

Exhibitor Manual

Dear Exhibitor,

This document is your Exhibitor Manual for the upcoming SIAL China 2019. It includes all the necessary information to help you prepare your participation.

We urge you to read this guide carefully and then to visit our website (www.sialchina.com). Once you have filled out the appropriate order forms, please make sure to submit and get a confirmation from the system. We kindly remind you to pay attention to deadlines so as to benefit from the best service.

If you need any assistance in your exhibiting plans, please do not hesitate to contact us.

We wish you a successful exhibition and a rewarding experience.

Important notice:

If you wish to exhibit at SIAL China 2019 as part of a collective pavilion, some technical order forms may have been already handled directly by your pavilion organizer, on behalf of all the exhibitors. To avoid ordering twice, please check with your pavilion organizer firstly before ordering any specific item.

As a professional trade exhibition, any children under 18 years old are strictly forbidden to enter the show and we don't provide any child care center on site. Thanks for understanding.

Theft & Security Notice:

Exhibitors need to take care of their property, exhibits or valuables on the fairground; organizer will not take responsibility of any loss or damage.

Logistic Notice:

Exhibitors need to take care of logistic issue; organizer will not take responsibility of any delay or overcharge.

Customs Notice:

Please fill **T1 Freight forwarding**. Please pay special attention to custom before the show & on the last day of the show!

China Customs requires samples of your imported foodstuff for inspection due to food safety control, especially for those commodities which have never been to China before. Ensure you pack and clearly mark on cartons of foodstuffs for inspection purposes by the Chinese customs separately within your shipment. **This box should amount to approximately 10% of your total product and will be extracted upon arrival at the exhibition venue.**

Jim LIU

Organizer of SIAL CHINA 2019

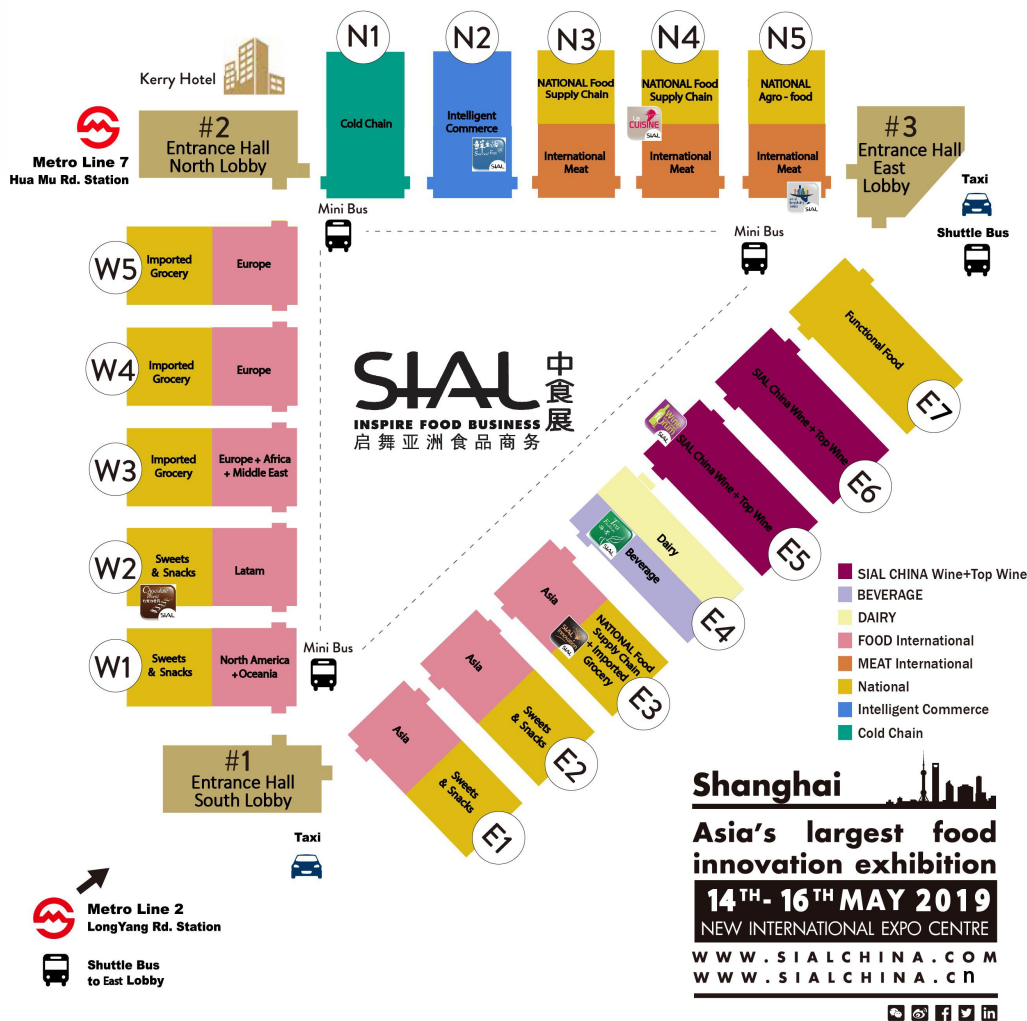
EXHIBITION MAP

PLEASE SHOW THIS MAP TO TAXI DRIVER

上海新国际博览中心 地址：龙阳路 2345 号

Shanghai New International Expo Centre (SNIEC)

Address: 2345 Longyang Road, Pudong New Area, Shanghai



Metro Line

- Line 7: Get off at Huamu Rd. Station (Near North Lobby)
- Line 2: Get off at Longyang Rd. Station (Near South Lobby)
- Maglev train from PVG: Get off at Longyang Rd. Station where Shuttle Service will be provided

Taxi

- From Pudong International Airport (PVG): Approximate 40-minute drive to SNIEC
- From Hongqiao International Airport (SHA): Approximate 50-minute drive to SNIEC
- From Metro Longyang Rd. Station: Approximate 10-minute drive to SNIEC

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Section 1 - IMPORTANT INFORMATION & DEADLINES

1.1 Essential Steps of Your Participation

Please read carefully!

February 2019

- Think about the outfitting of your stand and study our stand package offers
- Determine exhibits and define stand staff
- Check validity of passports
- Don't forget to prepare your visa application
- Make your travel arrangements now (flight and hotel bookings) to make sure to match your travel line needs
- Prepare promotional materials
- Prepare product brochures and press releases
- Request translation and interpreting services
- Finalize with Customs guide information of Freight forwarding T1

March 2019

- **March 10th: Deadline for sending your freight instruction form to the official freight forwarder (Expotrans) MANDATORY**
- Ask for visas
- Send out invitation cards to your potential customers
- Finalize your stand preparations
- Forward your products to the official freight forwarder - mind the cargo deadlines mentioned on the Freight Forwarding
- March 16th: Deadline to declare your indirect exhibitors (PAVILION ORGANISERS)
- March 31st: Deadline to submit Show Directory MANDATORY
- March 31st: Deadline to send your bare booth design approval MANDATORY
- April 5th: Deadline to register your products to SIAL Innovation contest **FREE OF CHARGE**

April 2019

- April 14th: Deadline to send pre-equipped stand layout plan
- April 12th: Deadline for hotel booking

May 2019

- May 11th: Build up starts at 2:00pm
- May 14th to 15th: The exhibition is in full swing from 9:00am to 5:00pm
- May 16th: The exhibition is in full swing from 9:00am to 4:00pm
- May 16th: Dismantling ends at 10:00pm
- Make full use of your participation and plan an effective campaign to follow up on your sales activities!

1.2 Schedule of Events

Exhibition time & location

May 14th to 16th, 2019

Shanghai New International Expo Centre, Hall W1 - W5 & Hall E1 –E7 & Hall N1-N5

Entrance: No.2345 Long Yang Rd. #1 South Lobby (Near Fang Dian Rd.), #2 North Lobby (Near Hua Mu Rd.), #3 East Lobby (Near Luo Shan Rd.)

Tel: + 86 21 28 90 66 66 Fax: + 86 21 28 90 67 77

Website: www.sniec.net

Timetable for Exhibitors

Item	Date	Time
Build up	11.5.2019	2:00 pm – 6:00 pm
	12.5.2019	9:00 am – 10:00 pm
	13.5.2019	
Exhibition hours	14-15.5.2019	8:00 am – 6:00 pm
	16.5.2019	8:00 am – 4:00 pm
Dismantling	16.5.2019	4:00 pm – 10:00 pm

Timetable for Visitors

Item	Date	Time
Show time	14-15.5.2019	9:00 am – 5:00 pm
	16.5.2019	9:00 am – 4:00 pm (visitor entrance closes at 3:00pm)

[Cleaning]

If you book a Pre-equipped stand or tailor made stand from the organizer, the daily cleaning will be done in the morning before 8:00am.

