1. Organizer and Agency of Exhibition

(1) Organizer and Co-organizer

Organizer: The Chinese Ceramic Society

Co-organizer: Shanghai Ceramic Society

Contractor: Beijing Zhonggui Exhibition Co., Ltd.

Contact: Mr. Joe Zhou, Mr. Liu Jie and Ms. Wendy Yao

Add: No.11, San Li He Road, Beijing 100831, China

Tel: +86-10-68348131 or 68348139 **Fax:** +86-10-68349359

E-mail: <u>ceramsoc@163.com</u> Web Site: <u>www.chinaglass-expo.com</u>

Beneficiary: Beijing Zhonggui Exhibition Co., Ltd.

Bank Account No.: 0200001409006770125

Bank: Bai Wan Zhuang Banking Office, Industrial and Commercial Bank of China,

Bank Address: No. 15, San Li He Road, Beijing 100037, P. R. China.

SWIFT: ICBKCNBJBJM

Please indicate: "China Glass 2011" and send a duplication of bank remittance receipt by fax or

E-mail to Beijing Zhonggui Exhibition Co., Ltd.

(2) North American Agency: Dame Associates, Inc.

Contact: Ms. Corinne Dame/Chairwoman of the Board and Mr. Douglas A. Dame

Add: 100 Lincoln Street, Brighton, MA 02135. U.S.A.

Tel: +1-617 783 4777 Fax: +1-617 783 4787

E-mail: Web Site: http://www.dameassoc.com

2. General Information

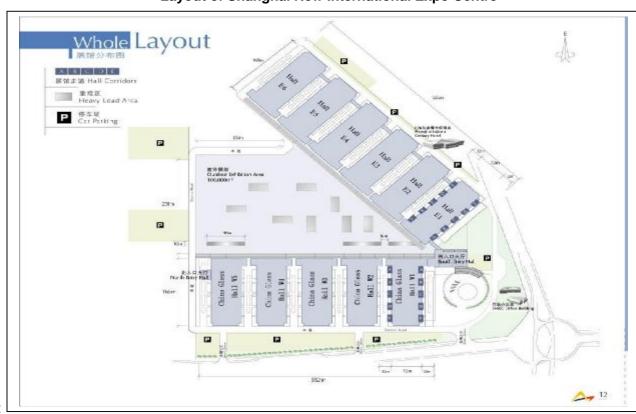
(1) Venue, Layout and Traffic Map

The Shanghai New International Expo Centre(hereafter referred to as SNIEC) is a magnificent construction group and consists of outdoor exhibiting area and inside halls for hosting various professional exhibitions. China Glass 2011 will use Halls W1 – W5 and the larger outdoor exhibiting tents on outdoor ground. It is located at N0. 2345 Long Yang Road, the Pudong New Area of Shanghai. You may either take Subway Line No. 2 and get off at Long Yang Station, or take Subway Line No. 7 and get off at SNIEC. Its traffic and layout maps are shown below.

Exhibition Location & Traffic Map



Layout of Shanghai New International Expo Centre



2

(2) Time Schedule of China Glass 2011

Dates and Hours for Booth Construction and Equipment Installation					
Date	Date 8:30 – 17:00				
May 8 (Sun.)	Booths construction and equipment installation	Booths construction and equipment installation			
May 9 (Mon.)	Booths construction and equipment installation	Booths construction and equipment installation			
May 10 (Tue.)	Booths construction and equipment installation Pre-exhibition				
	Opening Dates an	d Hours			
May 11 – 13	9:00 -	- 17:00			
(WedFri.)	Exhibition, Seminar and Trade Talk				
May 14	9:00 -	- 15:00			
(Sat.)	(Sat.) Exhibition, Seminar and Trade Talk				
	Dismantling equipment and booths: May 14, at 15:00				

Note: Exhibitors who require an extra time to install or dismantle booths construction in the halls are requested to submit an application 24 hours earlier for approval of the exhibition organizer.

(3) Technical Seminar Program

Exhibitors who wish to hold the seminar are requested to submit an application form to Beijing Zhonggui Exhibition Co., Ltd. The deadline for payment is on March 7, 2011.

For details arrangement of seminar including time schedule, presentation topics, conference room, facilities and listeners, please contact Mr. Zhang Shen

No. 1295, Dingxi Road, Changning District, Shanghai 200050, China

(4) Climate and Clothing

The spring in Shanghai often is very nice and comfortable. In May it has an average temperature 24°C. Clothes such as jackets and western-style suit are appropriate.

3. Visa, Registration, Workers Hiring and Exhibitors Directory

(1) Visa Application

Form 1. Visa Application

Surname	Given Name		Sex
Nationality	Date of Birth (d/m/y)		
Passport Number	Term of Validity (d/m/y)		
Present Occupation	Company Name		
Company Address			
Visa Issuing City Expected			
Signature and Company Stamp		Date	

Note: Any insufficient information will cause delay of visa issue. Visa issuance herein is for the exhibitors or visitors to attend the exhibition. The Chinese Ceramic Society will only start handling all visa applications about 60 days prior to the opening of the exhibition.

(2) Personnel Registration and Badge

For security reasons, all staff members of exhibitors are requested to register in advance and our management office will issue Identification badges to them. Descriptions of the badges are contained in Form 2. Any staff member of exhibitors is requested to wear his or her badge all the time during the period of installation, exhibition and dismantling.

Form 2. Personnel Registration

1	Name	Title	
'	Company	Country	
2	Name	Title	
2	Company	Country	
2	Name	Title	
3	Company	Country	

Note: Please complete and return this form to Beijing Zhonggui Exhibition Co., Ltd before March 7, 2011.

(3) Workers Hiring

Interpreters, explainers and laborers are available for your requirement. Most of interpreters recommended by the organizer are qualified and have technical background.

