

www.ccmtshow.com



CCMT 2018

第十届中国数控机床展览会 China CNC Machine Tool Fair 2018

Exhibitor Manual Overseas



+ 0101101011010101110101010110101110 01011101

Date: April 9–13, 2018

Venue: Shanghai New International Expo Center



+ 01011010110101011 101010011010110101011101

Sponsor: China Machine Tool & Tool Builders' Association (CMTBA)

Organizer: China Machine Tool & Tool Builders' Association (CMTBA)

Shanghai International Exhibition Co., Ltd. (SIEC)

Contents

Chapter	Item	Page	Compulsory/Optional	Deadline
1	Exhibition Guideline			
1.1	General Information	1		
1.2	Exhibition Venue Information	2		
1.3	Traffic guide	3		
1.4	Exhibit Move-in, Move-out and Transportation Arrangement	6		
1.5	Overtime Work Application	7		
1.6	Booth Construction and Appliance Rent	7		
1.7	Hotel and Conference Service	8		
1.8	Regulations and Attentions	9		
1.9	Intellectual Property Protection	10		
1.10	Organizer Contact	11		
2	Service Application (Online)			
2.1	Invitation Letter for Visa	13	Optional	2018/3/23
2.2	Exhibitor' s Badge	13	Compulsory	2018/3/13
2.3	Visitor' s Pass	13	Optional	2018/3/13
2.4	Exhibition Catalogue	14	Compulsory	2018/2/28
2.5	List of Exhibit	14	Compulsory	2018/1/20
2.6	Technical Exchange Seminar	15	Optional	2018/3/31
2.7	Advertising and Promotion	15		
	Print Advertising		Optional	2018/2/28
	Onsite Advertising		Optional	2018/1/15
2.8	Free Lubricants	16	Optional	2018/2/28

Contents

Chapter	Item	Page	Compulsory/Optional	Deadline
3	Booth Construction Guide			
	General Information and Attentions	17		
3.1	Booth Set-up, Exhibition Period and Booth Dismantling	19		
3.2	Date of Equipment Supply Important Regulation	19		
3.1	Package Booth	20		
3.2	Raw Booth	21		
3.3	Electricity, Water and Air –Compressed Supply	27		
3.4	Booth Cleaning	29		
3.5	Dilapidation of the Exhibition Hall and Equipment	30		
3.6	Fire Fighting Safety	30		
3.7	Local Regulations	31		
3.8	Others	31		
	The step of structure review	32		

1. General Information

Name: The 10th China CNC Machine Tool Fair (CCMT2018)

Date: April 9–13, 2018

Venue: Shanghai New International Expo Center, N1–N5, W1–W5

Sponsor: China Machine Tool & Tool Builders' Association (CMTBA)

Organizer: China Machine Tool & Tool Builders' Association (CMTBA)
Shanghai International Exhibition Co., Ltd. (SIEC)

Official Website: www.ccmtshow.com

Schedule of Each Stage

Exhibit move-in: April 4–5: 08:30~18:00 (Following the schedule from official freight forwarder)

April 6: 08:30~13:00

Booth construction: April 6: 13:00~18:00

April 7: 08:30~20:00

April 8: 08:30~20:00

Show open hours: April 9–13: 09:00~17:30

Booth dismantling: April 13: 17:30~22:00 (Following the notice during move-out.)

Exhibit move-out: April 14–16: 08:30~18:00

Note: Please refer to the "move-in notice" for the exact schedule.

2. Exhibition Venue Information

Shanghai New International Expo Center

Address: 2345 Longyang Road, Pudong New Area Shanghai P.R.C. 201204

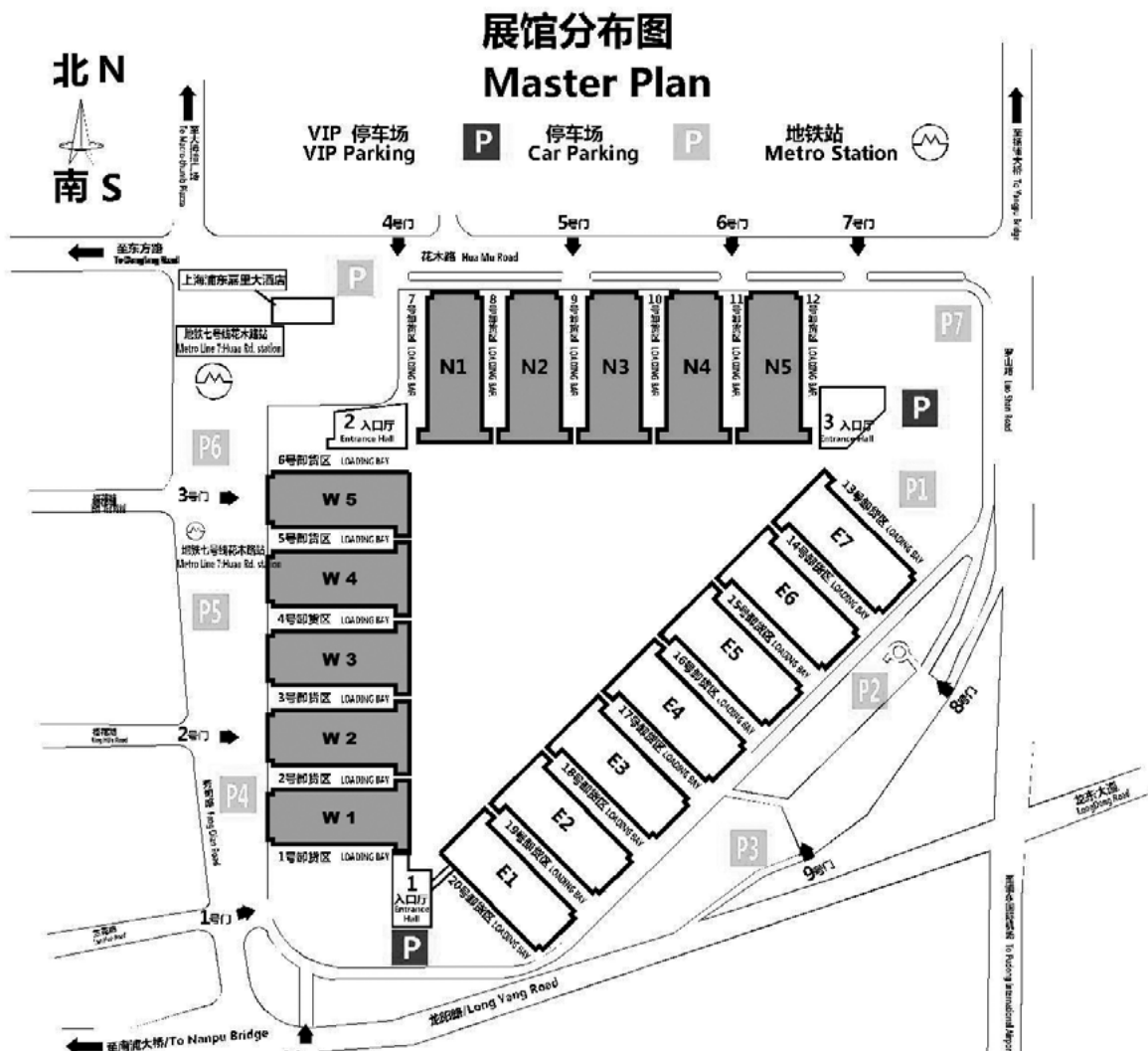
Tel: +86 21 28906888 28906666

Fax: +86 21 28906777

E-mail: info@sniec.net

Website: www.sniec.net

Layout of the Expo Center



Basic data of the Expo Center

Hall \ Data	L × W (M)	H (M)	Cargo Gate × H (M)	Ground Load Bearing (T / Sqm)
N1–N5	177 × 70	11–17	5 × 7 (Gate No. 3 & 8) 5 × 4 (Other Gates)	3
W1–W4	165 × 70	11–17	5 × 4	
W5	165 × 70	17–23	5 × 4	

3. Traffic Guide

▲ Free Shuttle

During April 9–13, CMTBA will arrange free shuttle bus between Longyang Road Station of Subway Line2 and Shanghai New International Expo Center. Please exit from No.2 of Subway Line2 and board the bus at the waiting area on Longyang Road (near Longhui Road).

