

CONTENTS

Exhibition Suggestions	2
Important Notes	4
I. Timing of the exhibition process	4
II. Related issues about pre-exhibition period, move-in and move-out	8
III. Related issues of construction and transportation	10
Chapter I Exhibition Introduction.....	12
Chapter II Notice for Exhibitors	14
I. Registration	14
(I) Registration and exhibitor pass.....	14
(II) Registration and catalog collection	14
II. Move-in and move-out.....	15
(I) Standard booth layout and move-in regulations	15
(II) Special booth construction regulations.....	17
(III) Regulations for the construction of double-story booths	20
(IV) Procedures for the construction unit to enter the hall	27
(V) Overtime working	30
III. Relevant regulations on site management	30
IV. Regulations on the management of exhibits and promotional materials	33
V. Sanitation management.....	34
VI. Fire safety management.....	35
VII. Other relevant regulations	38
VIII. Main construction units and leasing services.....	39
IX. Move-out	41
Chapter III Transportation Service	42
I. Vehicle Management.....	42
II. Official Forwarders and Services.....	43
(I) Top-Trans Expo Logistics Co., Ltd. (Top-Trans): N1, N2, N3, N4, N5, E1, E2	43
(II) Shanghai Chuangyuan International Logistics Co., Ltd.: W1, W2, W3, W4, W5	48
Chapter IV Hotel Reception and Transportation Guide to the Exhibition Hall	50
I. Hotel Reception.....	50
II. Transportation Guide to the Exhibition Hall.....	50
Chapter V Exhibition Publicity and Advertising Services	51
I. Publication.....	51
II. Exhibition Sponsorship.....	52
III. Network Service	52
IV. Promotion of Innovative Home Appliances	52
V. Invitation to Enterprise Key Customers.....	53
VI. News Service.....	53
Chapter VI Q&A of Exhibition Services	55



Attachment 01 Registration Guidelines for Exhibitors.....	56
Attachment 02 Registration Guidelines of the Exhibition Catalog Directory	57
Attachment 03 Construction Unit Registration Form	58
Attachment 04 Special Booth Design Approval Form	60
Attachment 05 Leasing Price List and Application Form for Electricity, Water, Furniture, and Electrical Appliances	62
Attachment 06 Authorization Letter for Transportation (Hall N1-N5, E1-E2).....	65
Attachment 07 Exhibit Transportation Service Reservation Form (Hall W1-W5).....	68
Attachment 08 Booking Form of Exhibitors	70
Attachment 09 Application Form for Exhibition Sponsorship	73
Attachment 10 Application Form for Publication of Printed Advertisements	74
Attachment 11 New Product Debut Sign Declaration Form.....	75
Attachment 12 Application Form for On-site Activities	76
Attachment 13 Charges of Conference Rooms and Vacant Rooms	77
Attachment 14 Invitation Registration Form of Enterprise Key Customers	81
Attachment 15 Overseas Customer Visa Invitation Letter Application Form	82
Attachment 16 Registration Form of News Contact Person of Exhibitors	83
Attachment 17 Application Form for Interview Appointment in News Center	84
Attachment 18 Shanghai New International Expo Centre Constructors and Forwarders Real Name Certification Form	85
Attachment 19 Shanghai New International Expo Centre Truck Waiting System Operation Guide	86
Attachment 20 Builder's Safety Commitment	89
Attachment 21 Notice on Strengthening the Tools Management of Working at Heights	91
Attachment 22 Appliance & Electronics World Expo Move-in.....	92
Fire Safety Commitment.....	92
Fire Safety Reference Regulations	93
Appliance & Electronics World Expo 2021.....	94
Instructions for Pandemic Prevention.....	94
Regulations on the Management and Control of the Noise at Exhibition Areas.....	97
Contact List of Exhibition Organizers and Service Providers	99



Welcome Speech

Dear exhibitors:

Welcome to the 20th Appliance & Electronics World Expo 2021. We have specially compiled the *Exhibitor Handbook* to help you get fully prepared before the exhibition.

This handbook will provide you with important information for a smooth and successful exhibition. Please carefully read the relevant content in this handbook. If there exists inconvenience because you fail to read or implement relevant explanations in the handbook, we'll feel sorry.

Please fill in the relevant forms according to your actual needs, and submit them to the designated person in charge before the deadline on each form. If you miss the deadline, we won't guarantee to provide you with the corresponding service, and you shall undertake the emergency fee and other losses. Thanks for your cooperation.

If you have any problems and demands during the exhibition, please refer to the contact list of relevant exhibition personnel listed in this handbook.

This exhibition has received great support from more than 800 prestigious enterprises at home and abroad, and tens of thousands of professional visitors have been invited to the exhibition. It is the best platform to promote corporate achievements and display brand images. You can take advantage of the exhibition to have a high-profile promotion of new products, find business partners, deepen customer relationships, and expand the global market.

Please visit our official website for more information about the exhibition. www.awe.com.cn

China Household Electrical Appliances Association
November 2020

EXHIBITION SUGGESTIONS

I. Widely inviting your customers to the exhibition to seize great business opportunities.

It is advised to widely invite your key customers to the exhibition for visiting and negotiation through independent invitations or invitations from the organizer, and inform them of your booth number and latest product information in advance.

II. Applying for VIP Admission Card for key customers in advance

Register through the official website of the exhibition (www.awe.com.cn) or fill in the *Invitation Registration Form of Enterprise Key Customers* (Attachment 14) to make an appointment for your key customers. The organizer will make invitation letters and admission cards in advance and mail them to you.

III. Holding new-product launch events and dealer conferences during the exhibition

The exhibition is a great communication platform. It is advised to release new products or hold a dealer conference during the exhibition, which will attract intensive reports from hundreds of news media. The organizer will also offer necessary support and cooperation to enterprises holding new-product launch events.

IV. Recommending the mode of international popular experiential exhibition

It is advised to invite professional visitors to operate and use your products on the spot, and add more interactions and experiences for visitors including food interaction, live performances, which will not only enhance the visitor's understanding of your products, but also bring unexpected benefits.

V. Senior executives of enterprises accepting interviews

It is advised to make an appointment with the media in advance for interviews of the senior executives of the enterprises, which can effectively enhance the influence at the exhibition, upgrade the brand image, and display the enterprise's achievements. It is a fast and economical marketing and promotion method. The organizer will provide you with media appointment services.

VI. Placing corporate promotional materials in the Exhibition News Center.

Please prepare some promotional manuscripts, information on new products, CDs, etc. in advance, and place them



in the Exhibition News Center for news media. It will exert a positive influence on the promotion of your brand and new products.

VII. Using various forms of advertising provided by the exhibition to expand publicity.

The exhibition hall is located in Pudong New Area, and several exhibitions will be held at the same time. The number of visitors will reach hundreds of thousands. The organizer will provide promotion forms such as catalog advertisements, on-site advertisements and exhibition sponsorship. You can consider seizing this chance to strengthen your publicity and expand your influence.

VIII. Holding a customer reception dinner or organizing other business activities such as tourism in Shanghai to deepen friendship and exchange information.

IMPORTANT NOTES

I. TIMING OF THE EXHIBITION PROCESS

1. Enterprises with raw space and special decorated booth

Content	Deadline	Description	Attachment
Exhibitor registration	December 31, 2020	Submit the Registration Guidelines for Exhibitors.	Attachment 01
Catalog directory registration Catalog advertisement	December 31, 2020	Submit the Registration Guidelines of the Exhibition Catalog Directory and the Application Form for Publication of Printed Advertisements.	Attachment 02 Attachment 10
Booth construction unit registration	January 22, 2021	Submit the Registration Form of the Construction Unit.	Attachment 03
Booth design approval (drawing review) (third-party charged items)	January 22, 2021	Submit the Special Booth Design Approval Form.	Attachment 04
Leasing of electricity, water, furniture and electrical appliances	January 22, 2021	Submit the Application Form for Leasing Electricity, Water, Furniture and Electrical Appliances.	Attachment 05
Application for working overtime in advance for enterprises that need special decoration (for enterprises ranging above 200 square meters).	March 1, 2021	Apply to the organizer in written form, and then the organizer will apply to the exhibition hall uniformly. Please send to the mailbox qiaoqiao@cheaa.com to apply for working overtime.	There is no fixed format. Please indicate the overtime period and the reason for working overtime with the official seal.
Invitation Registration Form of Enterprise Key Customers	January 22, 2021	Submit the Invitation Registration Form of Enterprise Key Customers.	Attachment 14
Application of sponsored projects	December 31, 2020	Submit the On-site Advertisement Application Form.	Attachment 09
Application Form for Publication of Printed Advertisements	December 31, 2021	Submit the Application Form for Publication of Printed Advertisements	Attachment 10
Promotion of new home appliances	January 22, 2021	Submit the New Product Debut Sign Declaration Form	Attachment 11
Enterprise on-site activity declaration	January 22, 2021	Submit the Declaration Form of Enterprise On-site Activities.	Attachment 12



Accommodation reservation	March 1, 2021	Submit the Booking Form of Exhibitors.	Attachment 08
Exhibit transportation	See the attachment for details.	Authorization Letter for Transportation	Attachment 06, 07
Move-in	09:00-22:00 March 8-10, 2021	Go to the organizer's service centers of the South Entrance Hall (1# Entrance), North Entrance Hall (2# Entrance), and East Entrance Hall (3# Entrance) of the exhibition hall with the <i>Registration Notice</i> to make a registration, and get important materials such as the exhibitor pass and <i>Move-in Notice</i> .	Exhibitors who handle the procedures after 22:00 on the move-in day should contact Mr. Yang. Tel.: 13817030328.
Exhibition period	09:30-17:30, March 11-13, 2021 9:30-13:00, March 14, 2021		
Move-out	15:00-22:00, March 14, 2021	After 14:00, the staff will send the move-out notice and the gate pass to the enterprise booth. You can bring your ID card and exhibitor pass to the service center for stamping at 15:00, and you can leave the hall after 15:00. The construction company can only remove the exhibition booths after the exhibitor's products have been taken away.	

2. Standard booth enterprises

Notes: Enterprises are not allowed to modify standard booths or well-furnished standard booths or block the image of the organizer. If such behavior is discovered, the organizer has the right to make on-site rectification.

Content	Deadline	Description	Attachment
Exhibitor registration	December 31, 2020	Submit the Registration Guidelines for Exhibitors.	Attachment 01
Catalog directory registration Catalog advertisement	December 31, 2020	Submit the Registration Guidelines of the Exhibition Catalog Directory and the Application Form for Publication of Printed Advertisements.	Attachment 02 Attachment 10
Leasing of electricity, water, furniture and electrical appliances	January 22, 2021	Submit the Application Form for Leasing Electricity, Water, Furniture and Electrical Appliances.	Attachment 05
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Accommodation reservation	March 1, 2021	Submit the Booking Form of Exhibitors.	Attachment 08
Exhibit transportation	See the attachment for details.		Attachment 06, 07
Move-in	09:00-22:00, March 10, 2021	Go to the organizer's service centers of the South Entrance Hall (1# Entrance), North Entrance Hall (2# Entrance), and East Entrance Hall (3# Entrance) of the exhibition hall with the <i>Registration Notice</i> to make a registration, and get important materials such as the exhibitor pass, <i>Move-in Notice</i> and <i>Move-out Notice</i> .	



Exhibition period	09:30-17:30, March 11-13, 2021 9:30-13:00, March 14, 2021		
Move-out	15:00-22:00, March 14, 2021	After 14:00, the staff will send the move-out notice and the gate pass to the enterprise booth. You can bring your ID card and exhibitor pass to the service center for stamping at 15:00, and you can leave the hall after 15:00. The construction company can only remove the exhibition booths after the exhibitor's products have been taken away.	

II. RELATED ISSUES ABOUT PRE-EXHIBITION PERIOD, MOVE-IN AND MOVE-OUT

Preparation period	<p>Registration of Exhibitors Attachment 01 Deadline: December 31, 2020</p> <p>According to your registration information, the organizer will prepare exhibition passes for exhibitors in advance.</p> <p>This pass will serve as your only certificate for entering and exiting the exhibition hall during the move-in period, exhibition period, and move-out period.</p>
	<p>Registration of Catalog Directory Attachment 02 Deadline: December 31, 2020</p> <p>Enterprise information will be promoted to tens of thousands of customers at home and abroad through the exhibition catalog. We will publish the information in the <i>Registration Guidelines of the Exhibition Catalog Directory</i>. If there is any change, please fill in the form and declare it before the deadline. Publication cannot be guaranteed if you miss the deadline.</p>
	<p>Application of Catalog and Sponsorship Attachment 09 Attachment 10 Deadline: December 31, 2020</p> <p>Through the various advertisements and sponsorship provided by the exhibition, enterprises can fully display their own images and promote products. These methods will enable you to stand out and win the favor from the media and visitors.</p>
	<p>Application for Leasing of Electricity, Water, Furniture and Electrical Appliances Attachment 05 Deadline: January 22, 2021</p> <p>Please fill in the form so as to meet your electricity and exhibition needs. A 50% emergency fee will be charged for late declaration.</p>
	<p>Enterprise On-site Activity Declaration Attachment 12 Deadline: January 22, 2021</p> <p>Exhibitors can consider holding on-site activities such as dealer conferences and new-product launch events during the exhibition, which will help promote new products, demonstrate corporate achievements, and expand influence. The organizer will specially introduce supporting policies such as exhibition conferences and activity space.</p>
	<p>Promotion of New Home Appliances Attachment 11 Deadline: January 22, 2021</p> <p>Exhibitors can apply for the service of the debut sign of new home appliances to expand the promotion and influence of new products.</p>
	<p>Accommodation Reservation Attachment 08 Deadline: March 1, 2021</p> <p>During the peak season of exhibitions, there may be a shortage of housing resources, and prices may change. Please declare in advance.</p>
	<p>Authorization Letter for Exhibit Transportation Attachment 06 and Attachment 07</p> <p>Please contact the official forwarder in time to ensure that your exhibits can arrive at the exhibition hall on time and safely.</p>
Move-in period	<p>Registration and move-in</p> <p>Time of registration, unloading and move-in for special booth exhibitors: 09:00-22:00, March 8-10, 2021</p> <p>(If you have special requirements to enter the exhibition hall, please communicate with the organizer in advance. The organizer will make great efforts to coordinate according to the schedule of the exhibition hall.)</p> <p>Time of registration and move-in for standard booth exhibitors: 9:00-22:00, March 10, 2021</p>



	<p>Go to the organizer's service centers of the South Entrance Hall (1# Entrance), North Entrance Hall (2# Entrance), and East Entrance Hall (3# Entrance) of the exhibition hall with the <i>Registration Notice</i> to make a registration, and get important materials such as the exhibitor pass and <i>Move-in Notice</i>.</p>
Move-out	<p>After 15:00 on March 14, 2021, the person in charge of the move-out can issue the <i>Item Exit Form</i> at the organizer's service center with his exhibitor pass and ID card. After 15:00 on March 14, 2021, after all the exhibits in and surrounding the booth have been removed, the booth can start to be torn down.</p> <p>The move-out should be completed before 22:00 on the same day, and the special construction unit and exhibitors shall bear the cost of overtime working due to delay.</p> <p>During the move-out, the construction waste, tape and sign residues in the booth must be cleaned up, and the deposit refund procedure can be handled at the service counter of the main construction unit after confirmation by the exhibition hall.</p>

III. RELATED ISSUES OF CONSTRUCTION AND TRANSPORTATION

Preparation period	<p>Registration</p> <p>For unified management of the special construction units of the exhibition hall, please fill in the <i>Registration Form of the Construction Unit</i> (Attachment 03) before January 22, 2021 and make registration with the main construction unit of the hall. Units without registration are not allowed to enter the site for construction.</p> <p style="text-align: right;">Refer to the handbook and attachment 03 for more details.</p>
	<p>Drawing review (third-party charged items, please refer to this handbook.)</p> <p>Drawing review of the first-floor booth: Please submit the booth design plan, design sketch, circuit diagrams and fire protection material instructions (in duplicate) to the main construction unit before January 22, 2021. Booths with unqualified drawings are strictly prohibited from entering the exhibition hall.</p> <p>Special booth drawing review: According to the regulations of Shanghai New International Expo Centre, all double-story booths, special booths with a single-story height of more than 4.5 meters (including 4.5 meters) or booths with a top structure exceeding 50% of the booth area must submit an application form (Attachment 04) for review of the construction design drawings. It must be submitted to HAH Consulting & Exhibition Co., Ltd. Shanghai for review before January 22, 2021. (HAH Consulting & Exhibition Co., Ltd. Shanghai is only in charge of the review of the design structure, but not fire safety.)</p> <p>Note: There's no need of preliminary review to the fire protection drawings, but all designs shall comply with the fire protection regulations. If any violation of regulations is found, the construction shall be suspended for rectification.</p> <p style="text-align: right;">Refer to the handbook for more details.</p>
	<p>Application for electricity, water, gas, telephone, internet, furniture and electrical appliances (third-party charged items).</p> <p>The special construction unit shall fill in the application form (Attachment 05) as required and submits it to the main construction unit of the hall before January 22, 2021. A 50% emergency fee will be charged for late declaration.</p> <p style="text-align: right;">Refer to attachment 05 and the handbook for more details.</p>
	<p>Structural suspension point (suspension point) application (third-party charged items).</p> <p>Please submit the application form (Attachment 05) to the main construction unit of the hall before January 22, 2021, and the main construction unit will hand it over to the exhibition hall. Then the construction staff of the exhibition hall shall construct according to the order of registration. Late or on-site applications cannot guarantee in-time construction. Charging criteria: RMB 2,700/structural suspension point. If corporate information appears on the suspended structure and the advertising costs incurred are greater than the cost of structural suspension, it is regarded as an advertising suspension point. The number of suspension points applied for and the calculation method of the advertising structure must be reviewed and approved by the exhibition hall before construction is carried out. It is not advised to use suspension points for construction, and the suspension points must not be connected to the ground structure.</p>



Move-in period	<p>Special construction time: 9:00-22:00, March 8-10, 2021 (Special notes: the construction time is 3 days).</p>
	<p>Procedure handling of the construction in the hall</p> <p>The person in charge of the special construction unit shall bring his or her ID card to the on-site service center of W1 Hall Certification Center before 17:00 on March 8, 2021 to go through the real-name authentication procedures, and handle passes for move-in and move-out personnel at the same place from March 7 to 10, 2021.</p> <p style="text-align: right;">Refer to the handbook for more details.</p>
	<p>Handling the Transport Vehicle Pass and Truck Pass</p> <p>Special construction units or exhibitors can apply for the Transport Vehicle Pass and Truck Pass at 8:00-20:00 on March 8-10, 2021 at the Certification Center of the south square, Shanghai New International Expo Centre. Each vehicle needs to pay a service fee of RMB 50 and a deposit of RMB 300. The unloading work must be completed within 1.5 hours, and the deposit will be deducted for being overtime. Those who leave on time after loading and unloading will get the deposit with the Transport Vehicle Pass and the deposit receipt.</p> <p style="text-align: right;">Refer to the handbook for more details.</p>
	<p>Working overtime application</p> <p>If special construction units or transportation units need to work overtime, please apply at the Customer Service Center at the South Entrance Hall (1# Entrance) before 15:00 on the same day. A 50% emergency fee will be charged for the delay.</p> <p>Charging criteria: 8:00-9:00 from March 8 to 11, RMB 1,300/hour; 22:00-8:00 the next day, RMB 2,600/hour.</p> <p>For overtime work, the overtime pay will be doubled.</p> <p style="text-align: right;">Refer to the handbook for more details.</p>
Move-out	<p>After 15:00 on March 14, 2021, when all the exhibits in and surrounding the booth have been removed, the booth can start to be torn down.</p> <p>The move-out should be completed before 22:00 on the same day, and the special construction unit and exhibitors shall bear the cost of overtime working due to delay.</p> <p>During the move-out, the construction waste, tape and sign residues in the booth must be cleaned up, and the deposit refund procedure can be handled at the service counter of the main construction unit after confirmation by the exhibition hall.</p> <p style="text-align: right;">Refer to the handbook for more details.</p>

CHAPTER I EXHIBITION INTRODUCTION

I. EXHIBITION NAME

Appliance & Electronics World Expo (AWE)

II. EXHIBITION TIME

Exhibition period: March 11-March 14 9:30-17:30, March 11-13, 2021 9:30-13:00, March 14, 2021	Move-in time: 9:00-22:00, March 8-10
	Move-out time: 15:00-22:00, March 14

III. EXHIBITION VENUE

Hall W1, W2, W3, W4, W5, N1, N2, N3, N4, N5, E1, E2, Shanghai New International Expo Centre (No. 2345 Longyang Road, Pudong New Area, Shanghai, China)

(I) Schematic diagram of the exhibition hall



(II) Technical data of the exhibition hall



Ground bearing of the exhibition hall	3.3 tons/m ²
Allowable height	The maximum construction height of a single-story booth should not exceed 6 meters, and that of a double-story booth should not exceed 7.5 meters. Special requirements need to be declared. New regulations: Special booths with a single-story height of more than 4.5 meters (including 4.5 meters) or booths with a top structure exceeding 50% of the booth area must be reviewed. (Corresponding fees are required for drawing review.)
Entrance (Exhibits enter the exhibition hall)	Every exhibition hall has 10 gates (5 meters wide × 4 meters high).
Fire fighting	Smoke alarm, automatic spray and portable fire extinguisher.

