Medtec China 2016
Exhibitor Manual

Venue: Hall 3, Shanghai World Expo Exhibition & Convention Center. Shanghai, China
Date: 26th - 28th Oct, 2016

Dear Exhibitor,

Thank you for participating in Medtec China 2016. The exhibition & conference will take place at the Shanghai World Expo Exhibition & Convention Center (SWEECC) in Shanghai, China from 26- 28 Oct 2016. To prepare your stand and to benefit as much as possible from your participation, we herewith provide you with the exhibitor manual. We advise you to read this carefully.

The Manual is divided as follows:

(A) Contact Details
(B) Show Venue Information - Shanghai World Expo Exhibition & Convention Center (SWEECC)
(C) Show Schedule with Important Dates
(D) Show Venue, Contractors & Suppliers
(E) General Information and Regulations on the venue, admission, stands, exhibits management, insurance, liability
(F) Shell Scheme Stand Information
(G) Stand Construction and Management
(H) Recommended Contractor
(I) Health & Safety / Emergency Procedures
(J) Exhibit Transportation
(K) Order Form Checklist
(L) Order Forms
(M) Furniture Catalogue

Please make sure you return all mandatory and other relevant order forms to the respective companies before the deadlines. Still if you need any advice or assistance, please contact a member of the exhibition team, we will be happy to help you in any way.

We look forward to working with you over the next few months and see you in Shanghai, China!

Best regards,
Medtec China Team
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# Contact Details

## Exhibition & Sponsorship Sales

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<tr>
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<th>Contact Details</th>
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<tbody>
<tr>
<td>Mr. Gerry Zhang</td>
<td>Tel: +86 21 6157 7217&lt;br&gt;Fax: +86 21 6157 7299&lt;br&gt;E-mail: <a href="mailto:Gerry.zhang@ubm.com">Gerry.zhang@ubm.com</a></td>
</tr>
<tr>
<td>Ms. Heron Zhuang</td>
<td>Tel: +86 21 6157 3928&lt;br&gt;Fax: +86 21 6157 7299&lt;br&gt;E-mail: <a href="mailto:Heron.Zhuang@ubm.com">Heron.Zhuang@ubm.com</a></td>
</tr>
<tr>
<td>Ms. Julia Zhu</td>
<td>Tel: +86 21 6157 3922&lt;br&gt;Fax: +86 21 6157 7299&lt;br&gt;E-mail: <a href="mailto:Julia.zhu@ubm.com">Julia.zhu@ubm.com</a></td>
</tr>
</tbody>
</table>

## Marketing and Visitor Promotion, Product & Technology Previews, Press Release, Show Directory

<table>
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</thead>
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<tr>
<td>Mr. Alston Tian</td>
<td>Tel: +86 10 5765 2822&lt;br&gt;Fax: +86 10 5765 2999&lt;br&gt;E-mail: <a href="mailto:Alston.tian@ubm.com">Alston.tian@ubm.com</a></td>
</tr>
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</table>

## Conference

<table>
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<th>Contact Details</th>
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<tr>
<td>Ms. Jessie Jiang</td>
<td>Tel: +86 21 6157 3933&lt;br&gt;Fax: +86 21 6157 7299&lt;br&gt;E-mail: <a href="mailto:jessie.jiang@ubm.com">jessie.jiang@ubm.com</a></td>
</tr>
</tbody>
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## Exhibition Operation and Technical Support:

<table>
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<tr>
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<th>Contact Details</th>
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<tr>
<td>Mr. Joe Song</td>
<td>Tel: +86 21 6157 7224&lt;br&gt;Fax: +86 21 6157 7299&lt;br&gt;E-mail: <a href="mailto:joe.song@ubm.com">joe.song@ubm.com</a></td>
</tr>
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## Official Freight Forwarder and Customs Broker

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<tr>
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<th>Contact Details</th>
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</thead>
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<tr>
<td>APT Showfreight Shanghai Co Ltd</td>
<td>Tel: +86 21 6124 0090 Ext. 311&lt;br&gt;Fax: +86 21 6124 0091&lt;br&gt;E-mail: <a href="mailto:Peter.wu@aptshowfreight.com">Peter.wu@aptshowfreight.com</a></td>
</tr>
<tr>
<td>Milton Exhibits &amp; Engineering (Shanghai) Ltd</td>
<td>Tel: +86 21 6183 0640 / 6183 0637&lt;br&gt;Fax: +86 21 61830688&lt;br&gt;E-mail: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a></td>
</tr>
</tbody>
</table>

