
Hortifloorexpo IPM Shanghai 2025

Exhibitor Manual

10~12 April 2025

Hall E1~E4, Shanghai New International Expo Centre (SNIEC)

www.hfexpo.net

Wechat: hfexpo



Content

Preface	1
Chapter 1 Exhibition Basics	2
1. Date & Venue	2
2. Transportation.....	3
3. Venue support services.....	4
4. Venue layout.....	5
5. Official Suppliers.....	6
Chapter 2 Exhibitor Zone	7
Chapter 3 Hotel Reservation.....	13
Chapter 4 Construction Guide.....	16
Chapter 5 Shipping Guide.....	42
Chapter 6 Exhibition Rules and Regulations	54
1. Notice on the Management of Exhibition Waste Materials Such as Carpets, KT Boards, and Low-Density Polyethylene Film.....	54
2. Regulations for the Use and Management of Temporary Storage Areas for Exhibition Materials..	55
3. SNIEC Hall Manual	56

Preface

Welcome to Hortifloorexpo IPM Shanghai 2025! This Exhibitor Manual serves as a comprehensive guide to the services we provide to exhibitors, offering essential information for your participation in this prestigious event. To ensure a smooth exhibition experience, please carefully review this manual and adhere to all service requirements and deadlines. We strongly encourage you to visit our official website (www.hfexpo.net) and complete the online registration in the Exhibitor Center.

Should you have any questions, please contact the show management directly. We will be happy to assist you promptly.

Please note that this manual does not supersede all services provided by the show management and the venue contractor. For any additional requirements specific to your company, we will make every effort to accommodate your needs.

We look forward to your participation and wish you great success at the exhibition.

Show Management: Shanghai Intex Exhibition Co Ltd

Add: 11F, New Town Mansion, 55 Loushanguan Rd., Shanghai 200336, China

Xinyi Dong Tel: +86-21-62957551
E-mail: dongxinyi@shanghai-intex.com

Kelly Yao Tel: +86-21-62951237
E-mail: yaohuilin@shanghai-intex.com

Chapter 1 Exhibition Basics

1. Date & Venue

Venue: Hall E1~E4, Shanghai New International Expo Centre (SNIEC)

Address: 2345 Longyang Road, Pudong District, Shanghai, China

Entrance Hall: No.1 Entrance hall (Nearby Hall E1)

Exhibitor Registration & Move-in	8 April, 2025 (Tue.)	Registration Time: 8:30 ~ 17:00 Move-in Time: 8:30 ~ 22:00 * All exhibitors with raw space booths must register on April 8th to ensure timely booth setup. **Shell Scheme Exhibitor register after 2 pm
	9 April, 2025 (Wed.)	Registration Time: 8:30 ~ 17:00 Move-in Time: 8:30 ~ 22:00
Opening Hours	10 April, 2025 (Thu.)	Visitors: 9:00 ~ 17:00 Exhibitors: 8:30 ~ 17:30
	11 April, 2025 (Fri.)	Visitors: 9:00 ~ 17:00 Exhibitors: 8:30 ~ 17:30
	12 April, 2025 (Sat.)	Visitors: 9:00 ~ 15:00 Exhibitors: 8:30 ~ 22:00
Move-out	12 April, 2025 (Sat.)	15:00 ~ 22:00 (Power supply cut off at 15:30)

Note:

- 1) April 10th and 11th are exclusively for trade visitors. No exhibitor is allowed to retail any exhibits during this period. Visitor registration will close at 4:30 PM.
- 2) April 12th is for the general public. Visitor registration will close at 2:30 PM.
- 3) No exhibitor is allowed to dismantle their booth before 3:00 PM on April 12th. Failure to comply may result in intervention by venue security and may affect the exhibitor's participation in future exhibitions.
- 4) Please refer to the "Booth Dismantling Notice" distributed on-site for specific instructions on booth dismantling.

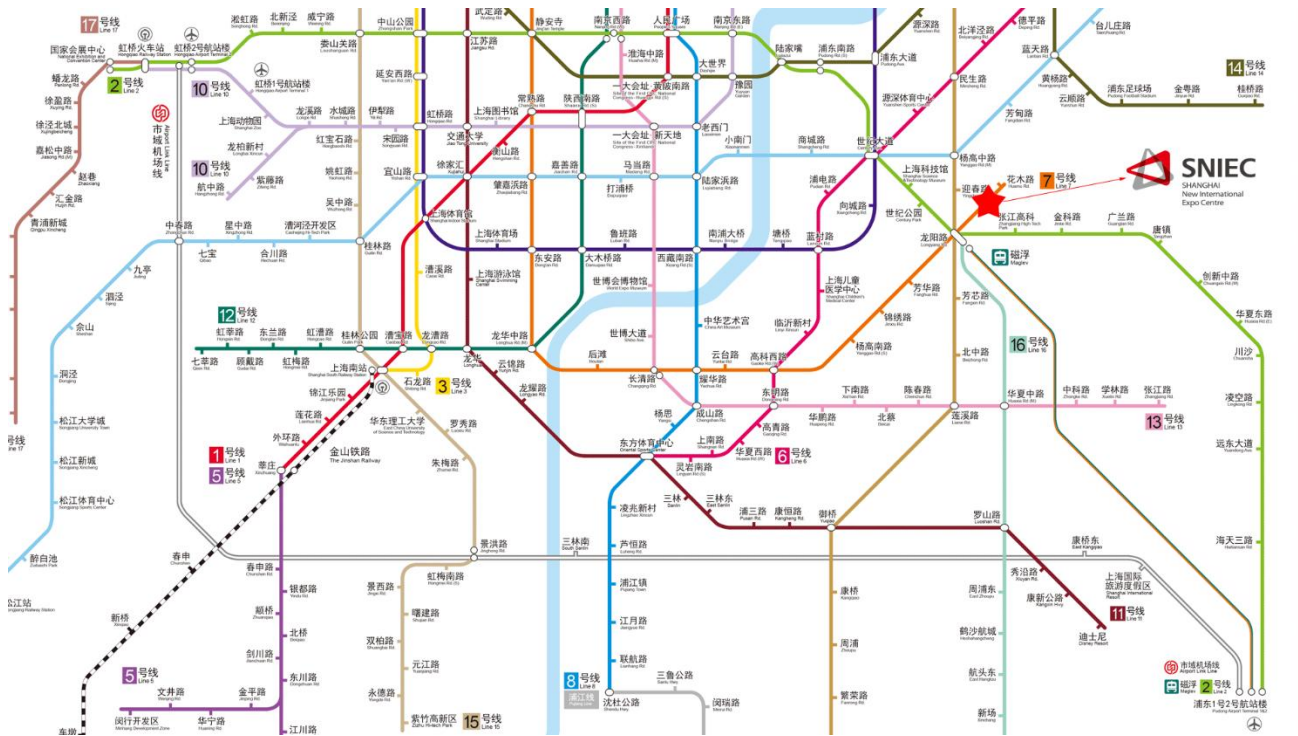
2. Transportation

The Shanghai New International Expo Centre (SNIEC) is situated in the Pudong New Area, a prime economic and industrial hub. The venue is well-connected to the city's transportation network, with easy access via Metro Lines 2, 7, 16, and 18, the Maglev Train, and various bus routes. The SNIEC is a short 10-minute walk from Longyang Road Station, a major transportation hub served by multiple metro lines and the Maglev Train. Alternatively, visitors can take Metro Line 7 to Huamu Road Station, which is adjacent to No.2 Entrance of the SNIEC, and then walk for 10 minutes to reach No.1 Entrance.

Location of SNIEC



Metro Lines to SNIEC



3. Venue support services

Food & Beverages

Papa John's -- E4-B1

Mc Donalds -- E1-B4/E4-B2a

MILANO -- E5-R1

JM Cafe/Snacks – No. 1 Entrance Hall/Inside E1-E4

Familymart -- E3-B1a/b, W1-B2, W3-B2

Others

Business Centre -- No. 1, No. 2 Entrance Services including fax, copy, internet, printing, telephone card, etc.)

Pudong Police Administration Office/SNIEC Police Station -- East Outside of Hall W4, Tel: +86 21 28906024/6, 28906014/5

Ole Supermarket -- No. 1378, Kerry Parks B108 store

METRO -- No. 383 Bai Yang Rd

Bank of China -- No. 1120, Fang Dian Rd

SPD Bank -- No. 2277 Long Yang Rd

HSBC -- No. 1378 Hua Mu Rd, Kerry Park

Bank of Communication -- No. 291 Yu Lan Rd.

Agricultural Bank of China -- No. 616 Bai Yang Rd

4. Venue layout

The 27th 中国国际花卉园艺展览会 HORTIFLOREXPO IPM SHANGHAI

2025年4月10-12日

上海新国际博览中心E1-E4馆(浦东新区龙阳路2345号)
10-12 April 2025 Shanghai New International Expo Centre



5. Official Suppliers

Official Booth Contractors:

ViewShop Exhibits & Display (Shanghai) Co., Ltd.

Address: Room A08-A10, No.850 Bocheng Road, Shanghai, China. 200070

Contact: Mr. John Shi (E1-E2), Ms. Zillah Wang (E3-E4)

Tel: 021-32513138- 236 (Shi)/ 601(Wang)

E-mail: john.shi@viewshop.net, zillah.wang@viewshop.net

Official Freight Forwarders:

Kuehne & Nagel Ltd.

Address: 5F, Building #1, Lane 1401, Jiangchang road, Jing'An District, Shanghai 200436, P.R. China.

Contact: Mr. Gang Cheng, Mr. Liang Chen

Tel: +86(0)21-26028667, 021-26028765

E-mail: rainsun.cheng@kuehne-nagel.com/Frank.chen@kuehne-nagel.com

Drawing Review Unit

HAH Consulting & Exhibition Co Ltd Shanghai

Address: E2-2E1, No. 2345 Longyang Rd.

Tel: 021-28906633 / 28906634 / 28906635

E-mail: hah@hahchina.com

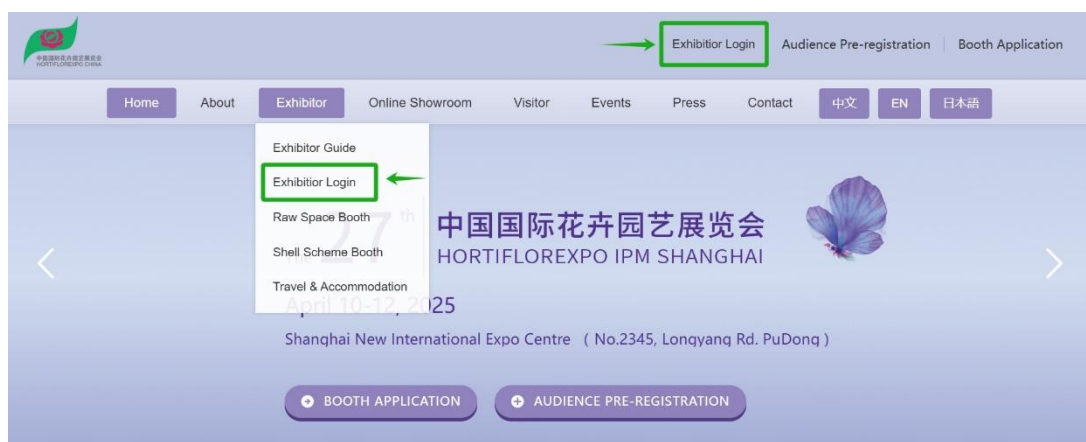
Chapter 2 Exhibitor Zone

All applications for this exhibition must be submitted online through the "Exhibitor Center" on our official website. Exhibitors should log in to the Exhibitor Center using their registered accounts to complete the submission of relevant exhibition materials. Please strictly follow the filling rules and pay attention to the deadlines.

Procedures

1. Visit official website: www.hfexpo.net

Click "Exhibitor Login" at the front page



2. Input your booth number and password which provided by the show management, click "Login"

Exhibitor Center

- Exhibitor Guide
- Exhibitor Login
- Exhibitor Q&A
- Raw Space Booth
- Shell Scheme Booth
- Travel & Accommodation

Booth No. *

Password *

Please enter verification code *

Remember Me

展位预定

Login

3. Upload mandatory information “Show Catalogue” and “Badge”



4. VIP buyer invitation

To elevate your exhibition experience, we are pleased to offer you 5 exclusive VIP buyer invitations. These VIPs will enjoy a range of special privileges. For more details, please visit our official WeChat account: hfexpo.

5. Professional Visitor Invitation

This exhibition will adopt a phased appointment system. Starting from March 16, 2025, the exhibition will enter a paid admission phase. To better serve your exhibition, the show management will provide you with 50 complimentary visitor passes. We will send your exclusive invitation code to the invitees, who can then make free appointments to visit the exhibition.

For detail, please consult: Xinyi Dong, dongxinyi@shanghai-intex.com

6. Online Showroom

Each participating company will have the opportunity to showcase their products on the online showroom of the exhibition website. Please upload product images and text information as required. A maximum of 5 products can be submitted.

After uploading, please allow 3-5 business days for review. Once approved, your product information will be randomly displayed on the online showroom.

Reminder:

- (1) Exhibitors can showcase up to 5 products or technologies. For companies with multiple offerings,

frequent backend updates are encouraged.

(2) Exhibitor agrees that the products submitted do not infringe upon any intellectual property rights. In the event of any intellectual property disputes, the show management reserves the right to immediately remove the product from the platform and the exhibitor shall bear all legal liabilities. The show management also reserves the right to pursue further legal actions.

(3) Product descriptions must be accurate and truthful. Any intentional exaggeration or false information is strictly prohibited. Exhibitors must adhere to these principles. The show management reserves the right to disqualify any exhibitor found in violation of these terms and terminate any related promotional activities.

Disclaimer:

All content uploaded to the online showroom is provided by the exhibitors and they have acknowledged and understood the uploading guidelines. The show management of Hortifloorexpo IPM Shanghai does not guarantee the accuracy, reliability, or completeness of any information contained or referenced therein. **If any uploaded content violates the laws of the People's Republic of China, the uploading exhibitor shall bear full legal responsibility.** If any entity or individual believes that the content displayed on the online showroom infringes upon their legitimate rights, they may submit relevant arbitration or certification materials to the show management. Based on these materials, the show management will cease displaying the disputed content. The show management reserves the right to reproduce the uploaded content on other official promotional channels.

7. Show Catalogue Ads.

The advertising for this exhibition's official catalog is exclusively and fully handled by China Flowers & Horticulture Magazine. If you wish to reach a targeted audience of floral and horticultural professionals, please follow the navigation bar on the left to access the advertising sponsorship plan and download the "Catalog Advertising Application Form".

8. Advertising and Sponsorship Proposal

To assist exhibitors in further promoting their corporate image and enhancing their overall exhibition experience, the show management has provided a variety of advertising and sponsorship opportunities for this exhibition. These opportunities are limited and will be allocated on a first-come, first-served basis. If you are interested, please follow the navigation bar on the left to access the advertising and sponsorship plan and download the "Advertising and Sponsorship Proposal."