IV. ORGANIZER

China Household Electrical Appliances Association

V. UNDERTAKER

Beijing Shengshi Association Exhibition Service Co., Ltd.

Beijing Shengshi Xinlian Exhibition Service Co., Ltd.

VI. OFFICIAL WEBSITE

www.awe.com.cn

VII. OFFICIAL FORWARDERS

Top-Trans Expo Logistics Co., Ltd. (Top-Trans)

Shanghai Chuangyuan International Logistics Co., Ltd.

VIII. CONSTRUCTION UNIT OF THE MAIN HALL

Shanghai Rongji Exhibition Co., Ltd.

Shanghai Syma-Expo Ltd.

Oriental Expo Services (Beijing) Ltd.

CHAPTER II NOTICE FOR EXHIBITORS

I. REGISTRATION

(I) Registration and exhibitor pass

This exhibition will produce exhibitor passes with the unit's name, personnel name and position for each participant. The exhibitor pass can be used during the move-in, exhibition and move-out period. Those who do not have the exhibitor pass cannot enter the exhibition hall. All exhibitors must register in advance in order to obtain the exhibitor pass.

1. Registration

Please fill in the Registration Guidelines for Exhibitors (Attachment 01) in this handbook and submit it to the exhibition organizing committee using the official website exhibitor service system before December 31, 2020.

Exhibitors who have delayed registration or no registration can only handle the procedure on-site.

2. Exhibitor pass application standard

The exhibition organizing committee will send exhibitor passes to pre-registered exhibitors. The relevant standards are as follows:

Booth type	Number of exhibitor passes	Remarks
Ordinary standard booth (3m x 3m)	3/booth	Every pass will be charged for RMB 10 for exceeding the prescribed quantity.
Well-furnished standard booth (3m x 4m)	4/booth	
Special decorated booth (raw space)	2/9 square meters	

3. Visa invitation letter for overseas customers

If the exhibitor invites overseas buyers to visit the exhibition and needs to apply for the *Overseas Customer Visa Invitation Letter*, please fill in the *Overseas Customer Visa Invitation Letter Application Form* (Attachment 15) in this handbook and send it to the exhibition organizing committee before January 22, 2021 through email or fax. The exhibition organizing committee will handle the declaration matters for you.

(II) Registration and catalog collection

1. Registration time: Special booth exhibitors 9:00-18:00, March 8-10, 2021

Standard booth exhibitors: 9:00-18:00, March 10, 2021

2. Registration location: Shanghai New International Expo Centre South Entrance Hall (1# Entrance), North Entrance Hall (2# Entrance) and East Entrance Hall (3# Entrance).

3. Registration method: Exhibitors can go to the organizer's service center, present the original *Registration Notice*, and collect the exhibitor pass, conference catalog, *Move-in Notice*, *Move-out Notice*, and related materials of AWE Award.

4. Catalog collection: Exhibitors of standard booths can collect one catalog while exhibitors of special booths can collect three catalogs.

II. MOVE-IN AND MOVE-OUT

(I) Standard booth layout and move-in regulations

The main construction unit designated by the exhibition shall build in accordance with the standard booth layout.

1. Standard booth layout



1.1 Ordinary standard booth (3m x 3m)

- Fascia board: Chinese and English exhibitor name and booth number
- Partition board: Length 3m × Width 3m × Height 2.5m
- Floor: 9-square-meter carpet
- Furniture: 1 information counter, 2 folding chairs and 1 waste paper basket
- Spotlights: 3 spotlights of 100W

—Power supply: 1 socket (5A/220V, maximum power is 500W, if there is a need to increase lighting or power equipment, please declare for it separately.)



1.2 Well-furnished standard booth (4m×3 m)

—Light box and fascia board: Chinese and English exhibitor name and booth number

—Partition board: Length 3m × Width 4m × Height 2.5m

—Floor: 12-square-meter carpet

—Furniture: 1 information counter + 1 bar chair, 1 negotiation table + 3 folding chairs, 1 waste paper basket, 1 high-and-low table or 4 plywoods (100cm*30cm)

—Spotlights: 5 spotlights of 100W

—Power supply: 1 socket (5A/220V, maximum power is 500W, if there is a need to increase lighting or power equipment, please declare for it separately.)

2. Standard booth layout regulations

2.1 The company logo of the exhibitor is not included in the basic booth layout. If you need to add it, please make a reservation with the main construction unit.

(For contact information, please refer to P8 of the related personnel's contacts.)

- 2.2 The standard booth has been equipped with basic configuration, and exhibitors can make full use of existing resources to set up their booths. If you need to add power supply, telephone, network cable or other exhibition equipment, you can fill in the application form (Attachment 05), pay the related expenses, and lease it from the main construction unit. If an exhibitor rents two or more linked booths (unless the exhibitor specifically declares to the organizer), remove the partition between the two booths.
- 2.3 All standard booths must be constructed and carpeted according to the area specified in the contract (the main construction unit is in charge of it). Exhibitors who rent standard booths have no right to modify their structure or usage. **The height of any exhibits and decorations in the standard booth shall not exceed 2.5 meters. It is prohibited to post or hang any promotional materials and articles on the lateral side and above the hoarding and fascia board.** If you need help when hanging or displaying exhibits, please contact the main construction unit designated by the exhibition. In addition, exhibitors are prohibited from placing exhibits in the passage, or the exhibits will be confiscated.
- 2.4 It is strictly forbidden to use nails, glue, thumbtacks or similar materials in any part of the construction or display rack, otherwise the exhibitor shall bear all losses.
- 2.5 If an exhibitor changes any part of the standard booth structure, the organizer will treat the exhibitor as a lessee of a special booth. The organizer will only provide a piece of raw space where the booth is located without the supply such as power, aluminum alloy frames, carpets or exhibition tools. Exhibitors need to apply to the main construction unit again to go through the procedures for special booths.
- 2.6 No refund will be given for items that are not used by the exhibitor in the standard booth layout.

(II) Special booth construction regulations

For special booths, only raw space is provided without the configuration in standard booths. Exhibitors can choose to build their own booths or entrust a construction unit to carry out booth design and construction.

1. Special booth registration and drawing review

- 1.1 Registration: In order to prevent unqualified units or individuals from constructing and causing safety hazards, the exhibitor must notify the main construction unit of the information of its entrusted construction unit, and supervise the construction unit to register with the main construction unit, and fill in the *Construction Unit Registration Form* (Attachment 03), together with a copy of the construction unit's business license, which shall be faxed to the main construction unit before January 22, 2021. Units without registration are not allowed to enter the hall.
- 1.2 Drawing review: Exhibitors or construction units must send the floor plan, design sketch, circuit diagrams and fire protection building material instructions to the main construction unit in duplicate before January 22, 2021. They will be collected by the main construction unit and submitted to the exhibition hall for review. If the drawings need to be modified, the main construction unit will return one set of the above drawings to the

exhibitor or construction unit, and indicate the place to be modified. The exhibitor or construction unit shall complete the modification within ten working days after receiving the drawing and submit it to the main construction unit again. Booths that have not been reviewed or unqualified will not be issued a construction permit, and applications for water, electricity, and gas will not be approved. Those who construct by themselves will not be provided with electricity. **A 50% emergency fee will be charged for late process handling.**

Note: Booth design and construction materials must comply with fire safety regulations. The fire department does not review the drawings in advance, but will conduct inspections at the construction site. If it is found to be unqualified, construction must be stopped for rectification.

2. Special booth construction regulations

- 2.1 The construction unit of the special booth must sign the *Builder's Safety Commitment* when going through the construction procedures, otherwise it is not allowed to enter the site for construction. **Note: The format is subject to that published on the official website of the Shanghai New International Expo Centre, which is shown on the last page.**
- 2.2 Principle of the open exhibition layout: The sight of surrounding booths cannot be blocked. If there is a booth on the opposite side of the aisle, it's not allowed to set up a display board with a height of more than 1.8 meters and a width of more than 3 meters within 3 meters from the edge of the opposite booth.
- 2.3 The personnel of the construction unit must wear uniforms and the gate pass when entering the exhibition hall. The construction permit needs to be authenticated with the real name by the exhibition hall, and it is for personal use only. No one is allowed to enter the exhibition hall without a certificate. The valid time of the certificate is the move-in and move-out period of this exhibition, and it cannot be used during the exhibition.
- 2.4 **All decoration materials must be non-combustible or flame-retardant materials. Wooden-structure devices must be coated with fire-resistant paint, and it is strictly forbidden to use flammable foam boards, wooden materials and boards without fire protection treatment, and plastic boards for petrochemical usage as construction materials.**
- 2.5 Smoking and the use of open flames are strictly prohibited in the exhibition hall while cutting, electric welding and gas welding are not allowed. The packaging materials of the exhibits and other combustible items should be removed from the exhibition hall in time.
- 2.6 The use of neon lights and iodine-tungsten lamps (heating machines) is prohibited in the exhibition hall. High-power halogen-tungsten lamps are not allowed for the booth layout, and the lighting arrangement and flammable items should keep the distance of at least 50 cm.
- 2.7 The distribution of electrical circuit capacity should be balanced, and the total amount of electrical equipment connected to each circuit shall not exceed its maximum load.
- 2.8 It is strictly forbidden for the structure (top) of the booth to be higher than or against the fire sprinkler

equipment and fire pipelines. It is strictly forbidden to hang articles or banners on fire sprinklers or fire pipelines. No construction materials or coverings are allowed to be put in front of the fire hydrants in the exhibition hall.

- 2.8.1 All construction workers must wear safety helmets, and those working at heights (2 meters and above) must wear safety helmets and safety belts. Other necessary safety measures should also be taken to prevent objects from falling and hurting people.
- 2.8.2 The full-time electricians affiliated to each company must have a legal electrician certificate or electrician operation certificate.
- 2.8.3 No publicity materials shall be hung or posted on the column heads and walls in the exhibition hall. Violators will be fined RMB 500. If a specially constructed booth intends to cover the column head of the exhibition hall with materials, it is necessary to inform the exhibition hall in advance and the construction drawings shall be provided, and construction can only be carried out after the permission of the exhibition hall.
- 2.9 Size requirements for large components: The length of a single piece of large components shall not exceed 6 meters with its height not exceeding 2.4 meters, and the width not exceeding 3 meters. In case of violation of this rule, the exhibition hall will order relevant units to modify the construction materials until they meet the required dimensions of the exhibition hall before entering the exhibition hall; the exhibition hall will impose a fine of more than RMB 2,000 on the relevant units that do not listen to advice with violations.
- 2.10 **For special booths, the height limit of the single-story booth is 6 meters, and the height of the double-story booth is 7.5 meters.**
- 2.10.1 Two or more special booth exhibitors are adjacent to each other: The construction height shall not exceed 6 meters, and it's required to negotiate with adjacent booths to unify the construction height. If the construction heights are inconsistent, one party shall get the approval from the other party to level the back of the booth, following the principle of not affecting adjacent booths. The construction height of the special booth adjacent to the standard booth should not exceed 6 meters, otherwise it shall obtain approval from the other party and level the back of the booth. Promotion characters or company logos cannot be placed on the back to avoid bringing adverse effects to its neighbor.
- 2.10.2 Double-story booth construction: The height limit is 7.5 meters. When constructing double-story, complex-structured booths and building booths outside the hall, detailed structure drawings of the booth must be provided with the review stamp from the relevant qualification design institute and a seal and audit report from a national first-class registered structural engineer. The safety of the booth shall be fully taken into consideration from design to construction to ensure the firmness of the connection points and the overall structure of the booth. Double-story booths, special booths with a single-story height of more than 4.5 meters (including 4.5 meters) and booths with a top structure exceeding 50% of the booth area must also undergo drawing review. The corresponding construction unit should fill in and fax the *Special Booth Design*

Approval Form (Attachment 04) to HAH Consulting & Exhibition Co., Ltd. Shanghai for review before January 22, 2021. Construction can only be carried out after the review is passed.

HAH Consulting & Exhibition Co., Ltd. Shanghai
Address: Shanghai New International Expo Centre, No. 2345 Longyang Road, Pudong New Area, Shanghai, China
Contact: Kim Gu
Tel.: 86-21-28906633/34/35 extension 809 Fax: 86-21-28906000

(III) Regulations for the construction of double-story booths

1. Basic provisions

- 1.1 The first and second stories of a double-story booth must be the same exhibitor. The cost of the second story is twice the cost for its area.
- 1.2 Booths with an area of 60 square meters or more and a width of not less than 6 meters can be built for double-story booths.
- 1.3 The area of the double-story booth shall not exceed 30% of the area of the single-story booth.
- 1.4 The construction of the double-story booth must be designed by a design department with provincial (municipal)-level design qualification and be constructed by a construction unit with provincial (municipal)-level construction qualification.
- 1.5 Exhibitors who set up a double-story booth must fill in and return the *Special Booth Design Approval Form* (Attachment 04) before January 22, 2021.

2. Drawing review

According to the regulations of Shanghai New International Expo Centre, all double-story booths, special booths with a single-story height of more than 4.5 meters (including 4.5 meters) or booths with a top structure exceeding 50% of the booth area must submit the design drawing to HAH Consulting & Exhibition Co., Ltd. Shanghai for review to ensure the standardized construction of various exhibition booths and the safety and property of exhibitors and visitors. Booths that have passed the review of the national first-level registered structural engineer must be reviewed by Shanghai New International Expo Centre Co., Ltd. again.

2.1 Drawings for review (the legend is attached)

a. Overall design sketch of the booth (front and two lateral sides);	b. Ground floor plan;	c. Upper floor plan;	d. Front elevation;
e. Side elevation;	f. Sectional drawing;	g. Structural drawing;	h. Booth planning instructions and technical data of construction materials.

2.2 Review the booth drawings (in quadruplicate)

a. Overall design sketch of the booth (front and two lateral sides);	b. Ground and upper floor plan;	c. Front elevation view and side elevation view;	d. Sectional drawing;
e. Live-load, wind-load and static-load calculation data and structural drawings (with the stamp of a national first-level registered structural engineer);	f. Structural calculation report (with the stamp of a national first-level registered structural engineer);	g. A copy of the qualification certificate of the national first-level registered structural engineer for the booth review (only one copy);	h. Booth planning instructions and technical data of construction materials.

2.3 The drawings entrusted to Shanghai New International Expo Centre Co., Ltd. for review or recheck must be specifically marked with Arabic numerals for their dimensions, and must not be marked only with grid lines. In this case, the drawing will be returned and cannot be reviewed. If this causes a delay, the exhibitor and construction unit shall bear all the consequences.

2.4 All drawings provided by the construction company must follow the specified scale with an indication of the detailed dimensions (meters). Faxed drawings and documents will not be accepted.

2.5 For exhibitors whose construction design drawings such as double-story booths need to be reviewed by a registered structural engineer and the organizer. Without approval, the exhibition hall and relevant drawing review units have the right to prohibit the unit from constructing within the exhibition hall.

3. Drawing review fees and payment methods

Shanghai New International Expo Centre Co., Ltd. will charge RMB 50 per square meter for the drawing review of double-story booths and RMB 25 per square meter for that of single-story booths. For booths that have passed the review of the national first-level registered structural engineer, RMB 25 per square meter has to be paid for double-story booths and RMB 18 per square meter for the single-story booth as the drawing review fee. The effective drawing approval area of a double-story booth is the actual construction area on the upper floor with that on the ground. Please wire transfer the fees for drawing review to the following account:

Account No.	Account bank name	Company name
096770-20818171001	China Merchants Bank Shanghai Branch Huaihai Sub-branch	HAH Consulting & Exhibition Co., Ltd. Shanghai

4. Technical requirements for double-story booth construction

4.1 Booth structure

The booth can be built in the traditional way or adopt modular materials, and the construction material standards are suitable for floors, hoardings and ceilings.

4.2 Booth arrangement/upper booth design

Stairs, open exhibition areas and meeting areas must be at least 1 meter away from the aisle. There should be a

distance of 3 meters between adjacent booths. If it is impossible to maintain the distance mentioned above, a screen no less than 2 meters high should be installed to completely separate the two booths. The side facing the adjacent booth should be white, with a clean and blank appearance. Adjacent booths can use this side for publicity.

4.3 Railing

The height of the railing shall not be less than 0.9 meters. A 0.05-meter-high anti-sway wood lath should be installed on the ground of the open area of the first-floor booth. In order to prevent objects (such as wine glasses) from sliding off when placed on the railing, the handrails and tops of the railings should be made into an arc shape.

4.4 Supporting capacity

Ceiling strength: When used to withstand ordinary visitor flow, conferences, product promotion or as storage space, the bearing capacity of the upper-floor booth is at least 5 kN/m². According to regulations, the bearing capacity is allowed to be reduced to 2 kN/m² in the following situations: The upper-floor booth is used as an office, sales center (with an area of less than 50 square meters), lounge or corridor, and personnel will not stay here for a long time. The stairs are not open to the public and have obvious signs. The designated use of these rooms should be clearly mentioned in the submitted documents.

Stair strength: Stairs must be constructed in accordance with the Shanghai Building Regulations, and the bearing capacity should reach 5 kN/m².

Railing/pillar strength: The design of railings and pillars should ensure that they can withstand the horizontal force of 1 kN/m²

4.5 Fire protection requirements

4.5.1 The escape route from the farthest point of the upper floor of the booth to the aisle should be less than 25 meters.

4.5.2 If the upper-floor booth area is less than or equal to 100 square meters, there should be a stairway extending beyond the booth.

4.5.3 If the upper-floor booth area is more than 100 square meters, at least two stairs should be set up at both ends of the booth, one of which should extend beyond the booth. The space under the stair treads cannot be used for stacking, nor can it be installed with shelves.

4.5.4 If the area covered by the upper floor of the booth exceeds 30 square meters, a sprinkler system must be installed, with one sprinkler head installed for every 12 square meters or in each region of the covered area. The sprinkler system should cover all rooms.

4.5.5 No closed ceiling or canopy shall be installed on the upper floor of the booth. A standard metal grid with a size of 1 cm x 1 cm can be used. The open area shall not be less than 80% including the area occupied by lighting appliances. The outside exhibition hall should be clearly visible from any compartment or internal

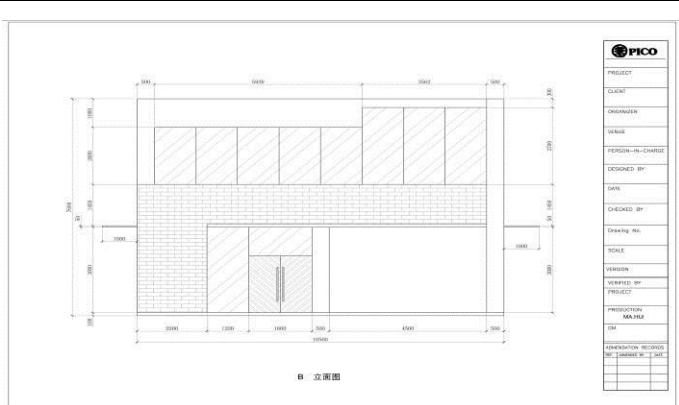
area of the booth.

4.5.6 If there is a need, the relevant competent unit has the right to require exhibitors to add additional safety or fire protection measures until the final approval of the entire booth is obtained. Exhibitors are requested to carefully consider adopting the construction method of a double-story booth in view of the regulations above.

