



Index

Official Service Providers

1. General information
2. Rules and regulations
3. Exhibition stands styles and regulations
4. Services for exhibitors
5. Service / order forms
6. Intellectual property compliance policy
7. Liability

Official Service Providers

Official Contractor

The Show Management has appointed **Milton Exhibits & Engineering (Shanghai) Limited** as Official Contractor of this show (for any inquiry regarding booth set-up or electrical / furniture / internet / AV equipment rental related issues).

Milton Exhibits & Engineering (Shanghai) Limited

Milton Exhibits House, Block 16, Shanghai Shineland, No.1188, Huyi Highway, Jiading District, Shanghai 201802, China

Tel: (86-21) 6183 0635 (Halls N1, N2)

(86-21) 6183 0656 (Halls N3, N4)

(86-21) 6183 0610 (Hall N5)

Fax: (86-21) 6183 0531 / 6183 0523

E-mail: csc@milton-sh.com

Contact: Oliver Hou (Halls N1, N2)

Jason Ge (Halls N3, N4)

Tao Wei (Hall N5)

Official Freight Forwarder

The Show Management has appointed **Agility Fairs & Events Logistics (Shanghai) Co. Ltd** as the Official Freight Forwarder of this show.

Shanghai

5th Floor, Tower 5 Crystal Plaza, No. 36 Pingjiaqiao Road, Pudong New District, Shanghai 200126, China

Tel: (86-21) 6116 8760

Fax: (86-21) 6236 5667

E-mail: Jamliu@agility.com

Contact: James Liu

Beijing

Suite 1102-1103, Building A, Borui Plaza, No. A26 East 3rd Ring Road, North Chaoyang District, Beijing 100026, China

Tel: (86-10) 8412 8899 ext. 828

Fax: (86-10) 6421 8273

E-mail: Blu@agility.com

Contact: Roady Lu

Hong Kong

Suite 3001-3, 30/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong

Tel: (852) 2211 8200

Fax: (852) 2866 2421

E-mail: Sling@gagility.com

Contact: Sunny Ling

Taiwan

Glory Transwell Corp

4F-1, No.101, Song-Jiang Rd., Taipei 10486 Taiwan

Tel: (886-2) 25090366 ext. 126

Fax: (886-2) 25090356

E-mail: Ming@glorytc.com.tw

Contact: Ming Huang

Official Travel Agent

The Show Management has appointed **Shanghai Vision Expo & Meeting Solutions Co. Ltd** as the Official Travel Agent and can help you with your hotel reservations and provide you with special room rates on selected hotels near the venue.

Shanghai Vision Expo & Meeting Solutions Co. Ltd (Online booking: [Hotel Booking](#))

Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233, China

Tel: (86-21) 5481 6051 / 5481 6052

Fax: (86-21) 5481 6032

E-mail: jenny@shanghai-vision.com / paul.hou@shanghai-vision.com

Contact: Jenny Zhang / Paul Hou

Official Insurance Consultant

Exhibition Guard (operated by Shanghai Sunwising Insurance Services Ltd) is the Official Insurance Consultant of this show and offers the raw space insurance as required by the Show Management at a special premium.

Exhibition Guard (Online enrollment: www.exhibitionguard.com)

Tel: 400 821 6600 (China hotline) / (86-21) 6856 0065

E-mail: info@exhibitionguard.com

Contact: Muffy Shen

Global Sources Recommended Raw Space Contractor List:

Milton Exhibits & Engineering (Shanghai) Ltd

Milton Exhibits House, Block 16, Shanghai Shineland, No. 1188 Huyi Highway, Jiading District, Shanghai 201802, China

Tel: (86) 4001 208 950 / (852) 8104 8872

Email: marcom@milton-exhibits.com

Website: www.milton-exhibits.com

Contact: Ms. Emily Cheung

Shanghai Homer-Expo Service Co. Ltd

1st Floor, No. 16 Building of the National Science Park of Donghua University, No. 658 Jinzhong Road, Shanghai, China

Tel: (86-21) 5221 2001

Mobile: (86) 150 0067 7851

Email: zf@homer-expo.com

Website: www.homer-expo.com

Contact: Ms. Aney Zhang

Oriental Expo Services Shenzhen Ltd

Room 802, Tower C, Yingdali Science and Digital Park, No. 8 Hongmian Road, Futian District, Shenzhen, China

Tel: (86-755) 2399 3342

Mobile: (86) 139 2462 1115

Email: gao@hydfexpo.cn

Website: www.orientalexpo.cn

Contact: Mr. Steven Gao

Pico IES Group (China) Co. Ltd

Pico Creative Center, No. 99, Lane 4499 Cao'an Highway, Jiading District, Shanghai 201804, China

Tel: (86-21) 6010 8783

Mobile: (86) 133 1166 2131

Email: michael.liu@pico.com

Contact: Mr. Michael Liu

Viewshop Exhibition & Display (Shanghai) Co. Ltd

Room A08-A11 & B01, No. 850 Bo Cheng Road, Shanghai 200126, China

Tel: (86-21) 3251 3138 *878

Mobile: (86) 137 6448 1313

Email: cherry.dan@viewshop.net

Website: www.viewshop.net

Contact: Ms. Cherry Dan

Note: The "Global Sources Recommended Raw Space Contractor List" is provided merely to assist raw space exhibitors in selecting quality contractors. The Show Management does not, however, make any endorsement, representation and/or warranty whatsoever, whether express or implied, in respect of any contractor in such list and/or its services. The Show Management is not a party to and is not involved in the booth design and construction arrangements between the exhibitor and the contractor and will not assume any responsibility or liability in relation thereto. Exhibitors are advised to exercise normal business precautions when dealing with contractors.

1. General information

- 1.1 [Official show name](#)
- 1.2 [Show Management](#)
- 1.3 [Venue](#)
- 1.4 [Show dates and opening hours](#)
- 1.5 [Visitor registration](#)
- 1.6 [Move-in and move-out schedules and arrangements](#)
- 1.7 [Exhibitor access](#)
- 1.8 [Location map of Shanghai New International Expo Centre \(SNIEC\)](#)
- 1.9 [Floor plan of Shanghai New International Expo Centre \(SNIEC\)](#)
- 1.10 [Venue transportation](#)

1.1 Official show name

Consumer Technology & Innovation Show (CTIS)

1.2 Show Management

Consumer Technology & Innovation Show (CTIS) is organized by Global Sources. For enquiries, please contact our account executives at your nearest Global Sources office, or your Client Service Officer:

E-mail: your Client Service Officer's e-mail or hotline@globalsources.com

China exhibitor hotline: 800 870 8889 or 400 602 1300

Taiwan exhibitor hotline: 080 907 0701

Hong Kong & overseas exhibitor hotline:

Putonghua service: 800 870 8889 or 400 602 1300

Cantonese & English service: (852) 8199 7783

1.3 Venue

Shanghai New International Expo Centre (SNIEC), Halls N1-N5
 Address: No. 2345 Longyang Road, Pudong New District, Shanghai, China

1.4 Show dates and opening hours

Date	Opening hours
June 9, 2021 (Wednesday)	9:00am – 5:00pm
June 10, 2021 (Thursday)	9:00am – 5:00pm
June 11, 2021 (Friday)	9:00am – 3:00pm

1.5 Visitor registration

The show is open to trade visitors only. All visitors must register and wear the visitor badge during the show. No visitors under 18 will be admitted.

1.6 Move-in and move-out schedules and arrangements

1.6.1 Move-in and move-out schedules

	Raw space	Standard / Startup Launchpad / Premium
Move-in schedule*:		
Booth construction	Hall N1: June 7 (Monday) 10:00am to 8:00pm	N/A
	Halls N2-N5: June 7 (Monday) 12:00noon to 8:00pm	
Exhibitor check-in Booth decoration	June 8 (Tuesday) 9:00am – 6:00pm All booths must be fully decorated by 6:00pm	June 8 (Tuesday) 1:00pm – 6:00pm All booths must be fully decorated by 6:00pm
Move-in exhibits	June 8 (Tuesday) 9:00am – 6:00pm	June 8 (Tuesday) 1:00pm – 6:00pm
Move-out schedule:		
Move-out exhibits	June 11 (Friday), 3:00pm to 5:00pm	
Termination of booth electricity	June 9 (Wednesday), 5:30pm June 10 (Thursday), 5:30pm June 11 (Friday), 3:15pm	
Booth dismantling and all the construction waste and materials removed from the hall [^]	June 11 (Friday) 5:00pm to 12:00 midnight	N/A

The above move-in and move-out schedules may change and exhibitors will be notified via “Exhibitor Center” and “Exhibitor eNews” for the updated information.

* Overtime application: Additional overtime work hours are available for an additional fee. Please directly apply to the Official Contractor before 2pm on that day at their on-site service counter located in #2 Entrance Hall. Overtime fee will be charged at RMB3,200 / booth per hour. 50% surcharge will be added for late application (after 2pm on that day). If any enquiries, please email to csc@milton-sh.com for more information.

[^] All raw space must complete booth dismantle by June 11, 2021 before 12:00 midnight and remove all the construction waste and materials from the hall.

1.6.2 Move-in arrangements

Exhibitors should proceed to the on-site exhibitor check-in counters at #2 Entrance Hall on the move-in day (June 8) to claim their exhibitor badges. Please refer to 1.6.1 for the exhibitor check-in time applicable to your booth type. All exhibitors **MUST** register under their real names and be verified before they can receive their badges. Exhibitors are required to bring their **China ID card / passport / entry permit**, present an updated green Shanghai Health Code certificate, wear a mask and pass the body temperature check before entering the venue to collect the badges. In addition, exhibitors may need to present the booth confirmation letter or booth contract or company name card to the check-in staff if necessary.

The Show Management will e-mail the booth confirmation letter to exhibitors. Exhibitors should bring this letter to claim their exhibitor badges on-site. If exhibitors require a re-issuance of the booth confirmation letter, please contact your Client Service Officer prior to the commencement of the show. Any requests received after the show opens will not be entertained.

1.6.3 Move-out arrangements

CTIS is a professional trade event. In order to protect the reputation and image of the show and the Show Management, and to avoid causing disruption or disturbance to other exhibitors and visitors of the show, no exhibitor will be allowed to move out or dismantle any part of the exhibits before the official closing time at 3:00pm on June 11.

Move-out permits will be available to all exhibitors at on-site service counters on the last show day (June 11), and the permit will be stamped by the Official Freight Forwarder after 2:30pm. Only during the official move-out period (June 11 after 3:00pm) will exhibitors be allowed to remove exhibits from the exhibition halls.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be borne by exhibitors.

1.6.4 Early packing / move-out from exhibition booth space

If an exhibitor commences move-out packing or removal activities or moves-out from its exhibition booth space before 3:00pm on the last day of the show ("Early Packing / Move-out"), it shall be liable to pay to the Show Management, immediately upon demand, the following respective amount as compensation ("Compensation Amount"), by way of liquidated damages (and not as a penalty):

Time of Early Packing / Move-out	Compensation Amount
Before 3:00 p.m. on the last day of the show	US\$1,000

In addition, the Show Management shall be entitled (in its sole and absolute discretion) to ban the Exhibitor from any or all future participation in the Show Management's trade shows.

1.7 Exhibitor access

Exhibitors will be allowed to enter the exhibition halls before the show opening hours to conduct preparation work. Exhibitors are reminded to deploy staff to man and open their booths before 9:00am on each show day.

Date	Exhibitor access
June 8, 2021 (Move-in Day)	Raw space: 9:00am – 6:00pm Standard / Startup Launchpad / Premium booth: 1:00pm – 6:00pm
June 9, 2021 (Show Day 1)	8:00am – 5:30pm
June 10, 2021 (Show Day 2)	8:30am – 5:30pm
June 11, 2021 (Show Day 3)	8:30am – 5:00pm

Important: During the opening hours of the show, all booth curtains must be removed, and all booths must be accessible by the buyers of the show. The Show Management shall have the right to remove any booth curtain if exhibitor fails to do so. All exhibitors are reminded to wear their exhibitors' badges when entering the venue. No exhibitors under 18 will be admitted.