## Interpretation and temporary staff services

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<tr>
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<th>Contact Details</th>
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<tr>
<td>FBC GLOBAL</td>
<td>Tel: +86 137 8891 4361&lt;br&gt;E-mail: <a href="mailto:vivian.chu@globalfbc.com">vivian.chu@globalfbc.com</a></td>
</tr>
<tr>
<td>Orient Event Service</td>
<td>Tel: +86 21 5109 9795*12&lt;br&gt;Fax: +86 21 6464 4008&lt;br&gt;E-mail: <a href="mailto:booking@orient-explorer.com.cn">booking@orient-explorer.com.cn</a></td>
</tr>
</tbody>
</table>
(B) Show Venue Information

Shanghai World Expo Exhibition & Convention Center (SWECCC) (Hall 3)
No.850 Bo Cheng Road, Pudong, Shanghai, 200126, China
Phone: +86 21 2089 3600 / 2089 3638
Fax: +86 21 2089 3615
www.shexpocenter.com
(C) Show Schedule with Important Dates

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<tr>
<th>Build-up Period (Exhibitor and Contractor Move-in):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24th October, 2016</td>
<td>08:30 - 17:30</td>
</tr>
<tr>
<td>25th October, 2016</td>
<td>08:30 - 18:30</td>
</tr>
</tbody>
</table>

Main construction work must be finished by 12:00 on 25th (Tuesday) October. Contractors are required to work within these move-in periods. If contractors wish to work beyond these hours they should contact the Organizer in advance.

Exhibitor Registration:

| 25th October, 2016 | 10:00 – 18:30 |

Exhibition Hours:

<table>
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<tr>
<th>26th October, 2016</th>
<th>Exhibitor Access only</th>
<th>08:30-17:30</th>
<th>Exhibition Open</th>
<th>09:00 – 17:00</th>
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<tr>
<td>27th October, 2016</td>
<td>08:30-17:30</td>
<td></td>
<td>09:00 – 17:00</td>
<td></td>
</tr>
<tr>
<td>28th October, 2016</td>
<td>08:30-16:00</td>
<td></td>
<td>09:00 – 15:00</td>
<td></td>
</tr>
</tbody>
</table>

Move-Out:

| 28th October, 2016 | 16:00 – 21:30 | Contractor and Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits |


Show Venue, Contractors & Suppliers

D1 Exhibition Hall Specifications & Regulations
D2 Freight Forwarder
D3 Stand Contractor
D4 Temporary Staff
D5 Insurance Agency
D6 Hotel Invitation Letter, VISA agency

D1 EXHIBITION HALL SPECIFICATIONS & REGULATIONS

Shanghai World Expo Exhibition & Convention Center (Hall 3)
No.850 Bo Cheng Road, Pudong, Shanghai, 200126, China
Phone: +86 21 2089 3600 / 2089 3638
Fax: +86 21 2089 3615
www.shexpocenter.com

<table>
<thead>
<tr>
<th>Technical Specification</th>
<th>Hall 3</th>
</tr>
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<tbody>
<tr>
<td>Area Of The Hall</td>
<td>90mW*185.2mL</td>
</tr>
<tr>
<td>Floor Type</td>
<td>Solid Concrete</td>
</tr>
<tr>
<td>Floor Bearing</td>
<td>1500kg/㎡</td>
</tr>
<tr>
<td>Number of freight lift path</td>
<td>4 Entries 4.2mx4.3m (H x W)</td>
</tr>
<tr>
<td>Number of Column/Distance</td>
<td>9 Columns with width 80cm Distance is 18m</td>
</tr>
<tr>
<td>Elevator</td>
<td>4 Cargo lifts of 5 tons, 4 Cargo lifts of 3 tons</td>
</tr>
<tr>
<td></td>
<td>Size of 3 Tons:2.7x1.50x2.75m (LxWxH)</td>
</tr>
<tr>
<td></td>
<td>Size of 5 Tons:3.7x2.10x2.75m (LxWxH)</td>
</tr>
<tr>
<td>Power Supply</td>
<td>3-Phase.5-Line,380V/220V,50Hz</td>
</tr>
<tr>
<td>Lighting</td>
<td>300Lux</td>
</tr>
<tr>
<td>Clear Height</td>
<td>9.0m</td>
</tr>
</tbody>
</table>

- The maximum permitted stand height of raw space is 4m.
- No towers/arches are allowed to be built across the aisles.
- Standard height of shell scheme is 2.5m. For structures exceeding 2.5m, approval must be obtained from the Organizers.