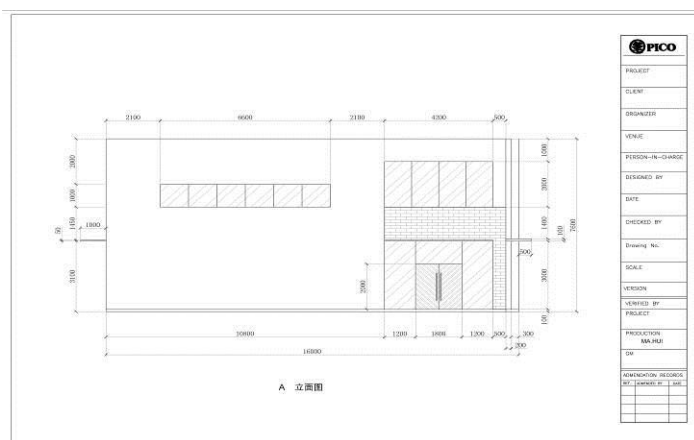
Figure: Legend of a double-story booth

Drawing name	The legend is for reference only
<p style="text-align: center;">Design sketch</p>	
<p style="text-align: center;">Ground floor plan</p>	
<p style="text-align: center;">Upper floor plan</p>	

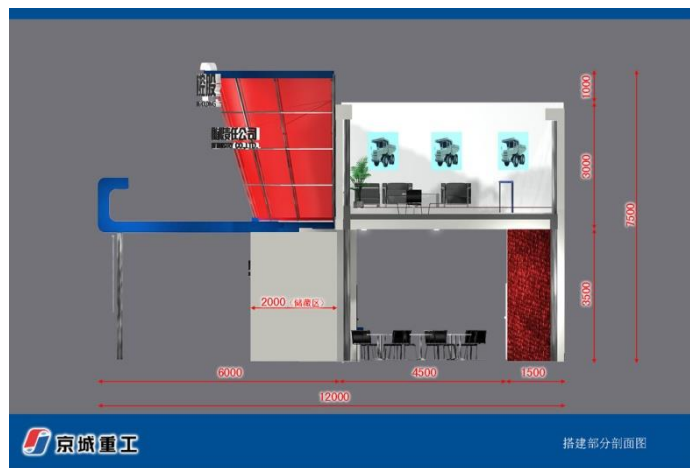
Front elevation



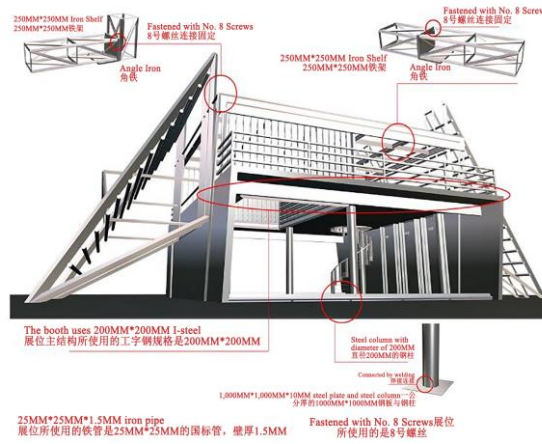
Side elevation (left and right)



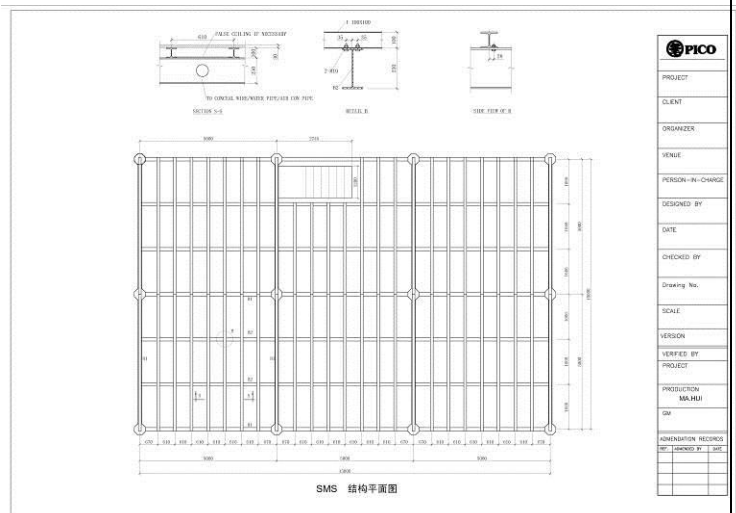
Sectional drawing



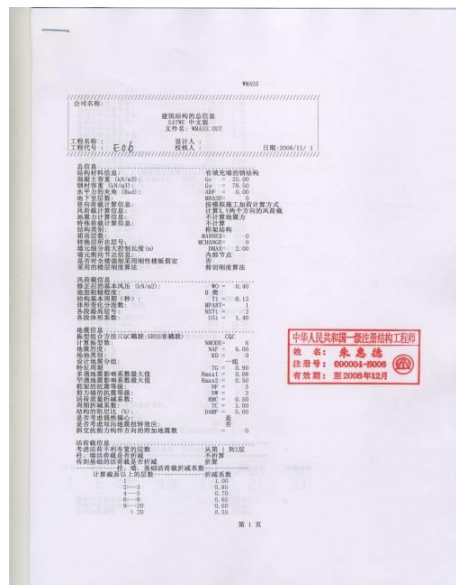
Booth specifications and technical data of construction materials
/Material list



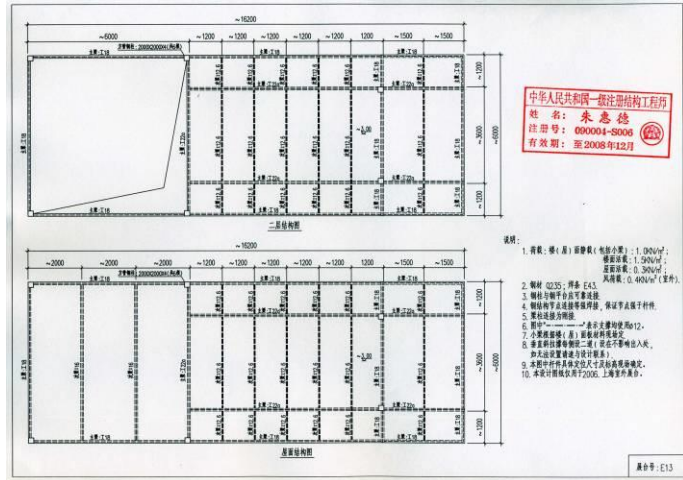
Structural drawing (2nd floor)



Additional item needed for booth review:
Structural calculation data report
(with the stamp of a national first-level registered structural engineer)



Additional item needed for booth review:
Structural drawing (with the stamp of a national first-level registered structural engineer)



Additional item needed for booth review:
A copy of the national first-level registered structural engineer qualification certificate




(IV) Procedures for the construction unit to enter the hall

The person in charge of the construction shall handle the procedures for the construction unit entering the exhibition hall (that is, the person in charge shall apply for the gate pass for all construction personnel and move-out personnel).

1. Handling admission procedures

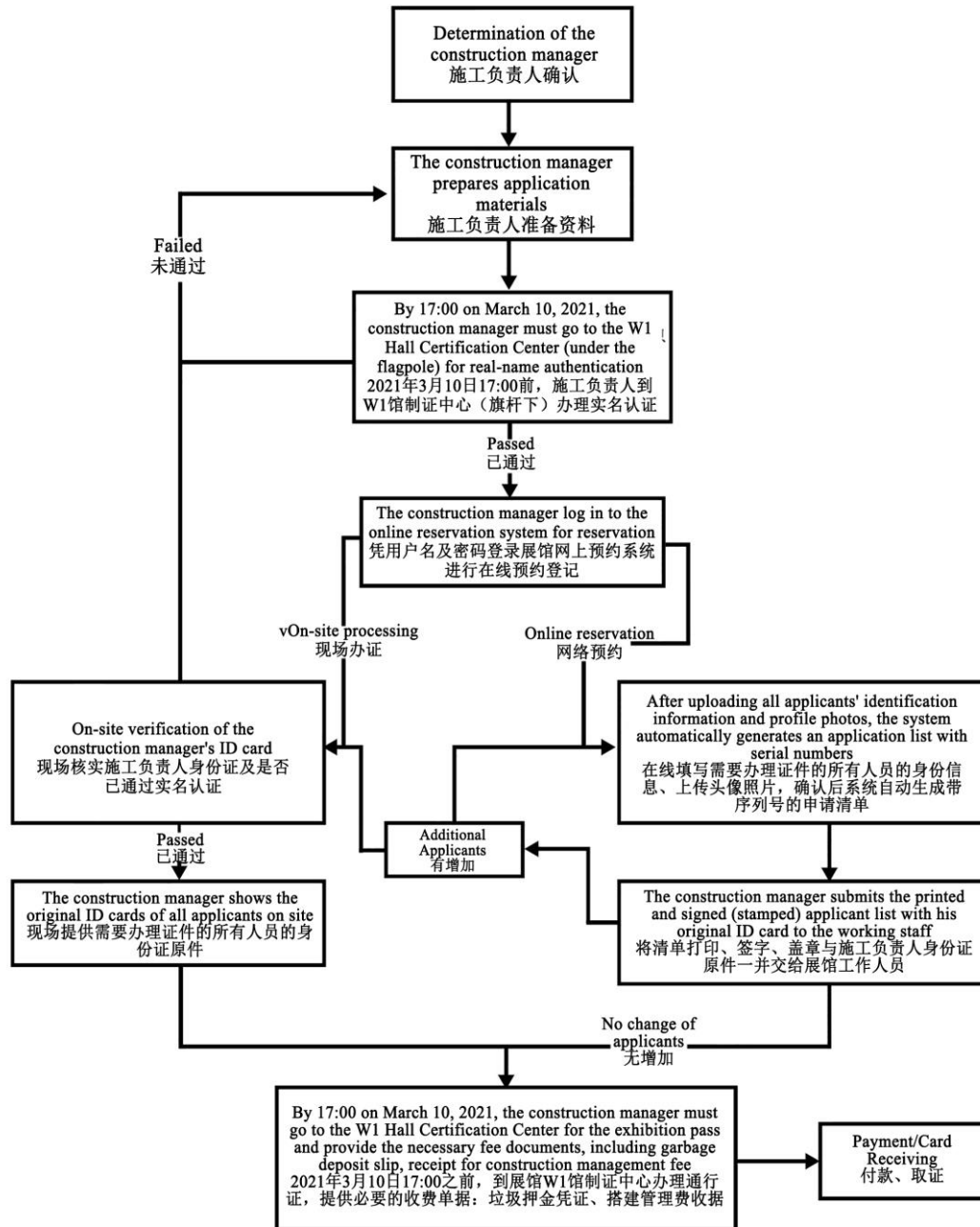
Real-name authentication	Processing time: No later than 17:00 on March 10, 2021 (gate pass can only be processed after the real-name authentication)
	Registration location: Shanghai New International Expo Centre W1 Hall Certification Center (under the flagpole)
	When the person in charge of construction goes through the real-name authentication procedures, materials needed include: <ul style="list-style-type: none"> ① Original copy of the second-generation ID card ② Copy of the second-generation ID card (front and back, two copies) ③ Copy of the company's business license (with an official seal, two copies) ④ Real-name Authentication Form (Attachment 18) filled out, signed and stamped by the person in charge of construction ⑤ The <i>Shanghai New International Expo Centre Construction Safety Commitment</i> must be signed and stamped by the person in charge of the construction ⑥ If the person in charge of the construction is unable to come, he or she needs to fill in the power of attorney, which shall be signed and stamped by both parties. <p>Note: Real-name authentication is valid for one year, and re-authentication is required for invalidation.</p>
Online pre-registration and list printing	Log in to the online appointment system for certificate handling of the exhibition hall to make online pre-registration with the user name and password provided by the exhibition hall. After uploading all applicants' identification information and profile photos, the system will automatically generate an application list with serial numbers. Print out the list and ask the person in charge to sign on it with a stamp.
Fee payment	Time: Please pay the following fees before you apply for the gate pass for the move-in and move-out personnel.
	<p>Garbage disposal deposit (including ground and facility deposit): The exhibitor shall pay it to the main construction unit by wire transfer in advance or cash on site, and obtain the deposit receipt. (For refunds, please consult the corresponding main construction unit. If any facilities in the hall are damaged, you need to compensate according to its price.)</p> <p>Construction management fee: The exhibitor shall pay to the main construction unit by wire transfer in advance or cash on site.</p>
Gate pass for move-in and	Processing time: 9:00 on March 8, 2021 to 17:00 on March 10, 2021
	Registration location: Certification Center near the W1 Hall of Shanghai New International Expo Centre

move-out personnel	<p>The materials that the person in charge of the construction unit needs to bring when applying for the gate pass for move-in and move-out personnel include:</p> <ul style="list-style-type: none"> ① The second-generation ID card of the person in charge of the construction unit and the construction staff ② A printed list of the identity information of the person in charge of the construction unit and all workers (signature and stamp required by the person in charge) ③ The garbage disposal deposit receipt issued by the main construction unit ④ Payment of the gate pass cost
<p>Get the gate pass before entering the construction site. (Figure: Legend of the gate pass for the move-in and move-out personnel)</p> <div style="text-align: right;">  </div>	

2. Charging criteria:

Item	Charging criteria
Construction management fee	RMB 30/m²
Garbage disposal deposit (including ground and facility deposit)	<p>Special booths below 300 square meters (including 300 square meters), RMB 30,000; special booths above 300 square meters, RMB 50,000.</p> <p>After the exhibitor has cleaned the garbage in the booth and passed the inspection by the exhibition hall, the main construction unit will refund the deposit.</p>
Construction permit	<p>RMB 50/permit (including RMB 20/permit compulsory insurance premium), processed with the receipt of garbage disposal deposit and construction management fee receipt.</p>

3. Schematic diagram of handling process



(V) Overtime working

If there's a need for working overtime, please go to the Customer Service Center of the Shanghai New International Expo Centre at the South Entrance Hall (1# Entrance) **before 15:00 on the day of overtime work**, and a 50% fee will be charged for exceeding the specified time.

Overtime charge (March 8-10, 2021)	8:00~22:00 (application from an-hour working overtime)	RMB 1,300/hour
	22:00~8:00 on the following day (application from an-hour working overtime)	RMB 2,600/hour

For overtime work outside the above period, the overtime pay will be doubled.

III. RELEVANT REGULATIONS ON SITE MANAGEMENT

1. Basic management regulations

- 1.1 Compliance with policies and regulations: Exhibitors must abide by the laws of the People's Republic of China and the policies and regulations of relevant departments of public security, customs, commodity inspection, and fire fighting, and abide by the relevant regulations of the exhibition organizer and the exhibition hall (including all contents in this handbook).
- 1.2 No sales allowed: This exhibition is international and professional. Only display and communication are allowed. It's forbidden to carry on retail business or display any products unrelated to the exhibition. If the cases mentioned above occur, the organizer has the right to confiscate the exhibits and not refund the booth fee.
- 1.3 Bringing a copy of the business license: Exhibitors must bring a copy of their business license for future reference. Units without a corporate legal person license or business license are not eligible to participate in the exhibition.
- 1.4 No booth transfer or splicing: Once such cases are discovered, the organizer has the right to take back the booth and impose penalties on the booth applicant.
- 1.5 No free photography or video recording: Except for the interviewers approved by the exhibition organizer, photography and video recording of booths and exhibits should be approved by the exhibitor in advance.
- 1.6 Application for special power requirements in advance: Exhibitors who need 24 hours of power supply or delayed power cuts, water cuts, compressed air cuts, and phone cuts must apply to the main construction unit

in advance.

2. Empty container management

2.1 Empty container stacking location: According to the requirements of the firefighting department, the debris should be cleaned up in time during the construction and move-in period. All empty containers and packaging materials must be stacked in the designated stacking place. If they are in other places, they will be regarded as garbage with no owner and cleaned up.

2.2 Packing of empty containers: For the convenience of exhibitors, the organizer of the exhibition entrusts the official forwarder to store and manage empty containers. Exhibitors are requested to compress and fold the empty containers as much as possible with marks. The official forwarder will send staff to assist in the clearing and transportation, the charging criterion is RMB 50/m³ during the exhibition period (minimum RMB 100 for each exhibitor).

2.3 Empty container collection time: In order to maintain the overall image of the exhibition and ensure your safety, it is strictly forbidden to use empty containers during the exhibition period. Exhibitors can pick up empty containers after 13:00 on March 14, 2021. In order to increase efficiency, a combination method may be employed, i.e. exhibitors may take empty boxes by themselves and the official freight forwarder may carry empty boxes to booths for free.

3. Volume and performance management

3.1 Volume management: **Each exhibitor should consciously control the volume in the booth to no more than 80 decibels.** If any violation is found, the organizer will give a warning to the exhibitor. For exhibitors who do not listen to the dissuasion, **the organizer has the right to impose a power cut.**

3.2 Performance management: Exhibitors holding performances in the booth should submit written materials to the organizer before January 22, 2021, indicating the performance time, content, and number of performers. The organizer shall declare to the Shanghai Public Security Department about all the details. The organizer will not accept any overdue declaration, and the exhibitor shall declare on its own. The performance can only be carried out after approval. Otherwise, the organizer has the right to impose power-off penalties.

4. Meal and flower management

In order to ensure the health of the personnel and the environmental sanitation in the hall, all packed meals, flowers and plants shall not be brought into the exhibition hall according to relevant regulations.

5. Suspension point management

-
- 5.1 The weight of a single structural suspension point should be less than 1,000 kg.
- 5.2 The load-bearing capacity of each suspension point is less than or equal to 200 kg (where the load-bearing capacity of each suspension point on the low beam is less than or equal to 200 kg, and that on the high beam is less than or equal to 100 kg).
- 5.3 The suspension point shall not be used for lifting equipment, nor used for any movable objects.
- 5.4 All suspension points can only be installed vertically. If hanging objects need to be installed outside the vertical position of the suspension point in the exhibition hall, the exhibitor shall design the transitional suspension device by itself, and declare to the exhibition hall in advance, and then install it after getting approval.
- 5.5 The suspension points shall not be used to fix the booth structure connected to the ground.**
- 5.6 The height of the suspension along the structure shall not exceed 9 meters.
- 5.7 Objects that need to be hung must be composed of a solid and reliable metal structure, and pure wood structural objects are not allowed to be hung.
- 5.8 If the object hung by the special booth construction unit affects the structure of the exhibition hall or the safety of facilities and equipment, applications for suspension points will not be accepted.
- 5.9 According to the regulations of the exhibition hall, it is not allowed to install suspension points in the booths close to the walls of the exhibition hall, and the parts that are not close to the walls must be applied to the hall on the spot to determine whether a suspension point can be arranged.
- 5.10 **When the structural suspension points are installed on-site and waiting for lifting, it should be determined by the exhibition hall engineer on the spot whether they meet the requirements for safe construction. If they are not enough, there will be an increase on the spot. It will be implemented after payment is completed, and the construction sequence shall conform to the arrangement of the exhibition hall.**
- 5.11 The suspended objects shall be installed by the construction unit. The flagpoles for hanging the advertising flags should be prepared by the exhibitors themselves. The exhibition hall is only responsible for hanging the advertising flags with connecting poles using lanyards.
- 5.12 Unless approved by the organizer, hanging advertisements and structural suspension points shall not be placed over public areas.
- 5.13 The number of suspension points applied for must be reviewed and approved by the exhibition hall. **Because the number of cranes that can be carried out at the same time in the exhibition hall is limited, the**

organizer does not recommend the use of suspension points to ensure construction efficiency.

5.14 Booth construction and materials must comply with firefighting and safety regulations.

6. Suspended object management

6.1 Prior written approval from the exhibition hall is required to bring balloons to the exhibition hall. The exhibitor shall bear the cost of removing balloons suspended from the ceiling and in the exhibition hall. It's prohibited to use of hydrogen balloons. It's prohibited to use canned gas (such as hydrogen and helium).

6.2 Except for written permission from the organizer and the exhibition hall in advance, it is prohibited to hang or distribute materials in the public area of the exhibition hall.

6.3 All rigging equipment needed for the exhibition must get approval from the exhibition hall in advance. Only the construction unit designated by the exhibition hall can assemble the rigging, and the exhibitor shall bear the cost.

7. Demonstration and operation management

7.1 All machines for operation demonstration shall be equipped with safety devices and operation signs. These safety devices can only be removed when the machine is cut off from the power source.

7.2 The running machine must keep a relatively safe distance from visitors, and it is advised to use safety protection devices.

7.3 Machines and appliances can only be demonstrated at the booth in the rented area, and the demonstration must be carried out and supervised by qualified personnel. If there are no adequate fire prevention measures, no engines or power-driven machines shall be used.

IV. REGULATIONS ON THE MANAGEMENT OF EXHIBITS AND PROMOTIONAL MATERIALS

1. Exhibit management regulations

1.1 All exhibits (including the products, promotional pictures, and issued materials in the booth, similarly hereinafter) must have legal intellectual property rights. The exhibitor shall bear all consequences caused by infringement of the intellectual property rights of others.

1.2 If you set up a personal booth in the exhibition hall or display exhibits unrelated to this exhibition without applying for a booth, the exhibition organizer will confiscate the related exhibits.

1.3 Exhibits are strictly prohibited to be shipped out of the exhibition hall during the exhibition.

1.4 The exhibitor who applies for the booth shall bear the quality or legal responsibilities of exhibition products and content.

2. Management regulations of publicity materials

- 2.1 This exhibition is international and professional. For the convenience of overseas visitors, the publicity materials of exhibitors should be in both Chinese and English.
- 2.2 The publicity materials of exhibitors must comply with *The Advertisement Law of PRC* and relevant laws and regulations.
- 2.3 The publicity materials of exhibitors are not allowed to show characters like "Republic of China".

V. SANITATION MANAGEMENT

The cleaning department designated by the exhibition hall is responsible for regularly providing cleaning services for the standard booth twice a day, and the exhibitors are responsible for the cleaning at any other time. For special booths, the exhibitors have to always be responsible for the cleaning.

1. It is strictly forbidden to pile up garbage in public areas, and dump any wastewater, food, or garbage in the toilets and pools of the exhibition hall. Otherwise, the exhibitor will bear all the costs incurred, including the cost of dredging the drain pipe.
2. Any water-containing exhibits and auxiliary equipment must be carefully drained at the end of the exhibition to ensure that no water is discharged onto the floor of the exhibition hall and the conference hall. The exhibitor shall bear all drainage costs and any damage to the exhibition hall caused by improper drainage.
3. It's not allowed for livestock and animals to enter the exhibition hall in any way.
4. It is not allowed to stick marks randomly, and only non-residual single-sided, double-sided tape or cloth tape can be used to fix the carpet and other floor coverings on the concrete floor. It is not allowed to paste patterns or promotional materials on any part of the building in the exhibition hall. Exhibitors shall be responsible for removing all tape and residual marks in the rented area. Any damage to buildings and hall facilities caused by the use of unauthorized tape shall be remedied by the exhibition hall. The exhibitor shall pay for its costs.
5. Do not use materials that may stain the ground at will. While using sand, soil, garden peat, moss and other similar materials, a layer of leak-proof protection must be laid on the floor. Exhibitors must ensure that all precautions have been taken to prevent the above materials from contaminating any part of the exhibition hall without any water leakage. The exhibitor shall bear the responsibility for any damage to the exhibition hall caused by the violation of the regulations mentioned above.
6. The public service tunnels of the exhibition hall should be properly used. Exhibitors should correctly use the public utility service tunnels provided in the exhibition hall during the move-in and move-out period. It is

necessary to ensure that wastewater is not discharged into these tunnels, and it should be correctly discharged to the designated area.