▲ Public Transportation (Shanghai New International Expo Center/abbreviated as Expo Center)

1. Subway→Expo Center

1) Subway Line7→Expo Center: Get off at Huamu Road Station of Subway Line7, walk 100 meters to Expo Center.

2) Other Subway Lines→Expo Center: Get off at Longyang Road Station of Subway Line2/16/ others, transfer to Subway Line7 to Huamu Road Station, walk 100 meters to Expo Center

2. Magnetic levitation train→Expo Center Get off at Longyang Road Station of Magnetic levitation train (Pudong airport to Longyang Road Station), transfer to Subway Line7 (Huamu Road direction), , walk 100 meters to Expo Center.

3. Bus routes around Expo Center

Bus 581, 746, 798, 975, 976, 989, 1023, Daqiao No.6 (Interval), Longdong Special Line, Longlu Special Line, Longgang express line, Longlin Special Line, Longda Special Line, Longhui Special Line, get off at Longyang Road Subway Station, walk 100 meters to Expo Center, or take the free shuttle to Expo Center.

4. Airport→Expo Center

1) Pudong International Airport→Expo Center: take Subway Line2 East Extension(Guanglan Road direction), get off at Guanglan Road Station, transfer to Subway Line2 (Xujingdong



direction) at the same station, get off at Longyang Road Station, transfer to Subway Line7 to Huamu Road Station, walk 100 meters to Expo Center.

2) Hongqiao Airport→Expo Center: take Subway Line2(Guanglan Road direction) to get off at Longyang Road Station, walk 100 meters to Expo Center.

5. Railway Station→Expo Center

1) New Shanghai Railway Station→Expo Center: take Subway Line1 (Xinzhuang direction), get off at Renmin Square Station, transfer to Subway Line2 (Guanglan Road direction), get off at Longyang Road Station, transfer to Subway Line7 to Huamu Road Station, walk 100 meters to Expo Center.

2) South Shanghai Railway Station→Expo Center: take Subway Line1 (Fujin Road direction), get off at Renmin Square Station, transfer to Subway Line2 (Guanglan Road direction), get off at Longyang Road Station, transfer to Subway Line7 to Huamu Road Station, walk 100 meters to Expo Center.

3) Hongqiao railway station→Expo Center: take Subway Line2 (Guanglan Road direction), get off at Longyang Road Station, transfer to Subway Line7 to Huamu Road Station, walk 100 meters to Expo Center.

▲Driving/Taxi→Shanghai New International Expo Center(abbreviated as Expo Center)

1. High ways→Expo Center: after reaching shanghai, drive along S20 outer ring high way Pudong direction, enter Luoshan Road overpass from Luoshan exit, drive along Nanpu Bridge/Shanghai New International Expo Center direction, follow the road signs to Expo Center.

2. Yangpu Bridge direction→Expo Center: enter Luoshan Road inner ring overpass from Nanpu Bridge, drive to Jinxiu Road, exit from Shanghai New International Expo Center Exit, follow the road signs to Expo Center.

3. Nanpu Bridge direction→Expo Center: enter inner ring overpass from Nanpu Bridge, drive to Fangdian Road, exit from Shanghai New International Expo Center Exit, follow the road signs to Expo Center.

4. Lupu Bridge direction→Expo Center: along Luban Road of inner ring overpass to Nanpu Bridge/South Xizang Road tunnel to inner ring overpass, pass Nanpu Bridge, drive directly to exit from Shanghai New International Expo Center Exit, follow the road signs to Expo Center.

Note: Due to the frequent adjustment of Shanghai bus routes, before taking bus to Expo Center, please call the Shanghai public transportation Hotline: 12319 or 12580 to inquire for the latest bus routes.



Parking lot of the venue

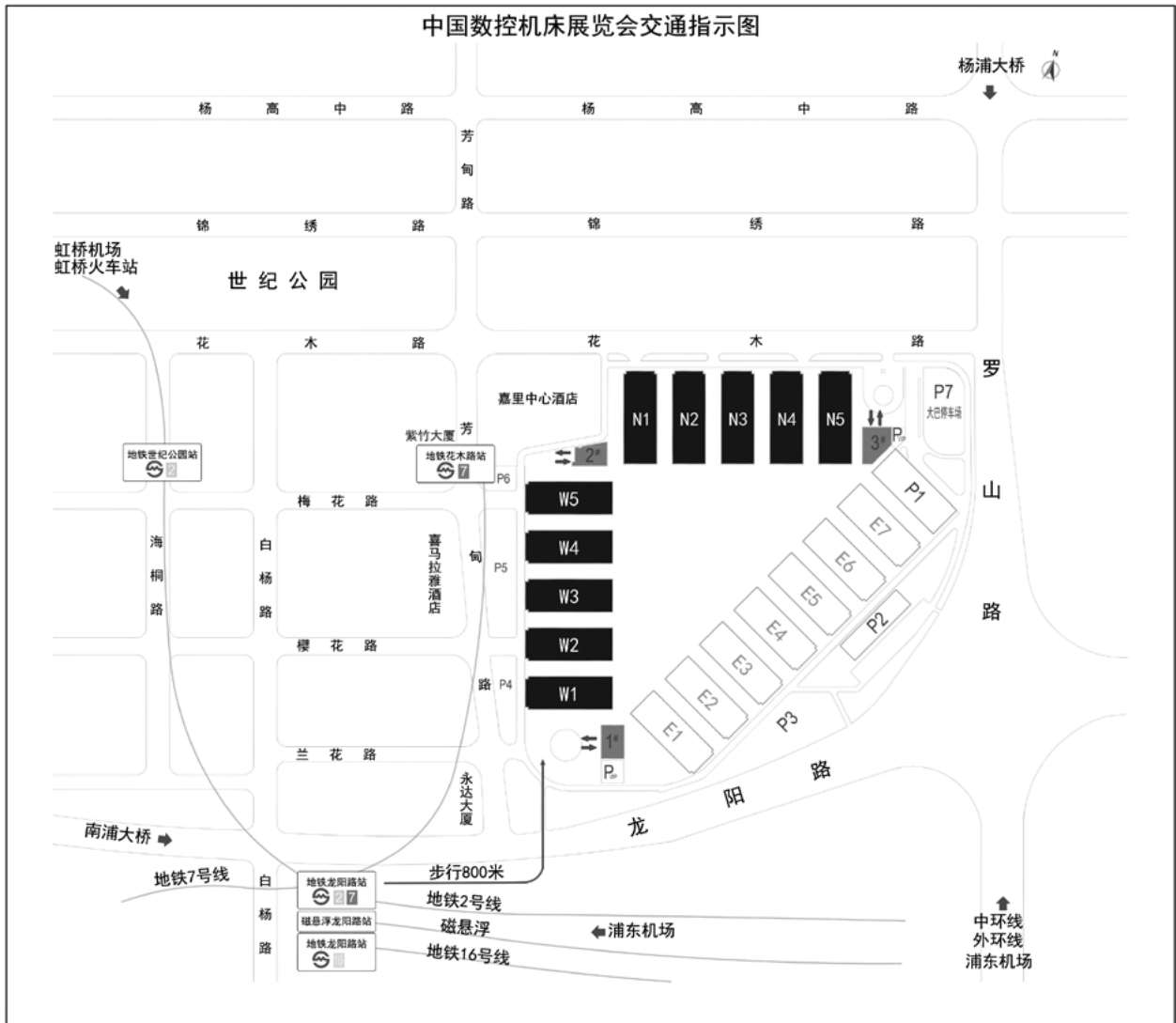
1. Car parking lot RMB 8yuan/hour RMB 64yuan/day