Form 3. Order Form of Interpreters, Explainers and Laborers

Workers	Unit Rate	Number	Number of Days	Amount		
Interpreter	terpreter US\$100/day* US\$		US\$			
* from English	* from English to Chinese					
Explainer US\$60/day				US\$		
Laborer	US\$40/day			US\$		

Signature & Company Stamp:

Note: Please complete and return this form with payment by remittance to the organizer before March 7,2011. Please add 10% for late order.

Date:

(4) Exhibition Directory

The exhibition directory will serve as a comprehensive guide to the exhibition. The catalogue will free be listed in the directory. It includes the company name, logo, communication way (such as post address, post code, phone number, fax number, E-mail address and website) and the main products description are limited in 80 Chinese characters and 600 English bytes. The catalogue contents refer to the following model.

Brief Catalogue Model

Booth number:

Company name (Chinese and English):

Post Address (Chinese and English):

Post Code: Tel: Fax: E-mail: http://

Main products: description of main products in 80 Chinese characters and 600 English bytes.

Products Classification Codes: (The classification codes list was sent to you by E-mail, each of exhibitors can select only 5 codes or less.).

(5) How to Submit Brief Catalogue on Our Website

Set up a log-in name and a password number for registration:

Visit our website: www.chinaglass-expo.com and access to home page in Chinese. Please click "English" on top of home page and then you have another home page in English, please fill out your whole e-mail address in the blank right to "Log-in Name" as your log-in name, set up your password in 6 English letters at least in the blank right to "Password", click "Exhibitors" and "Reg", please complete all the blanks under "Apply for Space or Booth", or where occupied by "0" instead, and submit. If you are told "registration is successful", please click "return" to the following program:

Submit brief catalogue:

Please return to the home page in English, fill out the log-in name and the password in the blanks, click "Exhibitors" and "Log-in", then complete "Basic Information", "Company Profile" and "Fascia Board" respectively, click "Submit".

Note: Please submit the catalogue at our website. Deadline for submission is on Feb. 28, 2011. After the deadline, we can not ensure that the overdue catalogue will be issued in Exhibition Directory.

Advertisement pages in Exhibition Directory

Advertisement Insertion Order Form Form 4.

Advertising Option: appropriate Ü		
Outside Back Cover (Color)	US\$ 3000/page	reserved
Inside Front Cover (Color)	US\$ 2300/page	reserved
Inside Back Cover (color)	US\$ 2300/page	reserved
Inside run-of-page (Color)	US\$ 1300/page	available
Signature & Company Stamp:	Date:	

Signature & Company Stamp:

Note: Please send us your designed advertising file in Tiff or JPG and a copy of printed color sample by E-mail or CD. It is best to send us the printing film by express courier. The deadline for both advertising submission and payment will be on March 7, 2011. Advertising materials have to be in full page, 210 mm (W) x 285 mm (H). They are required in high resolution, 300dpi at least.

4. Official Freight Forwarder

Dragon Link Enterprises Ltd. is appointed as the official freight forwarder for China Glass 2011. The exhibitors and their agents are therefore requested to contact them.

Dragon Link Enterprises Ltd. (Hong Kong Office)

Unit B, 15/F, Way On Comm. Bldg., 500 Jaffe Road, Causeway Bay, Hong Kong

Contact: Ms. Frances Wong

Tel: +852-28365166 Fax: +852-28384856 E-mail: dragonlk@netvigator.com

Dragon Link Enterprises Ltd. (Beijing Office)

Rm. 1203, 1# Tower Genertime Int'l Center, 3 Yong'anli East Street, Chaoyang District, Beijing, PRC

Contact: Mrs. Ma Changlian

Tel: +86-010-96096628 Fax: +86-010-58793462 E-mail: pek@dragon-link.com

Dragon Link Enterprises Ltd. (Shanghai Office)

Rm. D-402B, 4/F, Orient Int'l Plaza, 85 Lou Shan Guan Rd, Shanghai, PRC

Contact: Ms. Kula Hao

Tel: +86-021-32232028 Fax: +86-021-32232029 E-mail: sha@dragon-link.com

Dragon Link Enterprises Ltd. (Guangzhou Office)

Rm. 705, Ruipeng Plaza, Tianshou Road, Guangzhou 510610, PRC

Contact: Ms. Fanny Liang

Tel: +86-020-61071059 Fax: +86-020-61071059-608 E-mail: gz@dragon-link.com

Deadlines for Exhibits Forwarding

NO.	Description	Deadline Date
1	Receipt of freight instruction form for general exhibits	15 th Mar. 2011
2	Receipt of declaration form for general exhibits	15 th Mar. 2011
3	Receipt of sketch for bulky exhibits form/ booth layout	15 th Mar. 2011
4	Arrival of general exhibits in Shanghai port by sea	11 th Apr. 2011
5	Arrival of general exhibitors in Shanghai by air	18 th Apr. 2011
6	Inbound payment to Dragon Link Enterprises Ltd.	25 th Apr. 2011

5. Technology Specification of Exhibition Halls

Exhibitors are advised to pay attention to certain limits of exhibition halls.

