

2015年3月17-20日 中国 • 上海世博展览馆
17-20 March 2015 Shanghai World Expo Exhibition & Convention Center (SWECC) [Hall 3] Shanghai, China

2015年3月17-18日
17-18 March 2015

2015年3月19日
19 March 2015

2015年3月19-20日
19-20 March 2015

专业课程 上海世博洲际酒店
Educational Workshops
InterContinental Shanghai Expo Hotel

欢迎会 上海世博展览馆3号馆
Welcome Reception on Exhibition Floor
SWECC, Hall 3

展览及高管演讲 上海世博展览馆3号馆
Exhibition & Executive Presentations
SWECC, Hall 3

BREKbulk CHINA 2015

Shanghai World Expo Exhibition & Convention Center (SWECC)
Shanghai, China

Welcome to exhibiting with **Breakbulk China 2015**. Thank you for joining us for this special event.

At Breakbulk, we strive to provide you with the best exhibiting experience. We help you get organized by creating an all-inclusive exhibitor's service manual. Everything you need to plan your exhibit is contained within this manual. We encourage you to thoroughly read the Breakbulk Exhibitors Manual (along with the separate Rules & Regulations) to help you disseminate information to your staff, colleagues and customers.

Please make note of these important dates:

Dates	Action	Location	Time
Tuesday, 17 March 2015	Contractor Only Move In (Raw Space Only)	Shanghai World Expo Exhibition & Convention Center Hall 3, 2 nd Floor (SWECC)	09:30 – 17:30 (9:30 am – 5:30 pm)
Wednesday, 18 March 2015	Contractor & Exhibitor Move In (Raw Space & Shell Scheme)		09:00 – 17:30 (9:00 am – 5:30 pm)
Tuesday, 17 March 2015 – Wednesday, 18 March 2015	Educational Workshops	InterContinental Shanghai Expo Hotel	
Thursday, 19 March 2015	Evening Welcome Reception & Networking	Shanghai World Expo Exhibition & Convention Center Hall 3, 2 nd Floor (SWECC)	10:00 – 17:30 (10:00 am – 5:30 pm)
Thursday, 19 March 2015 – Friday, 20 March 2015	Exhibition & Executive Presentations		10:00 – 16:00 (10:00 am – 4:00 pm)

The following exhibitor manual contains an Exhibitor Forms Deadlines Checklist to ensure you are submitting all mandatory and relevant information in a timely manner. Kindly keep this information readily available to avoid missing submission dates.

At any time, should you need additional assistance, our exhibition team is here to assist you. A list of our team members follows this welcome letter. We look forward to working with you over the next few months and seeing you soon in Shanghai, China!

Best regards,

Gary Tang
Sales Manager, Asia/Middle East/India
Breakbulk Events & Media (China) Ltd.

Mira Jones
Event Operations Manager
Breakbulk Events & Media (China) Ltd.

Jeremy Luski
Vice President of Event Operations & Registration Services
Breakbulk Events & Media (China) Ltd.

Evan Gong
Event Operations Manager (China)
Breakbulk Events & Media (China) Ltd.



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(A) Contact Details for Organiser

Breakbulk Events & Media (China) LTD.
Room 617, No. 3, Lane 900
Qu Yang Road, Hongkou District
Shanghai

Please Note:

If an address is required for your **Certificate of Insurance (COI) Form**, please use the one above.

Event Operations & Management:

Mr. Jeremy Luski Vice President of Event Operations & Registration Services Phone: +1 862 368 9938 jluski@breakbulk.com	Ms. Mira Jones Event Operations Manager Phone: +1 908 723 8176 mjones@breakbulk.com
Exhibitor Operations or Technical Assistance: Exhibitor COI, Stand Rendering & Risk Assessments	For exhibitor questions and/or services, please contact our official stand builder/contractor:
Mr. Evan Gong Event Operations Manager (China) Phone: +86 13817069203 Bbchinaops@breakbulk.com	Pico IES Group (China) Co Ltd Ms. Lily Zhang +86 21 6010 8796 (phone) lilys.zhang@cn.pico.com
Registration & Customer Service (outside China):	Registration Assistance (in China):
Ms. Joanna Lenck Event Registration & Customer Service Manager Phone: +1 973 220 4827 events@breakbulk.com	Ms. Miko Zhu Registration & Customer Service (China) Phone: +86 21 5134 8920 breakbulk@infosalons.com.cn
Event Guide Listing (Company Bio), Sponsor Logo & Event Guide Ad (if applicable)	Visa Letter of Invitations
Ms. Vicki Briand Content Program Data & Traffic Manager Phone: +1 251 679 8091 vbriand@breakbulk.com	To receive a Visa Letter of Invitation, each delegate must have a Breakbulk China 2015 registration confirmation: Please contact events@breakbulk.com for more information.

Sales & Sponsorship:

Mr. Gary Tang Sales Manager, Asia / Middle East / India Phone: +852 21329698 gtang@breakbulk.com	Ms. Christian Thompson Sales Director, America & South America Phone: +1 713 857 7821 cthompson@breakbulk.com
Mr. Adrian van Beuningen Sales Director, Europe & Turkey Phone (EU): +32 2 808 4355 Phone (USA): +1 973 432 5535 avanbeuningen@breakbulk.com	Ms. Patricia Souto Sales Manager, South America Phone: +55 21 9 9998 1314 psouto@breakbulk.com
Mr. Nigel Brown Sales Manager, South Africa Phone: +27 79 396 4298 nbrown@breakbulk.com	Mr. Kingsley Ekweariri Sales Manager, West / East / North Africa Phone: +353 89 952 4754 kekweariri@breakbulk.com
Ms. Kathleen Pinson Sales Manager, Breakbulk Magazine Phone: +1 678 954 0552 kpinson@breakbulk.com	Mr. Hamoud Morshed Sales Manager, Middle East Phone: +973 1727 2827 or +966 59 863 6383 hamoud@breakbulk.com

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(B) EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

Contractor Only Move-in Period (for Raw Space only stands):

Tuesday, 17 March 2015	09:30 – 17:30 (9:30 am – 5:30 pm)
Wednesday, 18 March 2015	09:00 – 17:30 (9:00 am – 5:30 pm)

Main construction work must be finished by 12:00 on Wednesday, 18 March 2015.

Contractors are strictly required to work within these move-in periods. If contractors wish to work beyond these hours they should contact the Organiser.

ATTENTION: Freight that exceeds 2.7m*10m (W*H) & load bearing 750 kg/sqm will need to utilize the freight lift to Hall 3. Please contact Evan Gong (bbchinaops@breakbulk.com) to be placed on the FREIGHT LIFT LIST by 27 February 2015.

Exhibitor Move-in Period (for Shell Scheme stands):

Wednesday, 18 March 2015	09:00 – 17:30 (9:30 am – 5:30 pm)
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Exhibition Hours:

	Exhibitor Access only	Exhibition Open
Thursday, 19 March 2015	09:00 – 17:30 (9:00 am – 5:30 pm)	10:00 – 17:30 (10:00 am – 5:30 pm)
Friday, 20 March 2015	09:00 – 16:00 (9:00 am – 4:00 pm)	10:00 – 16:00 (10:00 am – 4:00 pm)

Move-Out:

Friday, 20 March 2015	16:00 – 21:30 (4:00 pm – 9:30 pm)	Note: Contractor and Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits
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(C) EXHIBITOR REMINDER & DEADLINE CHECKLIST