- ① P1 is a 3D parking lot, whose capacity is 2500 cars
- ② P2 is a 3D parking lot, whose capacity is 800 cars
- ③ P4 capacity is 170 cars
- ④ P5 capacity is 470 cars
- ⑤ P6 capacity is 85 cars

2. Bus parking lot RMB 100yuan/day

P3 capacity is 100 buses.

Traffic Index Map of the 10th China CNC Machine Tool Fair



4. Exhibit Move-in, Move-out and Transportation Arrangement

CMTBA has appointed Shanghai Expotrans Limited, Sinotrans Beijing Fairs & Events Logistics Co., Ltd to be the official freight forwarders of CCMT2018. They are responsible for exhibit transportation, related paperwork, and on-site services. Exhibitors transporting exhibits by themselves shall complete locally the Permission of entering Shanghai for their vehicles before their exhibits enter the said city and follow command and dispatch of the official freight forwarders at site.

The official freight forwarders will arrange exhibit move-in and move-out, and be responsible to notify exhibitors. Exhibitors shall obey the arrangement. If exhibitors need to alter their arrangements of exhibit move-in and move-out, please make sure to communicate with the official freight forwarders. Exhibitors or their freight forwarders shall bear the consequences of delay of exhibits move-in, move-out and any other consequences (including related expenses) resulted by failing to obey the arrangements of the official freight forwarders

During exhibit move-in, exhibitor must be on-site to receive exhibits and specify designated location of the exhibits. During exhibit move-out, exhibitor must be on-site to supervise packing, loading and leaving of the exhibits

Refer to the chapter of Freight Forwarding for provisions and charging standards in detail

Official Freight Forwarders:

N1-N5. W3-W5: SHANGHAI EXPOTRANS LIMITED

Address: 10F, 555, Anyuan Road, Shanghai, 200040, P.R. China

Contact: Mr. Jiangjing Wei Mr. Gu Peng

Cell: 13391181176

Tel: 021-60131818-833

Fax: 021-62179788

E-mail: ccmt@xptrs.com.cn

W1-W2: Sinotrans Beijing Fairs & Events Logistics Co., Ltd

Address: 400/4F, No.1 Hall, China International Exhibition Center, 06 Beisanhuan East Road, Chaoyang District, Beijing, 100028, P.R. China

Contact: Wang Fang Dou Haoyue



CCMT2018

Exhibition Guideline

Tel: 010-84601327

Fax: 010-84601135

E-mail: bjs.expo@sinotrans.com

5. Overtime Work Application

Exhibitors who need to work overtime must submit application to Expo Center before 15:00 the same day. A 50% of extra surcharge for urgency will be charged for the late applications. Operation Center is in the East Entrance Hall (Entrance Hall 3) of Shanghai New International Expo Center.

Charging Standard:

Price (RMB)	Booth Area	Time	Remark
1,200 / hour	1,000 M2	8:00-22:00	One hour and up
2,400 / hour	1,000 M2	22:00-8:00+1	One hour and up

6. Booth Construction and Appliance Rent

Shanghai Arts & Sales EXPO Ltd. and Beijing Pico Exhibition Management Co., Ltd. are appointed as the official booth construction service providers of CCMT2018. They are responsible for standard booth construction, fascia board letterform; rental services for furniture, appliances and lighting facilities; raw space construction management; collection and reporting services of water, electricity, gas, telephone network line, hanging point and other facilities.

Please refer to booth construction chapter for more information.

Official Booth Contractor:

N1-N5. W4-W5: Shanghai Arts & Sales Expo Ltd.

Address: Room1212, Modern Traffic & Commercial Plaza, 218 HengFeng Rd, Shanghai, 200070

Contact: Li Yan. Xue Qi

Tel: 021-51276786



Fax: 021-51276799

E-mail: yashiccmt@163.com

W1-W3: Beijing Pico Exhibition Management Co., Ltd.

Address: Pico Creative Center, 3, Shunxing Road, Shunyi District, Beijing, 101300, P.R.
China

Contact: Wang Yuhan. Li Shuaipeng. Yu Haifeng

Tel: 010-89414337/44/11

Fax: 010-64916591/4130

E-mail: yuh.wang@cn.pico.com

shuaipeng.li@cn.pico.com

haifeng.yu@cn.pico.com

7. Hotel and Conference Service

CMTBA has entrusted Shanghai Superb Business Conference & Exhibition Services Co., Ltd. and Beijing Times International Conference & Exhibition Co., Ltd to offer hotel and conference service for exhibitors in the 10th China CNC Machine Tool Fair (CCMT2018) Besides accommodation, they are also responsible for car rental, interpretation, etiquette and plan of conference activities as well as implementation of conference services.

Shanghai Superb Business Conference & Exhibition Services Co., Ltd.

Contact: Mr. Ding Siwei, Mr. Yu liang

Tel: 021-64387722

Cell: 13701663833 13601809725

Fax: 021-64413313

Address: 02/17F Yuan Fu Mansion, 188 Hong Qiao Rd, Shanghai 200030

E-mail: frank@sbces.com; yuliang@sbces.com; info@sbces.com

Website: <http://www.sbces.com>

Please call Shanghai Superb above any time or log in their websites for online hotel booking <http://www.sbces.com>

Beijing Times International Conference & Exhibition Co., Ltd – Shanghai Branch

Contact: Wang Xiangyun. Xu Na.