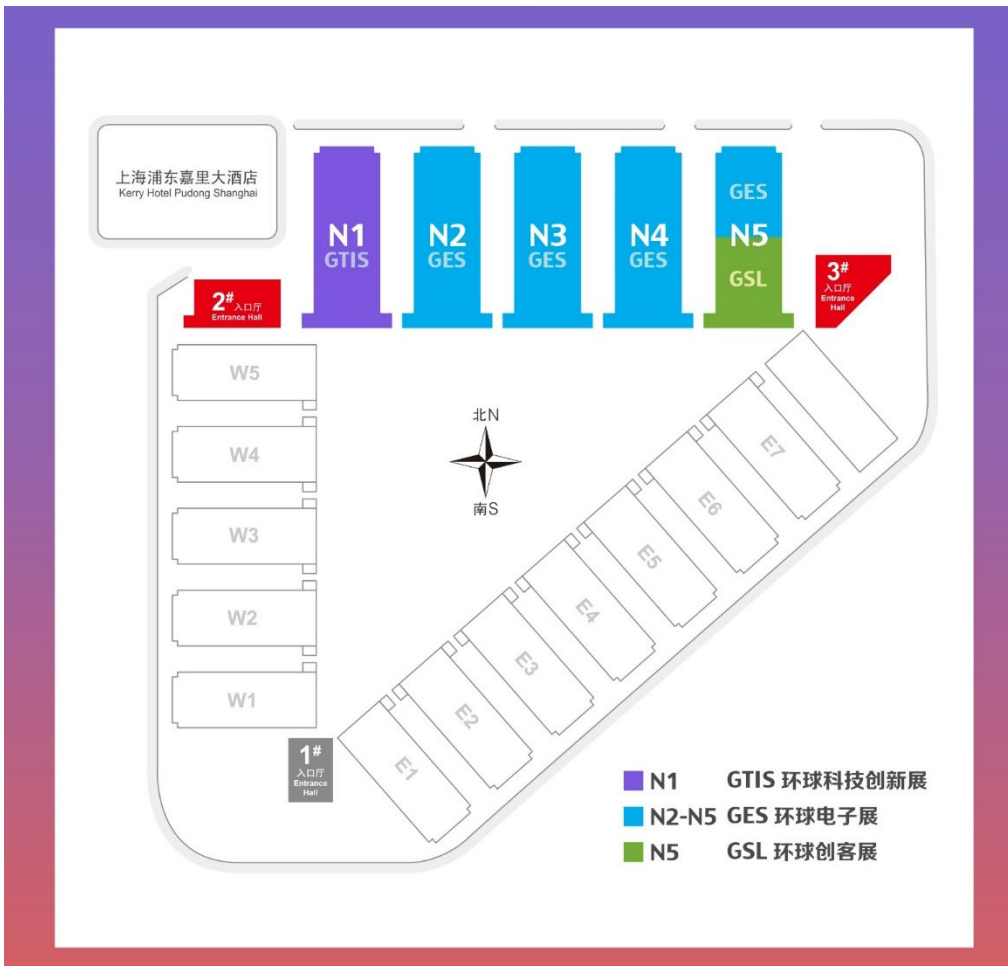
1.8 Location map of Shanghai New International Expo Centre (SNIEC)

SNIEC location map



11

1.9 Floor plan of Shanghai New International Expo Centre (SNIEC)



1.10 Venue transportation

Shanghai New International Expo Centre (SNIEC) is located in Pudong New Area of Shanghai and easily accessible using many means of transport.

Taxi:

- To 3# Entrance Hall: Get off at the junction of Hua Mu Road and Luo Shan Road (Gate 7)
- To 2# Entrance Hall: Get off at the junction of Hua Mu Road and Fang Dian Road (Kerry Hotel, Pudong, Shanghai)
- To 1# Entrance Hall: Get off at the junction of Fang Dian Road and Lung Yang Road (Gate 1)
- From Shanghai Pu Dong International Airport: 35 minutes
- From Shanghai Hong Qiao Airport: about 35 minutes

Metro:

[Shanghai Metro Network Map](#)

- To Entrance Hall 2: Take Metro Line 2 to get off at Longyang Road Station, walk or interchange Line 7 to get off at Hua Mu Road Station (Exit 2 or 5)
- Walk from Hua Mu Road Station: about 3 minutes

Train:

- From Shanghai Railway Station / Shanghai South Railway Station: take Line 1 to People's Square, interchange Line 2 to get off at Longyang Road Station, walk or interchange Line 7
- From Shanghai Hongqiao Railway Station: take Line 2 to get off at Longyang Road Station, walk or interchange Line 7

Maglev line:

- From Shanghai Pu Dong International Airport: about 8 minutes; RMB50 for single ticket: (RMB40 with air ticket); RMB80 for round-trip ticket

Airport bus line:

- From Shanghai Pu Dong International Airport: take lines No. 3 and No. 6; about 40 minutes, RMB16

Bus:

- Bus station: Longyang Road Fangdian Road
- Bus lines includes: No. 989 / Dongchuan line / Fangchuan line / Bus Da Qiao No. 6 / Bus Da Qiao No. 6 Inter-zone

2. Rules and regulations

- 2.1 [Exhibitor badges](#)
- 2.2 [Contractor badges](#)
- 2.3 [Vehicle permit](#)
- 2.4 [Exhibits delivery, storage and removal](#)
- 2.5 [Move-out permit](#)
- 2.6 [Prohibited / restricted products](#)
- 2.7 [Photography and video](#)
- 2.8 [Use of music or films at the show](#)
- 2.9 [Sound level](#)
- 2.10 [Product demonstration](#)
- 2.11 [Food and beverage](#)
- 2.12 [Distribution of promotional materials](#)
- 2.13 [Retail sales of exhibits](#)
- 2.14 [Admission](#)
- 2.15 [Sub-letting](#)
- 2.16 [Show security](#)
- 2.17 [Insurance](#)
- 2.18 [Loss and theft](#)
- 2.19 [Smoking, naked flame and dangerous substances](#)
- 2.20 [Caution on third party promotional offers](#)

2.1 Exhibitor badges

All exhibitors and their staff are strictly requested to always wear official exhibitor badges during move-in / move-out and throughout the show. Each exhibiting company will be given a certain number of exhibitor badges according to their booth size. Only badge holders can enter the exhibition halls.

All exhibitors MUST apply for badges and submit the staff names in [Exhibitor Center](#) before **May 31, 2021.**

The Show Management may not be able to process your application after the deadline. Please ensure all information provided is true and correct. The staff name will be printed on the badge and **the name provided must be same as that indicated on the China ID card / passport / entry permit**. To ensure a smooth exhibitor check-in process, please **bring along the China ID card / passport / entry permit** on June 8, 2021 (please refer to 1.6.1 for the applicable check-in time according to your booth type) to the on-site exhibitor check-in counters at #2 Entrance Hall to collect your badges.

Important: according to the epidemic prevention and control requirements, exhibitors are required to **register under their real name**. The personal information is for epidemic prevention purposes only.

- **Exhibitors with China ID Card:** China ID card no and name will be instantly being verified online. Please bring along the China ID card on-site to collect badge and for daily access to the halls via the ID gate with facial recognition.
- **Exhibitors without China ID Card:** Register online with passport / entry permit number and real name (which matches with the travel document). Please bring the passport / entry permit for on-site verification and photo will be taken by on-site staff. Collect the badge and access the halls via the ID gate with facial recognition. Overseas exhibitors (without a green Shanghai Health QR Code) must present a negative COVID-19 nucleic acid test result and notice on release from medical quarantine.
- **For venue entry, all exhibitors are required to wear a mask, present an updated GREEN Shanghai Health QR Code, pass the body temperature check (below 37.3 C), and access through the ID gates with facial recognition.**

2.2 Contractor badges:

All contractors must always wear **Shanghai New International Expo Centre (SNIEC) contractor badges** during move-in / move-out periods. All contractors should apply for contractor badges from SNIEC, who is exclusively responsible for the registration, checking, photos taking, production and management of the process during move-in and move-out periods. **Please note that SNIEC contractor badges are only valid during move-in and move-out periods and are not valid during the show opening period.** For venue entry during show opening periods, contractors need to contact their exhibitors and apply for exhibitor badges.

Apply for SNIEC contractor badges:

- To reduce the time spent in on-site registration, SNIEC will setup an on-line appointment system for the issuance of the contractor badges.
- To obtain the login password for the SNIEC on-line appointment system, the contractor's person in charge is required to attend in person to go through the real-name authentication procedures at SNIEC Service Centre located in South Square **at least 15 days** prior to the start of their setup work. For details and the required documents for real-name authentication procedures, please visit [SNIEC website](#) and [SNIEC contractor badge procedures](#).
- Contractors should pay for the SNIEC contractor badge fees (RMB50 each) 2 days prior booth setup and collect the contractor badges.
- To reduce the time spent in on-site queuing, registration and checking, raw space contractors are recommended to apply and collect the SNIEC contractor badges prior move-in day. If any enquiries, please contact SNIEC Badge Centre at (86-21) 2890 6100.
- To collect the contractor badges, contractors will be required to present the receipt of the Site Work Deposit stamped by the Official Contractor, Milton. Please contact Milton for stamping arrangement prior move-in day if needed.
- To ensure a smooth move-in process and make full use of the booth construction time, raw space exhibitors and contractors are suggested to read and follow the [raw space design approval & move-in process](#).
- **For venue entry, all contractors are required to wear a mask, present an updated GREEN Shanghai Health QR Code, pass the body temperature check (below 37.3 C), and access through the ID gates with facial recognition.**

2.3 Vehicle permit

For entry to the loading dock, local truck driver must first register on **SNIEC's WeChat** to obtain a "**Queueing Number**". Vehicles will enter and standby at the designated venue parking area at the specified timeslot and apply for the "**Parking Permit**" before driving vehicles into the loading areas to unload. Security staff will stop the vehicles which fail to follow the instructions from entering. For more information on the vehicle permit charge and details, please refer to "[Queueing Number & Parking Permit Notice](#)".

2.4 Exhibits delivery, storage and removal

Under no circumstances will the Show Management be responsible for receiving or storing any exhibits or stand materials for exhibitors. All exhibitors are advised to make their own arrangements.

To ensure the safety and security at the exhibition halls during move-in and move-out periods, the Official Freight Forwarder - **Agility Fairs & Events Logistics (Shanghai) Co. Ltd** is the only company that may handle on-site freight services in and out of SNIEC - CTIS Halls N1-N5, **from arrival at the loading area to the show floor booth and/or vice versa**. For more details, please refer to the 4.2 shipping manuals, including shipment deadlines, cost and detail instructions.

Boxes, cartons, exhibits, food or any other items are not allowed to be stored behind the partitions, in the gangways or any other area except the stand space. Exhibitors may contact Agility for carton box storage and will be subject to a service charge by Agility.

At the end of the show, all exhibitors are requested to pass their return shipment (if any) directly to Agility before leaving the venue. All unattended goods / exhibits in the booth are left at your own risk. The Show Management does not guarantee the safety and security of such unattended goods / exhibits and shall not in any way be liable or responsible for any theft, loss or damage thereof.

2.5 Move-out permit

Move-out permits will be available to all exhibitors at on-site service counters on the last show day (June 11), and the permit will be stamped by the Official Freight Forwarder Agility after 2:30pm.

No exhibit is allowed to be removed from the venue during the exhibition opening hours. Only during the official move-out period (June 11, 3:00pm) will the exhibitors be allowed to remove exhibits from the exhibition halls by presenting the move-out permits to the security guards. Please refer to 1.6.3 for more details.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be borne by exhibitors.

