

# AVIATION EXPO / CHINA 2011 (14<sup>th</sup> Expo)

Civil & Military, Including Airport & Air Traffic Control Expo

[www.beijingaviation.com](http://www.beijingaviation.com)

[www.cpexhibition.com](http://www.cpexhibition.com)

## 第十四届北京国际航空展览会

*Date: 21-24 September 2011*

*Venue: China National Convention Center (CNCC), Beijing, China*

国家会议中心 - 北京朝阳区天辰东路7号



### Int'l Organizer & Sales Coordinator:

**HONG KONG**

**China Promotion Ltd. 华进**

Room 1703, 109 Gloucester Road, Wanchai, Hong Kong

Tel: (852) 2511 7427

Fax: (852) 2511 9692

Email: [logistics@cpexhibition.com](mailto:logistics@cpexhibition.com)

**Hong Kong emergency mobile phone: (852) 94841243**

**after office hour if you have something urgent**

**BEIJING**

中国北京朝阳区劲松三区甲302号华腾大厦800室 邮编: 100021

Beijing 24-hours Mobile: (86)13901010395

Tel: (86) 10-87730641/2/3

Fax: (86) 10-87730640

Email: [bj@beijingaviation.com](mailto:bj@beijingaviation.com)

# CONTRACTORS & HOTEL ACCOMMODATION CONTACT

## Official Freight Forwarder:

### **Rogers Worldwide (HK) Ltd**

Units A & D, 16/F, Nathan Commercial Bldg.,  
430-436 Nathan Rd., Kowloon, Hong Kong  
Tel: (852) 2111 1151  
Fax: (852) 2111 1150 / 2111 1152  
Email: andy@rogershk.com  
Contact: Mr. Andy Li

Beijing –

Tel: (86) 10-87730545  
Fax: (86) 10-87730640  
Contact: Mr. Johnny Lam  
Mobile: (86) 13601156807  
Email: Johnny@rogersbjg.com

## Official Booth Contractor:

*(For standard shell scheme)*

Sunry Advertising & Exhibition Co., Ltd (Sunry In Short)  
11F01 COFCO Fortune Plaza, ChaoYangMen South Street,  
ChaoYang, Beijing ZipCode: 100020  
Tel : (86) 10-85018351, 85018347, 85018344  
Fax : (86) 10-85625510  
E-mail: shaoqingsunry@163.com  
Contact: Ms. Shao Qing / Mr.Zhang Guiwang / Mr.Feng Chong

*(For special design, supply of  
water & electricity)*

Oriental Expo Services (Beijing) Ltd  
Room 606, 6th Floor, Richen International Center  
No 13 Nongzhanguan Nan Rd, Chaoyang Dist, Beijing, China  
Tel: (86) 10-6567 1880  
Fax: (86) 10-6567 0361  
Email: hjwang@orientalexpo.net / zhangjiang@orientalexpo.net  
Contact: Mr. Zeng Weiqiang/Ms Zhang Jing/Ms Wang Haijuan

## Value-for-Money Hotels:

Beijing Jianianhang Business Service Co Ltd  
Tel: +86-10-51288500  
Fax: : +86-10-65030817  
Email: alison@jnh-bs.com

InterContinental Beijing Beichen ★★★★★

Crown Plaza Parkview Wuzhou Beijing ★★★★★

Marco Polo Parkside, Beijing ★★★★★

China National Convention Center Grand Hotel ★★★★★

Comfort Suites by Choice Hotels ★★★★★

Ramada Parkside Beijing ★★★★★

Holiday Inn Express Beijing Minzuyuan ★★★

\* Please complete Form C at Page 20 for room reservation.

## Welcome Note to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in **Aviation Expo / China 2011**

This exhibitors' Manual contains all detailed logistics information and serves to assist you in making advance arrangements for your participation in this exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadlines for various orders specified in this Manual.

Detailed information on freight forwarding & stand fitting are also included in this Manual under separate cover. For their respective orders and inquiries, please kindly contact the contractors directly.

Should you require any other information or special assistance, please do feel free to contact our representative in your region or us.

We wish you every success in the exhibition and look forward to welcoming you in Beijing, China very soon.