A. Advertising on Show Badge (Sold)



B. Badge Strap (Sold)



C. Show Bag (Exclusive)



D. Sponsorship for Flower Arrangement Show



E. Show Guide



F. Visitor Registration Online Banner



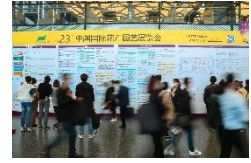
G. Banner in WeChat



H. Movable Outdoor Billboard



I. Logo on Bulletin Board



J. Bulletin Board in Corridors



K. Streamer Ad between Halls



L. Indoor Hanging Banner



M&N. Ads on Electric Shuttle



O. Ads at Shuttle Stops



Advertising Material Submission Guidelines

Acceptable File Formats: Adobe InDesign, Illustrator, Photoshop files, and high-resolution Acrobat PDF and JPEG files compatible with PC or Macintosh platforms are accepted. QuarkXPress, Adobe PageMaker, CorelDraw, Microsoft Publisher, Microsoft Word, PowerPoint, or low-resolution PDF files will not be accepted.

Bleed Area: A 3mm bleed area is required on all four sides for advertising in publications. For other advertising materials, the actual production size should be used as the reference, and no bleed area is required.

Color: CMYK format (except for RGB format for websites or online advertising).

Image Resolution: Input images at 100% size. For advertising in publications, a minimum resolution of 300dpi is required.

Fonts: Please ensure that all fonts used are commercially licensed.

Reservation and Disclaimer: Exhibitors who do not submit content according to these guidelines will be responsible for any additional costs or quality loss that may occur. The publishing house and production unit are not responsible for any incomplete content or errors in the advertisement.

Sponsorship and Advertising Fees: Please remit the sponsorship and advertising fees to Shanghai Intex Exhibition Center Co., Ltd. within 15 days of signing the contract. Please pay close attention to the material submission deadline specified in the advertising and sponsorship order form. Late submissions will not be accepted. All applications will be processed on a first-come, first-served basis, and the show management reserves the right to review all submissions.

Please send to: Ms. Lumi Mao, maozhiwen@shanghai-intex.com

9. Conference Room Rental

To facilitate your business needs, we provide meeting room rental services to exhibitors during the exhibition period. If your company has promotional needs, please follow the instructions in the left navigation bar and click on "Advertising and Sponsorship Plan" to download the "Conference Room Rental Form". The completed form should be returned to the show management before March 7, 2025, and the payment should be made according to the payment notice provided. The final meeting room and time slot will be confirmed by the show management.

Please note:

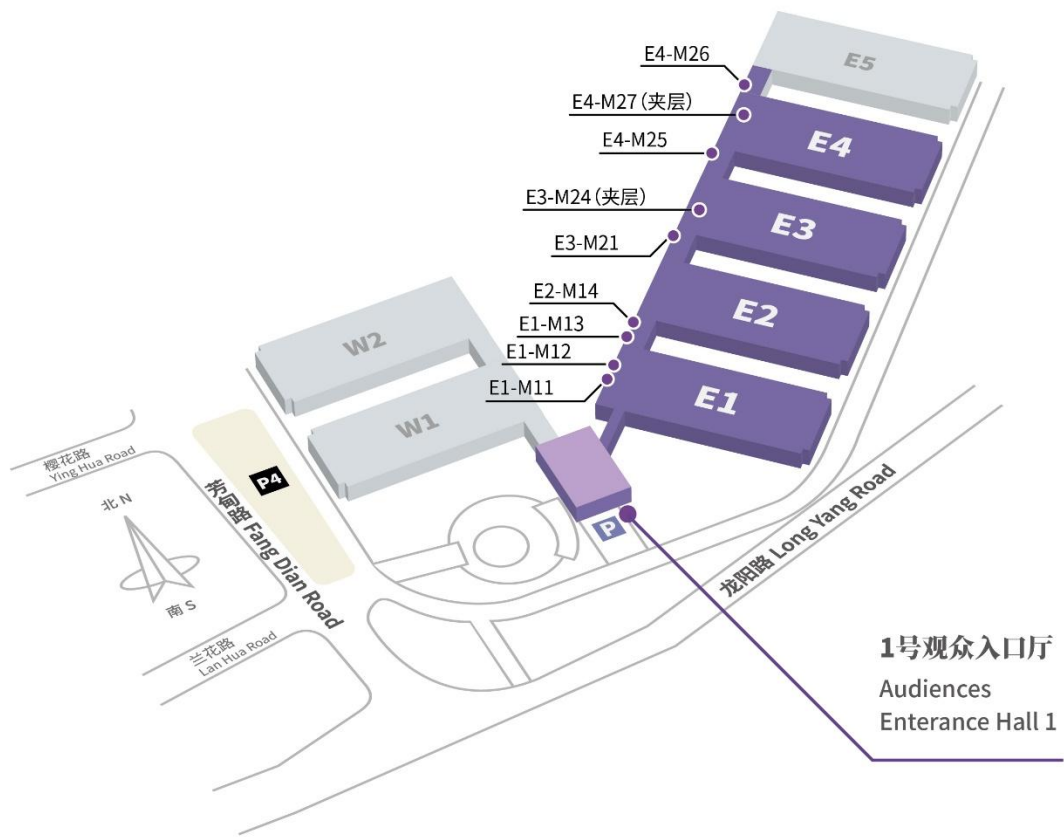
The minimum rental period for a conference room is 2 hours. This includes time for setup, equipment testing, and move-out.

The fee includes: conference room, tables, chairs, basic audio equipment (such as 1 wireless microphone, 1 wired microphone), screen and projector, and bottled water dispenser. (Due to differences in the equipment provided in each room, please contact the show management for details.)

Reminder: To ensure the quality of the meeting, companies are requested to bring their own laptop and mobile flash drive (with the guest's speech ready).

Contact: Ms Ivy Chen, chenzengjie@shanghai-intex.com

Conference Room Locations



10. Interpreters and Service Personnel

As this is an international exhibition, to facilitate communication between domestic and foreign participants, the show management provides a booking service for interpreters and service personnel. If you have such a need, please follow the instructions in the left navigation bar and click on "Interpreters and Service Personnel" to download the "Application Form for Interpreters and Service Personnel". The completed form should be returned to the show management before March 7, 2025, and the payment should be made according to the payment notice provided by the show management.

Contact: Ms Lumi Mao, maozhiwen@shanghai-intex.com

Reminder:


If you require additional knowledge or skills for booth interpreters and staff, or if you need interpreters for minority languages, please specify in the application form.






The fee should be remitted to the following designated account of the show management before March 7, 2025, with the remark "Booth Number + Booking for Exhibition Interpreter/Service Personnel".

Chapter 3 Hotel Reservation

Hotel Profile

 	<p>Jumeirah Himalayas Hotel Shanghai ★★★★★</p> <p>Shanghai Jumeirah Himalayas hotel adjacent to the Shanghai new international expocenter, thumb plaza, 96 square, Shanghai Oriental art center, Asia Pacific ChengHuishopping center, walk to metro line No.7 HuaMu Road station, subway line 2Longyang road station, take it to Shanghai Pudong international airport is only 7minutes.</p> <table><thead><tr><th>Location</th><th>Distance from hotel</th></tr></thead><tbody><tr><td>Shanghai Pudong International Airport</td><td>30km</td></tr><tr><td>Shanghai Hongqiao International Airport</td><td>29km</td></tr><tr><td>Shanghai New International Expo Center</td><td>620m</td></tr></tbody></table> <p>Address: 1108 Meihua Road (Meihua Lu), Pudong</p>	Location	Distance from hotel	Shanghai Pudong International Airport	30km	Shanghai Hongqiao International Airport	29km	Shanghai New International Expo Center	620m
Location	Distance from hotel								
Shanghai Pudong International Airport	30km								
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 	<p>Grand Mercure Hotel Pudong Century Park ★★★★★</p> <p>Grand Mercure Shanghai Century Park is located in the heart of Pudong - site of Shanghai's newest buildings and its financial heart-near the Shanghai NewInternational Expo Center.</p> <table><thead><tr><th>Location</th><th>Distance from hotel</th></tr></thead><tbody><tr><td>Shanghai Pudong International Airport</td><td>31km</td></tr><tr><td>Shanghai Hongqiao International Airport</td><td>26km</td></tr><tr><td>Shanghai New International Expo Center</td><td>2km</td></tr></tbody></table> <p>Address: 100 Changliu Road</p>	Location	Distance from hotel	Shanghai Pudong International Airport	31km	Shanghai Hongqiao International Airport	26km	Shanghai New International Expo Center	2km
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Shanghai Pudong International Airport	31km								
Shanghai Hongqiao International Airport	26km								
Shanghai New International Expo Center	2km								

 	<p>Crowne Plaza Shanghai Jinxiu ★★★★</p> <p>Set along Jinzun Road in Pudong, the hotel is 5 kilometers from Pudong SNIEC, 7 kilometers from Oriental Sports Center, 6 kilometers from Pudong International Airport, 35 kilometers from Hongqiao Railway Station & International Airport, 20 kilometers from Shanghai Disney, while landmark People's Square is just 9 kilometers away. The hotel is close to metro line 7 & 13 Station, allowing guests easy travel throughout Shanghai.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 34km Shanghai Hongqiao International Airport 33km Shanghai New International Expo Center 6km</p> <p>Address: No.399 Jinzun Road.</p>
 	<p>Dorsett Hotel ★★★★</p> <p>Dorsett Shanghai stands as a landmark in the heart of Pudong, facing the celebrated 140 million square metre Century Park.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 31km Shanghai Hongqiao International Airport 28km Shanghai New International Expo Center 2km</p> <p>Address: 100 Changliu Road</p>
 	<p>Holiday Inn Shanghai Pudong Nanpu ★★★★</p> <p>Enjoy a peaceful location close to Pudong financial district and downtown Shanghai when you choose Holiday Inn Shanghai Pudong Nanpu. Our hotel is set on a residential street just 15 minutes by metro from the bars, restaurants, and theatres of cosmopolitan Puxi district.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 37km Shanghai Hongqiao International Airport 25km Shanghai New International Expo Center 3km</p> <p>Address: No.55 Huanlong Road</p>

 	<p>Ibis Hotel (Shanghai Liyang)</p> <p>The worldwide budget ibis hotels are owned by Accor hotels and offer more than 983 hotels in 58 countries. Beds feature high-tech bases and mattresses, fluffy pillows and soft duvets.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 34km Shanghai Hongqiao International Airport 29km Shanghai New International Expo Center 3km</p> <p>Address: 200 Fangdian Road (Fangdian Lu), Shanghai</p>
 	<p>Jinjiang Inn (Pusan Road)</p> <p>Jinjiang Inns is the budget brand from leading Asian hotel group Jin Jiang Hotels and offers simple, clean, safe and comfortable rooms for business and leisure travelers.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 33km Shanghai Hongqiao International Airport 27km Shanghai New International Expo Center 6km</p> <p>Address: 208 Pusan Road Shanghai</p>
	<p>Magnolia Hotel (Shanghai Lujiazui Binjiang Branch)</p> <p>Jinjiang Inns is the budget brand from leading Asian hotel group Jin Jiang Hotels, and offers simple, clean, safe and comfortable rooms for business and leisure travelers.</p> <p>Location Distance from hotel</p> <p>Shanghai Pudong International Airport 37km Shanghai Hongqiao International Airport 24km Shanghai New International Expo Center 6km</p> <p>Address: No.57 Pudian Road</p>

Chapter 4 Construction Guide

Viewshop Exhibits&Display (Shanghai) Co Ltd is the appointed official contractor of Hortifloorexpo IPM Shanghai 2025.

Please return the relevant forms for all the booths to the following contracts.

ViewShop Exhibits & Display (Shanghai) Co., Ltd.

Address: Room A08-A10, No.850 Bocheng Road, Shanghai, China. 200070

Contact: Mr. John Shi (E1-E2), Ms. Zillah Wang (E3-E4)

Tel: 021-32513138- 236 (Shi)/ 601(Wang)

E-mail: john.shi@viewshop.net, zillah.wang@viewshop.net

In order to provide a better experience for exhibitors/constructors to apply for equipment or drawing examinations, please login to **Official Contractor Management System**.

For raw space exhibitors, please share the password with your constructor and let them to take care of it. You may also login by yourself to check the status.

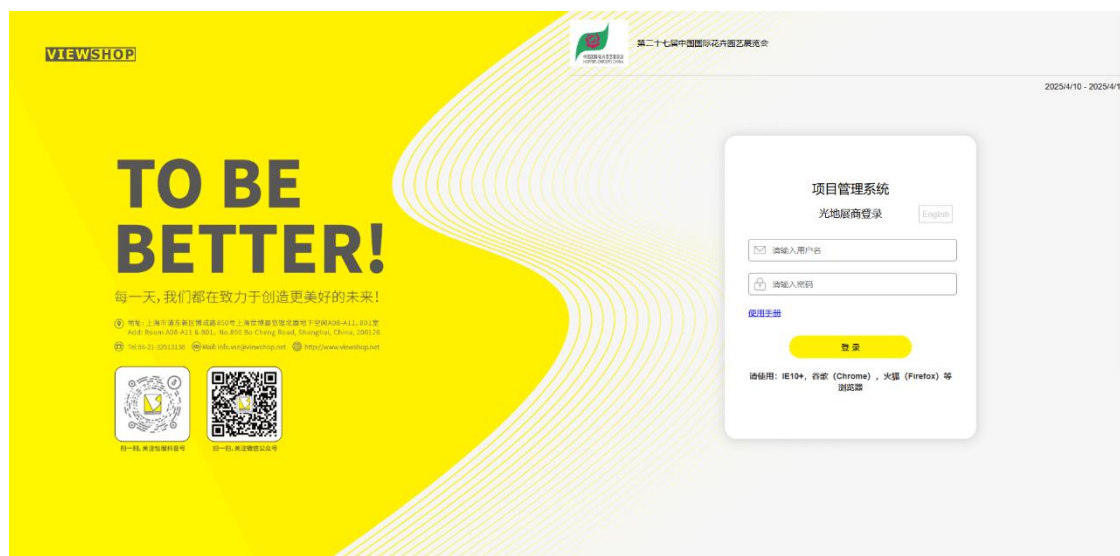
Procedures:

Step 1: Enter the link, or let your construction team to do for you.

Shell Space: <http://service.viewshop.net/exhibitor/Login.aspx?showcode=ce036ea3-e370-4f97-912f-d5a9badf4435>

Raw Space: <http://service.viewshop.net/Building/Login.aspx?showcode=ce036ea3-e370-4f97-912f-d5a9badf4435>

Step 2: Input the account and password (same as your exhibitor password).



Shell scheme exhibitor: Please apply online for furniture rental.

Raw space exhibitor: Please apply online for facilities and share the password with your constructor. Let them to help you with required procedures such as booth design drawing examinations.

1. All service application should be done on the On-line management system. Please make sure to complete in time once receiving the reminding email from Viewshop. If you meet any problem, please contact Viewshop directly.
2. Foam board is not allowed to be used on the exhibition site. Exhibitors are not allowed to bring foam board posters, signboards and other materials to the exhibition site.