Facilities	Hall W1 – Hall W5 & Outdoor Ground		
Solid Concrete Floor:			
(1) Indoor Loading Capacity	(1)3.3 tons/m ²		
(2) Outdoor Loading Capacity for normal	(2)5 tons/m ²		
load-bearing			
(3) Outdoor Loading Capacity for heavy	(3) 15 tons/m ²		
load-bearing			
(4) Outdoor Loading Capacity for light	(4) 2 tons/m ²		
load-bearing			
Height of Halls	Hall W1 – Hall W4: 11 \sim 17m, Hall W5: 17 \sim 23m		
(1) The Maximum Height of One-Storey	(1) 6 meters		
Booths Construction:	(0) 0.5		
(2) Total Height for Two-Storey Booths	(2) 8.5 meters		
Construction :	For immobile board made of light material 200kg or		
Hanging Point	For immobile board made of light material, 200kg or below per point		
Power Supply	3 phase, 5-line, 380/220V, 50HZ		
Tower cuppiy			
Water Supply	294 outlets per hall, various outlets at 15mm(D), 20mm(D), 25mm(D)		
Droinago			
Drainage	168 outlets per hall, each outlet at 100mm(D)		
Compressed Air	Lower than 10 Bar, various outlets at 10mm(D), 19mm(D), 25mm(D)		
	5 doors each side (south and north),		
Access for Exhibits	each door: 5m(W), 4m(H)		
Access for Visitors	2 glass doors(entrance & exit) at east side each hall		
Emergency Lighting	Available		
	Automatic fire sprinkler, detection & alarm system with		
Fire Protection	riser and hose reel, portable fire extinguishers, fire		
	hydrant		
Security System	24 hours security patrol, central video surveillance and		
Security System	alarm system		
	One in hall W1 and hall W5 each, Two in hall W2, W3,		
Meeting Room	W4 each, (110m ² each);		
mosting recom	One in mezzanine of hall W2 and hall W3 each,		
	(220m ² each)		

6. Official Booth Builder and Construction Approval and Power Application

Beijing Jade Displays Co. Ltd.(hereafter referred to as Jade) is appointed as the official booth builder for China Glass 2011 and responsible for installation of all shell scheme booths in hall W1 – W5. **Power Application**

Jade provide the exhibitors with rental service including water, power, compressed air for machine and exhibiting furniture. The deadline for ordering rental service is on Feb. 28, 2011.

(1)Construction Approval, Management Fee

The exhibitors and their contractors have to submit the construction application with drawings of booths construction to Jade for approval by the authority of SNIEC. The deadline for submitting the application is on March 15, 2011. Any late submission will be subject to surcharge. After the construction management fee and deposit are paid at Jade, the contractors can get work pass and vehicle pass at SNIEC via the fee receipts.

Beijing Jade Displays Co. Ltd.

Room 9V, International Metro Center, Chaoyang District, Beijing, PRC

Contact: Ms. Cathy Zheng (in charge of the special booth)

Ms. Du Xin (in charge of construction management fee and pass application)

E-mail: jademedia@126.com **Website:** http://www.jademedia.com.cn

They can supply the following services:

- Order forms for furniture rental, electrical rental, water and compressed air rental
- Construction of the standard shell scheme booth
- Tailor-made furniture rental other than the standard furniture listed in the order form
- Add-on features to the standard shell scheme booth
- Tailor-made booth for raw space participants with various design solutions
- Application for construction management fee, pass fee, internet and ceiling hanging point
- Application for car pass for heavy goods vehicle

(2) Shell Scheme Booth and Facilities

(a) Back wall and side walls 960mm/W & 2480mm/H with white-4mm-thick panels framed in aluminum frame support; (b) 310mm wide Fascia with company name (in English and Chinese) and booth number across face of the booth; (c) Carpet; (d) Information counter (1000mm/L x 500mm/W x 750mm/H); (e)Folding chairs; (f) 40W fluorescent tubes; (g) 5A/220V socket; (h) Wastepaper basket.

(3) Number of Furniture & Electrical Supply for Shell Scheme Booth in Different Size

Booth Size	Information Counter	Folding Chair	Waste Paper Basket	40W Fluorescent Tube	5A/220V Socket
9 sqm	1	2	1	2	1
12 sqm	1	2	1	3	1
15 sqm	1	2	1	4	1

18 sqm	2	4	2	4	2
21 sqm	2	4	2	5	2
24 sqm	2	4	2	6	2
27 sqm	3	6	3	6	3
30 sqm	3	6	3	7	3
36 sqm	4	8	4	8	4
54 sqm	6	12	6	12	6

Note: The socket is used only for personal computer and TV, not for machines and additional lights.

7. Hotel Reservation Agency

Beijing Wanlixing Conference Service Co., Ltd.(hereafter referred to as Wanlixing) is appointed as the official hotel reservation agency for China Glass 2011. The exhibitors and their contractors and visitors are therefore requested to contact them.

Beijing Wanlixing Conference Service Co., Ltd.

Contact: Mr. Tom Zhu and Ms. Joy Zhao

Tel: +86-10-88875978 **Mobile**: +86-13439260120 or 13501078222

Fax: +86-10-88875986 **E-mail:** <u>wlxli@vip.sina.com</u>

(1) Hotels with Different Star-grades

NO	Hotel	Star-grades	Style	Preferential Rates	Room Size (m²)	
1	Kowa Hatal		Deluxe Room (King)	1300	42 m²	
'	Kerry Hotel		Deluxe Room (Double)	1500	42 m²	
2	Venu Himalayas Hotel	***	Deluxe Room (King/Twine)	1280	40 m²	
		* *	Deluxe Room (King)	680	40 m²	
3	Radisson Blu Pudong Century Park		Deluxe Room (Double)	680 (extra RMB80 for another breakfast)	40 m²	
4	Holiday Inn	**	** **	Superior Room	765	35 m²
4	Shanghai Pudong			(King/Twine)	860	33 m
5	Holiday Inn Shanghai Jinxiu		Superior Room (King/Twine)	565	35 m²	
6	Blue Horizon Internationnal Hotel	Para ★★	Executive Deluxe Room (King/Twine)	452	35 m²	
0	Shanghai	**	Business Superior Room (King/Twine)	366	23 m²	
7	Holiday Inn Express Shanghai Sanlin	***	Superior Room (King/Twine)	268	29-33 m²	

Note: All quoted rates above are subject to 15% service charge, and are inclusive of daily breakfast, free internet.