If you book a bare stand and appoint your own contractor for fitting out the stand, the contractor is responsible for your stand cleaning.

1.3 Official Supplier

You may use the following table as a schedule reference to effectively prepare your participation at SIAL China 2019 or to order services directly on our website:

www.sialchina.com

Form	Actions	Deadline	Official Supplier Contact
T1	Freight forwarding : Including customs& inspection notice & information	10.3.2019	EXPOTRANS Tel: +86-21-6013 1818 Fax: +86-21-62179788 Person in charge: Mr. Ricky Sun/Mr. Dai Yun, E-mail: sunliqi@xptrs.com.cn / daiyun@xptrs.com.cn
T2	Hotels, car rental and travel services	12.4.2019	Shanghai Vision Expo Meeting Solutions Co.LTD http://www.shanghai-visionbooking.com:8080/expo/index.jsp?expocslD=D9B52F09-1AF7-4447-BB5D-5666A09C6B9E&lang=en Tel: +86-21-5481 6051 Person in charge: Ms. Jenny Zhang E-mail: jenny@shanghai-vision.com Person in charge: Mr. Billy Xu F-mail: billy@shanghai-vision.com
T3	Bare Booth design approval	31.3.2019	Hall W1-W5 PICO IES GROUP (CHINA) CO LTD Tel: +86 21 60108990 Fax: +86 21 60108601 Person in charge: Mr. Feng Gao E-mail: feng.gao@cn.pico.com Ms. Wynn Zong E-mail: wynn.zong@cn.pico.com
T4	Venue facility	14.4.2019	Hall E1-E7: SHANGHAI MIYUAN EXHIBITION SERVICES CO.,LTD. Tel: + 86 21 50599782/50599783 Fax: + 86 21 50599793 Person in charge: Ms. Cindy REN E-mail: cindy.ren@emiyuan.com Mr. Peter REN E-mail: peter.ren@emiyuan.com
T5	Electronic equipment& furniture	14.4.2019	

T6	Pre-equipped stand fascia name and booth layout plan	14.4.2019	Hall N1-N5: VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO.,LTD. Tel: + 86 21 32513138 Fax: + 86 21 32517901 Person in charge: Mr. Eric Sun E-mail: eric.sun@viewshop.net Tel:+ 86 21 32513138*216 Mr.Jimmy Fei E-mail: jimmy.fei@viewshop.net Tel:+ 86 21 32513138*233
T7	Exhibitor & contractor badges	30.4.2019	Exhibitor badges: Please order the exhibitor badges on your online area. Contractor badges: Please inform your booth contractor to register and apply at SNIEC website http://www.sniec.net/organize_contractor.php for the contractor badges in advance (the account is provided by SNIEC), then they can pay and receive the badges onsite.
T8	Refrigeration & kitchen equipment	29.3.2019	LOWE RENTAL LTD. Tel: +852 2659 5300 Fax: +852 2659 5700 E-mail: customer.service@lowerental.com Contact : Kennie Lai/Lacerta Ma (English & Chinese)
T9	Translator, hostess and photographer	30.4.2019	FBC GLOBAL Translating: Ms. May Ni E-mail: may.ni@globalfbc.com Tel: +86 21-51 917 910 Mobile: 15821670057 Fax: +86-21-51-917-911 Interpreting: Ms. Yama Zhou E-mail: yama.zhou@globalfbc.com Tel: +86 21-51 917 906 Mobile: 15021146527 Fax: +86-21-51-917-911
T10	Glasses, spittoons and ice cubes	15.4.2019	COMEXPOSIUM –SIAL EXHIBITION CO., LTD. E-mail: info.ope@sialchina.cn

*** Customs / Inspection Notice:**

Please fill T1 Freight forwarding. Please pay special attention to Customs regulations before the show & on the last day of the show!

Please contact with official forwarder Shanghai Expotrans regarding updated Customs regulations and follow their instructions.

Finally please do not forget to apply for a visa when booking your airplane ticket!

1.4 Hall Technical Information

ITEM	DESCRIPTION
Hall loading capability	3 tons/sqm of indoor
Compressed air	the diameters are 10mm, 19mm, 25mm within 10 bar
Elevator	floor building, no elevator
Emergency lighting	supplied
Fire control	smoke alarm, automatic sprinkler, portable fire extinguishers, fire hydrant
Exhibition area (gross area)	W & E Hall: 11500sqm & N Hall:12500sqm
Hall floor	strong cement
Hall brightness	All white, 250 Lux average
Bare stand height limitation	One floor: 5.5m; two floors: 6.5m
Power supply	5-wire 3-phase, 380V / 220V 50 Hz
Security system	24-hour security service, central monitoring, sensor alarm
Phone	local, domestic and foreign direct dial
New wind	16,000 cubic meters / hour x 21 = 336,000 cubic meters / hour
Transport pass	RMB 50 / per vehicle/1.5h, with a RMB 300 deposit

1.5 Access Conditions

Important

During move-in, construction of stands and removal of exhibits, the aisles passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. If electricity services are needed besides the hours listed below, the exhibitor must place an order for a permanent 24h power supply with our 3 official contractors: **PICO IES GROUP (CHINA) CO.,LTD (Hereinafter called PICO)**, **SHANGHAI MIYUAN EXHIBITION SERVICES CO.,LTD (Hereinafter called MIYUAN)** and **VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO.,LTD.(Hereinafter called VIEWSHOP)**.

PICO is in charge of Hall W1-W5, MIYUAN is in charge of Hall E1-E7 and VIEWSHOP is in charge of Hall N1-N5.

The power will be turned on between **10:00 am on May 13th and 4:00pm on May 16th 2019.**

For safety reasons, it is forbidden to work in the hall over the hours indicated.

Please note: frozen or refrigerated products require a permanent 24h electrical connection.

➤ **Build up from 2:00pm on May 11th 2019 to 10:00pm on May 13th 2019**

Putting the sites at your disposal:

- Bare booth exhibitors and contractors can take their stands starting from 2:00pm on May 11th, 2019.
- Pre-equipped booth exhibitors and their suppliers can take their stands starting from 12:00pm on May 13th, 2019.

The access doors to the exhibition halls will be open according to the timetable of exhibitors. For safety reason, it is forbidden to work in the halls over the hours indicated.

The removal of goods and empty packaging must be finished by 5:00pm on May 13th 2019. Otherwise, pallets and other identified materials not cleared away will be put on the exhibitors' stand by the official forwarder. Unidentified elements will be stored outside the halls. The removal and the delivery of these elements to the stand will be charged to the exhibitor.

The final fitting-out operations include cleaning before finishing on May 13th 2019 at 10:00 pm.

For safety reason, the motorized vehicles are forbidden on-site on May 14th 2019.

Vehicle access badges

- "Transport Pass" must be obtained at venue'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.
- **"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.
- 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).
- 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.
- Those who intend to drive vehicles into the exhibition halls are required to apply in advance, and prepare for the hall-protection facilities and park at the designated location according to the guidance of the security staff. Vehicles are not allowed to enter in loading areas during the Show Period except for some special cases which require the further approval of the venue and an additional management fee of RMB 50 per vehicle.
- Working hours for issuing "Transport Pass" start from 8:30am to 4:30pm. Any exhibitor who needs to extend working hours for special reasons shall apply for one hour in advance and

complete the formalities at the service point.

- All vehicles are forbidden into the hall without permission.
- 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.
- **In order to alleviate the traffic congestion caused by concentrated influx of cargos into SNIEC, new freight vehicle management regulations will be implemented under the guidance of Exhibition Office of Pudong Commission of Commerce and Pudong Traffic Police. SNIEC freight vehicle information management system is developed accordingly for exhibitors' & freight forwarders' permit application.**

System access channel: SNIEC WeChat (microsignal: SNIEC-SH)

Pedestrian access badges

- Everyone must have a SIAL China access badge to get into the exhibition halls. In addition, it is mandatory to wear safety equipment, especially safety shoes and helmet during construction & dismantle period. Otherwise, access to the exhibition hall will be refused.
- The exhibitor badges allow access to the exhibition center during the stand construction, exhibition and removal stages according to the hours indicated in the timetable.
- The contractor badge allows access to the exhibition halls during the stand construction and removal stages. It is mandatory to wear the badges.

