



NEPCON CHINA 2020

Exhibitor Manual

17-19 June 2020
Shanghai World Expo Exhibition & Convention Center
Hall 4



Welcome to the **NEPCON CHINA 2020**

We are pleased to compile this Exhibitor Manual to assist you in your preparation for the exhibition. Kindly study the content carefully and please feel free to contact us should you require further assistance or clarification.

To ensure that your orders are processed on time, we would appreciate if you could submit the forms by the stipulated deadline. Please note that all late orders will incur additional charges.

For further reference, please retain a printout of each form submitted to check against invoices billed for your orders.

We would like to highlight the following point to you. Exhibitors are only authorized to exhibit products for which they are manufacturer, agent, distributor or dealer. In case of conflict, the Organiser will try to assist to resolve the matter amicably and fairly for all parties concerned.

We wish you all the best at **NEPCON CHINA 2020**

Yours sincerely,

Reed Exhibitions Ltd.

Shanghai Office

42F Intercontinental Center, 100 Yutong Road,
Shanghai, China 200070
Tel: (86) 21 2231 7015
Fax: (86) 21 2231 7181

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PART A) COMPULSORY FORMS TO SUBMIT

FORM	FORM	DEADLINE	RETURN TO
1	Fascia Name for Standard Shell Scheme Booth	19 April 2020	TB
9	Exhibitor Badge Application	20 May 2020	RX
13	Complimentary Invitation Flyers	08 May 2020	RX
15	Company and Products Information	08 May 2020	RX
18	Nomination of Hosted Buyers	29 May 2020	RX

PART B) OPTIONAL FORMS

Forms listed here should be submitted only if such services are required.

FORM	FORM	DEADLINE	RETURN TO
2	Furniture (Rental)	19 April 2020	TB
3	Electrical Service (Rental)	19 April 2020	TB
3a	Services Location Plan	19 April 2020	TB
4	Compressed Air / Water Supply & Drainage	19 April 2020	TB
5a	Freight Instructions	See contents	RW
5b	One-Step Premier Service for Local Exhibits	08 June 2020	RW
6	Registration of Contractors / Booth Interior Decorators	19 April 2020	TB
7	Temporary Booth Personnel	10 May 2020	RX
8	Temporary Telephone Service	10 May 2020	TB
10	Hotel Accommodation	01 June 2020	JL
16	Exhibition promotion service	15 May 2020	RX

Note: 1.To expedite matters, please also enclose all necessary payments, samples, plans and other relevant materials to the appropriate party.

2. Exhibitors who sign up after the stipulated deadline are requested to submit all forms immediately.

*

RETURN ADDRESS IS SHOWN AT THE FOOT OF EACH ORDER FORM

RX - REED EXHIBITIONS LTD.
 TB - SHANGHAI TOPBRIDGE EXPO GROUP SERVICE CO., LTD.
 RW - ROGERS WORLDWIDE
 JL - SHENZHEN JL. CONFERENCE & EXHIBITION SERVICE CO., LTD.
 IS - INFO SALONS CHINA CO LTD.

FORMS DEADLINE CHECKLIST – SPACE ONLY EXHIBITORS

PART A) COMPULSORY FORMS TO SUBMIT

FORM	FORM	DEADLINE	RETURN TO
3	Electrical Service (Rental)	19 April 2020	TB
3a	Services Location Plan	19 April 2020	TB
6	Registration of Contractors / Booth Interior Decorators	19 April 2020	TB
9	Exhibitor Badge Application	20 May 2020	RX
13	Complimentary Invitation Flyers	08 May 2020	RX
15	Company and Products Information	08 May 2020	RX
18	Nomination of Hosted Buyers	29 May 2020	RX

PART B) OPTIONAL FORMS

Forms listed here should be submitted only if such services are required.

FORM	FORM	DEADLINE	RETURN TO
4	Compressed Air / Water Supply & Drainage	08 May 2020	TB
5a	Freight Instructions	See contents	RW
5b	One-Step Premier Service for Local Exhibits	08 June 2020	RW
7	Temporary Booth Personnel	10 May 2020	RX
8	Temporary Telephone Service	10 May 2020	TB
10	Hotel Accommodation	01 June 2020	JL
16	Exhibition promotion service	15 May 2020	RX

- Note:**
1. To expedite matters, please also enclose all necessary payments, samples, plans and other relevant materials to the appropriate party.
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* **RETURN ADDRESS IS SHOWN AT THE FOOT OF EACH ORDER FORM**

RX	-	REED EXHIBITIONS LTD.
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RW	-	ROGERS WORLDWIDE
JL	-	SHENZHEN JL. CONFERENCE & EXHIBITION SERVICE CO., LTD.
IS	-	INFO SALONS CHINA CO LTD.