The Breakfast Rate and Other Information for the Above Hotels

N O	Hotel	Distance to SNIEC And Bus	Website	Breakfast Rate (RMB/Person)	Remark
1	Kerry Hotel	Internal Corridor to SNIEC	www.shangri-la. com/ournature	210+15%	Shangri-la Hotels and Resorts
2	Venu Himalayas Hotel	Opposite to SNIEC 3 minutes on foot	www.venu.com	168+15%	Jumeirah Group
3	Radisson Blu Pudong Century Park	1.4km Free shuttle bus and bus by schedule about 3 minutes	www.radisson.c om\shanghaicn _pudong	148	Carlson Hotel Group 120 kinds of food will be supplied for breakfast from Jan. 1, 2011
4	Holiday Inn Shanghai Pudong	7km about 10 minutes taxi	www.holidayinn. com	128+15%	Intercontine ntal Hotels Group
5	Holiday Inn Shanghai Jinxiu	5km Free bus by schedule about 10 minutes	www.holidayinn. com	80	Intercontine ntal Hotels Group
6	Blue Horizon International Hotel Shanghai	2km Free bus by schedule (60-seated Bens) about 3-5 minutes	www.bhghotels. com.cn	78	Shandong Blue Horizon Hotel Group
7	Holiday Inn Express Shang hai Sanlin	8km Free bus by schedule Traffic is good, about 15mins to and from SNIEC	www.hiexpress. com	30	Intercontine ntal Hotels Group

Note: The exchange rate between USD&RMB is calculated at the exchange rate when you check in the hotel. The above rates are valid only through the reservation by Wanlixing. You can't get the preferential price in the hotel by yourself. The period for preferential price: 7 – 17 May, 2011. If the guest is going to be arrival after 18: 00, please inform us in advance, or there will be no reserved rooms. If the guest checks in the hotel after 6:00 am and leaves before 12:00 am the next day, the charge will be for one day, if the guest leaves before 18:00 the next day, the charge will be for one and a half day. If the guest leaves after 18:00, the charge will be for two days. If you are not satisfied with the services and facilities in the hotel during your stay, please contact us. We will solve the problems as soon as we receive your call. Please type and fill up the Reservation Form below CLEARLY and send it back to WanLiXing (either via e-mail or fax) before the deadline (16:00 March.20, 2011).

(2) Hotel Reservation Form

Guest Name	Hotel Name	Type of Rooms	Number of rooms	Check-in	Check-out		
Company Name:			Phone Number:				
Contact Person:			Fax Number:				
E-mail:							
	Number:						
Information of credit card	Validity:						
	Holder:						
Filling Date:							
Other requirements:							

Note: Some travel agencies without authorization of the organizer of China Glass 2011 try to involve in hotel reservation. For hotel reservation safety, please contact Wanlixing. The above-mentioned room rates looks still a bit higher than usual since Expo 2010 in Shanghai. However Wanlixing will notify you in time of reversed room rates as soon as they get special room rates. In case you prefer other styles rooms out of the list, please contact Wanlixing as well.

8. Notice about Intellectual Property Rights

All exhibitors of the event shall comply with laws, regulations and rules related to protection of intellectual property rights, such as "Patent Law of the People's Republic of China", "Copyright Law of the People's Republic of China" and "Executive Rules of Emphasizing Patent Protection in Exhibition" issued by Shanghai Municipal Government.

Each of exhibitors should ensure that its exhibits and package will not infringe on the intellectual property rights of the other exhibitors. Otherwise, the violator should bear liability of all losses arising therefrom.

9. Advertising Service at Shanghai New International Expo Centre

Shanghai Tianlong Advertising Co., Ltd. is appointed as an official agency for advertisements, signs, signpost, banners, flags, balloons, billboards or other decorations inside and outside the Shanghai New International Expo. Centre. The details of advertising content shall submit for approval 30 days prior to the opening of the event.

Shanghai Tianlong Advertising Co., Ltd.

No. 6106, LongDong Avenue, Pudong, Shanghai 200135, China

10. General Requirement to Exhibitors, Booth-builders and Freight Forwarders

To ensure a smooth participation for all the exhibitors and a successful China Glass 2011, the regulations related to construction management, booth build-up, safety, fire-extinguishing and booth dismantling requested by the Government, SNIEC and the organizer are notified as follow. Please must read through and implement them accordingly.

General Requirement

- 1. Just halls opening or close time, the exhibitors should carry out the daily safe and fire-fighting check to remove hidden danger. The exhibitors should be arrival at their booths at 8:30 although halls opening time is at 9:00 for visitors. Even though the halls close time is daily at 17:00, please should not leave your booth till the security persons make their rounds to the booth after hearing tell of close time. During the event opening dates(or the booth build-up dates and dismantling hours), the exhibitors and their contractors should wear badges or passes.
- 2. The exhibitors and their contractors have to fill in "Registration Form for Exhibits Check-Out" when they enter halls with their exhibits and exhibiting facilities, while please keep the form in good condition and show it when the exhibits and exhibiting facilities leave halls.
- 3 The exhibitors are forbidden to assign or sublet the booth or space to others. In case of refusal to participate in the event or fail to use the booth or space reserved, the cancellation in writing has to be sent to Beijing Zhongqui Exhibition Co., Ltd no later than March 7, 2011.
- 4. Please take care of the exhibits and private belongings with you to avoid to be lost or stolen.
- 5. To start the booth build-up, the booth builders or contractors have to apply for construction approval and pay for the construction management fee, the deposit for construction of all raw space and the cost for hanging point if necessary, while the exhibitors submit the construction drawings for approval at Beijing Jade Displays Co., Ltd. After all, the booth builders can apply for their passes at SNIEC via the receipts of the above payments.
- 6. There are designated catering and flower suppliers in SNIEC. Any other non-appointed suppliers are not allowed to run similar businesses in SNIEC.
- 7. The Noise from indoor, outdoor exhibition area or other functional area within SNIEC shall be limited to 75 Decibel as maximum.