VI. FIRE SAFETY MANAGEMENT

1. Construction and installation projects shall not be carried out during the exhibition, and it's necessary to pay attention to fire fighting. The layout of the booth must use fireproof materials or paint that meet the fire protection requirements. The organizer, the public security and fire departments will conduct a safety inspection at 15:00 on March 10, 2021. If exhibitors do not meet the safety and fire protection requirements or violate the regulations of the exhibition hall, they will be required to rectify within a time limit. If the requirements are not met, no electricity will be provided for the exhibitor.
2. It is prohibited to attach or hang anything on the ceiling sprinkler or lighting device. The maximum design temperature of the sprinkler device is 68 degrees Celsius (154.4 degrees Fahrenheit), and spotlights and other heating devices must not be pointed at or near the fire sprinkler device.
3. According to the requirements of the fire department, goods and packaging materials are not allowed to be stacked in the aisle behind the booth and between the booths.
4. In order to ensure the safety of the exhibition hall and all personnel, smoking is strictly prohibited in the exhibition hall, and violators will be fined RMB 500. Open flames are strictly prohibited during the construction, move-in, formal exhibition and move-out period. It is strictly prohibited to exhibit and use flammable and explosive dangerous items.
5. The combustion performance level of materials used to build booths or other architectures shall not be lower than B1 (flame-retardant). All decoration materials must be non-combustible or flame-retardant. Carpets must be flame-retardant and meet the requirements of the exhibition hall, and wooden structural devices must apply fire-resistant paint. It is strictly forbidden to use flammable foam boards, wooden materials and boards without fire protection treatment, or plastic boards for petrochemical usage as construction materials. It is advised to have fireproofing treatment for a small number of locally used combustible materials, and they can be used only after reaching the B1 requirements.
6. Use of pressure vessels
 - 6.1 The solid and liquid inventory placed in the booth during the exhibition period shall not exceed the daily usage.
 - 6.2 The residuum should be placed in appropriate containers with a mark, and disposed of according to relevant regulations of waste disposal by the government.

6.3 The official forwarder is responsible for the reasonable storage and transportation of pressure vessels that store helium, compressed gas, argon, carbon dioxide or any other items.

6.4 Once notified by the exhibition hall, the exhibitor shall immediately move the pressure vessel to the designated location of the exhibition hall. All pressure vessels and equipment brought into the exhibition hall shall comply with relevant safety standards and regulations.

7. Paint construction management

It is not allowed to paint exhibits and display materials in the exhibition hall. It's only allowed to handle refinishing paintwork on the display materials during the move-in period. Safety protection measures should be taken for such work:

7.1 It's necessary to use non-toxic or water-soluble paint during the painting and spraying work. It's advised to keep well ventilated, set up a fire-free zone, and implement fire prevention measures. Paint and other flammable and explosive dangerous goods should be stored in a safe place outside the exhibition hall.

7.2 Containers for solvents and paint must be properly kept and transported away after use. It is prohibited to store them in the exhibition hall.

7.3 It is strictly prohibited to punch, mop, apply glue, post, or paint on the floor or wall of the exhibition hall, and it is not allowed to damage the facilities of the exhibition hall. Painting work is not allowed to be carried out on the vertical structure (walls) of the exhibition hall. The necessary paintwork must be effectively protected with plastic film, dry paper, etc.

7.4 It is strictly forbidden to pour various kinds of paint, flammable liquids, or wash their containers in the sink and toilet. If the painting work causes any damage to the exhibition hall, the exhibitor shall be responsible for it and pay for the repair cost of the damaged part.

8. Fire protection facility management

8.1 Keep at least 1.2 meters (4 feet) of passage between any temporary structures, doors leading to fire hydrants, electrical and mechanical control rooms, and between contact points of alarm bells.

8.2 It is forbidden to stack items in the fire fighting access, and the fire department will carry out clearing and transportation in cases of violations. If the exhibitors suffer any losses due to this, they should bear the responsibility by themselves. The stacking of items in the temporary warehouses inside the booth must have clear classifications and regulations. It is strictly forbidden to stack flammable items on wires and electricity boxes. Each special booth must rent fire extinguishing equipment according to fire protection requirements in

case of emergency.

8.3 It is prohibited to move emergency lights, fire extinguishers, fire alarms and any other safety sensing devices and facilities.

8.4 It is strictly forbidden for the structure (top) of the booth to be higher than or against the fire sprinkler equipment and fire pipelines. It is strictly forbidden to hang articles or banners on fire sprinklers or fire pipelines. No construction materials or coverings are allowed to be put in front of the fire hydrants in the exhibition hall. It's forbidden to place any partition wall or display board in the spray area of the sprinkler device, and its distance from the sprinkler head shall not be less than 0.5 meters (20 feet).

9. Electrical circuit safety management

9.1 It is not allowed for the construction unit to connect the wires without permission. If the construction unit connects the wires without permission, the exhibition hall will impose a fine of RMB 1,000. If the construction unit causes a trip/short circuit/wire fire/electricity box damage due to illegal operations, the exhibition hall will impose a fine of RMB 2,000-5,000, and the amount of fine for other actions depends on the actual situation on the site.

9.2 The installation personnel of electrical circuits and electrical equipment shall hold a valid certificate of electrician operation. A fine of RMB 1,000 will be imposed on the operator without a certificate, and the operator will be expelled from the exhibition hall.

9.3 The laying of electrical lines should be fixed overhead, and electrical lines laid along the ground should be protected by pipes or bridges.

9.4 The lighting electricity used by the decoration company must be separated from that used by the exhibitors. The wire materials used must meet the requirements of electricity and fire safety. It is prohibited to use flexible wires and single-strand wires, and rectification will have to be made once discovered. Those who refuse to follow the regulations with a bad attitude will be fined RMB 2,000-5,000. The wiring of the electrical circuit should adopt sheathed insulated wires, and the wires should be connected with ceramic clamps instead of direct connection. The rest should be strictly implemented in accordance with the low-voltage power distribution design specification (GB-50054-95).

9.5 The distribution of electrical circuit capacity should be balanced, and the total amount of electrical equipment connected to each circuit shall not exceed its maximum load.

9.6 The electricity boxes used by exhibitors and construction units must be equipped with safety protection devices.

If there is no safety protection device, the exhibition hall has the right to stop the usage of the electricity box.

Those who refuse to follow the regulations will be fined RMB 2,000-5,000.

10. Electric appliance safety management

10.1 It is strictly forbidden to use lamps without a certificate in the exhibition hall. If an accident is caused by the use of unqualified lamps, the exhibition hall will impose a fine of RMB 10,000 to 50,000 according to the severity of the case.

10.2 The distance between lamps and flammable exhibits should be at least 0.5 meters.

10.3 Neon advertisements can only be used after approval from the exhibition hall. The installation height of neon lamps should not be less than 2.5 meters, and the high-voltage joints should be protected by the glass casing, and they can be used only after passing the inspection by the relevant departments.

10.4 The installation and use of high-power electrical equipment must be approved by the exhibition hall, and it should be used under the premise of ensuring safety.

10.5 Construction operations such as electric sawing, electric planing, electric welding, electric cutting should generally be carried out in the factory, and the assembly and erection work is only carried out on site. It is not allowed to use electric heating appliances or high-power halogen-tungsten lamps.

10.6 The indoor and outdoor electrical and lighting equipment should be moisture-proof, and it is advised to implement safety measures such as moisture-proof.

10.7 Any heaters, iron grills, or open flame devices, candles, lanterns, torches are not allowed to enter the exhibition hall or be displayed without the written approval of the exhibition hall and relevant departments.

VII. OTHER RELEVANT REGULATIONS

1. Do not perform any overloaded operation on the ground of the exhibition hall. The ground load capacity in the exhibition hall is 3 tons/square meter. If there are vertical vibration parts during the operation of the exhibits, the ground load capacity mentioned above should be reduced by 50%. It is strictly prohibited to build booths or stack heavy objects on the two main cable ducts in the exhibition hall. The ground load capacity mentioned above shall be considered for exhibit transportation, placement, and demonstration operations.

2. The exhibition hall provides the storage box in some places, please read the instructions carefully. The user should bear the risk of using the storage box. If the key is lost, it must be reported to the public department of the exhibition hall for approval before the storage box can be opened.

3. Exhibitors and visitors can use the public parking lot of the exhibition hall on a "first come, first served" basis

and pay according to the parking fee standard and timing method announced by the government.

4. The exhibition hall has the right to demolish any structures without approval or in violation of the above provisions at the expense of the exhibitor.
5. Any damage to the facilities and equipment in the leased area or exhibition hall caused by the above construction or demolition shall be repaired or compensated by the relevant exhibitors, and the organizing committee of the exhibition reserves the right to investigate the responsibility.
6. The exhibition hall provides 24-hour security services, and the exhibitors shall abide by and cooperate with the implementation of all security regulations formulated by the security department of the exhibition hall.
7. Exhibitors should guarantee that the articles leased from the owner of the exhibition hall must be returned back in good condition upon the expiration of the lease.
8. The exhibition hall provides leasing services of audio-visual equipment and supporting technical support. The installation of the system by the construction unit shall be approved by the exhibition hall in advance, and all cable laying and configuration must meet the standards specified by the exhibition hall.
9. Under the ground of the exhibition hall and the conference hall, there are utility tunnels for the laying of electricity, water, drainage and communication pipelines. Only the personnel of the construction unit designated by the exhibition hall can enter the above-mentioned tunnels.
10. **In order to put an end to the private displacement of facilities in the booth and ensure the safety of the facilities, the facilities department of the exhibition hall requires that all declared facilities shall not be moved without permission during on-site use. The allowable moving radius is 4m. If there is any unauthorized displacement during the on-site power inspection, the power supply will not be conducted.**

VIII. MAIN CONSTRUCTION UNITS AND LEASING SERVICES

1. Basic information

The main construction units of this exhibition are Shanghai Rongji Exhibition Co., Ltd., Shanghai Syma-Expo Ltd., and Oriental Expo Services (Beijing) Ltd. (for contact details, please refer to the contact list of exhibition personnel in this handbook). **Main construction unit of N1, N2, N3, N4, and N5 halls: Shanghai Rongji Exhibition Co., Ltd.; Main construction unit of W1, E1, and E2 halls: Shanghai Syma-Expo Ltd.; Main construction unit of W2, W3, W4, and W5 halls: Oriental Expo Services (Beijing) Ltd.** Exhibitors can apply to the corresponding main construction unit for leasing according to the halls where their booths are located.

1.1 The construction of standard booths and the leasing services of water, electricity, and gas are provided by the

main construction unit of the exhibition hall. Please contact them directly.

1.2 For the leasing service of furniture and electrical appliances, the quotation is different due to the different specifications and materials provided by the main construction units. Please contact the main construction unit for leasing as needed.

2. Field service center

2.1 During the move-in and move-out period, there are service centers of main construction units, official forwarders, and the organizer in the South Entrance Hall (1# Entrance) and North Entrance Hall (2# Entrance)

2.2 For the detailed location, please refer to the floor plan of the Shanghai New International Expo Centre (SNIEC) in Chapter I of this handbook.

3. Service content

The main construction units provide power supply, water source, gas source, and furniture and electrical appliance leasing services.

3.1 Leasing method

For those who need leasing services, please contact the main construction unit of the exhibition hall, fill in the *Leasing Price List and Application Form for Electricity, Water, Furniture, and Electrical Appliances* (Attachment 05), and fax it to the main construction unit before January 22, 2021. Before entering the site, the construction unit of the special booth must pay the required expenses to the main construction unit, otherwise the construction procedures will not be handled. **The on-site leasing service after the deadline will be charged with an additional 50% emergency fee.**

3.2 Precautions for leasing

All items are leased and must be kept in good condition. Exhibitors shall be responsible for preparing the regulator connected with the water source and air compressor. If exhibitors have particularly sensitive equipment, it is recommended to install a voltage regulator. If the exhibitors have special requirements on the temperature and pressure of the water source, they should prepare relevant devices by themselves. Exhibitors of the special booths are strictly prohibited to bring their own air compressors into the site. If you are not satisfied with the leased furniture and installation, please report it one day before the opening of the exhibition, otherwise, it will be deemed that the rental items are in good condition. The standard booth is not allowed to install spotlights and fluorescent lamps without permission. If there are special lighting needs, it should be installed and connected by the main construction unit charging appropriate fees, otherwise it will be removed.

3.3 Conference room rental

If you need to rent a conference room, please refer to Attachment 13. **The conference room is not allowed to**

be used for other purposes. The furniture and facilities in the conference room are prohibited to be moved. It is forbidden to post and hang at will. Exhibitors must book the conference room with the organizer one week before the date of entering the exhibition hall. If applying for overtime work, the exhibitors must submit a written application to the organizer three days in advance and an additional 50% of the urgent service fee will be charged for overdue applications.

IX. MOVE-OUT

1. Time

The unified move-out of the exhibition will start from 15:00 on March 14, 2021, and will be completed before 22:00 on the same day. In order to ensure the safety and maintain the unified image of the exhibition, the in-advance move-out is not allowed by the exhibition according to international practice. **Exhibitors are not allowed to ask for in-advance move-out for any reason.**

2. Procedures settlement

After 14:00 on March 14, 2021, exhibitors can send their personnel to the organizer's service center with their exhibitor passes and ID cards to apply for the *Item Exit Form*, and move out with the *Item Exit Form* after 15:00 on the same day.

3. Booth cleaning

Exhibitors must clean up the construction waste, tape, and mark residues in the booth, otherwise, the garbage disposal deposit will not be returned, and the loss of facilities will be compensated according to the price. If the construction causes damage to the facilities of the exhibition hall, the repair cost shall be borne by the exhibitor.

4. Please take good care of valuables during the move-out period to prevent theft.

CHAPTER III TRANSPORTATION SERVICE

I. VEHICLE MANAGEMENT

(I) Vehicle certificates

Transportation vehicles must apply for the *Unloading Area Vehicle Pass* and *Truck Pass* in advance before they can enter the loading and unloading area or exhibition hall.

Place of application: Certification Center, South Square, Shanghai New International Expo Centre, Longyang Road, Pudong New Area, Shanghai (for details, please refer to the floor plan of the exhibition hall in Chapter I of this handbook).

Time of application: 8:00-20:00, March 8-10, 2021. If the transportation unit extends the working hours due to special reasons, it is required to go to the vehicle certificate office one hour in advance for relevant procedures.

Procedures of application: Each vehicle shall pay a management fee of RMB 50 and a deposit of RMB 300. If you leave on time after loading and unloading, the deposit will be returned with the *Unloading Area Vehicle Pass* and the deposit receipt, otherwise, it will not be handled. If the *Truck Pass* is damaged or lost, a compensation of RMB 50 per piece is required. **If the *Unloading Area Vehicle Pass* is damaged or lost, the deposit will not be returned in full.**

Figure: Sample of the *Unloading Area Vehicle Pass*



※Vehicle waiting management

According to the instructions of the traffic police in Pudong New Area of Shanghai, if the daily traffic flow on the move-in and move-out day is more than 900, the truck waiting system will be activated for truck management.

The organizer will inform whether to activate the truck waiting system according to the number of vehicles on site

1. The login channel of the waiting system: WeChat Official Account of Shanghai New International Expo Centre (SNIEC_SH), WeChat Official Account of Huishenghuo Pudong Exhibition Hall Information (huishenghuo-pudong)

Each truck needs to pay RMB 20 for the certificate. The fee is paid online, and there is no payment window on site.

2. Waiting parking lot: Shenjiang Road Parking Lot, No. 2889, Shenjiang Road

The trucks were first parked in the Shenjiang Road Parking Lot, and then went to the SNIEC according to the on-site dispatching instructions

3. Each truck is required to pay RMB 50 for GPS equipment usage fee and RMB 500 for the equipment deposit, and the deposit will be returned after the equipment is returned.

Please refer to Attachment 19 for the operation guide of the waiting system

(II) Time limit of loading and unloading

The loading and unloading time of transportation vehicles into the exhibition hall is 1.5 hours. For those who exceed the time limit, a management fee of RMB 100 will be charged for every 0.5 hours of each vehicle. The rest can be done in the same manner. If the time is less than 0.5 hours, it will be counted as 0.5 hours.

(III) Management of loading and unloading

When the transportation vehicles enter the exhibition hall and operate in the loading and unloading area, they must obey the command of the security guard of the exhibition hall. They should queue up to enter the loading and unloading area in order. After loading and unloading, they should leave immediately and should not stay. The security guard has the right to prevent vehicles from entering the loading and unloading area if they do not comply with the site management. The driver shall not leave the cab during loading and unloading. In case of a traffic jam, the driver will be fined.

(IV) Application for entering the hall

If the transportation vehicle (with a load limit of less than 5 tons) needs to enter the exhibition hall to load and unload goods, it is required to apply in advance, protect the facilities of the venue, and park in the place designated by the security guard.

(V) Management of transportation vehicles during exhibition period

Transportation vehicles are not allowed to enter the loading and unloading area during the exhibition period. In case of special circumstances, vehicles can enter after approval, and a management fee of RMB 50 per vehicle shall be paid according to the regulations, and other procedures are the same as above.

(VI) Procedures for entering Shanghai

Vehicles entering Shanghai shall prepare relevant procedures for entering Shanghai at the local transportation department. Vehicles entering Shanghai shall comply with the road traffic regulations of Shanghai and meet the vehicle tail gas exhaust standard proposed by Shanghai Environmental Protection Bureau. Location: North Parking Lot (No. 1189 Zhennan Road), West Parking Lot (No. 681 Suining Road).

(VII) Routes for vehicles to Shanghai

Outer-ring road - Huamu Road - Certification Center, South Square through Gate 1 of SNIEC (for details, please refer to the floor plan of the exhibition hall in Chapter I of this handbook)

II. OFFICIAL FORWARDERS AND SERVICES

(I) Top-Trans Expo Logistics Co., Ltd. (Top-Trans): N1, N2, N3, N4, N5, E1, E2



SCHEDULE

Goods receiving period	
A. The goods are delivered directly to the entrance of the exhibition hall	Please arrange the exhibits to arrive at the entrance of the exhibition hall during the move-in period
B. The goods are delivered directly to the assembly warehouse	Before March 5, 2021
Documents providing period	
Order ticket of domestic exhibits transportation	Before March 1, 2021
Related shipping notes	5 working days before scheduled arrival in Shanghai
Deadline for payment	Before March 1, 2021

Consignee information

Receiving way A

If the consignee is the exhibitor company, the contact information must be the information of the person in charge of arranging the move-in.

Receiving way B

Consignee: Top-Trans Expo Logistics Co., Ltd. (Top-Trans)

Warehouse address: No.78, Lane 238, Panchuan Road, Luojing Town, Baoshan District, Shanghai City

Tel.: Li Rencai (18930587339), Shang Jilai (18930587376)

Goods receiving time of the warehouse: 09:00-17:30 from Monday to Friday (Please call in advance for weekends and holidays)

Note: Exhibitors should contact us at least 5 working days before the date of shipment if they have goods to send to the warehouse.

The exhibitor will send the goods to the relevant warehouse according to the warehouse receipt issued by our company.

Transportation method

In order to ensure the service quality of the exhibitors and maintain the orderly operation of the site, the exhibitors must fill in the *Order Ticket of Domestic Exhibits Transportation* (see Annex I) before delivery, and send it back to our company before March 1, 2021, according to the schedule in this **Transportation Guide.**

Shipping labels have been provided (see Annex II). Please fill in all the contents and attach at least 2 labels on the obvious position of each package before delivery.

If the exhibitor does not contact us or the exhibits have no shipping label, we can refuse to receive the goods.

After the exhibition is over and the returning exhibits have been packed, the exhibitor shall fill in the order ticket of the returning journey with our on-site staff, measure the actual size of the goods on site and confirm the cost before the



operation.

Packaging of exhibits

It is suggested that exhibitors pack the goods into boxes so that they can be used during the backhaul. In order to ensure that the goods will not be damaged during repeated transportation and loading and unloading, please fill, reinforce and support the packing box. We do not accept any claim for damage caused by improper packing cases.

In order to reduce the risk of loss, damage and late arrival of the goods, please avoid the goods being packed too small (it is recommended that the volume of each packing box should be greater than 1 cubic meter, for example, 1 m × 1 m × 1 m). It is suggested that the exhibitor can combine several small cartons into one large firm box.

