

1. STANDARD PACKAGE BOOTH

- a) Exhibitors contracted for Package Stand are requested to refer to the **Section 4 ‘Standfitting Services’** for details of Package provided.
- b) In order to provide better visibility, exhibitors occupying a corner booth have an option to have the side panel replaced by a fascia with company name at no extra cost. Please inform the Official Standfitting Contractor regarding these arrangements **before 25 March 2008**.
- c) Package stand exhibitors are possible to make a stand design upgrade with prior written approval from the Organizer. To get organizer’s approval, exhibitors are required to submit three dimensional booth design plan with all technical details in full scale to the Organizer on or **before 25 March 2008**.
- d) Minimum booth area required for Package Stand to make a special design upgrade and construction: 18 sqm or above.
- e) All exhibits, materials and fittings used or displayed in the stand must be properly fire-proofed and be in accordance with all applicable fire prevention and building regulations.
- f) No nailing, drilling or fixtures of any kinds are allowed to be affixed onto the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their booths, fixtures & fittings and the exhibition hall.

2. HEIGHT LIMIT

Booth Construction Height Limit for Hall B, C, D is 5m
It is restricted to max. 3.8m if the booth is next to the ventilators.

3. RAW SPACE STAND

Below rules and regulations apply to all raw space / special design booths (including standard package booths with special design upgrade).

Exhibitors and/or their appointed contractor should strictly follow the move-in and move-out schedule set by the Organizer. No prior move-in and move-out is allowed, unless approved by the Organizer in writing in advance.

Design Stage

Exhibitors will be responsible to appoint their own contractors for stand design and construction. Exhibitors should provide the name of their appointed contractor, contact person(s), address, telephone, On-site mobile No and fax No to the Official Standfitting Contractor for record by completing **“Stand Construction by Exhibitor (1)”** on P. 31.

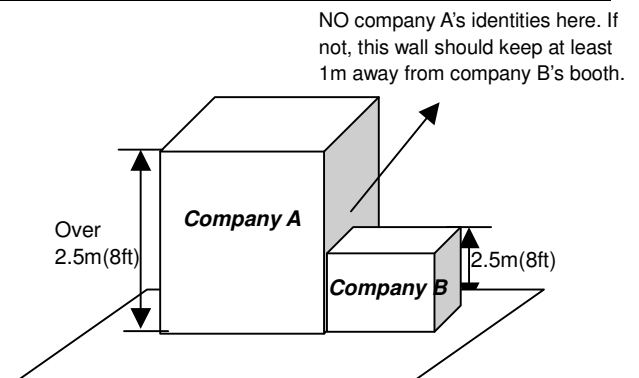
- a) **Special design plan MUST be submitted for approval on or before 25 March 2008**, with
 - i) Detailed booth layout plan with dimensions (length and width) in scale
 - ii) Front and side view drawing(s) with dimensions in scale
 - iii) Perspective drawing

Letter of Approval will be issued to exhibitors / their appointed contractor when the design plan are fully submitted and met the criteria.

Please send the special design plan to operation_py@adsale.com.hk, or by fax to (852) 2516 5024, Attn: Ms. Ellen Wong for approval.
Please type “SHOD08, your company name and booth number” on the “subject” of your email
 For enquiry, please call Tel: (852) 2516 3352.

b) Back-Wall

- i) Exhibitors should construct their own walls to divide from neighboring booths, and should not use other’s back walls.
- ii) In consideration of visual effects, exhibitors are responsible to dress up with pure cloth or wooden cover, but **with NO company’s identities such as company names, logos, etc** on the backside of partition walls or booth structures **over 2.5m (8ft)** and face to the neighboring booth. If not, the exceeding part of the structure should keep at least 1 meter away from the neighboring booth. Please refer to the picture.



- c) **Booth design without Organizer’s written approval will not be permitted in the exhibition.** The Exhibition Hall Management and the Organizer reserve the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.

BOOTH DESIGN & CONSTRUCTION-RULES & REGULATIONS

- d) According to the Fire & Safety Department, all booths (package stand and raw space / special design booth) cannot be fully covered in the ceiling.
- e) Decoration (including lighting and AV items), equipment and exhibit is not allowed to extend beyond the boundaries of the space contracted.