2.6 Prohibited / restricted products

Under the terms of the Global Sources exhibition contract, exhibitors are solely responsible for checking and verifying that each and every product that they exhibit in their exhibiting space complies with the laws of People's Republic of China

Certain products are determined as "sensitive" products and they may be prohibited, restricted or regulated under the laws of the People's Republic of China.

- Firearms, replica guns
- Stun guns, even if it is substitute or replica toy
- Explosives, stun guns, pepper sprays and other weapons, etc.

Any unit or person is not allowed to manufacture and/or sell these kinds of products without license.

Exhibitors are strongly advised to check and comply with the relevant laws of the People's Republic of China. Exhibitors are not recommended to display the above or any other prohibited, restricted or regulated products unless they have strictly observed the law. Any failure to abide by the laws of the People's Republic of China could result in possible arrest and criminal conviction. If exhibitors have any queries in this regard, please seek independent legal advice from a lawyer.

2.7 Photography and video

No photo or video shooting and sound recording will be allowed at the venue, unless prior written approval is obtained from the Show Management.

To help promote the show as dynamic shows where buyers can meet new suppliers and find innovative products, the Show Management will be taking photos, videos or recordings of booths, products and people at the exhibition floor during the show period. The Show Management shall have the sole and exclusive right for such activities and have the absolute right and discretion on their use as they deem fit. Exhibitors can read the full wording below – which is also to be found in their booth contract.

If exhibitors have any intellectual property concerns about their booth or product and would not want them to be photographed, filmed or recorded, they may ask the official photographers to refrain from doing so as they approach their booth.

Photo shooting, filming, sound or video recording at the show: The Exhibitor acknowledges and agrees that the Show Management shall have the sole and exclusive right to conduct any photo shooting, filming, sound or video recording, telecasting and/or broadcasting of the Event, any advertising and/or sponsorship materials of the Exhibitor, the booth space occupied by the Exhibitor, and any products or displays at the Exhibitor's booth, and all such photos, films, sound or video recordings, telecasts and broadcasts (collectively, "Recordings") shall be and remain the property of the Show Management. The Show Management shall have the sole right and absolute right and discretion to reproduce, publish, share, broadcast and/or transfer any Recordings in such manner as it deems fit. The Exhibitor further acknowledges and agrees that all advertising and/or sponsorship materials prepared by the Show Management shall be and remain the property of the Show Management and may not be used by the Exhibitor for any purpose other than as contemplated in this contract or reproduced by the Exhibitor, without the prior written permission of the Show Management.

2.8 Use of music or films at the show

Any use, reproduction, public performance, playing or displaying of musical works, films, movies or videos (including for demonstration or background usage purposes) may be subject to licenses or consents being obtained from the relevant licensors, distributors or licensing organizations ("Licenses") and/or licenses, permits or approvals being granted by the relevant governmental or regulatory authorities ("Governmental Approvals").

Exhibitors who intend to or do use, reproduce, publicly perform, play or display musical works, films, movies or videos at the trade show are responsible for ensuring that all applicable Licenses and Governmental Approvals are obtained in advance of the trade show, and shall indemnify, defend and hold harmless the Show Management and its affiliates (and their respective representatives and contractors) from and against any claims and/or complaints arising from or in connection with any failure to do so.

In addition, the Show Management reserves the right to prohibit the exhibitor from, or to require the exhibitor to cease and desist from, any use, reproduction, public performance, playing or displaying of any musical work, film, movie or video at the trade show, if:-

(a) The exhibitor is unable to provide the Show Management with copies of appropriate Licenses and/or Governmental Approvals, upon request by the Show Management (whether or not any related claim or complaint is received by the Show Management); or

(b) In the sole and absolute opinion of the Show Management, the musical work, film, movie or video, or the subject matter, nature, context or any content thereof (i) is or is likely to be unlawful, obscene, pornographic, immoral, offensive, provocative, in poor taste, against public policy, politically sensitive, disruptive, a nuisance, excessively noisy or distracting, inappropriate, unsuitable, defamatory, derogatory or disparaging of the Show Management or its trade show(s), product(s) or service(s), or any other person, entity, product or service; (ii) is or is likely to encourage, or has or is likely to have as its purpose or effect the encouragement of, any unlawful, immoral or inappropriate activity or behaviour; (iii) does or is likely to, or is alleged to, infringe or violate any intellectual property or other rights or any applicable law or regulation; or (iv) does not or is unlikely to conform to, or does or is likely to detract from or adversely affect, the subject matter, nature, purpose, image and/or reputation of the trade show.

2.9 Sound level

All audio / visual equipment must be positioned and be kept at an appropriate level of volume in order not to cause any inconvenience to other exhibitors or visitors. It is the exhibitor's responsibility to ensure that the demonstration sound should not exceed a level deemed reasonable by the Show Management. The Show Management reserves the right to intervene and stop demonstrations immediately if the sound level causes undue disturbance to other exhibitors and visitors. In this case the exhibitor will not receive a refund or damage compensation from the Show Management. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their booth areas.

2.10 Product demonstration

Exhibitors are allowed to conduct product demonstrations only within their booth areas. For standard booth exhibitors, their product demonstrations must not exceed the height of 2.5m, which is the height of the panel walls. Exhibitors are not allowed to conduct any product demonstrations in the public areas of the venue, and their product demonstrations must not cause any disturbance to other exhibitors and visitors.

Given the battery-powered electric scooters and vehicles, or any moving devices or equipment may cause personal injury, for the protection of exhibitors and buyers of personal safety, exhibitors may only demonstrate or operate their own moving exhibits within the exhibitor's booth. No test drive by exhibitors or buyers shall be allowed in corridors, hallways and other public space of the show venue. All personal injuries or property damage, and any other related consequences arising out of the test drive shall be responsible solely by the exhibitors and the Show Management shall not be liable for any of these claims.

2.11 Food and beverage

According to the regulations of the Shanghai New International Expo Centre, no food or beverage is allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the cafeterias / restaurants inside the venue.

2.12 Distribution of promotional materials

Exhibitors can only distribute promotional materials such as product catalogues, brochures and souvenirs within their own booths, but not in the public areas of the venue.

2.13 Retail sales of exhibits

Exhibitors are strictly prohibited from conducting retail sales at the show. The Show Management reserves the right to terminate the participation of any exhibitor conducting retail sales at the show and their participation fee will not be refunded under such circumstances.

2.14 Admission

The Show Management reserves the right to refuse admission to the show of any visitors, exhibitors or their agents who are, at the absolute discretion of the Show Management, regarded as unfit, intoxicated or in anyway likely to create any disturbance or discomfort to the show, other exhibitors or visitors. No exhibitor or visitor under 18 will be admitted.

2.15 Sub-letting

It is strictly forbidden for exhibitors to sub-let their exhibition space to any third parties unless a written approval is granted from the Show Management. The Show Management reserves the right to terminate the participation of any exhibitor sub-letting their booth space without obtaining prior approval and their participation fee will not be refunded under such circumstances.

2.16 Show security

The Show Management would like to remind all exhibitors to pay special attention to the security of their booths and belongings. Please do not leave your laptop computers, mobile phones, exhibits or other belongings unattended. You are also advised to bring all valuable items with you when you leave the venue at the end of each event day. In displaying valuable exhibits during the show opening hours, please keep them secured in your booth at all times (e.g. place them inside a lockable glass showcase).

The Show Management will arrange security guards to patrol the exhibition halls and to be stationed at the main entrances. However, the Show Management does not guarantee the effectiveness of such security arrangements and will not be responsible or liable for any damage to or loss of any property during the show. In the event of any emergency and suspicious circumstances occurring during the show opening hours, exhibitors are advised to report the matter immediately to the Show Management.

2.17 Insurance

The Show Management undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors / visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

Exhibitors and their appointed contractors should carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Show Management, Shanghai New International Expo Centre and other facilities utilized by the Show Management and their contractors, officers, agents and employees against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind, including attorneys' fees, resulting from, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of personal injuries, death or property damages sustained by any person.

For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage. If exhibitors require special assistance on the service, please do not hesitate to contact the Show Management.

2.18 Loss and theft

All property and goods brought by exhibitors into any part of the venue including, without limitation, booth stands, space and custom-built booths are brought at the exhibitor's risk. The Show Management does not guarantee the

safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof.

The showcases, cabinets and other storage facilities as provided by the Show Management in any part of the venue including, without limitation, booth stands, space and custom-built booths are for exhibition purposes only. Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

2.19 Smoking, naked flame and dangerous substances

Smoking and use of naked flame in any part of Shanghai New International Expo Centre (SNIEC) is prohibited. Explosive, radioactive and poisonous articles are not allowed to be stored, used, and displayed in the exhibition halls.

2.20 Caution on third party promotional offers

The Show Management has learnt that certain third parties have been contacting the exhibitors to try to promote their directory listings, by misrepresenting and/or giving an incorrect or confusing impression that they are somehow associated with or endorsed by Global Sources and/or are responsible for the exhibitor directory of Consumer Technology & Innovation Show or other Global Sources trade shows.

In response to the above, please note that:

1. Global Sources does not have any relationship with and is not in any way associated with any third parties who purport to publish directory listings of exhibitors such as "Expo-Guide" (<http://www.expo-guide.com>).
2. Global Sources has not appointed or authorized any such third party publishers of exhibition directory listings to contact, solicit and/or obtain or confirm any information from exhibitors. Nor are any such third parties in any way endorsed by Global Sources.

Exhibitors are strongly advised to exercise caution when receiving or dealing with any solicitations, promotional offers, requests and/or correspondence from any such third party publishers of exhibition directory listings. If you have any doubts, uncertainties or suspicions or require any clarification, please do not hesitate to contact your Global Sources Account Executive or your Client Service Officer.

3. Exhibition stands styles and regulations

- 3.1 [Standard, startup launchpad and premium booths](#)
- 3.2 [Customs-built booths on raw space](#)

3.1 Standard, startup launchpad and premium booths

3.1.1 Facilities of standard booths

The Official Contractor will be responsible for the design and construction work of the standard booths.

The standard booth 9sqm package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with company name in English and simplified Chinese and booth number
3. One (1) round discussion table
4. Three (3) chairs
5. One (1) information counter [1m (W) x 0.5m (D) x 0.75m (H)]
6. One (1) 13amp / 220V socket (single phase, max. 500W)
7. Three (3) 10W LED longarm spotlights
8. One (1) layer of display shelves (3m long each with a maximum loading of 2kg)
9. One (1) wastebasket
10. Carpeted floor

A fascia board with company name and booth number will be provided free of charge. Exact wordings of the company names will be based on "Exhibitor Information". "Exhibitor Information" comes from the company information you provided with your booth contract. The Show Management cannot ensure that the information be featured on the fascia board if the request changes of "Exhibitor Information" is received after the deadline, **April 23, 2021**. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name and booth number.

Please refer to below standard booth drawings. The fascia board and carpet colors shown in below drawings are for reference only. [Download graphic panel size](#)

- [9sqm standard booth](#)
- [9sqm corner booth](#)
- [18sqm standard booth](#)
- [18sqm corner booth](#)

3.1.2 Facilities of startup launchpad booths

The Official Contractor will be responsible for the design and construction work of the startup launchpad booths.

The startup launchpad booth 9sqm package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. White back wall and short panels on both sides
2. Fascia board with company name in English and simplified Chinese and booth number
3. One (1) round discussion table
4. Two (2) chairs
5. One (1) information counter [1m (W) x 0.5m (D) x 0.75m (H)]
6. One (1) 13amp / 220V socket (single phase, max. 500W)
7. One (1) 10W longarm spotlights
8. One (1) wastebasket
9. Carpeted floor

A fascia board with company name and booth number will be provided free of charge. Exact wordings of the company names will be based on "Exhibitor Information". "Exhibitor Information" comes from the company information you provided with your booth contract. The Show Management cannot ensure that the information be featured on the fascia board if the request changes of "Exhibitor Information" is received after the deadline, **April 23, 2021**. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name and booth number.