Compressed Air
Normal Pressure: 8.5KG
Unloading Pressure: 10KG

D2 FREIGHT FORWARDER

APT Showfreight Shanghai Co Ltd is the Official Freight Forwarder and Customs Broker for Medtec China 2016 and can provide a comprehensive range of services including: customs clearance, insurance and transportation. The agreed shipping arrangements between APT Showfreight Shanghai Co Ltd and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Centre well in
advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures. Overseas exhibitors or authorised agents should apply to the address listed below for full information on forwarding procedures. APT Showfreight Shanghai Co Ltd will issue individual Exhibition Transport Guidelines to exhibitors.

Exhibitors are reminded that in the interests of security and efficiency, APT Showfreight Shanghai Co Ltd is EXCLUSIVELY responsible for co-ordinating the handling of goods and exhibition materials into and out of the Exhibition Centre.

All road freight, airfreight and sea freight shipments must be consigned FREIGHT PREPAID per the Shipping Manual.

*****Please DO NOT co-sign shipments to Medtec China, or to Shanghai World Expo Exhibition & Convention Center.*****

Please contact:
APT Showfreight Shanghai Co Ltd
RM 901-2, Modern Plaza Tower 1, 369 Xian Xia Road, Changning District, Shanghai, 200336 P.R.C
Contact: Mr. Peter Wu
Tel: +86 21 6124 0090 Ext. 311
Fax: +86 21 6124 0091
Email: Peter.wu@aptshowfreight.com

D3 STAND CONTRACTOR

Milton Exhibits & Engineering (Shanghai) Ltd is the official stand contractor for standard shell scheme construction and electricity supply.

Please contact:
Milton Exhibits & Engineering (Shanghai) Ltd
Contact: Ms. Yu Wenjun/ Yue Yang
Tel: +86 21 6183 0640 / 6183 0637
Fax: +86 21 6183 0688
Email: csc@milton-sh.com

D4 TEMPORARY STAFF & INTERPRETATION AGENCY

FBC GLOBAL has been appointed as the Official Staffing Services Provider in this show.

Please contact:
FBC GLOBAL
Contact: Ms. Vivian Chu
Tel: +86 21 51917908
Mobile: +86 137 8891 4361
E-mail: vivian.chu@globalfbc.com
D5  INSURANCE AGENCY

Please Contact
Shanghai Renxin Insurance Broker Co., Ltd
Contact: Mr. Li Xin
Tel: +86 21 5108 7550 * 1008
Mobile: +86 133 816 18018
E-mail: 13381618018@163.com

D6  HOTEL, INVITATION LETTER, VISA Agency

Orient Event Service is the appointed official Travel agency for Medtec China 2016. For recommended hotel information, please visit: https://www.orient-explorer.net/medtec2016

Contact: Ms. Leslie Huang
Tel: +86 21 5109 9795*12
Fax: +86 21 6464 4008
E-mail: booking@orient-explorer.com.cn
Hospitality BOOKING FORM

Please fill up the form in Cap letter & fax to:

Orient Event Service
Tel: (+8621) 51099795
Fax: (+8621) 64644008
booking@orient-explorer.com.cn
Attn: Ms. Leslie Huang

Make online booking at:
https://www.orient-explorer.net/medtec2016

(Please use block letters or attach business card.)

Contact Person: ________________________________________
Organization: ____________________________________________
Address: ________________________________________________
Country_____________________ Postal Code: ________________
Tel:_________________ Fax:_________________________
Email:___________________________

Hotel booking Details:
Guest Name: ___________________________ __________________ ______________
________________________________________
Hotel Preferred: 1st choice ___________________________ 2nd choice _________________________
Single/twin share room /double room with 1 king-size bed (circle accordingly) No of room(S): _______

Check in date and time (China local time zone) ____________ check out date__________

Local Tours: (seat-in-coach, select accordingly)
☐ Best of Shanghai day Tour – RMB530 net per person including group lunch
☐ Suzhou and Zhouzhuang Water Village DayTour – RMB980 net per person including group lunch
☐ Hangzhou, Heaven on Earth Day Tour – RMB1180 net per person including group lunch

Number of person(s): _____ Preferred Date _____________

Airport Limousine service: (RMB480 per way for 1-2 persons; RMB530 per way for 3-4 persons.)