Yours sincerely,

China Promotion Limited

### **Organizers**

#### **主办单位:**

Civil Aviation Administration of China (CAAC) 中国民航局  
China Aviation Industry Corporation (AVIC) 中国航空工业集团公司  
Commercial Aircraft Corporation of China Ltd (COMAC) 中国商用飞机有限责任公司  
China Aviation Supplies Holding Company (CAS) 中国航空器材集团公司  
China Council for the Promotion of Int'l Trade (CCPIT) 中国国际贸易促进委员会  
China AVIC International Holding Corporation 中国航空技术国际控股有限公司  
CCPIT Sub-Council of Aviation Industries 中国贸促会航空行业分会  
China Promotion Ltd., Hong Kong 香港华进有限公司

### **Supporters (Airlines)**

#### **航空公司支持单位:**

Air China Group I/E Trading Co 中国国航集团进出口有限公司  
China Eastern Aviation I/E Corp 中国东方航空进出口公司  
China Southern Airlines (Group) I/E Trading Corp 中国南方航空进出口贸易公司

### **Supporters**

#### **(Airport & Air**

#### **Traffic Sections)**

#### **机场空管支持单位:**

China National Electronics I/E Corp (CEIEC) 中国电子进出口总公司  
Airport Dept. of General Administration of CAAC 中国民用航空总局机场司  
Air Traffic Management Bureau CAAC 中国民用航空总局空中交通管理局  
Beijing Capital International Airport 北京首都国际机场  
Airport Construction Corp. of CAAC 中国民航机场建设总公司

### **Supporters (Military)**

#### **军方支持单位:**

China PLA Air Force, Equipment Department 中国空军装备部  
China PLA Navy, Equipment Department 中国海军装备部

# TABLE OF CONTENT

<b>ITEMS</b>	<b>PAGE</b>
INTERNATIONAL ORGANIZER & SALES COORDINATOR	Cover
OFFICIAL FREIGHT FORWARDER	2
OFFICIAL BOOTH CONTRACTOR (For stand shell Scheme, special design, supply of water and electricity)	2
ORGANIZERS, SUPPORTERS AND CO-ORGANIZER	3
WELCOME NOTE	3
FREQUENTLY ASKED QUESTIONS (FAQ)	5
VENUE	6
FAIR ACTIVITIES	6
TIME TABLE FOR OPERATION ON SITE	6
OVERTIME CHARGE IN THE EXHIBITION HALL	7
TECHNICAL DATA OF Hall E1 & E2	7
SERVING PARTIES	7-8
CHINA VISA	8
INDEPENDENT BOOTH CONTRACTOR	9
BOOTH DESIGN - Rules & Regulations	9
FURNISHED CONSTRUCTED BOOTH	10
RAW SPACE AREA	10
INFORMATION BOOTH PACKAGE	10
INSURANCE, LIABILITY AND RISKS	10-11
RULES AND REGULATIONS IN THE EXHIBITION HALLS	11-12
STORAGE FACILITIES	12
PROMOTION MATERIALS CENSORSHIP	12
CLEANING	12
VEHICLE ENTRANCE PASS	12
FLOWERS AND PLANTS	12
HAND CARRY EXHIBITS	13
CELL PHONE	13
LUNCH TIME	13
CHECKLIST	16
FORUM	<i>FORM A</i> 17
TECHNICAL SEMINAR	<i>FORM A1</i> 18
BUSINESS VISA INVITATION	<i>FORM B</i> 19
HOTEL RESERVATION	<i>FORM C</i> 20
LIST OF EXHIBITS FOR ON-SPOT SALE	<i>FORM D</i> 21
FREE CATALOG ENTRY	<i>FORM E</i> 22
FREE CATALOG ENTRY - INDEX OF PRODUCTS & SERVICES	<i>FORM E1</i> 23
ADVERTISING	<i>FORM F</i> 24
ADMISSION TICKET	<i>FORM G</i> 25
TELEPHONE & INTERNET ORDER	<i>FORM H</i> 26
BOOTH STANDFITTING / DECORATION & FREIGHT FORWARDER	<i>FORM I</i> 27
MANPOWER	<i>FORM J</i> 28
ADMISSION BADGES	<i>FORM K</i> 29
BANQUET TICKET	<i>FORM L</i> 30
PRESS DRAWER / MAGAZINE RACK	<i>FORM M</i> 31
PRESS MEETING	<i>FORM M1</i> 32
INVITATION FOR SPONSORSHIP	<i>FORM N</i> 33