Please refer to below startup launchpad booth drawings (with graphic panel size). *The fascia board and carpet colors shown in below drawings are for reference only.

- [9sqm startup launchpad booth](#)

3.1.3 Facilities of premium booths

Exhibitors can differentiate their company with these premium booth options and attract more buyers to your booth. The Official Contractor will be responsible for the design and construction work of the premium booths. For enquiries, please contact your Global Sources account executives.

A fascia board with company name and booth number will be provided free of charge. Exact wordings of the company names will be based on "Exhibitor Information". "Exhibitor Information" comes from the company information you provided with your booth contract. The Show Management cannot ensure that the information be featured on the fascia board if the request changes of "Exhibitor Information" is received after the deadline, **April 23, 2021**. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name and booth number.

Please refer to below premium booth drawings. The fascia board and carpet colors shown in below drawings are for reference only.

- [9sqm premium booth – Option 1A](#)
- [9sqm premium booth – Option 1B](#)
- [18sqm premium booth – Option 2A](#)
- [18sqm premium booth – Option 2B](#)

3.1.4 Changes to fascia boards and adding any additional structures

Standard, startup launchpad and premium booth exhibitors are prohibited from making any changes to their fascia boards, which includes changing designs, structures, colors or adding any additional structures to them.

3.1.5 Changes to booth format

Exhibitors are not allowed to change the booth format by dismantling the standard, startup launchpad or premium booth structure or removing any integral part of it without prior written approval from the Show Management. Such applications should be submitted to the Show Management for approval before **April 23, 2021**. The Official Contractor will not accept such requests made on-site at the show.

3.1.6 Additional electrical services

The power outlet (13amp / 220V, max. 500W) in the standard, startup launchpad or premium booth package is only for single electrical appliance other than lighting. Exhibitors who require additional lighting or lighting connections for their own lighting equipment can order directly from the Official Contractor using **Form 4A** before **April 23, 2021**. A surcharge will be added to the order after the deadline.

3.1.7 Additional booth facilities

Exhibitors requiring additional facilities (such as showcase, furniture, etc) can order directly from the Official Contractor using **Form 5** before **April 23, 2021**. Full advance payment is required. A surcharge will be added to the order after the deadline.

3.1.8 Changes to facilities in standard, startup launchpad and premium booths

Exhibitors are allowed to change the positions of their booth facilities and furniture (e.g. display shelf, spotlight, and power socket) inside their booths. All furniture and electrical items included in the standard, startup launchpad and premium booths are not exchangeable or refundable. Exhibitors should send their requests to the Official Contractor using **Form 9** before **April 23, 2021**. The Official Contractor will charge for this service if the requests are made on-site at the show. Please contact the Official Contractor for more details.

3.1.9 Standard, startup launchpad and premium booth exhibitors must adhere to the following

1. No additional booth fittings or facilities are allowed to be attached to the booth structure.
2. No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
3. No free standing fitment may exceed a height of 2.5m or extend beyond the booth boundaries of the booth allocated. This includes exhibits, company names, advertising material and logos of the exhibitor.
4. Storage cabinets and shelves (if any) will be attached to the back panels of the booth. Corner booths will have their storage cabinets in the same position as other booths in the same row.
5. All exhibits, stand materials and the like shall be removed immediately after the closing of the show on the last show day according to the arrangement and within the time limits specified by the Show Management. Any exhibit or stand material left behind at the venue shall be deemed abandoned, and the exhibitor and their appointed contractors will be liable for the expenses of disposing these materials.
6. Exhibitors are responsible for ensuring any water / waste water used in the booth is disposed of properly at the end of the show. Exhibitors are liable for any cleaning charge or damage caused. Show Management and/or Venue Management reserve the right to charge this entirely at the respective exhibitor / contractor's expense.
7. Installation of electrical equipment, including lighting fixtures, must adhere to the electrical regulations of the Venue and China Electricity Ordinance. Exhibitors are advised not to use electrical fittings which may contain sub-standard circuits in their booth(s).
8. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
9. No ladders of height exceeding 2m are allowed to be used inside the venue and all exhibition halls.
10. Each cabinet / table can only bear weight under 10kg. Due to safety reasons, exhibitors should not stand on the table or cabinet top to stick a poster or hang any exhibits.

3.1.10 Wooden structures or booth interior decorations

Standard, startup launchpad and premium booths exhibitors may appoint any competent contractor for wood-work assembly inside the booth (such as showcase, counter, wall panel); provided however that

- (i) Exhibitor Appointed Contractor form (Form 3) has been duly completed and the contractor is approved by the Official Contractor;
- (ii) the design drawings of the wood-work decorations and electrical installation plans (if any) are submitted to and approved by the Official Contractor;
- (iii) submit all the required materials & responsibility agreements as required by the Official Contractor;
- (iv) a "Site Work Deposit" is paid in accordance with paragraph 3.2.3 below;
- (v) the contractor has successfully taken out the required insurance policies in accordance with paragraph 3.2.4 below and submitted and approved by the Official Contractor;
- (vi) contractor and the on-site workers have to apply for valid contractor badges issued by the venue (please refer to the 2.2 Contractor badges); and
- (vii) the contractor must comply to all the rules and regulations as stipulated in this Exhibitor Manual, including paragraph 3.2 below related to "Custom-built booths on raw space".

Failing which, the Show Management reserves the right to prohibit the exhibitor and contractor from accessing the booth and their participation fee will not be refunded under such circumstances.

Exhibitors should ensure that their appointed contractor and all the on-site workers have valid China work permits and venue contractor badges. Exhibitors shall be solely responsible for, and shall indemnify the Show Management against, any liability arising from or in connection with any such contractors or workers failing to hold valid China work permits / venue contractor badges.

Exhibitors should submit their appointed contractor's company name, address, contact persons and telephone number using **Exhibitor Appointed Contractor form (Form 3)** for the Official Contractor's approval by no later than **April 23, 2021**. The Show Management / Official Contractor reserves the right to disapprove any contractor or any booth design drawings or electrical installation plans, without giving any reason.

Exhibitors are not allowed to change the booth format by alternating or dismantling the standard, startup launchpad or premium booth structure, fascia boards or removing any integral part of it. No wooden structure or decoration may exceed a height of 2.4m and must be placed within the area confined by the booth structure. Exact size of the wooden structures or booth decorations should be approved by the Official Contractor before production and execution.

Exhibitors are responsible for confirming the booth decorations dismantling schedule with their appointed contractor. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Show Management. **Contractors can move-in for assembly work on June 8, 2021. At the end of the show, it shall be the responsibility of the contractor to dismantle and remove the wooden structures or booth decorations in accordance with the dismantling schedule.** Any exhibit or stand material left behind at the venue shall be deemed abandoned, and the exhibitor and the appointed contractor will be liable for the expenses of disposing these materials.

Deduction of Site Work Deposit for breach of rules and regulations

If, in the Show Management's opinion, any of the raw space sites or any of the decorative works in any of the standard / startup launchpad / premium booths (collectively referred to as the "Sites / Booths") that taken up by the same contractor is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Show Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full by such contractor for all the Sites / Booths or in any reasonable amount of the Site Work Deposit at the sole discretion of the Show Management (inclusive of all the Site Work Deposit being placed by such contractor with the Show Management for the Sites / Booths); and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Show Management and/or Venue Management as a result thereof or in connection therewith, charge to and recover from the exhibitor and/or contractor the amount.

3.2 Customs-built booths on raw space

The raw space option is available from a minimum of 18 sqm. Raw space exhibitors will be given a floor space without booth facilities, carpet and power supply. They must design and construct their own booths, lay the carpet and adhere to the regulations stated below, as well as any other rules stipulated by the Show Management before or during the show. **To ensure a smooth move-in process and make full use of the booth construction time, raw space exhibitors and contractors are suggested to read and follow the [Workflow for Raw Space Design Approval and Move-in Process](#).**

Raw space exhibitors must submit booth designs for approval via [Exhibitor Platform](#) (the Official Contractor Milton's online service platform: ctis.milton-exhibits.cn). **Raw space exhibitors are suggested to sharing the Milton platform website, Username and Password to their appointed contractor for submission of booth design & information upload / order electrical services.**

3.2.1 Plan and design proposal

Original plans, design proposals and material specification must be submitted online to the Official Contractor (via [Exhibitor Platform](#)) for approval no later than **April 23, 2021**. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain side, top and perspective views and electrical installation plans. The Show Management / Official Contractor reserves the right to disapprove any booth plans or design proposals, without giving any reason. Any booth structure not built according to the approved layout may be subjected to on-site alterations at the exhibitor's expense.

The design drawings of all **single-story booths with height 4.5m or above**, as well as **two-story booths** MUST also be submitted to **HAH Consulting & Exhibition Co. Ltd (HAH)**, the structural engineering consultant appointed by SNIEC, for further inspection and review. An inspection fee will be charged by HAH. The drawings must be approved by the Official Contractor first before submitting to HAH for review. Exhibitors should e-mail the **Approved Notice** from HAH to the Official Contractor once received.

HAH Consulting & Exhibition Co. Ltd

Address: E2-2E1, 2345 Long Yang Road, Pudong New Area, Shanghai

Tel: (86-21) 2890 6633 Fax: (86-21) 2890 6000

E-mail: hah@hahchina.com

Design drawing inspection fee:

Raw space	Inspection fee
Single-story booth with height 4.5m or above	RMB25 / sqm
Two-story booth	RMB50 / sqm (based on total sqm of both levels)

Note for single-story booth with height 4.5m or above and two-story booth: If the drawing is not reviewed and approved by HAH, the Show Management / Venue Management reserves the right to prohibit the booth construction. If the drawing is amended after HAH's approval, then a re-inspection is required, and a re-inspection fee will be charged.

3.2.2 Raw space contractors

To enhance show safety management and ensure all rules and regulations are strictly followed during the raw space construction, dismantle and show period, a “**Global Sources Recommended Raw Space Contractors List**” will be available to exhibitors. Raw space exhibitors are suggested to select and appoint their raw space contractor only from the Global Sources Recommended Raw Space Contractors List. Please refer to the list below and note that the list may be updated or revised from time to time.

Exhibitors should provide their appointed contractor's company name, address, contact persons and telephone number to the Show Management using the **Exhibitor Appointed Contractor Form (Form 3)** for the Official Contractor's approval by **April 23, 2021**. The Show Management / Official Contractor reserves the right to disapprove any contractor or any booth design drawings or electrical installation plans, without giving any reason.

Raw space exhibitors may appoint a contractor to design and construct their booths; provided that

- (i) Exhibitor Appointed Contractor form (Form 3) has been duly completed and the contractor is approved by the Official Contractor;
- (ii) the booth design drawings, electrical installation plans and material plans are submitted to and approved by the Official Contractor;
- (iii) submit all the required materials & responsibility agreements as required by the Official Contractor, including signed and stamped the Construction Safety Responsibility Agreement, Electricity Safety Responsibility Agreement, and copies of special operating certificates (e.g. Electrician Certificates), etc;
- (iv) a “Site Work Deposit and Hall Management Fee” is paid in accordance with paragraph 3.2.3 below;
- (v) the contractor has successfully taken out the required insurance policies in accordance with paragraph 3.2.4 below and submitted and approved by the Official Contractor;
- (vi) contractor and the on-site workers have to apply for valid contractor badges issued by the venue (please refer to the 2.2 Contractor badges); and
- (vii) the contractor must comply to all the rules and regulations as stipulated in this Exhibitor Manual.

If any one or more of these conditions are not fulfilled, the Show Management reserves the right to prohibit the raw space exhibitor and contractor from accessing the booth and the exhibitor's participation fee will not be refunded under such circumstances.

Exhibitors should ensure that their appointed contractor and all the on-site workers have valid China work permits and venue contractor passes. Exhibitors shall be solely responsible for, and shall indemnify the Show Management against, any liability arising from or in connection with any such contractors or workers failing to hold valid China work permits / venue contractor passes.