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortiflorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

[FORM 1] ADDITIONAL FURNITURE RENTAL (for Shell Scheme)

Items	Dimension		Unit Price(RMB)	Qty
AS01	Information Counter	[1000(L) x 500(W) x 750(H)mm]	90	
AS02	Lockable Cupboard	[1000(L) x 500(W) x 750(H)mm]	120	
AS03	Low Display Cube	[500(L) x 500(W) x 500(H)mm]	70	
AS04	Tall Display Cube	[500(L) x 500(W) x 1000(H)mm]	90	
AS05	Low Glass Showcase	[1000(L) x 500(W) x 1000(H)mm]	250	
AS06	Tall Glass Showcase(small)	[500(L) x 500(W) x 2000(H)mm]	300	
AS07	Tall Glass Showcase(large)	[1000(L) x 500(W) x 2000(H)mm]	400	
AS08	Cargo Rack	[1000(L) x 500(W) x 2000(H)mm]	400	
AS09	Information Counter 1Mh	[1000(L) x 500(W) x 1000(H)mm]	150	
AS10	Catalogue Holder A4 (Metal)	[950(L) x 50 (W) x 280(H)mm]	50	
AS11	Flat Shelf	[1000(L) x 300(W)mm]	40	
AS12	Sloped Shelf	[1000(L) x 300(W)mm]	60	
AS13	Lockable Door	[950(W) x 2000(H)mm]	200	
AS14	Folding Door	[950(W) x 2000(H)mm]	150	
AS15	Information Counter	[1030(L) x 535(W) x 1100(H)mm]	200	
AS16	Panel	[1000(W) x 2500(H)mm]	80	
AS17	Wastepaper Basket	[250(L) x 170(W) x 290(H)mm]	20	
MT01	Round Table	[800(Φ) x 750(H)mm]	150	
MT02	Square Table	[650(L) x 650(W) x 700(H)mm]	120	
C01	Folding Chair	[460(L) x 400(W) x 455(H)mm]	20	
C02	Black Leather Arm Chair	[570(L) x 440(W) x 455(H)mm]	100	
C03	Glisso	[480(L) x 550(W) x 800(H)mm]	150	
S01	One Seat Sofa	[700(W) x 700(D) x 455(H)mm]	480	
S02	Sofa	[1500(W) x 700(D) x 450(H)mm]	680	
S03	Coat Hanger	[1710(H)mm]	150	
CT01	Coffee Table	[550(L) x 550(W) x 450(H)mm]	180	
CT02	Coffee Table	[1000(L) x 550(W) x 450(H)mm]	260	
BT01	Bar Table	[600(Φ) x 1000(H)mm]	220	
BS01	Bar Stool	[460(L) x 400(W) x 455(H)mm]	90	
M01	Magazine Rack A	[380(L) x 1500(H)mm]	100	
M02	Magazine Rack B	[270(L) x 250(D) x 1200(H)mm]	180	
D01	Square table	[1200(L) x 600(W) x 750(H)mm]	150	
D02	Registration table(blue cover)	[1200(L) x 600(W) x 750(H)mm]	350	
D03	Meeting Table	[1400(L) x 700(W) x 750(H)mm]	250	
SP02	Barricade for queue	[1200(H) mm]	60	
SP03	Plant	[1000(H)mm]	100	

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

*Late orders: **50%** surcharge for orders placed after deadline **2025.7th March**

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

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

*Please be informed, the order will not be processed or be canceled until the payment has been received by **2025.03.07**(based on our bank' s record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **2025.03.14** for our reference.

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

EXHIBITOR' S AUTHORIZATION

Company Name: _____

Contact Person: _____ Booth No. : _____

Tel: _____ Email: _____

Date: _____ Signature & Company Chop: _____



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortifloorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

[FORM 2] ADDITIONAL LIGHTING AND ELECTRICITY RENTAL (for Shell Scheme)

Amount	Items	Dimension	Unit Price(RMB)	Qty
A. Spotlight & Socket				
L01	LED Floodlight	75W	200	
L02	LED Spade Lamp	50W	150	
L03	LED Long-arm Spotlight	15W	100	
L04	LED Fluorescent Tube	21W	100	
P01	Power Socket(Square Pin)	Max.500W (only for standard booth)	90	
	High Power Socket 1.Need to apply with the electric box(for machine) 2. Apply separately is invalid	Max.2000W (only for standard booth)	500	
B. TV & Projector				
AV01	Projector 2500Lumini (include 100 inch projector screen)	1 day (RMB3000 for deposit)	2500+3000	
		3 days (RMB3000 for deposit)	3500+3000	
AV02	42" LCD	3 days (RMB2000 for deposit)	1300+2000	
	50" LCD	3 days (RMB3000 for deposit)	1800+3000	
AV03	DVD Player	3 days (RMB500 for deposit)	300+500	
AV04	Laptop	3 days (RMB2000 for deposit)	800+2000	
C. Others				
E01	Refrigerator 90L	90L	700	
E02	Refrigerator 140L	140L	1000	
E03	Water Dispenser		350	

*Late orders: **50%** surcharge will be imposed for orders received after deadline **2025.03.07**

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

***The Standard Socket is NOT for lighting using, ONLY for low power devices, cause the maximum power of the socket is 500W. Please order additional power for high power devices.**

***If exhibitors need more facilities order beyond this list, please contact us before the deadline.**

*For special installation requirements for furniture, lamps and sockets, please send the location to the person in charge of each library by the deadline, otherwise we will install in the default location. If need re-location on-site, the extra cost would be RMB100 per unit.

*Exhibitors have to keep rental items good, VIEWSHOP has the right to charge the compensation for any damages or losses.

*None standard furniture or equipment supplied to the "raw space exhibitors" , VIEWSHOP will charge 100% of the rental fee as the deposit just via remittance, and will refund it also via remittance after the exhibition. VIEWSHOP has the right to deduct the compensation for any damages or losses.

*** Please be informed the order will not be processed or be canceled until the payment has been fully received by 2025.03.14(based on our bank' s record), and please provide the bank slip indicating booth No. and the exhibition name for our reference.**

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

EXHIBITOR' S AUTHORIZATION

Company Name: _____

Contact Person: _____ Booth No. : _____

Tel: _____ Email: _____

Date: _____ Signature & Company Chop: _____



AS01
咨询桌
Information Counter
1000L x 500W x 750H mm



AS02
锁柜
Lockable Cupboard
1000L x 500W x 750H mm



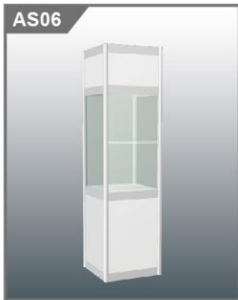
AS03
矮身展示台
Low Display Cube
500L x 500W x 500H mm



AS04
高身展示台
Tall Display Cube
500L x 500W x 1000H mm



AS05
矮身玻璃柜
Low Glass Showcase
1000L x 500W x 1000H mm



AS06
高身玻璃柜
Tall Glass Showcase
500L x 500W x 2000H mm



AS07
高身玻璃柜
Tall Glass Showcase
1000L x 500W x 2000H mm



AS08
货架
Cargo Rack
1000L x 500W x 2000H mm



AS09
1M高咨询桌
Information Counter 1mH
1000L x 500W x 1000H mm



AS10
资料架
Catalogue Holder (metal)
950L x 50D x 280H mm



AS11
平层板
Flat Shelf
1000L x 300W mm



AS12
斜层板
Sloped Shelf
1000L x 300W mm



AS13
锁门
Lockable Door
950W x 2000H mm



AS14
折门
Folding Door
950W x 2000H mm



AS15
阶梯型咨询桌
Information Counter
1030L x 535W x 1100H mm



AS16
展板
Panel
1000W x 2500H mm



A17
废物箱
Wastepaper Basket
250L x 170W x 290H mm



MT01
白色圆桌
Round Table
800Φ x 750H mm



MT02
方台
Square Table
650L x 650W x 700H mm



C01
折椅
Folding Chair
460L x 400D x 455H mm



C02
皮椅
Black Leather Arm Chair
570W x 440D x 455H mm



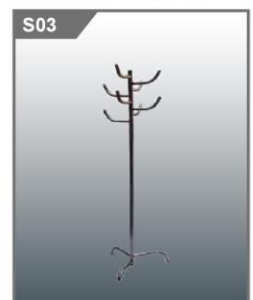
C03
葫芦椅
Glisso
480W x 550mm x 800H mm



S01
单人沙发
Single Sofa
700W x 700D x 455H mm



S02
双人沙发
2-seat Sofa
1500W x 700D x 450H mm



S03
站立衣架
Coat Hanger
1710H mm



CT01
单人咖啡台
Coffee Table
550L x 550W x 450H mm



CT02
双人咖啡台
Coffee Table
1000L x 550W x 450H mm



BT01
吧桌
Bar Table
600Φ x 1000H mm



BS01
吧椅
Bar Stool
460W x 400D x 455H mm



M01
杂志架A
Magazine Rack A
380 x 1500H mm



M02
杂志架B
Magazine Rack B
270 x 250 x 1200H mm



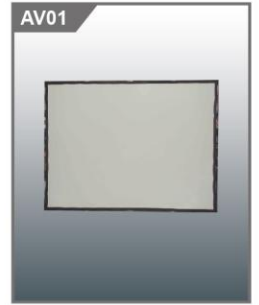
D01
长条桌(无桌布)
Long table w/o apron
1200L x 450W x 750H mm



D02
签到桌(蓝色围裙)
Registration Table(blue cover)
1200L x 450W x 750H mm



D03
会议桌
Meeting Table
1400L x 700W x 750H mm



AV01
投影设备
Projector&Screen



AV02
LCD
LCD(42"50")



E01
冰箱
Refrigerator (90L)
500L x 500W x 860H mm



E02
双门冰箱
Refrigerator (140L)
500W x 500mm x 1350H mm



E03
饮水机
Water Dispenser



SP02
围栏
Barricade For Queue
1200H mm



SP03
植物
Plant
1000H mm



L01
75W LED大白灯
75W LED floodlight



L02
50W LED鸭嘴大白灯
50W LED Spade lamp



L03
15W LED长臂射灯
15W LED Long Arm spotlight



L04
21W LED日光灯
21W LED Fluorescent Tube



P01
插座
Power Socket(Square Pin)
Max.500W

VIEWSHOP

标准展位布置样板 Model of Standard Booth

专属定制，一站式服务
省心、省力、省钱

款式多达 **60⁺**，让您布展更轻松！

你想要的尽在 **V Shop !**

Exclusive customized booth & one-stop service

Better, Easier, Economical

More than **60** options, make your exhibition easier

V Shop prepares everything you need



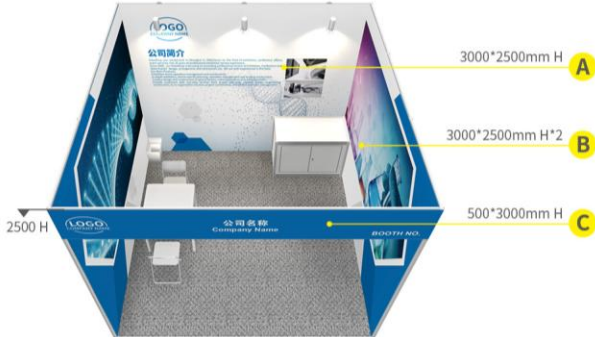
扫一扫，让布展轻松搞定
Identify the QR code

make the exhibition construction easier

画面制作 Artwork Making

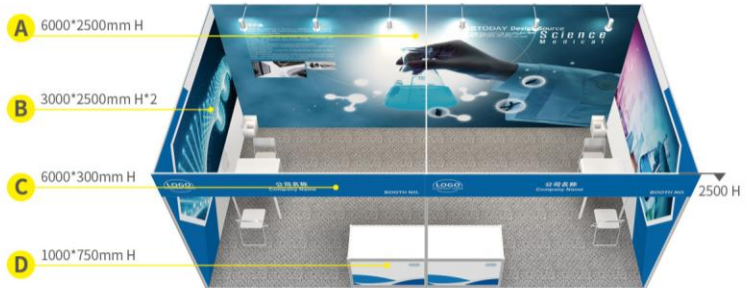
A01 展位规格 Booth Size:
3000 x 3000

Artwork Making
美工画面制作



A02 展位规格 Booth Size:
3000 x 6000

Artwork Making
美工画面制作



The Package 套餐包含



定制画面制作
Customized Artwork Making



运输、安装与拆除
Transportation, Construction & Dismantlation



额外四盏射灯, 两把折椅
Additional 4 Spot Lights & 2 Folding Chairs



每晚清洁展位服务
Daily Cleaning Service



不含画面设计
Excludes Artwork Design

背景板制作 Backdrop Making



B01 背景布 (灯箱、非灯箱)
Backdrop Fabric (w/ or w/o lamp-box)

灯箱布 Lamp-box Fabric

工艺: 无边框型材支撑、直喷、热转印、内打光
克重: 202g/m²
性能: 防火阻燃, 透光均匀, 平整性好, 抗拉性能好

Technology: Frameless section-bar supporting, DI, Thermal transfer, Outside-lighting

Weight: 202g/m²

Performance: Fire-retardant material, Well-even light transmittance, Good flatness, High tensile strength



B02 弧形背板 (灯箱、非灯箱)
Curved Backdrop (w/ or w/o lamp-box)

背景布 Backdrop Fabric

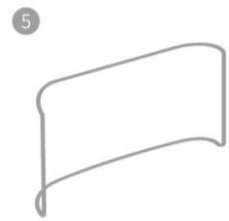
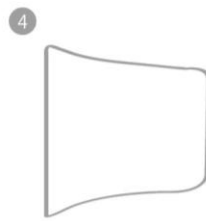
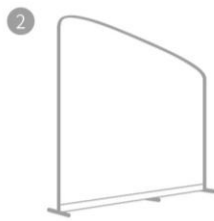
工艺: 无边框型材支撑、直喷、热转印、外打光
克重: 230g/m²
性能: 防火阻燃, 布料具有双向微弹性, 适合做异形造型画面, 哑光质感

Technology: Frameless section-bar supporting, DI, Thermal transfer, Outside-lighting

Weight: 230g/m²

Performance: Fire-retardant material, good tensile strength, suitable for irregular shape artwork, matte texture

背景板制作 Backdrop Making



 快幕秀圆管架子
Silver Aluminium Tube

 运输、安装与拆除
Transportation, Installation
& Dismantlation

 定制画面制作
Customized Artwork
Making

 不含画面设计
Excludes Artwork
Design



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortiflorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

【 Form 3 】 Package of Standard Booth

A. Artwork Making

Booth Type	Rendering	Package Description	Unit Price (RMB)	QTY.	Amount (RMB)
A01 9m ² Standard Booth		2 sides Artwork making (3m*2.5mH*2), Graphics for info. desk, Spot-lights*4, Exclude: Artwork design.	3000		
		3 sides Artwork making (3m*2.5mH*3), Graphics for info. desk, Spot-lights*4, Exclude: Artwork design.	4500		
A02 18m ² Standard Booth		2 sides Artwork making (3m*2.5mH*1, 6m*2.5mH*1), Graphics for info. desk, Spot-lights*4, Exclude: Artwork design.	4500		
		3 sides Artwork making (3m*2.5mH*2, 6m*2.5mH*1), Graphics for info. desk, Spot-lights*4, Exclude: Artwork design.	6000		

B. Backdrop Making

B01 Backdrop		Lamp Box (Single side, 2m ² min.)	650/sqm		
		Non-Lamp Box (Single side, 2m ² min.)	350/sqm		
B02 Arcuate Backdrop		Lamp Box (Single side)	600/sqm		
		Non-Lamp Box (Single side)	480/sqm		

C. Act fast show

C01		Single side	450/sqm		
		Double sides	550/sqm		

*For more information, please contact VIEWSHOP.