CCMT2018

Exhibition Guideline

Tel: 021-64705398

Cell: 13810796479

Fax: 021-64705383

Address: 501 C Building, Shanghai Everbright Convention & Exhibition Center 70 Caobao Road, Xuhui district, Shanghai, China Zip:200235

E-mail: times@sdlm.cn

Website: www.sdlm.cn

Please call the companies above any time or log in their websites for online hotel booking <http://www.sdlm.cn>



8. Regulations and Attentions

1. Exhibitors must obey timetable of site operations and on-site command and dispatch from official staffs. Early move-out is not allowed. Exhibitors shall wear Exhibitor's Badge, dress neatly with good manners, obey provisions of the Show, maintain the public environment and order and prudently handle the important matters during foreign communication.
2. Exhibitors must wear safety helmets during move-in and move-out, and buckle safety belt while performing elevated work.
3. All appliance and equipment provided by the show shall be carefully used and returned in their original number and shape at the end of the exhibition. Any damages or missing items shall be the responsibility of the exhibitors in accordance with the current price list.
4. Exhibitors shall carefully use the facilities of exhibition hall: nailing, boring, fixing, pulling, painting on display board and wall are prohibited. Any promotions of stick note and adhesive stickers breaking the rule in public area are prohibited. Any damages shall be the responsibility of the exhibitors in accordance with the current price list.
5. Inflammable, explosive and strong corrosive items are prohibited at booth construction site. No open fire, environmentally hazardous solvent, coating or gas are allowed. Smoking is strictly prohibited in the hall for fire prevention.

6. Any blocking or disabling of firefighting devices, electrical installations, and sprinklers, scanning probes, emergency exit doors and public passages are strictly prohibited. Fire-resisting rolling shutter must remain unblocked to ensure smooth operation at any time.

7. Booths must use flame retardant materials (dale, chemical& blended fabric, drapery etc.) for booth decoration. High power Iodine tungsten spotlight is prohibited. Neon light shall be avoided. All construction schemes must be approved by the official booth construction service providers. 8. All construction schemes including the construction of compound structure booth, meeting room and storage room must be approved by the official booth construction service providers. Pulling, linking and any form of changing booth structure without approval are prohibited. Any potential hazard and harmful effect to the public environment shall be the responsibility of the exhibitors in accordance with the law.

8. Exhibitors shall take good care of personal valuables and exhibits (cellphone, camera, portable laptop, special exhibits and so on) to guard against theft during the period of exhibition. No littering is allowed. Exhibitors shall keep the exhibition area clean and tidy. No High pitched sound system is allowed.

9. IPR Protection of Exhibition and Exhibit

In order to strengthen IPR protection and maintain the order of the exhibition, the administrative department of the government has formulated “measures for IPR protection” and implemented them. To cooperate with the implementation of “measures for IPR protection” , and further purify IPR environment in the Show, according to the outline of the measures to strengthen IPR management and protection, the Sponsor require exhibitors to cooperate with investigation of IPR infringement complaints.

The IPR law enforcement administrative department of the government will set up an office on-site during the Show, and accept complaints, carry out investigation with patent dept., trademark dept. property management dept., and so on. If IPR infringement is found, the law breaker will be punished in accordance with the law and deprived of qualification of participation in the Show. In addition, IPR infringement can be sued in court and punished according to the law with court ruling.



CCMT2018

Exhibition Guideline

The Sponsor of the 10th China CNC Machine Tool Fair (CCMT2018) requires exhibitors to cooperate with the implementation of IPR protection on-site from the perspective of protection of self-interest and common interest. Exhibitors shall carry out self-checking before participation in CCMT, and fill out the commitment on protection of IPR, which is a part of the agreements of CCMT. Exhibitors shall obey the law, defend self-right in accordance with the law and avoid IPR infringement

10. Organizer Contact

International Cooperation Dept. of China Machine Tool & Tool Builders' Association (CMTBA)

Address: #1210/12F Tianlian Mansion, 102 E Lianhuachi Road, Xicheng District Beijing
100055 P.R.CHINA

Contact: Wei Zheng

Tel: 010-63345268

Email: weizheng@cmtba.org.cn

Contact: Fa Jingtao

Tel: 010-63345696

Email: Fajingtao@cmtba.org.cn

The services provided by the sponsor are: Invitation letter for Visa; Exhibitor's Badge; Visitor's Pass; Exhibition Catalogue; List of Exhibit; Technical Exchange Seminar; Advertising and Promotion; Free Lubricants. All applications need to be applied and processed online.

Please log in CCMT office website: <http://www.ccmtshow.com/>, click "Exhibitor Entrance", after logging in click "Application Forms" and choose corresponding contents to apply. Please pay attention to the deadlines of each service.



1. Invitation Letter for Visa (CCMT2018 Only)

Please visit www.ccmtshow.com, click “Exhibitor Entrance” , register if you have not, and then login, click “Exhibitors’ Manual Application Forms” .

Contact Dept.:

CTMBA International Cooperation Dept.

Contact person: Liu Dongpo

Tel: 010-63345983

Fax: 010-63345700

E-mail: liudongpo@cmtba.org.cn

2. Exhibitor’ s Badge

Exhibitor's badge, which is effective during move-in, exhibition, and move-out period, is a must for exhibitors to enter the Exhibition hall. Exhibitors need to register online for the badges before the exhibition, and collect them and go through formalities at the Exhibitor Registration Window in the North Entrance of Hall 2 of Shanghai New International Expo Center since April 4, 2018.

Every 9 sqm booth will be entitled to have 3 complimentary Exhibitor's Badges (50 complimentary badges max), and extra badges must be applied in Expo Center with charge at RMB 5 yuan each.

Contact Dept.

International Cooperation Dept. of CMTBA

Contact person: Mr. Wei Zheng

Tel: 010 63345696

Fax: 010 63345700

E-mail: weizheng@cmtba.org.cn

3. Visitor’ s Pass

Visitor' s pass needs to be requested by the exhibitor. CMTBA will express the passes to the

exhibitor company for distribution. (Mainland Address only)

Contact Dept.

International Cooperation Dept. of CMTBA

Contact person: Mr. Wei Zheng

Tel: 010 63345696

Fax: 010 63345700

E-mail: weizheng@cmtba.org.cn

4. Exhibition Catalogue

The sponsor & organizer– China Machine Tool & Tool Builder’ s Association is generally responsible for Exhibition Catalogue of the 10th China CNC Machine Tool Fair. Its cooperative partner, Shanghai Worldwide Exhibitions Service Co., Ltd. is responsible for editing, refining and printing. The Catalogue is bilingual in Chinese and English and free of charge.

Contact:

The cooperative partner: Worldwide Exhibitions Service Co., Ltd.

Contact: Bai xiaoxiao

Tel: 021–32224777–673

Fax: 021–32224770

E-mail: zlhk@cmtba.org.cn

Info–Media Dept. of CMTBA

Contact person: Ms. Zhang Fangli Ms. Lan Haixia

Tel: 8610–63345051

E-mail: zlhk@cmtba.org.cn

5. List of Exhibit

CMTBA will compile List of Exhibit for CCMT2018 in order to better promote exhibitors and their exhibits among users, and mail the list to the main users and dealers of machine tool before the

opening of CCMT2018. “Exhibitor and Exhibit” button will make its debut in CMTBA’ s official Wechat Account. Therefore, exhibitors are kindly required to fill in application form online for their exhibits.

Contact:

Marketing Dept. of CMTBA

Contact person: Li Lei

Tel: 010–63345021

Fax: 010–63345701

E–mail: yh@cmtba.org.cn

6. Technical Exchange Seminar

To facilitate domestic and overseas companies, scientific research institutions, and social organizations to use the exhibition as a platform to promote products and technology, the sponsor will set up a technical exchange seminar platform. We welcome everyone to apply for and join the seminar

Contact Dept.