## FREQUENTLY ASKED QUESTION (FAQ)

Most of the answers of FAQ are printed in the exhibitors' manual. Let us have a fast track to go through all of them:

		<u>Answer in the Manual</u>
1.	Where is the exhibition venue?	p. 6
2.	What are the fair activities?	p. 6
3.	When is the opening & closing time in the hall during the period of move-in, exhibition & move-out?	p. 6
4.	How do I arrange overtime work in the Hall if necessary and what is the overtime rate?	p. 7
5.	What is the technical data of the Hall?	p. 7
6.	Who is the Official Freight Contractor & what is her responsibility?	p. 7
7.	Who is the Official Booth Contractor & what is her responsibility?	p. 8
8.	Is it a MUST to get Visa to China? What are the ways to apply it?	p. 8
9.	What should the independent booth contractor & I pay attention to if I don't use the booth set up by the Official Booth Contractor?	p. 9
10.	Are there any rules & regulations for booth construction?	p. 9
11.	What does the Furnished Constructed Booth include?	p. 10
12.	What does the Raw Space Booth include?	p. 10
13.	What does the Information Booth Package include?	P. 10
14.	Do I have to cover my own insurance?	p. 10-11
15.	What is the liability and risks for exhibits & personnel?	p. 10-11
16.	Are there any rules & regulations in the exhibition hall?	p. 11-12
17.	Where should I store my empty boxes?	p. 12
18.	How to do the censorship for promotional materials?	p. 12
19.	Who will do the cleaning in my booth?	p. 12
20.	How can I obtain the Vehicle Entrance Pass?	p. 12
21.	Where can I buy the flower or plant in the exhibition center?	p. 12
22.	If I have hand carry exhibits into the exhibition hall, what kinds of procedure that I have to do?	p. 13
23.	Can I use cell phone in exhibition hall and how do I arrange it in Beijing?	p. 13
24.	What should I do if I want to hold seminar during exhibition?	p. 14
25.	What should I do if I want to sell exhibits during the exhibition?	p. 14
26.	What is the procedure to list our company profile into the exhibition directory?	p. 14
27.	Can we advertise in the exhibition directory? If so, what is the advertising rate & deadline for returning materials?	p. 15
28.	How can I get the admission tickets for our customers to visit the exhibition?	p. 15
29.	Who should I contact for renting video player & TV, computer, telephone (IDD, DDD or local), fax machine, internet line or other equipments and what are the rates?	p. 15
30.	How do I arrange interpreter or workers for my booth?	p. 15
31.	How do I arrange admission badge for my booth personnel?	p. 15
32.	How many tickets can we get free of charge for the opening banquet?	p. 15
33.	Can we purchase extra opening banquet ticket?	p. 15
34.	How can I distribute my company profile, press release or products information to Press during the exhibition period?	p. 15
35.	Is there any information about the sponsorship for this exhibition?	p. 15

## 1. VENUE

This exhibition will be held at "China National Convention Center (CNCC)", Hall E1 & E2

北京国家会议中心E1 及E2馆 - 北京朝阳区天辰东路七号

Address: No. 7 Tianchen East Road, Chaoyang District, Beijing, 100105 China

## 2. FAIR ACTIVITIES

- a. Exhibition Date: 21 – 24 September 2011 (Wednesday to Saturday)
- 21 – 23 September (Trade Day)
  - 24 September (Open to the public)
- b. Opening Ceremony: **21 September at 10:00am** at China National Convention Center (CNCC).
- c. Exhibition Hours:
- |                    |                                    |
|--------------------|------------------------------------|
| 21 September (Wed) | 10:00 – 12:00 hrs (For VIPs only)  |
|                    | 12:00 - 16:00 hrs (no lunch break) |
| 22 – 24 September  | 09:00 - 17:00 hrs (no lunch break) |
- d. Opening Banquet: 21 September 18:30 hrs (Intercontinental Beijing Beichen)  
(By invitation only, details refer to **Form L** - banquet ticket)
- e. Technical Seminar: Exhibitors can propose to give technical seminars to Chinese professional audiences. These must all be pre-arranged and are subject to terms and conditions stated in the Technical Seminar Application **Form A1**.