*Late orders: **50%** surcharge for orders placed after deadline. **100%** surcharge for relocation items.

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

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

*Please pay attention to the deadline, the order will not be placed successfully until the payment has been received by **2025.03.07**(based on our bank' s record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **2025.03.14**for our reference.

*Exhibitors have to keep rental items good, VIEWSHOP has the right to charge the compensation for any damages or losses.

* VIEWSHOP requests the **actual amount** on the order forms to be paid to bank account, and the bank charges for both parties should be borne by the payer.

EXHIBITOR' S AUTHORIZATION

Company Name:

Contact Person:

Booth No. :

Tel:

Email:

Date:

Signature & Company Chop:

VIEWSHOP

02

光地展台
Raw Space

VIEWSHOP

THE HIGH-QUALITY WITH GOOD PRICE
YOU WANT IS HERE-VIEWSHOP E-BOOTH

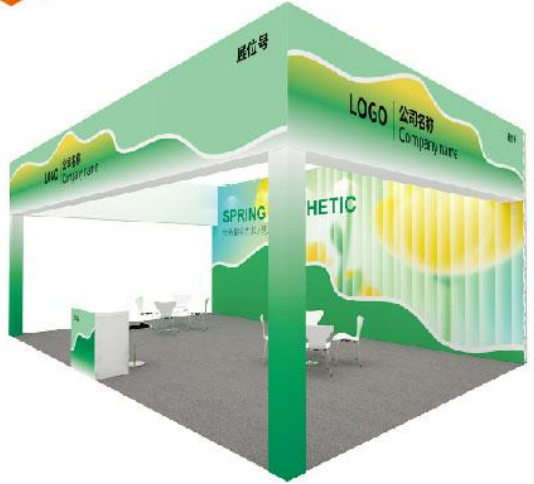
您想要的性价比尽在VIEWSHOP

环保 展台
搭建样板

<p>27m² 3000*9000mm A</p>	<p>27m² 3000*9000mm B</p>
<p>¥21000</p> <p>基本配置 咨询桌*1 吧椅*1 圆桌*1 洽谈椅*4 垃圾桶*1 插座*1</p>	<p>¥22500</p> <p>基本配置 咨询桌*1 吧椅*1 圆桌*1 洽谈椅*4 垃圾桶*1 插座*1</p>

<p>36m² 6000*6000mm A</p>	<p>36m² 6000*6000mm B</p>
<p>¥14500</p> <p>基本配置 咨询桌*1 吧椅*1 圆桌*2 洽谈椅*8 垃圾桶*1 插座*2</p>	<p>¥27800</p> <p>基本配置 咨询桌*1 吧椅*1 圆桌*2 洽谈椅*8 垃圾桶*1 插座*2</p>

54m² 6000*9000mm **A** 54m² 6000*9000mm **B**



¥21600 **¥37800**

基本配置 咨询桌*1 吧椅*1 圆桌*3 洽谈椅*12 垃圾桶*1 插座*3

72m² 8000*9000mm **A** 72m² 8000*9000mm **B**



¥46800 **¥46800**

基本配置 咨询桌*1 吧椅*1 圆桌*4 洽谈椅*16 垃圾桶*1 插座*4

电话:(86)13917401037, (86)21-32513138*604
联系人:章云, Ms.Amy Zhang 邮件:amy.zhang@viewshop.net

- 1 All the quotation includes installation, dismantling & transportation.
所有报价包括安装、拆卸和运输。
- 2 The quotation excludes hall management fee, power box cost, hanging points and all other cost charged by exhibition hall.
报价不包括展馆管理费、电源箱费用、吊点费用及展馆收取的所有其他费用。
- 3 All the quotation includes artwork production and lighting cost, excluding poster or backdrop art work design.
所有报价均包含美工制作和照明灯具费用, 不包括海报或背景的背景平面设计。
- 4 If you need us provide graphic design services, the price is quoted by area : CNY120/sqm, the starting price is CNY1800 (15 sqm), the unit price for a single poster is CNY600/page, and design work takes at least 3 to 5 working days.
如果需要提供平面设计服务, 收费标准如下: 按照画面面积计算, 120元/平米, 画面面积最低15平米起, 不足15平米的画面按照15平米结算, 单张海报按照600元/版面结算。设计周期至少需要3~5个工作日。



想看更多款式?
 请扫二维码进入小程序
 Identify the QR code
 make the exhibition
 construction easier



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortifloorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

[FORM 4] Power Point - for Lighting

Fill-in the <On-line Management System> for Declaration of exhibitor nominated stand contractor for raw space (Required)

Please complete all the required information by our <On-line Management System> by the **deadline**.

Important notes: According to SNIEC safety supervision, all raw space booth construction plans must be reviewed and approved by third-party safety supervision agency before starting construction.

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

The exhibitors who have booked the "RAW SPACE STANDS" and appointed stand contractor, Please complete all the required information by our <On-line Management System> before the deadline.

Amount	Items	Unit Price(RMB)	Qty
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D. Power Point-For Lighting Use (Including the cost of electrical fire monitoring box)

Amount	Items	Unit Price(RMB)	Qty
1	15 Amp Three Phase Power Point	1625	
2	30 Amp Three Phase Power Point	2245	
3	40 Amp Three Phase Power Point	2470	
4	60 Amp Three Phase Power Point	3435	
5	Lighting connection 1. Must be applied with the electric box (for lighting) as well 2. A power socket should be applied separately.	500	

E. Management fee & Deposit for special booth

Amount	Items	Unit Price(RMB)	Qty
1	Management fee for special booth	31/sqm	
2	Deposit for "raw space " build-up	RMB10,000 - under 100	RMB20,000 - between 101and 30m ²

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

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

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

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

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

No refund if exhibitor cancelled the order after deadline.

*Exhibitors are required to mark positions of all items they ordered on the **FORM 7(Stand Layout)**. The official contractor will install with the default position if this stand layout was not submitted successfully by deadline. Requirement of on-site relocation will generate 100% surcharge.

* **Please be informed the order was not placed successfully until the payment has been fully received by 2025.03.14**(based on our bank' s record)

**** Important Notice**

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

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

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

4. Please up-load the layout of the booth with the order forms to our <On-line Management System> by deadline **2025.03.14**

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

EXHIBITOR' S AUTHORIZATION

Company Name:	
Contact Person:	Booth No. :
Tel:	Email:
Date:	Signature & Company Chop:



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortiflorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

VIEWSHOP		
VIEWSHOP Deposit Management Rules		
Deposit deduction rules		Deduction ratio
1	Booth design has not been submitted to the organizer/designated contractor for approval	100%
2	The design, structure, and materials of the booth are not consistent with the content submitted to the organizer , or violate the rules of the conference , or the height of the booth site structure exceeds the upper limit specified by the organizer	100%
3	Accidents or casualties caused by booth structure or safety issues , or there is a potential safety hazards but not or delayed completion of rectification. If the comprehensive management deposit of the booth still can't full deduction of compensation,the venue and the organizer have the right to contiune to make clams against them.	100%
4	Illegal connection to electricity or the electricity used exceeds its due .	100%
5	The volume in the booth exceeds 75 decibels (Subject to complaints received from other exhibitors/visitors and decibels measured on site)	100%
6	Blocking, sheltering, and piling up debris around fire exits, escape routes, emergency exits, fire fighting facilities, and exhibition venue operation facilities ,demolition and restoration must be carried out and the comprehensive management deposit must be deducted .	100%
7	The wire does not use the national standard three-core wire (220V) or five-core wire (380V) ; the wiring of the wires is messy and untidy, and there is no pipe or sleeve ; and wiring beads not used ; and use floral thread etc.	100%
8	The wooden structure keel is not heavily coated with fire-resistant paint, and the exposed wooden structure without fire-resistant measures.	100%
9	Special operations without the qualified operation certificate of relevant regulations ; or without relevant job qualifications .	100%
10	The internal wall of the booth storage room is not treated with effective fireproof coating , and stack flammable items such as cardboard boxes in the storage room .	100%
11	Booth electric box (monitoring box) is not arranged and placed in the booth area	50%
12	Enter the venue without going through the formalities ; work overtime without going through overtime procedures or delay overtime in violation of regulations ; connection of water source, power source, compressed air, etc. without the written authorization from the official contractor.	50%
13	During the move-in, exhibition and move-out period ,the raw space booth exhibitor/contractor did not cut off all electrical boxes in the booth before leaving ,and did not set the main switch of the electrical circuit .	50%
14	The structure, decoration, lamps, furniture and exhibits of the booth are beyond the scope of booth rental.	50%



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 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
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 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortiflorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

VIEWSHOP

VIEWSHOP Deposit Management Rules

Deposit deduction rules		Deduction ratio
15	Non-island booths are not installed with a back wall above 2.5 meters to separate adjacent booths ; or use the structure of the venue or adjacent booths as a fixed your own booth or for display and decoration .	50%
16	Any booth structure surface facing the adjacent booth is not covered or the covering material does not meet the standards of pure white, smooth, beauty and consistency of materials .	50%
17	Failure to clean up the construction materials placed outside the booth within the limited time during the move-in/dismantling period ,or dispose of the garbage, packaging materials or building materials; any construction materials, waste materials, empty boxes, wooden structures, display boards and tools were found outside the booth during the exhibition .	50%
18	Used paint buckets, KT boards, carpets, low-pressure plastic paper (bubble plastic paper), broken glass, wood, etc. are discarded and without self-recycling .	50%
19	All metal frames and metal shells are not reliably grounded wire, or the booth electrical box is not grounded wire.	50%
20	Not equipped with sufficient fire extinguishers, sprinkler equipment, alarms, etc. that have passed the annual inspection according to regulations .	30%
21	During the move-in and move-out period, dump waste, waste liquid or other abandoned items at non-designated locations.	30%
22	Working high above the ground without wearing helmets, safety belts, or using qualified and safe lifting tools and operating platforms , or without assigning special personnel to command, guard, and set up safe areas , or use ladder for working over 2 meters .	30%
23	The construction personnel of the booth did not wear construction certificates or safety helmets as required.	20%
24	Carry out painting work or electric welding, gas welding, cutting and other open flame operations in the exhibition hall.	20%
25	Brutal construction, illegally erecting and dismantling booths (pushing, pulling, etc.) , do not set up the security zone, and dismantling the booth before the time specified by the organizer.	20%
26	Damage to exhibition hall facilities (such as walls, doorways, floors, pillars, etc.)	Pay according to actual
27	The water source (air source) field operation does not meet the specified operating requirements, including the problems caused by connection links, on-site maintenance links and the quality of self-adapted pipes, etc. , causing water leakage (air leakage) or cause other on-site accidents .	20%+Compensation based on actual loss



Please Submit the Forms to:
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO., LTD.
 Room A08-A10,B01, No.850 Bo Cheng Road, Shanghai, China
 Tel: 021-32513138
 Contact Person: Mr. John.shi (E1-E2) / Ms. Zillah Wang (E3-E4)
 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

Exhibition Name:The 27th Hortifloorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

【FORM 5】 Hanging Points

Item		Unit Price (RMB)	QTY	Amount (RMB)
F. Hanging Points				
1	Hanging Point	Load capacity 150kg/Point	2835	
2	Hanging Banner	superficial area	450/sqm	

****New Regulation:** If the hanging banner fits the description of both "hanging point" and "Release and Hanging of Ad in the air in exhibition halls" , only charge one higher cost of the 2 projects.

*The exhibitors or their appointed contractors should submit the Form 5 attached with the drawing marked structure parameter to ViewShop by deadline. The unapproved hanging structure will not be allowed to be hung on site. Any application of hanging structure on site is unacceptable. The final hanging points positions will be settled depend on the inspection report submitted by exhibition hall structure engineer.

- Note:**
- Exhibitors or their appointed Contractors could estimate hanging points for the prepayment, and the exact quantity in final settlement will be calculated based on the exhibition hall on-site confirmation.
 - Late orders after deadline: 50% surcharge will be requested.
 - Order cancelation is un-refundable.
 - Form 5 should be provided together with the hanging point location and structure drawing, which submitted by exhibitors or their appointed contractors.
 - Only firm metal structure could be used inside hanging structure, and wooden structure is prohibited.
 - Regarding the hanging truss:
 - The aluminum alloy truss size should be limited between 200mm*200mm and 400mm*400mm.
 - The irony truss size should be limited between 300mm*300mm and 400mm*400mm.
 - The hanging structure must be connected with truss by qualified wire rope or special sling. Iron wire or rope is prohibited.



- Regarding steel and timber structure
 - There should be a firm metal framework inside and an inspection opening outside. Timber structure without connecting metal fasten parts and with unstable structure are all unacceptable for hanging.
 - Structure of monolithic metal framework covered by timber board must be suspended by integral truss frame assembled on the top.
- If the hanging structure does not be built as the drawing approved, or any reform reasons such as the structure overweight, Exhibitors and their appointed Contractors shall be responsible for the liabilities and costs thus caused.
- VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost charged by the bank for both parties should be borne by the payer.

EXHIBITOR' S AUTHORIZATION

Company Name: _____

Contact Person: _____ Booth No. : _____

Tel: _____ Email: _____

Date: _____ Signature & Company Chop: _____



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 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

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Venue: SNIEC E1-E4
Deadline: 7th March

[FORM 6] Power Point - for Machine Using and Rental of Additional Facilities

	Items	Unit Price(RMB)	Qty	Amount
G. Power Point - for Machine Using				
1	15 Amp Three Phase Power Point	1255		
2	30 Amp Three Phase Power Point	1825		
3	40 Amp Three Phase Power Point	2025		
4	60 Amp Three Phase Power Point	2970		
5	100 Amp Three Phase Power Point	4685		
6	150 Amp Three Phase Power Point	7090		
H. Compressed Air (no outdoor application)				
1	5HP(≤0.4m ³ /Min & 8 ~ 10kgf/cm ²), Ø 10mm	4050		
2	10HP(0.41 ~ 1.0m ³ /Min & 8 ~ 10kgf/cm ²), Ø 20mm	4725		
3	15HP(1.1 ~ 1.8m ³ /Min, 8 ~ 10kgf/cm ² , Ø 25mm	5400		
I. Water Supply				
1	Water supply to booth with 10m pipe up & down. Ø 15mm up, Ø 25mm down, P. 4kgf/cm ²	2700		
2	Water supply to machine with 10m pipe up & down. Ø 20mm, Ø 25mm down, P. 4kgf/cm ²	4050		
J. Telephone Line & Internet Access				
1	Local DD(Just for local telephone)	RMB300 for deposit	700+300	
2	Domestic DD	RMB1000 for deposit	1000+100	
3	Telephone line IDD	RMB4000 for deposit	2800+400	
4	20M Fiber-based Broadband	1 Public static IP address	5400	
5	10M Fiber-based Broadband	1 Public dedicated IP address	7425	
6	20M Fiber-based Broadband	1 Public dedicated IP address	13500	
7	30M Fiber-based Broadband	1 Public dedicated IP address	14850	

- * **NONE of above stuffs could be bring-in.** If exhibitors need rent any special/additional furniture, please contact VIEWSHOP.
- * **Main power is only for lighting, and exhibitors are required to order one more power for machine using**
- * For water supply and air compressor, exhibitors are required to bring along their adaptor for connection to their equipment.
- * Exhibitors should bring their own special regulating units if they require very specific water temperature or water pressure.
- * Exhibitors of shell scheme should pay deposit via remittance, RMB3000 if they apply for hall facility (RMB6500 for 200A) before move-in. after the Organizer confirmed dismantling has been done without any damage or losses, VIEWSHOP will refund the deposit also via remittance in 2 months after the exhibition.
- * The deposit for the IDD/DDD should be remitted together with the rental fee. Correspondence will be charged separately. We will refund the rest of the correspondence to your remittance account.
- * All items ordered are on rental basis. Exhibitors should use them carefully and keep them well, VIEWSHOP has the right to charge the compensation for any damages or losses.
- * Late orders: **50% surcharge** will be imposed for orders received after deadline **2025.03.14**
No refund if exhibitor cancelled the order after deadline.
- * Exhibitors are required to mark positions of all items they ordered on the **FORM 7 (Stand Layout)**. The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.
- * Please be informed, the order will not be processed or be canceled until the payment has been received by **2025.03.14**, (based on our bank' s record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **2025.03.14** for our reference.
- * VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost that charged by the bank for both parties should be borne by the payer.

