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# Foreword

The “Shanghai New International Expo Centre Hall Manual” (Manual) is an integral part of the Lease Contract for Exhibition Space (Contract) of the Centre. The purpose of this Manual is to help event organizers of exhibitions and non-exhibition activities, and other relevant service suppliers to better understand the definitions of the special terms, the supplementary clauses of the Contract, and the rules and regulations concerning the usage of the exhibition halls, meeting rooms and outdoor exhibition space in the Centre. All relevant organizations are advised to read the manual carefully and follow its instructions.

“Shanghai New International Expo Centre Hall Manual” consists of three parts: 1) The Definition & Explanation of Special Terms; 2) The Supplementary Clauses of the Lease Contract for Exhibition Space; 3) The Rules & Regulations.

The organizers and service suppliers should note carefully the following points when referring to this Manual:

1. Implementation is subject to the current prevailing version of the Manual.
2. Shanghai New International Expo Centre Co., Ltd. reserves the right to amend and update the contents of the Manual without prior notice.
3. The right of interpreting the Manual resides in Shanghai New International Expo Centre Co., Ltd.
4. In case of any questions or need for explanation, please consult Shanghai New International Expo Centre Co., Ltd..

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## Part 1 Definition & Explanation of Special Terms

Unless specified otherwise, the definition of the words and phrases in the Lease Contract are as follows:

<b>“Party A”</b>	Shanghai New International Expo Centre Co., Ltd.
<b>“Party B”</b>	The legal entity or other legally registered entity, which has signed a Lease Contract with Shanghai New International Expo Centre Co., Ltd., and therefore has the right to use the exhibition facilities of the Centre under the Contract.
<b>“Contract”</b>	the agreement between Party A and Party B, including the Terms & Conditions in the Contract, the Supplementary Clauses, and the Rules & Regulations of Shanghai New International Expo Centre.
<b>“Centre”</b>	the premises of Shanghai New International Expo Centre, enclosed by the Red-line.
<b>“Events”</b>	the exhibitions and other non-exhibition activities that Party B holds at the Centre during the lease period.
<b>“Public Areas”</b>	the corridors, passageways, entrances, exits, lift lobbies, stairways, fire escapes etc. in the Centre, which are necessary for entering and exiting the Leased Area.
<b>“Leased Area”</b>	the area and size specified in the contract and location marked on the floor plan, and incidental facilities.
<b>“Show Days”</b>	those days within the lease period on which the exhibition is held.
<b>“Non-Show Days”</b>	those days when setting-up and dismantling works are carried out or those days other than Show Days within the lease period.
<b>“Rental”</b>	the fees payable by Party B to Party A in accordance with the Terms and Conditions of the Contract.
<b>“Payment Schedule”</b>	the payment schedule in respect of the Rental according to the Terms and Conditions of the Contract.
<b>“Final Settlement Date”</b>	the date when the balance due by Party B or owing to Party B (if any) shall be paid in full.
<b>“Rules &amp; Regulations”</b>	the effective rules and regulations governing the use of the Centre during the lease period.
<b>“Standard Services”</b>	the services provided by Party A and included in the Rental.

## **Part 2 Supplementary Clauses of the Lease Contract for Exhibition Space**

### **2.1 Usage of the Centre and its Facilities**

- 2.1.1 Before any alteration is made to the Centre, its facilities or any part thereof, the bringing in of heavy or bulky items, and the affixing of decorations, signs or posters, Party B shall obtain the prior written permission of Party A, and shall be liable for all the costs of removal and restoration.
- 2.1.2 Party A takes no responsibility for any items brought into the Centre by Party B.

### **2.2 Booth Build-up and Dismantling, Equipment Installation and Exhibit Transportation**

- 2.2.1 Party B shall employ qualified construction companies to carry out construction and installation work. Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff of Party B should be working with relevant certificates required by the government and in accordance with technical requirements and standards.
- 2.2.2 The contractor can obtain the construction permission only after signing Acceptance Paper of Work Safety. Its staff may only enter the Centre to do the work with the permit issued by Party A.
- 2.2.3 No build-up work shall be carried out during the Show Days.
- 2.2.4 Party B is responsible for dismantling the structure of all booth and moving all abandoned materials to certain place appointed by Party A.
- 2.2.5 Party B and its designated freight forwarder shall obey the rules and regulations of the Centre when transporting exhibits enter to the Centre and promise no damage to Party A's facilities. Its staff should be working with relevant certificates required by the government and in accordance with technical requirements and standards.
- 2.2.6 Operators must make a careful check and test on the jacks (chain blocks) before using them. During the operation, jacks cannot carry overload. In order to ensure safety, it is strictly forbidden to proceed when what is being loaded is unclear to the operator.
- 2.2.7 The crosstie shall be put under the support point to protect the floor when the hoist working in the Centre and the arm of the hoist shall not be allowed working within 3 metres of steel bearing structures of the roof and wall.
- 2.2.8 Party B shall compensate for any damage to the facilities and equipment in the Centre caused by construction, installation, dismantling and transportation