Move-in & Exhibition Period

- a) Exhibitors will be responsible for laying their own floor covering. All carpets and floor coverings can be affixed with double-side tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden.
- b) Please note all electrical installation and water link-up must be ordered from the Official Standfitting Contractor.
- c) No nailing, drilling or fixtures of any kinds are allowed to be affixed onto the floor, ceiling or any hall structure. Exhibitors will be liable for any damage to the exhibition venue.
- d) Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
- e) Goods are not allowed to be stored outside the booth area, included aside entrances or windows of exhibition halls.
- f) It is the appointed contractor's responsibility for day-to-day removal of all rubbish, packing of waste materials from the exhibition venue. Failure to do so will be liable for service fees incurred in rubbish removal.
- g) Exhibitors are responsible for insurance which indemnifies the organizer from all claims caused by the exhibitors' on-site operatives working directly or indirectly.
- h) If sub-contractors/ exhibitors do not submit booth design plan for approval within the requested deadline, or construct booth design without Organizer's written approval, Construction Deposit will be charged as double.

Move-Out

- a) All construction materials, empty cases, exhibits and promotion materials must be removed from the exhibition hall at the end of the show day. Otherwise, storage and clearing charge will be imposed to the raw space exhibitors.
- b) For the details of move-out period, please refer to page 3- Move-In, Show Period & Move-Out Schedule.

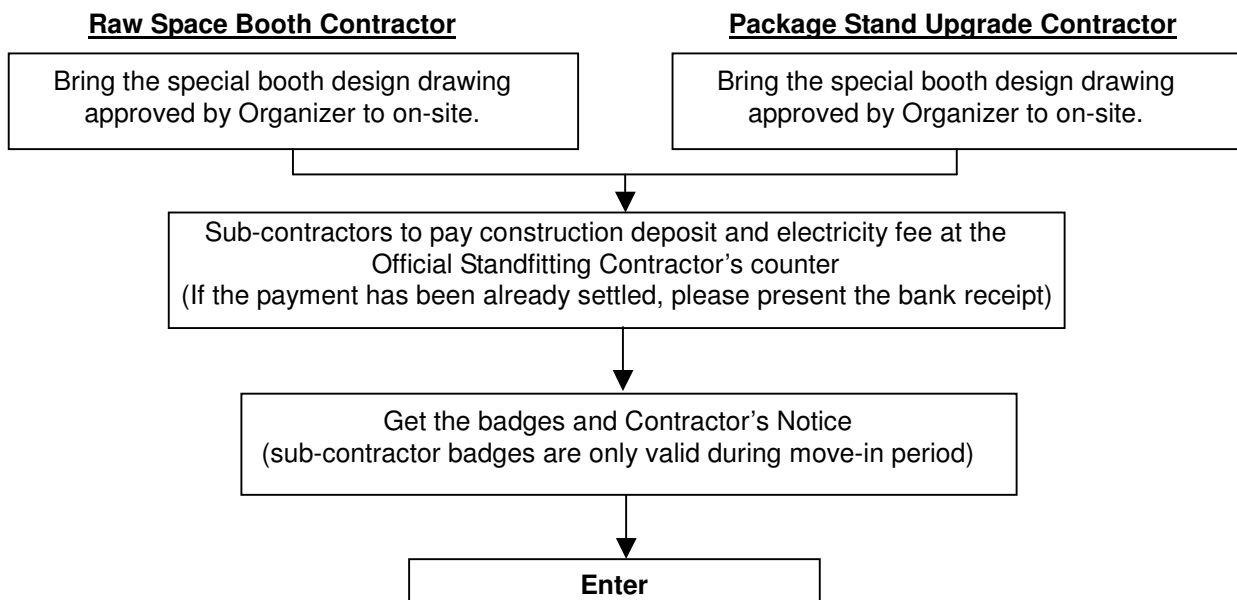
4. DOUBLE-DECK BOOTH DESIGN

Due to safety reason, double-deck booth design is not encouraged. Exhibitors need to seek the approval from organizer if they intend to have a double-deck booth design.

5. HANGING POINTS

Please note that there are limited hanging points in the ceiling of exhibition hall. Please contact the organizer for details.

6. SUB-CONTRACTOR REGISTRATION PROCEDURE



7. HALL MANAGEMENT FEE

NO hall management fee will be charged by Guangdong Modern International Exhibition Center.

8. OVERTIME CHARGE FOR MOVE-IN/OUT

If exhibitors and/or their appointed contractors work after 1800 on 14–15 April 2008 and after 2100 on 18 April 2008, they shall pay the overtime charge to the hall management directly. See details as follow:

Working hour	Overtime Charge	Remarks
18:01 – 00:00	RMB12 / sqm / 3 hours	Minimum 3 hours
After 00:01	RMB8 / sqm / 1 hour	Minimum 1 hour

*Remarks: The minimum area to apply overtime work is 65sqm plus the aisle area. If the booth area is below 65sqm, exhibitor is requested to pay the rate for 65sqm also.