Important:

Contractor badges must be obtained from SNIEC, who is exclusively responsible for the worker badges registration, checking, photos, production, and management of the passes. Please inform your booth contractor to contact the exhibition center for buying contractor badges. And visit the website http://www.sniec.net/organize_contractor.php for your reference, also for how to get the vehicle pass.

➤ **During exhibition period from May 14th to May 16th 2019**

Exhibitor access badge

From May 14th 2019, the exhibitor badge must be presented at both the entrance and exit of the exhibition halls. Please enter in the hall according to the timetable based on your booth type.

Contractor access badge

The badge is not valid during the opening period. **It is forbidden to remove any material from the exhibition halls before closing to the public at 4:00pm on May 16th 2019. If you do not respect this schedule, you expose yourself and your company to a penalty of 25% of bare space rental.**

Vehicle access badge

No vehicle can access to the exhibition area including the loading dock. Exhibitor who has access request for catering, needs to apply for special access from the **catering hygiene bureau** one month in advance.

All the vehicles, during the show, should be parked in the relative area.

Exhibitors can apply for VIP parking badge for SIAL CHINA OPENING CEREMONY from the organizer 2 weeks before the show.

Daily parking must be ordered and paid directly to the venue Parking management department of SNIEC at + 86 21 28 90 66 66.

SNIEC is not liable for any damage or theft that could happen to vehicles while parked in the parking area. Any vehicle in violation will be removed without warning at the expense and risk of its owner.

➤ Dismantling from 4:00pm to 10:00pm on May 16th 2019

Removals and restoring the leased area to its original condition.

Materials and products susceptible to being stolen must be monitored by the exhibitor. There is no control at the exit for national products. The exhibitor must organize by himself a permanent surveillance on his stand. In addition, storage and rented furniture must be emptied of their contents, and the keys must be left with the furniture. All the left overseas products have to be returned to the official forwarder as Customs request. It is imperative that all of the materials and decorations are removed from the halls by 10:00pm on May 16th 2019. Otherwise, all of the installations and decorations will be taken down and thrown away by SIAL China at the expense, risk and peril of the exhibitor. This operation will be charged to the exhibitor. It is mandatory to certify that the space has been freed before 10:00pm on May 16th 2019 at the request of the exhibitor or his/her decorator with SIAL China technical department. Otherwise, and in the case of noted damages, the construction deposit will be deducted.

Access badges for heavy-duty vehicles

The heavy-duty vehicle badge is necessary in order to gain access to the periphery of the exhibition halls. It will also be issued in the venue management office out of Hall W1, P3 and P7 parking area. Only the vehicles showing this badge are authorized to access the periphery of the exhibition halls during dismantling. Light vehicles do not need a pass to access the parking area.

Pedestrian access badges

Access to the exhibition hall for stand dismantling the stand will be authorized from 4:00pm for persons with a SIAL China access badge. Safety equipment is mandatory, especially the wearing of safety shoes and helmet. Otherwise, access to the exhibition halls will be refused. The exhibitor and supplier badges allow access to the exhibition halls during removal stage according to the hours indicated in the timetable.

Section 2 - PRACTICAL SERVICES

Some of following topics request an access to your Exhibitor Online Area:

www.sialchina.com

2.1 Freight Forwarding

The organizer has appointed EXPOTRANS as the official freight forwarder and customs broker for SIAL China 2019. EXPOTRANS will provide a comprehensive range of services including: transportation, customs clearance and on-site handling.

The shipping instructions agreed between the individual exhibitor and EXPOTRANS shall ensure that exhibits and all related articles smoothly arrive at the venue sufficiently before the exhibition date. By respecting these deadlines, the exhibitors will enable EXPOTRANS to complete on time all the necessary customs and quarantine formalities.

Overseas exhibitors or authorized agents should apply to the address listed below for full information on forwarding procedures.

Customs regulations will be listed in the Freight forwarding and will be part of your contract with the official forwarder.

Please go to your exhibitor online area to download the documents: Practical info --> Services --> Freight forwarding services.

Please inform official forwarder Shanghai Expotrans if you have exhibition goods such as seafood, meat, dairy products, fresh fruits and other limited import objects, which is shipped from overseas, before 10th March.

Regarding the new Customs regulations, please send alcoholic products individually. Do not combine with other foodstuffs or non-foodstuffs.

2.2 Design Approval

The SIAL China 2019 stand design regulations have set out the standards for stand presentation and fittings. These standards include the official safety regulations for trade fairs and shows, and can be found at the end of the document.

Each stand design will be requested to submit the design drawing to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** for approval. It must be submitted no later than 31st March 2019.

Please go to your exhibitor online area to fill the form: My account --> My forms --> Declare your stand builder & booth design.

2.3 Venue facility

If you have to order venue facility such as electricity, water pipe, internet and hanging points from **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)**, please go to your exhibitor online area to fill the form: My account --> My forms --> Water, power, hanging point, web & tel. Please also indicate the layout of these facilities on your stand to the official contractor.

2.4 Cleaning

The quality cleaning of your stand and showcases is essential – it makes a bigger impact on your customers.

If you book a Pre-equipped stand or tailor made stand from the organizer, the daily cleaning will be done in the morning before 8:00am.

If you book a bare stand and appoint your own contractor for fitting out the stand, the contractor is responsible for your stand cleaning.

2.5 Waste Removal

The exhibitor stand site must be returned to its original condition. Installers or decorators must remove the elements used in fitting out or decoration.

SIAL China will not be in charge of removing and carpeting during dismantling of the bare booth.

The exhibitor must ensure that his removal quote includes the item 'removing decoration, constructions and carpeting'. When ordering carpeting, it is up to the exhibitor to verify that his removal is included in the price.

As a response to Environment Protection Law of China, Regulations of Shanghai Municipality on the Administration of City Appearance and other industrial regulations, SNIEC strengthens the management of construction materials, including but not limited to oil waste, foam boards, carpets and low-pressure plastic paper. All SIAL China exhibitors and contractors shall actively finish the clean-up of the above materials after the exhibition. If the exhibitor or contractor violates SNIEC relevant regulations, the resulting compensations and penalties will be solely bore by the responsible exhibitor.

Otherwise, SIAL China will ask **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** to remove all the left waste and deduct relative cost from exhibitor's deposit paid.

2.6 Electronic Equipment and Furniture

If you ordered a Pre-equipped stand and want to add some extra electronic equipment and furniture on your stand, you can choose them from the official contractor to further decorate

your stand.

Please go to your exhibitor online area to fill the form: My account -->My forms -->Furniture & Electronic equipment.

Plants and flowers can bring more colors to your stand and create welcoming atmosphere. Your clients and you will have a pleasure talking.

The exhibition center has a protection to its own plants and flowers suppliers and only accepts the official contractor's services on this part beside its own resources to avoid potential loss, so we suggest you order this service from the contractor for smooth delivery to your stand or you order directly in the exhibition center.

2.7 Booth Layout Plan

If you are a pre-equipped stand exhibitor and would like to inform the official contractor the allocation of the equipment and furniture on your stand. Please go to your exhibitor online area to fill the form: My account -->My forms -->Fascia board declaration and booth layout. If they do not receive this plan, they will set up the Pre-equipped stand in a standard way.

2.8 Exhibitor Badges

The exhibitor badge allows you to have access to the exhibition halls during the stand construction, exhibition and removal stages. Badges are checked at the entrance and exit of the show when the exhibition is open to the public. These badges are personalized with company name and exhibitor name, and can not be loaned or traded.

Badges will not be issued until your registration at SIAL China is completed.

Each exhibitor will be given a quota of free badges. The number of badges received is calculated on the surface area with a proportion. These badges are issued to the persons present on your stand for the duration of the event. Please order exhibitor badges for your services staff, such as interpreter, hostess and your catering staff.

The exhibitor will be responsible for distributing badges to the indirect group exhibitors and co-exhibitors.

Please go to your exhibitor online area to order your exhibitor badges.

2.9 Contractor Badges

During the stand construction and dismantling stages, persons accessing the exhibition halls must have a supplier access badge. This badge is valid during the stand construction and removal stages according to the exhibitor timetable.

Exhibitor who has **bare stand** must inform his **booth contractor** to go to the SNIEC office to register and buy contractor badges.

Please inform your booth contractor to register at the website

http://www.sniec.net/organize_contractor.php, the account is provided by SNIEC, for more information, please contact at info.OPE@sialchina.cn.

2.10 Translator, Hostess and Photographer

Around 80% of the visitors of SIAL China are Chinese-speaking people. Therefore, do not forget to bring in your brochures and documents translated into Chinese to make the best of your participation.

Due to the large number of Chinese visitors who will attend this exhibition, it is also recommended that exhibitors should resort to interpreters' services.