### **2.3 Party B's Responsibilities**

- 2.3.1 Laws pertaining to copyright, royalty and trademark ownership shall be strictly observed by Party B. No music, literary or artistic work or other property protected by copyright shall be performed, reproduced or used, nor shall the brand of any entity protected by trademark law be reproduced or used during the event unless Party B has obtained the written permission from copyright owner(s) or trademark holder(s). During the event, Party B should open a hot line and assign a person to deal with the complaints and conflicts concerning the affairs mentioned

above.

- 2.3.2 Party B shall fully disclose to Party A in advance all necessary information regarding the exhibitions and non-exhibition events it plans to hold in the Centre.
- 2.3.3 Party B is fully responsible for the safety of on-site construction and shall sign the Exhibition Safe Production Management Agreement with Party A. In addition, Party B shall offer necessary safety training and management to the workers from construction and transportation companies and exhibitors. Party A will not be responsible for any accident resulting from the workers' violation of the safety regulations and further reserving the right to make legal investigation into Party B on the accident.
- 2.3.4 Party B takes responsibility for construction safety management for the exhibitions and non-exhibition events and shall abide by all safety-related laws, regulations and rules at national and industry levels. Party B shall appoint full time personnel to be in charge of safety management in terms of transportation, build- up and move-out related to the exhibitions and non-exhibition activities. Stand-fitters, exhibitors and freight forwarders are required to have their own full-time safety management personnel. All of them must wear work permits with their names and photos. Without permits they will not be permitted to work in the Center.
- 2.3.5 No activity, attempt or announcement related to solicitation of donations for whatever purpose is allowed without prior written approval from Party A.
- 2.3.6 Party B shall follow the road signs and other instructions established by Party A to ensure Party A and B's efficient usage of the Leased Area and operation of exhibitions/non-exhibitions.

## **2.4 Payment Terms**

Unless approved by Party A, all payments made by Party B to Party A shall be in cash or by bank transfer. If paying by check, Party B shall deliver the check to Party A three working days ahead to enable Party A to collect the funds on the due date stipulated in the Contract within the working time of banks.

## **2.5 Advertising Zone Fee**

- 2.5.1 Party A is entitled to post and install advertisements, signs, banners, flags, balloons, bill boards or other decorations within the Red-line Area of the Centre.
- 2.5.2 Should Party B plan to arrange advertisement inside and outside the Centre, it shall submit to Party A the details of the advertising content for Party A's approval thirty (30) days prior to the commencement of the event.
- 2.5.3 Party B shall pay all fees with respect to using the advertising zone in the Centre. Should any damage to a structure or any other accident occur due to advertising installation (approved by Party A and conducted by Party B), Party B is responsible for compensating for all losses thus incurred.
- 2.5.4 Party A reserves the right to remove any advertising article which is not in conformity with the above-mentioned stipulations, and Party B is responsible for all consequences thereof.

## **2.6 Electricity Fee**

- 2.6.1 Except for the general lighting installed in any building of the Centre, the cost of any extra electricity consumption from exhibitions and non-exhibition activities, lighting for stand displays as well as demonstration of exhibits shall be borne by Party B. The charge shall be paid in accordance with the consumption volume indicated on the power meter. The electricity rate in the exhibition halls is stipulated by Party A.
- 2.6.2 Party B and Party A shall jointly record and sign readings of the power meter prior to moving in and after dismantling as the basis for final settlement.

## **2.7 Termination of Contract**

Party A is entitled to revoke the Contract by notifying Party B in written form once any of the following occurs, regardless of time or reason, or whether it is controllable or not by Party A or Party B.