I need for ☐ Arrival ☐ Departure, Number of person(s): __________

Arrival flight no.__________ arrival local date__________ estimated arrival time ______

Departure flight no. ______ Departure date__________ Departure time __________

Interpreter service: preferred language__________ with date from ______ to _______

I come as a ☐ visitor ☐ exhibitor ☐ invited speaker

Payment type: ☐ I hereby authorize Orient Event Service to charge my credit card for the booking; Pls.note paid by credit card is subject to 3% admin fee.
☐ by bank transfer, Pls. indicate guest name/event name/hotel booked on transfer slip.

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CREDIT CARD details

☐ Visa Card   ☐ Master Card   ☐ AMEX   ☐ JCB

Name of Credit Cardholder: _________________________  Expiry Date (mm/yy):
________________

Credit Card Number: ______________________________CVV code____  Cardholder’s Signature:
____________

Special notes from you if any:
________________________________________________________

Please fill up the above form in Cap letter email us or fax to +86 21 64644008
### Official Recommended Hotels

<table>
<thead>
<tr>
<th>Name of Hotel Room type</th>
<th>Travel time to the Exhibition</th>
<th>Cost Per Room Per Night (Including Breakfast)</th>
<th>Other benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanghai Marriott Hotel Luwan (5*) Superior room</td>
<td>15 minutes by taxi</td>
<td>Single Room: RMB1280 net</td>
<td>Twin/double Room: RMB1400 net</td>
</tr>
<tr>
<td>Courtyard by Marriott hotel (4*) Superior room</td>
<td>15 minutes by taxi</td>
<td>Single Room: RMB760 net</td>
<td>Twin/double Room: RMB760 net</td>
</tr>
<tr>
<td>Ramada Plaza Peace Hotel(4*) Superior room</td>
<td>20 mins by taxi</td>
<td>Single Room: RMB500 net</td>
<td>Twin/double Room: RMB500 net</td>
</tr>
<tr>
<td>IBIS (Chengshan Road) Standard room</td>
<td>10 minutes by subway</td>
<td>Single Room: RMB359 net</td>
<td>Twin/double Room: RMB359 net</td>
</tr>
<tr>
<td>Jinjiang Inn (world expo center)</td>
<td>10 mins by taxi</td>
<td>Single Room: RMB329 net</td>
<td>Twin/double Room: RMB329 net</td>
</tr>
</tbody>
</table>

### Notes:
1. All the hotel’s payment must be made on or before **12 October 2016** to Orient Event Service directly.

### Terms & conditions:
- Shanghai **Orient Event Service** is the official travel agent for the event. Once the agent receives your booking, you will receive a confirmation letter. Please present this confirmation letter upon check in at the hotel.
- Cancellation of booking must be made 3 days before your arrival date otherwise a one-night room charge will be applied.
- In case of failure to show up, a one-night room fee will be charged as penalty. Any balance will be refunded one week after the fair.

### Introduction of Official Hotels

**Shanghai Marriott Hotel Luwan**
Located in Shanghai's downtown Luwan District, the Shanghai Marriott Hotel Luwan (Shanghai Ludi Wanhao Jiudian) is near the Huangpu River by Binjiang Park. With many of the city’s most popular attractions including Tianzifang and Xintiandi within a couple of kilometers of the hotel, the Shanghai Marriott Hotel Luwan offers a quiet environment a stone's throw from the city center.

**Location**
## Courtyard by Marriott Shanghai-Pudong

Opened: 2001  
Decoration: 2011  
Total rooms: 323

Located at the main intersection in Pudong with easy access to the business centers of both Shanghai Puxi and Shanghai Pudong.

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance from hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanghai Pudong International Airport</td>
<td>33.82 km</td>
</tr>
<tr>
<td>Shanghai Hongqiao Airport (Terminal II)</td>
<td>23.51 km</td>
</tr>
<tr>
<td>Shanghai World Expo Exhibition Center</td>
<td>7 km</td>
</tr>
</tbody>
</table>

**Address:** 838 Dongfang Road (Dongfang Lu), Pudong

## Ramada Plaza Peace Hotel Shanghai

The Ramada Plaza Peace Hotel Shanghai (Shanghai Huameida Heping Dajiudian) is situated downtown Luwan district within easy reach of Middle Huaihai Road commercial area, metro line 4, and Xintiandi. It is also easily access to the area of Shanghai World Expo 2010. The Ramada Plaza Peace Hotel provides an unique atmosphere with world first class accommodation. The Shanghai hotel has a fine range of elegant furnished rooms. Dining options include Chinese, Western and Japanese cuisines in addition to a bar. Conference rooms and functions rooms are provided as well.