We selected for you a service company providing interpreter staff and translation services. They are very familiar with food and beverage vocabulary.

SIAL China offers you a variety of solutions to help you host customers and clients at your stand. This will help you to remain in full control of your surroundings. Continuous contact with the onsite exhibition staff will also ensure that all your needs are met. You can also order hostess from the interpreter company for your stand.

Please go to your exhibitor online area to fill the form: My account --> My forms --> Translator, hostess and photographer.

2.11 Glasses, Spittoons and Ice Cubes

If you are a wine & spirits exhibitor, you certainly need glasses, spittoons and ice cubes. However, if you already ordered a wine & spirits package provided by SIAL China, your booth already includes this service.

Please go to your exhibitor online area to download the order form: Practical info --> Services --> Glasses, spittoons & ice cubes.

2.12 Hotels, Car and Travel

Close to the exhibition center, there are some five or four stars hotels available at your choice.

SIAL China chose a professional agent to take care of your accommodation. You can also ask them to recommend you a hotel in the downtown to be near to Shanghai night life.

By renting a car with a private driver, you can have your own trip in Shanghai or cities around and you can also choose a dedicated small trip designed for your stay.

Please go to your exhibitor online area to place your orders: Practical info --> Services --> Visa invitation letter & travel agency.

2.13 Refrigeration & Kitchen Equipment

If you need refrigeration and kitchen equipment, please contact the official supplier for a technical support.

There is a large range of different types of refrigeration and kitchen equipment and for your choice.

Please go to your exhibitor online area to download the documents: Practical info --> Services --> Refrigeration & kitchen services.

2.14 Supplementary Insurance and Theft Coverage

SECURITY NOTICE:

Exhibitors have the option of taking out insurance that would cover the actual value of their goods exhibited on the stand. SIAL China is not responsible for any damage or loss of the goods. The exhibiting fee doesn't include this service.

We advised you to buy a door to door insurance from your original country with your international forwarder. The coverage of merchandise as well as the stand material will expire at 5:00pm on May 16th 2019. In case of losses, they must be declared to SIAL China within 24 hours, and by 5:00pm on May 16th 2019. Thefts that are not covered by SIAL China but insured otherwise by the exhibitor, must be declared at the police station in hall W4 of the SNIEC within the required period of time by lodging the complaint.

Contact: SNIEC police office station in Hall W4 Tel: + 86 21 2890 6026

2.15 Stand Kitchen Installation

Fitting out a kitchen on your stand requires that you conform to the rules laid out in the decoration and safety standards. In order to make sure the installation quality and standard, please choose the kitchen installation supplier carefully. For kitchen installation consulting, please contact our official contractor **PICO (Hall W1-W5)** or **MIYUAN (Hall E1-E7)** or **VIEWSHOP (Hall N1-N5)**, you will find the contact on page 3.

[Very important]

For the services introduced above, some of them you can order online with your exhibitor ID and password. When you submit, your contract is already valid. But only once you finish the payment, your service will be provided by the suppliers. Please read the conditions on each order form carefully to be sure you understand correctly. If you make a wrong order, please contact the supplier directly for correction. The system itself does not support cancellation.

2.16 Shanghai Business Travel ABC

[Airports]

There are two international airports in Shanghai: the Shanghai Hongqiao airport located in the western part of Shanghai, about 13km from downtown (30 minutes by car) and the new Pudong airport is the nearest to SNIEC. **Most hotels provide airport pick-up services. They are located 30-40 minutes' drive from the Pudong airport.**

[Business cards]

Business cards are essential for the generation of business contacts.
This is particularly true in China.

Don't forget to bring them with you to the exhibition and possibly have them translated into Chinese.

[Climate]

There are distinguished seasons in Shanghai:

- Weather in summer is hot and humid with temperature around 30°C.
- Weather in winter is cool and dry and the temperature is around 4-5°C.

In early May, the weather is sunny, around 25°C.

[Credit cards]

American Express, Visa and Master card holders can always withdraw money with a credit card. Bank of China and City Bank are equipped with ATMs that accept foreign credit cards. Some of the most important hotels have ATM machines in the lobby and the major shopping centers and department stores have them installed on first or second floors. Most of the machines have a daily withdrawal ceiling of RMB 20,000.

[Customs]

Sales materials (brochures, video tapes) must be approved by Chinese customs.

Exhibitors at SIAL China should contact the official freight forwarder for customs clearance.

[Foreign exchange]

Currency is the Yuan or RMB (Renminbi). Most banks and hotels change money without any commission. Please go to website www.xe.com for ratio.

[Internet]

If you travel with a laptop, it is possible to connect to the internet via the telephone sockets in most hotel rooms. Some hotels even provide ADSL service.

[Language]

The language spoken in Shanghai is Putonghua (Chinese Mandarin). However, English is generally used in hotels and tourist destinations. But most of the visitors are Chinese; to get a better communication with your potential clients, we strongly recommend you to prepare your interpreter in advance.

[Taxis]

The standard rate is 2.4 RMB per kilometer with 3 km starting mileage and 14 RMB starting rate.

Example: from the official hotels to the exhibition center: 15-20 RMB

[Time difference]

- With continental Europe: + 7 hours in winter, + 6 hours in summertime.
- With New York: + 13 hours in winter, + 12 hours in summertime.

[Travel services]

All hotels selected by the organizers also provide travel services and organize tourist tours on request.

[Transport information]

Information Hotline for English, Chinese, Japanese Services: + 86 21 6252 0000 open 24 hours, the tourist help-line is run by an English-speaking staff who can inform on bus routes, train times and help with other transport questions.

[Vaccination]

No vaccination required.

[Visa]

Visa and return ticket are required for all visitors to China. Passports must be valid six (6) months following the return date. Please ask your local travel agency to assist you for visa application upon booking your air flight.

International Exhibitors may also obtain an invitation letter by contacting Official Supplier Shanghai Vision Expo Meeting Solutions Co.LTD.

Most countries will accept a faxed invitation letter except Tunisia, Iran, Turkey etc. that request the original document. Please check with your local Chinese Embassy or Consulate.

The ordinary invitation letter applications' deadline is **April 3rd**, please well note that the applications after the deadline may cause additional emergency fee, please contact Vision for more details.

[Voltage]

Normal voltage is 220 volts and requires a flat-prong plug. However we advise you buy a multi-plug adaptor prior to your trip.

[Web-sites]

To help you with your travel arrangements and for further information on places of interest, restaurants etc., you can refer to the following web-sites:

- www.thatsshanghai.com
- www.china-sss.com
- www.chinatour.com

Section 3 - BARE STAND

3.1 If You Booked A Bare Stand

Please be aware there is no equipment included in the rental of your area. **SIAL China will deliver to you a clean and flat floor at 2:00 pm on May 11th 2019 .**

You have to find a booth contractor to design and construct your booth. For a tailored designed booth, you need to hire a registered tailor made contractor through our website.

If you want to hang a flag or signage on the top of your booth, please contact the official contractor and submit the requirements of hanging points that your booth needs. The number of points will be calculated by SNIEC in your booth on site. They will help you to hang a flag or signage after you pay the money of points to SNIEC directly. SIAL China keeps the priority of using hanging points for show signage.

Please read carefully the stand design regulations before starting a booth design with your contractor. Please contact **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** for details.

Do not forget to order power supplying on your stand. You have to finish all the payment to SIAL China and its official contractor for all the services you order, and then you can get power supply on your stand.

3.2 Preparation Steps for Fitting Out Your Stand

1st step: your location

- When selecting your location, SIAL China sends you a layout for your stand.
- This layout aids you in the preparation of your stand for fitting out with the decorator of your choice.

2nd step: additional services

- In order to make the fitting out of your stand easier, you can ask SIAL China to prepare a tailor made booth for you.
- Additional services must be ordered as soon as possible, and before the start of the exhibition, in order to ensure the best service in terms of the products used, color choices, availability and timely delivery for the exhibition.
- The additional services ordered during the assembly period are provided based on the available stocks and according to the following timetable.
- Be sure that your booth construction quotation includes removal and free the floor to the original condition, otherwise SIAL China will charge the removal cost to the exhibitors.

3rd step: approval of your plan

Your stand decoration proposal must be submitted to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** for approval.

You can download form T3 bare booth design approval form. Deadline is March 31st, 2019.

Please inform your contractor that only when they receive the booth approval and pay the construction deposit, they are able to buy the contractor badges on site.

The aisle carpeting color will be black gray for food halls, reddish black for wine hall, red for meat halls, rhea white for dairy area and sky-blue for beverage halls.

Please consider this main color of the ground for your carpeting choice.