Global Sources Recommended Raw Space Contractor List:

Milton Exhibits & Engineering (Shanghai) Ltd

Address: Milton Exhibits House, Block 16, Shanghai Shineland, No. 1188 Huyi Highway, Jiading District, Shanghai 201802, China
 Tel: (86) 4001 208 950 / (852) 8104 8872
 Email: marcom@milton-exhibits.com Website: www.milton-exhibits.com
 Contact: Ms. Emily Cheung

Shanghai Homer-Expo Service Co. Ltd

Address: 1st Floor, No. 16 Building of the National Science Park of Donghua University, No. 658 Jinzhong Road, Shanghai, China
 Tel: (86-21) 5221 2001 Mobile: (86) 150 0067 7851
 Email: zf@homer-expo.com Website: www.homer-expo.com
 Contact: Ms. Aney Zhang

Oriental Expo Services Shenzhen Ltd

Address: Room 802, Tower C, Yingdali Science and Digital Park, No. 8 Hongmian Road, Futian District, Shenzhen, China
 Tel: (86-755) 2399 3342 Mobile: (86) 139 2462 1115
 Email: gao@hydfexpo.cn Website: www.orientalexpo.cn
 Contact: Mr. Steven Gao

Pico IES Group (China) Co. Ltd

Address: Pico Creative Center, No. 99, Lane 4499 Cao'an Highway, Jiading District, Shanghai 201804, China
 Tel: (86-21) 6010 8783 Mobile: (86) 133 1166 2131
 Email: michael.liu@pico.com
 Contact: Mr. Michael Liu

Viewshop Exhibition & Display (Shanghai) Co. Ltd

Address: Room A08-A11 & B01, No. 850 Bo Cheng Road, Shanghai 200126, China
 Tel: (86-21) 3251 3138 *878 Mobile: (86) 137 6448 1313
 Email: cherry.dan@viewshop.net Website: www.viewshop.net
 Contact: Ms. Cherry Dan

Note: The "Global Sources Recommended Raw Space Contractor List" is provided merely to assist raw space exhibitors in selecting quality contractors. The Show Management does not, however, make any endorsement, representation and/or warranty whatsoever, whether express or implied, in respect of any contractor in such list and/or its services. The Show Management is not a party to and is not involved in the booth design and construction arrangements between the exhibitor and the contractor and will not assume any responsibility or liability in relation thereto. Exhibitors are advised to exercise normal business precautions when dealing with contractors.

3.2.3 Site Work Deposit and Hall Management Fee

All raw-space exhibitors and their contractors are responsible for ensuring that at the end of the show, their raw space sites are clean and clear of any rubbish or litter and no damage whatsoever (including without limitation any damage to the raw space sites or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.

All raw space contractors are required to place with the Show Management a refundable and interest-free deposit to secure the aforesaid obligations ("**Site Work Deposit**").

Raw space area	Site Work Deposit
50sqm or below	RMB10,000
50–100sqm	RMB30,000
Above 100sqm	RMB50,000
Two-storey booth	Double the Site Work Deposit according to raw space area

All raw space exhibitors are required to pay a **Hall Management Fee** to the venue. The fee will be collected by the Official Contractor and will be paid to the venue.

Raw space	Fee
Hall Management Fee	RMB28 / sqm

All raw space exhibitors and their contractors are required to pay the Site Work Deposit and Hall Management Fee to the Official Contractor before **April 23, 2021**. In order to simplify the move-in procedure, raw space exhibitors and their contractors are recommended to pay the Site Work Deposit and Hall Management Fee to Official Contractor online before **April 23, 2021**. Access to the site and/or construction of the booth shall not be permitted until the Site Work Deposit and Hall Management Fee have been paid as required hereunder.

If, in the Show Management's opinion, any of the raw space sites or any of the decorative works in any of the standard / startup launchpad / premium booths (collectively referred to as the "Sites / Booths") that taken up by the same contractor is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Show Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full by such contractor for all the Sites / Booths or in any reasonable amount of the Site Work Deposit at the sole discretion of the Show Management (inclusive of all the Site Work Deposit being placed by such contractor with the Show Management for the Sites / Booths); and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Show Management and/or Venue Management as a result thereof or in connection therewith, charge to and recover from the exhibitor and/or contractor.

Without prejudice to the right of the Show Management as stated in above paragraph and subject to paragraph 3.2.5 below, Site Work Deposit (after deducting the bank handling charges, if any) shall be returned to the contractor without interest 30 days after the show. Please complete the Deposit Refund information in the Exhibitor Platform.

Raw space exhibitors and their contractors are required to comply with the rules and regulations of the Show Management and the Venue Management as stipulated in the Exhibitor Manual and has not caused any injury to any third party during their occupation of their raw space site and/or during the show. If the exhibitor / contractor fails to comply, the Show Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty and prohibit the exhibitor and contractor from accessing the booth.

3.2.4 Insurance

All non-official contractors appointed by the raw space booth exhibitors to construct raw space booth (the "Contractor") are required to take out **Exhibition Liability Insurance** (the "Insurance Policy"). The Insurance Policy shall keep in full force and effect from the commencement of the construction of the raw space booth until the dismantling of the raw space booth including the **move-in, exhibition period and move-out** and include below coverage:

Coverage	Limit
Property Damage: Loss of the architecture, various fixed equipment, floor and groundwork inside exhibition venue	Total limit of RMB1,000,000
Employer Liability: Pensions, medical expenses and other related charges resulted from personal injury of hiring staff	Total limit of RMB3,000,000 Limit for each person of RMB1,000,000
Third Party Liability: Pensions, medical expenses and other related charges resulted from personal injury of the third party person	Total limit of RMB4,000,000 Limit for each person of RMB1,000,000

The Insurance Policy shall have a total limit of RMB8,000,000 and no deductible. The Insurance Policy shall name the Show Management and all such other parties as nominated by the Show Management as an additional insured. The following conditions are required to be added to the Insurance Policy:

- (1) The coverage area of this policy shall include all work and activity areas of the exhibition venue
- (2) The employees referred to in this policy shall include the employees and other employees (including temporary workers) of the insured who participate in the on-site work related to this exhibition
- (3) Additional cross liability

- (4) Fire and explosion liability
- (5) Liability for advertising and decoration
- (6) Vehicle loading and unloading responsibility

Please confirm the name of the additional insured and other details with the Official Insurance Consultant before taking out the Insurance Policy.

The Show Management has appointed **www.ExhibitionGuard.com** (operated by Shanghai Sunwising Insurance Services Ltd) as the Official Insurance Consultant of this show. **The premium of above Insurance Policy is RMB500.** Exhibitors or Contractors are recommended to contact Exhibition Guard by **April 23, 2021** for enrollment and insurance requirements. Exhibitors / contractors may directly visit their website to enroll the Insurance Policy. For more details, please contact Exhibition Guard.

Exhibition Guard

Tel: 400 821 6600 (China hotline) / (86-21) 6856 0065

E-mail: info@exhibitionguard.com

Contact: Muffy Shen

Online enrollment: www.exhibitionguard.com

Online enrollment steps: visit website www.exhibitionguard.com, click "Exhibition insurance", select "June, Shanghai New International Expo Center, Consumer Technology & Innovation Show", click and confirm premium RMB500, fill in basic information, confirm insurance and select payment methods.

All raw space exhibitors shall ensure their Contractors have successfully taken out the Insurance Policy and submitted to [Exhibitor Platform](#) by **April 23, 2021**. Raw space exhibitors / Contractors may choose other insurance companies to insure, but the Insurance Policy must be reviewed and approved by the Official Insurance Consultant. Failing which, no access to the site or construction of the booth shall be allowed.

3.2.5 Deduction of Site Work Deposit for breach of rules and regulations

To secure the due observance and performance of the rules and regulations stipulated in this Exhibitor Manual by the exhibitors and their appointed contractors, the Site Work Deposit shall be held by the Show Management, free of interest, with the right for the Show Management (without prejudice to any other right or remedy of the Show Management herein) to deduct therefrom the relevant amount as liquidated damages upon any non-compliance by the exhibitors and/or their appointed contractors of any of the requirements specified in the table below. The amount deducted is not a penalty paid to the Show Management and does not represent the costs, expenses, damages and/or liabilities suffered by the Show Management as a result thereof or in connection with the non-compliance by the exhibitors and/or their appointed contractors.

Liquidated damages for major non-compliance include, but are not limited to:

Major non-compliance	Amount / % of site Work Deposit to be deducted (per occurrence)
Failing to dismantle the booth safely and lay down the components gently while dismantling. The booth dismantling process does not comply with the safety standard or the materials are fiercely pulled down	100
Move-in any stand materials or start booth construction earlier than the designated raw space booth construction period without prior approval	100
Stands are not built according to the approved design and drawing specification	100
Stands are built without obtaining the design approval from the Official Contractor or HAH, the structural engineering consultant appointed by SNIEC	100
Any signage or visual (including company name, logo, slogan, photo etc) at height over 2.5m facing adjacent booth does not set back 0.5m from booth boundary	RMB3,500
Extending any structure / decoration item / lighting fixture / exhibit beyond the boundaries of the site allocated	RMB3,500
Illegal tapping of electricity from hall and/or booths in the neighborhood	RMB2,000
Any booth's partition facing the aisles and adjacent booths is not finished and/or covered to an acceptable standard	RMB3,500

Improper water disposal or dispose water / waste water directly in the booth or venue ground	RMB2,000
Employing illegal or unqualified workers (for technical works such as operation of forklift and electrical works) at the Showground	100
Carrying out paint spraying, welding or the use of electrical saw inside the exhibition hall	RMB2,000
Causing damage to the venue and/or neighboring booths	15 or actual cost claimed by Venue Management / stand contractor, whichever is the higher amount
Leaving behind construction materials, empty crates and equipment in the venue and/or loading dock after the construction and dismantling period	10 or actual disposal cost claimed by Venue Management, whichever is the higher amount
Smoking in non-designated smoking area of the venue	RMB1,500 / count and leave the venue immediately
Transfer of exhibitor badges to other people other than own company staff	RMB500
Failing to wear reflective safety vests or safety helmets in the exhibition halls or loading docks during the move-in and move-out days of the show.	RMB1,500
Using of ladders for work at over 2 meters above the ground or failure to use scaffolding / platforms to carry out work at a level over 2 meters above the ground	RMB1,500
Conducting improper action that influences the show operation or exhibitors' / visitors' participation	50
Failing to comply with the instruction from the Show Management and/or Venue Management and causing impacts on the show operation	50

3.2.6 Height limit

The maximum booth height limit is **5.5 meters for one story** and **8 meters for two story**. For 18 sqm or 27 sqm raw space booth, the maximum booth height limit is 3.5 meters and only single-story construction is permitted.

The design drawings for booths with height 4.5 meters or above and two-story booths must be approved by the structural engineering consultant appointed by SNIEC, **HAH Consulting & Exhibition Co. Ltd** and pay an inspection fee. Please refer to 3.2.1 for more information.

3.2.7 Backside construction

Raw space exhibitors and their contractors are responsible to provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths.

The size of these partition walls should not exceed the maximum booth height / width allowed and the walls must be furnished and/or covered with plain white fire-proof panel, or PVC banner or other materials approved by the Show Management. No logos, pictures, words are allowed on this back panel board. If the exhibitor / contractor fails to accomplish this requirement, the Show Management reserves the right to rectify this at the respective exhibitor / contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Show Management will charge to and recover from the exhibitor / contractor the amount of the shortfall.

3.2.8 Booth ceiling

Top of the booth should be open, and ceiling of the booth cannot be closed entirely.

3.2.9 Hanging structure and truss

Exhibitors can advertise in the hanging banner above their booths. For enquiries, please contact our account executives for more information.