EXHIBITOR' S AUTHORIZATION

Company Name: _____

Contact Person: _____ Booth No. : _____

Tel: _____ Email: _____

Date: _____ Signature & Company Chop: _____

光地展位 专属定制服务

Raw space booth custom-made services

- 怡展展览专业特装运营团队，倾力为客户打造全新的展览展示服务理念，为客户提供最完善的一站式服务。
- 展台设计与承建、活动创意策划、展厅设计，一应俱全。
- 热情的工作团队，用最专业的服务，最独特的创意，标准化的执行经验，为品牌信息传播以及品牌形象提升撑起优秀的平台，为每个品牌注入全新的活力。
- 一个电话，一次面谈。
- 都将开启我们与您对品牌、品质、形象的全方位的探索之旅。
- VS Special Decoration Dept. – an Experienced & Professional Team, strive to create a new concept of exhibition service for customers, and provide a complete one-stop service to customers.
- The One-stop Service includes: Booth's design & construction, Originality Event Planning, Exhibition Hall's Design, etc.
- With the most professional service, the most unique creativity, standardized implementation experience, our team will build an excellent platform for brand image dissemination and promotion, and obtain new vitality.
- Please make a phone-call or a face-to-face communication.
- Let's start a comprehensive exploration tour of promoting your brand, quality and image.

CUSTOM EXHIBIT SERVICES



联系人:但守霞女士

Contact Person: Ms. Cherry Dan

☎ (8621) 3251-3138*878

☎ (86)137-6448-1313(微信同号)

✉ cherry.dan@viewshop.net

📍 上海市浦东新区博成路 850 号上海世博展览馆
北面地下空间 A08-A11、B01 室
Room A08-A11& B01, No.850 Bo Cheng Road,
Shanghai, China, 200126



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 E-mail: john.shi@viewshop.net(E1-E2)/zillah.wang@viewshop.net(E3-E4)

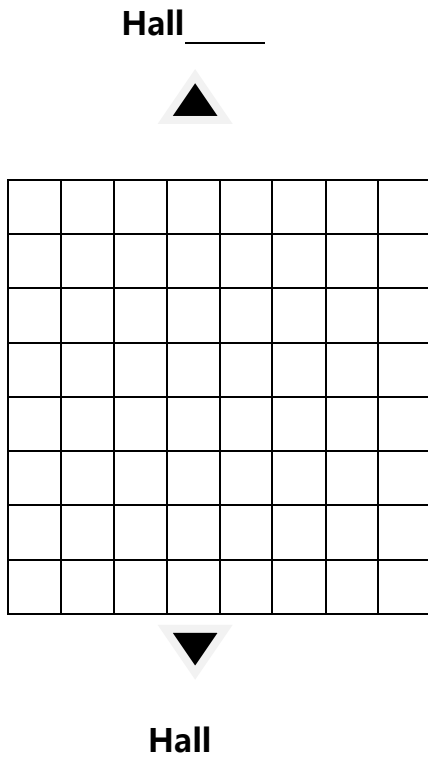
Exhibition Name:The 27th Hortifloorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

[FORM 7] FACILITIES LOCATION

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

All items must be marked on the location plan below.

(Scale:1 =1 square meter)



	150W HQI Floodlight 金卤灯
	9W LED Long-arm Spotlight LED 长臂射灯
	40W Fluorescent Tube 日光灯
	13A/220V Power Socket 单相插座
	___A/380V Power Point 三相电源
	Air Compressor 空气压缩机
	Water in/out 上下水源
	Telephone 电话
	Shelf (Flat/Slope) 平/斜层板

NOTICE:

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

1. All items ordered are on rental basis, please use them carefully and keep them well, exhibitors will be charged compensation for any damages or losses.
2. Any problem of rental furniture/installation must be lodged one day before the exhibition commences. Otherwise all items are deemed that be received in good order.
3. In order to ensure the electricity safety, all spotlight or fluorescent light, including Exhibitors' owns, should be handled by **VIEWSHOP**.
4. Exhibitors are required to mark the position of all items ordered on the **Form 7 (Stand Layout)**, and up-load the layout to our <On-line Management System> by **deadline2025.03.14** The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

EXHIBITOR' S AUTHORIZATION

Company Name: _____

Contact Person: _____

Booth No. : _____

Tel: _____

Email: _____

Date: _____

Signature & Company Chop: _____



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Venue: SNIEC E1-E4
Deadline: 7th March

The special booth insurance requirements

In order to reduce the risk of liability for the construction of special booths and to ensure the safety and security of the site construction personnel, the contractor or exhibitor must buy exhibition liability insurance, with the Limit of indemnity of the policy for any one person not less than RMB 500,000 Yuan and the limit of indemnity of the policy for aggregate not less than RMB 6 million Yuan. Both of the contractor and exhibitor should be the Insured of the policy, and the cover and limit of indemnity of the insurance are as follows::

- 1、 The loss for the building or ground of the Venue
 Limit of indemnity for any one accident/aggregate: RMB: 6 million Yuan
 - 2、 The personal injury of the constructor or exhibitor’s personnel during the exhibition.
 Limit of indemnity for any one accident: RMB 6 million Yuan;
 Limit of indemnity for any one person: RMB: 500,000 Yuan
 - 3、 The compensation responsibility caused from third-party personal injuries.
 Limit of indemnity for any one accident: RMB 6 million Yuan;
 Limit of indemnity for any one person: RMB: 500,000 Yuan
- Total amount of compensation:
- 1、 Limit of indemnity for aggregate: RMB: 6 million Yuan
 - 2、 Deductible for A.O.A: RMB 0 Yuan

➤ Insurance period:

April 7, 2025 to April 13, 2025

➤ The Premium:

Booth Area	Premium/booth	Insurance and liability for each booth
≤54 m ²	RMB:150.00 Yuan	1, Each person per accident compensation limit: 500,000 Yuan 2, The amount of each liability compensation limit: 6 million Yuan 3, The cumulative compensation limit: 6 million Yuan 4, Each accident deductible: 0 Yuan
55 m ² –199 m ²	RMB:180.00 Yuan	
200 m ² –399 m ²	RMB:200.00 Yuan	
≥400 m ²	RMB:350.00 Yuan	

➤ Contact:

Miss. Liu Phone: +86 18613302639 E-mail: hzbx008@126.com
 Miss. Yu Phone: +86 18513928829 E-mail: hzbx004@126.com
 Miss. Feng Phone: +86 18500646969 E-mail: hzbx002@126.com



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➤ Insured process:

(A) Landing www.zhanhuibao.com, to sign up and log in.

(B) After registration, select the "exhibition responsibility insurance", select "**2025 China International Flower Expo**" click on the next step to insure.

(C) Fill in the booth information (booth number, area) —— click "confirm add" - select "invoice type" —— select "payment method" ——click "I have read the insurance terms" ——click "on the selected booth to generate insurance policy" to generate an insurance application. In accordance with the premium on the application, click on "pay immediately", that is, online payment premium. After the payment is successful, will receive a text message on your phone, electronic policy will be sent to the insured person to register the Emailbox.

(D) The invoices will be mailed to the insuredapplicant;

(E) If the exhibitor is required to transfer property and liability risks to his exhibits, he / she may choose to insure the property loss insurance, and the preferential treatment rate will be provided for each exhibitor. Please contact the risk management manager in advance. Miss Meng Tel: +86 13241999696

➤ Claims service

If an insurance accident occurs immediately on the scene to take pictures of evidence, and call the scene report phone:

Miss Feng: +86 18500646969

Requirements for insurance claims documents:

- 1, Insurance notice, need to be stamped with official seal;
- 2, The loss list, need to be stamped with official seal;
- 3, The insured person accident description or damage to the accident handling report, need to be stamped with official seal;
- 4, The scene of the accident photos;
- 5, The insured business license copy;
- 6, Payment vouchers;
- 7, Repair or purchase invoice original;
- 8, The insured and the venue provider (exhibition center) rental contract copy;
- 9, The other documents required by the insure



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Exhibition Name:The 27th Hortifloorexpo Ipm
Exhibition Period: 10-12th April
Venue: SNIEC E1-E4
Deadline: 7th March

The Important Notice of Special Booth Drawings

The provisions of the booth design drawings:

- A. File size: max. 5MB. (JPG File)
The file should be named by “Booth number + Exhibitor name + date”
- B. Please submit the following drawings in duplicate:
 - a. Booth perspective drawing (1 front-side & two sides)
 - b. Floor plan
 - c. Structural drawing with dimension
 - d. Detailed booth materials checklist
 - e. Facilities location
- C. All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. **Specify by grid is unacceptable**, and the drawings will be denied. All drawings must be specified in detailed dimensions (M)
- D. The documents must be signed by the person in charge & with company seal, otherwise it' s deemed invalid, the exhibitors or their contract builders shall be responsible for any delay thus caused

Specially notes:

** All the raw space exhibitors or their appointed contractors should submit the design drawings to **VIEWSHOP's < On-line Management System>**. **All the drawings must be confirmed by both VIEWSHOP & Third-party Safety Supervision Agency.**

If the booth design drawing shows it's a two-story booth, higher than 4.5m, the drawing **must be checked and approved by Grade A National Registered Structural Engineer, and be double checked by “Han Hai” as well.** The unqualified drawings will be rejected and required modification until they pass the review.

before the exhibitors was permitted to enter into the venue to begin constructing.

1. Exhibitors cannot move-in without up-loading/submitting the final drawings, Appendix I and Appendix II. on our < On-line Management System> by deadline. Final drawings, Booth constructor information, Appendix I and Appendix II are indispensable
2. **NONE Foam board is permitted to be used during the whole exhibition period according to the regulations.**



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Appendix I

Special decoration booth design building regulation (Required)

The exhibitors and their appointed contractors must follow the rules and complete the form as below.

	ITEM	REGULATION	I AGREE	NOTES
1	THE MAXIMUM HEIGHT FOR BOOTH CONSTRUCTION	According to the height limitation specified by the Organizer		
2	EXTINGUISHER	≤36sqm at least one pair > 36sqm at least two pairs		
3	BANNED MATERIALS	All materials used in the construction and decoration of a exhibitor must be frame retardant. NONE Foam board is permitted to be used during the whole exhibition period.		
4	WALL REQUIREMENT	All exposed walls must be finished on all sides at the expense of exhibitor who owns the walls (fire prevention).		
5	ADDITIONAL APPROVAL	Apply to VIEWSHOP Before the deadline.		
6	LOCATION PLAN	Mark location of the Additional facilities on the floor plan, otherwise VIEWSHOP will install at the default positions.		
7	BOOTH CARPET	All the carpeting and floor coverings must have class B1 flame spread rating.		
8	ELECTRICIAL REQUIREMENT	All wires must wear tube processing. The electrician should hold valid electrician certificate. All electrical connection must be grounded handling.		
9	BUILDING APPROVAL	1. The stand design drawings of two-story and outdoor booths must be reviewed and approved by Grade A National Registered Structural Engineer. 2. All raw space booth construction plans must be reviewed and approved by third-party safety supervision agency.		
10	HANGING POINT & ADVERTISING BANNER	Apply to VIEWSHOP with a detailed hanging sign drawing by deadline. Exact quantity of hanging points will be counted by SNIEC onsite.		

Notes:

- All the above forms must be officially completed and signed by the exhibitor / constructor, otherwise no one is permitted to move-in or begin the construction.



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- 2、 All the criteria in the form must be fully complied during Set up/Dismantle period.
- 3、 If any damage or destroy made by either exhibitors or their appointed constructors during the construction period, the official contractor has right to deduct the cost from the deposit according to the organizer and venue’ s advisory.
- 4、 All the electrician and welder are requested to hold the relevant industry training certificates.
- 5、 The contractor should be in charge of checking the electricity detail and shutting down the booth main power every day during the whole exhibition period.
- 6、 The contractor will observe all rules and regulations and shall complete the assigned services once the official time limits of move-in and move-out is published by Exhibition Management. Exhibitors are responsible for the behaviors of their constructor.

7、 BUILDING APPROVAL

- (1) The drawings must be inspected by the drawing approval company appointed by SNIEC(Hah)
- (2) The drawings, which have been confirmed by registered structural engineer, must be re-inspected by the drawing approval company appointed by SNIEC (Hah)
- (3) If construction and design drawings show there’ s indoor one-storey booths higher than 4.5m or two-storey booth, it **MUST** be approved by a top level certified structural engineer, and the organizer keeps the right to prevent the construction by the exhibitors / contractors in the scope of the exhibition centre.

***Special Reminder:** The Shanghai Fire Department strongly requires to **use flame-retardant (B1 level) carpets for booth, fire-resistant paint to wooden backboards, and prohibit the elastic fabrics.** There will be an on-site joint supervision team composed of the exhibition hall and the fire department will inspect the booths. If there are any violations, the booth will be rectified and dismantled on site, and the exhibition will be stopped. The investigated booth not only seriously affects its own exhibition, but also face high fines.