How to Apply for Passes to be Allowed to Work in SNIEC

- 8. All workers including the booth build-up and dismantling contractors and the transfer contractors are required to obtain passes from the SNIEC, who is exclusively responsible for the registration, checking, photos, production, and management of the aforementioned passes.
- 9. Supervisors in charge of the booth build-up and dismantling and transfer contractors can apply for passes of their workers. (On-the-spot application requires the originals of the workers' ID cards). To reduce the time spent in on-the-spot registration, SNIEC has an on-line appointment system for the passes issuance. The supervisors are required to go through the real-name authentication procedures at the SNIEC at least 15 days prior to the start of their work in the hall.
- 10. Documents required for the real-name authentication procedures include: the original and 2 copies (front and back sides) of second-generation ID cards (first-generation ID cards are not accepted) of the supervisors; 2 copies of the contractors' business license, which bear the company seal; the

originals and 2 copies of relevant industry training certificates; the Real-name Authentication Form for Booth Contractors and Transport Contractors; the Safety Commitment of Booth Build-up Contractor. In addition to the above documents, the designated booth build-up contractor shall also submit the Certificate of Designated Booth Build-up Contractor. The designated transport contractor also submit the Safety Commitment of Transfer Contractor and the Certificate of Designated Transfer Contractor. All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal. If the holder of the certificates and documents cannot make it to the SNIEC to go through the procedures in person, Letter of Authorization signed and stamped by the entrusting party and the entrusted party must be provided.

11. The supervisor from the booth build-up contractor or transport contractor who fails to go through the real-name authentication procedures 15 days prior to the start of the exhibition will lose the privilege of making online registration appointments. For on-the-spot application, the supervisor will still have to submit all the above mentioned documents and go through the real-name authentication procedures, and who shall bear all responsibilities for any time loss or other consequences resulting from the queuing, and prolonged authentication, registration, checking, photo taking, and certificate obtaining, etc.

Usage of SNIEC and its Facilities

- 12. Before any alteration is made to SNIEC, its facilities and any part, or the bringing in of heavy or bulky items, and the affixing of decorations, signs or posters, the exhibitors and their booth build-up Contractors shall obtain the prior written permission of SNIEC, and shall be liable for all the costs of removal and restoration.
- 13. SNIEC and the exhibition organizer take no responsibility for any items brought into halls by the exhibitors and the booth build-up contractors.

Booth Build-up and Dismantling, Equipment Installation and Exhibit Transportation

- 14. The exhibitors shall employ qualified construction contractors to carry out construction and installation work. Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff of construction contractors should be working with relevant certificates required by the government and in accordance with technical requirements and standards.
- 15. The contractors can obtain the construction permission only after signing Acceptance Paper of Work Safety. Their staff may only enter SNIEC to do the work with the permit issued by SNIEC.
- 16. The designated transport contractor shall obey the rules and regulations of SNIEC when transporting exhibits enter to SNIEC and promise no damage to SNIEC's facilities. Its staff should be working with relevant certificates required by the government and in accordance with technical requirements and standards.
- 17. Operators must make a careful check and test on the jacks (chain blocks) before using them. During the operation, jacks cannot carry overload. In order to ensure safety, it is strictly forbidden to proceed when what is being loaded is unclear to the operator.
- 18. The crosstie shall be put under the support point to protect the floor when the hoist working in SNIEC and the arm of the hoist shall not be allowed working within 3 metres of steel bearing structures of the roof and wall of the halls.
- 19. No build-up work shall be carried out during the exhibition days.
- 20. The exhibitors and their booth-builder are responsible for dismantling all booth structure and moving

- all abandoned materials to certain place appointed by SNIEC.
- 21. The exhibitors should take good care of all exhibiting facilities, and have to pay for the losses in case their damages are caused.
- 22. The exhibitors and their booth buildup contractors and transport contractors shall compensate for any damage to the facilities and equipment in SNIEC caused by construction, installation, dismantling and transportation

Fire-fighting and Safety Regulations:

Booth Construction and Floor Planning

- 23. The materials used for the construction and installation of the booths and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-fighting regulations of Shanghai.
- 24. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.
- 25. Free movement in and access to the fire fighting aisles, emergency fire escape routes and emergency exits must be ensured.
- 26. A passage of at least 1.2 meters (4 ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.
- 27. A repair passage of at least 1.0 meters wide between any temporary structures and the wall surface shall be kept.
- 28. Each row of the booths must not be longer than 32 meters, and all the passages must be at least 3 meters wide, and strictly complying with the standard booth layout provided by SNIEC. The maximum height of booth construction is 6 meters for one-storey booths and 8.5 meters for two-storey booths or above in halls.
- 29. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. The spotlights and other heat-generating equipment are not focused on nor be located near the fire sprinklers.
- 30. The booth build-up contractors shall obtain a construction permit from SNIEC for setting up a special exhibition stand and the construction can only start by posting such a permit on the construction site
- 31. The booth build-up contractors should carry out their work according to the floor plan approved by fire-fighting authority. No change is allowed without permission.
- 32. SNIEC and the exhibition organizer shall be entitled to remove any structure which is not approved or violates the above-mentioned guidelines. The booth build-up contractors and exhibitors shall be responsible for risks and expenses that may occur.
- 33. All workers entering into SNIEC for specific-type work must possess "Shanghai 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.
- 34. For other fire-fighting issues, please refer to the Provisions of Shanghai Municipality on the Administration of Fire-fighting in Exhibition Industry.

