” or “USED” in our “LOE form”, this is requested by Chinese Quarantine Dept. and if the declaration is wrong when quarantine inspection occurs, all the costs / fines must be borne by exhibitor.
H. DELIVERY OF EXHIBITS

Schenker will deliver exhibits to the stand and unpack them against the signature of exhibitor or his authorized agent. It is recommended that the exhibitor or the representative are present on-site during move-in period. Otherwise, Schenker will not be liable for any damage which may affect claims.

I. INSURANCE

All exhibitors are requested to have their exhibits fully covered by insurance for the whole in/return journey, including exhibition period. An original of the insurance policy should be brought to the fair in case of any necessary survey, survey fee at exhibitor’s own expense.

J. DANGEROUS, RADIOACTIVE, STRATEGIC AND ReeFER CARGOES

Some of the above items are prohibited/limited to move into the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. Before shipping those items to the fair, please submit the specification and volume of the cargo to the relevant parties for confirmation.

K. VERY IMPORTANT PROCEDURE FOR THE IMPORT OF WOOD OR WOODEN PACKING MATERIAL TO CHINA

Effective Date: January 01, 2006
Observe District: All countries / Cities (Included Hong Kong SAR, Macau SAR and Taiwan)
Observe Scope: All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Exempted Scope: Wood composite products requiring heat and pressed treatment, e.g.: plywood, particle board, fiber board, veneer, core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

Observe Requirement: China Entry & Exit Inspection and Quarantine required for all wood packaging goods to be imported. Heat Treatment/Fumigation is required at country of origin prior to shipping to China (Included Hong Kong SAR, Macau SAR and Taiwan).

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and the Mark of IPPC should be put on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wooden packaging material arrives without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed of or returned to the origin.

Where:
IPPC - Abbreviation of “International Plant Protection Convention”,
XX - International Standardization Organization (ISO) two letter country code,
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories,
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT
SECTION IV  SHIPPING GUIDELINE

It is suggested to issue 2 Original Certificates, one certificate must be attached to the original air-waybill or ocean bill of lading sent to the consignee for submitting to China Entry & Exit Inspection and Quarantine. The 2nd original must be sent by courier service to SCHENKER destination Office. A copy of document must be sent by fax or mail to SCHENKER Office.

For goods that are not packed with wood packing materials or are not loaded onto a wooden pallet, exhibitors or shippers are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) originals with company stamp and signature, one original must be sent attached to the original air-waybill or ocean bills of lading to the consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to SCHENKER Beijing Office. The copy of document must be sent by fax or mail to SCHENKER Office.

IMPORTANT: In order to avoid problems with Wood Quarantine Inspections, (such as wooden bars on wooden pallets made from conifer wood) we highly recommend that all wood packing or wood pallet loading exhibits are Heat Treated/Fumigated at country of origin. Please issue two (2) original, one original certificate must be sent attached to the original air-waybill or ocean bills of lading to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to SCHENKER Office. The copy of document must be sent by fax or mail to SCHENKER Office.

In case of failure with the necessary arrangements for the handling of wood packing goods, the exhibitor / shipper will be responsible for the penalties from Chinese Government Authorities and the delay of exhibits’ delivery.

For full details, please visit the official website of China Entry & Exit Inspection and Quarantine.

L. PAYMENT

All invoices, raised for this exhibition, are due for immediate payment upon presentation, unless you have engaged the services of our overseas branches, in which case you will be invoiced by them directly. Details of our bank account - UPON REQUEST. Alternatively, you may settle the account by charging to your Credit Card, or Cash at our On -Site office. Acceptance of Credit Cards - UPON REQUEST. All payments must be made without any deduction or deferment on account of any claim, counterclaim or setoff prior to Show opening.

M. CONDITIONS

All business of Schenker China - and their nominated Agents - is undertaken in accordance with Schenker China Ltd. Trading conditions, Copies available upon request. Furthermore, all work is undertaken at owner’s risk. The exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well as description of content of cargo mentioned on invoice/packing list. The tariff is not claimed to be comprehensive.