As the goods will be repeatedly placed outdoors during the transportation and operation of the exhibition, such as the open warehouse of the exhibition center, it is recommended that the packing boxes should be firm enough and rainproof. It is not recommended to use cartons that can not be repeatedly loaded and unloaded or repackaged.

Terms and methods of settlement

Terms of settlement

Fees for the incoming journey: Please pay the bill in full according to the schedule in this Transportation Guide. Please exchange the invoice with the receipt at our service desk during the exhibition.

Fees for the returning journey: We will arrange delivery after receiving full payment.

All expenses shall not be deducted or delayed by reason of any claim, counterclaim or compensation.

Please pay the bill in time and send us a bank receipt. If the bill is not paid within the above time limit, we have the right to terminate the service without bearing the consequences.

Note

With the written authorization of the exhibitor or its designated agent, we will complete the unpacking, packing, and delivery of exhibits on behalf of the exhibitor. The exhibitor's representative shall go to the site to guide the placement, unpacking and repackaging of exhibits during the move-in and move-out period. We will not be responsible for any delay and/or extra cost caused by the exhibitor's failure to provide clear instructions or arrive at the site in time.

All on-site work must be operated by our on-site personnel during the move-in and move-out. We will not be responsible for the consequences and/or losses caused by the unauthorized actions of the exhibitor's representative.

All of our services and operations are carried out in accordance with the company's standard business terms, which would exempt or limit the company's liability in some cases. The full text of the terms is available on request.

If you use the company's services in whole or in part, and/or ask for additional services in the oral, written, or behavioral manner before, during, or after the exhibition, it indicates that you have understood and accepted the above terms and conditions.

Operating items and charging standards of domestic exhibits

I. Incoming journey (Price of special and dangerous exhibits to be discussed separately)

Receiving way A (from exhibition venue entrances to booths)

The exhibits will be received and unloaded at the freight yard outside the exhibition hall and distributed to the exhibition booths.

Basic service fee	RMB 95.00 per cubic meter or 1000 kg (The charge will be the higher one between the two)
Minimum charge per delivery	RMB 95.00 per delivery per exhibitor

Receiving way B (from the designated warehouses in Shanghai to booths)

Only one certificate is needed for operation. The exhibits will be unloaded at the designated warehouse in Shanghai for temporary storage. Then the exhibits will be transported from the warehouse to the exhibition hall, received and unloaded at the freight yard outside the exhibition hall, and distributed to the exhibition booths.

Basic service fee	RMB 200.00 per cubic meter or 1,000 kg (The charge will be the higher one between the two)
Minimum charge per delivery	RMB 400.00 per delivery per exhibitor

Receiving way C (from the pick-up points in Shanghai to booths)

Only one certificate is needed for operation. The exhibits will be picked up at the pick-up points in Shanghai and transported to and unloaded at the designated warehouse in Shanghai for temporary storage. Then the exhibits will be transported from the warehouse to the exhibition hall, received and unloaded at the freight yard outside the exhibition hall, and distributed to the exhibition booths.

Basic service fee	RMB 240.00 per cubic meter or 1,000 kg (The charge will be the higher one between the two)
Minimum charge per delivery	RMB 480.00 per delivery per exhibitor

*The expenses incurred at the pick-up points such as the airport terminal shall be reimbursed according to the actual expenses.

II. Returning journey (Price of special and dangerous exhibits to be discussed separately)

The service content and rate are the same as that of the incoming journey (Item I)

III. Charging standards of exhibits exceeding the limit

The above rates are applicable to single exhibits with size not exceeding the following standards: length = 5.00m, width = 2.20m, height = 2.50m.

The following additional charges will be charged to any exhibitor whose size of a single exhibit exceeds the above size or the weight exceeds 3 tons. Please contact us in advance.

Single exhibit				Additional charge	
Length (or above)	Width (or above)	Height (or above)	Weight (or above)	Reach or exceed/Any one or two terms	Reach or exceed/Any three or four terms
5m	2.2m	2.5m	3 tons	20%	30%
5m	2.2m	2.5m	5 tons	30%	50%
5m	2.2m	2.5m	10 tons	----- to be discussed-----	

*Applicable to above one or two items

IV. Storage fee in Shanghai

Storage fee after the exhibits arrive at the designated warehouse in Shanghai	RMB 8.00/cubic meter/day
Empty container stacking fee	RMB 50.00/cubic meter/exhibition period (The minimum charge is RMB 100.00/exhibitor)

V. Remarks

1. The above quotation is applicable to domestic goods of domestic exhibitors.
2. When calculating the air freight, the weight to volume ratio of exhibits is 1000 kg:6 m³ (The charge will be the higher one between the two). When calculating the railway freight, the weight to volume ratio of exhibits is 1000 kg:3 m³ (The charge will be the higher one between the two).
3. According to the regulations of SNIEC, all exhibits entering the exhibition center shall be charged an exhibit management fee of RMB 30.00/m³. The designated transportation unit of the exhibition will collect the fee from the exhibitor on behalf of SNIEC. If there is any change in the charging standards of venues, we will also make corresponding changes.
4. The above quotation is applicable to general goods. We will charge a 100% surcharge for operating special items, such as dangerous goods, temperature control goods, and expensive goods. For the definition of dangerous goods, please refer to the declaration issued by the carrier in accordance with the International Maritime Dangerous Goods Code (IMDG Code, applicable to sea-borne cargo) or the dangerous goods regulations (applicable to airborne cargo) of the International Air Transport Association (IATA) on the waybill.
5. If you need to use a forklift/crane with a load capacity of more than 3 tons or rent large machinery equipment separately, please ask our company for a quotation.
6. According to the provisions of the *Notice on the Pilot Tax Policy of Replacing Business Tax with Value-added Tax in the Transportation Industry and Some Modern Service Industries in China* (CS [2013] No. 37) issued by the Ministry of Finance and the State Taxation Administration on May 24, 2013, the pilot sites for replacing business tax with value-added tax will be extended to the international freight forwarding/logistics industry and some modern service industries throughout the country. The original provisions will be abolished as of the date of implementation of the new

provisions in the existing areas where the replacement of business tax with value-added tax has been implemented. From August 1, 2013, all services provided by our company will be subject to VAT at the rate of 6%.

(II) Shanghai Chuangyuan International Logistics Co., Ltd.: W1, W2, W3, W4, W5

If you need domestic exhibits transportation service, please make an appointment no later than March 1. If there are exhibits to be shipped from overseas, please contact us 2 months in advance. You can fill in the appointment form (attached table 7) and send it to awe@cy-il.com. Tel.: 021-62371938.

The appointment must be confirmed by our company before delivery. Once the goods are delivered to our company, it is deemed that the terms and charges listed below have been approved.

*Scan the QR code on the right with WeChat and other apps to obtain the electronic version of the appointment form>>



Primary services	Service content 1	Service content 2	Service content 3
1. Whole journey of move-in	Pick up goods	Receiving goods from warehouses - Delivery to the unloading area of the exhibition hall	Unloading in the unloading area of the exhibition hall - Send to the booths
2. Option A of move-in	/	Receiving goods from warehouses - Delivery to the unloading area of the exhibition hall	Unloading in the unloading area of the exhibition hall - Send to the booths
3. Option B of move-in	/	/	Unloading in the unloading area of the exhibition hall - Send to the booths
4. Option B of move-out	/	/	Booths - Delivery to the unloading area of the exhibition hall for loading
5. Option A of move-out	/	Unloading area of the exhibition hall - Send to the warehouse	Booths - Delivery to the unloading area of the exhibition hall for loading
6. Whole journey of move-out	Door-to-door delivery	Unloading area of the exhibition hall - Send to the warehouse	Booths - Delivery to the unloading area of the exhibition hall for loading

Charging criteria	
Basic service - Option A of move-in	RMB 200 per cubic meter or 1000 kg (the higher one shall be charged), with a minimum charge of RMB 400 per shipment
Basic service - Option A of move-out	RMB 200 per cubic meter or 1000 kg (the higher one shall be charged), with a minimum charge of RMB 400 per shipment
Basic service - Option B of move-in	RMB 95 per cubic meter or 1000 kg (the higher one shall be charged), with a minimum charge of RMB 95 per shipment
Basic service - Option B of move-out	RMB 95 per cubic meter or 1000 kg (the higher one shall be charged), with a minimum charge of RMB 95 per shipment
Pick up goods/Door-to-door delivery	To be discussed according to the address
Freight management fee of the exhibition hall	RMB 30 per cubic meter, with a minimum charge of RMB 30
Unpacking (including sealing during the move-out) or removing and installation of the bottom bracket	RMB 50 per cubic meter, with a minimum charge of RMB 50. The price of a single exhibit exceeding 10 cubic meters will be discussed separately
Uniform stacking of empty boxes/bottom brackets and covering with rain cloth	RMB 50 per cubic meter per exhibition period, with a minimum charge of RMB 50
Storage fee of collection warehouses	RMB 8 per cubic meter per day, with a minimum charge of RMB 8; Free of charge for the first 7 days
Additional charge for oversized goods	If the length of a single piece exceeds 5.5m or the width exceeds 2.2m or the height exceeds 2.2m, the basic service fee will be increased by 20%
Additional charge for overweight parts (including 2 operations of move-in and move-out)	If a single piece exceeds 3 tons, RMB 1 per kilogram over 3 tons will be charged; if the single piece exceeds 5 tons, the price will be discussed separately
Additional charge for dangerous goods	An additional 50% of the basic service fee will be charged, and the dangerous goods information sheet must be provided 2 weeks in advance
Placement, displacement, assembly, hoisting and packing	The price will be discussed separately. In principle, these services will not be provided separately
Added-value tax invoice	The tax point is 6% of the total amount receivable



Relevant business terms and precautions:

- ◆ Shanghai Chuangyuan International Logistics Co., Ltd. reserves the right to explain the service contents and charging standards.
- ◆ The outer package of the exhibits must be marked with the name of the exhibition, the name of the exhibitor, the number of the booth and the box number. The packaging must be able to withstand multiple transportation and repeated handling, meet the requirements of safe loading and unloading operation and protecting the goods in good condition, and suitable for reuse after the exhibition
- ◆ It is suggested that exhibitors should purchase all-risk insurance for the whole process of the transportation of the exhibits. Shanghai Chuangyuan International Logistics Co., Ltd. is only responsible for the packing and delivery of the goods, and is not responsible for the quality, damage and shortage of the goods. In any case, the amount of compensation undertaken by Shanghai Chuangyuan International Logistics Co., Ltd., regardless of its cause and nature, shall not exceed the value of the goods concerned or the amount converted from RMB 1,500 per 1,000 kg of the gross weight of the goods, and the lower one shall be charged.
- ◆ Please identify the on-site staff (uniform dress, wear work certificates, provide formal transportation commission documents and regular invoices) and keep the delivery receipts to ensure that the goods can be tracked. Do not trust the irregular logistics personnel and be alert to abnormal low prices.
- ◆ If there are oversized or overweight exhibits, dangerous goods, or special circumstances and requirements, including the use of cranes, please make an appointment 10 working days in advance.

Empty container storage service can be provided. Except for empty boxes, other articles shall not be stored. The time of move-out is subject to the regulations of the organizer and the exhibition hall.

CHAPTER IV HOTEL RECEPTION AND TRANSPORTATION GUIDE TO THE EXHIBITION HALL

I. HOTEL RECEPTION

In order to bring convenience to the exhibitors, improve the exhibition efficiency and improve the exhibition service content, the exhibition will provide hotel reception services. On the principle of voluntariness and preference, exhibitors who need hotel reception service can fill in the *Application Form for Accommodation Reservation of Exhibitors* (Attachment 08) and fax it to the reception unit recommended by the exhibition before March 1, 2021.

Contact: Yang Xin, Shanghai Pengcheng Exhibition and Display Service Co., Ltd.; Tel: 021-66610306, 13661815278

II. TRANSPORTATION GUIDE TO THE EXHIBITION HALL

(I) Metro:

Take Metro Line 7 to Huamu Road Station, and then you will arrive at the exhibition hall;

Take Metro Line 2 or Metro Line 7 to Longyang Road Station, walk east after leaving the station, and then walk north at the first intersection;

(II) Bus:

Bus 983: Lujiazui - Shanghai New International Expo Centre (SNIEC)

Daqiao Bus No.5: Fudan University - SNIEC - Zhangjiang Hi-Tech Park

Daqiao Bus No.6: Shanghai Jiaotong University (Xujiahui) - SNIEC - Zhangjiang Hi-Tech Park

Fangchuan Line: Fangxie Road - SNIEC - Pudong International Airport

Shenjiang Line: Lushan Road - SNIEC - Shizhen Road

Airport Line No.3: Yangtze Hotel - SNIEC - Pudong International Airport

(III) Self-driving:

The exhibition hall is located at the intersection of two inner ring elevated roads in Pudong New Area. You can drive directly across Nanpu Bridge from the center of the city. (For reference only)

CHAPTER V EXHIBITION PUBLICITY AND ADVERTISING SERVICES

I. PUBLICATION

(I) Introduction to the catalog

The catalog is the authoritative information of the exhibition, the professional purchasing guide for domestic and foreign buyers, and the only comprehensive compilation of data retained after the closing of the exhibition. In addition to the on-site distribution of professional visitors, the organizer will also present them to industry associations, commercial counselor's offices and the chamber of commerce of consulates, multinational business groups, and important distributors.

(II) Catalog directory

The exhibition provides the login service of the catalog directory for exhibitors. Exhibitors can log in the official website of AWE with the user name and password provided by the business personnel of the organizer to fill in the catalog information online. The deadline for filling in the catalog information is December 31, 2020. If you have any questions about filling in the catalog, please send an email to quly@cheaa.com or call 010-67157265.

(III) Catalog advertisement

The color page advertising service is provided in the catalog. The specification is accurate color printing of vertical plate (210mm × 135mm). Please refer to the Application Form for Publication of Printed Advertisements (Attachment 10) for the types and prices of the catalog advertisements. Exhibitors who need catalog advertisement services can send the form to quly@cheaa.com by email or call 010-67157265 before December 31, 2020.

(IV) Visitors' guide

The visitors' guide is an important reference for visitors to enter the exhibition, providing exclusive advertising. Exhibitors who need to purchase this advertising service should fill in the Application Form for Publication of Printed Advertisements (Attachment 10) carefully and submit the form to us (quly@cheaa.com) before December 31, 2020. Consulting hotline: 010-67157265 First come, first served.

(V) Exhibition newspaper advertisement

The exhibition newspaper is an important propaganda carrier during the exhibition period. It will provide exhibition information, enterprise news, and new product introduction to all personnel at the exhibition site, with a wide audience. Both paper and electronic versions of the exhibition newspaper will be issued, which is a good platform for exhibitors to publicize themselves to domestic and foreign merchants. Exhibitors who need to purchase this advertising service should fill in the Application Form for Publication of Printed Advertisements (Attachment 10) carefully and fax or email the application form to China Appliance magazine (fax: 010-65224919, e-mail:

chiapp@sina.com) before January 22, 2021, Tel: 010-65252384.

II. EXHIBITION SPONSORSHIP

Sponsorship is also a good form of publicity. For enterprises participating in the exhibition sponsorship, the organizer will give a series of all-round value and support including the naming right, on-site advertisement, table cards and high-level speech, so as to ensure that enterprises and products are widely publicized and enhance brand influence.

High-level welcome banquet

On the opening day of the exhibition, a high-level welcome banquet will be held. The main guests were government leaders, heads of industry associations and household appliance enterprises, experts and scholars, VIPs, and other important people. This is conducive to developing and strengthening customer relations and deepening cooperation. If the enterprise sponsors the welcome banquet, it will get the excessive publicity value provided by the organizer.

Beverage provision and network support in the news center and VIP lounge

The news center and VIP lounge are respectively used to serve media partners and VIP customers. Enterprises applying for sponsorship of this project can win the favor of the media and VIP customers.

Massage chair sponsorship in VIP lounge

Providing massage chair for VIPs will give these high-end customers the most intuitive consumption experience. This will bring good word-of-mouth effect for enterprises.

III. NETWORK SERVICE

The organizer will publish the brief information of the exhibitors on the official website of Appliance & Electronics World Expo for the convenience of visitors. During the exhibition period, the news center will provide network services to meet the network needs of the staff of the exhibitors.

IV. PROMOTION OF INNOVATIVE HOME APPLIANCES

In order to promote the innovation of China's home appliance industry, exhibitors are encouraged to carry out various forms of new product promotion activities.

(I) New-product launch event and similar events

The organizer will provide necessary support and cooperation for exhibitors to hold various new-product launch event or other similar events during the exhibition, including guest invitation, media and audience organization, and venues. Any exhibitor who intends to hold a new-product launch event or similar events shall fill in the *Declaration*

Form of Enterprise On-site Activities (Attachment 12) and fax it to the organizing committee of the exhibition before January 22, 2021.

(II) Declaration of new product debut sign

The organizer will specially produce a batch of new product debut signs, which are only used for the release and display of the new products in this exhibition, and will be provided to the exhibitors free of charge from March 6 to 8, 2021, aiming to guide the visitors to pay attention to the new products, understand the new products, and strengthen the promotion of new products. Any exhibitor who intends to apply for the new product debut signs can fill in the *New Product Debut Sign Declaration Form* (Attachment 11) according to the number of debut signs required, and fax it to the organizing committee of the exhibition before January 22, 2021.

V. INVITATION TO ENTERPRISE KEY CUSTOMERS

(I) Invitation by the organizer

The organizer will invite key customers on behalf of the exhibitors. Any exhibitor who is willing to entrust the organizer to invite customers shall fill in the *Invitation Registration Form of Enterprise Key Customers* (Attachment 14) and fax it to the organizing committee of the exhibition before January 22, 2021.

(II) Free invitation to visitors

The organizer will make and send VIP invitation letters, admission cards, and tickets for the key customers invited by the exhibitors for free, so that the core customers can use them during the exhibition period and enjoy VIP access to the exhibition hall. Any exhibitor who intends to apply for such services shall fill in the *Invitation Registration Form of Enterprise Key Customers*, apply for the number of invitation letters, admission cards, and tickets according to the demand, and fax it to the organizing committee of the exhibition before January 22, 2021.

VI. NEWS SERVICE

(I) News contact person:

1. News contact person of the organizer: the organizer will appoint a news contact person to be responsible for the publicity report before and during the exhibition, and do a good job in communicating with the publicity needs of the exhibitors during the exhibition. If necessary, the exhibitors can contact Wang Wei. Mobile: 13683689580
Tel: 010 - 67156290, Email: wangwei@cheaa.com

2. News contact person of the exhibitor: in order to better use the exhibition platform to publicize and report the exhibitors, the exhibitors are requested to appoint a news contact person to be responsible for the public relations and media affairs during the exhibition and to do a good job in communicating with the news contact person of the



organizer. Please fill in the *Registration Form of News Contact Person of Exhibitors* (Attachment 16), and fax the application form to 010-67156913 before January 22, 2021, or download the form from the download center of the official website of Appliance & Electronics World Expo (www.awe.com.cn), fill in and send it to wangwei@cheaa.com by email.

(II) News center:

In order to better facilitate the media publicity of the exhibition, the organizer will set up a news center at the exhibition site, including a live video room, an on-site interview room, and a data frame.

The live video room can be used for the guests of the participating enterprises to receive the exclusive interview of the live media, and the on-site interview room can provide the guests of the participating enterprises with the opportunity to interview with multiple media in the news center. Exhibitors with such needs can fill in the *Application Form for Interview Appointment in News Center* (Attachment 17), print and fax the application form to 010-67156913 before January 22, 2021, or download the form from the download center of the official website of Appliance & Electronics World Expo (www.awe.com.cn), fill in and send it to wangwei@cheaa.com by email.

CHAPTER VI Q&A OF EXHIBITION SERVICES

Parking of trucks during construction

- ◆ The trucks of W and E series halls will be parked at P3, while those of N series halls will be parked at P7. The vehicle certificate fee and unloading fee and handling procedures shall be in accordance with the instructions in the Exhibitor Handbook.
- ◆ Enterprises entering the site for unloading or building on March 10 should apply for the vehicle certificate in the Certification Center on South Square.

Application of truck certificate

- ◆ The valid time of the truck certificate is 24 hours. It can be used once for unloading within 24 hours. If it exceeds the time limit, it is necessary to apply for the vehicle license again, and the queuing time is not included in the valid time. Enterprises should try their best to master the specific description of the certificate in the Certification Center.

Parking of small vehicles

- ◆ Small vehicles can be parked in P1-P6 parking lot. The parking fee is charged at RMB 8 per hour, with a maximum of RMB 64 per day. There is no need to apply for the certificate in advance.
- ◆ The VIP parking lot (next to the south entrance hall) shall be parked with a VIP vehicle certificate. The VIP parking lot is only available during the exhibition period.

Overtime issues

- ◆ Enterprises should apply for overtime on March 8, 9, and 10 in the South Hall. Enterprises can apply for overtime before 3:00 p.m. every day and will be charged extra if late.
- ◆ For overtime work during the non-contract period, the exhibitor shall apply to the organizer in advance, or the public relations company or the construction company may apply on behalf of the exhibitor.

ATTACHMENT 01 REGISTRATION GUIDELINES FOR EXHIBITORS

Deadline: December 31, 2020

Please log in to www.awe.com.cn, and fill in the exhibitor information

Note: Due to the need for pandemic prevention and control, the Ministry of Public Security requires all personnel to provide real ID card information.