USEFUL CONTACT DETAILS

ORGANISER: REED EXHIBITIONS

Sales Related Matters

Contact Person	Telephone	Fascimile	Email
Mr. Tim Wang	(86) 21 2231 7016	(86) 21 2231 7181	tim.wang@reedexpo.com.cn
Ms. Julia Gu	(86) 21 2231 7010	(86) 21 2231 7181	julia.gu@reedexpo.com.cn

Marketing & Promotional Matters

Contact Person	Telephone	Fascimile	Email
Ms. Autumn Yang	(86) 21 2231 7112	(86) 21 2231 7181	autumn.yang@reedexpo.com.cn

Operational Matters

Contact Person	Telephone	Fascimile	Email
Ms. Yolanda Xia	(86) 21 2231 7131	(86) 21 2231 7181	yolanda.xia@reedexpo.com.cn
Ms. Rebecca Ma	(86) 21 2231 7137	(86) 21 2231 7181	rebecca.ma@reedexpo.com.cn
Mr. Iain Pei	(86) 21 2231 7133	(86) 21 2231 7181	iain.pei@reedexpo.com.cn

General Enquiries

Contact Person	Telephone	Fascimile	Email
Ms. Charlene Wu	(86) 21 2231 7033	(86) 21 2231 7181	jiaying.wu@reedexpo.com.cn
Mr. Jerry Yue	(86) 21 2231 7015	(86) 21 2231 7181	jerry.yue@reedexpo.com.cn
Ms. Acacia Wang	(86) 21 2231 7023	(86) 21 2231 7181	acacia.wang@reedexpo.com.cn



OFFICIAL CONTRACTORS

(a) OFFICIAL BOOTH-FITTING CONTRACTOR - SHANGHAI TOPBRIDGE EXPO GROUP SERVICE CO., LTD.

The following company has been appointed as the Official booth-fitting contractor for Booth-fitting, furniture, electrical, plumbing and compressed air.

SHANGHAI TOPBRIDGE EXPO GROUP SERVICE CO., LTD.

No.19, Lane 55, Fulian Er Road, Baoshan District, Shanghai, China
Tel : (86) 138 1698 3447
Fax: (86) 21 5018 7208
Email: carole.zhu@topbridge.asia
Ctc: Ms. Carole Zhu

(b) OFFICIAL FREIGHT FORWARDER - ROGERS WORLDWIDE (HONG KONG) LTD.

The following company has been appointed as the Official Freight Forwarder for exhibit forwarding and on-site handling formalities.

ROGERS WORLDWIDE (HONG KONG) LTD.

HONG KONG CONTACT

ROGERS WORLDWIDE (HONG KONG) LTD.

Units C, 9F, Nathan Commercial Bldg
430-436 Nathan Road
Kowloon
Hong Kong
Tel: (852) 2111 1151
Fax: (852) 2111 1150 / 52
Email: info@rogershk.com
Ctc: Mr. Ronny Fan

SHANGHAI CONTACT

SHANGHAI ROGERS EXHIBITION SERVICES LTD.

Room 1803, Block A, New Century Plaza
No. 48 Xing Yi Road
Shanghai 200336
P R China
Tel: (86) 21 6270 0003
Fax: (86) 21 6270 0005
Email: info@rogerssha.com
Ctc: Mr. Alex Xie

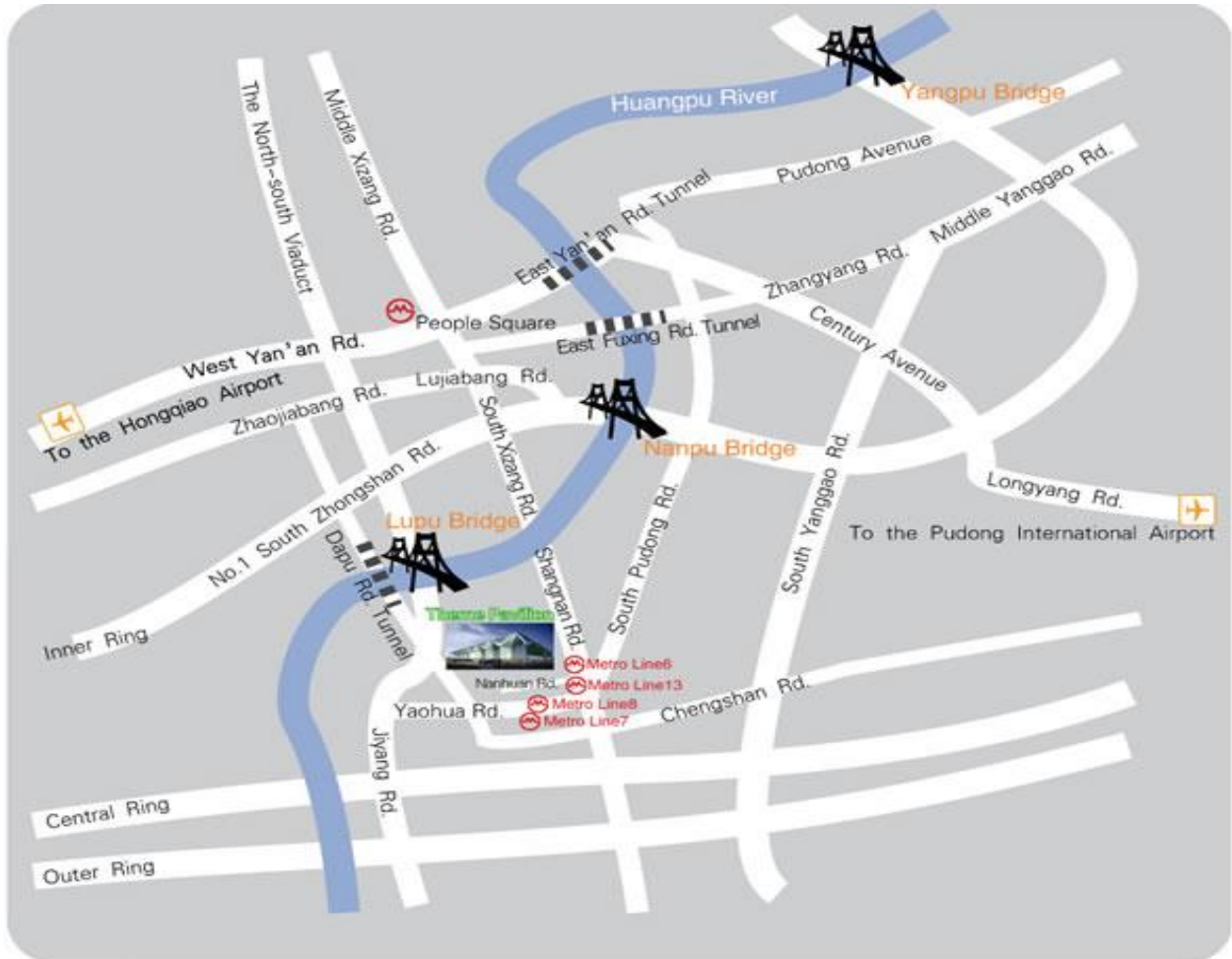
(c) OFFICIAL TRAVEL AGENT – SHENZHEN JL. CONFERENCE& EXHIBITION SERVICE CO., LTD.