Our liability terminates with the placing of the consignment on the exhibition booth (or as close as possible), and begins with taking over of consignments from the exhibition booth, regardless whether the exhibitor or his representative is present at on-site or not.
### 2. OVERSEAS AGENTS LIST

#### China Coordination Office
Schenker China Ltd., Beijing Branch  
Fairs & Exhibitions Office  
5 Tianwei, Sijie, Tianzhu Industrial Area A  
Beijing 101312, P.R. China  
Ctc: Sammy Shi  
Tel.: +86 10 8042 0406  
Fax: +86 10 8048 0115  
Email: sammy.shi@dbschenker.com

#### Germany Coordination Office
Schenker Deutschland AG  
Fairs & Exhibitions Office  
Paul-Henri-Spaak-Str.8  
81829 Muenchen, Germany  
Ctc: Sabine Auer  
Tel: +49 89 949 24 311  
Fax: +49 89 949 24 339  
Email: sabine.auer@dbschenker.com

#### Hong Kong Coordination Office
Schenker International (H.K.) Ltd.  
Suite 7B-12., Skyline Tower, 39 Wang Kwong Road, Kowloon Bay,  
Hong Kong  
Ctc: Tom Chan  
Tel.: +852 5885 9503  
Fax: +852 2824 0328  
Email: tom.chan@dbschenker.com

#### Singapore Coordination Office
Schenker Singapore Pte Ltd.  
Fairs & Exhibitions Office  
2 Changi South St. 2  
Singapore 486756  
Ctc: Serena Chew  
Tel.: +65 6245 5395  
Fax: +65 6245 5383  
Email: serena.chew@dbschenker.com

#### Korea Coordination Office
Schenker Korea Ltd.  
Airport Logistics Park G3 block  
97-49,Gonghandong-ro 296 beon-gil  
Jung-gu, Incheon, 400-340 Korea  
Ctc: Youngsun Woo  
Tel.: +82 32 744 0437  
Fax: +82 32 744 0601  
Email: young-sun.woo@dbschenker.com

#### Japan Coordination Office
Schenker-Seino Co., Ltd.  
Tennoz Central Tower 16F,  
2-2-24, Higashi-shinagawa, Shinagawa-ku  
Tokyo140-0002, Japan  
Ctc: Yachiyo Takano  
Tel.: +81 3 5769 7380  
Fax.: +81 3 5769 7381  
Email: yachiyo.takano@schenker-seino.co.jp

#### Indonesia Coordination Office
Schenker Petrolog Utama  
Wisma Raharja, 5th Floor  
Jl. TB. Simatupang, Kav. 1  
12560 Jakarta Selatan, Indonesia  
Ctc: Nuryani Kristianto  
Tel.: +62 21 788 43 788 ext. 436  
Fax: +62 21 788 33 369  
Email: nuryani.kristianto@dbschenker.com

#### Thailand Coordination Office
Schenker (Thai) Ltd.  
Sirinrat Building, 16th & 17th  
3388/57-61 Rama 4 Road  
10110 Klongtoey, Thailand  
Ctc: Permduan Sookphan  
Tel.: +66 2 367 57 206  
Fax: +66 2 367 53 51  
Email: permduan.sookphan@dbschenker.com

#### USA Coordination Office
Schenker Inc.  
Fairs & Exhibitions Office  
1800 Nicholas Blvd.  
Chicago IL 60007, USA  
Ctc: Cheryl Gajewski  
Tel.: +1 630 860 3363  
Fax: +1 630 350 0163  
Email: cheryl.gajewski@dbschenker.com

#### Canada Coordination Office
Schenker of Canada Ltd.  
Fairs & Exhibitions Office  
6555 Northwest Drive  
Mississauga, Ontario L4V 1K2, Canada  
Ctc: Simon Yu  
Tel.: +1 905 293 8617  
Fax: +1 905 677 4293  
Email: simon.yu@dbschenker.com
## SECTION IV  SHIPPING GUIDELINE