Industry Development Dept. of CMTBA

Contact: Song Qiying

Tel: 010–63345261

Fax: 010–63345272

Email: hangye@cmtba.org.cn

7. Advertising and Promotion

The official media outlets are: World Manufacturing Engineering and Marketing (WMEM) magazine, China Machine Tool & Tool newspaper, CMTBA’ s official Wechat Account, CMTBA’ s official website www.cmtba.org.cn. CCMT’ s official website www.ccmtshow.com, and onsite Show Daily newspaper.

Among the promotion items above, the print material will be in the form of print advertisements, on site promotion will be in the form of vertical billboard. Please refer to the Exhibitor Promotion Online Application Form for detailed requirements and procedures.

Contact:

Info. Media Dept. of CMTBA

Print Advertisement contacts: Li Huaxiang

Tel: 010 – 63345052, 13552820631

Fax: 010 – 63345699

Email: lhx@cmtba.org.cn

On–Site Promotion contacts: Zhang Fangli Ye Han:

Tel 010–63345051, 13426332330

E–mail: zfl@cmtba.org.cn

8. Free Lubricants

FUCHS Lubricants (China) Ltd. has been appointed as the overseas official lubricants supplier for the convenience of the exhibitors.

After the Fair, exhibitors are required to properly dispose the waste oil, liquid and scrape.

FUCHS Lubricants (China) Ltd.

Contact: Guo Lingjing

Tel: 021–39122000 39122013

Fax: 021–39122100

E–mail: guo.lingjing@fuchs.com.cn

General Information and Attentions

Shanghai Arts & Sales and Beijing PICO has been appointed as the official contractor to provide furniture and lighting rental service, approval of construction of special design stand and to provide electricity, water and compressed air for exhibits and equipments. Please refer to the relevant order forms for details.

Careful study of contents of this manual will enable all relevant matters to be processed smoothly. Please log on [Http://www.ccmtshow.com/online](http://www.ccmtshow.com/online) to submit the forms and express the related data after approving. You are kindly requested to retain a copy of the returned forms to enable queries to be settled quickly.

While every effort will be made to maintain rates and prices quoted, there is a possibility that they may vary to meet with any fluctuation in the cost of labor or materials occurring before the Exhibition.

If you have any inquiries, please feel free to contact us. We shall assure you a quick response to your inquiries, and give you the information concerned.

HALL N1–N5 . HALL W4–W5

Shanghai Arts & Sales Expo Ltd.

Tel: 86–21–51276786

Fax: 86–21–51276799

P.C.: 200070

Address: RM1212, Modern Traffic & Commercial Plaza, 218 Heng Feng Rd, Shanghai

Contact Person:



Hall	Contact	Office Tel No.	HP No	Email Address
N1	Donna Hong	86–21–51276786*211	13816617067	yashiccmt@163.com
N2	Jacky Liu	86–21–51276786*212	13681963216	
N3	Lv Si Qin	86–21–51276786*215	18817928122	
N4	Du Yi Min	86–21–51276786*222	13636482416	
N5	Lu Chao	86–21–51276786*203	15821053184	
W4	Zhang Yi Bo	86–21–51276786*221	13761776687	
W5	Lisa Xue	86–21–51276786*210	13774379007	



CCMT2018

Booth Construction Guide

Bank Account Information:

NAME: SHANGHAI ARTS AND SALES EXPO LTD.
 ACCOUNT NO: 310066441018170240686
 NO.OF BANK: 301290050359
 NAME OF BANK: BANK OF COMMUNICATIONS SHANGHAI MUNICIPAL BRANCH ZHABEI SUB-BRANCH
 SWIFT CODE COMMCNSHSHI
 ADDRESS OF BANK: NO.211 HENGFENG ROAD SHANGHAI CHINA

HALL W1-W3

Beijing Pico Exhibition Management Co.,Ltd.

Tel: 86-10-89414200

Fax: 86-10-64916591/86-010-89414130

P.C: 101300

Address: Pico Creative Center, Shunxing Road, Shunyi District, Beijing 101300,China



Contact Person:

Hall	Contact	Office Tel No.	HP No	Email Address
W1	Wang Yu Han	86-10-89414337	18710161009	yuh.wang@cn.pico.com
W2	Li Shuai Peng	86-10-89414344	13501154485	shuaipeng.li@cn.pico.com
W3	Yu Hai Feng	86-10-89414311	13522761318	haifeng.yu @cn.pico.com

Bank Account Information:

COMPANY NAME: BEIJING PICO EXHIBITION MANAGEMENT CO., LTD
 BANK NAME: STANDARD CHARTERED BANK (CHINA) LIMITED BEIJING BRANCH
 BANK ACCOUNT: 000000501510896714
 SWIFT CODE: SCBLCNSXBJG
 CNAPS: 671100000013
 ADDRESS OF BANK: 12/F, STANDARD CHARTERED TOWER,WORLD FINANCE CENTRE,NO.1 EAST THIRD RING MIDDLE ROAD,CHAOYANG DIST.,BEIJING 100020,P.R.CHINA

1. Booth Set-up, Exhibition Period and Booth Dismantling

	Build up		Show time	Dismantle
Date	2018.4.6	2018.4.7-8	2018.4.9-13	2018.4.13
Time	13:00	8:30	9:00	17:30
Time	18:00	20:00	17:30	22:00

Note:

The final setting up time will be subject to the organizer' s information. Exhibitor who requires overtime work, please contact " Customer Service Center" on site.


2. Date of equipment Supply

	Start Date	End Date
Electricity, Water, Compressed Air, Telephone line and Internet Access	2018.4.7	2018.4.13

Important Regulation

1. PACKAGE BOOTH

1.1 The Diagram of the package booth is as follows

Stand booth	Configuration						
	Maximum Height:3.5m	>=9m ²	>=12m ²	>=16m ²	>=18m ²	>=27m ²	>=36m ²
	Wallboard,2.5mH	√	√	√	√	√	√
	Fascia Board,3.5mH	√	√	√	√	√	√
	Material of Fascia Board	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum
	Material of Construction	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum	40 Aluminum
	Carpet	√	√	√	√	√	√
	Furniture:						
	Information desk	1	1	1	2	3	4
	Round table	1	1	1	2	3	4
	Flooding chair	3	3	4	6	9	12
	Garbage can	1	1	1	2	2	3
	100W Spotlight	2	3	3	4	6	8
	5A/220V 500W Socket	1	1	2	2	3	3
	Fascia board,1mH, jet drawing, including subject images, company name and booth number	√	√	√	√	√	√

1.2 Shell scheme Rule

a) The name of the exhibitor in Chinese and English written on the fascia board will be subject to the contents completed in **“FORM 1, COMPANY NAME FOR STAND FASCIA”** . This form must be filled in completely by every exhibitor who booked the standard booth. And then must be returned/fax to Arts & Sales before the deadline. If we don’ t receive your Fascia Board details, we will make your Fascia Board according to the information by organizer. If you want to change the content of the Fascia Board on–site, you should pay for the additional cost.

b) The company name on the fascia board must be same as the application, otherwise the organizers will retain its right to modify。

c) The exhibitor prohibition any alterations to the booth area less than 27sqm .Prohibition posting or hanging any promotional materials and article on the side and above of the fascia

board, frames and panels.

d) In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete “**FORM 2, ADDITIONAL FURNITURE RENTAL**” , and “**FORM 3, ADDITIONAL ELECTRICAL RENTAL**” .

e) All the construction materials and the furniture are offered on rental by the official contractor to the exhibitor. You are not supposed to nail/paint or drill on the materials. Otherwise, you will pay for it.

f) You are not supposed to dismantle or hang any heavy weight items on the rented material. Consider safety reason, exhibitor is not allowed to install the booth by themselves.

g) The socket of 5A/220V is only allowed for use with TV/PC/Cell phone chargers and so on. Connecting to machine and lights are strictly forbidden. Exhibitors who need to apply for other lighting/machine equipment shall complete “**FORM 4, Rental ELECTRICITY**” . The electricity requirement for lighting and power should be applied separately.

h) Please take note that there is no storage space onsite.