4th step: the numbering of your stand

You will be given your stand number along with the layout of your hall. For pavilion organizers in multiple sites, a layout per hall will be supplied. Please double check with your booth contractor to be sure the **booth number** is right because it is a key for the visitors to find your booth.

5th step: your service center at the show

Suppliers will be available at the exhibitors' management office during the stand construction stage. You can come to check with them for your orders. We advise you to plan your order in advance and be guaranteed of having the best products delivered in a timely fashion due to the limitation of on-site stock. Do not hesitate to order in a full range of services prepared by SIAL China to improve the organization of your presence on the stand.

3.3 Tailor Made Booth Provided By Sial China

If you want a more customized booth with your company image, you can contact SIAL China technical department for a design and construction proposal.

Ordering a tailor made booth will bring you a rest and assure your booth fitting. You do not need to worry for all the work related to a booth fitting, such as design approval, ordering power supply... You can focus your energy on your participation communications and other marketing actions. When you arrive on site, your tailor made booth will be delivered and "ready-to-exhibit".

SIAL China guarantees a priority for the services delivery to your stand.

Contact: SIAL China Exhibitor Service Center

E-Mail: exhibit.sialchina@sial-network.com

3.4 Bare Stand Regulations

The SIAL China 2019 “stand design regulations” sets out the standards for stand presentation and fitting out. They have been drawn up with the aim of ensuring that the exhibition is held in optimum conditions and provides maximum comfort for visitors.

These standards include the official safety regulations for trade fairs and exhibitions, and these can be found at the end of the document. All stand fittings and decorations must comply with the “stand design regulations”.

All plans must be submitted to get approval before construction. Plans must be submitted by March 31st 2019 at the latest, to the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5) and must include the elements in duplicate as form T3 Bare Booth Design Approval.

Safety issues regarding booth construction have occurred during several other exhibitions that were organized inside SNIEC before the year of 2018, therefore higher supervision level is necessary for reducing potential dangers, which has also been stressed by supervision departments of Chinese government as well as SNIEC.

Basing on the situation above, SIAL CHINA authorizes Event Top to strengthen the management of bare stand contractors, and to provide insurance, ambulance, safety supervision and cleaning services, etc.

Contractor Registration is required for tailor made booth construction in upcoming SIAL China 2019, hence unregistered booth construction companies will not be allowed to enter.

If you wish to browse the full list of 2019 Bare Stand Registered Contractor Catalogue, please visit the website below.

Website: <http://www.sialchina.cn/uploadfile/download/2019/RegisteredContractors.pdf>

Any design that does not comply with the prescribed regulations will be refused and any stand erected without permission may be taken down at the exhibitor's expenses.

Above listed registered bare stand contractors shall reply exhibitors' email in time, include effective picture for designing, and provide detailed quotations to exhibitors.

Registered bare stand contractors should not recharge any additional fee to exhibitors. If exhibitors have any queries about Bare Stand construction service or quotation, please contact Event Top.

Contact E-mail: service@yjay-china.com Tel: 86 10-8561 8366

1. Special design booth / pavilion

1.1 – In case the Exhibitor decides to contract a stand building contractor different from the official one, this aforementioned contractor must be approved by the Organizer and the Exhibition Centre in advance. In this case, they are personally responsible for negotiating the rate of commission and paying the taxes levied by the Chinese Authorities. No responsibility shall be accepted by the organizer unless the official appointed **contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** is employed.

1.2 - For a tailored designed booth, the Exhibitor must ask a registered tailor made contractor to provide the organizer with relevant design paper and construction blueprint. This design has to be sent to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** for approval. Two floor structures will also need to get approval from the SNIEC. No contracting work can be done before getting this approval.

1.3 – Floor plan and booth layout must be in line with the existing fire safety regulations and the Exhibition Centre's guidelines for exhibition layout described hereunder.

1.4 - The Exhibitor should urge their contractors to fill out the contractor badges order form of the constructing workers and then submit it to the relevant department. This should be done two (2) weeks prior to the move-in period.

1.5 - For one floor stand, the limitation of height is **5.5 m**;
For two floor structures (double decker), the limitation of height is **6.5 m**.
Additional booth audit fee:

The price for booth check for one floor booth is: RMB 50.00 per sqm (Exceeding 4.5m, inclusive of 4.5m);

The price for booth check for two floors booth is: RMB 100.00 per sqm.

1.6 –**IMPORTANT** - All designs should comply with below rules:

Heights and recesses

Stand structures must take into account the following clearance limits (heights are stated from the ground level of the building):

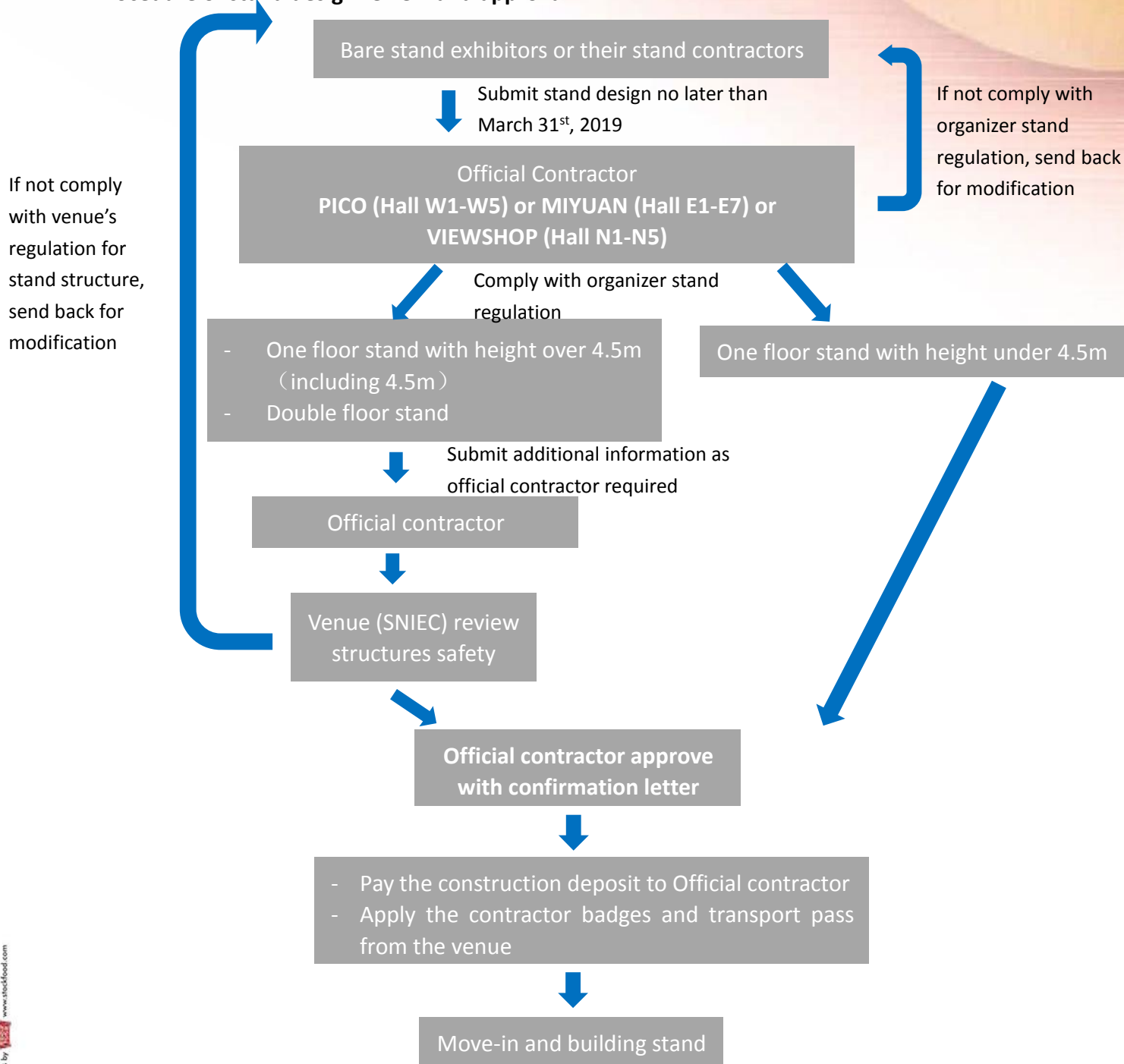
- One floor stand:
 - Partition or construction items with height above 4,00m, must start 0.5m recess from the aisles.
 - Cannot exceed 5.5m height.
- Double decker (story):
 - Must apply a mandatory 1,00m recess from the aisles.