<table>
<thead>
<tr>
<th>France Coordination Office</th>
<th>Spain Coordination Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schenker S.A.</td>
<td>Schenker Espana S.A.</td>
</tr>
<tr>
<td>8, rue des Deux Cédres, BP 10216</td>
<td>C/4, 57-61 Sector C Zone Franca</td>
</tr>
<tr>
<td>Fret 3, Aerogate des Agentes de Fret</td>
<td>08040 Barcelona, Spain</td>
</tr>
<tr>
<td>95703 Roissy CDG Cedex, Airport, France</td>
<td></td>
</tr>
<tr>
<td>Ctc: Isabelle Demaiziere</td>
<td>Ctc: Didac Membrives</td>
</tr>
<tr>
<td>Tel.: +33 1 4989 6891</td>
<td>Tel.: +34 93 482 0136</td>
</tr>
<tr>
<td>Fax: +33 1 4989 6893</td>
<td>Fax: +34 93 482 0173</td>
</tr>
<tr>
<td>Email: <a href="mailto:isabelle.demaiziere@dbschenker.fr">isabelle.demaiziere@dbschenker.fr</a></td>
<td>Email: <a href="mailto:didac.membrives@dbschenker.com">didac.membrives@dbschenker.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Italy Coordination Office</th>
<th>U.K. Coordination Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schenker Italiana SpA</td>
<td>Schenker Limited</td>
</tr>
<tr>
<td>via F.lli Bandiera 29</td>
<td>Mayne House, Juniper Park, Fenton Way</td>
</tr>
<tr>
<td>20068 Peschiera Borromeo, Italy</td>
<td>Basildon, Essex SS15 6TD, United Kingdom</td>
</tr>
<tr>
<td>Ctc: Marco Simone</td>
<td>Ctc: Gary Sanderson</td>
</tr>
<tr>
<td>Tel.: +39 02 5166 6228</td>
<td>Tel.: +44 1268 63 22 00</td>
</tr>
<tr>
<td>Fax: +39 02 5166 6514</td>
<td>Fax: +44 1268 63 2222</td>
</tr>
<tr>
<td>Email: <a href="mailto:marco.simone@dbschenker.com">marco.simone@dbschenker.com</a></td>
<td>Email: <a href="mailto:gary.sanderson@dbschenker.com">gary.sanderson@dbschenker.com</a></td>
</tr>
</tbody>
</table>
SECTION IV  SHIPPING GUIDELINE

3. OFFICIAL Tariff

A) INBOUND HANDLING CHARGES FOR SEAFREIGHT AND AIRFREIGHT

Inbound Movement from Port of Xingang / Beijing Airport to Exhibition Booth

Exhibit arrives at Port of Xingang / Beijing Airport, we handle import formalities and transportation from import terminal to the exhibition ground, the exhibit is then sorted and delivered to the exhibition booth where we assist with unpacking and one time on-spot positioning of heavy exhibits (assembling excluded). Temporary customs clearance is arranged and we assist customs directly with their inspection, after which we remove empty cases and packing materials to an on-site storage place (outdoor).

By Sea                               RMB550.00/cbm, Min 5cbm
By Air                                RMB6.50 /kg, Min 200kg

Terminal Handling Charge at Port of Xingang / Beijing airport

a) Sea shipment arrival Xingang:
   - For FCL                              RMB1150.00/20´Cont and RMB2300.00/40´ Cont
   - For LCL                              RMB160.00/cbm, Min 5cbm
b) Air shipment arrival Beijing:
   - By Air                               RMB2.50/kg, Min 100kg

Basic Service Charge

Per Exhibitor and consignment         RMB400.00/exhibitor/consignment

Quarantine Inspection fee

The total volume of cases/pallets under 3 cbm, RMB50.00/each package
The total volume of cases/pallets above 3 cbm, RMB40.00/each package
The total volume of cases/pallets above 10 cbm, RMB30.00/each package
Per 20´ Container                    RMB300.00/20´
Per 40´ Container                    RMB600.00/40´

Storage in China

Stored at site / bonded warehouse from the date of exhibits arrival, exhibition period until departure

a) LCL / Break-bulk sea shipment (0 days free) RMB9.60/cbm/day (Min. 1cbm)
b) FCL sea shipment (0 days free)            RMB198.00/20´/day
   - Handling 40´ Container               RMB396.00/40´/day
   - Handling 45´ Container               RMB594.00/45´/day
c) Air shipment (0 days free)              RMB0.20/kgs/day
   - Warehouse handling charge            RMB28.00/cbm/in/out (min RMB56.00)

   d) Container detention on-site          RMB980.00/20´, RMB1980.00/40´

B) ON-SITE SERVICE FORM EXHIBITION VENUE/GROUND STORAGE TO EXHIBITION BOOTH

a) Receiving exhibits from exhibition hall outdoor, unloading, delivery up to exhibition booth, assisting exhibitors with unpacking and one time on-spot positioning of heavy exhibits (assembling excluded), temporary customs clearance and assisting customs with inspection, removing empty cases and packing materials to on-site storage place (outdoor).