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance from hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanghai Pudong International Airport</td>
<td>43 km</td>
</tr>
<tr>
<td>Shanghai Hongqiao Airport (Terminal II)</td>
<td>18km</td>
</tr>
<tr>
<td>Shanghai World Expo Exhibition Center</td>
<td>5.4 km</td>
</tr>
</tbody>
</table>

**Address:** 688 Xietu Road (Xietu Lu), Shanghai.
IBIS Expo (Chengshan Road)
Opened: 2012    Total rooms: 165
Ibis Expo Hotel, near the remarkable Shanghai world expo. Walk to the subway line 6 need only two minutes,
The hotel will in December 2011 trial operation began, for you carefully prepared 165 hotel rooms of various types, can satisfy the business, travel, leisure and so on the different customers' needs.

Location
Shanghai Pudong International Airport  33.4 km
Shanghai Hongqiao Airport (Terminal II)  24.28 km
Shanghai World Expo Exhibition Center  3.5 km

Amenities & service
Services: Meeting facilities  Business center  Room service  Airport pickup service
General: Parking  Free parking  Handicapped-friendly rooms

Address: No 800 Chengshan Road.

Jinjiang Inn (world expo)
Jinjiang Inns is the budget brand from leading Asian hotel group Jiang Hotels, and offers simple, clean, safe and comfortable rooms for business and leisure travelers.

Location
Shanghai Pudong International Airport  32.4 km
Shanghai Hongqiao Airport (Terminal II)  32 km
Shanghai World Expo Exhibition Center  3.5 km

Address: 300 Banquan Road
# General Information and Regulations

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<td>Public Address System</td>
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<td>Security</td>
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<td>Visas for China Invitation Letters</td>
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<td>Smoking</td>
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<td>Environmental Guidelines</td>
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<td>Overtime Work</td>
</tr>
</tbody>
</table>
E1 ACTIVITIES ON EXHIBITION STANDS

Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organizers have the right to remove all items from common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

E2 ANIMALS

For reasons of health and safety animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of guide dogs for the blind and hearing dogs for the deaf accompanying disabled exhibitors/visitors. During the move-in and move-out period no animals will be allowed on site if it is deemed unsafe. At all times the Organizers decision is final.

E3 AUDIO-VISUAL PRESENTATIONS

No activity which, in the opinion of the Organizers, amounts to a nuisance or annoyance to the public or other exhibitors shall be permitted in the Exhibition. In particular, audio-visual display equipment must be positioned and the sound level adjusted so as not to annoy other exhibitors or visitors. The use or testing of any noise-generating equipment in any part or parts of the exhibition stand shall at all times not cause the maximum permitted noise level at 75dB(A) to be exceeded. The Organizers reserve the right to require any audio-visual presentation or other equipment which is, in its opinion, detrimental or offensive to be disconnected or discontinued.

E4 ACCESS TO THE EXHIBITION HALL

No one will be permitted into the exhibition hall during build-up, show period or breakdown without an appropriate badge.

Exhibitor Badges
Badges will be issued to all Exhibitors and staff manning their stands (3 exhibitor badges per 9sqm stand) at the venue North Registration Counters on Tuesday, 25th October, 2016.

(The venue north entrance address: No.1099 Guo Zhan Road, Shanghai, China / 国展路1099号世博展览馆)
Please note that Exhibitor’s badges are only for staff manning stands during the exhibition days, whereas contractor’s passes are given to suppliers and contractors who are assisting in decorating the stand, building and dismantling structures during move-in and move-out days only. Exhibitors and their personnel are requested to wear their badges while in the hall for the duration of the show and contractors to wear their passes for access to the hall during the build-up and move-out period.

Contractor Badges
- All the contractor workers should do the real-name authentication on line before 21st September, 2016. Please check here [www.shexpocenter.com/sheshi_04.html](http://www.shexpocenter.com/sheshi_04.html) and follow the reminding to finish the registration.
● After finished the real-name authentication on line, the stand contractor should provide the Public Liability Insurance Certificate and the Safety Commitment to Milton. (Please finish the job before 30th September, 2016)

● After the contractor pay the Damage Deposit and hall management fee to the badge center which in the venue south square on 24th or 25th October, 2016. Then the badge center will issue the contract badge.

