

1. OPERATION OF STAND

- a) Exhibitors shall observe strictly the opening hours of the exhibition and SHOULD NOT:
 - i. Leave the booth unattended.
 - ii. Remove the exhibits from the booth or exhibition venue unless special permission has been given by the Organizer.
 - iii. Dismantle the booth before the official closing time on the last day of the exhibition.
 - iv. Leave any items or exhibits in the exhibition halls after the move-out period.
- b) Without special instructions from exhibitors, the Organizer and the venue management will discard all items or exhibits left in the exhibition hall after the move-out period.
- c) **No retail sales are allowed in the exhibition. For those who failed to comply, the Organizer reserved the rights to adjourn the exhibitor from entering the hall.**

2. BADGES

Badges will be issued as Entrance Permit into the exhibition hall and should be worn whenever you are inside the exhibition hall during the move-in, exhibition period and move-out periods. Badges are strictly not transferable and should be torn apart before disposal. In case of loss of badges, please inform the Organizer immediately.

For Exhibitors & Contractors

- a) Exhibitors are requested to submit Form 5 – Exhibitor’s badges.
- b) **Exhibitors below 18 years of age are not allowed to admit.** The rule will be enforced during the move-in and move out period also.
- c) Exhibitors are requested to inform their appointed contractor to apply Sub-Contractor Badge from the official standfitting contractor before their workers commencing work on-site.

For Visitors

- a) The Organizer will provide exhibitors with certain quantity of tickets for invitation of the visitors. Please refer to Form 8– Visitor Invitation.
- b) Visitor must register at the exhibition and wear the visitor badge within the exhibition venue. Without the invitation ticket, visitors are requested to buy the ticket at the on-site ticket sales counter. Ticket is subject to charge RMB30 for each.
- c) **No visitors under 18 will be admitted.**

3. INSURANCE, LIABILITY AND RISKS

- a) All exhibitors shall insure, indemnify and hold the Organizer and the venue owner harmless in respect of all costs, claims demands and expenses of the exhibitor upon any person or things at the exhibition venue during the move-in, exhibition and move-out periods.
- b) Exhibitors are strongly advised to insure their exhibits or other valuable properties against theft, loss or damage including the risk of fire. They should also provide an insurance coverage for their own staff against injury and third party liability for visitors at their booths.
- c) The Organizer shall not in any event be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration and dismantling of stand, or for any of the services or amenities provided at the exhibition center or for the cancellation or partial opening of the exhibition either as a whole or in part or for the amendments or alterations to all or any of the rules & regulations caused by circumstances beyond the Organizer’s control.

4. FREIGHT FORWARDING

- a) Only the Official Freight Forwarder is entrusted with the overall organization of freight / exhibits transportation within the exhibition hall.
- b) No trucks, cars, forklifts or handling equipment (trolleys, lift, jacks, etc.) other than that of the Official Freight Forwarder (except exhibits), will be permitted inside the exhibition halls.
- c) Exhibitors shall be responsible for all consequences if their exhibits' dimensions, weight or floor-loading exceed the limits stated (please refer to Page 6 - Technical Specifications of Venue) without prior arrangement with the Official Freight Forwarder.
- d) Prior arrangements must be made with the Official Freight Forwarder for on-site storage of exhibitors' properties, packing cases and surplus materials.

For details, please refer to **Section 5 - "Freight Forwarding Services"**.

5. HAND CARRIED GOODS

- a) Exhibitors can start to move in and out hand-carried goods according to the Move-In and Move-Out Schedule issued by the Organizer and with prior notice to the Official Freight Forwarder (Please refer to page 14 Local Formalities part d. Customs Clearance).
- b) During move-in period, please ensure that your booth is ready to receive such exhibits and please take into consideration the risk of leaving valuable exhibits on your booth too early.
- c) For hand-carried goods, whether you are bringing in yourself from overseas or other parts of P.R. China, you **MUST** inform the Official Freight Forwarder at the entrance of the exhibition hall for the purpose of customs clearance/declaration before they can be moved out of the exhibition hall.
- d) Please **DO NOT** send any item by express delivery services to the venue.

6. SECURITY

While the Organizer shall take up the necessary security precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits or other properties of the exhibitor or any injury to persons in any time before, during and after the exhibition.