The image displays two screenshots from the AWE website. The left screenshot shows the '展商入口' (Exhibitor Center) login page. It features a navigation bar with '首页' (Home) and other menu items. Below the navigation bar, there are input fields for '用户名' (User name) and '密码' (Password), and buttons for '登录' (Login) and '在线报名' (Online Registration). A red box highlights the '在线报名' button. The right screenshot shows the '展商证' (Exhibitor Card) management page. It has a similar navigation bar. The main content area includes a sidebar menu with '展商证申请' (Application for Exhibitor Card) highlighted in a red box. The main content area contains application instructions, a dropdown menu for '展商联系人' (Exhibitor Contact), and a table for adding exhibitor cards. The table has columns for '姓名' (Name), '公司名称' (Company Name), '职务' (Position), and '操作' (Operation). The '公司名称' column contains the text '暂无信息' (No information).

Please contact the corresponding business personnel to retrieve the user name and password. If you have any other questions, please contact Ms. Qu at 86-10-67157265

ATTACHMENT 02 REGISTRATION GUIDELINES OF THE EXHIBITION CATALOG DIRECTORY

Deadline: December 31, 2020

Exhibitors should log in to the official website of AWE to fill in online with the user name and password provided by business personnel



Contact: Ms. Qu

If you have any other questions, please call 86-10-67157265



ATTACHMENT 03 CONSTRUCTION UNIT REGISTRATION FORM

Deadline: January 22, 2021

Exhibitor: (Stamp) _____ Booth No.:

Tel.: Fax:

Email: Contact:

In order to prevent units or individuals without construction qualification from entering the exhibition hall and causing potential safety and fire hazards, the exhibition will record the construction units of exhibitors. Construction units without records will not be allowed to purchase the construction certificate and will not be allowed to enter the site. Please fill in the relevant information of the construction unit in the table below and attach a copy of the business license of the construction unit.

Please indicate the building height:

Name of construction company	
Address	
Contact	
Mobile	
Tel.	
Fax	
Legal person	
Email	
Website	

Please indicate the construction of double-story booth, special booths with single-story height over 4.5m (including 4.5m) or booths with top structure of more than 50% of the booth area:

Please send this form together with the copy of the business license of the construction unit and the effect drawing of the exhibition hall (including material drawing and dimension drawing) in duplicate to the main construction company of the corresponding hall by email and by post:



Please return receipt:

N1-N5 halls: Shanghai Rongji Exhibition Co., Ltd.

W1/E1-E2 halls: Shanghai Syma-Expo Ltd.

W2-W5 halls: Oriental Expo Services (Beijing) Ltd.



ATTACHMENT 04 SPECIAL BOOTH DESIGN APPROVAL FORM

Deadline: January 22, 2021

Please return receipt	Exhibitor:
HAH Consulting & Exhibition Co., Ltd.	Address:
No. 2345, Longyang Road, Pudong New	Tel.:
Post Code: 201204	Fax:
Tel.: 86-21-28906633/34/35-809	E-mail:
Fax: 86-21-28906000	Authorization:
	Signature:
	Date:
	Name of exhibition:
	Exhibition hall/booth number:

According to the conditions listed at the end of the table, we apply to build the following facilities during the exhibition period (a brief description of construction materials)

Booth area:	Main material:	Material type:
Upper-layer booth area:	Main material:	Material type:
Lower-layer booth area:	Main material:	Material type:

Details of other materials:

Parts of the booth:					
Name/model:					
Parts of the booth:					
Name/model:					

Area of upper-layer booth allowed for visitors: (square meters); Limit of the number of visitors on the double-story booth:

Booth construction unit:

Company name:				
Address:				
Tel.:			Fax:	
Contact:				
Name of first-class registered structural			No.:	
Tel.:			Address:	



Remarks:	If the booth drawing of the exhibitor or construction unit needs to be reviewed, please fill in the column of the first-class registered structural engineer clearly. If the drawing is
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Statement of project leader/site leader of the booth construction unit	
As the <input type="checkbox"/> project leader / <input type="checkbox"/> site leader of the booth construction,	
Name:	Address:
Company seal:	Tel.:
I hereby declare that I will build the booth in strict accordance with the safety rules and precautions of the organizer for the construction of the special booth.	

	6	80M private network based on optical cable and one public IP address for exhibition service	85000
	7	100M private network based on optical cable and one public IP address for exhibition service	120000
	8	200M private network based on optical cable and one public IP address for exhibition service	240000
Water	1	Water for exhibition booths (Water pressure: 4 bar; the connecting pipes for water inlet and drainage are 10 meters respectively; diameter of inlet pipes: 15mm; diameter of drain pipes: 25mm)	3600
	2	Water for the machine (Water pressure: 4 bar; the connecting pipes for water inlet and drainage are 10 meters respectively; diameter of inlet pipes: 20mm; diameter of drain pipes: 25mm)	5400
Gas source	1	5HP compressed air for exhibition service (Displacement ≤ 0.4 m ³ /min, pressure = 8-10bar, pipe diameter = 10mm)	4500
	2	10HP compressed air for exhibition service (Displacement = 0.41-1.0 m ³ /min, pressure = 8-10bar, pipe diameter = 20mm)	5500
	3	15HP compressed air for exhibition service (Displacement = 1.1-1.8 m ³ /min, pressure = 8-10bar, pipe diameter = 25mm)	6500
Tel.	1	Installation of local telephone system	1050
	2	Installation of domestic telephone system, with a deposit of RMB 1,000	1400
	3	Installation of IDD telephone system, with a deposit of RMB 4,000	3900
Others	1	Administration expense for raw space	30
	2	Suspension point (structural suspension point)	2700
Total cost: (Upper case)			(lower case)

Exhibitors who need the above items should fill in this form and fax or mail it to the construction unit of the corresponding exhibition hall.

Please contact the main construction unit of the corresponding exhibition hall for inquiry and application for the leasing of exhibition equipment.

Enterprises with special requirements for large power box and network bandwidth can contact the main construction unit of the corresponding exhibition hall for special application.

Please return receipt (Please refer to the handbook for contact information and payment methods):

N1-N5 halls: Shanghai Rongji Exhibition Co., Ltd.

W1/E1-E2 halls: Shanghai Syma-Expo Ltd.



W2-W5 halls: Oriental Expo Services (Beijing) Ltd.

1. All orders must be **paid in full** by cash or wire transfer.
2. Orders and leases received after January 22, 2021, will be subject to an additional 50% emergency fee.
3. All orders of the main hall shall be executed by the main construction unit of the exhibition, and customers of the special booth must order a three-phase power supply.
4. All items are for rental purposes and are not transferable or refundable. Cancelled orders are not refundable.
5. According to the regulations of the exhibition hall, the sockets of all standard booths are only used for charging computers, mobile phones, and drinking fountains. Exhibitors are not allowed to connect lights without permission. Please consult the main construction units for details.
6. No wire and nails shall be put on the aluminum brackets and panels of the booths, otherwise the broken aluminum brackets and panels shall be compensated by the responsible unit. No heavy objects exceeding 5 kg can be hung from each hoarding. For hanging, please contact the main construction unit of your hall in advance. Exhibitors are responsible for any damage caused by overweight items hung by themselves.
7. Within two weeks after the exhibition, the main construction unit will deduct the phone charges used from the deposit for domestic or international calls and refund the remaining amount to the exhibitors.
8. Exhibitors are required to mark the location of their facilities and fax or email them to the main construction unit of their halls. If no location plan was received within two weeks before the move-in, the main construction unit will install facilities according to their own judgment, and 50% of the price will be charged as a relocation fee for the relocation of water, electricity, gas, telephone lines and network cables on site. For the relocation of lamps, 20% will be charged.
9. Upon receipt of the order, the main construction unit will issue a payment notice as confirmation. Please make payment by the deadline specified in the payment notice. If the exhibitor has not received the payment notice after three days of sending the order, please contact the main construction unit in time. Orders without a payment notice will be treated as invalid orders
10. Exhibitors are advised to bring their own voltage stabilizers to protect sensitive equipment. Exhibitors with special requirements for water temperature or pressure should bring their own regulating equipment. Exhibitors with special requirements for constant water and air pressure should bring their own matching equipment.

Tips: Services during the renovation of the venue are accepted through service points or designated call services. Exhibitors are advised not to trust the informal exhibit rental service personnel on site. If any safety and fire safety issues are involved as a result, all responsibilities will be borne by the offending company.



ATTACHMENT 06 AUTHORIZATION LETTER FOR TRANSPORTATION (HALL N1-N5, E1-E2)

Please return this letter by March 1, 2021 Tel.: 021-5835 0858

Name: Appliance & Electronics World Expo 2021

Date: March 11-14, 2021 Venue: Shanghai New International Expo Centre (SNIEC)

Exhibitor:

Hall No.: Booth No.:

Contact: Contact No.:

Estimated Arrival Time of Exhibition Items at the Exhibition Hall:

Box No.	Packing Material	Exhibit Name	L (cm)	W (cm)	H (cm)	Volume (CBM)	Weight (kg)	Remarks
Total:			(boxes)					
<p>— . We will handle the move-in/out of the above exhibition items on our own. ()</p> <p>二 . We commission Top-Trans to provide the following services:</p> <p>A. 1. Delivery from Warehouses/Railway Stations/Terminals/Airports/Car Freight Stations to Booths ()</p> <p> 2. Delivery from Exhibition Hall Entrance to Booths ()</p> <p> 3. Unloading/Storage of Packing Material/Box ()</p> <p> 4. Unpacking/Putting in Place/Assembly ()</p> <p>B.</p> <p>Move-out 1. Delivery from Booths to Exhibition Hall Entrance/Loading ()</p> <p> 2. Delivery from Booths to Warehouses/Railway Stations/Terminals/Airports/Car Freight Stations ()</p>								



We promise and understand the following matters:

- 1 . We have read and confirmed this shipping guide and shipping rates, and are responsible for the correctness and authenticity of the contents filled in this Authorization Letter.
- 2 . We agree that all services provided by Top-Trans will be subject to its standard terms of business.
- 3 . We will guide and supervise the whole process of operation.
- 4 . We understand that we need to shall take out transportation insurance for exhibition items (including move-in and move-out operations) on our own.
- 5 . We understand and confirm that the packaging of exhibition items must be safe for loading and unloading operations and withstand multiple shipments, and be suitable for re-use after the exhibition.
- 6 . We agree that Top-Trans staff can check and correct the volume and weight of the exhibition items before their move-in/out to calculate and collect service fees according to the rates in the exhibition transportation guide.
- 7 . If we have special requirements for unloading and positioning of exhibition items (cranes or forklifts of three tons or more), or if the required services are not included in this transportation guide, we will inform Top-Trans in writing at least 10 working days before the move-in, and indicate whether to use cranes.
- 8 . We will **remit** the full amount of the shipping charges and service fees to the relevant account according to the schedule in this shipping guide.

Company (seal)

Name and Post (Please fill in block
letters)

Date



Appliance & electronics World Expo 2021

EXHIBITOR NAME			
HALL NO.		BOOTH NO.	
MEAS.(LxWxH)	CM	CASE NO.	TOTAL
VOLUME	CBM		
G.W	KG	Region of Origin	



ATTACHMENT 07 EXHIBIT TRANSPORTATION SERVICE RESERVATION FORM (HALL W1-W5)

Shanghai Chuangyuan International Logistics Co., Ltd.
Exhibit Transportation Service Reservation Form

Please submit this form to	Shanghai Chuangyuan International Logistics Co., Ltd. Email: awe@cy-il.com Tel.: 021-62371938				
Exhibitor				Exhibition Hall/Booth No.	
Please check the appropriate box below	Primary services	Service content 1	Service content 2	Service content 3	
	Whole journey of move-in	Pick up goods	Delivery from the warehouse to the unloading area of exhibition hall	Unloading in the unloading area of the exhibition hall - Send to the booths	
	Option A of move-in	/	Delivery from the warehouse to the unloading area of exhibition hall	Unloading in the unloading area of the exhibition hall - Send to the booths	
	Option B of move-in	/	/	Unloading in the unloading area of the exhibition hall - Send to the booths	
	Option B of move-out	/	/	Booths - Delivery to the unloading area of the exhibition hall for loading	
	Option A of move-out	/	Delivery from the unloading area of the exhibition hall to the warehouse	Booths - Delivery to the unloading area of the exhibition hall for loading	
	Whole journey of move-out	Door-to-door delivery	Delivery from the unloading area of the exhibition hall to the warehouse	Booths - Delivery to the unloading area of the exhibition hall for loading	
For a detailed quotation, please provide the following exhibit packaging information. If this form is not sufficient, please attach a separate sheet.					
No.	L (m)	W (m)	H (m)	Volume (m ³)	Gross Wt. (kg)
Total Pkgs>>		- / -	Total Vol./Wt.>>		
<p>A brief description of the Basic Service A process:</p> <ul style="list-style-type: none"> ◆ The warehouse receipt will be provided after the appointment is successful. Please print and paste the receipt on each piece of goods before delivery. The warehouse will receive the goods according to the receipt ◆ Please settle the charges at the transportation desk of the exhibition hall, receive the operation order as a receipt to receive the goods. The receipt shall be counted and handed over face to face ◆ Please make sure that the goods are packed as they were and have the delivery order and delivery note attached, and hand them over to our on-site staff after the face-to-face inventory before leaving ◆ Pick-up from the warehouse must be agreed upon in advance. The warehouse will release the goods according to the copies of the delivery order and delivery note 					
<p>A brief description of the Basic Service B process:</p> <ul style="list-style-type: none"> ◆ After a successful reservation, please arrange to deliver the exhibits to the exhibition hall at the appointed time by yourself ◆ After the truck arrives at the unloading area of the pavilion, please go to the transportation service desk to receive the operation order with the reservation information and unload the goods with the operation order ◆ During the move-out period, a vehicle will be sent to the unloading area of the exhibition hall on the agreed date and time, and exhibits will be loaded according to the operation order 					




Notes:

- ◆ Shanghai Chuangyuan International Logistics Co., Ltd. reserves the right to explain the service contents and charging standards.
- ◆ The outer package of the exhibits must be marked with the name of the exhibition, the name of the exhibitor, the number of the booth and the box number. The packaging must be able to withstand multiple transportation and repeated handling, meet the requirements of safe loading and unloading operation and protecting the goods in good condition, and suitable for reuse after the exhibition
- ◆ It is suggested that exhibitors should purchase all-risk insurance for the whole process of the transportation of the exhibits. Shanghai Chuangyuan International Logistics Co., Ltd. is only responsible for the packing and delivery of the goods, and is not responsible for the quality, damage and shortage of the goods. In any case, the amount of compensation undertaken by Shanghai Chuangyuan International Logistics Co., Ltd., regardless of its cause and nature, shall not exceed the value of the goods concerned or the amount converted from RMB 1,500 per 1,000 kg of the gross weight of the goods, and the lower one shall be charged.
- ◆ Please identify the on-site staff (uniform dress, wear work certificates, provide formal transportation commission documents and regular invoices) and keep the delivery receipts to ensure that the goods can be tracked. Do not trust the irregular logistics personnel and be alert to abnormal low prices.
- ◆ If there are oversized or overweight exhibits, dangerous goods, or special circumstances and requirements, including the use of cranes, please make an appointment 10 working days in advance.
- ◆ Empty container storage service can be provided. Except for empty cases, other articles shall not be stored. The time for mover-out and returning empty containers is subject to the regulations of the organizer and the exhibition hall.

The consignor understands and acknowledges all the terms of service, notes and charges of Shanghai Chuangyuan International Logistics Co., Ltd.

The consignor's delivery to Shanghai Chuang Yuan International Logistics Co., Ltd. is considered as the establishment of the contractual relationship between the two parties (direct delivery without agreement is not included in this scope)

Consignor's Contact:	Tel.:		<<Scan the QR Code to get an electronic version of this reservation form
Signature (Seal):	Date:		

ATTACHMENT 08 BOOKING FORM OF EXHIBITORS

Deadline: March 1, 2021

Hotel rates may fluctuate due to the proximity of the show, so please inquire in advance and make reservations as early as possible; final rates are subject to the actual occurrence.

Hotel Name	Price	Room Type	Free Service	Travel Time to SNIEC	Address
Kerry Hotel Pudong Shanghai	1980+16%	Deluxe Double Room	Service Charge	2 minutes walk	No.1388, Huamu Road, Pudong New Area, Shanghai
	1850+16%	Deluxe Single Room			
Grand Hyatt Shanghai	RMB 1,300/room	Deluxe Double Room	Service Charge	15 minutes by car	No.88, Century Avenue, Pudong New Area, Shanghai
	RMB 1,250/room	Deluxe Single Room			
DoubleTree by Hilton Shanghai-Pudong	RMB 890/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	10 minutes	No.889, Yanggao South Road, Pudong New Area, Shanghai
LJZ Supreme Tower	RMB 788/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	10 minutes	No.1668, Longyang Road, Pudong New Area, Shanghai
Howard Johnson Leonora Plaza Shanghai	RMB 650/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	10 minutes	No.99, Jinxin Road, Pudong New Area, Shanghai
Grand Mercure Shanghai Century Park	RMB 650/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	10 minutes	Lane 199, Fangdian Road, Pudong New Area, Shanghai
Wassim R Hotel	RMB 598/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	8 minutes	No.668, Gushan Road, Pudong New Area, Shanghai
Wassim Hotel (Four Points by Sheraton	RMB 558/room	Standard Room/Queen	Breakfast, Shuttle Bus	12 minutes	No.1668, Xiuyan Road, Pudong New Area, Shanghai



Shanghai) Kangqiao		Room			
Benjoy Hotel Shanghai Jinqiao Branch	RMB 458/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	8 minutes	No.222, Jintai Road, Pudong New Area, Shanghai
Ji Hotel (Xiuyan Road)	RMB 418/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	8 minutes	No.2352, Xiuyan Road, Pudong New Area, Shanghai
ibis Shanghai Chengshan Road Hotel	RMB 398/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	10 minutes	No.800, Chengshan Road, Pudong New Area, Shanghai
Benjoy Hotel Shanghai Jufeng Branch	RMB 398/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	15 minutes	No.279, Jufeng Road, Pudong New Area, Shanghai
Xinrong Manzun Hotel	RMB 348/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	15 minutes	No.4019, Chuanshan Road, Pudong New Area, Shanghai
Ji Hotel (Xiupu Road)	RMB 358/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	15 minutes	No.886, Xiupu Road, Pudong New Area, Shanghai
Vienna International Hotel (Gaoke East Road)	RMB 328/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	15 minutes	No.1862, Gaoke East Road, Pudong New Area, Shanghai
Rezen Select Hotel (Shanghai International Tourism Resort, Chuansha)	RMB 328/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	8 minutes	No.1136, Miaoqing Road, Pudong New Area, Shanghai
Yitel (Shanghai Xiupu Road)	RMB 318/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	15 minutes	No.886, Xiupu Road, Pudong New Area, Shanghai
Jinjiang Inn (Shanghai Zhangjiang Financial Information Park, Caolu)	RMB 288/room	Standard Room/Queen Room	Breakfast, Shuttle Bus	18 minutes	No.235, Gonghua Road, Pudong New Area, Shanghai



AWE2021 Hotel Room Reservation Form

Company name				
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time
Name of occupant		Mobile		Gender
Hotel Name	Room Type	Number of Rooms	Check-in Time	Check-out Time

Please fill out the return receipt completely, stamp it and submit it to the contact person by fax or email.

Contact: Yang Xin, Shanghai Pengcheng Exhibition and Display Service Co., Ltd.

Mobile: 13661815278 Tel.: 021-66610306 Fax: 021-56096399 Email: avril@shpengcheng.com.cn



ATTACHMENT 09 APPLICATION FORM FOR EXHIBITION SPONSORSHIP

Deadline: January 22, 2021

Exhibitor: (Stamp) _____ Booth No.:

Tel.: Fax:

Email: Contact:

S/N	Program	Amount	Complimentary Service	Application
B01	Sponsorship of VIP lounge area and pre-registered visitor lounge	RMB 20,000	Ads on the table signs in the lounge area, and the backdrop of the Internet area	
B02	News Center Beverage Provision and Network Sponsorship	RMB 10,000	Ads inside the News Center Acknowledgement in the catalog (company	
B03	Bottled Water Sponsorship	RMB 30,000	Printing Ads on the bottle, distributing Ads at the information desk, the service center, the	
B04	On-site activities sponsorship	Fees are negotiable	Naming rights of activities, on-site promotion, etc.	

Remarks:

1. Sponsorship of the opening welcome dinner will strengthen and deepen customer relationships and will receive superb promotional support from the organizers.
2. Sponsorship of the news center and VIP lounge area beverage provision and network support is conducive to winning active media publicity, as well as VIP customer favor.
3. Provision of massage chairs for the VIP lounge area makes the high-end customers get the most intuitive consumption experience, which will bring a good word-of-mouth effect.