- a) The account payable (with interest) under the Contract is still not fully settled within 14 days after the due date.
- b) Party A believes that the holding of the event may threaten public safety or order to some degree, or may bring risk of personal injury or damage to property.
- c) Party A can reasonably deduce that Party B would not (or might be unable to) perform any of its obligations under the Contract due to certain circumstances.

## **2.8 Off-contract Issues**

- 2.8.1 Party A will not be responsible for any commodity sold in the event.
- 2.8.2 Any rules and regulations not expressly covered by this Contract, but effectively practiced by Party A shall be adopted through friendly negotiation between Party A and Party B.

## **2.9 Authorization and Assignment of Rights and Obligations**

- 2.9.1 The Contract shall benefit and bind the parties, their respective successors and any permitted assignors or assignees of some or all of a party's rights or obligations under the Contract.
- 2.9.2 Party B shall not assign or transfer all or part of its rights or obligations under the Contract without the approval of Party A.

## **2.10 Indemnity**

Without prejudice to any other right of Party A, Party B must indemnify Party A as well as its successor, agents and employees from any prosecution, claim, damage, charge, compensation, liability and loss of income resulting from the violation by Party B or any of its contractors, sub-contractors, agents or employees of the Lease Contract, Party A' Rules and Regulations or the relevant legislations and regulations in China.

## **2.11 Waiver of and Consent to Compensation**

- 2.11.1 No failure or delay on the part of Party A to exercise any right or acceptance of any compensation under the Contract may be regarded as a waiver thereof, nor will any partial exercising of any right or partial acceptance of any compensation prevent Party A from future exercise of other rights or acceptance of any other compensation.
- 2.11.2 Any waiver or consent given by Party A under the Contract must be in a writing . Meanwhile, Party A can attach any condition regarded suitable by Party A. Any waiver or consent is effective only at the time of announcement.

## **2.12 Exercise of Party A's Rights or Realization of Compensation**

Any right or compensation conferred on Party A under the Contract may be exercised by the incumbent General Manager of Party A or any person authorized by the General Manager.

## **2.13 Communications**

- 2.13.1 Communications related to the Contract must be in writing and may be sent by mail, telex, fax or hand delivery. The addressee should be marked clearly for the convenience of receiving and

dispatching.

- 2.13.2 Regarding the effectiveness of the communication to any party concerned, it is assumed that the addressee has received the information under the following conditions:
- a) at the time of such delivery if delivered by hand;
  - b) two (2) working days after posting if posted to a domestic addressee; and seven (7) working days after posting if posted to an overseas addressee;
  - c) at the time of transmission if sent by telex or fax; but there should be sufficient evidence to prove that such communication was duly delivered, posted or sent as the case may be.

## 2.14 Partial Invalidity

The illegality of any provision in the Contract under the law, or invalidity of any provision in implementation shall not affect the legality, validity or enforceability of any other provisions in the Contract

# Part 3 Rules & Regulations

## 3.1 Fire-control and Safety Regulations

### 3.1.1 Booth Construction and Floor Planning

- 3.1.1.1 Materials used for the construction and installation of the exhibition booths and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai.
- 3.1.1.2 Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.
- 3.1.1.3 Free movement in and access to the fire control aisles, emergency fire escape routes and emergency exits must be ensured.
- 3.1.1.4 A passage of at least 1.2 metres (4 ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.
- 3.1.1.5 A repair passage of at least 1.0 metres wide between any temporary structures and the wall surface shall be kept.
- 3.1.1.6 Each row of the booths must not be longer than 32 metres, and all the passages must be at least 3 metres wide, and strictly complying with the standard booth layout provided by the Centre. The maximum height of construction is 6 metres for one-storey booths and 8.5 metres for two-storey booths or above in halls. If the booth construction height is more than 8.5 metres in Hall W5, the design plan shall be submitted to Party A for examination and approval in advance.
- 3.1.1.7 No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. The spotlights and other heat-generating equipment are not focused on nor be stationed near the fire sprinklers.
- 3.1.1.8 Party A will assist Party B in the management of the forwarders and stand-fitters. Party B shall inform all the forwarders and stand-fitters to submit their workers' name lists as well as ID copies one (1) week prior to the move-in, so that Party A can produce standard working permits for them. Workers without permits will not be permitted to work in the Centre. Party B shall obtain a construction permit from Party A for setting up a special exhibition stand and



the construction can only start by posting such a permit on the construction site.

