

## Flow Chart of Preparation Work for Space Only Exhibitors

Please review **Form 4 Build Up & Dismantling Passes** for the application procedure and documents required.

### Booth height < 4.5m:

Booth design is required to submit for approval through:

#### **Abraxys Ltd**

Together with:

**Form 19** Stand Plan Submission

**Form 15** Method Statement

**Form 16** Risk Assessment

### Booth height ≥ 4.5m and/or

Regardless of the booth height, **any booth design with overhead construction element(s) which cover 50% or more of the total booth area** (applicable for both solid and hollow structures)

Design is required to submit for approval through two parties:

#### **1<sup>st</sup> Approval - Abraxys Ltd**

Together with **Form 19** Stand Plan Submission, **Form 15** Method Statement and **Form 16** Risk Assessment

After Abraxys Ltd approval, contractor / exhibitor has to send the design to HAH Consulting & Exhibition Co Ltd Shanghai for second approval.

#### **2<sup>nd</sup> Approval - HAH Consulting & Exhibition Co Ltd Shanghai\*\***

Contact: Ms. Huang / Tel: +86 21 28906633 / Email: hah@hahchina.com

#### **Booth height ≥ 4.5m Single Deck Booth**

\*\*The exhibitor should pay for the fee imposed by the venue appointed inspector at: **RMB 25/sqm** Or **\*\*RMB 18/sqm** will be imposed if the drawing is approved by a Chartered Structure Engineer of the People's Republic of China. \*\*

#### **Double Deck Booth (Only 100sqm or above stands are eligible for upgrading their stands to double deck)**

\*\*The exhibitor should pay for the fee imposed by the venue appointed inspector at: **RMB 50/sqm** Or **\*\*RMB 25/sqm** will be imposed if the drawing is approved by a Chartered Structure Engineer of the People's Republic of China. \*\*

Please submit all **MANDATORY FORMS** in the exhibitor manual before deadline.

### Move-in

Please fill in **Form 05 Damage Deposit Form** and settle the deposit to our Official Contractor (SYMA) via T/T in advance or by cash on site. Damage Deposit is charged according to booth size:

**50 sqm or below: RMB 5,000**

**51 – 100 sqm: RMB 10,000**

**101 sqm or above: RMB 20,000**

SYMA will issue a deposit receipt.

By presenting your receipt of **deposit**, you can go to SNIEC Production Centre (Square 1) to apply **contractor badge** and **vehicle pass**. Pls refer to the map on last page for the location.

- 1) **Contractor Badge** (RMB 50/pass) issued by venue to gain the permission of construction work in the exhibition hall. It is compulsory to present **Real-Name Authentication Certification** (Photo ID) to SNIEC in advance. It is exhibitors' responsibility to coordinate with the booth contractor for settling the charges. Pls visit and refer to [http://www.sniec.net/organize\\_contractor.php](http://www.sniec.net/organize_contractor.php) for the application procedure and documents required.
- 2) "Vehicle pass" is charged at RMB 50/vehicle with a RMB 300 deposit. The time limit for loading is 1.5 hours in the Centre. The overtime charge will be assessed at RMB100 / 30 mins. And SNIEC requires local truck driver to register on SNIEC's WeChat. Details can be found [here](#). (Chinese version Only)

SYMA will distribute the **BUILD UP & DISMANTLING PASSES** issued by organiser (free of charge) for exhibition hall access. The no of passes provided will be according to the no of contractor badge purchased.

### Move-out

Upon full dismantling of booth structure and no damage is done to the venue facility, the Official Contractor will return the Damage Deposit on **26 February till 18:00 (For N halls)** if by paid by cash or 1 month after show if settled by T/T.

## Important Notes

### 1) Opening Times & Access

**Build Up (\*\*Exhibitors of Hall N3, please pay special attention to the Move in schedule)**

Date	Times	Build Schedule
Friday 19 February	09:00 – 24:00	Commence space only construction (N3)
Saturday 20 February	09:00 – 24:00	Continuation of space only construction (N3)
	12:00 – 22:00	Commence space only construction (N1, N2, N4)
Sunday 21 February	09:00 – 24:00	Continuation of space only construction (N3)
	12:00 – 22:00	Continuation of space only construction (N1, N2, N4)
Monday 22 February	09:00 – 24:00	Access for decoration and completion of all space only stands (N3)
	09:00 – 22:00	Access for decoration and completion of all space only stands / shell scheme stands / meeting rooms / Pods (N1, N2, N4)

### Show Open Timetable

Halls	Date	Exhibitor Access	Exhibition Open Times
Halls (N1-N5)	Tuesday 23 February	08:00 – 18:00	09:00 – 17:00
	Wednesday 24 February	08:00 – 18:00	09:00 – 17:00
	Thursday 25 February	08:00 – 16:00	09:00 – 16:00

### Dismantling Times and Access

**DISMANTLING TIMES AND ACCESS: Halls N1-N5**

**IMPORTANT:** Dismantling of stands starts from Friday 26 Feb 09:00. The evening of Thursday 25 Feb is only for the removal of valuable items and hand carriables. **No construction work is allowed on Thursday 25 February.**

Date	Times	Schedule
Thursday 25 February	16:30 – 18:00	Once the hall is clear of visitors all valuable items and hand removable items must be removed from the hall. All shell scheme booths must be vacated by 19:00.
Friday 26 February	09:00 – 18:00	All shell scheme exhibitors and clients with shell scheme meeting rooms should note that the official contractor will commence the dismantling of shell scheme from 09:00. Dismantling of space only stands – all stand fitting materials, structures, flooring and carpets to be removed.

## 2) Stand Building Regulations:

Stand Plan submission deadline: **8 January 2021**

Highlights of the stand building rules & regulations:

- Height limits:
  - 6m for space-only stands
  - 4m for meeting rooms
  - 2.5m for shell scheme panels
- **Double Deck is permitted**
- Ceiling should be open, only mesh (Type B1 standard) or system ceiling grid (min 1cm x 1cm openings) is allowed
- 50% Open Rules for all sides of the stand (**Not Applicable to Hall N3 Exhibitors**)
- Backwalls must be finished in **white** colour for all visible areas
- **The number, capacity and distribution of exits must be sufficient to allow visitors safe access and egress to ensure effective means of escape in the event of an emergency.** The exits should be kept available and unobstructed at all material times and should generally be arranged so that there are alternative escape routes from any point within the event.
- Stands over 150sqm require minimum two emergency exits on opposite sides of the stand on the ground level. (**Exhibitors of Hall N3, please pay special attention**)
  
- **WIDTH OF ESCAPE ROUTES**  
Escape routes in stands have to have the following widths:
  - Stands up to 100sqm: 1m width minimum
  - Stands over 100sqm: 1.5m width minimum (**Exhibitors of Hall N3, please pay special attention**)
  
- **LENGTH OF ESCAPE ROUTES**
  - The maximum length of an escape route on a stand is 15m until reaching an open area
  - Should the escape route be longer than 15m then it needs to have 2m width minimum or alternative escape route should be created leading to the opposite side of the stand

For further information, please refer to the full details of all Stand Building Regulations & Stand Building Health & Safety in the Exhibition Manual. [Click here](#) for more information.

Or please contact:

**AbraxysGlobal Ltd**

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Email: [mwcshanghai@abraxys.com](mailto:mwcshanghai@abraxys.com)

**P** VIP 停车场  
VIP Car Parking

**P** 停车场  
Car Parking

 地铁站  
Metro Station



 磁悬浮列车站/2号线龙阳路地铁站 600米  
Transrapid Maglev Station /600m  
Line 2 Longyang Rd. Metro Station