2. RAW BOOTH

2.1 The requirements for Raw Space Design

a) The maximum construction height for the stands in W1–W5, N1–N5 halls: 6 meters for the one–story stands, 8.5 meters for two–story stands.

b) The booth with a side face to the aisle must be at least half open. Do not allow to hang points of structure.

c) **One–layer stands with the height below 4.5 meters**

The exhibitors and the trusted constructors must fill in Attachment I < Application Form for Special Design Contractor> and Attachment II < Appointment of Raw Space Contractor> before March 9, 2018 and submit them to the official contractor.

One–layer stands with the height over 4.5 meters (include 4.5 meters) and the double–layer stands;

Besides the Attachment II, the contractors of these stands should submit the Attachment III < HAN drawings structure review> to the venue and Shanghai HAN Exhibition consultation Limited

entrusted by the organizer to exam the contraction drawings. Exhibitors should pay all fees caused by that.

Otherwise, the venue have the right to reject exhibitors' or there contractors' construction.

Exhibitors and there contractors will bear any consequences caused by that.

d) Each permitted hanging point may bear an object that weights no more than 200KG.

e) The constructing or finishing material used for stands or stands or other construction must conform incombustible or nonflammable material approved by the fire control department thereof combustion performance grade shall be no less than Grade B1 flame resisting type anti-flaming fire-proof treatment must be carried out for that which is flammable material for timberwork or top fishnet it only can be used if it attains grade B1 and is approved by the fire control department.

f) The inflammable material of elasticity cloth, black-out cloth, bamboo, straw, foam plastic etc. is strictly prohibited for use even if it is after anti-flaming fire-proof treatment.

g) The combustion performance grade for carpets for the construction of stands shall be no less than grade B1 flame resisting type.

h) If the stand has the ceiling or top, fireproof material must be used, and it shall not obstruct the normal operation of the show hall firefighting system, ventilation opening or monitored control system.

i) No part of the booth structure may extend beyond the boundaries of the site allocated.

Where the standard height of 2.5m of the booth is exceeded, a distance of 1m must be maintained or the written agreement of the neighboring stand must be obtained. Exhibits are not subject to these restrictions.

j) Any temporary structures erected must keep a minimum clearance of 1.2m (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 50cm from the wall of the halls to make the security check easier.

k) 3-dimensional display units, advertisement and signboards may not face an adjacent booth from within 3 meters. The back of the 3-dimensional display units, advertisement and signboards must be suitably covered and approved by the Organizers/Official contractor.

l) All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall must be installed for all other structures. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

m) The Organizers recommend that the stand design and construction will take the public field of view into consideration, trying not to block the view line of other stands. The Organizers reserve the right to request the Exhibitor to change, modify, lower or shorten any back-wall or side-wall proposed in the “Raw Space Stand” design if, in the opinion of the Organizer, such back-wall or side-wall will obstruct the reasonable exposure of any adjacent Exhibition stands or block the entrances of the halls. In addition, the external side of any wall, which faces another Exhibitor or a public area must also be finished to a quality acceptable to the Organizers.

2.2 Raw Space Construction Rule

a) The appointed Contractor need to submit the design according to the rule and regulation and to pay for all related fees. And the installation personnel for electric lines and facilities must hold valid electrician operation certificates.

b) Each Exhibitor is responsible for providing its own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighboring stand’s wall. Display of Exhibitor’s name, logo, etc. is not permitted on the back or side-walls of neighboring booths.

c) Limited of boundary wall which is in parallel with the main passage between the two neighboring stands is 3 meters. The back face of the wall should be suitably covered and approved by the Organizers.

d) Carpet or other floor material must be laid on to the contracted floor space.

e) No naked flame or welding is allowed in the exhibition halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

f) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its official contractor.

g) For those who are to ascend (higher than 2 meters) for work shall put on safety caps, safety belts as well as other necessary safety protection measures.

h) Be sure to use the armored glass to decorate the booth. To ensure the intensity and thickness of the glass. (The thickness of the glass should be larger than 8mm). Glazery should be supposed to be reasonable and reliable. Only metal frame or hardware is allowed to fix the glass. To be sure to use flexible material for cushion between the frame/hardware and glass so as to assure the security of the glass. Clearly notes should be stucked on the glass material. If you use

glass platform, the structure support column and the wall must be fixed underneath the platform and not to put up the booth structure above the smooth glass face directly.

i) The steel structure column should use the seamless steel pipe above 100mm. The base should be welding chassis. The upside welds plate should guarantee the booth structure reliable by increasing the junction contacted area.

j) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries. And unless permitted by the Organizers/Official contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit to the decoration or the surrounding banisters of the second floor of the exhibition halls.

k) Electrical materials used in operation shall be qualified by the examination of the relevant authorities. Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be $\geq 1\text{mm}^2$. Electrical materials must be equipped with enough safe loading capacity.

l) Erection of partitions or display boards which could hamper the firefighting system and the air-conditioning diffusers and air flow inside the Halls/Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers/Official contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

m) Painting

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during the set up and exhibiting days. However, "touch-up" painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place.

Any irritable, un-environmental friendly or unsafe paint are strictly forbidden.

These precautions include:

Painting in an area with proper ventilation

Use of Non Toxic Paints

Covering the concrete floor with plastic sheet

No painting near the Center' s vertical structure (i.e. walls)

No washing of paint material within or surrounding the center

n) Instruction for Two–Storey Booth Construction

Two–storey booth constructors shall also observe the following rules & regulations:

- Two–storey constructions must be designed in such a way, that it is possible to install and dismantle within the designated move in and move out period. No upper storey is allowed across the aisles. Special care must be taken into consideration such as do not obstruct or hide from the view the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

- Positioning of cabins/design of upper storey Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1m from any aisles. A distance of at least 3 meters must be maintained to neighboring booth. If it is not possible to maintain this distance, a closed partition of at least 2m in height must be installed here as a screen. The side facing the neighboring booth must be finished in white, or neutral and clean appearance.

- The parapet should be higher than 0.9 meter. Where open at floor level, an anti–roll batten must be installed on the floor (height $\geq 0.5\text{m}$). To prevent objects (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or round in shape.