More information about the handing procedures you can visit www.shexpocenter.com/sheshi_04.html.

E5 EXHIBITS MOVE IN AND MOVE OUT

Cargo consigned to the exhibition site should NOT arrive at the exhibition hall before the move-in period.

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organizers. If the overall stand structures in the exhibition are already erected, then the Organizers reserve the right to refuse any heavy and large exhibits arriving late, from moving into the hall.

Move-in

Please note that Official Freight Forwarder must be appointed for mechanical handling within the exhibition hall(s). The official freight forwarder, exhibitors or other freight forwarders are not permitted to use forklifts, cranes and pallet trucks within the exhibition hall(s). Exhibits arriving on site without a pre-appointed official freight forwarder will be referred to an official freight forwarder by the Organizers. All costs incurred will be borne by the exhibitor.

Freight Entrance Parameter:
Max size: 4.2mW x 4.1mH

Move-in, including all installation, decorating and set-up of exhibit materials must be completed by 17:00hrs on the move-in day. All shipping crates and packing materials must be ready for removal in order to allow for final cleaning of the Exhibition Halls and the laying of aisle carpet.

Move-out and Dismantling

No dismantling or packing of display or product may take place prior to the close of the Show at 16:00hrs on the last show day. All exhibits are to be occupied and in operation until this time. Exhibitors or contractors who fail to comply with this rule are at risk of being barred from exhibiting at the following year’s show. Exhibitors should move out all exhibits by themselves or instruct the official freight forwarder to move them out before 17:00hrs on move-out night. Any material/equipment left at the booth will be regarded as debris and will be disposed without prior notice.

Raw Space Exhibitors shall remove all materials including exhibit stands, other set-ups, wooden crates, rubbish, carpet, etc. The deposit against damage and remaining items will be refunded at the discretion of the Exhibition Hall and Organizers.

All exhibits shall be moved out with the authorized chop (stamp) on the Exhibit Release Forms.

Contractors can begin working in stands during the move-out period; however, operations requiring forklifts or other mobile equipment will not be available until aisle carpet removal has been completed.
**E6  CATERING**

No outside food and beverage is allowed in the Exhibition Centre. All catering on your stand must be ordered through the catering outlets in Shanghai World Expo Exhibition & Convention Center.

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**E7  JUVENILES**

The Fair is open to buyers and trade visitors ONLY. The Organizers and Venue Management will enforce this regulation. This includes the build-up period as well as the exhibition; if you are an overseas exhibitor travelling with your family, please note this point. Health and safety and liability regulations prohibit the presence of under 18 yrs in the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

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**E8  DELIVERY OF EXHIBITS**

Without the specific permission of the Organizers, no exhibits are allowed to be taken into the stand once the Exhibition has been officially opened, or be removed from the stand before the close of the Exhibition.

All loading areas, freight entrances and freight lifts will be closed during exhibition period.

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**E9  FIRE PRECAUTIONS**

Please ensure you are familiar with the Fire and Emergency Procedures in the Health & Safety Section in this Manual.

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**E10  VISITOR INVITATIONS**

All Visitors Must need a ticket to enter the Exhibition Hall.

Although the Organizers embark on a comprehensive and aggressive visitor promotion campaign to ensure that this show draws the right buyers for your products and services, we strongly encourage you as exhibitors to plan your own publicity campaign by inviting existing and potential clients to the show.

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**E11  INSURANCE**

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the
show. Each exhibitor should have a valid and adequate insurance cover of no less than RMB 5 million (US$ 0.6 million) against public liability.

Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizers will not be held responsible for any loss of or damage to, exhibits and personal items.

Please complete Form-1a Stand Contractor Registration/Contractor Passes/ Insurance and return it to the organizers.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The organizer recommends the risk consultant of Shanghai Convention & Exhibition Industries Association for offering consult and insurance service for exhibitor:

Contact: Mr. Li Xin
Phone: +86 21 5108 7550*1008
Mobile: +86 133 8161 8018
Email: 13381618018@163.com

It is essential that Exhibitors with Raw Space/Special Design stands check any stand contractors being considered for work have this insurance coverage, before appointing them.