The following company has been appointed as the Official Travel Agent for Travel &Accommodation.

SHENZHEN JL. CONFERENCE& EXHIBITION SERVICE CO., LTD.

RoomC12, 14F, Jinling International Tower, No. 85 Ouyang Road, Hongkou District, Shanghai, 200081
Tel: (86) 138 1729 9016
Email: exhibition@bestmeeting.net.cn
Ctc: Ms. Grace Zhang

LOCATION OF SHANGHAI WORLD EXPO EXHIBITION & CONVENTION CENTER



SHANGHAI WORLD EXPO EXHIBITION & CONVENTION CENTER Hall 1 & Hall 4

South Entrance: No 1099 Guozhan Rd. Shanghai China
North Entrance: No 850 Bocheng Rd. Shanghai China

TIME-TABLE OF ON-SITE OPERATIONS

BUILD-UP PERIOD	DATE / TIME
Hall Opening for Space Only Contractor	15 June 2020 1000 hrs
	16 June 2020 0830 hrs
Hall Closing for Space Only Contractors	15 June 2020 1700 hrs
	16 June 2020 1900 hrs
Registration of Exhibitors / Hall Opening for Exhibitors	15 June 2020 1400 hrs
Hall Closing for Exhibitors	15 June 2020 1700 hrs
	16 June 2020 1900 hrs
Onsite Electricity/ Compressed air supply	16 June 2020 Midday (to be advised)
Completion of exhibits move-in / machine positioning	16 June 2020 1600 hrs
All booths to be dressed and exhibits ready for viewing	16 June 2020 1700 hrs
Final hall cleaning commences	16 June 2020 1700 hrs

BREAKDOWN PERIOD	DATE / TIME
ALL THE BOOTHS IN HALL 4 ARE REQUESTED TO BE DISMANTLED ON 19 June, 2020.	
Disconnection / Cut-off of all utilities	19 June 2020 1615 hrs
Dismantling of booths /Collection of rental items	19 June 2020 1630 hrs
Distribution of empty boxes / Exhibits re-packing	19 June 2020 1645 hrs
All exhibits must be cleared from the Exhibition Hall All booth-fitting materials must be cleared from the Exhibition Hall	19 June 2020 1900 hrs

Note:

1. Due to the rigid arrangement of working hours in China, Exhibitors who, for any reasons, require to work overtime in the Exhibition Hall should be aware of heavy overtime charges levied by the Venue, for which they will personally be responsible. In addition, notice must be given in advance. The latest time is 1500 hrs on 15th, 1700 hrs on 16th June. If overtime work is required, so that the necessary security and electrical staff can be arranged.
2. On the Exhibition days, exhibitors are permitted to come in at 0830 hrs to service their booth and replenish stocks. Exhibitors cannot remain in the Exhibition Hall after the Exhibition closes, for security reason.
3. All utility services to booths will be cut off 15 minutes after the closure on the Exhibition days.
4. On closing night, we strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.
5. The above schedule is correct at the time of launching the Online Manual. An updated copy will be available from the Exhibitor Service Centre during the build-up period. Information regarding press briefings, any VIP or delegates visits, meetings and social events will be issued either shortly before, or when you arrive at the shows.

1. GENERAL INFORMATION

1.1 THE EXHIBITION

NEPCON CHINA 2020

NEPCON China 2020 will be held in Shanghai World Expo Exhibition and Convention Center from June 17 to 19, 2020. As an international event for the electronic manufacturing industry, it will focus on the display of equipment & technology of surface mount technology (SMT), soldering and dispensing, smart factory and automation, test and measurement, and new electronic materials. The Expo will attract more than 500 exhibitors and brands, displaying innovative solutions to more than 30,000 professional buyers from EMS/OEM/ODM factories of consumer electronics and hot industries and fields such as 5G, communication, smart home, IoT, automotive electronics and semiconductor packaging.