Only raw space booths of 72 sqm or above may display hanging structure and truss. Exhibitors must apply for approval of hanging structure / truss to the Official Contractor and comply to the Venue Management rules and installation procedures of hanging points. There is a charge levied on hanging of structure or truss from the ceiling

of the exhibition hall. Venue Management staff will perform the hanging work and calculate the hanging charges on-site and can be paid at the Official Contractor on-site service counter. Please apply for hanging points to the Official Contractor using **Form 8** before **April 23, 2021** with drawings of hanging structure. The Show Management / Official Contractor reserves the right to disapprove any hanging structure and truss, without giving any reason.

3.2.10 Two-story structure

Two-story construction is permitted in the halls with approval by the Show Management. The second level of the structure should only be used as a meeting room or lounge area for limited invited guests only. Sufficient effective fire extinguishers must be placed on the ground level and be visible and accessible at all times.

Exhibitors are responsible for the safety of the booth structure. All two-story booths must be inspected and approved by HAH Consulting & Exhibition Co. Ltd (HAH), the structural engineering consultant appointed by SNIEC. The Show Management reserves the right to prohibit access to the second level if exhibitors fail to comply with these rules.

Exhibitors shall ensure that the booth is installed and dismantled in a safe, systematic and organized manner, within the designated move-in / out time period. With regards to other issues in general, the rules and regulations stipulated in this Exhibitor Manual are still to be complied with.

3.2.11 Electricity

Raw space does not come with electricity supply. All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor using no later than **April 23, 2021**. For safety reasons, all electrical works shall be carried out only by the Official Contractor. All electrical installation must be carried out by a qualified electrician with a valid electrician operation certificate and submit the signed Electricity Safety Responsibility Agreement and copies of the electrician operation certificates to the Official Contractor.

For safety reasons and fire control requirements, the Venue Management will implement the usage of **distribution box with monitoring function**. Distribution box with monitoring function will be provided for ordering electrical power main from the Official Contractor. The secondary level electrical box (for lighting use) will be replaced by the distribution box with monitoring function and raw space contractors no longer need to provide their secondary electrical box (circuit separation) for this purpose. Raw space exhibitors and their contractors should make the connection between their lighting equipment and the distribution box by themselves. Raw space exhibitors and their contractors are responsible for the safekeeping and use of this distribution box. If there is any improper use or loss or damage to the distribution box, the Official Contractor reserves the right to withhold and forfeit the relevant amount from the Site Work Deposit as replacement charges to the Venue Management. For any queries, please contact the Official Contractor.

3.2.12 Fire precautions

Raw space contractors, with wooden materials construction involved, are required to have a fire extinguisher within the assigned area during the construction period for safety reasons. All materials used in construction and decoration shall be noncombustible as required by both the national and local fire control regulations of Shanghai. Booth construction and decoration materials and carpet must be fire-resistant with a burning diffusion rate not lower than level B1. Various elastic fabrics which are not fireproof materials are prohibited, and wooden materials must be in fire-resistant coating finish.

3.2.13 Health & safety regulations

During move-in and move-out days of the show, exhibitors and their contractors must abide by all the applicable mandatory health & safety requirements, including but not limited to the Law on Production Safety, the Regulations on the Administration of Work Safety in Construction Projects, and other applicable national and local regulations:

- (a) Make sure the workplace is safe;
- (b) Provide safe working equipment;
- (c) Appoint a person to supervise the on-site construction and dismantling works.

3.2.14 Reflective safety vests and safety helmets

All persons (including raw space contractors or workers) must wear reflective safety vests and safety helmets in the exhibition halls or loading docks during the move-in and move-out days of the show.

3.2.15 Scaffolding safety

For safety reasons, the use of ladders in excess of 2 meters in height is prohibited within the exhibition venue. If the construction or dismantling work is carried out at a level over 2 meters or more above the ground, contractors should use high reach equipment such as metal scaffolding. The scaffold must be safe and stable; the Official Contractor will conduct on-site inspection and reserves the right to require exhibitors and their contractors to rectify the metal scaffolding that does not meet the safety requirements. Contractors must complete the rectification within the specified time and up to the satisfaction of the Official Contractor; and the resulting costs will be at the exhibitors / contractors' expense. Contractors are also required to wear safety belts and safety helmets while construction activities are carried out over 2 meters or above the ground. The Show Management and/or Venue Management reserve the right to stop the relevant construction activity immediately if the contractors fail to comply to this rule.

3.2.16 Raw space exhibitors and contractors must adhere to the following:

The Show Management / Official Contractor may require amendments to be made to the design plans before giving approval. No custom-built stand will be permitted at the show without the approval from the Official Contractor. All booths with height 4.5 meters or above and two-story booths must also be approved by the structural engineering consultant appointed by SNIEC, HAH Consulting & Exhibition Co. Ltd.

Raw space exhibitors must ensure that their contractors are aware of the following rules and regulations. Failure to observe these rules and regulations can result in costly on-site alterations being required by the Show Management / Official Contractor, which will be entirely at the exhibitors' expense.

1. All workers employed in the construction of the exhibition stand shall always wear contractor badges issued by the venue when they are at the venue.
2. Site measurements are given in meters. Exhibitors or their contractors, upon arrival and before commencing their construction work, are required to check if the site is set out as per the plan issued by the Show Management and are required to report any errors or discrepancies to the Show Management immediately.
3. The Show Management has the right to alter or remove parts of the raw space booth should its construction fail to meet the requirements or acceptable standards of the Show Management and/or Venue Management. Any such on-site alteration costs will be entirely at the exhibitors' expense.
4. No structure may extend beyond the boundaries of the site allocated. This includes exhibits, the exhibitor's name and logo.
5. Suspension from the ceiling of the exhibition hall is subject to the approval of the Show Management and Venue Management.
6. Fixtures of any kind are strictly forbidden to be affixed to the floor, wall or any part of the hall structure. Exhibitors are liable for any damage caused.
7. The company name and booth number of the exhibitor must be prominently displayed facing to the aisle(s). If this rule is not observed, the Show Management reserves the right to affix the company name and booth number as they consider fit and to charge the cost incurred to the exhibitor.
8. Exhibitors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Show Management. If the exhibitor / contractor fails to accomplish this requirement, the Show Management reserves the right to rectify this at the respective exhibitor / contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Show Management will charge to and recover from the exhibitor / contractor the amount of the shortfall.
9. Any signage at the height over 2.5m facing to adjacent booth must be set back from 0.5m of booth boundary.

10. All electrical fitting and wiring must be installed in compliance with national, local and venue regulations.
11. All lighting fixtures should be installed at least 2.2m above the ground. Otherwise, they should be well protected so as not to cause danger to the general public.
12. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
13. All materials used in construction and decoration must be noncombustible as required by both the national and local fire control regulations of Shanghai. Booth construction and decoration materials and carpet must be fire-resistant with a burning diffusion rate not lower than level B1. Various elastic fabrics which are not fireproof materials are prohibited, and wooden materials must be in fire-resistant coating finish.
14. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls.
15. Venue Management strongly does not recommend the use of foam board for booth construction and decoration. If there is any foam board waste left at the booth site after the booth dismantle, Venue Management will charge an additional special waste disposal fee.
16. All booth areas must have either carpet or other suitable floor covering. These can be affixed with adhesive tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors are liable for any damage caused.
17. Exhibitors are responsible for confirming the booth dismantling schedule with their appointed contractor. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Show Management. At the end of the show, it shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule.
18. Removal of construction waste and packaging materials is the responsibility of the exhibitors and their nominated contractors. The Show Management reserves the right to charge the exhibitor for the removal of excessive waste and garbage.
19. Exhibitors and their contractors are responsible for ensuring any water / waste water used in the booth is disposed of properly at the end of the show. Exhibitors and their contractors are liable for any cleaning charge or damage caused. Show Management and/or Venue Management reserve the right to charge this entirely at the respective exhibitor / contractor's expense.
20. No ladders of height exceeding 2m are allowed to be used inside the venue and all exhibition halls.
21. Contractors should dismantle the booth safely. Any components should be laid down gently while dismantling. If the dismantling process does not comply with the safety standard or the materials are fiercely pulled down, the Show Management and the Official Contractor reserve the right to stop the dismantling process and all Site Work Deposit will be deducted.

4. Services for exhibitors

- 4.1 [Official Contractor](#)
- 4.2 [Official Freight Forwarder](#)
- 4.3 [Telephone and internet access](#)
- 4.4 [Audio-visual equipment](#)
- 4.5 [Official Travel Agent](#)
- 4.6 [Official Insurance Consultant](#)
- 4.7 [Visa invitation letter](#)
- 4.8 [Stand cleaning](#)
- 4.9 [Food and beverage](#)
- 4.10 [Business Centre](#)
- 4.11 [ATM](#)
- 4.12 [Parking](#)

4.1 Official Contractor

The Show Management has appointed **Milton Exhibits & Engineering (Shanghai) Limited** as Official Contractor of this show (for any inquiry regarding booth set-up or electrical / furniture / internet / AV equipment rental related issues).

Milton Exhibits & Engineering (Shanghai) Limited

Milton Exhibits House, Block 16, Shanghai Shineland, No.1188, Huyi Highway, Jiading District, Shanghai 201802, China

Tel: (86-21) 6183 0635 (Halls N1, N2)
 (86-21) 6183 0656 (Halls N3, N4)
 (86-21) 6183 0610 (Hall N5)
 Fax: (86-21) 6183 0531 / 6183 0523
 E-mail: csc@milton-sh.com
 Contact: Oliver Hou (Halls N1, N2)
 Jason Ge (Halls N3, N4)
 Tao Wei (Hall N5)

4.2 Official Freight Forwarder

The Show Management has appointed **Agility Fairs & Events Logistics (Shanghai) Co. Ltd** as the Official Freight Forwarder of this show.

The Show Management or Shanghai New International Expo Centre (SNIEC) will not be responsible for receiving or storing any exhibits sent by the exhibitors. Please do not consign shipments to the Show Management or SNIEC. Exhibitors or authorized agents should apply to the Official Freight Forwarder for full information on forwarding procedures.

Agility Fairs & Events Logistics (Shanghai) Co. Ltd is the only company that may handle custom clearance and move your freight in and out of SNIEC - CTIS Halls N1-N5, **from arrival at the loading area to the show floor booth and/or vice versa**. For more details, please download the shipping manuals, including shipment deadlines, costs, and detail instructions.

[Download China Shipping Manual \(Chinese only\)](#) / [Download Overseas Shipping Manual](#)

The Show Management shall not be liable for any loss of or damage to, or any delay in, the exhibitor's shipments to or from the show venue (including but not limited to any loss, damage or delay arising from or in connection with the transportation, delivery or customs clearance of the exhibitor's shipments). The exhibitor shall be responsible for making, at its own cost and expense, all appropriate and adequate arrangements for its shipments to and from the show venue (including but not limited to transportation, delivery, customs clearance and insurance arrangements).

4.2.1 Printed / publicity materials restrictions

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

4.2.2 Hand carry exhibits

Exhibitors are strongly advised not to hand-carry goods for this exhibition as they may be detained by the Chinese Customs at the airport and considerable time and efforts will be required to clear them out in time for the exhibition. All additional handling charge will be billed to the exhibitor and any risk taken will be at the exhibitor responsibility.

4.2.3 Contact information of Agility Fairs & Events Logistics (Shanghai) Co. Ltd

The below contact information is subject to change. Please visit www.agility.com for the most updated contact information.