- 3.1.1.9 The stand-fitters should carry out their work according to the floor plan approved by fire-control authority. No change is allowed without permission.
- 3.1.1.10 Party A shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Party B shall be responsible for risks and expenses that may occur.
- 3.1.1.11 All workers entering into the Centre for specific-type work must possess "Shanghai Specific-type Operator Certificate" (electricians, welders or forklift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.
- 3.1.1.12 For other fire control issues, please refer to the Provisions of Shanghai Municipality on the Administration of Fire Control in Exhibition Industry.

### **3.1.2 Rules of Examining Design Drawings of Booth Construction**

In order to enhance the management of booth construction and ensure the safety of on-site construction in the Centre, the following rules must be complied with by Party B and all involved parties:

- 3.1.2.1 All design drawings (including 3D prospective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) shall be reviewed or verified by a drawing check company appointed by Party A.
- 3.1.2.2 Design drawings of booth construction may either be reviewed and stamped by a Chartered Structure Engineer of the People's Republic of China appointed by stand fitters, or verified by a professional design company appointed by Party A. If exhibitors or stand fitters appoint a Chartered Structure Engineer to check the drawings, they shall submit the original drawings stamped by a Chartered Structure Engineer and copies of documents supporting the qualifications of such Chartered Structure Engineer to the professional design company appointed by Party A. The company appointed by Party A to check design drawings shall charge fees in accordance with verification standards.
- 3.1.2.3 Party B shall write in the Exhibitor's Manual and other public documents that exhibitors or stand fitters shall submit design drawings of booth construction (including 3D prospective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) to the professional design company appointed by Party A 4 weeks prior to the move-in.
- 3.1.2.4 The unit price of drawing check offered by the professional design company appointed by Party A is RMB 50/sqm and the charge is computed according to the drawings (the total area of all stories). A structure plan stamped by a Chartered Structure Engineer shall be produced after the drawing check. For booths already approved by a Chartered Structure Engineer, the unit price of design drawing verification is RMB 25/sqm.
- 3.1.2.5 Party B shall supervise and urge its exhibitors and stand fitters to set up booths in strict observance of the drawings reviewed and approved by the professional design company appointed by Party A and relevant national standards on structural design, loading, stability and strength to make sure that all booths are safe.  
The charge for drawing check of abovementioned booths is computed according to the booth area. In case of failure to submit a design drawing 4 weeks before move-in, a 100% surcharge for on-site drawing check will be charged.
- 3.1.2.6 Party A has the right to forbid the exhibitor whose design drawings of booth construction have not been approved by a Chartered Structure Engineer to carry out the construction work in the Centre.
- 3.1.2.7 In the build-up of a booth already submitted for review, the professional design company appointed by Party A shall verify whether the structure plan fully follows the drawings and Party B shall cooperate to redress the discrepancy if there is any.

### 3.1.3 Hanging Points on the Ceiling

- 3.1.3.1 No hanging object is allowed in the Centre without permission. Each permitted hanging point may bear an object which weighs no more than 200KG. There are two rows of hanging points on the high beam with the distance between hanging points at 850MM. The professional staff of the Centre shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor.
- 3.1.3.2 If the booth sits close to the walls, no hanging point is allowed on parts near the walls and whether hanging points are allowed on parts away from the walls shall be decided on site. Hanging objects that affect the Center's structure or facilities' safety will not be allowed. If a single structure needs hanging, Party A takes responsibility for installing hanging points and blocks while Party B is responsible for the remainder of construction. Hanging advertisements and structural hanging points shall not be placed above public areas unless the organizer agrees to do so. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
- 3.1.3.3 Structural hanging points: it may bear a single structure which weighs no more than 1000KG. If the object weighs more than 1000KG, it shall be disassembled and its hanging may be permitted when the weight requirement is met. The hanging height shall not be more than 9 meters. All hanging objects shall be composed of reliably-connected metal structures. Pure wood structures are not allowed.
- 3.1.3.4 Hanging of banners: the top and bottom edges of the banner shall be fixated by one metal tube without any break or connection points. If the banner has width no more than 5 meters and weight no more than 25KG, it can be hanged by cotton ropes. If not, it shall use a hanging block. Banners wider than 5 meters shall be fixated by lamp holders.

### 3.1.4 Overhead Work

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

### 3.1.5 Facility Installation

#### 3.1.5.1 Application for Distribution Box

(1) The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage. The electric facilities must not be overloaded and the safe operation must be ensured. The facility application drawing (the final one) shall be submitted one week prior to the move-in. The application for supersized booths (over 100,000sqm) shall be submitted one month prior to the move-in.