NEPCON China 2020 will specially launch innovative pavilion and conferences such as the Electronic Micro-Assembly & SiP Process Pavilion, the Electronic Micro-Assembly & SiP Process Conference, 2020 AWC Conference on Development and Testing Technologies for NEV Electromobility System and the Smart Manufacturing Dream Factory Conference, concurrently with the Smart Factory and Automation Technology Expo, to lead the future trend of smart manufacturing in the electronic industry. By participating in the NEPCON China, industrial well-known forums and high-end conferences, business recommendation and match-making services, and new product guide tour, the visitors can obtain new industry technologies, gain insight into product trends and achieve one-stop purchasing.

- 500 exhibitors Brands
- 35,000 sqm exhibition area
- 30,000 local and international visitors
- Numerous high quality technological symposiums

Featured Pavilions:

- **"Surface Mount Technology Pavilion"** covers the complete production chain including mounting, welding, dispensing and spraying, testing and measurement, and intensively displays the well-known brands in the world.
- **"Smart Factory & Automation Technology Expo 2020"** displays the applications of advanced "industrial automation" technology and "system integration" plan in electronics manufacturing industry.
- **"Electronic Materials Pavilion"** provides a business platform for electronic material enterprises to communicate with the R&D and design personnel of terminal users, project manager / leader, technical personnel, purchase / marketing / sales personnel in the form of "meeting + pavilion".
- **"Electronic Micro-assembly and SiP Process Pavilion "** serves as a comprehensive professional exhibition platform of electronic micro-assembly, circuit board assembly and finished product assembly that leads the development trend of advanced packaging industry.
- **"Test and Measurement Pavilion"** a professional exhibition and conference platform that is dedicated to displaying electronic product testing technology, leading the development trend of testing and measuring industry, and disseminating the advanced factory management concepts and latest industry technical information.
- **"Soldering and Dispensing Pavilion"** display new equipment and new technology at site and provide buyers with more intelligent welding, dispensing and spraying technology options.



1.2 VENUE

The Exhibition will be held at the Shanghai World Expo Exhibition & Convention Center,
South Entrance: No 1099 Guozhan Rd. Shanghai China;
North Entrance: No 850 Bocheng Rd. Shanghai China;

1.3 DATES AND OPENING HOURS

Exhibition Opening Hours:	Tuesday	17 June 2020	0930 hrs to 1630 hrs
	Wednesday	18 June 2020	0900 hrs to 1630 hrs
	Thursday	19 June 2020	0900 hrs to 1600 hrs

1.4 ORGANISER

- (a) Reed Exhibitions Ltd.
- (b) CCPIT Electronics & Information-Industry Sub-Council

1.5 SECURITY

We have engaged a **SECURITY** force from Shanghai World Expo Exhibition & Convention Center who will do their best to ensure the safety of your exhibits. Nevertheless, you must arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time theft rate is the highest. Please ensure that your booth is not left unattended until all portable items have been secured.

1.6 ACCOMMODATION

Hotels in China retain the right to cancel any booking. We must caution our Exhibitors that the only safe bookings are those made through the Official Travel Agent, even though other methods booking may appear to be cheaper. The hotels sometimes offer cheaper rates in order to fill rooms, but these may be cancelled without notice to honor their commitment at a higher rate to the Official Travel Agent. Please see **FORM 10** for details.

1.7 VISA INVITATION LETTER

For VISA invitation letter related matters, please contact Mr. Iain Pei, iain.pei@reedexpo.com.cn.

1.8 ADMISSION

(a) Exhibitors

Complimentary badges will be issued to all Exhibitors to enter the Exhibition Hall throughout the build-up, breakdown and show days. For security reason, Exhibitors must wear their Badges at all times whilst they are in the Exhibition Hall. Exhibitor Badges may not be used for contractors or persons not working on the Booth.

The Organiser retains the right to carry out **ALL REGISTRATION OF EXHIBITORS AND THEIR STAFF AT BOOTHS. Please provide us with a COMPLETE LIST of all those persons who will be on your booth.** It is therefore particularly important that you complete and return **FORM 9** and keep us informed by **EMAIL** of last minute changes.

Please **TYPE / PRINT ALL NAMES** so that mistakes could be minimized.

Minors under 18 years old will not be admitted to the Exhibition premises at any time. This regulation is enforced for both security and safety reasons and applies to all stages of build-up, open days and breakdown.

Badges can be collected at the Exhibitor Registration Counter at South Entrance from 15 June 2020(1400 hrs).

(b) *Visitors*

The Exhibition is open for Trade visitors by invitation from Reed Exhibitions and the CCPIT to members of the industry, academics and those with proof of connection to the industry through business card / letter of introduction. A small number of admission tickets will be made available to Exhibitors for distribution to their personal contacts before the Exhibition. These tickets are strictly limited by Reed Exhibitions and CCPIT. All visitors will be required to complete a Registration Form before being admitted.

Registration counters will be closed 30 min prior to show closure on each open day.