9. CONSTRUCTION DEPOSIT

As requested by the hall, all raw space exhibitors and premium/upgrade package stand exhibitors are required to lodge a construction deposit to ensure that all the fittings, materials and trash are cleared after the show and clear from damage to the exhibition hall. The construction deposit will be charged based on the booth area. Please pay this fee to the Official Standfitting Contractor while applying for admission.

If the sub-contractors / exhibitors do not submit booth design plan for approval within the requested deadline or the construct booth design without the organizer’s written approval, the construction deposit will be charged as double. Details as below:

Booth Area	Construction Deposit (With approval letter – refer to P.16)	Construction Deposit (Without approval letter)
30 sq.m. or below	RMB2,000	RMB4,000
31-50 sq.m.	RMB3,000	RMB6,000
51-70 sq.m.	RMB4,000	RMB8,000
Over 71 sq.m.	RMB5,000	RMB10,000

Remarks: Only Cash in RMB, USD & HKD is accepted by the Official Standfitting Contractor. Please pay the deposit at the official standfitting contractor’s counter while applying for admission.

The deposit will be refunded to the exhibitors after the show if their exhibition sites are, in the Exhibition Hall’s view, clear from damage to the exhibition hall and of all trash. However, the deposit will be forfeited, if their raw space sites are, in the Exhibition Hall’s view, not clear from damage to the exhibition hall and/or not clear of all trash.

10. STAND CLEANING

- a) The Organizer will provide general cleaning of the exhibition hall (excluding exhibits) prior to the opening of the exhibition and daily thereafter. Please dispose of the waste along the passage way outside the stand at the end of each day during show period.
- b) During the show period, cleaning inside the Package Stands will be provided by the Official Standfitting Contractor. For raw space exhibitor, cleaning inside the booth should be provided by their own appointed Standfitting Contractor. However, it is the responsibility of the exhibitors to keep their stand tidy at all times.
- c) Exhibitors must make their own arrangements for removal of their packing materials, cartons, boxes, crates, construction debris etc. and be responsible for any expenses incurred.

11. ELECTRICITY SUPPLY

- a) For safety reasons, ALL electrical installation work connecting to the main, at the exhibition venue MUST be carried out SOLELY by the Official Standfitting Contractor. Please fill in the Official Standfitting Contractor's order form included in the Exhibitor's Manual for ALL electrical order.
- b) Exhibitors requiring special arrangements (e.g. different voltages and frequency or connections to equipment) must arrange for their own transformers, converters, etc. from themselves or the Official Standfitting Contractor.
- c) Due to the limited electricity supply in the hall, the Organizer may have a ration power supply. Exhibitors are advised to bring along UPS as back up support for their exhibits.
- d) Before lighting and electricity supplied for individual booth, exhibitors who need preceding electricity supply for test running should contact the official standfitting contractor for prior arrangement. Availability of such supply is subjected to extra cost and the possibility of technical arrangement.
- e) No more than one extension cord shall be connected to any one socket.
- f) No multiplug is allowed to be used.
- g) No flashing/ blinking lights or neon lights will be permitted.
- h) Lighting Connections & Sub-main for P.R. China Exhibition
 - i. Exhibitors can order lighting & electrical items according to the order forms supplied by the Official Standfitting Contractor. Prices quoted include wiring connection from the main power supply to your booth, power consumption, standby technician, safety inspection and fixtures & fittings. Each power outlet supplied is allowed to be connected to **ONE** electrical appliance at any one time. Connection for lighting purpose from power outlet is **NOT** permitted.
 - ii. Exhibitors with pre-fabricated light-box can apply for lighting connection. The Official Standfitting Contractor will be responsible to run wiring from Main Supply to your light fittings (to be provided by exhibitors). Lighting connection fee will be charged according to the number of fluorescent tubes and/or bulbs lighted. Please contact the Official Standfitting Contractor for rate & arrangement.

12. ADDITIONAL FACILITIES

- a) For additional facilities such as furniture, AV equipment and electrical items, exhibitors are required to order those items from the Official Standfitting Contractor. Please refer to the Section 4 "Standfitting Services" for ordering details.
- b) Raw Space Exhibitors must order power supply for lighting and/or machine with the Official Standfitting Contractor.

13. MOVE OUT & DISMANTLING

- a) Exhibitors are obliged to remove without trace all installations after the close of the trade fair.
- b) If necessary restoration work has not been carried out after the clearance, the Organizer will be entitled to have such work performed by a contractor at the expense of the exhibitors and all the refuse and damage deposit will be totally forfeited by the exhibition hall.
- c) The Organizer reserves the right to charge the exhibitors concerned for the removal of excessive waste.