## 3. TIME TABLE FOR OPERATION ON SITE (18- 25 September 2011)

**You only have 3 days to set up your booth.  
Please arrange this with your booth contractor for special design.**

Date	Time	Operation
18 Sep	08:30 – 17:30hrs	Floor marking by the official contractor in the morning Booth decoration & installation
19 Sep	08:30 – 17:30 hrs	Booth decoration & installation
20 Sep	08:30 – 21:00 hrs	Display of exhibits, safety and security inspection
21 Sep	08:30 – 10:00 hrs	Hall open for exhibitors
	10:00 – 12:00 hrs	Grand Opening of Exhibition & VIP visit
	12:00 – 16:00 hrs	Exhibition for trade visitor
	18:30 hrs	Opening Banquet (the Intercontinental Hotel)
22-23 Sep	09:00 – 17:00 hrs	Exhibition for trade (No lunch break)
24 Sep	09:00 – 17:00 hrs	Exhibition for both trade and public visitors (No lunch break)
24 Sep	17:00 – 21:00 hrs	Closing of exhibition. The official freight forwarder will start returning empty boxes to exhibitors for packing
25 Sep	08:30 – 17:30 hrs	Stand Dismantling

If you are exhibiting equipments that require the use of forklift truck or crane in your stand, please apply to the Official Freight Forwarder with your layout drawings so that your exhibits will be arranged early during the installation period.

Once the stand construction is completed, the use of lifting equipment should be limited. Both the Organizer(s) and the official freight forwarder will not be liable for the delay in positioning your equipment at your stand if proper arrangement has not been made beforehand.

#### **4. OVERTIME CHARGE IN THE EXHIBITION HALL**

If exhibitors would like to work overtime during set up & dismantling period, they have to pay overtime charge to the organizer. Please fill in the OT form and submit it to the organizer's site office before 16:00 on the same day. 30% more shall be charged for late application. Overtime charge is:

US\$420 per hour from 17:30 – 24:00

US\$800 per hour after 24:00- 08:00

#### **5. TECHNICAL DATA OF HALL No. 8**

- a. Floor Strength : 3000 Kg per Sq. Meter
- b. Ceiling Height : 10 meters
- c. Freight Entrance : 4.6m width x 4.8m height
- d. Power Supply : 220V, 50 c/s, single phase and 380V, 3 phase
- e. Water/Gas Supply : Available

#### **6. SERVING PARTIES**

- a) China Promotion Ltd – Overseas Organizer
- b) i Official Freight Forwarder
- ii Official Booth Contractor

- a. Matters concerning seminar, free catalog entry, interpreters, telephone, admission badges and banquet tickets should be addressed to:

**China Promotion Ltd.**

Room 1703, No.109 Gloucester Road, Wanchai, Hong Kong

Tel: 852-2511 7427 Fax: 852-2511 9692

Email: logistics@cpexhibition.com Website: www.cpexhibition.com

- b. **Official Contractors**

The following companies have been selected to provide you with various related services that may be needed. Exhibitors are free to choose using their services or not except under some restricted condition. Any arrangements between the contractors and the exhibitors are strictly between themselves, and the Organizer(s) shall not be held liable for any such arrangements.

- i) OFFICIAL FREIGHT FORWARDER - separate cover  
Rogers Worldwide (HK) Ltd has been appointed as the official freight forwarder and customs liaison agent. Shipment schedule, documentation and related matters will be handled directly between the official freight forwarder and exhibitors.

Rogers Worldwide (HK) Ltd

Units A & D, 16/F, Nathan Commercial Bldg.,

430-436 Nathan Rd., Kowloon, Hong Kong

Tel: (852) 2111 1151 Fax: (852) 2111 1150 Email: andy@rogershk.com

Contact: Mr. Andy Li

**If exhibitors choose to use their own Freight Forwarder, the Organizer and the Official Freight Forwarder will not be responsible for any overtime charges in case of any delay due to whatever reason (such as customs permit and clearance).** Anyhow, please still inform us the name, address, fax and contact person of the forwarder. Detailed forwarding information should be submitted to the Official Freight Forwarder for their record.