TASK	DUE DATE	LINK	CONTACT INFORMATION
Book Your Hotel / Sleeping Rooms	Based on availability	Housing	Information coming soon
<i>Hotels are based on availability. For availability, please check the hotels directly via the Breakbulk China website.</i>			
Register your Exhibition Staff	Immediate	Registration	Ms. Joanna Lenck events@breakbulk.com , +1 201 653 0957 (U.S. EST)
Submit Company Listing for Event Guide	Friday, 9 January	Form 1	Ms. Vicki Briand vbriand@breakbulk.com , +1 251 679 8091 (U.S. CST)
<i>This is required to be submitted by all participating exhibitors.</i>			
Submit Insurance Declaration Form	Friday, 13 February	Form 2A	Mr. Evan Gong Phone number +86 13817069203, bbchinaops@breakbulk.com
<i>This is required to be submitted by all participating exhibitors.</i>			
Submit Exhibitor Insurance Certificate (COI)	Friday, 13 February	Form 2B	Miss. Le lx9791@163.com , Phone: +86 21 5108 7550 *1007
<i>This is required to be submitted by all participating exhibitors.</i>			
Submit Stand Contract Registration	Friday, 13 February	Form 3AB	Mr. Evan Gong Phone number +86 13817069203, bbchinaops@breakbulk.com
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Submit Safety Commitment of Erecting/Transport Contractor	Friday, 13 February	Form 4AB	Mr. Evan Gong Phone number +86 13817069203, bbchinaops@breakbulk.com
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Submit Stand Renderings / Layout with Dimensions / Risk Assessment	Friday, 13 February	Form 5AB	Mr. Evan Gong Phone number +86 13817069203, bbchinaops@breakbulk.com
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Submit Fascia Name	Friday, 13 February	Form 6	Ms. Lily Zhang lilys.zhang@cn.pico.com , +86 21 6010 8796
<i>This is required to be submitted by all shell scheme package exhibitors.</i>			
Submit Stand Fittings Location	Friday, 13 February	Form 7	Ms. Lily Zhang lilys.zhang@cn.pico.com , +86 21 6010 8796
<i>This is required to be submitted by all shell scheme package exhibitors.</i>			
Order Furnishings, Telephone/Internet; Cleaning	Friday, 13 February	Form 8AB	Ms. Lily Zhang lilys.zhang@cn.pico.com , +86 21 6010 8796
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Utilities (Electrical/Air/Water)	Friday, 13 February	Form 9	Ms. Lily Zhang lilys.zhang@cn.pico.com , +86 21 6010 8796
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Purchase Stand Contractor Registration	Monday, 23 February	SWEECC	Please contact Mr. Evan Gong if you have any questions Phone number +86 13817069203, bbchinaops@breakbulk.com
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Hire Temporary Staff for Your Exhibit	Friday, 6 March	Form 10	Mr. Hruy Cui cj@tonggaoinfo.com , +86 21 50131308
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Audio Visual	Friday, 6 March	Form 11	Mr. Kerwin Bao 13818330853@126.com , +86 138 1833 0853
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Shipping Services	TBA	Shipping	WES, Mr. Andrew Fleet or Ms. Danielle Potter mailuk@wes-group.com

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Please contact WES for any shipping requirements to Breakbulk China.

(D) VENUE SPECIFICATIONS

Shanghai World Expo Exhibition & Convention Center (Hall 3)