(c) *Contractors*

Only contractors approved by Shanghai World Expo Exhibition & Convention Center are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay commissions or taxes, as appropriate to the Hall, Association or Government. **To register your contractor, please fill in FORM 6 and submit it to us.**

1.9 COMMUNICATION

Exhibitor may hire temporary telephone line for their booths and is on first-come-first-served basis. Please submit your requirements on **FORM 8**.

1.10 BUSINESS CENTRE

The business centre is located H1-2, Hall 1.

1.11 TRANSLATION OF PROMOTIONAL MATERIALS

Product catalogues and pamphlets in English are acceptable in China. To promote your products more effectively, we recommend a one-page technical summary sheet be prepared **in Chinese** for each product on display. If you wish, you may also translate your major product literature in Chinese. Please note that R.O.C., Hong Kong and Macau should not be listed under COUNTRY and the map of China should include Taiwan Province.

Name card and any form of your promotional materials should not list R.O.C. This is strictly enforced and exhibitor will have to bear the liability and consequence should they refuse to adhere to.

1.12 EXHIBITION HALL SPECIFICATIONS

Venue : Shanghai World Expo Exhibition & Convention Center, Shanghai
South Entrance: No 1099 Guozhan Rd, Shanghai China;
North Entrance: No 850 Bocheng Rd. Shanghai China;

Floor loading : 2.0 Tons/m²

Ceiling height : 9.0 m

Freight access : 1 Entry 4.2mx4.3m (H x W), 1 Cargo Lift 3.4mL*2.2mW*2.8mH (Weight limit 5T)

Electrical supply : 3- Phase, 5-Line, 380V/220V, 50HZ

Water supply : Available

Compressed air : Available

General lighting : 200 Lux

1.13 STANDARD SHELL SCHEME BOOTH SPECIFICATIONS

Standard Shell Scheme booths will be built from modular extruded Aluminium System to the following specifications (please see **FORM 1** for perspective):

- (a) Backwall and 2970mm deep side walls, of 2460mm high and white laminated panels 4mm thick with aluminium frame support.
- (b) 300mm wide fascia with company name (in English and Chinese).
- (c) Floor-to-floor needle punch carpet.
- (d) One information counter.
- (e) Two folding chairs.
- (f) Two 9w LED long-arm spotlights.
- (g) One 13Amp S/P (500watts) socket.
- (h) One wastepaper basket.

1.14 STANDARD SHELL SCHEME FURNITURE ENTITLEMENT

Area of booth / Item	Information Counter	Folding Chair	Waste Paper Basket	9W LED Long-arm Spotlight	13Amp Socket (500 watts)
9 - 12.9 sqm (1 full set)	1	2	1	2	1
13-17.9 sqm	2	2	1	3	1
18 – 21.9 sqm (2 full sets)	2	4	2	4	1
22 – 26.9 sqm	3	4	2	5	2
27 – 30.9 sqm (3 full sets)	3	6	3	6	2
31 – 35.0 sqm	4	6	3	7	2
36 sqm (4 full sets)	4	8	4	8	3

1.15 CATERING

There are several fast food outlets in the Exhibition Hall.

2. RULES AND REGULATIONS

2.1 OBSERVATION OF RULES AND REGULATIONS

All Exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitor Manual, and those stipulated in the Organiser Exhibition Participation Agreement, while working or present in the Exhibition Hall.

2.2 CHINESE FAIRS AUTHORITY RULING

The following are general Chinese Fairs Authority Ruling which we would like to bring to your attention. Others relating to specific topic are listed under their respective headings.

- (a) The OFFICIAL BOOTH-FITTING CONTRACTOR and agents will work with their local Chinese equivalent and pay commissions or taxes as appropriate to the Hall, Association or Government.
- (b) Exhibitor should adhere to the following requirements when preparing promotional materials:
 - (i) Do not list Taiwan, Hong Kong and Macau as nations.
 - (ii) Do not have any contents morally unacceptable to the visitors.
 - (iii) Do not have any contents which will distort or is offensive to the host nation and other countries.
 - (iv) When drawing the map of China, please draw it in accordance with the standard one published currently.

2.3 MANNING AND CONDUCT OF BOOTH OPERATIONS

Your booth must be fully staffed and operational throughout the opening hours of the Exhibition, including the final day of the event. Exhibits cannot be dismantled or repacked before the show closes.

All activities of the Exhibitor and his staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of their products.

No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, nor to Exhibition Halls property and fixtures.

2.4 IN-HALL FREIGHT HANDLING

For insurance reasons and to ensure proper control and co-ordination of on-site freight movement, only the Official Freight forwarder are permitted to work in the hall and operate lifting equipments unless, the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, hard-wheel trollies, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and organiser.

If the exhibit is particularly sensitive, your appointed Official Freight Forwarder may request that a representative of the exhibitor to accompany and advise them on handling of their products. Details of exhibits must be submitted to your appointed Official Freight Forwarder by deadline stipulated. The exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

No other lifting or handling contractor will be permitted to work in the Exhibition Hall.

2.5 CUSTOMS CLEARANCE

All items and exhibits entering the Exhibition Hall must first be cleared by Customs. Only the Official Freight Forwarder can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with your appointed Official Freight Forwarder regarding this procedure in all

instances. Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.