- Load–bearing capacity

- i. Strength of ceiling:

The load–bearing capacity of the upper storey when used for general visitor traffic, meetings, and presentations and/or as storage space must be a minimum of $5\text{KN}/\text{m}^2$, insofar as a higher capacity is not required in accordance with DIN 1055, Part 3. According to DIN 1055, a capacity reduced to $2\text{KN}/\text{m}^2$ is permissible under the following conditions.

Use of the upper storey as office, salesroom (less than 50sqm in area), lounge or hallway, within which persons only stay for limited periods.

- ii. Strength of stairways:

All stairways are to be constructed in accordance with DIN 18065, with a load–bearing capacity of $5\text{KN}/\text{sqm}$.

- iii. Strength of balustrades/banisters:

Balustrades and banisters must be designed within booth horizontal loads of $1\text{KN}/\text{m}$ at the level of the handrail.

● Fire prevention:

i. The maximum length of any escape route from the upper floor to the aisle must be less than 25 meters.

ii. On booth with upper storey of 100 sqm in area or less, one stairway is required, which must emerge beyond the covered area of the stand.

iii. On booth with an upper storey more than 100 sqm in area, at least two stairways are required, at opposite ends of the booth, one of which must emerge beyond the covered area of the booth.

iv. The space beneath and alongside open-tread stairways must not be used for storage, or for the installation of shelves.

v. If the area covered by the upper storey exceeds 30 sqm, a sprinkler system must be installed in accordance with VDS regulations, with one sprinkler unit to be installed every 12 sqm or part thereof of covered space. All rooms must be incorporated within the sprinkler system.

vi. No area of the upper storey may have a closed ceiling or canopy. Metal grids in modular dimension are permitted, inclusive of lighting elements; the open area must comprise at least 80%.

vii. All cabins and enclosed areas must permit clear sight of the outer exhibition hall.

viii. Until final approval of the completed booth, additional measures of safety or fire prevention may also be imposed if deemed necessary.

o) All the appointed constructors must use materials which are permitted by the authorities. There is no storage space on site, as such all contractors must clear their belonging or put it in their booth respectively.

p) Booth removal

Booths can be dismantled begin at the given time and should be finished within the allotted time.

2.3 Important Notice for move-in

a) Hall management fee

The Exhibitors and booth constructors shall pay the hall management fee to Shanghai New International Expo Centre before the stand construction begins. The standard is RMB22.00/ m²

b) Deposit for Raw Space

* The deposit is calculated at RMB 100.00 per sqm² based on the contracted space. The deposit is minimum 5000.00 RMB and maximum 50,000.00 RMB.

* The deposit need to send remittance into the official contractors' account before deadline 9 Mar, 2018. Please send remittance separately, or deducted 10% of the taxes when it refund.

* Please attach with the deposit payment, ATTACHMENT II and ATTACHMENT IV to the official contractor service counter to exchange the <Deposit certificate>. After the stands are dismantled, please return the <Deposit certificate> to the official contractor and with the approval of the Show hall, the deposit will be refunded to the constructors before 31 May,2018

c) Working badge

According to the latest provisions and requirements of Shanghai New International Expo Centre (SNIEC) the absolutely new management method have been made for the certifications for construction agents and forwarding agents the real name system with photos shall be used all and singular all the certificates of construction during the periods of move-in and move-out shall be registered, examined and verified, photo taken, made and supervised by the pavilion organization.

For details, please look at ATTACHMENT V or contact the Certificate Centre of SNIEC, the consultation phones are +86 (0)21 28906100, 28906101, 28906102, or log on its official site www.sniec.net.

d) The transport vehicles and show cars are arranged by the Organizers and official freight forwarder. The Exhibitors shall apply and contact the Organizers and official freight forwarder in advance.

e) All orders must be accompanied with full payment before apply for working badge on-site.

3. ELECTRICITY, WATER AND AIR –COMPRESSED SUPPLY

3.1 Arts & Sales and PICO are the appointed official contractors to carry out all electrical work on all booths (package booth and raw space) at the Exhibition and all charges therefore shall be paid by the exhibitors.

3.2 For the security reason, the connection of water/ power/ compress air from main switch are Installed by the exhibition hall. The exhibitor is responsible for the connection to their machine and equipment. Electrical wire must be safe for the visitor to avoid accidentally touch.

3.3 All exhibitors and the booth constructors shall order main power from Arts & Sales, including raw space. Exhibitors who need to apply for lighting/machine equipment shall complete

“FORM 4, RENTAL ELECTRICITY” and fax or express to the official contractor before the deadline.

3.4 Exhibitors who need to apply for electricity for machine use, line and air-compressor shall complete “FORM 5, RENTAL WATER AND AIR –COMPRESSED, HANGING” and fax or express to the official contractor before the deadline.

3.5 All ordered items must be marked on the location plan, details in “FORM 7, SERVICE LOCATION PLAN” .

3.6 All equipment should be order before the deadline 9 Mar, 2018. Penalty fee will be charged for any late orders and requests for re-positioning received after the deadline.

3.7 Exhibitors have any special requests for power equipment, please contact with official contractor directly.

3.8 After we receive your order forms, we will issue the Invoice for you. Please make the payment before the deadline on invoice. Please contact with official contractor if you haven’ t received invoice three days later. 50% penalty fee will be charged for any late payment after the deadline.

3.9 During the period of move-in and move-out, the stands with special decoration may be supplied with the temporary power supply that near the door of exhibition hall.

3.10 The power supply for each stand must be shut down when the exhibition is closed every day. Failure to shut down the power supply, the Organizers shall turn off the main switch for the power supply the exhibitors and the constructors shall be borne all the consequences. The power supply of the stands which are shut down will be restored by the organizer after the application is made to the organizer in written form the next morning and the safety inspection is made by the organizer.

3.11 Electricity will on at 7th of April 2018; Any electricity needs on in advance please chose electricity advance using and mark the electricity’ s exact location in the plan. If a stand needs electric equipments with uninterrupted power supply, the application shall be made in written form to the organizer or the official contractors agent in advance.

3.12 Raw space exhibitors are obligated to order main power. Electricity for machine use and lighting use should be separate. Please ensure that you had ordered sufficient power for your exhibits and equipment. If any exhibitor’ s electricity consumption exceeds the applied consumption, and cause harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/official contractor shall immediately stop the

supply of electricity to such booths, and exhibitors should be responsible for any losses caused therefore.

3.13 Please ensure that you had ordered on power outlet for each individual machine, and no universal extension outlets shall be used. No strong–light, flashing lights, neon lights could be used by the exhibitor. All electrical devices shall stop the supply of electricity to those exhibitors whose electrical devices have hidden danger or pose other disturbance to other exhibitors and the audience.

3.14 Exhibitors who rent the compressed air and water from the official contractor should provide their own air drier and water circulation device. No compressed air system is allowed to be placed in the hall. Please contact the official contractor if you need to order any compressed air for your equipment. All air compressors shall be installed in the open air outside the exhibition halls and beyond the reach of the visitors.

4. BOOTH CLEANING

4.1 Move–in

Exhibitor or contractor is responsible to ensure that their any bulky rubbish is clear to the designated location during the move in. The light–duty bulky can be put on the aisles.