- a) General security service will be provided within the exhibition venue, but it is important for all the exhibitors to take utmost care of their exhibits and belongings. The organizer undertakes no responsibility for them.
- b) Exhibitors are recommended to incorporate a lockable cabinet in their booths for souvenirs, consumable & important items and be sure to lock up before leaving their booths at the end of the day - display only when your booth is manned.
- c) On the last day of the exhibition, exhibitors are reminded to remove all items from the cabinet as the furniture will be retrieved by the contractor once the show is officially closed.
- d) The stand-by security guards have the right to check all goods moving-in or out of the exhibition hall.

7. LIVE PERFORMANCE/ FILM/ AUDIO-VISUAL OF DEMONSTRATION

- a) Any live performance to be shown to the public during the exhibition must obtain prior approval from the Security Department of the exhibition center; unauthorized live performance will not be permitted in the exhibition.
- b) Any films, videocassettes, slides or audio-visual demonstration to be shown to the public during the exhibition must obtain prior approval from the authorities concerned. Exhibitors can appoint the Official Freight Forwarder to arrange on their behalf. Please refer to the Official Freight Forwarder's Manual for service fees.

8. DEMONSTRATION AND OPERATION OF EXHIBITS

An exhibitor intends to demonstrate or operate exhibits at his stand MUST ensure:

- a) The exhibits are operated under strict control and comply with proper safety conditions.
- b) The exhibits are equipped with sufficient safety devices which can only be removed when it is not in operation and not connected to the power source.
- c) All moving parts of the exhibits should be kept within the contracted booth area whenever it is operating or not, and with adequately guard to against possible injury to any person.
- d) No annoyance is caused to visitors or other exhibitors. Any complaints raised which the Organizer finds justifiable, the Organizer reserves the right to impose limitation on the operation of the exhibits.
- e) Not to use any industrial gas of inflammable or toxic nature for demonstration purpose.
- f) To be responsible for the removal and disposal of waste materials generated by working demonstration of exhibits.

9. CONTROL OF NOISE LEVEL

- a) Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. Acceptable noise level will be at the Organizer's discretion. Any complaints raised which the Organizer finds justifiable, the Organizer reserves the right to impose limitation on the operation of the exhibits or presentation as well as imposing limitation or terminating any live performance / audio-visual demonstration at their own discretion.
- b) Exhibitors are required to control the sound level of live performance / audio-visual demonstration in such a manner that a maximum of 70 decibels (dB) measured at the aisle(s) adjacent to their booth or at the nearest border of their neighbouring booth will be allowed. Besides, the output power of each speaker should not exceed 1000W. The Organizer shall be the sole arbiter of acceptability of sound levels.

10. DANGEROUS MATERIAL

- a) No naked lights and lamps or inflammable and explosive gas should be used in the exhibition hall.
- b) Exhibitors are required to declare to the Official Freight Forwarder, when supplying the exhibits list to your Forwarder, details of any inflammable, explosive and radioactive articles in order to facilitate safety inspection by local authorities and to enable the Exhibition Hall Authorities to take appropriate protective measures.
- c) For fire and safety reason, the amount of diesel and lubricant that exhibitors are permitted to place in their booths should be enough **ONLY** for daily consumption.

11. AIR COMPRESSOR

- a) According to the Fire and Safety regulations of the exhibition center, all exhibitors are not allowed to bring along their own air compressor. Should exhibitors require compressed air for the purpose of operating their exhibits, please contact the Official Standfitting Contractor for arrangement and quotation.
- b) In case of special technical reasons that the exhibitors need to use their own compressor, the concerned exhibitors have to submit written application to the organizer with full details of their compressor for special approval by the Fire & Safety Bureau. Upon approval from all relevant authorities, the exhibitor is required to pay the management fee to the exhibition hall for installation of the compressor.
- c) All operating air compressors must be located outside the exhibition hall.

12. DISTRIBUTION OF PROMOTIONAL MATERIALS

Exhibitors are requested to distribute their promotional materials such as leaflets, brochures and product catalogues within the booth. No exhibitors are allowed to distribute any promotional materials, souvenirs and etc. in public area of the exhibition hall.

13. PHOTOGRAPHING AND VIDEO RECORDING

No photography, filming, sound or video recording, telecasting and broadcasting is allowed in the exhibition center, unless approved by the Organizer in writing in advance.