Please fill in the form completely and send the electronic version of this form by email to liucheng@cheaa.com; Meanwhile, print out and seal this form and fax it to Beijing Shengshi Association Exhibition Service Co., Ltd., Jessie Liu Fax: 86-10-67156913

If you have other needs, please call 86-10-67153213 or 86-10-67157265

ATTACHMENT 10 APPLICATION FORM FOR PUBLICATION OF PRINTED ADVERTISEMENTS

The deadline for submission of catalog advertisements and visitor's guide is December 31, 2020, and the deadline for submission of show reports is January 22, 2021

Exhibitor: (stamped) Booth No.:

Tel.: Fax:

Email: Contact:

Category	Ad Position	Specification (mm)	Unit Price (RMB)	Applications
AWE2021 Catalog	Back Cover	135*210	30000	
	Inside Front Cover	135*210	18000	
	Title Page	135*210	18000	
	Spread (Inside Front Cover and Title Page)	270*210	32000	
	Inside Back Cover	135*210	15000	
	Spread (Endpaper and Inside Back Cover)	270*210	20000	
	Coloring Page ahead of the Contents	135*210	8000	
	Coloring Spread ahead of the Contents	270*210	13000	
	Inside Coloring Page	135*210	6000	
Inside Coloring Spread	270*210	13000		

Category	Ad Position	Specification (mm)	Unit Price (RMB)	Applications
AWE2021 Exhibition Newspaper	Front cover (reserved for header and guide)	210×285, Note①	40000	
	Back Cover	210×285, Note ①	25000	
	Full page of inside front cover or title page	210×285, Note ①	20000	
	Full page of inside back cover	210×285	12000	
	Full page of the front page of the contents	210×285	15000	
	Inside full page	210×285	10000	
	centre spread (2P)	420×285	30000	
	Inside half-page (horizontal)	130×185	7000	
	1/3 inside page (vertical)	260×60	4000	
1/3 inside page (horizontal)	85×185	4000		

Notes①: One page with a high-level interview or corporate article.

Three issues of the exhibition newspaper were published and distributed on site. Buy two get one free for all advertisements in the exhibition newspaper; 20% discount for accumulated advertisements of RMB 30,000; 25% discount for RMB 50,000. Any one of the above offers can be chosen and cannot be repeated.

Note: The exhibition newspaper size is subject to change and will be notified.

Please fill in the form and send the electronic version of this form to zhaoxs@cheaa.com.

Contact: Cecilia Zhao

Tel., 010-67152263, 13810218812



ATTACHMENT 11 NEW PRODUCT DEBUT SIGN DECLARATION FORM

Deadline: January 22, 2021

Enterprise Information				
Exhibitor		Logo		
BOOTH NO.		(LOGO)		
Contact Information		Fax		
Declarant (Contact) Information				
Name		Post		
Mobile		Email		
Tel.:		Fax		
New Product Information				
New Product Name (Model)	Product Category	Time to Market	Quantity Demanded of Debut Signs	
			Large Size	Small Size
Total				
<p>In order to enhance the display effect and strengthen the promotion of new products, we recommend that you use the debut signs of this exhibition. The debut sign is free to apply for and will be issued to exhibitors on March 8, 2021, at the registration desk of booth set-up.</p> <p>Our company needs xx debut signs.</p>				

Please send this application form by email to lixx@cheaa.com, Contact: Summer Li (18611137304). If you have any other needs, please call 86-10-67158612.



ATTACHMENT 12 APPLICATION FORM FOR ON-SITE ACTIVITIES

Deadline: January 22, 2021

Enterprise Information			
Exhibitor		Logo	
Booth NO.			
Contact Information		Fax	
Declarant (Contact) Information			
Name		Post	
Mobile		Email	
Tel.:		Fax	
Activity Information			
Activity Name		Time	
Location		Number of Participants	
Activity Details			
Promotion Plan			
Remarks			
If a company applies for multiple activities, separate forms must be completed.			

Please send this application form by email to lixx@cheaa.com, Contact: Summer Li (18611137304). If you have any other needs, please call 86-10-67158612.

ATTACHMENT 13 CHARGES OF CONFERENCE ROOMS AND VACANT ROOMS
※Conference Rooms

Room No.	Area (m ²)	Layout	Seat	Allocation	Price
Conference Room W1-M1	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W2-M2	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W2-M3	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W3-M4	110	Classroom Style	40	Lectern 1, Writing Board 1, Chair 40, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W3-M5	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W4-M6	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W4-M7	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W5-M8	110	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room W2-M9	220	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 6, Barreled Water 1	8,000.00
Conference Room W3-M10	220	Classroom Style	120	Lectern 1, Writing Board 1, Chair 120, Wired Microphone 6, Barreled Water 1	8,000.00
Conference Room E1-M11	75	Theater Style	60	Lectern 1, Writing Board 1, Chair 60, Wired Microphone 2, Barreled Water 1	4,500.00
Conference Room E1-M12	75	Theater Style	60	Lectern 1, Writing Board 1, Chair 60, Wired Microphone 2, Barreled Water 1	4,500.00
Conference Room E1-M13	101	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room E2-M14	101	Classroom Style	40	Lectern 1, Writing Board 1, Chair 40, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room E1-M15	232	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room E1-M16	232	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room E1-M15+M16	464				16,000.00
Conference Room E2-M17	232	Classroom Style	120	Lectern 1, Writing Board 1, Chair 120, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room	232	Theater	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4,	8,000.00



E2-M18		Style		Barreled Water 1	
Conference Room E2-M17+M18	464				16,000.00
Conference Room E2-M19	292	Theater Style	220	Lectern 1, Writing Board 1, Chair 220, Wired Microphone 4, Barreled Water 1	9,000.00
Conference Room E2-M20	90	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N1-M40	85	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N2-M41	85	Classroom Style	40	Lectern 1, Writing Board 1, Chair 40, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N2-M42	233	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room N3-M43	85	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N4-M44	85	Classroom Style	40	Lectern 1, Writing Board 1, Chair 40, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N4-M45	85	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N4-M46	223	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room N5-M47	233	Classroom Style	120	Lectern 1, Writing Board 1, Chair 120, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room N5-M48	85	Theater Style	64	Lectern 1, Writing Board 1, Chair 64, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N5-M49	85	Classroom Style	40	Lectern 1, Writing Board 1, Chair 40, Wired Microphone 2, Barreled Water 1	5,000.00
Conference Room N5-M50	204	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00
Conference Room N5-M51	204	Theater Style	160	Lectern 1, Writing Board 1, Chair 160, Wired Microphone 4, Barreled Water 1	8,000.00

1. The conference room is not allowed to be used for other purposes. The furniture and facilities in the conference room are prohibited to be moved. It is forbidden to post and hang at will;
2. The conference room is provided with a free 4 hours (continuous one-time) advance set-up or layout, which is only available during the contract period between 9:00-18:00, and when the conference room is free. Overtime will be charged at the conference room overtime rate. No conference room overtime will be accepted outside of the contract period. If the conference room is unavailable for two consecutive days and the users on the second day are different from the first day, the users on the second day are allowed to rearrange the conference room from 18:00 to 22:00 on the first day, during which the overtime charge is waived, and the excess is still charged according to the overtime rate of the conference room.

※Vacant Rooms

Room No.	Area (m2)	Allocation	Price
Vacant Room W1-E2	30	With AC	3,600.00
Vacant Room W1-E3	30	With AC	3,600.00
Vacant Room W1-E2	30	With AC	3,600.00
Vacant Room W1-B3B	40	With AC	4,000.00
Vacant Room W4-B1	52	No AC	5,000.00
Vacant Room E1-B1	41	With AC	4,000.00
Vacant Room E1-S1	32	With AC	3,600.00
Vacant Room E1-2E3	35	With AC	3,600.00
Vacant Room E2-B2	41	With AC	4,000.00
Vacant Room E2-2W3	57	With AC	5,000.00
Vacant Room N1-B2B	145	With AC	9,000.00
Vacant Room N2-B1	107	With AC	8,000.00
Vacant Room N2-2W2	86	With AC	6,000.00
Vacant Room N2-N6	26	With AC	3,600.00
Vacant Room N3-B1A	30	With AC	3,600.00
Vacant Room N4-B2C	77	With AC	5,000.00
Vacant Room N4-2N1	100	With AC	8,000.00
Vacant Room N4-2N3	100	With AC	8,000.00
Vacant Room N5-B1	120	With AC	8,000.00

1. No carpeting and furniture provided in empty rooms; the office/speaker's lounge is equipped with simple furniture such as tables, chairs, round tables and sofas;
2. 220V power outlet is provided. If you need to use high power electrical appliances, please apply for the power box in advance and be responsible for the electricity connection work;

Notes of Conference Rooms and Vacant Rooms

1. The conference room is not allowed to be used for other purposes. The furniture and facilities in the conference room are prohibited to be moved. It is forbidden to post and hang at will;
2. Exhibitors must reserve the above services with the organizer one week before the first date of move-in; 50% of the expedited service fee will be added for late orders.
3. If exhibitors apply for overtime, they must submit a written application to the organizer three days in advance, and a 50% expedited service fee will be added for late orders.
4. If exhibitors need to request a vacant room or conference room on site, please pay with cash or other real-time transaction methods.

S/N	Charging Items	Price (RMB)
1	2500 Lumens Multimedia Projector (with	RMB 5,000/exhibition period, RMB 1,500/session



	Projection Screen)	
2	5000 Lumens Multimedia Projector (with Projection Screen)	RMB 7,000/exhibition period, RMB 2,500/session
3	100 Inch Projector Screen (1.6m*2.2m)	RMB 300/session
4	120 Inch Projector Screen (2.4m*1.8m)	RMB 1,200/session
5	150 Inch Projector Screen (3.05m*2.3m)	RMB 1,500/session
6	LED backdrop for exhibition service conference rooms (4m*3m), which is suitable for the conference room under 200 square meters, needs to be confirmed 5 working days in advance. Except for M2, other conference rooms need to apply for a 30A power box at extra cost	RMB 29,000/exhibition period, RMB 5,000/session
7	LED backdrop for exhibition service conference rooms (5.5m*3m), which is suitable for the conference room above 200 square meters, needs to be confirmed 5 working days in advance. Except for M18 and M47, other conference rooms need to apply for a 30A power box at extra cost	RMB 32,000/exhibition period, RMB 6,000/session
8	Wireless Microphone	RMB 400/unit/session
9	Gooseneck Microphone/Wired Condenser Microphone	RMB 200/unit/session

Please contact the corresponding sales staff for reservations. For any questions, please contact Stephanie Qiao
Tel.: 86-10-67158723, 15910571652



ATTACHMENT 14 INVITATION REGISTRATION FORM OF ENTERPRISE KEY CUSTOMERS

Deadline: January 22, 2021

Exhibitor: .

Booth No.: Booth Area: Special Booth Square Meters / Standard Booth

Tel.: Fax:

Email: Contact:

This exhibition will produce and send VIP visitor invitation letters, visitor passes and tickets for free to key clients (unlimited number) invited by exhibitors. These are convenient for clients to use during the exhibition and enjoy VIP access to the exhibition hall. In order to ensure timely receipt of the visitor pass, please fill in the form carefully and fax it to the organizing committee of the exhibition as soon as possible.

Name:	Mobile:	Tel.:	Fax:
ID No.:			
Employer:		Department/Post	
Address:		Post Code:	
Website:		Email:	

Name:	Mobile:	Tel.:	Fax:
Employer:		Department/Post	
Address:		Post Code:	
Website:		Email:	

Name:	Mobile:	Tel.:	Fax:
Employer:		Department/Post	
Address:		Post Code:	
Website:		Email:	

Please fill in the form and send the electronic version of this form to zhaoxs@cheaa.com

Meanwhile, fax it to: 010-67156913, Contact: Cecilia Zhao, 010-67152263, 13810218812.



ATTACHMENT 15 OVERSEAS CUSTOMER VISA INVITATION LETTER APPLICATION FORM

Deadline: January 22, 2021

Exhibitor: (stamped) Booth No.:

Tel.: Fax:

Email: Contact:

Exhibitors may request a visa invitation letter from the exhibition organizing committee in order to invite their overseas buyers to visit the exhibition. For a visa invitation letter, please fill in the relevant information.

Name		Gender	
Passport No.		Nationality	
Company name		Post	
Tel.		Fax	
Address		Place of Application	

Name		Gender	
Passport No.		Nationality	
Company name		Post	
Tel.		Fax	
Address		Place of Application	

Name		Gender	
Passport No.		Nationality	
Company name		Post	
Tel.		Fax	
Address		Place of Application	

Please fill in the form and send the electronic version of this form to wangy@cheaa.com

Meanwhile, print out and seal this form and fax it to Wang Ye, Beijing United Exhibition Service Co., Ltd.

Fax: 86-10-67156913. If you have other needs, please call 15810200502

ATTACHMENT 16 REGISTRATION FORM OF NEWS CONTACT PERSON OF EXHIBITORS

Deadline: January 22, 2021

Enterprise*			
Booth No.			
Contact*		Gender	
Department*		Post*	
Tel.		Fax	
Mobile*			
E-mail			

Notes: marked * are required fields

Exhibitors can download this form from the download center of the official website of Appliance & Electronics World Expo (www.awe.com.cn), fill it out and email it to towangwei@cheaa.com;

They can also print the completely filled form and fax it to 010-67156913;

For any questions, please contact the organizer's news contact Wang Wei at 010-67156290 or 13683689580



ATTACHMENT 17 APPLICATION FORM FOR INTERVIEW APPOINTMENT IN NEWS CENTER

Deadline: January 22, 2021

Exhibitor *		Booth No.	
Program*	Video Interview <input type="checkbox"/>		In-person Interview <input type="checkbox"/>
Appointment Time:			
Interviewee Name*		Post*	
Interview Content and Description *			
Corporate Contact *			
Mobile*			

Notes: marked * are required fields

Exhibitors can download this form from the download center of the official website of Appliance & Electronics World Expo (www.awe.com.cn), fill it out and email it to tawangwei@cheaa.com;

They can also print the completely filled form and fax it to 010-67156913;

For any questions, please contact the organizer's news contact Wang Wei at 010-67156290 or 13683689580.



ATTACHMENT 18 SHANGHAI NEW INTERNATIONAL EXPO CENTRE CONSTRUCTORS AND FORWARDERS REAL NAME CERTIFICATION FORM

(Please fill out in block letters)

Company name:			
Address:			
Postal code:		Switchboard No.(including area code):	
Construction Leader:		Mobile (unique number for binding)	
ID Card No. (second-generation ID card with 18 digits)			
Email (unique email for binding)			
Site Leader:		Mobile:	
Safety Responsible Person:		Mobile:	
<p>Please copy the following text in block letters to the underlined line.</p> <p>I have understood the content of the security commitment. I promise that I will strictly comply with the provisions of the security commitment. I and my company assume all economic and legal responsibilities for all consequences caused by the construction quality, fire and safety issues of the construction personnel for whom I am responsible for applying for certificates.</p> <p>Company Seal: Signature of Construction Leader:</p> <p align="right">Date: MM DD YY</p>			

Receipt

Constructor:

Construction Leader:

Mobile:

(The following sections are filled in by SNIEC)

SNIEC Seal:

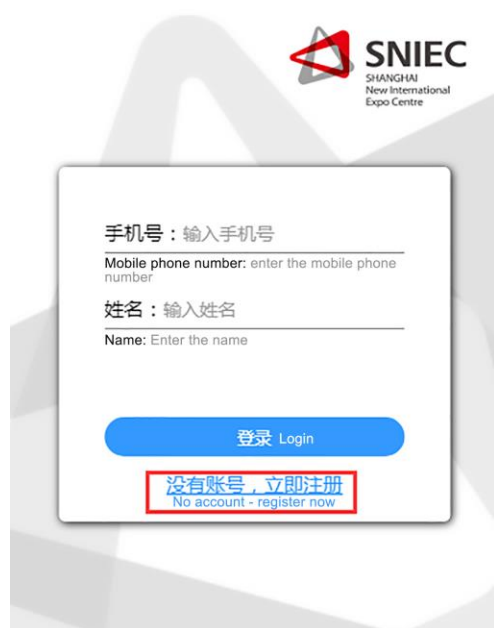
SNIEC Representative:

ATTACHMENT 19 SHANGHAI NEW INTERNATIONAL EXPO CENTRE TRUCK WAITING SYSTEM OPERATION GUIDE

1. Follow the official account of "huishenghuo-pudong" in WeChat.
2. Select "Truck Registration" - "Registration and Licensing".

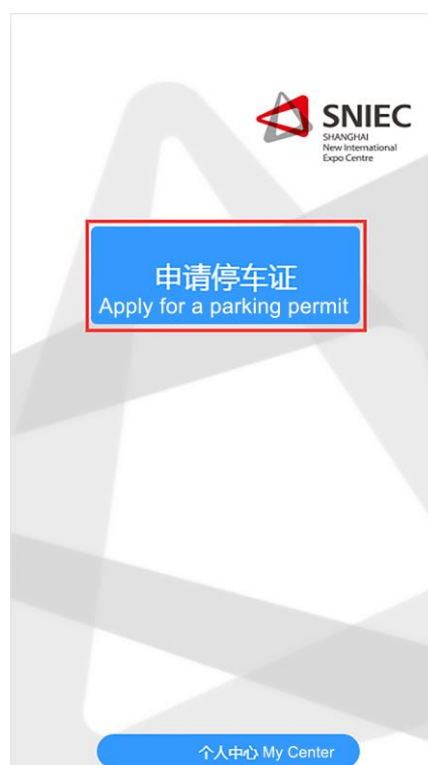


3. Users who apply for the permit for the first time need to register an account first.



4. Once you have successfully registered, click on "Apply

for Parking Permit" and you can start applying for a parking permit.



5. Fill in the vehicle information.



SNIEC
SHANGHAI
New International
Expo Centre

1 2 3 4 5
入场申请 Admission application
司机信息 Driver information
展会信息 Exhibition information
订单确认 Order confirmation
支付成功 Payment succeeded

姓名：冯七
Name: Feng Qi

联系电话：15921406022
Contact number: 15921406022

下一步 Next step

6. Fill in the driver information.



SNIEC
SHANGHAI
New International
Expo Centre

1 2 3 4 5
入场申请 Admission application
司机信息 Driver information
展会信息 Exhibition information
订单确认 Order confirmation
支付成功 Payment succeeded

姓名：冯七

联系电话：15921406022

下一步

7. Fill in the exhibition information and select the date and time slot for vehicle admission.



SNIEC
SHANGHAI
New International
Expo Centre

1 2 3 4 5
入场申请 Admission application
司机信息 Driver information
展会信息 Exhibition information
订单确认 Order confirmation
支付成功 Payment succeeded

展会名称：2018SIAL中食展
Name of exhibition: 2018SIAL Chinese Food Exhibition

物流展
Logistics exhibition

测试展会
Test exhibition

入场日期：05月13日 05月14日 05月15日
Admission date: May 13 May 14 May 15

05月18日 May 18

入场时间：9:30-16:30
Opening Hours:

展馆信息：E1-E3
Exhibition hall information:

下一步 Next step

8. After confirming that the information is filled in correctly, you can go to WeChat to pay.



SNIEC
SHANGHAI
New International
Expo Centre

1 2 3 4 5
入场申请 Admission application
司机信息 Driver information
展会信息 Exhibition information
订单确认 Order confirmation
支付成功 Payment succeeded

2018SIAL中食展 2018SIAL Chinese Food Exhibition

展馆：E1-E3 Exhibition Hall: E1-E3

入场日期：2018-05-14 Admission date: May 14, 2018

入场时间：9:30-16:30 Opening Hours: 9:30-16:30

车辆信息 Vehicle information

车牌号：沪A123654 License plate number: Hu A123654

司机信息 Driver information

姓名：冯七 Name: Feng Qi

联系电话：15921406022 Contact number: 15921406022

订单信息 Order information

制证服务费：Certificate preparation service fee ¥20

支付方式 Mode of Payment

微信支付 WeChat Pay

订单提交后，请在15分钟内完成支付，15分钟后订单将自动取消。
After the order is submitted, please complete the payment within 15 minutes,
and the order will be cancelled automatically after 15 minutes

提交 Submit

9. After successful payment, save the front and back images of your parking permit.

6 6月7日 June 7
9:30—11:30 进入展馆
Enter the exhibition hall from
9:30 to 11:30 am

馆号: W1—W5
Hall No.: W1-W5

停车场: **P3**
Parking lot

2018第六届中国医院功能流程优化与空间设计创新高峰论坛
2018 Sixth China Hospital Function Process Optimization and Space Design Innovation Summit Forum

布展停车证 Exhibition parking permit

沪A930301 Hu A930301



- 备注: Remark:
1. 所有货车必须持证在规定时间内, 路线进入展馆相应停车场, 详细见车证背面
1. All trucks enter the corresponding parking lot of the exhibition hall at the specified time and route with the secondary license. See the back of the license for details.
2. 在展馆周边中心展区(即南浦中路—望平街—杨浦湾展览区)内, 请司机将车证时间存入“彦翔南浦中路-望平街”区域, 否则将无法进入。
2. In the surrounding area of New International Expo Center, "Yangpu Middle Road - Lushan Road - Longyang Road - Yangpu South Road-Meied Area", please enter according to the parking permit time.
3. 自2021年3月12日起, 凡在展馆周边中心展区(即南浦中路—望平街—杨浦湾展览区)内, 所有货车(除场内停车场)均不得入内。
3. Enter the exhibition hall after 12:00 on April 7th, with No.5 vehicle license (goods vehicles are not allowed to enter the surrounding area of the exhibition hall and the parking lot inside the exhibition hall during this period).
4. 货车必须服从现场工作人员指挥。
4. Freight vehicles must obey the command of on-site staff.