Shanghai

5th Floor, Tower 5 Crystal Plaza, No. 36 Pingjiaqiao Road, Pudong New District, Shanghai 200126, China

Tel: (86-21) 6116 8760

Fax: (86-21) 6236 5667

E-mail: Jamliu@agility.com

Contact: James Liu

Beijing

Suite 1102-1103, Building A, Borui Plaza, No. A26 East 3rd Ring Road, North Chaoyang District, Beijing 100026, China

Tel: (86-10) 8412 8899 ext. 828

Fax: (86-10) 6421 8273

E-mail: Blu@agility.com

Contact: Roaddy Lu

Hong Kong

Suite 3001-3, 30/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong

Tel: (852) 2211 8200

Fax: (852) 2866 2421

E-mail: Sling@gagility.com

Contact: Sunny Ling

Taiwan

Glory Transwell Corp

4F-1, No.101, Song-Jiang Rd., Taipei 10486 Taiwan

Tel: (886-2) 25090366 ext. 126

Fax: (886-2) 25090356

E-mail: Ming@glorytc.com.tw

Contact: Ming Huang

4.2.4 Shipment deadlines and rates

[Download China Shipping Manual \(Chinese only\)](#) / [Download Overseas Shipping Manual](#)

Sea Freight	
Deadline for documents (copies of Bill of Lading and the Commercial Invoice and Packing List)	April 30, 2021
Arrival of Sea-freight shipment in Shanghai Sea-port	May 23-25, 2021
Air Freight	
Deadline for documents (copies of Airway Bill and the Commercial Invoice and Packing List)	May 15, 2021
Arrival of Air-freight shipment in Shanghai Airport	May 25-27, 2021

China exhibitors may contact Agility for local exhibits logistics, from arriving at the venue and moving to the booths on the show floor. Please refer to below shipment deadlines for local exhibits.

Local Exhibits	
Copies of Commercial Invoice and Packing List for local exhibits in Shanghai	May 25, 2021
Local Collection	June 2, 2021

4.3 Telephone and internet access

There is no free Wi-Fi service at the venue. All telecommunication installation work can only be carried out by **Milton Exhibits & Engineering (Shanghai) Limited**. If you need to install telephone or internet lines in the exhibition booth, please submit your request to Milton directly using **Form 6** no later than **April 23, 2021**. All orders must be accompanied with full payment.

4.4 Audio-visual equipment

If you need to rent any audio-visual equipment or services, please submit your request to the **Milton Exhibits & Engineering (Shanghai) Limited** directly using **Form 7** no later than **April 23, 2021**. All orders must be accompanied with full payment.

4.5 Official Travel Agent

The Show Management has appointed **Shanghai Vision Expo & Meeting Solutions Co. Ltd** as the Official Travel Agent and can help you with your hotel reservations and provide you with special room rates on selected hotels near the venue.

If you want to reserve hotel rooms, please visit [Hotel Booking](#) for more hotel information and submit your online booking. Room booking request will be subject to hotel's availability and final written confirmation. Please make sure you book your room early. Hotel rates and other details are subject to change without prior notice.

Shanghai Vision Expo & Meeting Solutions Co. Ltd

Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233, China

Tel: (86-21) 5481 6051 / 5481 6052

Fax: (86-21) 5481 6032

E-mail: jenny@shanghai-vision.com / paul.hou@shanghai-vision.com

Contact: Jenny Zhang / Paul Hou

BOOK ONLINE NOW

4.6 Official Insurance Consultant

Exhibition Guard (operated by Shanghai Sunwising Insurance Services Ltd) is the Official Insurance Consultant of this show and offers the raw space insurance as required by the Show Management at a special premium.

Exhibition Guard

Tel: 400 821 6600 (China hotline) / (86-21) 6856 0065

E-mail: info@exhibitionguard.com

Contact: Muffy Shen

Online enrollment: www.exhibitionguard.com

4.7 Visa invitation letter

Exhibitors who need to obtain an entry visa to China should plan ahead and allow appropriate time to apply to the Chinese Embassy or Consulate in China or other authorized visa authorities. If you need to apply for a Visa invitation letter from the Show Management, please contact your Client Service Officer.

E-mail: your Client Service Officer's e-mail or hotline@globalsources.com

China exhibitor hotline: 800 870 8889 or 400 602 1300
Taiwan exhibitor hotline: 080 907 0701
Hong Kong & overseas exhibitor hotline:
Putonghua service: 800 870 8889 or 400 602 1300
Cantonese & English service: (852) 8199 7783

4.8 Stand cleaning

The Show Management will arrange for the general cleaning of the exhibition floor aisles and stands (excluding exhibits), prior to the opening of the show and daily thereafter.

4.9 Food and beverage

Cafeterias and restaurants will be available in the venue during the show. [Find out more about venue food & beverage services](#) (F&B services will be subject to change without notice)

To ensure the safety and hygiene of food catering, all catering service providers are required to have relevant food service licenses and subject to venue's approval. Exhibitors who wish to apply for a catering service provider to enter the venue must apply to the venue through the Show Management by April 23, 2021. The catering service provider will need to pay a management fee and deposit upon approval by the venue.

4.10 Business Centre

During the show opening period, business centre is available at #2 Entrance Hall and #3 Entrance Hall and can provide services such as fax, printing, internet, etc.





4.11 ATM

ATM machines are located at #1 Entrance Hall, Kerry Hotel Lobby and Kerry Parkside.

4.12 Parking

SNIEC offers 7 parking lots with total parking space for 4,730 vehicles.

5. Service / order forms

Form	Description	Submit to	Deadline
-	Exhibitor Information Exhibitor Information comes from the company information you provided with your booth contract. The company name will be featured in the fascia board and the printed Show Map. The Show Management will e-mail the Booth Confirmation Letter to you for confirmation. Please contact your Client Service Officer for any changes before deadline.	Show Management	April 23, 2021
-	Company Information / My Product (promotion to visitors) – Compulsory Please submit in Exhibitor Center ⇒  (use PC to log in)	Show Management	Immediate
-	Abbreviation of company name - "Company Information" section, Compulsory for 36sqm or above Please submit in Exhibitor Center ⇒  (use PC to log in)	Show Management	April 23, 2021
-	My badges – Compulsory Please submit in Exhibitor Center ⇒  (use PC to log in)	Show Management	May 31, 2021
-	Hotel booking Click to view hotel options / reserve rooms ⇒ 	Shanghai Vision	

Please login to the Official Contractor – Milton’s “Exhibitor Platform” to submit below services: ctis.milton-exhibits.cn

(You may log in using the same Exhibitor Center “User Name” and “Password” and submit the forms online to Milton.)

We suggest raw space exhibitors to sharing the Milton platform website, Username and Password to their appointed contractor for submission of booth design & information upload / order electrical services.

Form	Description	Submit to	Deadline
3	Exhibitor Appointed Contractor (EAC) - Compulsory for raw space booths	Milton	April 23, 2021
-	Deposit refund - Compulsory for raw space booths	Milton	April 23, 2021
-	Design submit & information upload - Compulsory for raw space booths	Milton	April 23, 2021
4A	Electrical services (standard / startup launchpad / premium booths)	Milton	April 23, 2021
4B	Electrical services (raw space)	Milton	April 23, 2021
5	Furniture rental (standard / startup launchpad / premium booths)	Milton	April 23, 2021
6	Internet and telephone	Milton	April 23, 2021
7	Audio / video	Milton	April 23, 2021
8	Hanging points (72sqm or above raw space)	Milton	April 23, 2021
9	Booth layout plan (standard / startup launchpad / premium booths)	Milton	April 23, 2021

6. Intellectual property compliance policy

As a professional manager of an international trade show, we observe, and would expect our exhibitors to observe, high standards of legal compliance. This means we are committed to ensuring that the lawful rights of intellectual property owners are respected and that complaints of intellectual property violations are investigated and appropriately dealt with in a timely manner.

This section sets out our intellectual property compliance policy. Our aim is to uphold and safeguard the legitimate rights of intellectual property owners, as well as the rights and interests of our exhibitor participants, who should not be unduly interfered with by unfounded infringement complaints. The procedures and requirements in this policy are designed to help facilitate a fair, prompt and expeditious handling of Infringement Complaints.

All exhibitors are required to comply with this policy, and all exhibitor participation at our trade show shall be subject to the provisions of this policy.

6.1 Definitions

6.1.1 Unless the context otherwise requires, words and expressions used in this policy shall have the following respective meanings:

1. "Exhibitor Material(s)" means any exhibit and/or sponsorship and/or advertising material(s), good(s) or product(s) (including any packaging thereof), as the case may be, and any other material(s), good(s) or product(s) used, displayed, exhibited, advertised, marketed, promoted, reproduced, published, distributed, circulated, offered, sold or provided by an exhibitor at or in connection with our trade show, collectively.
2. "Indemnitees" means the Show Management and its affiliates, and its and its affiliates' directors, officers, employees, agents, representatives, contractors and service providers (including but not limited to any legal advisors), collectively.
3. "Infringement Complaint" means any complaint that any Exhibitor Material and/or any Relevant Activity infringes the Intellectual Property Right(s) of a third party (including but not limited to any other exhibitor at our trade show).
4. "Infringement Evidence" has the meaning ascribed thereto in section 6.3.5.4 below.
5. "Intellectual Property Right" means any type of intellectual property right, including (but not limited to) any copyright, trademark right or patent right.
6. "Law" means any applicable law or regulation.
7. "Liabilities" means any claims, demands, damages, losses, liabilities, suits, actions, proceedings, judgments, fines, penalties, costs and/or expenses (including legal fees and expenses on a full indemnity basis), collectively.
8. "Relevant Activities" means the use, display, exhibit, advertising, marketing, promotion, reproduction, publication, distribution, circulation, offer, sale and/or provision of any Exhibitor Material, collectively.
9. "Relevant Information" means relevant information pertaining to an Infringement Complaint, as listed in section 6.3.4 below.
10. "Relevant Documents" means relevant documents pertaining to and in support of an Infringement Complaint, as listed in section 6.3.5 below.
11. "Territory" means the jurisdiction in which our trade show is held.
12. The words "we", "us", "our", "ourselves" and "Show Management" are used to refer to us, the Show management of this trade show.
13. The words "you", "your" and "Exhibitor" are used to refer to you, an exhibitor at this trade show.

6.2 Exhibitor's warranty and indemnity

6.2.1 Exhibitor's representation and warrant

You represent and warrant that your Exhibitor Materials and your Relevant Activities do not and shall not: (a) infringe any Intellectual Property Right or any other right of a third party (including but not limited to any other exhibitor at our trade show); or (b) violate any Law.

6.2.2 Exhibitor's indemnity

You shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with: (i) any Infringement Complaint; and/or (ii) any complaint that any of your Exhibitor Materials and/or Relevant Activities violates any Law; and/or (iii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, an Infringement Complaint and/or this policy (or the implementation thereof).

6.2.3 Infringements by other exhibitors

You agree that neither we nor any other Indemnitee shall be responsible or liable for or in connection with, and you hereby waive any claim you may have against us or any other Indemnitee in respect of, any actual or alleged infringement of any of your Intellectual Property Rights arising from or in connection with any Exhibitor Material or any Relevant Activity of any other exhibitor at our trade show.

In addition, you agree to indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with, any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, your Infringement Complaint and/or this policy (or the implementation thereof).

6.3 Procedure for handling Infringement Complaints

6.3.1 If you receive an Infringement Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to us, at our designated office located in the exhibition venue. We shall then handle the Infringement Complaint in accordance with the procedure set out in section 6.3.3 below.

6.3.2 If you have an Infringement Complaint against another exhibitor

In the event you have an Infringement Complaint against another exhibitor, you must contact us at our designated office located in the exhibition venue, and provide us with all Relevant Information and Relevant Documents. We shall then handle your Infringement Complaint in accordance with section 6.3.3 below.

6.3.3 Our handling of Infringement Complaints

In the event we receive an Infringement Complaint, we may require the complainant to complete and sign a complaint form (as prescribed by us) and shall check to see if all Relevant Information and Relevant Documents have been provided.

If the complainant refuses or fails to satisfactorily complete and sign any complaint form prescribed by us, or if, in our sole and absolute opinion, any of the Relevant Information and/or Relevant Documents provided are or appear to be incorrect, incomplete, invalid, inapplicable, unsatisfactory or insufficient, we reserve the right to refuse to handle the Infringement Complaint unless and until the complaint form has been satisfactorily completed and signed or all further clarification, details or documents requested by us are provided by the complainant.