No.850 Bo Cheng Road, Shanghai, 200126, China

Phone: +86 21 2089 3600 / 2089 3638

Fax: +86 21 2089 3615

www.shexpocenter.com

Technical Specification		Hall 3
Area Of The Hall		90mW*185.2mL
Floor Type		Solid Concrete
Floor Bearing		1500kg/㎡
Number of Column/Distance		9 Columns with width 80cm Distance is 18m
Elevator	4 Cargo lifts of 5 tons 4 Cargo lifts of 3 tons	
	Size of 3 Tons: 2.7 x 1.50 x 2.75m (LxWxH)	
	Size of 5 Tons: 3.7 x 2.10 x 2.75m (LxWxH)	
Power Supply		3-Phase.5-Line, 380V/220V, 50Hz
Power		To be confirmed
Lighting		300Lux
Height	CLEAR HEIGHT	9.0m
	STAND BUILDING HEIGHT	Standard height of shell scheme is 2.5m For structures exceeding 2.5m, approval must be obtained from the Organisers. The maximum permitted stand height is 4.5m.
	STAND CONSTRUCTION (ABOVE 2.5M)	If any part of a stand is built above 2.5m, this must not adversely affect the adjacent exhibitors; any decoration including wordings, logos, company names, etc. must be set back at least 1m from adjacent stands. Wall panels facing adjacent stands built over 2.5m must be white/plain. The Organisers have the right to authorize dismantling or rebuilding of any stand, which does not meet this regulation. Drawings must be submitted to the Organiser for approval. The maximum permitted stand height is 4.5m.
	STAND CONSTRUCTION - TOWERS/ARCHES	No towers/arches are allowed to be built across the aisles.
	STAND CONSTRUCTION - DOUBLE DECK	No double deck stands are allowed at this event.
Water Supply		24 outlets, each outlet at 25mm(D)
Drainage		60 outlets, each outlet at 25mm(D)
Hang Points		No ceiling rigging in Hall 3. Hang points from the ceiling are not available.
Compressed Air	Normal Pressure: 8.5KG	
	Unloading Pressure: 10KG	
Fire Protection		Detection and Alarm System, Hydrant, Large Space Sprinkler, Central monitoring system
Width of Hydrant		22cm
Air Conditioning		Central Air Conditioning
Ventilation		Available
Security System		24 hours security patrol, central video surveillance and sensor alarm system
Broadcasting System		Available
Emergency lighting		Available
Toilet		4 Men's and 4 Women's 4 toilet for the disabled

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(E) SHELL SCHEME STAND INFORMATION

Pico IES Group Ltd is the official stand contractor for standard shell scheme construction and electricity supply.
Pico IES Group (China) Co Ltd, 99 Cao An Roda, Lane4499 Anting Town, Jiading District Shanghai, 201804, China

Contact: **Ms. Lily Zhang**
Phone: +86 21 60108796
Fax: +86 21 60108601
lilys.zhang@cn.pico.com
www.pico.com

STANDARD SHELL STAND PACKAGE (NOT TO SCALE)
(Number of panels depends on dimensions of stand, 1m W per panel)

9 sqm	18 sqm
<p>Sample:</p> <ul style="list-style-type: none"> 圆桌 Round Table 询问桌 Information Counter 射灯 100W Spotlight 插座 Power Socket 折椅 Folding Chair 废纸篓 Wastepaper Basket 	<p>Sample:</p> <ul style="list-style-type: none"> 圆桌 Round Table 询问桌 Information Counter 射灯 100W Spotlight 插座 Power Socket 折椅 Folding Chair 废纸篓 Wastepaper Basket
27 sqm	36 sqm
<p>Sample:</p> <ul style="list-style-type: none"> 圆桌 Round Table 询问桌 Information Counter 射灯 100W Spotlight 插座 Power Socket 折椅 Folding Chair 废纸篓 Wastepaper Basket 	<p>Sample:</p> <ul style="list-style-type: none"> 圆桌 Round Table 询问桌 Information Counter 射灯 100W Spotlight 插座 Power Socket 折椅 Folding Chair 废纸篓 Wastepaper Basket

Please refer to the table below for your allocation of items for your Shell Scheme package:

Stand Area in sqm	9	18	27	36	45
All Shell Scheme Packages include stand walls, needle punch carpet, fascia with stand number and company name (in English & Chinese) and inner booth clearing.					
100W Spotlight (SL004)	2	4	6	8	10
13A/220V Socket (Square Pin)	1	2	3	4	5
Information Counter (PF01)	1	2	3	4	5
Folding Chair (EC08)	4	8	12	16	20
Round Table (ET06)	1	2	3	4	5
Waste Paper Basket (EW01)	1	2	3	4	5

Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

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(F) STAND CONSTRUCTION AND MANAGEMENT

When an exhibitor appoints and outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand the following information and regulations. Exhibitors and contractors are expected to comply with any building regulations laid down by the Organiser.