(2) Party A shall provide the terminal for distribution boxes in accordance with the quantity of distribution boxes and their positions applied by Party B and Party B's contractual clients such as stand fitters and exhibitors. Facilities used by event organizers, stand fitters and exhibitors shall come from distribution boxes they have applied for.

#### 3.1.5.2 Connection of Distribution Box

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

(2) Only qualified electrical materials are used in the build-up of booths (including both standard and special booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).

(3) All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

(4) The distribution box for standard exhibition stands must be installed in a cable duct in the exhibition hall, while the distribution box for special exhibition stands must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.

(5) Outdoor electrical and lighting equipment shall be water-proof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented.

#### **3.1.5.3 Electricity Supply**

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

#### **3.1.5.4 Electricity Cut-off in Closed Hours**

(1) To ensure the safety of the exhibition hall and eliminate fire risks, Party B shall cut off electricity to all facilities after all relevant staff have left the exhibition hall when one exhibition day ends. Party A shall appoint personnel to carry out inspection on the exhibition hall, accompanied by a professional staff from Party B. If there are booths whose electricity supply are not cut off, Party A shall turn off the power switch and Party B shall assume responsibilities for all consequences ensued. For booths without electricity, Party B shall submit a written application to Party A on the following morning and the supply will be resumed jointly by both Parties after safety inspection.

(2) Party B shall be responsible for resuming the supply of electricity that it has cut off.

(3) In the case of booths which require 24 hours power, Party B shall apply to Party A for permission in writing prior to the submission of final drawing and Party A may approve uninterrupted electricity supply.

#### **3.1.5.5 Electricity Cut-Off After Move-Out**

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

#### **3.1.5.6 Use of Compressed Air**

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

#### **3.1.5.7 Application for Facilities in Special Exhibition Stands**

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

same facilities.

### **3.1.5.8 Application for Telephone Line**

Party B shall apply to Party A for telephone lines, indicating the position of the booth (please indicate if it has two or more stories) and types of telephone calls (IDD, DDD, LDD). All applied telephone lines shall be opened one day prior to the start of the exhibition.

### **3.1.5.9 Application for Wired Broadband**

(1) Party B shall apply to Party A for wired broadband, indicating the position of the booth (please indicate if it has two or more stories) and types of broadband connections (e.g. sharing 1M or 2M. Exclusive access to 1M to 10M. Each exclusive 2M broadband connection can apply for at most 5 IP addresses).

(2) All applied broadband connections shall be opened one day prior to the start of the exhibition. If an early opening is requested, Party B shall make written application before the construction so that an early application is submitted to the Telecom and fees are added for extended use of time.

## **3.1.6 Hazardous Materials**

- 3.1.6.1 Unless approved by Party A and the relevant authorities in writing,
- a) No open fire or combustible gas is allowed to be used in the Centre.
  - b) No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the hall. Radioactive substances shall not be brought into the Centre.
  - c) No more than one (1) day's supply of any solid or liquid hazardous material shall be stored within the Leased Area or stands at any time, and the remainder should be stored in special containers and sealed in a location confirmed by the government departments, Party A and Party B.
  - d) Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.
  - e) No smoking is allowed in Leased Area and anywhere in the Centre with non-smoking signs.
- 3.1.6.2 The following articles are forbidden to be exhibited in or brought into the Centre without the written approval from Party A: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon patent rights, goods that may affect the normal operation of Party A, and any item prohibited by the relevant government departments.

## **3.1.7 Pressure Tanks**

- 3.1.7.1 Party B shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.
- 3.1.7.2 Party B shall immediately remove improperly located pressure tanks to the appointed location once informed by Party A.
- 3.1.7.3 All pressure vessels and equipment brought into the Centre must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be  $\geq 15\text{kg/cm}^2$ , and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

## **3.1.8 Exhibit Demonstration and Operation**

- 3.1.8.1 All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- 3.1.8.2 Working machines must be placed at a relatively safe distance from visitors, and safety

operation device is needed.

- 3.1.8.3 Any machine or apparatus can only be demonstrated in the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Party B.

### **3.1.9 Safekeeping of Belongings**

Party A takes no responsibility for the loss of any goods that are not entrusted to Party A.