**E12 INTELLECTUAL PROPERTY RIGHTS**

The Organizers, UBM China and UBM Canon, have a procedure in place at fairs and exhibitions organized by the Organizers in People’s Republic of China (“PRC”) (“Exhibitions”) to address complaints that products on display at the Exhibitions infringe on someone else’s intellectual property rights. The procedure is aimed at assisting individual exhibitors to protect their intellectual property rights and to respect the intellectual property rights of others.

The rules and regulations set out in this brief are supplementary regulations in addition to the Terms & Conditions of the Standard Rules & Regulations and form part of the Exhibition Contract signed by exhibitors with the Organizers. This brief and the Standard Rules & Regulations can be accessed via the Organizers’ website, http://www.medtecchina.com.

Outline Procedure

1. If you would like to make a complaint involving an alleged infringement of your intellectual property rights, your complaint should be referred to the Exhibition Operations Office.

2. If you receive a complaint at your stand, you should refer the complainant to the Exhibition Operations Office.

3. Complainants must, at the time of filing their complaints with the Exhibition Operations Office, provide the following documentary evidence to substantiate their claims:-

   a) Trade Mark
   Original or certified copy of a valid Certificate of Registration of Trade Mark that is enforceable in a PRC Court, including any renewal certificates or proof of renewal.

   b) Registered Design
   Original or certified copy of a valid Certificate of Registration of Design that is enforceable in a PRC Court, including any renewal certificates or proof of renewal.
c) Patent
Original or certified copy of a valid Certificate of Grant of Patent that is enforceable in a PRC Court, including any renewal certificates or proof of renewal, together with a written opinion from the complainant’s Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor’s product or material in dispute during the Exhibitions.

OR

d) A Court Order issued by a PRC Court against the Infringing Goods.

e) An authorization letter or power of attorney from the right owner if the complaint is filed by an agent on behalf of the intellectual property right owners.

In addition, the Complainant must submit a completed “Complaint Form” setting out the details of the complaint including: the Exhibitor’s name, stand number, date, complainant’s name, a brief description of the nature of the complaint and a description of the product(s), photograph(s) or product catalogue of the product(s) the subject of the complaint.

4. If the Organizers are satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and the Exhibitor has a case to answer, the Organizers will notify the Exhibitor involved of the claim and require the Exhibitor to remove the product or any material in question immediately from their stand and for the remainder of the Exhibitions unless the Exhibitor can provide evidence to the satisfaction of the Organizers that he/she has the right to display the product or material in question. It should be noted that such procedure is purely an administrative procedure undertaken by the Organizers to assist the Complainant and the Exhibitor to resolve their dispute during the Exhibitions. It is not to be construed as any indication that the Exhibitor has infringed the intellectual property rights of the Complainant. The Complainant and the Exhibitor must seek independent legal advice and an appropriate order from the PRC Court if such an indication is required.

5. If a Complainant produces an Order from the PRC Court in respect of the product or material in dispute, the Organizers will require the Exhibitor to remove the product or material in question immediately from their stand and for the remainder of the Exhibitions, unless the Exhibitor can provide evidence to the satisfaction of the Organizers that the goods in question do not fall within the terms of the Order or that he/she has the right to display the product or material in question, notwithstanding the terms of the Order.

6. If the Exhibitor refuses to cooperate with the Organizers in completing the procedures outlined in paragraphs 4 and 5 above, the Organizers shall have the power, at its sole and absolute discretion, to immediately terminate the Exhibitor’s right of participation in the Exhibitions in question without any refund of the participation fee already paid by the Exhibitor and to ban the Exhibitor or any parent, associate, affiliated and/or subsidiary company from any and/or all future Exhibitions of the Organizers.

7. It is expressly understood and agreed by all Complainants and Exhibitors that the Organizers, their servants and agents are not in any way liable for any intellectual property infringement during Exhibitions. While the Organizers will take reasonable steps to require Exhibitors to respect the Complainant’s intellectual property rights, the Organizers cannot take a view as to whether an infringement has actually occurred. Complainants and Exhibitors must seek their own independent legal advice and an appropriate order from the PRC Court if their dispute cannot be resolved under the Organizer’s complaint procedures.

8. Complainants agree and irrevocably undertake to indemnify the Organizers on demand against any or all claims, liabilities, losses, damages, costs (including legal fees) and expenses of any nature whatsoever incurred or suffered as a result of or howsoever arising out of the complaints filed by Complainants.