- ii) **OFFICIAL BOOTH CONTRACTOR (including electricity supply) - separate cover**  
**Matters concerning standard booth set up, fascia board, rental of furniture should be addressed to:**

Sunry Advertising & Exhibition Co., Ltd (Sunry In Short)  
11F01 COFCO Fortune Plaza, ChaoYangMen South Street, ChaoYang, Beijing  
Tel : (86) 10-85018351, 85018347, 85018344  
Fax : (86) 10-85625510  
E-mail: shaoqingsunry@163.com  
Contact: Ms. Shao Qing / Mr.Zhang Guiwang / Mr.Feng Chong

**Matters concerning electrical, water connection, compressed air and special booth design should be addressed to:**

Oriental Expo Services (Beijing) Ltd  
Room 606, 6th Floor, Richen International Center  
No 13 Nongzhanguan Nan Rd, Chaoyang Dist, Beijing, China  
Tel: (86) 10-6567 1880  
Fax: (86) 10-6567 0361  
Email: hjwang@orientalexpo.net; zhangjiang@orientalexpo.net  
Contact: Mr. Zeng Weiqiang / Ms Zhang Jing / Ms Wang Haijuan

**Main switch power point, connection of electrical items and water installation work MUST be handled by Official Booth Contractor- Oriental Expo Services, for safety purpose.**

In the interest of the organizer, all independent stand contractors/vendors are required to register with China Promotion Ltd.

## **7. CHINA VISA**

**(Please note that visa is a MUST for all overseas Exhibitors traveling to China)**

There are three methods to obtain visa to China.

**A. Tourist Visa in your home country (*Highly Recommend*)**

You are highly recommended to apply a tourist visa to China in your home country. It is very easy and simple. Any travel agent in your home country can arrange the travel visa to China for you.

**B. Stop over in Hong Kong for getting an express Tourist Visa**

You may also come to Hong Kong and spend 2 days to get a tourist visa. The procedure is very easy, just goes to the following address before 10:00am with the original passport, one piece passport-size photo and completed visa application form signed by applicant, then you can get back the passport with visa after 17:30 on the same day.

**The Ministry of Foreign Affairs of the Peoples Republic of China**

Travel Document Section for Chinese Visa

Address: 7/F Lower Block, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong

Telephone: 852-3413 2424 Website: [www.fmccprc.gov.hk](http://www.fmccprc.gov.hk)

**C. Business Visa (Not Recommended)**

You are not recommended to arrange business visa as the procedure is very complicated and the charge is double of the tourist visa. You have to pay for the Chinese Authority for issuing Visa Invitation Letter/Fax and then have to pay another money to the Chinese Embassy in your country for visa issuance. If you insist to do that, please refer to **Form B (Page 19)**.

## **8. INDEPENDENT BOOTH CONTRACTOR**

**You only have 3 days to set up your booth.  
Please arrange this with your booth contractor for special design.**

Due to the administration of China National Convention Center, all contractors entering the Center for Construction, they have to get a construction license and pay off the administration fee even though exhibitors whom booked raw space from us and set up their own design by exhibitors themselves.

**If using the official contractor to build up the special design on behalf of the independent contractor or exhibitors, the official contractor will be responsible for the administration fee of such area.**

Please contact the official booth contractor – Oriental Expo Services before **August 18, 2011** to get the Construction License and pay off the administration fee.

Oriental Expo Services (Beijing) Ltd  
Room 606, 6th Floor, Richen International Center  
No 13 Nongzhanguan Nan Rd, Chaoyang Dist, Beijing, China  
Tel: (86) 10-6567 1880  
Fax: (86) 10-6567 0361  
Email: hjwang@orientalexpo.net; zhangjiang@orientalexpo.net  
Contact: Mr. Zeng Weiqiang / Ms Zhang Jing / Ms Wang Haijuan

**Prices for administration on booth construction charged:**

Administration fee for Independent contractor:	US\$ 8 per sq. meter
Booth Construction Deposit	US\$ 3,000 per 100 sq.meter
Badge Fee for the workers of Independent Contractor:	US\$ 10 per person
Administration Fee for forwarding vehicles Certificate:	US\$ 15 per nos. per entry

**Note: The contractor's badge is not transferable, and could not be used by anyone else other than the applicant himself (or herself). Otherwise, penalty would be imposed.**