   - From transport at venue to booth:     RMB120.00/cbm (min 1 cbm)
   - Handling of empty cases during show period: RMB40.00/cbm (min 2 cbm)
   - Packing & unpacking charges:          RMB80.00/cbm (min 2 cbm)
   - Container detention on-site:          RMB980.00/20´, RMB1980.00/40´
   - Basic service charge                  RMB400.00/exhibitor/consignment
C) OUTBOUND HANDLING CHARGES FOR AIR AND SEA CARGO

Same as Inbound

D) OPTIONAL CHARGES

a) Translation of List of Exhibits and other necessary documents from foreign languages into Chinese in an acceptable format and/or the re-production of sufficient copies to Chinese authorities concerned:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per translated page</td>
<td>RMB30.00/page</td>
</tr>
</tbody>
</table>

b) Labor and Equipment Hire (subject to availability and 48 hours advance booking needed):

<table>
<thead>
<tr>
<th>Labor Hire:</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Hire:</td>
<td>RMB280.00 per day</td>
</tr>
<tr>
<td>3-tons Forklift Hire:</td>
<td>RMB100.00 per hour / min. 4 hours</td>
</tr>
<tr>
<td>5-tons Forklift Hire:</td>
<td>RMB120.00 per hour / min. 4 hours</td>
</tr>
<tr>
<td>20-25 tons Crane Hire:</td>
<td>RMB280.00 per hour / min. 4 hours</td>
</tr>
</tbody>
</table>

***Quote to be based on normal working hours: 8:30a.m.- 4:30p.m. Saturdays, Sundays, holiday and Overtimes: Charges doubled

<table>
<thead>
<tr>
<th>Description</th>
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<td>20-25 tons Crane Hire:</td>
<td>RMB280.00 per hour / min. 4 hours</td>
</tr>
</tbody>
</table>

\[E) REMARKS\]

a) Above rates excluded destination ocean freight LCL charges, overtime storage dues in pier and in other freight forwarder's warehouse (in excess of 0 days free).

b) Minimum charges per shipment: 5 cbm w/m by Sea and 100 kgs by Air - calculated as whichever is the higher.

c) Minimum chargeable volume for 20’ GP container is 23cbm and for 40’ GP container 46cbm, for others 50cbm.

d) Volume / Weight conversion for air-freight shipment: 6cbm is equal to 1,000kgs

e) All freight and Inbound handling charges must be settled before fair opens otherwise 2.5% outlay commission will be added for unpaid invoices beyond fair open date. All Outbound handling charges and freight must be settled before shipment delivery to the designated port/airport and/or local premises.

f) Above rates quoted for General Cargoes with standard seaworthy packing only, for specialized cargoes, e.g. dangerous, reefer and high valued cargo, 50% additional charges will be levied and accept subject to availability.

g) For cargo which arrives after deadline, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied.

h) Above rates are based on ground floor exhibits only, a surcharge of 20% will be levied for upstairs exhibits.

i) If prepay sea-freight, airfreight and other freight is required through our company, a 5% outlay commission will be levied to freight invoice.

j) CNCC on-site management fee: RMB96.00/cbm.
ISPO BEIJING 2015 28.01. - 31.01.2015 CNCC BEIJING
ORDERFORM FOR TRANSPORTATION

(Pls forward to the responsible Schenker Office)

To

Order Address/ Shipper/ Payer

Schenker BITCC Logistics (Beijing) Co., Ltd.
No. 5, Tianwei Sijie, Tianzhu Airport
Industrial Area A, Shunyi district
Beijing 101312 China
Sammy Shi     Tel: 86-10-80420406
Isabella Fan   Tel: 86-10-80420407
Fax: 86-10-80480115

sammy.shi@dbschenker.com
isabella.fan@dbschenker.com

Consignee/ Exhibitor details

On-Site Contact

Name 1 ->
Name 2 ->
Mobil ->

Pack.-No. | Kind of Packing | Net Weight | Gross Weight | Length in cms | Width in cms | Hight in cms | cbm | Retour? | tipp "x" |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | | | | | | |

Packages total kgs total cbm

This shipment contains No dangerous goods acc. to todays valid IMO-DGR/ IATA-DGR/ ADR-Rules !