2.6 LOCAL DELIVERY

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organiser will not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organiser be responsible for the safe-keeping of such items after delivery.

Exhibitors may arrange delivery of their hand-carried items. However, we strongly advise you to make advance arrangements with the official freight forwarder, if you are intending to display heavier exhibits requiring lifting equipment.

2.7 PAYMENT FOR SPACE OR SHELL SCHEME BOOTH

Exhibitors will not be permitted to commence booth construction or move his exhibits into the hall until full payment, including deposits, have been received by the Organiser.

2.8 STORAGE AND WASTE MATERIALS

The Organiser is unable to provide storage facilities on site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for the safe-keeping of such items must be made with the Official Freight forwarder. Goods must not be stored in service spaces behind or between Booths and/or walls, nor in adjacent areas.

During the move-in period, aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, exhibitors are responsible for ensuring that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas.

Exhibitors are requested to place their waste materials in the aisle, for removal by the cleaners. The Organiser reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials, discarded crates or cartons.

2.9 DELIVERY AND REMOVAL OF EXHIBITS

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the Show closes on the final day of the Exhibition.

During the opening days of Exhibition, replenishment of stock may only be delivered before the opening hours in the morning or after closing time in the evening. If you wish to remove any items of your display from the Hall during the Show days, please contact the Official Freight forwarder.

Exhibitors are strongly advised to ensure that at least one member of their staff is on site to control the repacking of their exhibits.

2.10 CENSORSHIP

All promotional materials, give-aways and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities.

All Exhibitors must comply with this rule and should contact our Official Freight forwarder immediately to make all arrangements necessary.

Important:

All exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by Government Officials during the Exhibition period.

2.11 PUBLIC ADDRESS SYSTEM

The Public Address System in the Exhibition Hall is for use by the Organiser and the Hall Authorities for official announcements ONLY. Paging for exhibitors or visitors cannot be carried out.

2.12 USE OF SPREADER PLATES

Spreader plates will only be necessary if exhibits exceed the floor loading. All such requirements must be arranged in advance with the Official Freight forwarder.

2.13 INDUSTRIAL GAS

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall.

2.14 BOOTH CLEANING

The Organiser will arrange for the general cleaning of the exhibition premises and Shell Scheme booths (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy.

“Space Only” contractors are expected to carry out daily cleaning and an initial rough clean of the booths they constructed and remove all construction debris. Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organiser in advance so that necessary arrangements may be made, for which a charge will be imposed.

2.15 PRESENTATION, DEMONSTRATIONS OF WORKING EXHIBITS

An exhibitor intending to demonstrate working machinery or equipment on his Booth must:

- (a) Provide the Organiser with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval prior to the Exhibition;
- (b) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area;
- (c) No flashing lights are permitted, unless they form an integral part of an exhibit;
- (d) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors;
- (e) Adequately guard all moving parts of machinery to prevent injury to all persons, whether visitors, staff or contractor;
- (f) Isolate starting devices to prevent operation by visitors or other unauthorized persons;
- (g) Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits;
- (h) Make sure that no gas or arc welding is carried out in the Exhibition Hall;
- (i) Remember that the use of naked flame is not permitted in the Exhibition Hall;

2.16 SOUND LEVEL

Ensure that sound levels caused no interference with, nor annoyance to visitors or other Exhibitors. **Speakers and other sound devices should be positioned so as to direct sound into your booth and not the aisles.** Where a high level of noise or other objectionable factor is involved,

demonstrations may only take place at the times as stipulated by the Organiser, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over **75 decible**. The Organiser' decision is final in any dispute arising.

2.17 FURNITURE

A full range of items is available on hire from the Official Booth-fitting Contractor. Please submit your requirements on **FORM 2**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

2.18 BOOTH-FITTING REGULATIONS

The following regulations must be observed when preparing a booth presentation:

(a) "Space Only" Sites:

- (i) It is possible to admit booth-fitting contracting firm other than the Official Booth-fitting Contractor. If an Exhibitor or National Group employs another such contractor they are personally responsible for negotiating the rates of commission and paying the taxes levied by the **HALL MANAGEMENT**. Please submit their details to the Official Booth-fitting Contractor on **FORM 6 on or before 19 April 2020**.
- (ii) For safety and insurance reasons, **ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR** can carry out electrical wiring, connections and charged at the price listed.
- (iii) Submission of booth layout plan and design with clear dimensions, in triplicate, to the the Official Booth-fitting Contractor for approval, **NO LATER THAN 19 April 2020** together with **FORM 6** (carole.zhu@topbridge.asia) Failure to obtain approval can result in costly alterations on-site being required by the Landlord and Organiser.
- (iv) Height limitations for booth structures:

The height for booths should not be more than 4.5m, double-storey booths is not allowed in Hall 4
- (v) A 1.5 meter clearance between existing hall walls and booth walls is required.
- (vi) The width of the aisle or passage way between rows of booths must be at least 3 meters.
- (vii) No fitting or display may be attached, nailed, screwed or drilled onto any other part of the building. In case of damages, exhibitor / contractor concerned will be charged for the damage done.
- (viii) No Flashing / Blinking lights/floodlights or Neon-signs will be permitted.
- (ix) No part of any structure may extend beyond the boundaries of the site allocated. This includes Exhibitor's name, logo or light fittings.
- (x) No suspensions are to be made from the ceiling of the Exhibition Hall.
- (xi) The name and booth number of the Exhibitor must be prominently displayed. If this rule is not observed, the Organiser reserves the right to affix booth numbers as they consider fit and to charge the cost incurred to the Exhibitor.
- (xii) A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.