Fire Prevention Regulations

The Stand Contractors, exhibitors and other sub-licensees and their contractors, sub-contractors, agents and employees shall be in compliance with all local, city and state regulations covering fire and safety.

- On-site contractors shall be fully responsible for construction quality. They shall mitigate the possibility of accidents, such as the collapse of stands, injury or damage of exhibiting facilities caused by faulty design or construction.
- All carpet used in the booth must be flame retardant. The venue will require the contractor to provide the flame retardant license and check the entire carpet before move-in. **The carpet will not be permitted to enter the venue if the contractor cannot provide the flame retardant license.**
- Wooden structural booths must have fireproof treatment; light boxes and other heating equipment must be set up with air vents. It is strictly prohibited to have private wires.
- Heating equipment is not allowed to be used during set-up. Welding equipment or other smoke substances are prohibited. Paint cannot be used in the exhibition hall.
- Fire alarms, extinguishers, fire hydrants, fire hoses, emergency exits, etc. shall be kept clear at all times.

CONTRACTOR INSURANCE

Each Individual Stand Contractor **must have** valid insurance coverage for minimum RMB 5 million against public liability for the entire move-in/out and show period. Individual Stand Contractors are required to present the certificate to the Organisers prior move-in. The Organisers reserve the right to refuse access to Stand Contractors that fail to do so. For details, please refer to [Form 2AB](#).

STAND BUILDING HEIGHT

Standard height of shell scheme is 2.5m. **The maximum height of a raw space (space-only) booth is 4.5m**

SPECIAL DESIGN (RAW SPACE) EXHIBITORS

Special Design (Space Only) exhibitors are responsible for appointing their own contractors for stand design and construction. It is the raw space exhibitor's responsibility to carpet and furnish their licensed space. All carpets and floor coverings can be affixed with double-sided tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Should any damage occur, it is the exhibitors/appointed contractor's responsibility to meet the costs involved.

All exposed rear surfaces of designs and structures must be decorated unless facing the actual walls of the Exhibition Hall.

Please refer to the Exhibitor Deadlines & Checklist sheet for information regarding required forms for ALL Raw Space (Space Only) stands.

The exhibitor (or their appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work on future events.

Where a "Special Design" stand is located adjacent to "Shell Scheme" stand, the wall of the "Shell Scheme" stand is considered rented by that exhibitor and may not be utilized by the "Special Design" stand.

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ELECTRICAL INSTALLATIONS

- The installation of electric circuits and electric equipment must be conducted by the persons with a valid electrician operation certificate, and illegal operation is strictly prohibited. All the operation must comply with the relevant national electric specifications. In case of trouble, the construction unit will bear all the responsibility and the resulting consequences.
- The distribution boxes for booths must be placed in the cable trench or exhibition unit in the pavilion (and the cable trench cover should not be opened arbitrarily). It is strictly forbidden to put the distribution boxes on a distinct position in the corridor, passage and booth. The electric circuits laid in a hidden place should be protected in a metal tube or flame retardant PVC pipe, and safe distance should be ensured between lamps and inflammables (more than 0.5 m).
- Electric circuits must be equipped with a shunt switch and protected in trunk casing, in case of extending across the corridor.
- It is strictly prohibited to place inflammables, a water dispenser and the like around the distribution box.
- It is strictly forbidden to use without authorization the fixed electricity box facilities in the pavilion. All the electric circuit capacity should be allocated evenly, and the circuits should be laid overhead or by taking effective protection measures; load equipment should have a good grounding device.
- Wires to be laid should be sheathed wires and must be connected by using dedicated connectors. No flexible wires should be adopted except use as fixture wires.
- Illumination lamps should be kept away from inflammables by more than 50 cm. Rectifiers for fluorescent lamps, high-pressure mercury-vapor lamps and other illumination lamps should not be installed on inflammables or combustibles.
- In case of installing enclosed light boxes, vents for sufficient heat dissipation should be provided. The electric circuits and light boxes and other important positions in wooden exhibition units must be treated by more than three-coat fireproof paint.
- Easily hot electric equipment and high-temperature lamps can be used only after approval; no inflammables, combustibles or other objects should be placed around high-temperature lamps (within one meter). Outdoor electric lighting equipment should be moisture-proof, and moisture-proof and other safety measures should be implemented.
- It is strictly prohibited to use surface iodine tungsten lamps or halogen tungsten lamps and neon lamps in the pavilion.
- All units and people using the pavilion facilities should strictly abide by the above regulations; for any violations, the facility management side will hold the exhibitor & contractors accountable.