- Cannot exceed 6.5m height.
- Any structure higher than the neighbor booth should be covered

Opening onto aisles

- Stand sides opening onto an aisle must include an opening of at least 2,00m every 6 linear meters. The opening must equate to at least 30% of the side. The 2,00m opening must be kept clear: green plants, glass panels, etc, will not be authorized.

Procedure of stand design review and approval:



- * Only when receiving the approval, exhibitor and stand contractor can proceed with paying construction deposit and applying the contractor badges, which are required as the move-in procedure.
- * If the onsite stand does not correspond to the submitted design, the official contractors will have the right to ask the exhibitor and stand contractor for revise.

2. Booth construction and dismantling

- 2.1 - All special constructions, installations and dismantling shall be carried out at the expense of the exhibitor and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other exhibitors.
- 2.2 - The Organizer will not permit any damage to be caused to the Exhibition Hall or alter or interfere with the building structure, equipment and installations. The repair of such damages will be evaluated by the Centre and all charges for such repair shall be fully borne by the Exhibitor. The bare booth contractor is requested to pay a construction deposit for waste removal and free the floor to the original conditions.

* Rate of the construction deposit:

Space under 50 sqm:	RMB 10,000
Space between 50 sqm to 100 sqm(including 50 sqm):	RMB 30,000
Space over 100 sqm (including 100 sqm):	RMB 50,000

- 2.3 - Materials used for the construction and installation of the exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulation. They should also be non-combustible and shall have a minimum flame spread rating of Class 2.
- 2.4 - No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls, Conference Rooms, Auditorium, Meeting rooms or any part of the building.
- 2.5 - In response to environmental protection requirements and SNIEC regulations, all exhibitors who order the light floor are requested to use non-foam board to decorate the booth. If there are any exhibitors who have found that the booth is decorated with foam board and does not clean up when removing the pavilion, the host and official contractor will deduct the cost of cleaning the booth from the set-up deposit.
- 2.6 - The Centre only allows the use of a residue resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on stone floors and walls.
- 2.7 - The Exhibitor will be responsible for the removal of all tapes and residue marks within the Exhibition Area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the official contractor and charged to the Exhibitor.
- 2.8 - There shall at least be 0.6M repair passage between the temporary establishment and the wall surface.
- 2.9 - Each row of the booths must not be longer than 32 metres, and all the passages must be at least 3 metres wide.

- 2.10 - Construction over double floored is not allowed.
- 2.11 - No objects are to be attached to or suspended from the fire sprinkles or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68° (154.4°F). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.
- 2.12 - No part of any structure may extend beyond the boundaries of the allocated stand space.
- 2.13 - Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.
- 2.14 - The Exhibitor should inform all contracting companies to submit the name list of the workers two (2) weeks prior to the move-in period to the Center for security concern.
- 2.15 - The contracting companies should carry out their work according to the floor plan approved by the relevant security department. No change is allowed without any permission.
- 2.16 - Smoking is strictly prohibited in the Exhibition Halls.
- 2.17 - The Organizer shall be entitled to remove at Exhibitor's cost any form of construction or structure which is not approved or which infringes on the above-mentioned guidelines.
- 2.18 - Painting
Major painting of displays and exhibition materials is not permitted in the Centre. However, "touch-up" painting of the displays and exhibition materials is permitted in the Exhibition Halls provided that such work is undertaken during the Move-in Period only and all safety precautions and protective surface coverings are put in place.

3. Hanging and ceiling

Each hanging point may only hang light advertising device weighting less than 10 kg. The hanging work shall be only undertaken by SNIEC.

4. Ground loading

The ground loading capability in the exhibition hall is: 3ton/Sqm. In case of vertical vibration in the structure setup, the ground loading should be lessened by 50%. It is prohibited to set up booth or pack heavy goods directly on the pipeline of the two main cables in the exhibition hall. The ground loading shall be used for goods transportation, allocation, presentation and operation only. In case of further query, please liaise with the Organizer before undertaking any actions.

5. Electrical installation

- 5.1 - **The Centre provides services to the lighting and power installation of all the standard booths through the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5). The apparatus which needs 24 hours' shall be applied to the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5) in advance.**

- 5.2 - All extended electricity, water, pressure, gas, telephone supply shall be applied to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5).**
- 5.3 - High-temperature lamps as iodine and tungsten lamps and neon lights shall not be installed at will. The installation height of neon lights shall be no less than 2.5 m. These lamps may be only been used after the relevant authority's checking.
- 5.4 - The electric box furnished for special designed booth shall not occupy any passage. Otherwise the exhibitor involved shall be punished pursuant to the rules and regulations the Organizer and Shanghai New International Expo Center on fire control and safety management.

6. Stand cleaning

- 6.1 - The Organizer will arrange for the general cleaning of the exhibition premises and shell scheme stands prior to the opening of the exhibition and daily thereafter but it is the responsibility of the exhibitor to keep his stand tidy during the exhibition.
- 6.2 - Exhibitors who, because of operating exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer in advance so that necessary arrangements can be made. Trash removal costs are the responsibility of the exhibitor.
- 6.3 - Exhibitors are to arrange for packing materials, empty cartons and wooden crates to be carried and stored away before the opening of the exhibition each day.

7. Signage

7.1 - Structure

By sign structure, the organizer means an open-work superstructure which can include the illuminated name or logo of the exhibitor.

The sign structure is restricted to a height of 5 meters from the ground and must be erected at least one meter from the edges of the stand.

The height of the sign structure may not exceed the following dimensions: 2.5 m to 5 meters starting from the base of the structure and must be erected at least 1 m away from the neighboring stand.

7.2 - Anchored balloons

Balloons inflated with a gas lighter than air, used as signs, are not allowed in the exhibition hall.

7.3 - Sound systems and illuminated signs

Any advertising using lighting or sound must be submitted to the approval of SIAL China, who may withdraw such permission once granted if the item in question causes a nuisance to neighboring exhibitors, causes an obstruction or marks the appearance of the exhibition. Flashing signs and the like are not permitted. Illuminated signs are permitted but they must under no circumstances be of an intermittent or flashing nature.

7.4 - TV screens (and video walls)

TV screens making up a video wall up to 5 meters high are regarded as flashing signs and are

forbidden unless they are set back from the aisle by 2 meters. The sound level is restricted to **60 dbA**.

8. Platforms and ceilings

8.1 - Platforms

Stands including platforms or of split-level design (assuming the interior space is not used and the prescribed height limits are observed) must conform to specific guidelines supplied on request.

8.2 - Ceiling

As a general rule, solid ceilings are not permitted at SIAL China. However, the following stand roofing options are permitted:

Cellular structures of the cloistral type made of M0 or M1 materials

Alternating structures made of M0 or M1 materials laid out in checkerboard form to provide a largely open-work ceiling (50%).

Vertical strips made of thin M0 or M1 materials placed at least 0.2 meters apart.

Horizontal strips made of M0 or M1 materials on condition that they are no more than 1 meter wide and that they are separated by spaces at least equal to the width of the strips.

Perforated panels made of M0 or M1 materials on condition that the openings cover 50% of the surface area.

Wide mesh fabrics that allow water to pass through easily. Such fabrics must be at least category M0 or M1.

9. Double – floor stands

Exhibitors wishing to build a double-decker stand must apply for permission to build by **April 6th, 2019** both to the **technical approval department** and **sales department** along with a payment of euro 190 per sqm to sales department.

9.1 - Certificate of conformity to safety standards

As soon as they have received building permission, exhibitors should draw up their plans, taking into account the surface area allocated, and send them to the official contractor who will forward it to the SNIEC for final approval. Detailed plans of both stands and upper levels should therefore be submitted for approval in duplicate.

For solid horizontal structures such as the floors of upper levels and solid ceilings, there must be 2 meter clearance from the partitioning in order to leave a distance of at least 4 meters between two adjoining double-decker stands or solid ceilings. Fascias must not extend higher than 2.5 meters above the floor. If a sign or logo exceeding the 2.5 meter limit is to be fixed to the fascia, it must be the prescribed distance from the edges of the stand and diving partitions in particular.

9.2 - Surface area

300 sqm maximum for the upper level itself. Only one upper level per stand is permitted.

9.3 - Weight limits

250 kg/sqm for upper levels under 50sqm

350 kg/sqm for upper levels over 50sqm

Exhibitors shall produce their calculations for their double-decked stand and have the checked during build – up by a registered inspector. It is imperative that these documents are presented to the safety committee when they inspect the stand to approve the upper level for opening to the public.