Company name: _____

Booth Number: _____ Contact person Signature: _____

The contractor Signature: _____ On-site Mobile Phone: _____

DATE: / /



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Appendix II

Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as "the Contractor"), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations period, the construction work will be operated in a safe manner, and keep the Shanghai New International Expo Centre Co., Ltd. (hereinafter referred to as the "SNIEC") in a quiet, safe, and clean surroundings.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by Shanghai governments and relevant administrative departments.
2. The Contractor shall be in charge of training on-site workers on work safety, ensuring that on-site workers holding valid relevant work permits, wearing the helmet, and wearing safety harnesses for working at heights above 2 meters. The Contractor shall urge the transport staffs to follow all relevant safety regulations, and take protective measures for the work safety and fire safety. The Contractor shall designate a person in charge, who should go through the whole construction period, monitoring on-site events, and take charge of daily safety supervision.
3. The Contractor workers shall completely and exactly follow the rules on the operation and facilities or equipment using, for both in-side and out-side of the exhibition hall' s working, and cooperate the SNIEC staffs' checking and supervision during the improvement work.
4. The Contractor shall strictly follow the SNIEC's rules on work safety and fire safety; and shall bear any damage or losses caused by non-standard operating during work execution.
5. For working at high altitude, the workers must hold the work-at-height permit or other relevant qualifications, and take all kinds of appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
6. During work execution, the Contractor shall keep the constructions, structures, facilities equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be charged according to the SNIEC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities Equipment, and Fittings" .
7. Fire and explosion prevention rules shall be strictly observed. NO SMOKING in the exhibition hall. None explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc.) is allowed to be carried into the exhibition hall. None fire, electric furnace and welding equipment is allowed to be used in the exhibition hall.
8. Materials must be stored away from the fire exits. All fire exits, safety passages, and common walkways must be kept unoccupied and unimpeded. The Contractor must use the materials and facilities for improvement that permitted by national laws and regulations.
9. During work execution, any behavior that affect the structures and safety of the building is strictly prohibited.
10. Workers are prohibited from working for irrelevant events, or for other concurring exhibitions.
11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities without legal employment or relevant certifications.
12. Effective performance of personal information protection responsibilities. Before applying for construction documents for its own personnel and other related construction personnel, the construction company has clearly informed them of the purpose, manner and period of handling personal information such as personal identification documents and portrait information, as well as the circumstances under which the aforementioned personal information will be provided to and handled by the Center, and has obtained the individual consent of such personnel for the aforementioned contents. Liability resulting from failure to properly perform the above duties shall be borne by the construction company.

The Contractor shall take full liability for the damage or losses caused by violating aforementioned rules, and bear the compensation or punishment made by all relevant divisions.

NO. & Name of the Booth:

Seal of the Contractor

Signature of the Person in Charge:

Date: ___/___/___(DD/MM/YY)



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Deadline: 7th March

Special Reminder

Booth one-button alarm video intercom device rental and installation instructions

According to the latest requirements of relevant departments in Shanghai, Shanghai New International Expo Center of each special booth must install a key alarm video intercom device, with industry qualification of the pavilion site alarm video intercom a key service ——Shanghai Jisheng Information Technology Co., Ltd., will be responsible for the exhibition a key alarm video intercom device leasing and installation, relevant departments will check a key alarm video intercom device, installation of the scene found installation position does not conform to the requirements , need to adjust and add a key alarm video intercom device. If the booth builder fails to install the one-button alarm video intercom device as required, the deposit refund of your booth construction will be affected. The booth that has not handled the monitoring lease is temporarily unable to get the deposit form.

I. Temporary rental mini-program address link

After opening the image in WeChat, press and hold the image to recognize the QR code in the picture and enter the rental mini-program.



II. Charging/Receiving Scheme

One-click alarm video intercom rental price: 300 yuan/set, deposit yuan/set.

300

During the construction period, the construction company can go to the equipment service point in the venue to receive it. The on-site camera service provider needs to bind the equipment to the on-site booth. After the construction company has bound the equipment on-site, it needs to be installed in place by itself.

Collection location: No.19 unloading channel, close to the E2 Hall safety equipment service station
 Contact: Zhuxintong Tel:15618696999

III. Installation Plan for One-Button Alarm Video Intercom Device

1. Each booth needs to be equipped with a set of one-button alarm video intercom devices.
2. Standard booths need to be equipped with one set of one-button alarm video intercom devices for every four booths.

After receiving the equipment, the construction workers of the booth builder will install it independently during the construction period according to the configuration plan.



IV. Return Plan

After the exhibition, exhibitors or builders will return the equipment to the on-site service point. The staff will directly scan the code to unbind and confirm the equipment is intact before returning the deposit. If the equipment is damaged during the rental period, the corresponding deposit will be deduct.

Chapter 5 Shipping Guide

Kuehne & Nagel Ltd. has been appointed by the show management to handle both domestic and international exhibit transportation for the Hortifloorexpo IPM Shanghai 2025. We will be responsible for all aspects of exhibit transportation and related documentation, as well as providing on-site services at the exhibition. Exhibitors may contact our company for any transportation-related matters. To ensure the smooth running of the exhibition, all exhibitors are requested to follow the guidelines outlined in this document to avoid delays in the exhibition and additional costs.



**KNExpo Service
Kuehne & Nagel Ltd.**

Building #1,6F No.14, Lane 1401
Jiangchang Road
Shanghai 200436
Telephone: (86-21) 2602 8667
Telefax : (86-21) 3387 0200 Ext. 8667
e-mail: rainsun.cheng@kuehne-nagel.com

德迅中国货运代理有限公司
中国上海市静安区江场路 1401 弄 14 号 6 层
邮政编号: 200436
电话: (86-21) 2602 8667
传真: (86-21) 3387 0200 转 8667
e-mail: rainsun.cheng@kuehne-nagel.com



HORTIFLOREXPO IPM SHANGHAI 2025
10-12 APR. 2025 SNIEC, SHANGHAI

Dear Sir/Madam,

We are pleased to inform you that Kuehne & Nagel Ltd. has again been appointed as the official forwarder for **HORTIFLOREXPO IPM SHANGHAI 2025**. Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

C O N T E N T S

ARRIVAL DEAD LINES / TIME SCHEDULE	2
DOCUMENTS / CONSIGNMENT	2
CASE MARKING	3
PACKING / FUMIGATION	4
CENSORSHIP – AUDIO/VIDEO, CATALOGUES/LEAFLETS	4
PROHIBITED GOODS	4
HAND CARRIED EXHIBITS	5
EXHIBITION CLOSING PROCEDURE	5
SOLD EXHIBITS	5
INSURANCE & LIABILITY	6
TERMS OF PAYMENT	6
GENERAL CONDITIONS	6
HANDLING SERVICES & RATES	7
<u>ANNEX</u>	10



ARRIVAL DEAD LINES / TIME SCHEDULE

SEAFREIGHT(general cargo not plant)

- Original Bill of Lading
- Original Customs Documents (List of Exhibits)
- Arrival of Seafreight Shipments at Shanghai Port

min. 4 days before arrival
23. Mar 2025
1 - 3. Apr 2025

AIRFREIGHT(general cargo not plant)

- Copies of Airway Bill by Fax
- Copies of Customs Documents (List of Exhibits)
- Arrival of Airfreight Shipments at Shanghai Airport

min. 2 days before arrival
23. Mar 2025
1 - 3. Apr 2025

Any delay with above mentioned arrival dates would be subject to 30% late arrival surcharges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

DOCUMENTS / CONSIGNMENT

For SEAFREIGHT SHIPMENTS please prepare following documents:

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Bill of Lading 1 Original
3. Original Fumigation Certificate or "Non-Wooden Packaging declaration"
4. Copy of Insurance Policy

Consignee on B/L

Direct to Shanghai:

KUEHNE & NAGEL LIMITED
Building #1,6F No14,Lane 1401
Jiangchang Road, Shanghai 200072, China
USCI number: 91310000717850897G
Tel: +86 21 26028667 Fax: +86 21 33870200 Ext. 8667

Notify on B/L:

KUEHNE & NAGEL LIMITED
KN Expo Service
c/o HORTIFLOREXPO 2025
Exhibitor: *name* Booth No.: *number*

Service on B/L:

"FREIGHT PREPAID" for LCL / FCL
plus "CY/CY" for FCL

Cargo despatched under "freight collect" basis will be paid on your behalf plus 5% outlay commission!

Additional charges of CNY 900.00/consignment will apply for wrong consignee details!



For AIRFREIGHT SHIPMENTS please prepare following documents:

Please attach to the **Original Master Airway Bill:**

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Fumigation Certificate or “Non-Wooden Packaging declaration”
3. Copy of Insurance Policy

Pls issue back to back (1 MAWB + 1 HAWB) to PVG airport !!!

Consignee on MAWB:

Direct to Shanghai: Shanghai Together International Logistics.
 O/B KN SHA Expo Service
 No.303 warehouse C,NO 180 Airport Avenue
 USCI code: 913100005758088529
 Attn: Mr Frank Fu
 Tel: +86 21 68337122

Notify on MAWB:

KUEHNE & NAGEL LIMITED
 KN Expo Service
 c/o HORTIFLOREXPO 2025
 Exhibitor: *name* Booth No.: *number*

Service on MAWB:

“FREIGHT PREPAID”

Consignee on HAWB: consignee and notify party will be same as MAWB !

Cargo despatched under “freight collect” basis will be paid on your behalf plus 5% outlay commission!

Additional charges of CNY 900.00/consignment will apply for wrong consignee details or shipments arriving under house airway bill!

CASE MARKING

➤ **Case marking**

All cases being sent to the exhibition must be marked as follow:

- Exhibition Name : **HORTIFLOREXPO 2025**
c/o KN Expo Service
- Exhibitor :
 Booth No. :
 Case No. :
 Gross Weight :
 Dimensions in cm :

(Please use our attached label)



PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Original fumigation certificate issued by government authorities at origin must be attached to the Original Bill of Lading or Master Airway Bill. Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stucked at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**
Kuehne & Nagel Limited is not responsible for any damages or loss if the shipments are packed insufficient.

CENSORSHIP – AUDIO/VIDEO, CATALOGUES/LEAFLETS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like video/audio, printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance. Any video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of material. The material will only be allowed for temporary import after receiving the censorship authority approval and permit. Any video products (CD/DVD/USB, etc.) can not be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show. Exhibitors are requested to submit samples (2 copies each) to Kuehne & Nagel Shanghai with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive Shanghai no later than **25th Mar. 2025**. In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include audio/video products, food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.



HAND CARRIED EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for exhibition.

As per Customs new regulation, hand-carry goods to exhibition will be forbidden and can NOT be cleared by HORTIFLOREXPO show license.

EXHIBITION CLOSING PROCEDURE

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the List of Exhibits (LOE) given at time of entry of goods into China. Exhibitors are required to advise Kuehne & Nagel if the goods will be re-exported, sold or disposed, as applicable.

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

SOLD EXHIBITS

All sold exhibits have to be removed to a customs bonded warehouse until the necessary domestic customs formalities have been finalised. From the time your exhibits are placed in bonded storage Kuehne & Nagel Shanghai will not be able to assist in the handover protocol of sold commodities. Your buyer will be responsible for the presentation of the necessary documents to customs so that temporary status can be converted to a permanent customs entry.

There are only a small number of Chinese companies that are granted with import/export licences; therefore it is advisable that exhibitors check whether or not their potential buyer is allowed to trade with them directly. If not, the Chinese buyer must use a licensed broker to be his trading agent. Your buyer should be aware of the import requirements, which are usually seen as follows, (however they may check with the exhibition centre customs to clarify correct procedures on-site).

- Buyer's interest in foreign products.
- Sample testing and technical data study.
- Price acceptable.
- Application of import permit.
- Acceptance of contract terms and approval number.
- Payment and delivery terms.

Exhibitors are encouraged to send their product profile & price list to potential buyers in advance of show date to give the Chinese companies enough lead time to prepare the necessary import paperwork. A three month bonded storage period, pending sale, is the maximum term permitted before customs insist any remaining items are re-exported out of China. The costs involved with the re-exportation are fully on exhibitor's responsibility and account.



INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne & Nagel Limited and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made in cash or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to stand
Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Beneficiary' s Name:	德迅（中国）货运代理有限公司 Kuehne & Nagel Ltd.
CNY Account No:	404061-4157940143
USD Account No:	404061-4157940011
Bank's Name:	英国渣打银行有限责任公司上海分行 Standard Chartered Bank, Shanghai Branch
Bank's Address:	上海市浦东陆家嘴东路 161 号招商局大厦 35 楼 35th Floor, China Merchants Tower, 161,East Lu Jia Zui, Pudong, Shanghai 200120,China
SWIFT code:	SCBLCNSXSHA
CNAPS code:	671290000017

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne & Nagel standard trading conditions, which are available upon request.

Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the Chinese customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue.



HANDLING SERVICES & RATES

1) **BASIC SERVICE CHARGE** CNY 375.00/ exhibitor / consignment

2) **INBOUND OR OUTBOUND HANDLING**

2.1. DIRECT SHIPMENT TO CHINA

From free arrival Shanghai sea- or air terminals up to delivered exhibitors booth, unpacking, customs clearance, removal and storage of empty packaging material:

- a) **BY SEA** CNY 450.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/consignment: LCL = CNY 750.00
20' = 23 cbm
40' = 46 cbm
40' HC = 50 cbm
- b) **BY AIR** CNY 5.10 / kg chargeable weight
Minimum charges per exhibitor/consignment: CNY 750.00/shipment

2.2. FROM SHANGHAI PREMISES TO EXHIBITION STAND

From exhibitor's Shanghai premises to free delivered exhibition stand: CNY 200.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/consignment: CNY 200.00

2.3. ON-SITE HANDLING OF LOCAL EXHIBITS

From arrival exhibition site up to booth, unpacking, removal and storage of empties: CNY 85.00 / full cbm / 1,000 kgs
Surcharges for move-in during public holidays on above 30%

2.4. TRANSFERRED CARGO FROM OTHER EXHIBITIONS

Collection from customs bonded warehouse in Shanghai to exhibition stand including customs registration: CNY 450.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/consignment: = 1 cbm

3) **OUTBOUND HANDLING FOR SOLD ITEMS**

- a) Re-delivery of empty packaging to booth for repacking, removal to customs bonded warehouse. CNY 450.00 / full cbm / 1,000 kgs



- | | |
|---|--------------------------------------|
| b) Bonded warehouse entry / handling fee: | CNY 600.00 / entry |
| c) Storage in customs bonded warehouse | CNY 210.00 / full cbm / min. 1 month |

4) HEAVY LIFT SURCHARGES (apply for 2-3)

2001 to 4000 kg	Free of charge
4001 to 6000 kg	CNY 38.00 / 100kg
6001 to 8000 kg	CNY 45.00 / 100kg
8001 kg or above	CNY 52.00 / 100kg

5) OTHER CHARGES

- | | |
|--|---|
| a) Translation of List of Exhibits into Chinese | CNY 30.00 / page |
| b) Terminal handling charges THC | |
| - for LCL/consolidation shipments: | CNY 235.00 / cbm Minimum 3 cbm |
| - for FCL 20' containers | CNY 1,125.00 / 20' container |
| - for FCL 40' containers | CNY 1,875.00 / 40' container |
| - for airfreight shipments | CNY 1.50 / kg Min. CNY 150.00 |
| *if above rates can not cover actual costs levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost. | |
| c) Empty container haulage from / to Container Freight Station | CNY 1,500.00 / 20' container
CNY 2,250.00 / 40' container |
| d) Storage at ports/airports: | CNY 0.50 / kgs / day airfreight
CNY 10.00 / cbm / day seafreight |
| (from arrival day port/airport up to delivered show-site or vice versa / 4 days free of charge) | |
| e) Surcharge for oversize cargo more than 400x220x220cm each in size: | 30% on basic handling |
| f) Registration of Shipments under carnet ATA | CNY 350.00 / entry or exit |
| g) Incorrect consignee surcharge: | CNY 900.00 / exhibitor /consignment |
| h) Shipment sent under House AWB: | CNY 900.00 / exhibitor /consignment |
| i) Bonded Deposit Levy: | 1.50% of CIF value of goods
(min CNY 1000.00 / per shipment / per exhibitor) |

According to Chinese Customs regulations, The Shanghai Customs will collect deposit for exhibition goods before declaration.