14. LOCAL FORMALITIESa) Governing Law

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

b) Visa Application

i) Exhibitors should ensure that they comply with all visa and health requirements of the countries they intend to depart for.

ii) The fact that the exhibitor being unsuccessful in obtaining their visa will not constitute a basis for cancellation of contract. All foreign visitors to P.R. China **MUST** apply for Visa. Please ensure that all your delegates have already applied for visa prior departure.

iii) Exhibitors shall make their own visa arrangement. For your convenience, exhibitors can apply through the Official Travel Agent. A charge will be levied on all the application cost and services rendered. Please refer to the Official Travel Agent's Manual.

c) Promotional Materials Censorship

All promotional materials (including demonstration materials and samples), such as printed matters, films, video-cassettes, slides to be shown to the public during the exhibition must be pre-censored by the Chinese authorities. Exhibitors should appoint the Official Freight Forwarder to arrange on their behalf. Please refer to the Official Freight Forwarder's Manual.

d) Customs Clearance

Exhibition Hall is regarded as Bonded Area. All goods inside the exhibition hall are tax exempted except alcoholic drinks and other beverages during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

i) Inform the Official Freight Forwarder for Customs clearance of exhibits by completing and returning the "LIST OF EXHIBITS" enclosed with the Freight Forwarder Manual.

ii) "Import License" and "Quarantine & Health Inspection Certificate" are required for all the import of alcoholic drinks and other beverages. All these items shall be subject to examination and approval in accordance with the relevant regulations of the state. Please contact the official freight forwarder for details.

iii) For hand-carried goods, whether you are bringing in yourself from overseas or other parts of P.R. China, you **MUST** inform the Security Department at the entrance of the exhibition halls for the purpose of Customs clearance / declaration before they can be moved into or out of the exhibition halls. Giveaway & souvenir items are permitted but are subject to import duty. Exhibitors should submit the packing list with quantity and prices to Customs office via Official Freight Forwarder before giving the souvenir away.

iv) Please make sure you always keep all receipt issued by the Customs which you might need for collection of the exhibits through the Official Freight Forwarder.

e) Sales of Exhibits

i) Goods can be sold during the exhibition but under no circumstances can it be removed from the exhibition hall unless all Customs duties/taxes have been paid and the exhibition is over.

ii) No cash transaction is allowed on-spot.

f) Fire & Safety Regulation

i) Smoking is prohibited in the exhibition hall.

ii) No fire is allowed in the exhibition hall.

iii) Do not keep empty container of lubricants (except exhibits) in your stand.

iv) Any flammable and explosive materials being brought into the exhibition hall(s) should be applied to and approved by the Fire Protection Department before hand.

v) The Organizers may, upon instruction from the fire authority, issue other guidelines.

15. PROPERTY RIGHTS

a) Regulations on Protection of Intellectual Property Rights in The 7th Dongguan China Shoes · China Shoetec (Spring 2008)

1. The regulation is hereby made up for the purpose of keeping the order of The 7th Dongguan China Shoes · China Shoetec (Spring 2008), consolidating the awareness of intellectual property rights of the participants and ensuring the legal rights of them as well as their exhibits.
2. The Consultative Office for Intellectual Property Rights (hereinafter referred to as the “The Consultative Office”), set up by the Organizer, is an organization in charge of accepting, conciliating and dealing with the acts inviting suspicion of infringement of the intellectual property rights in the exhibition hall during the show period.
3. In order to keep the order of the exhibition, only through the Consultative Office or the group and by following the procedure of complaint can the complaining party lodge complaints of the affairs inviting suspicion of infringement of intellectual property rights in the exhibition. Should the participants arbitrarily carry on negotiations with the party suspected of infringement and cause dispute and bring negative effect on the order of the exhibition, the exhibition security office has the right to keep the dispute-causing people out of the exhibition hall.
4. To maintain the order of the exhibition, the complaining party cannot take further legal actions towards the party complained from the time when the group or the Consultative Office disposes of the affairs and the party complained accepts the disposition to the closure of this exhibition.
5. After the closure of this exhibition, any legal action towards the party complained by the complaining party does not have any relationship with its group, the Consultative Office or the sponsors, whether the group or the Consultative Office makes any disposition towards the party complained.

b) Settlement of Complaint Against the Infringement of Intellectual Property Rights

In order to keep the order of The 7th Dongguan China Shoes · China Shoetec (Spring 2008), consolidate the awareness of intellectual property rights of the participants and ensure their legal rights, the sponsors set up the Consultative Office for Intellectual Property Rights at the exhibition, and will invite the department concerned to station at the exhibition to handle the complaints.