Rules of Examining Design Drawings of Booth Construction

35. All design drawings (including 3D prospective plan, measurement drawing, booth floor plan elevation structure plan, dead load, list of materials and related data) shall be reviewed or verified

- by a drawing check company appointed by SNIEC.
- 36. Design drawings of booth construction may either be reviewed and stamped by a Chartered Structure Engineer of the People's Republic of China appointed by booth build-up contractors, or verified by a professional design company appointed by SNIEC. If the exhibitors or booth build-up contractor appoint a Chartered Structure Engineer to check the drawings, they shall submit the original drawings stamped by a Chartered Structure Engineer and the copies of documents supporting the qualifications of such Chartered Structure Engineer to the professional design company appointed by SNIEC. The company appointed by SNIEC to check design drawings shall charge fees in accordance with verification standards.
- 37. The exhibitors and their booth build-up contractors shall submit design drawings of booth construction (including 3D prospective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) to the professional design company appointed by SNIEC 4 weeks prior to the move-in.
- 38. The unit price of drawing check offered by the professional design company appointed by SNIEC is RMB 50/sqm and the charge is computed according to the drawings (the total area of all stories). A structure plan stamped by a Chartered Structure Engineer shall be produced after the drawing check. For booths already approved by a Chartered Structure Engineer, the unit price of design drawing verification is RMB 25/sqm.
- 39 The exhibitors and the booth build-up contractors mush set up booths in strict observance of the drawings reviewed and approved by the professional design company appointed by SNIEC and relevant national standards on structural design, loading, stability and strength to make sure that all booths are safe. The charge for drawing check of the above-mentioned booths is computed according to the booth area. In case of failure to submit a design drawing 4 weeks before move-in, a 100% surcharge for on-site drawing check will be charged.
- 40 SNIEC has the right to forbid the exhibitors and their booth build-up contractors whose design drawings of booth construction have not been approved by a Chartered Structure Engineer to carry out the construction work in the Centre.
- In the build-up of a booth, the professional design company appointed by SNIEC shall verify whether the structure plan fully follows the drawings and the booth build-up contractors shall cooperate to redress the discrepancy if there is any violation.

Hanging Points on the Ceiling

- 42. No hanging object is allowed in SNIEC without permission. Each permitted hanging point may bear an object which weighs no more than 200kg. There are two rows of hanging points on the high beam with the distance between hanging points at 850mm. The professional staff of SNIEC shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor.
- 43. If the booth sits close to the walls, no hanging point is allowed on parts near the walls and whether hanging points are allowed on parts away from the walls shall be decided on site. Hanging objects that affect SNIEC's structure or facilities' safety will not be allowed. If a single structure needs hanging, SNIEC takes responsibility for installing hanging points and blocks while the booth build-up contractors are responsible for the remainder of construction. Hanging advertisements and structural hanging points shall not be placed above public areas unless the organizer agrees to do so. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
- 44. Structural hanging points: it may bear a single structure which weighs no more than 1000KG. If the

- object weighs more than 1000KG, it shall be disassembled and its hanging may be permitted when the weight requirement is met. The hanging height shall not be more than 9 meters. All hanging objects shall be composed of reliably-connected metal structures. Pure wood structures are not allowed.
- 45. Hanging of banners: the top and bottom edges of the banner shall be fixated by one metal tube without any break or connection points. If the banner has width no more than 5 meters and weight no more than 25kg, it can be hanged by cotton ropes. If not, it shall use a hanging block. Banners wider than 5 meters shall be fixated by lamp holders.

Overhead Work

- 46. Operators who are engaged in overhead work (height≥2M) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.
- 47. Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
- 48. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
- 49. Lifting machines/vehicles used in the construction shall be allowed in halls only with SNIEC's prior consent.

Application for Distribution Box

- 50. The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage. The electric facilities must not be overloaded and the safe operation must be ensured. The facility application drawing (the final one) shall be submitted one week prior to the move-in. The application for supersized booths (over 100,000sqm) shall be submitted one month prior to the move-in.
- 51. SNIEC shall provide the terminal for distribution boxes in accordance with the quantity of distribution boxes and their positions applied by the exhibitors and their contractors such as booth builder. Facilities used by the exhibitors and the official booth build-up contractor should be connected with distribution boxes supplied by SNIEC.

Connection of Distribution Box

- 52. The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
- 53. Only qualified electrical materials are used in the build-up of booths (including shell scheme booth and special booths). 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, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).
- 54. All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or aisles. Electric lines crossing aisles shall be protected by a cable bridge. When sub-circuits 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 taken.
- 55. The distribution box for shell scheme booths must be installed in a cable duct in the exhibition hall, while the distribution box for special exhibition stands must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in aisles, fire-fighting accesses or any conspicuous place in exhibition stands.
- 56. Outdoor electrical and lighting equipment shall be water-proof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented.

Electricity Supply

57. SNIEC shall start supplying electricity to the exhibition hall at the time it has agreed with the exhibition organizer. SNIEC shall broadcast the pre-recorded announcement about the time of electricity supply and related safety issues two hours ahead of the agreed time. The exhibitors shall carry out safety inspections within those two hours to ensure conformity to the Rules of Operating Low-Voltage Electric Facilities.

Electricity Cut-off in Closed Hours during the Event

- 58. To ensure the safety of the exhibition hall and eliminate fire risks, the exhibitors shall cut off electricity to all facilities after all relevant staff have left the exhibition hall when one exhibition day ends. SNIEC shall appoint personnel to carry out inspection on the exhibition hall, accompanied by a professional staff from the exhibition organizer. If there are booths whose electricity supply are not cut off, SNIEC and the exhibition organizer shall turn off the power switch. For booths without electricity, the exhibition organizer shall submit a written application to SNIEC on the following morning and the supply will be resumed jointly by both Parties after safety inspection.
- 59. SNIEC and the exhibition organizer shall be responsible for resuming the supply of electricity that it has cut off.
- 60. In the case of booths which require 24 hours power, the exhibitors shall apply to SNIEC and the exhibition organizer for permission in writing prior to the submission of final electric facilities drawing and SNIEC and the exhibition organizer may approve uninterrupted electricity supply.