KN will pay for this deposit on behalf meanwhile we need to collect 1.50% of CIF value of goods as bonded fee.



- j) Handling of hand carried shipments detained at airport **Forbidden by Customs**
- k) Yang shan sea terminal surcharge: CNY 1,125.00/shipment
For in & out sea freight which is through this terminal (usually used for European traffic)
- l) Customs inspection fee: CNY 1,500.00/LCL shipment / AIR shipment
(especially for Taiwan shipment)
- m) Surcharges for cargo arriving after Deadlines 30%
- n) Animal and Plant Quarantine Charges:
 - LCL and airfreight shipments
 - Less than 3 cbm CNY 19.00/package
 - Between 3 – 10 cbm CNY 38.00/package
 - Above 10 cbm CNY 60.00/package
 - 20' Containers CNY 450.00 / 20' container
 - 40' Containers CNY 600.00 / 40' container
- o) SNIEC venue management fee: CNY 30.00 / cbm (min 1cbm / exhibitor)
- p) Fumigation if requested outlay + 15%
- q) *Equipments & Manpower for mantling/dismantling of machines*
 - Forklift with 3 tons capacity CNY 80.00/ hour Minimum ½ hours
 - Forklift with 5 tons capacity CNY 100.00/ hour Minimum ½ hours
 - Mobile crane up to 10 tons capacity CNY 200.00/ hour Minimum ½ hours
 - Local Labour CNY 15.00/ hour Minimum 1hour
- r) Censorship handling for Audio/Video products
 - liaising with Censorship authorities CNY 3,500.00 / application
 - physical handling of censorship items as per above handling rates for air

NOTE: All above rates are understood net and are subject to 6% VAT/ Forwarder Compensation!



In the Annex you will find the necessary forms (LOE) to fill out. Please send this back on or before the mentioned 'Deadlines' on page 2. once you accepted our quotation.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KN Expo Service
Kuehne & Nagel Limited

Rainsun Cheng
KN SHA FM-V
Tel: +86 21 2602 8667
Fax: +86 21 3387 0200 Ext. 8667
E-mail: rainsun.cheng@kuehne-nagel.com

ANNEX

1. LOE – List of Exhibits



LOE

2. Label

KN Expo Service

Kuehne & Nagel Ltd. - Shanghai Branch
Building #1,6F No.14, Lane 1401
jiangchang Road.Jing'an District.
Shanghai 200436.China



EXHIBITION 展覽會名稱

CONSIGNEE

KN Expo Service

TO SEND VIA 運輸方式

AIR 空運 / SEA 海運 / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長

W 寬

H 高

BOX NO. 箱號

第

箱 OF 共

箱

STAND NO. 展台號 / HALL NO. 館號

URGENT EXHIBITION MATERIAL

DO NOT DELAY

展覽物品 勿延



FIATA Rules for Freight Forwarding Services as Adopted By Kuehne + Nagel

Part I General Provisions

1. APPLICABILITY

- 1.1. These Rules apply when they are incorporated, however this is made, in writing, orally or otherwise, into a contract by referring to the FIATA Rules for Freight Forwarding Services.
- 1.2. Whenever such reference is made, the parties agree that these Rules shall supersede any additional terms of the contract which are in conflict with these Rules, except insofar as they increase the responsibility or obligations of the Freight Forwarder.

2. DEFINITIONS

- 2.1. **Freight Forwarding Services** means services of any kind relating to the carriage, consolidation, storage, handling, packing or distribution of the Goods as well as ancillary and advisory services in connection therewith, including but not limited to customs and fiscal matters, declaring the Goods for official purposes, procuring insurance of the Goods and collecting or procuring payment or documents relating to the Goods.
- 2.2. **Freight Forwarder** means the person concluding a contract of Freight Forwarding Services with a Customer.
- 2.3. **Carrier** means any person actually performing the carriage of the Goods with his own means of transport (performing Carrier) and any person subject to carrier liability as a result of an express or implied undertaking to assume such liability (contracting Carrier).
- 2.4. **Customer** means any person having rights or obligations under the contract of Freight Forwarding Services concluded with a Freight Forwarder or as a result of his activity in connection with such services.
- 2.5. **Goods** means any property including live animals as well as containers, pallets or similar articles of transport or packaging not supplied by the Freight Forwarder.
- 2.6. **SDR** means the drawing right as defined by the International Monetary Fund.
- 2.7. **Mandatory Law** means any statutory law the provisions of which cannot be departed from by contractual stipulations to the detriment of the customer.
- 2.8. **In writing** includes telegram, telex, telefax or any recording by electronic means.
- 2.9. **Valuable** means bullion, coins, money, negotiable instruments, precious stones, jewellery, antiques, pictures, works of art and similar properties.
- 2.10. **Dangerous Goods** means Goods which are officially classified as hazardous as well as Goods which are or may become of a dangerous, inflammable, radioactive noxious or damaging nature.

3. INSURANCE

No insurance will be effected by the Freight Forwarder, except upon express instructions given in writing by the Customer. All insurances effected are subject to the usual exceptions and conditions of the Policies of the Insurance Company or Underwriter taking the risk. Unless otherwise agreed in writing the Freight Forwarder shall not be under any obligation to effect a separate insurance on each consignment, but may declare it on any open or general Policy held by the Freight Forwarder.

4. HINDRANCES

If at any time the Freight Forwarder's performance is or is likely to be affected by any hindrance or risk of any kind (including the conditions of the Goods) not arising from any fault or neglect of the Freight Forwarder and which cannot be avoided by exercise of reasonable care and diligence, the Freight Forwarder may abandon the carriage of the Goods under the respective contract and, where reasonably possible, make the Goods or any part of them available to the Customer at a place which the Freight Forwarder may deem safe and convenient, whereupon delivery shall be deemed to have been made, and the responsibility of the Freight Forwarder in respect of such Goods shall cease. In any event, the Freight Forwarder shall be entitled to the agreed remuneration under the contract and the Customer shall pay any additional costs resulting from the above-mentioned circumstances.

5. METHOD AND ROUTE OF TRANSPORTATION

The Freight Forwarder shall carry out his services according to the Customer's instructions as agreed. If the instructions are inaccurate or incomplete or not according to contract, the Freight Forwarder may at the risk and expense of the Customer act as he deems fit. Unless otherwise agreed, the Freight Forwarder may without notice to the Customer arrange to carry the Goods on or under deck and choose or substitute the means, route and procedure to be followed in the handling, stowage, storage and transportation of the Goods.

Part II The Freight Forwarder's liability

6. THE FREIGHT FORWARDER'S LIABILITY (EXCEPT AS PRINCIPAL)

- 6.1. **Basis of liability**
 - 6.1.1. **The Freight Forwarder's duty of care**
The Freight Forwarder is liable if he fails to exercise due diligence and take reasonable measures in the performance of the Freight Forwarding Services, in which case he, subject to Art. 8, shall compensate the Customer for loss of or damage to the Goods as well as for direct financial loss resulting from breach of his duty of care.
 - 6.1.2. **No liability for third parties**
The Freight Forwarder is not liable for acts and omissions by third parties, such as, but not limited to, Carriers, warehousemen, stevedores, port authorities and other freight forwarders, unless he has failed to exercise due diligence in selecting, instructing or supervising such third parties.

7. THE FREIGHT FORWARDER'S LIABILITY AS PRINCIPAL

- 7.1. **Freight Forwarder's liability as Carrier**
The Freight Forwarder is subject to liability as principal not only when he actually performs the carriage himself by his own means of transport (performing Carrier), but also if, by issuing his own transport document or otherwise, he has made an express or implied undertaking to assume Carrier liability (contracting Carrier). However, the Freight Forwarder shall not be deemed liable as Carrier if the Customer has received a transport document issued by a person other than the Freight Forwarder and does not within a reasonable time maintain that the Freight Forwarder is nevertheless liable as Carrier.
- 7.2. **The Freight Forwarder's liability as principal for other services**
With respect to services other than carriage of the Goods such as, but not limited to, storage, handling, packing or distribution of the Goods, as well as ancillary services in connection therewith, the Freight Forwarder shall be liable as principal:
 1. when such services have been performed by himself using his own facilities or employees or
 2. if he has made an express or implied undertaking to assume liability as principal.
- 7.3. **The basis of the Freight Forwarder's liability as principal**
The Freight Forwarder as principal shall, subject to Art. 8, be responsible for the acts and omissions of third parties he has engaged for the performance of the contract of carriage or other services in the same manner as if such acts and omissions were his own and his rights and duties shall be subject to the provisions of the law applicable to the mode of transport or service concerned, as well as the additional conditions expressly agreed or, failing express agreement, by the usual conditions for such mode of transport or services.

8. EXCLUSIONS, ASSESSMENT AND MONETARY LIMITS OF LIABILITY

- 8.1. **Exclusions**
The Freight Forwarder shall in no event be liable for:
 1. Valuables or Dangerous Goods unless declared to the Freight Forwarder at the time of the conclusion of the contract.
 2. loss following from delay unless expressly agreed in writing.
 3. indirect or consequential loss such as, but not limited to, loss of profit and loss of market.

8.2. Assessment of compensation

The value of the Goods shall be determined according to the current commodity exchange price or, if there is not such price, according to the current market price or, if there is no commodity exchange price or current market price, by reference to the normal value of the Goods of the same kind and quality.

8.3. Monetary limits

- 8.3.1. **Loss of or damage to the Goods**
The provisions of Art. 7.3, notwithstanding, the Freight Forwarder shall not be or become liable for any loss of or damage to the Goods in the amount exceeding the equivalent of 2 SDR per kilogram of gross weight of the Goods lost or damaged unless a larger amount is recovered from a person for whom the Freight Forwarder is responsible. If the Goods have not been delivered within ninety consecutive days after the date when the Goods ought to have been delivered, the claimant may, in absence of the evidence to the contrary, treat the Goods as lost.
- 8.3.2. **Limitation of liability for delay**
If the Freight Forwarder is liable in respect of loss following delay, such liability shall be limited to an amount not exceeding the remuneration relating to the service giving rise to the delay.
- 8.3.3. **Other type of loss**
The provisions of Art. 7.3, notwithstanding, the Freight Forwarder's liability for any type of loss not mentioned in 8.3.1. and 8.3.2. shall not exceed the total amount of 10,000 SDR for each incident unless a larger amount is received from a person from whom the Freight Forwarder is responsible.

9. NOTICE

- 9.1. Unless notice of loss of or damage to the Goods, specifying the general nature of such loss or damage, is given in writing to the Freight Forwarder by the person entitled to receive the Goods when they are handed over to him, such handing over prima facie evidence of the delivery of the Goods in good order and condition. Where such loss or damage is not apparent, the same prima facie effect shall apply if notice in writing is not given within 6 consecutive days after the day when the Goods were handed over to the person entitled to receive them.
- 9.2. With respect to all other loss or damage, any claim by the Customer against the Freight Forwarder arising in respect of any service provided for the Customer or which the Freight Forwarder has undertaken to provide shall be made in writing and notified to the Freight Forwarder within 14 days of the date upon which the Customer became or should have become aware of any event or occurrence alleged to give rise to such claim. Any claim not made and notified as aforesaid shall be deemed to be waived and absolutely barred except where the Customer can show that it was impossible for him to comply with this time limit and that he made the claim as soon as it was reasonably possible for him to do so.

10. TIME BAR

The Freight Forwarder shall, unless otherwise expressly agreed, be discharged of all liability under these Rules unless suit is brought within 9 months after the delivery of the Goods, or the date when the Goods should have been delivered, or the date when failure to deliver the Goods would give the consignee the right to treat the Goods as lost. With respect to other loss than loss of or damage to the Goods the 9 months period should be counted from the time when the failure of the Freight Forwarder giving right to the claim occurred.

11. APPLICABILITY TO ACTIONS IN TORT

These Rules apply to all claims against the Freight Forwarder whether the claim be founded in contract or in tort.

12. LIABILITY OF SERVANTS AND OTHER PERSONS

These Rules apply whenever any claim is made against a servant, agent or other person the Freight Forwarder engaged for the performance of the service (including any independent contractor) whether such claims are founded in contract or in tort, and the aggregate liability of the Freight Forwarder and such servants, agents or other persons shall not exceed the limits applicable to the service concerned as expressly agreed between the Freight Forwarder and the Customer or following from these Rules.

Part III The Customer's Obligations and Liability

13. UNFORESEEN CIRCUMSTANCES

In the event the Freight Forwarder, in case of unforeseen circumstances, acts in the best interest of the Customer extra costs and charges have to be borne by the Customer.

14. NO SET-OFF

All monies due shall be paid without any reduction or deferment on account of any claim, counter-claim or set-off.

15. GENERAL LIEN

The Freight Forwarder shall, to the extent permitted by the applicable law, have a general lien on the Goods and any documents relating thereto for any amount due at any time to the Freight Forwarder from the Customer including storage fees and the costs of recovering same, and may enforce such lien in any reasonable manner which he may think fit.

16. INFORMATION

The Customer shall be deemed to have guaranteed to the Freight Forwarder the accuracy, at the time the Goods were taken in charge by the Freight Forwarder, of all particulars relating to the general nature of the Goods, their marks, number, weight, volume and quantity and, if applicable, to the dangerous character of the Goods, as furnished by him or on his behalf. The Customer understands and agrees that the Freight Forwarder may use any service related logistics data for any purpose other than the Freight Forwarding Services, even if disclosed to third parties, however as "Freight Forwarder data" only on a purely anonymized and, as the case may be, aggregated basis.

17. DUTY OF INDEMNIFICATION

- 17.1. **General duty of indemnification**
Except to the extent that the Freight Forwarder is liable according to the provisions of Part II, the Customer shall indemnify the Freight Forwarder for all liability incurred in the performance of the Freight Forwarding Services.
- 17.2. **Duty of indemnification in respect of General Average**
The Customer shall indemnify the Freight Forwarder in respect of any claims of a General Average nature which may be made on him and shall provide such security as may be required by the Freight Forwarder in this connection.

18. THE CUSTOMER'S LIABILITY

The Customer shall be liable to the Freight Forwarder for all loss or damage, costs, expenses and official charges resulting from the Customer's inaccurate or incomplete information or instructions or the handing over by the Customer or any person acting on his behalf to the Freight Forwarder, or to any other person to whom the Freight Forwarder may become liable, of Goods having caused death or personal injury, damage to property, environmental damage or any other type of loss.

Part IV Disputes and Mandatory Law

19. JURISDICTION AND APPLICABLE LAW

Unless otherwise agreed, action against the Freight Forwarder may be instituted only in the place where the Freight Forwarder has his principal place of business and shall be decided according to the law of the country of that place.

20. MANDATORY LAW

These Rules shall only take effect to the extent that they are not contrary to the mandatory provisions of international conventions or national law applicable to the Freight Forwarding Services.