9.4 - Stairs

Number of staircases per upper level and minimum width:

Careful consideration must be given to the exact position of staircases leading to the upper levels, their number and width being dependent on the surface area of such levels:

- Up to 19sqm: 1 x 0.9 meter staircase
- 20 – 50sqm: 2 staircases, one 0.9 meter wide and the other 0.6 meter wide
- 51 – 100sqm: either 2 x 0.9 meter staircases or 2 staircases, one 1.4 meter wide and the other 0.6 meter wide
- 101 – 200 sqm: 2 staircases, one 1.4 meter wide and the other 0.9 meter wide
- 201-300sqm: 2 x 1.4 meter staircases. Only staircases whose closest outer uprights are at least 5 meters apart can be taken into account in the number of exits and stair widths. Exits must be clearly pointed out by a sign bearing the word (exit) in white letters on a green background.

9.5 - Location

Stairs must be located at least 1 meter from the stand's common partitioning in order to avoid overlooking the neighboring stand. When two staircases are necessary, they shall be diametrically opposed.

9.6 - Fire prevention

Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity switchboard. If the surface area of the upper level is greater than 50sqm, appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

9.7 - Transparent upper levels

Upper levels may be used to display a sign while remaining open. Not more than half the sides of the upper level may be filled in. The parts of sides left open shall be Pre-equipped with guard-rails in compliance with safety regulations.

9.8 - Ceilings

Upper levels must not be covered with a solid ceiling or canopy.

Section 4 - PRE-EQUIPPED STAND

4.1 If You Booked A Pre-equipped Stand

If you booked a Pre-equipped stand from SIAL China, please contact **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** for any questions concerning your stand fitting.

4.2 Preparation Steps for Fitting Out Your Stand

1st step: Your Stand Location

You have chosen your location with your SIAL China sales team. You received your stand number, now you can develop your fitting project, and you select the color of your partition, carpet and materials as well as the sign.

2nd step: The Service Provided by the SIAL China 2019 Advisor

After your project has been approved, the advisor will:

- Make the necessary reservations for equipping your stand: furniture, floral decoration, signage and plants.
- Liaise with the exhibition center for the services like water, electricity included in the pre-equipped, wine booth and pavilion booth.
- Get the approval of your design according to the official safety standards and the inventory of fixtures for your stand.
- You can also contact your advisor for additional services which you can find in the practical services session.

3rd step: Your Stand Number

Your exhibitor guide will indicate the stand number attributed to you, and will also have an insert of a floor plan of your hall. The relevant hall floor plan will be given to exhibitors with more than one site.

4th step: Setting Up at the Exhibition

The SIAL China advisor will arrange a reception meeting to welcome you when you arrive during the construction stage so that together, you can verify the services provided to your stand. **Pre-equipped stand will be ready at noon on May 13th 2019;** we recommend you to arrive at noon to start the display your exhibits for safety concern.

4.3 Pre-Equipped: Min 9 Sqm Description

WINE STAND PACKAGE



A. Wine Package (per 9 sq.m.)	
Carpet	Yes
Partition walls	Yes
Company signage	1 LED lighting box
Information counter	1
White round table	1
Bar stool	1
Chair	3
Shelf	2
High glass cabinet	1
Lockable cupboard	1
Trash can	1
Spotlight	3
Electricity and power plug	1, 13 AMP/220V socket
Cleaning	3 days

- * Furniture entitlement is doubled for every additional space of 9sqm.
 - * Power already included in your equipped stand and 1 socket is provided for each 9sqm
- Exhibitor's company logo is not included in the package. Exhibitor shall ask for separate quotation for this service. Items listed are not eligible for barter trade / interchangeable for other items and/or services.

In addition to the items provided in the Pre-equipped stand package, complementary furniture /electrical equipment can be ordered from your advisor.

FOOD UPGRADE PACKAGE



C. Food Upgrade Package (per 9 sq.m.)	
Carpet	Yes
Partition walls	Yes
Company signage	1 LED lighting box
Information desk	1
White round table	1
Bar stool	1
Chair	3
Shelf	2
High glass cabinet	1
Trash can	1
Lockable cupboard	1
Spotlight	3
Electricity and power plug	1, 13AMP/220V socket
Cleaning	3 days

*** Furniture entitlement is doubled for every additional space of 9sqm.**

*** Power already included in your equipped stand and 1 socket is provided for each 9sqm**

Exhibitor's company logo is not included in the package. Exhibitor shall ask for separate quotation for this service. Items listed are not eligible for barter trade / interchangeable for other items and/or services.

In addition to the items provided in the Pre-equipped stand package, complementary furniture /electrical equipment can be ordered from your advisor.

FOOD LUXURY PACKAGE



Please book before Mar. 15, 201

D. Food Luxury Package (per 9 sq.m.)	
Carpet	Yes
Dimension of Partition panels	Yes
Storage room with door lock	Yes
Company signage	1 LED lighting box
Information counter	1
Chair	3
Bar stool	1
White round table	1
Shelf	2
Tall showcase	1
Lockable cupboard	1
Trash can	1
Spotlights	3
Electricity and power plug	1, 13AMP/220V socket
Cleaning	3 days

*** Furniture entitlement is doubled for every additional space of 9sqm.**

*** Power already included in your equipped stand and 1 socket is provided for each 9sqm**

Exhibitor's company logo is not included in the package. Exhibitor shall ask for separate quotation for this service. Items listed are not eligible for barter trade / interchangeable for other items and/or services.

In addition to the items provided in the Pre-equipped stand package, complementary furniture /electrical equipment can be ordered from your advisor.

4.4 Pre-equipped Stands Regulations

1. Stand fitting regulations for stand package

- 1.1 - No additional stand fitting or display may be attached to the shell scheme stand structure (no nailing or drilling will be allowed). No painting or wallpapering on the shell scheme stand partitions is allowed.
- 1.2 - All costs of repairing any damage or dilapidation to any part of the shell scheme equipment, whether caused by exhibitors, their agents or contractors, will be charged to the exhibitor.
- 1.3 - In response to environmental protection requirements and SNIEC regulations, Pre-equipped stand exhibitors are prohibited from using foam board to decorate the booth.
- 1.4 - No free standing fitment may exceed a height 2.5m or extend beyond the boundaries of the allocated space.
- 1.5 - Any change to the type or color of the floor covering provided must be negotiated with the official stand contractor and any costs incurred must be paid directly by the exhibitor.
- 1.6 - Any change in the provided furniture must be negotiated with the official stand contractor and costs incurred paid by the exhibitor.
- 1.7 - No financial credit can be given by the Organizer for standard items not utilized.

2. Hanging and ceiling

Each hanging point may only hang light advertising device weighting less than 10 kg. The hanging work shall be only undertaken by the official contractor.

3. Ground loading The ground loading capability in the exhibition hall is: 3ton/m²

In case of vertical vibration in the structure setup, the ground loading should be lessened by 50%. It is prohibited to set up booth or pack heavy goods directly on the pipeline of the two main cables in the exhibition hall. The ground loading shall be used for goods transportation, allocation, presentation and operation only. In case of further query, please liaise with the Organizer before undertaking any actions.

4. Electrical installation

- 4.1 - The Centre provides services to the lighting and power installation of all the standard booths through **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)**. The apparatus which needs 24 hours' shall be applied to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)** in advance.
- 4.2 - All extended electricity, water, pressure, gas, telephone supply, internet shall be applied to **the official contractor PICO (Hall W1-W5) or MIYUAN (Hall E1-E7) or VIEWSHOP (Hall N1-N5)**.
- 4.3 - High-temperature lamps as iodine and tungsten lamps and neon lights shall not been installed at will. The installation height of neon lights shall be no less than 2.5 m. These lamps may be only been used after the relevant authority's checking.

4.4 - Please do remember to turn off the stand lighting power before leaving, for safety and energy conservation consideration.

5. Stand cleaning

- 5.1 - The Organizer will arrange for the general cleaning of the exhibition premises and shell scheme stands prior to the opening of the exhibition and daily thereafter but it is the responsibility of the exhibitor to keep his stand tidy during the exhibition.
- 5.2 - Exhibitors who, because of operating exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer in advance so that necessary arrangements can be made. Trash removal costs are the responsibility of the exhibitor.
- 5.3 - Exhibitors are to arrange for packing materials, empty cartons and wooden crates to be carried and stored away before the opening of the exhibition each day.

4.5 Other General Rules and Regulations

1. Carriage, storage and removal of exhibits

1.1 - Goods carriage

No freight forwarding contractor other than the official appointed company will be permitted to work on site under any circumstances. Packing, unpacking and setting up labor must be ordered through the official freight forwarder and provided by the appropriate Chinese Authorities.