A back wall must be provided, except in the case of an island booth. The maximum height of the back wall is **limited height (depending on booth location)** where maximum height under **2.18 (a) (iv)** allows. The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organiser, may obstruct the reasonable view or exposure of other exhibitors' stands.

- (xiii) In consideration of halls and health measures, all works in the Exhibition, should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the exhibition hall. Severe penalties will be imposed on anyone who infringes this regulation.
- (xiv) Any barrier that runs from one end of the booth to the other is not allowed (Perimeter Island booths are the exception to this rule). For sides of booths that are "walls" of some kind (including ones made of solid or frosted materials), these partitions **cannot** extend to **more than half** the length of that side.
- (xv) Each Exhibitor is responsible for providing their own walls. Where booths are adjacent, an Exhibitor may not use the reverse of the neighboring booth's wall.
- (xvi) Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser.
- (xvii) Where a "Space Only" booth is located adjacent to a Shell Scheme Package Booth, the walls of the Shell Scheme Package may not be utilised by the "Space Only" exhibitor.
- (xviii) The outer surface of "Space Only" booth construction must be surfaced and decorated if visible from the aisles.
- (xix) Exhibitors who wish to cover a portion of their booth for video presentation must submit duplicate drawings to the Official Booth-fitting Contractor for approval. Ceilings should be constructed of large mesh or egg box materials which will permit the passage of water in the event of fire.
- (xx) Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organiser.
- (xxi) Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, before handing over to the exhibitor. Any leftover construction materials will be the responsibility of the exhibitor's appointed booth-fitting contractor.
- (xxii) The exhibitor cannot display his name boards or signs over the sides another adjacent exhibitor's back wall or side wall other than on this own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a metre from the common walls.
- (xxiii) Booths should be solidly built. All construction materials (including: display racks, boards, panels and performance stages) must be non-combustible or flame retardant. Combustible materials can only be used after going through fire prevention treatment to reach the requisite level of flame retardation. The use of flammable foam board, elastic cloth, or wood-based paneling, without pre-treatment to prevent fire, is forbidden. As is the use of petro-chemical plastic sheets for booth construction and decoration. Sprinklers should be installed in booths, suspended from the ceiling.

- (xxiv) Booth-fitting contracting firm must provide insurance document adequately coverage against any and all eventuality throughout the entire exhibition for personnel, third party liability claims and movement of equipment in and out of exhibition hall.

Booth insurance requirements are as follow:

- (1) The insured should include both exhibitors and booth contractors, and “Reed Exhibitions (Shanghai) Co., Ltd. Shanghai Branch” should be listed as an additional insured unit.
- (2) The scale of insurance should include:
 - a. Loss of the infrastructure, various fixed equipment, exhibition area foundation; with a total limit of RMB 1,000,000.00,
 - b. Pensions, medical expenses and other related charges resulting from personal injury of personnel. With a total limit of RMB3,000,000.00 and a sub-limit for each personnel member of RMB1,000,000.00,
 - c. Pensions, medical expenses and other related charges resulting from personal injury of third parties. With a total limit of RMB4,000,000.00 and a sub-limit for each person of RMB1,000,000.00,
 - d. The aggregate limit of indemnity under the policy is RMB8,000,000.00,
 - e. The policy is excluded from the deductible.

Premium: RMB500.00

Booth applicants can select this exhibition’s designated insurance facilitator:

“ExhibitionGuard.com/ www.exhibitionguard.com” for online insurance. Applicants may also choose other insurance facilitators, but the insurance policy must meet booth insurance requirements, and pass the “ExhibitionGuard.com” checks.

The exhibition insurance network uses online insurance method, the specific procedures are listed below:

Login website: www.exhibitionguard.com, click “Online Insurance”, and select “**NEPCON CHINA 2020**”, fill up basic applicant information, select scale and corresponding premium, make payment online or offline.

Exhibitors who wish to transfer property and liability risks to their exhibits may choose transportation and property insurance. ExhibitionGuard.com/ www.exhibitionguard.com will do its best to provide special rates and quality services.

For premium invoices, such as value-added tax special invoice, paper invoices would be sent by express courier at the start of each month. But for value-added tax invoice, electronic invoices will be delivered via e-mail.

ExhibitionGuard.com/ www.exhibitionguard.com is the designated insurance facilitator of this exhibition.

China inbound service hotline: 400 821 6600.

For overseas exhibitors, please call: 8621-5280 1558.

Insurance officer Annie Shao

Tel: 021-52802319

Email: info@exhibitionguard.com

For enquiry, please log onto our website or e-mail us at info@exhibitionguard.com, and we will reply within one working day.

On-site insurance claims:

In the event of an insurance accident, please take photos to obtain evidence of accident scene and call the on-site reporting number of 400 821 6600.