### **3.1.10 Painting**

- 3.1.10.1 Large-scale painting is not permitted in the Centre. However, small scale "touch-up" painting of the exhibits and stands is permitted during the Move-in Period with all necessary safety precautions in place. These precautions include:
- a) Painting in an area properly ventilated;
  - b) Use of Non Toxic Paints;
  - c) Covering all the floor within the Centre with dry paper or plastic film;
  - d) No painting near the Centre's vertical structure ( i.e. walls);
  - e) No washing of paint material within or surrounding the Centre.
- 3.1.10.2 Party B is responsible for any damage to Party A resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

### **3.1.11 Emergency Evacuation Measures**

- 3.1.11.1 Party B and its staff must follow the established emergency evacuation plan.
- 3.1.11.2 Party B shall follow the guidance of Party A's staff in emergency evacuation.
- 3.1.11.3 Party B shall take strict control over the number of visitors. The normal standard is one (1) person for one (1) sqm per day.
- 3.1.11.4 The public visiting period shall be arranged to avoid the opening ceremony and the afternoon on the last day of the event.
- 3.1.11.5 Party B shall formulate an emergency evacuation plan for the case of fire during the period of the event and submit it to Party A, police bureau and relevant departments for approval and filing.
- 3.1.11.6 Party B should make out work plan for some special cases (big booth constructing and dismantling, big machine moving-in, moving-out and installation etc.) which should be approved by Party A.
- 3.1.11.7 Party B shall ensure that its build-up workers are trained properly in using the first aid and fire fighting appliances provided by Party A.

### **3.1.12 Security**

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

### **3.1.13 Utility Services**

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

## 3.2 Facility Protection Regulations

### 3.2.1 Booth Build-up and Dismantling

- 3.2.1.1 If it intends to set up partition walls, Party B shall put up plates or construction paper on the floor under the walls to protect the floor surface, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
- 3.2.1.2 No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises without the prior approval of Party A. Party B shall be responsible and liable for any damage caused even if such approval is granted. No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Centre.
- 3.2.1.3 Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing  $\text{CaCO}_3$ , double-sided blown-sponge or any other materials difficult to clean up are forbidden.
- 3.2.1.4 Party B will be responsible for the removal of all adhesive tapes and residual marks within the Leased Area. Party A is responsible for restoring any damage to the facilities due to the use of adhesive tapes that are not approved by Party A, but the restoring cost shall be borne by Party B.
- 3.2.1.5 Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of Party A. Any cost incurred by Party A for the removal of these items and repair of any damage caused shall be borne by Party B.
- 3.2.1.6 Erasable chalk and approved tape are allowed to mark the locations of the booths on the hall floor. Other marking methods on the floor are not allowed. The removal cost of any non-approved floor marking shall be borne by Party B.

### 3.2.2 Floor load-bearing

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

### 3.2.3 Garbage Disposal

- 3.2.3.1 Party B is responsible for the removal of garbage and wastes from the Leased Area, service areas, unloading platforms and transportation passages. All booth structures shall be moved out of the Center (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads and etc.).
- 3.2.3.2 Party A provides general garbage disposal service which will be paid by Party B according to the quotation of Party A. Party A reserves the right to surcharge Party B for the removal of

excessive or over-sized garbage.

- 3.2.3.3 The waste water should be disposed at certain place appointed by Party A. Indoor and outdoor ditches, washing basins and water closets in the toilets in the Centre shall not be used for disposal of waste water, food or rubbish. The cleaning of polluted ditches, the cost of cleaning blockages in the drainage system and any other work caused thereby and the relevant legal responsibility shall be born by Party B.
- 3.2.3.4 Party B shall properly use the ditches for utility services in the hall while setting up and dismantling the booth and ensure that the waste water will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

### **3.2.4 Sand, Soil and Similar Material**

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

## **3.3 Move-in of the Exhibits and Construction Materials**

### **3.3.1 Goods Transportation**

- 3.3.1.1 When arriving at the Centre, the cargo vehicle of Party B shall enter the designated location for unloading in the arranged order through the designated transportation passage before parking at the designated parking lot. Trucks with the loading capacity of 5 tons and under can directly enter the exhibition hall for unloading only after obtaining consent from Party A.
- 3.3.1.2 It is forbidden to move the goods in the public area, audience passage, entrance hall and the entrance square.
- 3.3.1.3 The height of the vehicle allowed to enter into the hall shall not be higher than 4 metres with a speed limit of 5 km/h.

