



SECTION I EXHIBITION GUIDELINE

OPERATION SCHEDULE

Description		Date	Time
BUILD - UP PERIOD			
Exhibitor nominated stand contractors move-in		18 Mar. 2019	12:00 - 22:00
		19 Mar. 2019	09:00 - 22:00
Exhibitors' check-in & badge collection	Raw space exhibitors	18 Mar. 2019	12:00 - 17:00
		19 Mar. 2019	09:00 - 17:00
	Shell scheme exhibitors	19 Mar. 2019	09:00 - 17:00
Exhibits move in		18 Mar. 2019	12:00 - 22:00
		19 Mar. 2019	09:00 - 22:00
All exhibits ready for display		19 Mar. 2019	22:00
EXHIBITION PERIOD			
Opening hours of exhibition		20 - 21 Mar. 2019	09:00 - 17:00
		22 Mar. 2019	09:00 - 16:00
TEAR - DOWN PERIOD			
Forwarder delivers empty crates, etc.		22 Mar. 2019	16:00 - 18:00
Booth dismantling		22 Mar. 2019	16:00 - 22:00

Please note

- a) The various dates and times listed above will be strictly enforced. Exhibitors are advised to adhere to the above-mentioned times and dates.
- b) Exhibits may be delivered to the stand earlier than the time specified if construction has progressed sufficiently to receive the exhibits. Please liaise with the official freight forwarder for such arrangements. Exhibitors must be present to receive such exhibits and make sure that at least one staff is stationed in the booth to take care of the exhibits during the build-up/show/dismantling period.
- c) During the build-up and exhibition period, exhibits that have been transported into the exhibition hall are generally not allowed to be moved out. If necessary, please apply to the official freight forwarder onsite in the service counter. After approval, the official freight forwarder will issue an exhibit move-out permit.
- d) Exhibitors are required to commence packing their exhibits and belongings as soon as the exhibition ends on the last day. Arrangements with the freight forwarders will have to be made in advance. All relevant service supply will be stopped as well as dismantling of shell scheme stands will commence immediately upon exhibition closing. Exhibitors are advised to remove any items for display from the walls if they wish to keep them.
- e) Considering the safety issue and to ensure the smooth operation of the show, all exhibitors and its contractors should purchase 3rd party public liability insurance and relevant insurances towards employees and exhibits. The organizer is not liable for any direct or indirect personal injuries and property damages towards exhibitors, their representatives, and employees.



According to the newest regulation from Shanghai New International Expo Centre, every exhibitor, contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor & outdoor). In addition, all personnel must wear safety belts when working on construction in height. Otherwise, the security guards of SNIEC and the official contractor reserve the right to refuse entrance and deduction from the general management deposit. All the helmets and safety belts should be self prepared.



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EARLY HALL ACCESS ON SHOW DAYS (ONLY FOR PERSONNEL WITH OFFICIAL 'EXHIBITOR' BADGE)

Normal hall access hours on show days : 08:00 onwards

Early hall access hours : before 08:00 (Subjected to payment of overtime charge and security fee)

Overtime charges applicable for early hall access on show days:

- Overtime charge : RMB 2,600 / charge per hour only
- Security guard : RMB 120 / hr / pax (required for other exhibits safety reasons)

EXTENDED WORKING HOURS



Application can be requested:

- on-site at the SNIIEC customer service center in 1# South Registration Hall (Near Hall E1) before 15:00 everyday
- An additional fee will be charged by SNIIEC as below
- During the overtime period, there is only electrical supply in the booth. There will be no water supply and compressed air.

OVERTIME PERIOD & CHARGES

Schedule	Date	Overtime Period	Fix Price per hour only
Build-up period	18 - 19 March 2019	22:00 – 08:00	RMB 2,600
		08:00 – 09:00	RMB 1,300
Tear-down period	22 March 2019	22:00 – 24:00	RMB 5,200
	After 22 March 2019	00:00 – 08:00	RMB 5,200
		08:00 – 22:00	RMB 2,600
		22:00 – 08:00	RMB 5,200

**** This schedule is up to date at the time of print. Should there be any amendments, an updated copy will be available at the Organizer's Office on-site.**



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Important notice for the entry of freight vehicles and exhibit vehicles

According to the newest regulations of Shanghai New International Expo Centre, the queue management of vehicles will be implemented from now on. A "Waiting Permit" is required for each freight vehicle / exhibit vehicle that needs to enter the venue, which must be applied in advance through online system with the completion of vehicle registration and payment. **The system-generated "Waiting Permit" shall be printed on A4 paper and placed on the front windshield of the vehicle, so that it enters the designated parking lot for a specified period of time. Vehicles not showing the "Waiting Permit" or not complying with the specified period of time on "Waiting Permit" are not allowed to enter or park in the surrounding area of Shanghai New International Expo Center (ie Middle Yanggao Road - Luoshan Road - Longyang Road - Pujian Road - South Yanggao Road), otherwise it will be regarded as in violation of traffic rules. For details, please consult the official contractor / freight forwarder.**

Type of vehicles	Admitted area(s) in SNI EC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Vehicle permit to loading bay	<ul style="list-style-type: none"> during build-up / dismantling period at Certification Center in South Square (near Hall W1) or Certification Center at P7 Parking Lot (near Hall N5) 	RMB 50/vehicle/entry/1.5hrs (deposit: RMB 300/vehicle/entry)
Self-driven exhibits	designated parking lot	Waiting permit	<ul style="list-style-type: none"> system activation time is subject to the notice publicized by the official contractor / freight forwarder processing and payment through online system 	RMB 20/vehicle/license
	loading bay	Exhibit vehicle pass	<ul style="list-style-type: none"> applying to the organizer two weeks prior to move-in 	

Please note

- The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".
- Each mobile phone number / each license plate number can only be used to register one "Waiting Permit" per day. The license plate number can be modified several times before payment but once only after payment. The vehicle is not allowed to enter the parking lot of the venue if it does not comply with the "Waiting Permit".
- In case of failure to arrive at the designated parking lot within the specified period of the "Waiting Permit", the vehicle may only be delayed one batch later in the day.
- For the "Waiting Permit" fee, an electronic invoice can be issued temporarily, which can be viewed through online system and printed on your own. It is subject to the approval of the Tax Bureau.
- The driver should follow the guidance of the security guard and is forbidden to leave the vehicle unattended. Once the loading and unloading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic jam for which the deposit will be deducted as a penalty.
- The overtime charge will be levied at RMB 100 per vehicle per every half hour (the overtime charge for less than half an hour is also RMB 100).
- The deposit will be refund with showing the "Vehicle Permit to Loading Bay" as well as the deposit receipt within 10 days after the completion of the loading and unloading only. **For any loss or damage of the "Vehicle Permit to Loading Bay", the deposit will not be refunded.**
- The above fees are not inclusive of overnight parking fees.
- The standard of vehicle parking fee is subject to the authorized load of vehicle driving license.
- The freight forwarders (except one driver per vehicle) are required to purchase the construction badges at Certification Center in South Square (near Hall W1) or at P7 Parking Lot (near Hall N5).