Insurance claim document requirements:

- a. Notice of insurance stamped with official seal,
- b. List of losses stamped with official seal,
- c. Insured accident's description or the injured party's accident settlement report stamped with official sea,
- d. On-site photos of accident

(b) "Shell Scheme" Booths:

- (i) No additional booth-fitting or display may be attached to the Shell Scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.
- (ii) No painting or wall-papering on the Shell Scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Booth-fitting Contractor who will provide a quotation for the requirement.
- (iii) No free-standing fitment may exceed a height of 2.5 metres from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.
- (iv) An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.
- (v) A corporate logo may be attached on specific location inside the booth. The cost of reproduction is borne by the Exhibitor. Shell scheme in hall 1 has a free logo flag service.
- (vi) No financial credit will be given by the Organiser for any shell scheme package item not utilized.
- (vii) Shell Scheme booth exhibitors are not allowed to change the fascia boards, which includes changing design, structure and color.
- (viii) Exhibitors are not allowed to change the booth format by dismantling the shell scheme structure or removing any integral part of it without prior written approval from the Organiser. Such applications should be submitted to the Organiser for approval at least one month before the show.

2.19 ELECTRICAL SERVICES

For safety reasons and for protection of the sophisticated electrical installation system of the Centre, **all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Electrical Contractor.** Connection of exhibits in booths may be carried out either by the Official Electrical Contractor or by the Exhibitor's technician, but, connections must be inspected by the Official Contractor before circuits will be made live.

Electrical arrangements for booths have been divided into three sections; please see FORM 3 for clarity.

Please note that power supply for booth lighting is provided for Shell Scheme Booths within the package. Power for "Space-Only" booths must be ordered to include booth lighting. All Exhibitors must order electrical supply for exhibits. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted.

Exhibitors who have ordered additional electrical items using **FORM 3 (ELECTRICAL SERVICE)** are requested to show the location of the extras on **SERVICES LOCATION PLAN**. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation.

A separate quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer.

The wires shall be installed in accordance with Chinese national standard of safety regulations. And its joints shall be covered by insulating porcelain and plastic materials rather than tape.

All electrical wires exposed or covered should be with protection.

Please check that your equipment is able to operate on the electrical specifications stated at para **1.11**.

Lighting fixtures should be kept 0.5m or more away from flammable objects. Ballasts for fluorescent lamps, high-pressure mercury lamps and other lighting fixtures must not be installed on in the 1m range of flammable or combustible objects .

You may bring with you any transformer, adaptor or regulator. Orders will also be accepted by the Official Electrical Contractor. A fluctuation of approximately $\pm 20\%$ is possible. **EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE STABILISERS.**

In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a DB with the Exhibitor concerned and make the arrangements with our Electrical Contractor.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Supplies to booths will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 15 minutes after the Exhibition closes.

Exhibitors requiring electrical supply at times other than those stated should make prior application to the Organiser in writing 2 weeks before the Exhibition Opening date. Any cost involved must be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

The Organiser reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

Note: Please place orders early as electrical plans have to be submitted to the Centre Facility Section for approval.

2.20 COMPRESSED AIR

Rental of compressor must be ordered from the official booth fitting contractor. Compressors powered by internal combustion engines will not be permitted in the Exhibition Hall. Please indicate your requirements on **FORM 4**. Supply is not totally “clean” and “dry”, Exhibitor must arrange their own filters if necessary.

2.21 PHOTOGRAPHY

Commercial photographers representing the appropriate Media or individual visitors to the Exhibition may wish to photograph your booth or an individual exhibit which you are showing. Please note that you have the right to request any such person not to carry out photography without your specific permission.

A general photograph taken along the length of the aisle would not require specific permission, whilst “head on” photograph or a “close up” of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it.

2.22 FIRE PRECAUTION

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. The Organiser will assist and advise if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and / or removal of goods in the vicinity.

NO SMOKING IS PERMITTED IN THE EXHIBITION HALL.

2.23 FORCE MAJEURE

The Exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of the Organiser. The Organiser shall not be responsible for any loss sustained by Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any Governmental Authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

2.24 DILAPIDATION

The Organiser in conjunction with the Landlord will inspect the halls before build up and after breakdown of the Exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the Exhibition premises, whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme Booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their shell scheme structure, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official booth-fitting contractor and charged to the Exhibitor concerned.

2.25 AUTHORITY ON THE PREMISES

The Organiser shall be responsible for and be entitled to act as the Owners of the premises throughout the whole period of the event. Nevertheless, the Organiser is subject to the Rules and Regulations



imposed by the Hall Management, MII, Safety & Security Authorities and the respective Government Authorities.

2.26 HAND-OVER OF HALL

The exhibition will close at 16:00 on 19 June, 2020. The hall will remain open until 19:00 on 19 June, 2020 to allow for the removal of hand-carried goods. Please ensure at least one staff stays on the booth to protect exhibits safely. All exhibits must be cleared before 19:00 on 19 June, as well as all booth fitting materials. Any items remaining will be disposed of by fastest means possible. The Organiser cannot accept responsibility for any loss or damage and any costs involved must be borne by the Exhibitor.

**Wish You Success
at
NEPCON China 2020!**