If a complaint form is prescribed by us and is satisfactorily completed and signed, and if we, in our sole and absolute opinion, are satisfied that correct, complete, valid, applicable, satisfactory and sufficient Relevant Information and Relevant Documents have been provided, we shall then handle the Infringement Complaint as follows:

1. If the Infringement Complaint was received directly by us from the complainant, we shall notify the exhibitor concerned of the Infringement Complaint and provide the exhibitor concerned with the Relevant Information and Relevant Documents received by us.
2. The exhibitor concerned shall be required, upon our request, to provide us with either one of the following:
 - (i) A declaration that it has already removed (or intends to remove) the Exhibitor Material(s) concerned and ceased (or intends to cease) all Relevant Activities relating to the Exhibitor Material(s) concerned, in which case, it must confirm the date and time at which it has done so (or intends to do so).

In this case, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Exhibitor Material(s) concerned or any other written undertaking as may be requested by the complainant or by us. In such event, we shall have the right to furnish the complainant with a copy of such undertaking.

- (ii) An explanation as to why the Infringement Complaint is unfounded, together with all relevant details, information and documents evidencing that the Infringement Complaint is unjustified and without merit, e.g. an explanation of how and why the Exhibitor Material(s) and/or Relevant Activities concerned do not infringe, or documentary proof that the exhibitor concerned owns the Intellectual Property Right(s) in the Exhibitor Material(s) concerned or has the intellectual property owner's permission to use the Exhibitor Material(s) concerned.

In this case, we shall consider and assess the explanation in the light of the Infringement Complaint, and if we (in our sole and absolute opinion) determine that the exhibitor concerned has not adduced satisfactory and sufficient evidence to prove that the Infringement Complaint is unjustified and without merit, then the exhibitor concerned shall, upon request by us, immediately remove the Exhibitor Material(s) concerned and cease all Relevant Activities. In addition, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Material(s) or any other written undertaking as may be requested by the complainant or by us. We shall have the right to furnish the complainant with a copy of such undertaking.

3. We shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter. If there is any written undertaking provided by the exhibitor concerned (as referred to in subsection (2) above), we shall also provide the complainant with a copy thereof.

6.3.4 Relevant Information

Relevant Information shall include the following:

1. The date and time the Infringement Complaint was received.
2. The name of the person submitting the Infringement Complaint, together with his/her company's name, address and contact number(s). If the complainant is also an exhibitor at our trade show, then the complainant's booth number should also be provided.
3. The company name and booth number of the exhibitor whose Exhibitor Material(s) and/or Relevant Activities are alleged to infringe the complainant's Intellectual Property Right(s).
4. The specific Exhibitor Material(s) and/or Relevant Activities complained of.
5. The specific Intellectual Property Right(s) on which the Infringement Complaint is based (e.g. copyright, trademark right or patent right).
6. Such other relevant information as may be reasonably requested by us or by the exhibitor concerned.

6.3.5 Relevant Documents

Relevant Documents shall include the following:

1. Evidence of the complainant's Intellectual Property ownership.

- (i) In the case of copyright, this would be: evidence of the original creation and initial publication of, and the complainant's ownership of copyright in, the work or other subject matter concerned.
 - (ii) In the case of trademark rights, this would be: the certificate of trademark registration and other relevant documents issued by the applicable authorities in the Territory.
 - (iii) In the case of patent rights, this would be: the certificate of patent grant (complete with all relevant claims, specifications and drawings), and other relevant reports, issued by the applicable authorities in the Territory.
 - (iv) In the case of any other type of Intellectual Property Right, we shall have the right to determine what shall constitute appropriate evidence of ownership.
 - (v) In all cases, if the registrant named in an intellectual property registration certificate is other than the complainant, evidence must be provided that the registrant has assigned its ownership to the complainant (e.g. an assignment agreement or deed) or has appointed the complainant to handle the Infringement Complaint on the registrant's behalf (preferably, a power of attorney, duly executed so as to have legal effect and recognition in the Territory, e.g. by notarization, if required).
2. Certificate of due incorporation or registration of the complainant company.
 3. Evidence of the Exhibitor Material(s) and Relevant Activities concerned e.g. photographs, samples, brochures, sales contracts or invoices, etc.
 4. If applicable and available, legally valid and binding evidence (either originating from or legally recognized in the Territory) that the Exhibitor Material(s) and/or Relevant Activities concerned have infringed the complainant's Intellectual Property Right(s), or that the exhibitor concerned has admitted to such infringement, or that the exhibitor has undertaken to or agreed with the complainant not to carry on any Relevant Activities in relation to the Exhibitor Material(s) concerned. Examples of such evidence ("Infringement Evidence") would be:
 - a court judgment, decision or order granted to the complainant against the exhibitor concerned;
 - an arbitration decision or award granted to the complainant against the exhibitor concerned;
 - an administrative decision obtained by the complainant against the exhibitor concerned, from an applicable governmental authority;
 - a written admission of infringement from the exhibitor concerned; or
 - a settlement agreement between the complainant and the exhibitor concerned.
 5. Such other relevant documents as we may reasonably request.

6.3.6 Timetable

In order to facilitate the timely handling of Infringement Complaints, the time-table and requirements set out below shall apply. However, this is only meant as a general guideline, and we reserve the right to adapt or revise it, as circumstances warrant.

1. All Infringement Complaints, together with all Relevant Information and Relevant Documents, must be received by us at latest by the second (2nd) last day of our trade show.
2. We would require at least half a day (within the trade show duration) to complete our review of the Infringement Complaint, the Relevant Information and the Relevant Documents, and to request and receive further clarifications, details or documents from the complainant.
3. We shall then give the exhibitor concerned at least half a day (within the trade show duration) to respond appropriately, in accordance with the requirements set out in section 6.3.3 above.
4. Thereafter, we shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter, either before the end of the trade show (if time permits), or after the end of the trade show.

As the trade show duration is limited, we reserve the right to reject, or to suspend or discontinue our handling of, any Infringement Complaint if: (i) any of the timing or other requirements set out above are not complied with; or (ii) in our sole and absolute opinion, such requirements cannot (or it is likely that such requirements cannot be) met or achieved; or (iii) in our sole and absolute opinion, there is (or it is likely that there would be) insufficient time for us to complete our handling of the Infringement Complaint, for whatever reason. In such event, we shall not be required to account for, nor shall we be liable or responsible for or in connection with, such rejection, suspension or discontinuance.

6.3.7 Repeated Infringement Complaints

We reserve the right not to entertain any Infringement Complaint at this trade show, which is identical or similar to, or based upon, an earlier complaint already received by us at or in connection with one of our previous trade shows, if:

1. the earlier complaint was rejected by us for reasons or circumstances which are similarly recurring at this trade show; and/or
2. at the time of our previous trade show, appropriate Infringement Evidence was not available, and has still not been obtained before or at the time of this trade show.

6.4 Rights of Investigation and co-operation

6.4.1 In the course of investigating any Infringement Complaint, we shall have the right to take samples or photographs of the Exhibitor Material(s) concerned, and may furnish the same to the complainant.

6.4.2 The complainant and the exhibitor complained of shall provide all reasonable cooperation, assistance, information, clarification and documents as may be requested by us, for the purposes of or in connection with any such investigation.

6.4.3 We shall be entitled to co-operate with the complainant and/or any governmental, regulatory, judicial, police, prosecution or enforcement authorities, in connection with their investigations into, or in connection with any suit, action or proceeding taken by them relating to, the alleged infringement, in any manner that we (in our sole and absolute discretion) may deem fit. Such co-operation may include (without limitation) our provision to them of any relevant information, details, documents and Material(s), relating to the exhibitor concerned, the Exhibitor Material(s) and/or Relevant Activities concerned, and/or the exhibitor's participation at the show, which we (in our sole and absolute discretion) may deem appropriate.

6.5 Non-compliance by exhibitor

6.5.1 If the exhibitor who is the subject of an Infringement Complaint fails to comply with any of the requirements or provisions of this policy, then (in addition to any other rights and/or remedies which we may have) we shall have the right to:

1. remove the Exhibitor Material(s) concerned and do all things appropriate or necessary to prevent the continuance of all Relevant Activities; and/or
2. suspend or terminate the right of the exhibitor concerned to participate in the trade show for the rest of the trade show's duration, without being required to refund any payments already made by such exhibitor, whether in whole or part; and/or
3. ban the exhibitor concerned from any or all future participations in trade shows organized by us or our affiliates.

6.5.2 In addition, you shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with:

- (i) your failure to comply with any of the requirements or provisions of this policy; and/or
- (ii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) as a consequence of or in connection with such failure.

6.6 Right to require proof or assurances

At any time before and/or during our trade show, we shall be entitled to request that you produce and provide (i) such documentation or other evidence as may be satisfactory to us, in order to verify your intellectual property ownership or license status in respect of any of your proposed or actual Exhibitor Material(s); and/or (ii) such written representations, indemnities and/or undertakings, signed by you, as may be required by us, in order to provide us with satisfactory assurances against any actual or potential claim of intellectual property infringement in relation to any of your proposed or actual Exhibitor Material(s).

If you fail to comply with such request, we shall be entitled to: (i) refuse to allow any Relevant Activities in relation to, or remove, the Exhibitor Material(s) and do all things appropriate or necessary to prevent the commencement and/or continuance of any Relevant Activities; and/or (ii) terminate your contract and your right to participate in this trade show, without being required to refund any payments already made by you, whether in whole or in part; and/or (iii) ban you from any or all future participations in trade shows organized by us or our affiliates.

7. Liability

1. The Show Management and its affiliates, employees, representatives, agents and contractors, shall not be responsible or liable for any delay, theft, loss, damage or injury suffered by or caused to any exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors) or any of its exhibits or other materials.
2. The Show Management and its affiliates, employees, representatives, agents and contractors, shall not be responsible or liable for any delay, theft, loss, damage or injury suffered by or caused to any exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors) or any of its exhibits or other materials.
3. The Show Management reserves the right to postpone, curtail, suspend, extend, abandon, cancel, or alter the character or scale of, the event, or to close individual or all event sections temporarily or permanently, without any liability to the exhibitor, if in the Show Management sole and absolute opinion it is necessary, appropriate or expedient to do so, due to any emergency, or any cause, reason or event which is unforeseen or beyond the Show Management's reasonable control. In such event, the exhibitor shall not be entitled to a refund of any fees already paid for its event participation (whether in full or in part) or to claim any compensation from the Show Management.
4. Should the event be suspended or cancelled, for whatever reason, the Show Management shall not be liable for any damage or loss whatsoever (including but not limited to any direct, indirect, consequential, incidental, secondary, special, punitive or exemplary damage or loss; or any loss of use, business, opportunity, revenue or profit; or any financial or economic loss) suffered by any exhibitor as a result thereof. In such cases, the Show Management may require exhibitors to bear a reasonable share of the cost incurred by the Show Management in preparing for the event.
5. The Show Management shall be responsible for, and shall be entitled to act as, the party in possession and control of the event premises throughout the event period. This shall include (without limitation) the right to issue instructions, rules and regulations regarding the use by exhibitors of their booths or any other part of the event premises, or the conduct of exhibitors at the event premises.
6. The decision of the Show Management in relation to any problem or dispute arising at or in connection with the show shall be final and binding upon all exhibitors.
7. The Show Management shall not be liable for any error or omission in the Exhibitor Directory.
8. The Show Management shall not be liable for any loss of or damage to, or any delay in, the exhibitor's shipments to or from the event venue (including but not limited to any loss, damage or delay arising from or in connection with the transportation, delivery or customs clearance of the exhibitor's shipments). The exhibitor shall be responsible for making, at its own cost and expense, all appropriate and adequate arrangements for its shipments to and from the event venue (including but not limited to transportation, delivery, customs clearance and insurance arrangements).
9. The Show Management shall have the right to exercise a general lien over any property the exhibitor has in the event venue in respect of all monies due to the Show Management (including claims for damages) in connection with the event.
10. The Show Management shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the event.