## **9. BOOTH CONSTRUCTION - Rules & Regulations**

- a. **Special design and booth construction:** the height limitation for special designed and booth construction is 6m. Exhibitors are to ensure that contractors submit detailed plans of the booth construction to China Promotion Ltd for approval so as to prevent any costly alterations on site. Four copies of the finalized exhibition floor layout are to be submitted and the contractors' information for approval on or before **July 20, 2011**. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- b. Please inform the organizer(s) immediately if any stand decoration, stand fitting or exhibits with a height over **6m** high.
- c. All materials used in booth construction and decoration must be properly fire-roofed in accordance with local regulations.
- d. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
- e. Suspensions from the ceiling of the Exhibition Hall are subject to final approval by the hall management.
- f. Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbors' wall.

## 10. FURNISHED CONSTRUCTED BOOTH

Every 9 sqm standard furnished constructed booth includes the following items:

- 3 sides partition (2 sides partition for corner booth) & carpet
- One fascia name board with Chinese & English company name, booth number, excluding logo (if more than 1 company name to be added on the fascia board, extra cost of US\$50 is required)
- x 1 no of information counter (950mm\*450mm\*750mmH)
- x 1 no of lockable cabinet (950mm\*450mm\*750mmH)
- x 2 nos of folding chair
- x 1 no of 5 Amp/220V single phase socket (British plug)
- x 2 nos of spotlight (100W)
- x 1 no of waste paper basket
- x 1 no of free catalog entry in the expo directory (max. 50 English words)
- x 1 no of banquet ticket

(Please place order with the Official Booth Contractor directly for any additional furniture & electrical items.)

## 11. RAW SPACE AREA

Raw Space rental includes

- **Space only, no carpet, fascia name board, furniture or electrical items will be provided.**
- 1 free catalog entry (max. 50 English words for every 9 sqm)
- 1 banquet ticket for every 9 sqm

***If exhibitors have to build up special design by themselves or independent booth contractor, they have to pay off the administration fee to China International Exhibition Center at US\$6 per sqm upon their arrival in the exhibition hall.***

## 12. INFORMATION BOOTH PACKAGE

Information Booth Package includes the following items:

- Approximate 3 sqm booth area with carpet
- 1 fascia name board with Chinese & English company name, booth number, excluding logo
- 1 information counter
- 2 folding chairs
- 1 spotlight (100W)
- 1 waste paper basket
- 1 free catalog entry in the expo directory (max. 50 English words)
- 1 banquet ticket

(Please place order with the Official Booth Contractor directly for any additional furniture & electrical items.)

## 13. INSURANCE, LIABILITY AND RISKS

- a. The Chinese Organizers, Sponsors and International Organizer including China Promotion Ltd. will not be liable to any damage/injury/claims/loss of exhibits, personal properties and third party risks. It is the exhibitors' own responsibility to cover all their own insurance in the exhibition hall during the period of move in, exhibition and move out.
- b. While using booths or other facilities rented from the Official Booth Contractor, the exhibitor should return them in good form and will be responsible for any damages incurred during the period of use.

- c. The Organizer(s) and Sponsor(s) will not be held responsible for any theft or loss of exhibits. Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the Exhibition Venue.
- d. Goods may be sold during the exhibition but under no circumstances can it be removed from the exhibition site unless all custom duties/taxes have been paid.
- e. During the period while duties/tax are being assessed, sold exhibits will be moved to a bonded warehouse wherein exhibitors will be required to pay an in-transit movement charge.
- f. Giveaway & souvenir items are permitted items but are subjected to import duty. Exhibitors should submit the packing list with quantity and prices to Customs office via the Official Freight Forwarder before giving the souvenir away.

## 14. RULES AND REGULATIONS IN THE EXHIBITION HALL

### a. Electricity Installation

- i. No Contractor, other than the Official Booth Contractor, is allowed to carry out any installation work concerning the supply of electrical and water at the exhibition site.
- ii. During the move-in and move-out period, temporary electricity supply can be arranged at cost by applying to the Official Booth Contractor and a 24-hour advance notice is required.
- iii. Electricity will be shut off ten minutes after the closing of the exhibitions every day. However, a 24-hour power supply can be provided at cost by arrangement with the Official Booth Contractor.
- iv. No more than one extension cord shall be connected to any one socket.