STAND DESIGN DRAWINGS WITH DIMENSIONS

Special Design (Raw Space) Stands with Dimensions

When Exhibitors sign an Exhibition Space Contract they agree to abide by all the Rules & Regulations and those set out in this Manual, and to ensure that their Contractors abide by them in order to avoid any dispute, you must submit the layout of your stand to the Organisers, for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:

- Plan view, showing clearly all dimensions, walling and major exhibits.
- Elevation views showing clearly all dimensions, graphics, etc.
- Structural calculations / drawings proving structural stability, weight loadings, etc.
- Details of materials and fire protection.

All drawings should be in a recognized scale not less than 1:50. All plans are to be emailed, before:

Friday, 13 February 2015 in **jpg or PDF format** to:

Mr. Evan Gong
+86 13817069203
bbchinaops@breakbulk.com

The design of stands must be such that they can be erected and safely dismantled within move-in/out time available. Contractors should include a Risk Assessment in the design proposal, please see **Form 5AB**.

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STAND DESIGN DRAWINGS APPROVAL PROCEDURE

Please find below stand approval procedures for your easy reference. Please note that contractor badges will only be made available before move-in upon the stand design drawings approval procedures being completed.

	Action	Quick Reminder
Step 1	The Organisers initiate communication for stand design vetting on or before Friday, 13 February 2015.	Stand drawing submission deadline: Friday, 13 February 2015.
Step 2	Drawings may be forwarded to the Safety Officer for further vetting, along with your returned Form 4AB (SAFETY COMMITMENT OF THE ERECTION CONTRACTOR & SAFETY COMMITMENT OF THE TRANSPORT CONTRACTOR) and Form 5AB (RISK ASSESSMENT)	Form 4AB & Form 5AB submission deadline: Friday, 13 February 2015.
Step 3	Contractors should take the initiative to submit: 1) Contractor Performance Bond to Official Stand Contractor 2) Contractor Insurance Policy to the Organisers before Friday, 13 February 2015	Performance Bond + Contractor Insurance deadline: Friday, 13 February 2015 (Refer to Form 2 for details)
Step 4	If the Safety Officer requires no further revisions, and provided that the Contractor has settled the contractor performance bond and present the contractor insurance policy, the Organisers will send out details on collection of contractor badges.	

CLEANING & GARBAGE DISPOSAL

The Organisers will arrange for the general cleaning of the exhibition hall and standard/deluxe/showcase stands, prior to the opening of the exhibition and daily thereafter. For raw space/upgrade stands, exhibitors must arrange daily cleaning of their stand – please arrange with your stand contractor or order this service from Pico (please refer to **Form 8AB (FURNITURE, TELEPHONE, INTERNET & CLEANING RENTAL)**). All disposals of waste materials etc. during the move-in period are the responsibility of the individual stand contractors concerned. Disposal of contractor's waste materials by the Organisers will result in the contractor's deposit being forfeited.

In the case of 'ready stand' exhibitors bring in shelving and stand fittings; these cannot be left behind at the close of the show. **It is the exhibitor's responsibilities to dismantle all stand fixtures built or brought in by them and remove all waste materials from the Centre at the end of the show.** Failure to comply will result in a charge for the labor and trucking required to dispose of the material.

CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT

A contractor damage & performance deposit must be paid to the Official Stand Contractor (Pico) on behalf of the Organisers against damages and rubbish disposal along with breaches of guideline on safe working practices and stand building. (Please refer to **Form 3AB (STAND CONTRACTOR REGISTRATION / HALL MANAGEMENT FEE / INSURANCE)** and the **SWECC** site. Access to the site will not be permitted until this deposit has been paid.

AIR COMPRESSORS / PRESSURIZED CONTAINERS

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Stand Contractor, Pico directly for quotation.

NAILING / DRILLING / PAINTING

No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period.

Safety helmets are required for working at height. Contractors are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.

Please refer to Health & Safety Section for full details.

2015年3月17-20日 中国 • 上海世博展览馆
17-20 March 2015 Shanghai World Expo Exhibition & Convention Center (SWEECC) [Hall 3] Shanghai, China

2015年3月17-18日
17-18 March 2015

2015年3月19日
19 March 2015

2015年3月19-20日
19-20 March 2015

专业课程 上海世博洲际酒店
Educational Workshops
InterContinental Shanghai Expo Hotel

欢迎会 上海世博展览馆3号馆
Welcome Reception on Exhibition Floor
SWEECC, Hall 3

展览及高管演讲 上海世博展览馆3号馆
Exhibition & Executive Presentations
SWEECC, Hall 3

REAR SURFACES OF STANDS

Contractors must have any exposed stand surfaces neatly finished unless the surface is facing the outer wall of the exhibition centre. **The Organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost.** Exhibitors/contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their stand when this faces or is adjacent to other exhibitor's stand.

STORAGE

Fire regulations prohibit storage of cartons and literature behind stands and these will be disposed of without prior notice. The Official Freight Forwarder provides a storage service for empty cartons, wooden crates, etc.

For more information, please contact:

Mr. Andrew Fleet or **Ms. Danielle Potter** at: mailuk@wes-group.com

MOVE-OUT INSTRUCTIONS

Neither exhibitors nor appointed contractors are permitted to dismantle any part of their exhibit before the official closing time of **16:00** on **Friday, 20 March 2015**. Empty crates, boxes and cartons that have been stored with the Official Freight Forwarder will be delivered to your stand at the close of the show. Freight entrances will only be opened after the show has been officially closed. Packing, bringing in carton boxes, trolleys etc. to the show are NOT permitted before **16:00** under any circumstances. The Organisers strongly request that all exhibitors comply with and respect this regulation so as not to prejudice either the sales activities of other exhibitors or the safety of attendees in the show.

All move-out must be completed by 21:30.

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(G) Health & Safety / Emergencies

EMERGENCY PROCEDURES

Emergency Number

Call the SWEECC Customer Service Centre 20893660

This number should be called **first** in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

Useful Telephone Numbers

Ambulance: +0086-21-120

Police: +0086-21-110

Fire: +0086-21-119

Use these numbers **ONLY** when the Emergency Number is busy or is not answered within six (6) rings.

Emergency Exits

All emergency exits are marked with green exit signage.

Medical

In the case of an accident/injury, please take following measures:

- (1) Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
- (2) If possible, help treat/comfort the injured party until qualified help arrives.

Fires

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls. If you detect fire or smoke:

- (1) Activate the nearest fire alarm if possible and safe to do so.
- (2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- (3) Leave the exhibition hall immediately by the nearest exit.
- (4) Close doors behind you.

If you hear a fire alarm:

- (1) Remain calm and alert; prepare at once to leave Shanghai World Expo Exhibition & Convention Centre.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:

- (1) Leave the Shanghai World Expo Exhibition & Convention Centre by the nearest safe exit.
- (2) Follow announcements over the public address system or instructions by Shanghai World Expo Exhibition & Convention Centre staff and/or fire/police officials.
- (3) Once outside the Shanghai World Expo Exhibition & Convention Centre, stay clear of the venue; do not return until it is declared safe to do so by Shanghai World Expo Exhibition & Convention Centre management, or fire/police officials.