Pick up at the shippers address at

Value acc. to the List of Exhibits (LOE)

USD Value in USD

Insurance for the Transportation

Transportation with
(Please tipp "x")

Seafreight
Airfreight

Confirmation about the volume for the Pick Up to Beijing

Departure

Different Warehouse address

Packing material acc. to IPPC/ISPM regulation in the Republic of China

Town Date Stamp and Signature
# ISPO BEIJING 2015 28.01. - 31.01.2015  CNCC BEIJING
Application for the Transport Insurance

To Schenker BITCC Logistics (Beijing) Co., Ltd.
No. 5, Tianwei Sijie, Tianzhu Airport
Industrial Area A, Shunyi district
Beijing 101312 China

Order Address/ Shipper/ Payer
Comp. 1 -> Comp. 2 -> Street ->

Contact -> Telefon -> Fax ->
e-mail ->

Schenker BITCC Logistics (Beijing) Co., Ltd.
No. 5, Tianwei Sijie, Tianzhu Airport
Industrial Area A, Shunyi district
Beijing 101312 China

Sammy Shi Tel: 86-10-80420406
Isabella Fan Tel: 86-10-80420407
Fax: 86-10-80480115
sammy.shi@dbschenker.com
isabella.fan@dbschenker.com

<table>
<thead>
<tr>
<th>Pack.- No.</th>
<th>Kind of Packing</th>
<th>Gross Weight</th>
<th>Short Description of the Exhibits</th>
<th>Insurance Value in USD</th>
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Packages total kgs total Total in USD

**Transport by**

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<tr>
<th>Kind of Transport</th>
<th>Pls mark with &quot;x&quot;</th>
<th>Container</th>
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**Covering for**

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<td>Transport to</td>
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<td>Exhibition</td>
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<td>Transport back</td>
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**Certificate**

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<tr>
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<td>3 Originals</td>
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<tr>
<td>Home Language</td>
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Town Date Stamp and Signature
To the Service of Entry & Exit Inspections and Quarantine

It is declared that all packing materials in this shipment of

Total no. of packages
Kind of packing material
Description of goods
Gross weight in kgs
Ordern No.

are made of NON WOOD or made of PROCESSED WOOD (Plywood, Press Wood, Oriented Strand Board)

This material automatically fulfills the requirements of

MOFTEC ANNOUNCEMENT 2002/ 58 and FAO ISPM, because of it process of manufacturing by using heat, pressure and glue

For further information please refer to the internet references:
https://www.ippc.int/IPP/En/default.jsp
DECLARATION FORM FOR TEMPORARY IMPORT - LIST OF EXHIBITS

EXHIBITOR: Beijing Co. Ltd
FORW. - AGENT: Schenker BITCC Logistics

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<tr>
<th>CASE NO:</th>
<th>GROSS</th>
<th>NET</th>
<th>TTL PACKAGES</th>
<th>L (cm)</th>
<th>B (cm)</th>
<th>H (cm)</th>
<th>CBM</th>
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<th>DESCRIPTION OF GOODS (IN CHINESE)</th>
<th>DESCRIPTION OF GOODS (IN ENGLISH)</th>
<th>NEW</th>
<th>QTY</th>
<th>UNIT</th>
<th>VALUE IN US $</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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SHIPPER CONFIRMS CARGO CONTAINS NO DANGEROUS GOODS AS PER ACTUAL IMO + IATA DGR REGULATIONS

Total US$
EXHIBITION MATERIALS
ISPO BEIJING 2015 28.01. - 31.01.2015 CNCC BEIJING

SHIPPER

CONSIGNEE
SCHENKER BITCC LOGISTICS BEIJING LTD
SCHENKER CHINA LTD - BEIJING BRANCH
FAIRS & EVENTS DEPARTMENT
5 TIANWEI SIJIE
TIANZHU INDUSTRIAL AREA A
TEL +86 10 8042 0407 / 8042 0406

EXHIBITOR
NOTIFY

HALL

BOOTH-NO.

<table>
<thead>
<tr>
<th>PACKAGE</th>
<th>PACKAGES</th>
<th>WEIGHT IN KGS</th>
<th>DIMENSIONS IN CMS</th>
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THIS SHIPMENT IS HANDLED BY:
Schenker China Ltd. Beijing Branch
SCHENKER FAIRS
No.5, Tianwei Sijie, Tianzhu airport
Industrial Area A Beijing 101312
Tel.: 86-10-80420406
Fax: 86-10-80480115
sammy.shi@dbschenker.com
Sammy Shi
<table>
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<tr>
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<th>Weight in Kgs</th>
<th>Dimensions in CMS</th>
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<tr>
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**RETURN SHIPMENT BY**

- AIR
- SEA
- TRUCK
- RAIL