Chapter 6 Exhibition Rules and Regulations

1. Notice on the Management of Exhibition Waste Materials Such as Carpets, KT Boards, and Low-Density Polyethylene Film

Boards, and Low-Density Polyethylene Film

In accordance with the provisions of the “Environmental Protection Law of the People’s Republic of China” and the “Shanghai Environmental Protection Regulations” , as well as relevant requirements of government authorities, the following requirements are hereby issued for the handling of exhibition waste materials such as carpets, KT boards, and low-density polyethylene film (bubble wrap) used in exhibitions:

- (1) **Prohibition of KT Boards:** The use of KT boards is strictly prohibited at the exhibition site. Exhibitors are not allowed to bring in any promotional posters, signage, or other materials made of KT board. If any KT board is found on-site, the exhibitor will be prohibited from setting up their booth and will be required to remove it from the exhibition hall immediately. Exhibitors may use printed banners or foam board prints as alternatives to KT boards.
- (2) **Removal of Waste Materials:** All exhibitors and booth builders must remove exhibition waste materials such as carpets and low-density polyethylene film (bubble wrap) from the exhibition hall after the exhibition.
- (3) **Penalties for Violations:** If any violations of the above regulations are found, the exhibition venue will report the matter to the environmental protection department. In addition, the deposit of the booth responsible for the violation will be deducted.

During the setup period, the show management and the official contractor will jointly patrol the exhibition site to supervise exhibitors and booth builders in complying with the relevant regulations.

low-density polyethylene film (bubble wrap) illustration

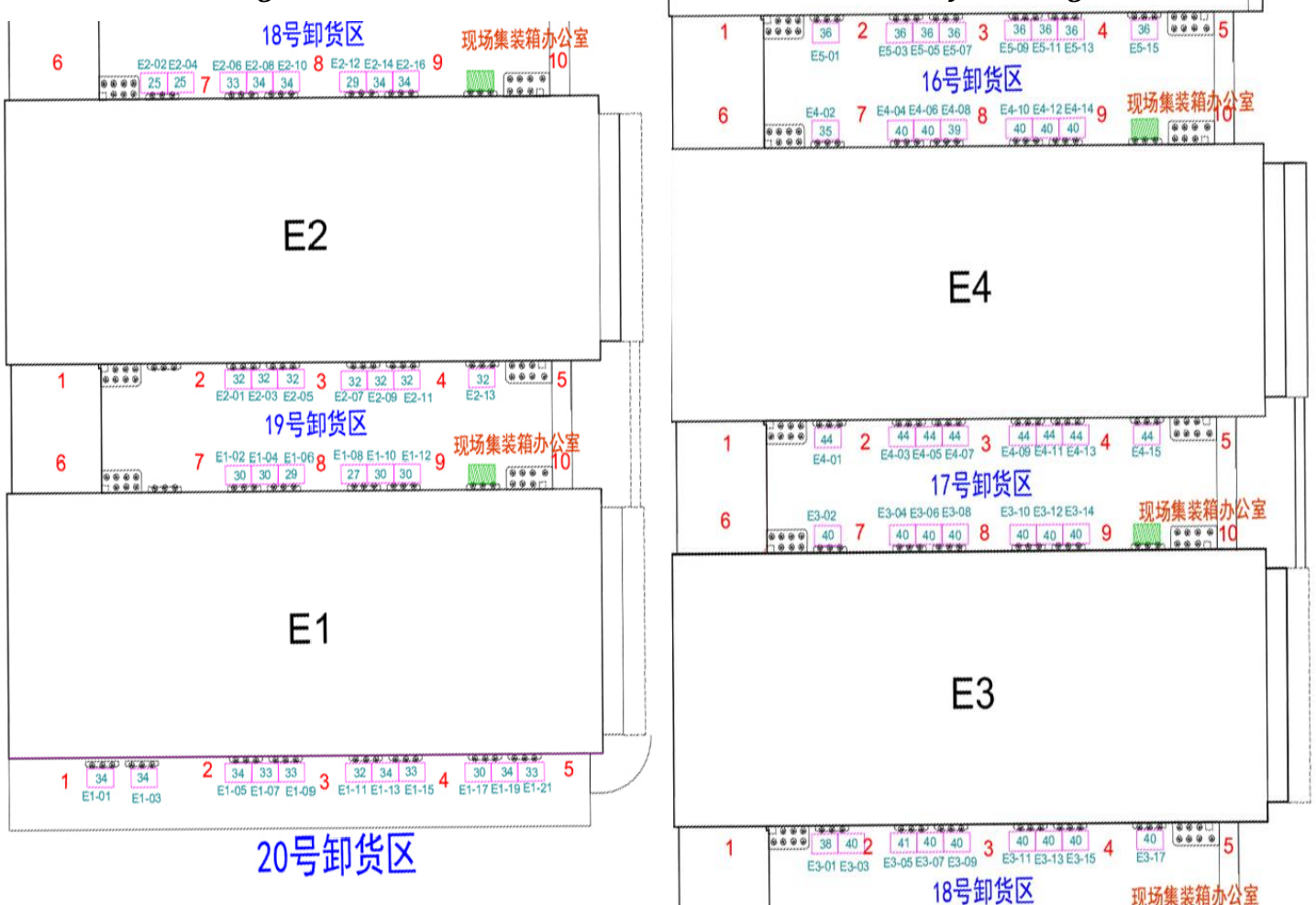


2. Regulations for the Use and Management of Temporary Storage Areas for Exhibition Materials

- (1) The exhibitors and constructors shall follow the security guidelines and supervision of Shanghai New International Expo Centre (hereinafter referred to as SNI EC), store the materials in the designated yellow line of the unloading area of the exhibition hall, and follow SNI EC's unified adjustment and arrangement. The materials shall be stowed safely, neatly and aesthetically. The stacking height shall not exceed 2 meters and the containers shall not be stowed. It is forbidden to store any materials on public passageways, traffic lanes, pedestrian passage ways or fire exit.
- (2) It is strictly prohibited to store dangerous, valuable, fragile and other special goods in the above areas as temporary storage materials.
- (3) Fee standard:
Empty container storage fee is RMB 50.00/ m3 / exhibition period (minimum is RMB 50). The period from the opening day of the exhibition to the closing day (hereinafter referred to as the "opening period") is one fee period, and there is no one-day fee standard. See transport guide for details.
- (4) Charge target:
During the exhibition period (not during the period of move-in/out), exhibitors and constructors shall temporarily store building materials, tools, remaining display materials, temporary storage facilities, external packaging and other materials in the yellow line area appointed by SNI EC.
- (5) Charge method:
The official freight forwarder "Kuehne+Nagel LTD." receives the payments and provides invoice.

Temporary Storage Areas

(All unloading activities in the inter-hall areas must be coordinated by the designated staff.)



3. SNIEC Hall Manual

1 Fire and Safety Management Regulations

1.1 Booth Construction and Floor Planning

- 1.1.1 Materials used for the construction and installation of the exhibition 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-control regulations of Shanghai.
- 1.1.2 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.
- 1.1.3 Free movement in and access to the fire control aisles, emergency fire escape routes and emergency exits must be ensured.
- 1.1.4 A passage of at least 1.2 metres (4 ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.
- 1.1.5 A repair passage of at least 1.0 metres wide between any temporary structures and the wall surface shall be kept.
- 1.1.6 The maximum height of construction should be under 4.5 metres for single-layer booths.
- 1.1.7 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 stationed near the fire sprinklers.
- 1.1.8 Raw space exhibitors 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.
- 1.1.9 The stand-fitters should carry out their work according to the floor plan approved by fire-control authority. No change is allowed without permission.
- 1.1.10 SNIEC shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors shall be responsible for risks and expenses that may occur.
- 1.1.11 All workers entering into the Centre 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.
- 1.1.12 For other fire control issues, please refer to the Provisions of Shanghai Municipality on the Administration of Fire Control in Exhibition Industry.

1.2 Rules of Drawings Review of Booth Construction

- 1.2.1 Any booth construction with a single, double, or multi-layer platform that is 4.5 meters or higher indoors, or any outdoor booth, must have its design drawings (including 3D renderings, detailed dimension drawings, booth floor plans, elevation structure drawings, load-bearing diagrams, material lists, and related calculation data) reviewed or audited by SNIEC's designated review company (HAH Consulting & Exhibition Co Ltd Shanghai, hereinafter referred to as "Hanhai"). For details, please log on to www.hahchina.com.
- 1.2.12 Booth construction design drawings can be audited and stamped by a Class I registered structural

engineer hired by the booth construction company, or they can be audited by Hanhai. If the exhibitor or builder can hire a Class I registered structural engineer for the audit, the exhibitor or builder must submit the original drawings stamped and confirmed by the Class I registered structural engineer, along with a photocopy of the qualification certificate of this registered structural engineer to Hanhai. Hanhai will charge a drawing review fee according to the review standards.

- 1.2.13 Booths with a construction height of less than 4.5 meters will be audited by the official contractor designated by the show management (Viewshop) and approved by a third-party safety supervision unit.
- 1.2.14 The review fee for a single-layer raw space booth with a construction height of less than 4.5 meters (not including 4.5 meters) is RMB 7 per square meter; the review fee for a double-layer structure booth is the basic review fee plus RMB 50 per square meter. If the booth has been audited by a Class I registered structural engineer, a review fee of RMB 25 per square meter will be charged. The effective review area is the actual construction area of the upper layer plus the corresponding actual construction area of the ground.
- 1.2.15 Exhibitors and builders must strictly construct according to the drawings approved by Hanhai. The structural design, load-bearing capacity, stability, and strength must comply with relevant national standards and have sufficient safety. The above booths are calculated according to the actual area of the booth structure floor plan. If the booth construction design drawings cannot be submitted 4 weeks before the start of construction and need to be reviewed on-site, the review fee will be doubled according to the charging standard.
- 1.2.16 SNIEC has the right to forbid the exhibitor whose design drawings of booth construction have not been approved by a Chartered Structure Engineer to carry out the construction work in the Centre.
- 1.2.17 In the build-up of a booth already submitted for review, the professional design company appointed by SNIEC shall verify whether the structure plan fully follows the drawings and exhibitors shall cooperate to redress the discrepancy if there is any.

1.3 Ceiling hanging point

- 1.3.1 No hanging object is allowed in the Centre 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.
- 1.3.2 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 the Centre'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 show management is 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.
- 1.3.3 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.

1.3.4 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.

1.4 Overhead Work

1.4.1 Operators who are engaged in overhead work (height \geq 2M) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.

1.4.2 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.

1.4.3 Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.

1.4.4 Lifting machines/vehicles used in the construction shall be allowed in the Centre only with SNIEC' s prior consent.

1.5 Facility Installation

1.5.1 Application for Distribution Box

(1) 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.

(2) SNIEC shall provide the terminal for distribution boxes in accordance with the quantity of distribution boxes and their positions applied by exhibitors. Facilities used by exhibitors shall come from distribution boxes they have applied for.

1.5.2 Connection of Distribution Box

(1) The installation personnel for electric lines and facilities must hold valid electrician operation certificates.

(2) Only qualified electrical materials are used in the build-up of booths (including both standard and special booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be \geq 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).

(3) 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 doorways. Electric lines crossing passageway 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.

(4) 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 doorways, fire-control passages or any conspicuous place in exhibition stands.

(5) Outdoor electrical and lighting equipment shall be water-proof. Safety measures such as moisture-

proofing, water-proofing and weather-proofing, etc. shall be implemented.

1.5.3 Electricity Cut-off in Closed Hours

To ensure the safety of the exhibition hall and eliminate fire risks, show management shall cut off electricity to all facilities after all relevant staff have left the exhibition hall when one exhibition day ends. If there are booths whose electricity supply are not cut off, SNIEC shall turn off the power switch and exhibitor shall assume responsibilities for all consequences ensued. For booths without electricity, exhibitor shall submit a written application to SNIEC on the following morning and the supply will be resumed jointly by both sides after safety inspection.

1.5.4 Use of Compressed Air

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

1.5.5 Application for Facilities in Special Exhibition Stands

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

1.6 Hazardous Materials

1.6.1 Unless approved by SNIEC and the relevant authorities in writing,

- a) No open fire or combustible gas is allowed to be used in the Centre.
- b) No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the hall. Radioactive substances shall not be brought into the Centre.
- c) 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.
- d) Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.
- e) No smoking is allowed in Leased Area and anywhere in the Centre with non-smoking signs.

1.6.2 The following articles are forbidden to be exhibited in or brought into the Centre without the written approval from SNIEC: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon patent rights, goods that may affect the normal operation of SNIEC, and any item prohibited by the relevant government departments.

1.7 Pressure Tanks

All pressure vessels and equipment brought into the Centre must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

1.8 Painting

Large-scale painting is not permitted in the Centre. However, small scale "touch-up" painting of the exhibits and stands is permitted during the Move-in Period with all necessary safety precautions in place. These precautions include:

- a) Painting in an area properly ventilated;

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- b) Use of Non Toxic Paints;
 - c) Covering all the floor within the Centre with dry paper or plastic film;
 - d) No painting near the Centre's vertical structure (i.e. walls);
 - e) No washing of paint material within or surrounding the Centre.

Exhibitor is responsible for any damage to SNIEC resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

1.9 Utility Services

For safety reasons, installation and connection of all utility services including electricity, water, drainage and compressed air must be provided and installed by official contractor. Please contact official contractor for details.

2 Facility Protection Regulations

2.1 Booth Build-up and Dismantling

3.2.1.1 If it intends to set up partition walls, exhibitor 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 stand.

2.1.2 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. Exhibitor 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 the Centre.

2.1.3 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.

2.1.4 Exhibitors 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 exhibitor.

2.1.5 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 exhibitor.

2.2 Floor load-bearing

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 exhibition 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.

2.3 Garbage Disposal

2.3.1 Exhibitor is 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 the Centre (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads and etc.).

2.3.2 The waste water should be disposed at certain place appointed by SNIEC. Indoor and outdoor ditches, washing basins and water closets in the toilets in the Centre 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 exhibitor.

2.3.3 Exhibitor 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 fitted with proper plumbing instead of into the ditches.

2.4 Sand, Soil and Similar Material

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. Exhibitor shall take all necessary precautions to prevent any part of the Centre from being damaged by the above-mentioned material, and ensure no water leakage. Exhibitor shall be fully responsible for any damage to SNIEC resulting from violation of the above-mentioned rules.

3 Move-in of the Exhibits and Construction Materials

3.1 Goods Transportation

3.1.1 When arriving at the Centre, the cargo vehicle of exhibitor 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 under can directly enter the exhibition hall for unloading only after obtaining consent from SNIEC.

3.1.2 It is forbidden to move the goods in the public area, audience passage, entrance hall and the entrance square.

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

3.2 Cargo Delivery

Any goods arriving prior to the Move-in Period will be handled by one of the official on-site freight forwarder designated by show management. SNIEC will not accept any freight deliveries/shipments arriving in advance.

3.3 Storage of Containers

The on-site forwarder designated by show management shall handle container storage within the area designated by SNIEC.

3.4 Transportation Vehicles

3.4.1 "Transport Pass" must be obtained at SNIEC's property management office before driving vehicles into the loading areas to load and unload the goods. Security staffs are authorized to stop those

who fail to follow the guidance from entering.

3.4.2 “Transport Pass” is charged at RMB 50/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.

3.4.3 The time limit for loading is 1.5 hours in the Centre. 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).

3.4.4 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.

3.4.5 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.

3.4.6 Working hours for issuing “Transport Pass” start from 8:30am. 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.

3.4.7 No vehicle is allowed into the hall without permission.

3.4.8 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 personnel.