保存停车证正面
Save the front of the parking permit



10. You can check the applied parking permit in the personal center.

ATTACHMENT 20 BUILDER'S SAFETY COMMITMENT

Shanghai New International Expo Centre (SNIEC) requires a tranquil, safe and clean environment to maintain the safety of public facilities and construction. To this end, we are fully committed to the following regulations when carrying out renovation, move-in and move-out work in SNIEC's Hall.

- I. We shall conscientiously implement the guidelines and policies on production safety and firefighting, which were issued by Shanghai municipal and national labor protection and production safety authorities. We shall strictly enforce the relevant labor protection regulations, ordinances and provisions.
- II. We shall implement the safety training and education for the construction personnel, who must hold the induction certificate, wear helmets at the construction site, and wear safety belts when working at a height of more than 2 meters. We also should urge the construction personnel to comply with the construction safety operation procedures and take the necessary safety protection and fire-fighting measures in accordance with the regulations. We will assign a site safety officer who will be responsible for daily safety inspections and supervision. The officer will wear a visible mark.
- III. We will operate in strict accordance with SNIEC's regulations on the operation and use of the exhibition hall and outside, and consciously submit to the inspection and supervision of the renovation process by SNIEC's staff.
- IV. During the construction period, we strictly abide by SNIEC's safety and fire management regulations, and are willing to assume full responsibility for any violations and all consequences arising therefrom.
- V. When working at height, construction personnel need to have a permit to work at height or the corresponding qualification certificate, and have safety measures. If a problem occurs, the constructor will assume all responsibility and all consequences arising from it.
- VI. We shall keep the buildings, structures, facilities and equipment, and accessories in the exhibition hall clean and intact during the construction period. We shall pay for any damage or contamination with reference to SNIEC's *Price List for Damage to Buildings and Structures* and *Price List for Damage to Facilities, Equipment and Accessories*.
- VII. We will strictly abide by the fire prevention and explosion-proof regulations. Smoking is prohibited in the exhibition hall. It is strictly forbidden to bring flammable and explosive items (such as paint, banana oil, dipotassium benzene, etc.) into the exhibition hall. The use of open flames, electric furnaces and welding in the exhibition hall is strictly prohibited.
- VIII. It is strictly forbidden to stack items in the fire lanes to ensure the smooth flow of fire lanes, safety lanes and public walkways in the exhibition hall.
- IX. During the construction process, it is strictly prohibited to affect the safety of the building structure and use.
- X. Construction personnel are prohibited from undertaking work unrelated to the construction of the booth and



soliciting work on site without permission.

XI. It is strictly forbidden to subcontract stalls or demolition work to individuals or organizations without personal qualifications and related qualifications for the construction.

XII. It is prohibited to use decoration materials and facilities that have been officially eliminated.

If there is any violation of the above rules, we accept the punishment of SNIEC, the organizer and the venue security, and assume full responsibility.

Booth No. and Name:

Constructor Seal:

Signature of the Responsible Person:

MM/DD/YY

ATTACHMENT 21 NOTICE ON STRENGTHENING THE TOOLS MANAGEMENT OF WORKING AT HEIGHTS

To organizations concerned:

In recent years, there have been a number of falls from height in Shanghai New International Expo Centre (SNIEC), most of which were due to the overturn of herringbone ladders. In order to reduce the safety risks of working at height, from today, SNIEC will strengthen the management of tools for working at height. Specific measures are as follows.

1. The use of herringbone ladders exceeding 2 meters in height is completely prohibited in the venue, except for mobile scaffolding conforming to national safety standards.
2. The top layer of mobile scaffolding must be equipped with a safety barrier, and the height of the barrier must reach 1.2 meters. For constructors violating the regulations, SNIEC safety inspectors have the right to stop their construction and oust them from the construction site.

These regulations will be implemented from now on. Please inform the relevant personnel and constructors to adjust the corresponding construction plan in time to ensure construction safety.

Shanghai New International Expo Centre Co., Ltd.

June 26, 2015



**ATTACHMENT 22 APPLIANCE & ELECTRONICS WORLD EXPO MOVE-IN
FIRE SAFETY COMMITMENT**

For the success of the Appliance & Electronics World Expo 2021, we (company name) make the following commitments during the fire protection design process of the (booth No.) set-up:

I. We shall undertake the fire protection design business of the exhibition project within the scope of the qualification permit. We shall establish the fire protection design quality responsibility system, improve and implement the fire protection design self-audit system. We shall clarify the responsibilities of the person involved, the technical auditor and the issuer, and ensure the fire protection design quality of the exhibition project.

II. The design for fire protection shall meet fire protection regulations and the national technological standards for fire protection in respect of project construction. The design does not violate the mandatory requirements of the national technological standards for fire protection, and is responsible for the quality of fire protection of the exhibition set-up.

III. For the fire products selected in the design and building components, building materials, interior decoration materials and display materials, which have fire performance requirements, we shall note the technical indicators, and ensure their quality meets the mandatory requirements of the standards of the People's Republic of China.

The above is the commitment made by us. In violation of the above provisions, we will bear the corresponding legal responsibility according to the *Fire Protection Law of the People's Republic of China* and other laws and regulations.

Project Leader:

Constructor Name: (Sealed)

MM/DD/YY

FIRE SAFETY REFERENCE REGULATIONS

(Including but not limited to the following regulations)

Code of Design for Fire Protection and Prevention of Exhibition Building and Exhibits Arrangement

DGJ08-2173-2016

Code for Fire Protection Design of Buildings GB50016-2014 (2018 Version)

Technical Standard for Fire Emergency Lighting and Evacuate Indicating System GB51309-2018

Design Code for Exhibition Building JGJ218-2010

Standard for Fire Safety Management of Assembly Occupancies GA654-2006

Technical code for fire safety of construction site GB50720-2011

Technical code for fire safety of steel structure in buildings CECS 200:2006

Code for Fireproofing Design of Electric in Civil Buildings DGJ08-2048-2016

APPLIANCE & ELECTRONICS WORLD EXPO 2021 INSTRUCTIONS FOR PANDEMIC PREVENTION

Exhibition Preparation

1. All persons entering the exhibition hall are required to monitor their own health status prior to the exhibition to ensure

- 1) They and their close contacts do not have fever, cough, weakness, diarrhea and other symptoms before the exhibition;
- 2) Persons from/who have been to the high-risk areas of the epidemic must have completed 14 days of quarantine and have a negative nucleic acid test certificate within 7 days before the exhibition;
- 3) They made a personal health declaration, and generate a green "**Shanghai Health Code**" (through the WeChat "Suishenban" mini-program or Alipay "Health Code" section) before coming to Shanghai. No one will be allowed to enter the hall without a green health code. You can scan the following QR code of the official mini program to know whether you came from high-risk areas.

2. The AWE will not accept the registration of people involved in the risk of epidemic and people from high-risk areas of the pandemic to attend the expo and enter the exhibition hall.

3. All persons entering the exhibition hall must complete **online real-name registration** prior to the exhibition. Exhibitors, visitors, staff and others shall provide their real and valid ID card information and cell phone contact information through the relevant online system, and will be allowed to enter the exhibition only after the original ID card is verified on site. The **ID card** will be the only valid credential for admission. No admission for minors.

-AWE exhibitors' real name registration method: Exhibitors must register their **real names** and corresponding **valid ID numbers** when they register their exhibitor passes online through the official website or WeChat. If exhibitor employees who have not registered in advance need to enter the exhibition, they must provide the real ID numbers of the additional staff during the construction period with the consent of the organizer before they can apply for the registration of the real name.

-AWE visitor real name registration method: Visitors must pre-register in real name in the **exhibition professional visitor pre-registration system**. Visitors must fill in their real names, corresponding valid ID numbers, mobile phone number, etc.

Several ways to enter the exhibition professional visitor pre-registration system:

1) Visit the official website of the AWE (<https://www.awe.com.cn/>) and click on "Visitor Registration".

2) Follow the WeChat official account of the AWE (Account Name: Appliance & Electronics World Expo WeChat Number: awe_chaaa), and click on the "Visitor Registration" menu

4. Temporary entrants from overseas or Hong Kong, Macao and Taiwan will be allowed to enter the exhibition hall only after providing an RNA test report and a letter for release from quarantine and presenting the original passport, Mainland Travel Permit for Hong Kong and Macao Residents or Mainland Travel Permit for Taiwan Residents.

Foreign nationals, Hong Kong, Macao and Taiwan residents residing in China must apply in advance for a "Shanghai health code" and present their original passports, Mainland Travel Permits for Hong Kong and Macao Residents or Mainland Travel Permits for Taiwan Residents and green "Shanghai health codes" before entering the exhibition hall.

5. All persons within the range of the exhibition hall must provide the **"green" Shanghai health code, and pass the temperature measurement and the original ID card verification**. A temporary detention point will be set up. The testees whose body temperature reaches or exceeds 37.3°C must cooperate with the organizer to go to the temporary detention point for secondary temperature measurement. If abnormal body temperature is determined, testees are required to register their information and then leave the site and seek medical attention in a timely manner.

Those who have the green "Shanghai health code" and normal body temperature can enter the exhibition hall by swiping

the original ID card to pass through the baffle gate.

扫描以下官方小程序二维码获知自己所在区域
是否是高风险地区或者重点地区：



扫描以下官方二维码生成“随申码”：



1. All persons inside the exhibition hall must wear a mask throughout, maintain a safe social distance of 1 meter, avoid gathering and reduce contact.
2. There will be a limit on the number of attendees of offline conferences inside the exhibition hall. Masks must be worn throughout the conference, and seating will be spaced apart.
3. Exhibitors and visitors are suggested to dine at the designated dining area or restaurant in the exhibition hall. It is recommended to dine in groups at different times to avoid gathering for meals.
4. Exhibitors are required to prepare their booths with epidemic prevention and disinfection items such as masks, disposable gloves, sanitizer, and no-rinse sanitizer.
5. Exhibitors are required to wear masks properly throughout the exhibition. Exhibitors shall arrange for someone to take charge of epidemic prevention. They shall inspect and guide the staff and audience in wearing masks and avoid the gathering of people in real time. When they found masks off and people gathering, they must remind and guide people immediately.
6. Exhibitors shall arrange for someone to be responsible for keeping daily records of the health of exhibitors, booths, exhibits and promotional materials ventilation disinfection, and personnel flow records, and reporting any abnormalities to the organizer in a timely manner. In addition, they shall cooperate with the publicity work of epidemic prevention and control.
7. Exhibitor prevention personnel should strictly implement ventilation measures. Booths shall not be set up in enclosed rooms, and open design is advocated. Exhibitors shall ensure that the negotiation area is ventilated and spacious. The negotiation parties should maintain a safe distance.
8. Exhibitors shall cooperate with the organizer and venue owner to carry out preventive and daily disinfection of public areas.
Exhibitors shall strictly implement the preventive and daily disinfection of their booths, exhibits and promotional materials and keep records of disinfection work. Exhibitors should report any abnormal body temperature of visitors to the on-site epidemic prevention and control personnel.
9. Exhibitors are requested not to conduct crowd gathering performance activities. In case of related promotional activities, exhibitors should control the scale of the activities, take precautions of diverting and limiting flow when crowded, and ensure that the crowd is kept at a safe distance.

10. Exhibitors shall ensure that all staff and service personnel dispatched to the exhibition site will dine in the designated dining area or restaurant and stay in a regular hotel with standard hygiene and pandemic prevention conditions.

11. Exhibitors shall supervise their booth constructors to implement all measures for prevention and control of the pandemic.

1) Exhibitors shall urge booth constructors to train their staff and service personnel dispatched to the exhibition site on the prevention and control of COVID-19 and emergency handling skills.

2) Constructors must confirm the health status of all staff and service personnel dispatched to the exhibition site in advance. In accordance with the requirements of the CDC, persons from areas with a high risk of the pandemic, or with suspected symptoms or other infectious diseases are not allowed to enter the exhibition site.

3) Constructors shall strengthen internal management, implement daily health monitoring and registration at the exhibition site, summarize the health of staff and service personnel. If any case is found, constructors shall isolate the suspected patient immediately and report to the organizer in a timely manner.

After the Exhibition

Exhibitors are required to follow up on the health status of their staff during the exhibition. If exhibitors have a fever and dry cough within 14 days and are diagnosed as suspected, confirmed or asymptomatic cases of COVID-19, they must inform the organizer in a timely manner so that the organizer can cooperate with the CDC in early screening of relevant contacts as soon as possible.

The above regulations will be adjusted accordingly according to guidelines for COVID-19 prevention and control by the National Health Commission. In case of emergencies, the organizer will control the exhibition according to the regulations of the epidemic prevention and control departments.

REGULATIONS ON THE MANAGEMENT AND CONTROL OF THE NOISE AT EXHIBITION AREAS

Most exhibitors and visitors called for maintaining good order in the AWE venue and creating a comfortable and elegant environment for communication. With reference to the national environmental noise control standards, these regulations are hereby formulated for the compliance of all exhibitors.

Exhibitors shall ask the participants to control the volume of on-site audio equipment during the exhibition, and stop use high-power audio equipment. The volume of audio equipment should be controlled below 80 decibels. The specific provisions are as follows:

1. The Person in Charge of Noise Management of Exhibitors

Exhibitors shall designate a person to be responsible for the noise control of the exhibition site. Exhibitors shall report the on-site contact information of the person in charge of noise control to the organizer before the exhibition, so that the organizer can communicate with them in a timely manner.

2. Noise Management and Punishment:

Exhibitors in the following conditions will be warned and penalized by the organizer accordingly.

Upon receiving noise complaints from on-site exhibitors, the organizer will send special personnel to conduct noise tests on the main speakers of the booth under complaint. When the detected value exceeds 80 decibels, the booth is considered to exceed the noise standard.

The organizer will immediately remind the exhibitor of its responsibility for noise control after confirming that the exhibitor has exceeded the above-mentioned noise limit, and will not penalize the exhibitor if the above-mentioned situation does not occur again afterward. If the volume is not reduced to the qualified decibel after informing the booth personnel, the first and the second warning will be taken. If the two warnings are not effective, the power supply of the speaker will be cut off. If an exhibitor fails to independently divide the electricity for speakers during the move-in, the power



supply for that part of the booth will be randomly cut off. The exhibitor is responsible for any resulting damage to exhibit equipment.

These regulations will be implemented from AWE 2018, and the organizer reserves the right of final interpretation for the noise detection and these regulations.

CONTACT LIST OF EXHIBITION ORGANIZERS AND SERVICE PROVIDERS

1. Organizing Committee of the AWE

Organizer: China Household Electrical Appliances Association

Undertaker: Beijing Shengshi Association Exhibition Service Co., Ltd., Beijing Shengshi Xinlian Exhibition Service Co., Ltd.

Address: Room 706, Tongzheng Building, No.80 Guangqumen Inner Street, Dongcheng District, Beijing (100062)

Tel.: 400-630-8600, 86-10-67153213, 67159042

Fax: 86-10-67156913

Website: www.awe.com.cn

E-mail: awe@cheaa.com

Position	Person in Charge	Mobile
On-site Advertising/Exhibition Sponsorship Application	Ms Jessie Liu	13520952752
Media Service	Mr. Wang Wei	13683689580
Overseas Exhibitor and Visitor Services	Ms Wang Ye	15810200502
Visitor Registration	Mr. Elven Zhao	18612434149
Enterprise On-site Activity Declaration	Ms Summer Li	18611137304
AWE Award Selection	Ms Summer Li	18611137304
Exhibition Forum Registration	Ms Shi Lidong	18611199153
	Ms Cecilia Zhao	13810218812
Hotel Reservation Service	Ms Yang Xin	13661815278
Venue Fitting	Ms Song Jie	18611405633
	Ms Stephanie Qiao	15910571652
Transportation Service	Ms Song Jie	18611405633
	Ms Stephanie Qiao	15910571652



Exhibition Hall Coordination Services	Ms Stephanie Qiao	15910571652
	Ms Song Jie	18611405633
Catalog Registration/Print Advertising Application	Ms Qu Leiyun	13581766950
	Ms Wang Ye	15810200502

2. Main Construction Units

(1) Designated Main Construction Units

Shanghai Rongji Exhibition Co., Ltd. (N1, N2, N3, N4 and N5)

Contact: Mr. Shi Dayou, Mr. Qiao Yingjie, Mr. Ni Xuerong and Mr. Yang Hanqin

Address: Office W1-B4, SNIEC, No. 2345 Longyang Road, Pudong New Area, Shanghai

Tel.: 021-68451582

Mobile: Hall N5: 15001971390 (Mr. Shi Dayou), Hall N3/N4: 13817756331 (Mr. Qiao Yingjie), Hall N2: 13801601311 (Mr. Ni Xuerong) Hall N1: 13817030328 (Mr. Yang Hanqin)

Fax: 021-28906122

Email: service@rj-expo.com

Tel.: 021-50332760

Bank Information

Bank of Account: Yulan Road Sub-branch, Bank of Communications Shanghai Branch

Account Name: Shanghai Rongji Exhibition Co., Ltd.

Account No.: 310066496018010041591

Shanghai Syma-Expo Ltd. (W1, E1, E2)

Mr. Terry Yuan

Miss Vita Zhao

Tel.: (86) 021-62388811* 154

Tel.: (86) 021-62388811* 111

Mobile: 13761546100

Mobile: 13761131814

Email: terry.yuan@syma.com.cn

Email: vita.zhao@syma.com.cn

Payment Methods

Bank of Account: Changning Sub-branch, Bank of Shanghai

Account Name: Shanghai Syma-Expo Ltd.

Account No.: 31646300008042677



Oriental Expo Services (Beijing) Ltd. (W2, W3, W4, W5)

Miss Chen Lei

Miss Mu Chao

Tel.: (86) 010-65671880* 225

Tel.: (86) 010-65671880* 220

Mobile: 18601928251

Mobile: 18601928261

Email: chenlei@orientalexp.net

Email: muchao@orientalexp.net

Payment Methods

Bank of Account: Tuanjiehu Sub-branch, Bank of Communications Beijing Branch

Account Name: Oriental Expo Services (Beijing) Ltd.

Account No.: 1100 6074 4018 8000 18501

3. Official Forwarders

(1) Official Forwarders of Hall N1, N2, N3, N4, N5, E1, E2

Top-Trans Expo Logistics Co., Ltd. (Top-Trans)

Room 1507, New Bridge Building,

No. 68 Xinqiao Road, Shanghai 200003

Address: Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai

Post Code: 200003

Contacts:

Domestic Exhibitors

Mr. Alfa Wang

Mr. Louie Liu

Mobile: 137 8898 3815

Mobile: 166 0174 0775

Tel.: 021-5835 0858

Tel.: 021-5835 0858

Fax: 021-5835 0929

Fax: 021-5835 0929

E-mail: alfa.wang@top-trans.com.cn

E-mail: louie.liu@top-trans.com.cn

Overseas Exhibitors

Mr. Anthony Nie

Mr. JerryChen

Mobile: 138 1872 1467

Mobile:13248377721

Tel.: 021-5835 0858

Tel.: 021-5835 0858

Fax: 021-5835 0929

Fax: 021-5835 0929

E-mail: anthony.nie@top-trans.com.cn

E-mail: jerry.chen@top-trans.com.cn



**(2) Official Forwarders of Hall W1, W2, W3, W4, W5
Shanghai Chuangyuan International Logistics
Co., Ltd.**

No.88, Lane 4188, Jiasong Middle Road, Qingpu
District, Shanghai

Shanghai Chuang Yuan International Logistics
Co., Ltd.

No.88, Lane 4188, Jiasongzhong Rd.
Qingpu, 201705, Shanghai

Mr. Hongxin Luo

Mobile: +86-17717825925

Tel.: +86-21-62371938

Email: hongxin.luo@cy-il.com



4. Residential & Hospitality Provider

Shanghai Pengcheng Exhibition and Display Service Co., Ltd.

Contact: Miss Yang Xin

Tel.: 021-66610306

Mobile: 13661815278

5. Venue

Shanghai New International Expo Centre (SNIEC)

Address: No.2345 Longyang Road, Pudong New Area, Shanghai, China (Post Code: 201204)

Tel.: 86-21-28906666 Fax: 86-21-28906777

E-mail:info@sniec.net

6. Designated Photography/Video Recording/Live Streaming Services Provider of the AWE

As the designated real-time video service platform of the AWE, Yunxi provides exhibitors (W1 - W5, N1 - N5, E1, E2) with real-time video services, such as one-stop live distribution system, live streaming equipment, live video marketing, live video and photo streaming, photography and videography, VR shooting, and short video production.

Hangzhou Xingxi Technology Co., Ltd. (Yunxi)

Address: 7F, Building 6, Artificial Intelligence Town, Hangzhou Future Sci-Tech City

Contact: Deng Huanliang Mobile: 133 9656 7279 Email: denghl@yunxi.tv

Contact: Xiao Xi Mobile: 199 6746 7577