### **3.3.2 Cargo Delivery**

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

### **3.3.3 Storage of Containers**

The on-site forwarder designated by Party B shall handle container storage within the area designated by Party A. Party B shall adopt necessary measures to keep the container safe and tidy.

### **3.3.4 Transportation Vehicles**

- 3.3.4.1 "Transport Pass" must be obtained at Party A's property management office before driving vehicles into the loading areas to load and unload the goods. Security staffs are authorized to stop those who fail to follow the guidance from entering.
- 3.3.4.2 "Transport Pass" is charged at RMB 30/vehicle with a RMB 300 deposit. The refund of the

- deposit is based on the presentation of the "Transport Pass" as well as the deposit receipt after the timely completion of the loading. Any loss or damage of the "Transport Pass" will be fined at RMB 50 per pass.
- 3.3.4.3 The time limit for loading is 1.5 hours in the Centre. The overtime charge will be assessed at RMB100 for every half hour (the overtime charge for less than half an hour is also RMB 100).
  - 3.3.4.4 The driver should follow the guidance of the security staff and is forbidden to leave the vehicle unattended. Once the loading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic congestion for which the deposit will be deducted.
  - 3.3.4.5 Those who intend to drive vehicles into the exhibition halls are required to apply in advance, and prepare for the hall-protection facilities and park at the designated location according to the guidance of the security staff. Vehicles are not allowed to enter loading areas in the Show Period except for some special cases which require the further approval of Party A and an additional management fee of RMB 50 per vehicle.
  - 3.3.4.6 Working hours for issuing "Transport Pass" start from 8:30am to any time scheduled by Party B. Any forwarder who needs to extend working hours for special reasons shall apply one hour in advance and complete the formalities at the service point.
  - 3.3.4.7 No vehicle is allowed into the hall without permission.
  - 3.3.4.8 Operation of the vehicle in the exhibition hall shall abide by the safety rules & regulations with a speed limit of 5 km/h. The driver must be qualified personnel.

## 3.4 Management Regulations Governing Other Services

### 3.4.1 Public Areas and Passages

All areas other than the Leased Area are considered public areas. The exhibitions or non-exhibition activities using the public areas shall require the prior approval of Party A. Party A has the right to ask Party B to dismantle or remove the things which occupy the public area without Party A's permission or deal with the things as garbage if Party B fails to follow Party A's request.

- 3.4.1.1 Cargo passage  
Exhibits and large goods can enter the exhibition site only through the designated goods passage.
- 3.4.1.2 Exhibitor/visitor passage  
The exhibitors may enter the exhibition hall through the designated exhibitor passage; and the visitors may enter the exhibition hall through the designated visitor passage.
- 3.4.1.3 Fire protection passages  
All fire protection passages must be kept unblocked. It is strictly forbidden to establish booths or place goods in the fire protection passages.

### 3.4.2 Floor Plan Submission

The final exhibition floor-plan signed by Party A must be submitted by Party B to the Municipal Fire Protection Bureau for approval 15 working days prior to move-in day. The floor plan and booth layout must comply with the current fire safety regulations and Party A's guidelines for exhibition layout.

- 3.4.2.1 Three (3) copies of floor plans with a scale of no less than 1:500 and marked with the built-up location of booths shall be submitted.



3.4.2.2 If Party A considers it necessary to make some changes in any of those drawings or approved drawings, Party A will then return one (1) copy of each of the above-mentioned drawings to Party B showing the required changes. Party B must re-submit the drawings incorporating the required changes to Party A for approval within ten (10) days of receiving the drawings by Party B.

3.4.2.3 Party B must request the contracted construction company to fill out the registration form for workers and then submit it to Party A for work permits one (1) week prior to the Move-in Period. Party B must request the contracted construction company to provide Party A with all the order forms together with the proposed layout of water, electricity, gas, telephone and hanging points on the ceiling two (2) weeks before the Move-in Period.