### b. Use of Industrial Gas

- i. The use of industrial gas of flammable or toxic nature for demonstration purpose is strictly prohibited from the exhibition site.
- ii. Smoking is prohibited inside the Exhibition Halls.

### c. Radio & Radar Equipment

Exhibitors intending to operate radio and/or radar exhibits must notify the organizer of the frequencies in writing 2 months before the exhibition opening and to obtain permission for each use from Chinese Authority by themselves. Exhibitors intending to erect special antennae are requested to notify the organizer.

### d. Explosives & Dangerous Materials

Explosives, detonating, fumigating or inflammable materials and all dangerous, harmful, objectionable or obnoxious substances are strictly prohibited.

### e. Demonstrations and Operating Exhibits

- i. Ensure that the exhibits are operated in strictly controlled and safe conditions.
- ii. Ensure that the exhibits are equipped with safety devices.
- iii. All moving parts of the machines should be adequately guarded against any injury to the visitors. Exhibitors are advised to bar the exhibits in motion from the reach of the visitors.
- iv. Exhibitors are liable for the removal and disposal of waste materials generated by exhibits demonstration.
- v. Cause no annoyance to visitors or other Exhibitors. Acceptable noise level will be at the Organizer(s) discretion. In case of complaints raised and the Organizer(s) find(s) it justifiable, the Organizer(s) reserve(s) the right to impose limitation on the operation of the exhibits.

**f. Operation of Booth**

- i. All booths must be fully staffed and operational throughout the opening hours of the Exhibition.
- ii. All Exhibitors' staff must wear Exhibition's badges issued by the Organizer(s) and are advised to be present at their booth at least 10 minutes before the opening hour and leave the Exhibition Hall not later than 15 minutes after the closing hour. Exhibitors could apply to the Fair Authority for an extension of these hours.
- iii. All activities of the Exhibitors and/or their staff must be confined to their booth area. No advertising or business activity may take place elsewhere in the Exhibition Halls.
- iv. No noise over 85 decibels on the booth is allowed.

**g. Movement and handling of exhibit materials**

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done at the freight entrance. Only materials and exhibits, which are easily hand carried, will be allowed through the front entrance.

**15. STORAGE FACILITIES**

The Organizer(s) has/have no obligation to provide any service for on-site storage of exhibitors' properties, exhibits and empty boxes. Prior arrangement must be made with the Official Freight Forwarder in regard to the safekeeping of the properties.

**16. PROMOTION MATERIALS CENSORSHIP**

Any promotion materials such as films, videocassettes, 35mm slide and printed matters to be shown to public during the exhibitions must be censored via Official Freight Forwarder prior Exhibition by the Customs. Please allow at least 5 days for clearance. Censorship is subject to a clearance fee.

**17. CLEANING**

Exhibitors can have their booth or exhibition area cleaned by prior arrangement with the Official Booth Contractor at their own cost.

The Organizer(s) will be responsible for cleaning of the public area, such as gangways.

**18. VEHICLE ENTRANCE**

There are plenty Car Park Area (around 700 parking spots) at China National Convention Center. Please follow the signs at the site to park your cars. Parking fee is around US\$1 /hour or US13 per exhibition period.

**19. FLOWERS AND PLANTS**

Flowers and plants can be pre-arranged with the official booth contractor at cost. Or you can purchase flowers and plants at the Florist Stall, which located in the convention center.

## **20. HAND CARRY EXHIBITS**

### **Hand carry exhibits from Overseas**

If you have any hand carry exhibits from overseas, please report it to the official freight forwarder immediately for customs clearance.

### **Hand carry exhibits from Mainland China**

Please remember to get the Local Exhibits Declaration Form from the Security Guard of China National Convention Center if your exhibits (i.e. audio visual, television, panels, models, furniture & etc.) are from local company in China. The Security Guard will be on duty in the hall during move-in period.

To ensure the safety of exhibitors' properties in the hall, nobody can take out anything except their personal briefcase from the hall without the Local Exhibits Declaration Form during exhibition period or after the expo closing.

## **21. CELL PHONE**

Exhibitors can use cell phone in the exhibition hall. You can buy a GSM card and rent a Cell Phone from your hotel in Beijing.

## **22. LUNCH TIME**

There is no lunch break during the exhibition. Please be advised that your company have at least one representative to manage the booth during lunchtime.