1.2 - Deliveries

- 1.2.1 - The Center will not accept any freight deliveries/shipments or C.O.D. deliveries on behalf of exhibitors before the Move-in Period. Any goods arriving prior to the Move-in Period must be handled by the official on-site freight handling agent.
- 1.2.2 - During the open days of the exhibition, stores may only be delivered before the opening hours in the morning or after closing time in the evening.

1.3 - Storage

The Organizer is unable to provide storage facilities on site for packing cases, surplus material and other properties of the exhibitor. Prior arrangements for safe-keeping of such items must be made with the official freight forwarder.

- 1.4 - During the move-in, construction of stands and removal of exhibits, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

1.5 - Removal of exhibits

- 1.5.1 - If you wish to remove any items of your display from the hall during the exhibition period, a removal pass must be obtained from the official freight forwarder.
- 1.5.2 - All items and exhibits must **be cleared by the customs** before leaving the exhibition hall.
- 1.5.3 - Personal property and portable exhibits may be removed from the exhibition hall after the exhibition closes on the last day. While the Organizer will maintain security surveillance

at all times, exhibitors are reminded that goods will be most at risk at this time and that stands should not be left unattended until all items and equipment are collected.

2. Fire regulations

- 2.1 - All exhibitors must comply with and ensure that their agents, contractors comply with the prevailing government fire protection law and the fire safety regulations and building codes of the Exhibition Centre.
- 2.2 - Fire lanes in and around the Centre must remain clear and unobstructed.
- 2.3 - Fire regulations prohibit the storage of combustible materials in the Exhibition Area.
- 2.4 - Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:
 - 2.4.1 - Display and operation of any heater, barbecue, heat producing devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.
 - 2.4.2 - Display and operation of any electrical, mechanical; or chemical devices which may be deemed hazardous. If there is any question, if devices may deem hazardous, submit them to the appropriate controlling authorities for approval.
 - 2.4.3 - All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals.
- 2.5 - **No naked/open flame is allowed inside the exhibition hall.**
- 2.6 - Special care must be taken **not to obstruct or hide from view the fire protection system**, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.
- 2.7 - Exhibitors who, because of the nature of their exhibits require a special type of fire extinguisher must make arrangements at their own cost, for the provision of such equipment.

3. Safety

3.1 - Hazardous Materials

Unless approved by the Centre and by all appropriate government authorities in writing.

- 3.1.1 - No naked flame or combustible gas lamps may be used in the Centre.
- 3.1.2 - No explosive, patrol and highly flammable toxic or corrosive substances are allowed in the building. Radioactive substances shall not be brought into the Centre.
- 3.2 - Demonstrations and Working-Exhibits
 - 3.2.1 - Any exhibitor intending to demonstrate equipment on his stand must provide the Organizer with full details in writing of any working exhibits involved.
 - 3.2.2 - All moving machines must be Pre-equipped with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
 - 3.2.3 - Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended.
 - 3.2.4 - Any machinery or apparatus displayed in the Exhibition Area shall only be demonstrated within the Booth, operated by qualified persons and shall not be left running within the

proper supervision of such persons. No motors, engines or power driven machinery may be used without adequate protection taken out by the Exhibitor against risk of fire.

4. Operation on stand

- 4.1 - The stand must be fully staffed and operational. Exhibits displayed during the exhibition should be opened to visitors.
- 4.2 - Exhibitors should not participate in any activity which, in the opinion of the Organizer, is likely to cause annoyance to visitors or other exhibitors. In particular, audio visual display equipment must be so positioned, and the sound level so adjusted as to comply with this requirement.
- 4.3 - All activities of exhibitors and their staff must be confined to the allocated stand space. No advertising or canvassing may take place elsewhere in the exhibition hall. **The distribution of catalogues, advertising pages and other promotion material shall be strictly restricted in the booth area.**

5. Regulations for cooking

- 5.1 - All preparation and cooking of food are to be confined to the stand area where the hood and flue are to be provided by the exhibitor.
- 5.2 - Commercial sink with PUB water supply are to be provided on the site by the exhibitor for the preparation and cooking of the food within the designated area.
- 5.3 - Food waste and refuse must be properly bagged and collected by the exhibitor or its appointed cleaning contractor for proper disposal.
- 5.4 - Food handlers must maintain a high standard of personal and food hygiene and are to use disposable hand gloves or suitable utensils when handling all food materials.
- 5.5 - Appropriate types of fire extinguishers must be placed at each kitchen and in confined areas where electrical wirings are extensive.
- 5.6 - All counter tops must be lined with laminated plastic or other approved impervious materials.
- 5.7 - Proper storage facilities/ food warmers for the storage of food for consumption shall be provided.
- 5.8 - No naked flame is authorized within the exhibition hall.

6. Animals

No reptile, fish, bird or alive animal shall be allowed in the Centre, except as an approved exhibit, or used in conjunction with an activity or performance provided always that the Exhibitor has shown to the satisfaction of the Organizer that proper precautions will have to be taken for their care, control and restrain and obtained the prior written approval of the Organizer.

7. Security Notice

- 7.1 - The Centre maintains twenty-four (24) hours security surveillance team for the Centre. The Exhibitor is to comply and cooperate with all the security procedures set-up by the Center's Security Department.

7.2 - Liabilities

The Organizer is exempted from all liability for losses which may be suffered by exhibitors (including disturbance of possession and commercial prejudice) for any reason.

7.3 - Insurance

The exhibitor shall take out an insurance policy in connection with the exhibition covering against the following risks: third party liability, damage to goods. This policy should cover any risks which may occur during the exhibition (including setting up and dismantling). The organizer will not be held liable for the damage occurred during the period.

7.4 - Safekeeping of exhibits and personal things. Exhibitor need to take care of their property, exhibits or valuables on the fairground, organizer will not take responsibility of any loss or damage. The Organizer strongly recommends exhibitors to watch after their personal belongings at all times and not to leave their booth unattended throughout the whole period of the exhibition.

7.5 - Lost and Found

All inquiries regarding Lost & Found items should be directed to the Center's Security Office. All lost and found articles are catalogued and stored for 30 days. After such period, all articles will be disposed in such manner as the Centre in its sole discretion may decide and no person shall have any further claim to those articles. The Centre shall not be responsible for any items not collected during the stipulated period.

8. Special events on stands and food samplings

SIAL China has established standards in order to ensure that the exhibition runs smoothly and provides maximum comfort for the visitors. Exhibitors are free to liven up their events, subject to the conditions listed below.

Non-authorized activities:

- Distributing or leaving flyers in the aisles of SIAL China, at the entrance of the exhibition, on the esplanade or near the metro station.
- Events in the aisles (robots, hostesses, sandwich board advertising...),
- Tasting alongside the aisles or in the aisles, these activities are allowed within your stand area
- **Musical events above 60 db**
- The video wall must be within the space of your stand and have a clearance limit of 2m from the aisle.

Activities undertaken without authorization from the exhibitors' management office are forbidden at the show.

Tasting alongside the aisles is expressly forbidden. If the exhibitor intends to provide samples for tasting, this must be done inside the stand.

9. On-site Transactions

Exhibitors are prohibited to sell products at the exhibition. If the Exhibitor violates the agreement of prohibition on the sales of food, in which case bringing about complaints from clients or punishments from governmental supervision departments, the resulting compensations, penalties as well as criminal liabilities will be solely bore by the responsible exhibitor. The organizer will reserve the right to terminate the exhibitor's participation in SIAL China 2019 and refuse its attendance in future SIAL China.

10. Force majeure

This exhibition may be postponed, shortened or extended due to any cause whatsoever beyond the control of the Organizer. The Organizer shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature or 'force majeure' including orders or directives imposed by any government authorities. In this case, refund is at the sole discretion of the Organizer.

11. Kitchens

11.1- Cooking on the stands

Exhibitors wishing to prepare cooked food on their stands must take all the necessary steps to avoid environment pollution. Only electrical cooking machine is allowed. Provide areas where meals can be served out of sight of visitors circulating in the aisles.

In all kitchen areas:

The floor or table supporting cooking appliances must be made of fireproof materials or covered with fire proof painting.

12. Intellectual Property Rights

The organizer arranges the **Intellectual Property Consulting booth** on site during the SIAL China show period.

For the exhibits which are alleged of violating intellectual property, any possible intellectual property rights legal consequence as a result will have to be borne by the exhibitors concerned.

Any other questions, please contact SIAL China team at the email: info.OPE@sialchina.cn

We wish you a successful participation at SIAL China 2019!

SIAL CHINA Team