4.2 Show time

The Organizers will arrange the general cleaning of the aisles before the opening of CCMT 2018; it is the responsibility of the exhibitor to keep its booth tidy at all times. Exhibitor can leave the bulky on the aisles every day after the show off.

4.3 Move–out

During move out, exhibitor /contractor should remove all items. And remove all the bulky out of the hall. If someone leaves the bulky in the hall hostility. The official contractor shall deduct the deposit if any exhibitor/contractor found to violate the regulation.

5. DILAPIDATION OF THE EXHIBITION HALL AND EQUIPMENTS

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition. Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

6. FIRE FIGHTING SAFETY

6.1 No inflammable materials can be used for decoration and booth construction.

6.2 Public Area and Safety Passage shall remain open and clear.

6.3 Smoking is strictly prohibited in the exhibition hall.

6.4 All Exhibitors and their contractors, staff, agents, servant etc, must comply with and ensure that, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Shanghai Fire Safety Bureau, the Organizers and the Official Contractor.

a) Anyone who encounter an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

b) No packing materials or brochures can't store behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

c) Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

- Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, or devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not permitted in the hall. No hanging mini-balloons or large ad-balloons.

- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in "The provisions of the Shanghai Municipal Fire Safety" .

7. LOCAL REGULATIONS

7.1 It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

7.2 The Organizers has been entrusted with the execution of all regulations on the premises and exhibition venue and shall be authorized in case of non-compliance to take necessary action.

8. OTHERS

8.1 Other Regulations and Notices can be referred to the notes on Order Forms.

8.2 Exhibitors shall complete all the necessary forms and pay for the relevant expenses in accordance with the schedule of this technical regulation, otherwise the requirements of the exhibitors will not be guaranteed.

8.3 The applications become effective since all orders accompanied with full payment.

8.4 All the Exhibitors and Constructors must obey the exhibition regulations and notices.

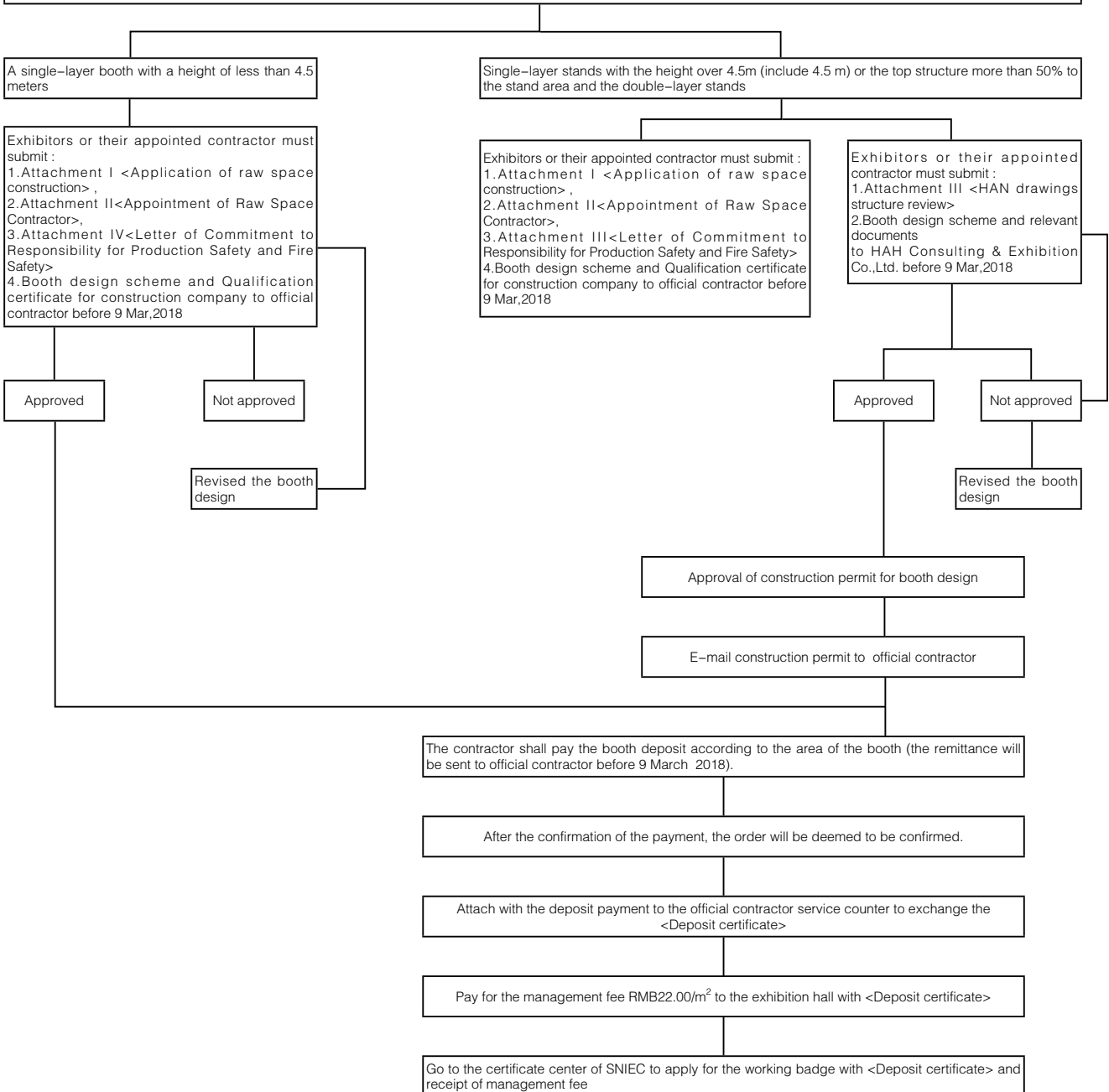
Official Contractor

The step of structure review

Exhibitors or Their appointed contractor to submit the following documents to Official

- 1. Qualification certificate for construction company:**
 - 1) The photocopy of business license;
 - 2) Letter of warrants by corporate juridical person;
 - 3) Exhibition construction achievements demonstration.
- 2. Related service forms:**
 - 1) Application form for installation of raw space stand
 - 2) Appointment of Raw Space Contractor
 - 3) Letter of Commitment to Responsibility for Production Safety and Fire Safety
- 3. Booth design scheme (please mark the booth number and exhibitor name on all the drawings):**
 - 1) Color design sketch: a paper document in 2 copies and an electronic document;
 - 2) Booth plan: a paper document in 2 copies and an electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any).
 - 3) Booth elevation: a paper document in 2 copies and an electronic document; Please mark the booth height;
 - 4) Booth working drawing: a paper document in 2 copies and an electronic document; dimension and hoisting position (if any) must be marked.
 - 5) Circuit diagram: a paper document in 2 copies and an electronic document; switch box and the circuit running direction must be marked.
 - 6) Material used for booth construction must be stated;

REMARK: The maximum construction height for the stands: Single-layer stands: 6 m , Double-layer stands:8.5m



Please log in to [Http://www.ccmtshow.com/online/](http://www.ccmtshow.com/online/) to submit documents

+ 010110101101

+ + + 01011010110101011 101010011010110101011101

+ + + 0101101011010101110101010110101110 01011101

+ + 010110101101010101110101001
+ 01011010110101011 101010011010110101011101



CMTBA 微信订阅号

CCMT 2018

+ + + 01011010110