### **3.4.3 Required documents provided by Party B**

#### **The organizer:**

1. Copy of Business License signed and stamped by corporation together with the original one for check.
2. Approval Certificate.
  - 2.1. International event: Approval certificate of Government (if it is not obtained when signing the contract, the organizer shall provide it 3 months before Move-In day).
  - 2.2. Domestic event: Registration Certificate of Local Industrial and Commercial Bureau (if it is not obtained when signing the contract, the organizer shall provide it 1 month before Move-In day).
3. Event Plan with the topic and period in accordance with the Approval Certificate.
4. Approval Certificate from the Municipal Fire Protection Bureau (if it is not obtained when signing the contract, the organizer shall provide it 14 working days before Move-In day).
5. Approval Certificate for large-scale events from Police Bureau (if it is not obtained when signing the contract, the organizer shall provide it 14 working days before Move-In day).
6. Catalogue of the exhibitors shall be provided 3 working days before Move-In day.
7. Check or cash for onsite service shall be provided 3 working days before Move-In day.
8. Copy of event insurance.

#### **The Undertaker:**

The items 1 to 8 are the same as above.

9. Cooperative Agreement or Entrustment Agreement between the organizer and the undertaker. No matter the organizer or the undertaker is in charge of the event, there shall be responsible person onsite from the company indicated in the Approval Certificate to deal with related affairs.

### **3.4.4 Distribution of Promotion Materials**

The distribution of catalogues, advertising leaflets and other promotion materials shall be strictly restricted in the Leased Area. Unless approved by Party A in written form, it is prohibited to distribute any material in the public areas of Party A.

### **3.4.5 Audio and Video Systems**

Party A provides leasing service for AV equipment and technical support. Party B shall get Party A's prior approval if it employs other contractors to install the system. All cable-laying and configuration shall be in conformity with the regulations of Party A.

### **3.4.6 Air-conditioning**

Party B may request for use of fresh wind and air-conditioning. But it shall apply to Party A for permission one day ahead and pay according to Party A's quotation. The applied air-conditioner must be used for at least 4 hours in a row.

### **3.4.7 Animals**

No reptile, fish, bird or any other live animal shall be allowed to enter the Centre, except as an approved exhibit, or used for exhibition or performance purpose. In addition, Party B must prove to Party A that proper precautions which can be accepted by Party A have been taken for care and control of the animals and shall obtain the prior written approval from Party A. Animals to be allowed into the Centre must be quarantined by the sanitary and anti-epidemic station.

### **3.4.8 Balloons**

Balloons may be brought into the exhibition hall only with the prior written approval of Party A. The cost of removing any balloons suspended on the ceiling and in the hall shall be borne by Party B. Hydrogen-filled balloons are forbidden.

### **3.4.9 Facilities and Services for the Handicapped**

The Centre has elevators, restrooms especially designed to accommodate the needs of the handicapped.

### **3.4.10 Keys**

A deposit is required for Party B to borrow the door keys of rented offices, and the keys must be returned to Party A at the expiry of the lease period. Reproduction of keys, the installation or dismantling of fixed locks in the Centre under whatever circumstances are forbidden.

### **3.4.11 Lost and Found**

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

### **3.4.12 Management Fee**

Party A has the right to charge stand-fitter(s) and freight forwarder(s) management fee for their work within the Centre, and Party B has the obligation of informing them to pay management fee(s) to Party A before move-in. Party B is required to prepay on-site service fee and deposit for build-up work by credit card, cheque or cash when applying for on-site services.

### **3.4.13 Public Parking Lots**

Clients and visitors who enter the Centre by motor vehicles must follow the guidance of the security staff and pay applicable car parking fees.

### **3.4.14 Sign-in Location**

Party A provides a designated location for exhibitor and visitor sign-in. For any setting-up of other temporary sign-in location in the public areas or other surrounding areas, Party B shall obtain the written permission from Party A in advance.

### **3.4.15 Satellite Dish Placement**

Party B needs to apply to relevant authorities and Party A for the use and location of satellite receivers six (6) months before the commencement of the lease period if it plans to install a satellite receiver.

### **3.4.16 Catering and Flowers**

- 3.4.16.1 There are designated catering and flower suppliers in the Centre. Any other non-appointed suppliers are not allowed to run similar businesses in the Centre.
- 3.4.16.2 If party B wants to introduce the extra caterer into the Centre for big event, he should apply to Party A 15 working days before Move-In and Party A's written confirmation is needed.
- 3.4.16.3 The extra caterer shall have the qualification and promise to be responsible for its food sanitation. The extra caterer shall make record in competent department of Pudong New Area.
- 3.4.16.4 The extra caterer can only sell its food within appointed area and can't enter the halls without permission.

### **3.4.17 Noise Control**

The Noise from indoor, outdoor exhibition area or other functional area within the Centre shall be limited to 75 Decibel as maximum.