Electricity Cut-off after Move-out

61. On the day before the event conclusion, SNIEC receives a written agreement from the exhibition organizer about the time and scope of cut-off, as well as the booths with electricity supply and the length of such supply. SNIEC shall strictly follow the agreement. For any request of electricity supply after cut-off, SNIEC shall carry out on-site-inspection and has the right to reject such request if certain conditions are not met.

Use of Compressed Air

62. In the case of booths which require 24 hours power, or an extended supply of power, the exhibitors shall apply to SNIEC and the exhibition organizer for permission in advance. The supply and cut off of compressed air shall be implemented at a time arranged by the exhibition organizer (Such application shall have the hall as the smallest unit).

Application for Facilities in Special Exhibition Booths

63. Special exhibition booths shall apply for facilities separately. Two booths shall not share the same facilities.

Hazardous Materials

Unless approved by SNIEC and the exhibition organizer and the relevant authorities in writing,

64. No open fire or combustible gas is allowed to be used in the Centre.

- 65. No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the halls. Radioactive substances shall not be brought into SNIEC.
- 66. No more than one (1) day's supply of any solid or liquid hazardous material shall be stored within the leased area or stands at any time, and the remainder should be stored in special containers and sealed in a location confirmed by the government departments, SNIEC and the exhibition organizer.
- 67. Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.
- 68. No smoking is allowed in leased area and anywhere in SNIEC with non-smoking signs.
- 69. The following articles are forbidden to be exhibited in or brought into SNIEC without the written approval from SNIEC: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited, goods infringing upon patent rights, goods that may affect the normal operation of SNIEC, and any item prohibited by the relevant government departments.

Pressure Tanks

- 70. The transport contractor and the exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.
- 71. The transport contractor and the exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by SNIEC and the exhibition organizer.
- 72. All pressure vessels and equipment brought into SNIEC must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be≥15kg/cm², and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Exhibit Demonstration and Operation

- 73. All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- 74. Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.
- 75. Any machine or apparatus can only be demonstrated in the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by the exhibitors.

Safekeeping of Belongings

76. SNIEC and the exhibition organizer takes no responsibility for the loss of any goods.

Painting

- 77. Large-scale painting is not permitted in SNIEC. However, small scale "touch-up" painting of the exhibits and booths is permitted during booths build-up period with all necessary safety precautions. These precautions include:
 - (1) Painting in an area properly ventilated;
 - (2) Use of Non Toxic Paints;
 - (3)Covering all the floor within SNIEC with dry paper or plastic film;
 - (4) No painting near SNIEC's vertical structure (i.e. walls);
 - (5) No washing of paint material within or surrounding SNIEC.

78. The exhibitors and the booth build-up contractors are responsible for any damage to SNIEC resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

Emergency Evacuation Measures

- 79. The exhibitors and their contractors must follow the established emergency evacuation plan.
- 80. The exhibitors and the booth build-up contractors and the transfer contractor shall follow the guidance of staff from SNIEC and the exhibition organizer in emergency evacuation.
- 81. The exhibition organizer shall strictly control the number of visitors. The normal standard is one (1) person for one (1) sqm per day.
- 82. The exhibition organize shall formulate an emergency evacuation plan for the case of fire during the event and submit it to SNIEC, police bureau and relevant departments for approval.
- 83. The exhibition organizer should make out work plan for some special cases (larger booth constructing and dismantling, big machine moving-in, moving-out and installation etc.) for an approved by SNIEC.
- 84. The build-up contractors should be trained properly in using the first aid and fire fighting appliances provided by SNIEC.

Security

85. SNIEC provides twenty-four (24) hours security service in public areas, and the exhibitors shall comply with all the security procedures stipulated by SNIEC's Security Office and implement these procedures cooperatively.

Utility Services

86. For safety reasons, installation and connection of all utility services including electricity, water, drainage and compressed air must be provided and installed by SNIEC.

Booth Build-up and Dismantling

- 87. If it intends to set up partition walls, the booth build-up contractors shall put up plates or construction paper on the floor under the walls to protect the floor surface, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the booth.
- 88. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises without the prior approval of SNIEC and the exhibition organizer. The exhibitors shall be responsible and liable for any damage caused even if such approval is granted. No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of SNIEC.
- 89. Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO₃, double-sided blown-sponge or any other materials difficult to clean up are forbidden.
- 90. The exhibitors and their booth build-up contractors will be responsible for the removal of all adhesive tapes and residual marks within the leased area. SNIEC is responsible for restoring any damage to the facilities due to the use of adhesive tapes that are not approved by SNIEC, but the restoring cost shall be borne by the exhibitors and their booth build-up contractors.
- 91. Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of SNIEC. Any cost incurred by SNIEC for the removal of these items and repair of any damage caused shall be borne by the exhibitors and their booth build-up contractors.
- 92. Erasable chalk and approved tape are allowed to mark the locations of the booths on the hall floor.

Other marking methods on the floor are not allowed. The removal cost of any non-approved floor marking shall be borne by the exhibitors and their booth build-up contractors.

Floor load-bearing

93. The floor load-bearing capacity of indoor exhibition space is 3.3 tons/m². If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to set up a booth or pile heavy goods on the two main cable pipelines in the hall. The floor load-bearing capacity of outdoor exhibition space is divided into three parts of 15 tons/m² for heavy load-bearing, 5 tons/m² for normal load-bearing and 2 tons/m² for light load-bearing. The above-mentioned floor load-bearing capacity shall be taken into consideration during the goods transportation, placement, demonstration and operation. In case there be any question, inquiries are to be made with SNIEC before goods are moved into the hall.

Garbage Disposal

- 94. The exhibitors and their booth build-up contractors are responsible for the removal of garbage and wastes from the leased area, service areas, unloading platforms and transportation passages. All booth structures shall be moved out of SNIEC (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads and etc.).
- 95. SNIEC provides general garbage disposal service which will be paid by the exhibitors according to the quotation of SNIEC. SNIEC and the exhibition organizer reserves the right to surcharge the exhibitors for the removal of excessive or over-sized garbage.
- 96. The waste water should be disposed at certain place appointed by SNIEC. Indoor and outdoor ditch, washing basins and water closets in the toilets in SNIEC shall not be used for disposal of waste water, food or rubbish. The cleaning of polluted ditches, the cost of cleaning blockages in the drainage system and any other work caused thereby and the relevant legal responsibility shall be born by the exhibitors and their booth build-up contractors.
- 97. The exhibitors and their booth build-up contractors shall properly use the ditches for utility services in the hall while setting up and dismantling the booth and ensure that the waste water will be discharged into the designated areas with proper plumbing instead of into the ditches.

Sand, Soil and Similar Material

98. If sand, soil, garden-use turf, moss, and other similar materials are required for the exhibition and presentation, an anti-leak protective layer shall be put on the floor. The exhibitors and their booth build-up contractors shall take all necessary precautions to prevent any part of SNIEC from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitors and their booth build-up contractors shall be fully responsible for any damage to SNIEC resulting from violation of the above-mentioned rules.

$\label{thm:move-incomplex} \mbox{Move-in of the Exhibits and Construction Materials}:$

Goods Transportation

- 99. When arriving at SNEIC, the cargo vehicle of the exhibitors and the booth build-up transfer contractors shall enter the designated location for unloading in the arranged order through the designated transportation passage before parking at the designated parking lot. Trucks with the loading capacity of 5 tons and below can directly enter the hall for unloading only after obtaining consent from SNIEC.
- 100. It is forbidden to move the goods in the public area, audience passage, entrance hall and the entrance square.

101. The height of the vehicle allowed to enter into the hall shall not be higher than 4 meters with a speed limit of 5 km/h.

Cargo Delivery

102. Any goods arriving prior to the move-in period will be handled by the official on-site transfer contractor designated by the exhibition organizer. SNIEC will not accept any freight deliveries/shipments arriving in advance.

Storage of Containers

103. The official on-site transfer contractor designated by the exhibition organizer shall handle container storage within the area designated by SNIEC. The official transfer contractor shall adopt necessary measures to keep the container safe and tidy.

Transportation Vehicles

- 104. "Transport Pass" must be obtained at SNIEC's property management office before driving vehicles into the loading areas to load and unload the goods. The security staffs are authorized to stop those who fail to follow the guidance.
- 105. "Transport Pass" is charged at RMB 30/vehicle with a RMB 300 deposit. The refund of the deposit is based on the presentation of the "Transport Pass" as well as the deposit receipt after the timely completion of the loading. Any loss or damage of the "Transport Pass" will be fined at RMB 50 per pass.
- 106. The time limit for loading is 1.5 hours in SNIEC. The overtime charge will be assessed at RMB100 for every half hour (the overtime charge for less than half an hour is also RMB 100).
- 107. The driver should follow the guidance of the security staff and is forbidden to leave the vehicle unattended. Once the loading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic congestion for which the deposit will be deducted.
- 108. Those who intend to drive vehicles into the exhibition halls are required to apply in advance, and prepare for the hall-protection facilities and park at the designated location according to the guidance of the security staff. Vehicles are not allowed to enter loading areas in the event opening Period except for some special cases which require the further approval of SNIEC and an additional management fee of RMB 50 per vehicle.
- 109. Working hours for issuing "Transport Pass" start from 8:30am to any time scheduled by the exhibition organizer. Any forwarder who needs to extend working hours for special reasons shall apply one hour in advance and complete the formalities at the service point.
- 110. No vehicle is allowed into the hall without permission.
- 111. Operation of the vehicle in the exhibition hall shall abide by the safety rules & regulations with a speed limit of 5 km/h. The driver must be qualified person.

Other Services and Regulations:

Public Areas and Passages

112. All areas other than the leased area are considered public areas. The exhibitions activities using the public areas shall require the prior approval of SNIEC and the exhibition organizer. SNIEC and the exhibition organizer have the right to ask the exhibitors and the booth build-up contractors to dismantle or remove the things which occupy the public area without permission or deal with the things as garbage if the exhibitors or the booth build-up contractors fail to follow the request of SNIEC and the organizer.

113. Cargo passage:

Exhibits and large goods can enter the exhibition site only through the designated goods passage.

114. Exhibitor/visitor passage:

The exhibitors may enter the exhibition halls through the designated exhibitor passage, and the visitors may only enter the exhibition halls through the designated visitor passage.

115. Fire protection passages:

All fire protection passages must be kept unblocked. It is strictly forbidden to set up booths or place goods in the fire protection passages.

Distribution of Promotion Materials

116. The distribution of catalogues, advertising leaflets and other promotion materials shall be strictly restricted in the leased area. Unless approved by SNIEC and the exhibition organizer in written form, it is prohibited to distribute any material in the public areas of SNIEC.

Animals

117. No reptile, fish, bird or any other live animal shall be allowed to enter SNIEC.

Lost and Found

118. All enquiries regarding lost and found items should be made to the security office of SNIEC. All lost and found articles are catalogued and stored for 30 days. At the expiry of this period, all articles will be disposed of at the discretion of Party A and no other person shall have any further claim to those articles. SNIEC shall not be responsible for any items not collected during the stipulated period.

Public Parking Lots

119. Visitors who enter SNEIC by motor vehicles must follow the guidance of the security staff and pay applicable car parking fees.

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