The Organizers expressly reserve their right to amend the rules and regulations set out in this brief from time to time.
E13  INTERNET ACCESS

There is no wireless internet service provided in the Center. If exhibitors need internet services, please order the broadband service from official contractor at least one week before move in. There are no onsite orders during move in and show days for this item. Please refer to Form 6b.

E14  MEDICAL REQUIREMENTS

Please bring with you any prescribed drugs you may need, since they may not be readily available in China.

E15  PHOTOGRAPHY / VIDEO SHOOTING

As per the exhibition rules & regulations, unauthorized photo/video shooting and sound recording of any stands / displays / demonstrations is not allowed, without the agreement of the exhibitors concerned.

E16  PUBLIC ADDRESS SYSTEM

The public address system is for use by the Organizers and Authorities only. During the exhibition only official and emergency messages will be broadcast.

E17  SECURITY

Security patrols are provided by the Organizers for the total exhibition area. Nevertheless, Exhibitors are advised that they are required to arrange their own insurance coverage and not to leave their stands unattended and take responsibility for the security of their stand display, stand merchandise and personal items during the show. Please note that most hired cabinets have common locks and should NOT be regarded as secure units. Any incidents of theft must be reported to the Organizers immediately as it will be necessary to complete a security form and report the incident to the police.

E18  VISA FOR CHINA INVITATION LETTERS

If you require clearance (VISA Letter of Invitation) to visit China, you must have a Medtec China 2016 registration payment confirmation to receive a Visa letter of invitation. For Visa assistance, please contact Orient Event Service as email: booking@orient-explorer.com.cn
Please include: Name as it appears on your passport, date of birth, passport date issued, passport expiration date, passport #, email address, company name, company full address, office phone # & mobile #.

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**E19 SMOKING**

Smoking is prohibited anywhere inside the venue.

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**E20 ENVIRONMENTAL GUIDELINES**

All attendees shall act the role of protecting environment. Here are some tips helping you to participate in the exhibition more environmentally friendly, by reducing amount and re-using.

1. Make reasonable plan for quantity of distribution. Please do not print and transport materials more than the quantity you need.
2. Use environmentally or recycled materials as many as possible. Make reasonable plan of your booth design and construction. Reduce wooden materials as many as you can, but use assembled materials instead so that you can reuse them. Don't use plastic bags to distribute promotional materials. Give up advertisements and signage in PVC but use cotton or paper instead.
3. Use no toxic, volatile paint and glue for construction. And use CFL or LED light as many as you can. And so is recycle carpet.
4. Reduce using packaging materials and paper boxes to the minimal quantity.

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**E21 OVERTIME WORK**

During the pre-show (move-in) period, exhibitors and contractors are permitted to construct and decorate their stands during official hours. Any request for overtime work is allowed with paid overtime and prior notice.

Overtime Work detail:
- **17:00—22:30**  RMB 1000/ hr/ stand
- **22:00—8:30**  RMB 2000/ hr/ stand
(F) Shell Scheme Stand Information

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

**9sqm**

Size: 3000x3000x2500(h) mm

**18sqm**

Size: 3000x6000x2500(h) mm
The following are included in shell stand:

1. Stand Walls
2. Needle Punch Carpet (Grey)
3. Fascia with Company Name (English & Chinese) and Stand Number
4. 100W Spotlight (ML002)
5. 13A/220V Power Socket (Max.500W, ML004)
6. Information Counter (1mH)
7. Leather Arm Chair (C01A)
8. Waste Paper Basket (M16)
9. Tall System Showcase (MA06)
10. Bar Stool (BS02A)
11. Round Table (RT01A)
12. Stand Cleaning

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

<table>
<thead>
<tr>
<th>Stand Area in sqm</th>
<th>9</th>
<th>18</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>100W Spotlight (ML002)</td>
<td>3</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>13A/220V Power Socket (Max.500W ML004)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Information Counter (1mH)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Leather Arm Chair (C01A)</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Bar Stool (BS02A)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Round Table (RT01A)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Tall System Showcase (MA06)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Waste Paper Basket (M16)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.*
(G) **Stand Construction and Management**

<table>
<thead>
<tr>
<th>G1</th>
<th>Fire Prevention Regulations</th>
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</thead>
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<td>Contractor Insurance</td>
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<td>Stand Building Height</td>
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<td>G8</td>
<td>Cleaning &amp; Garbage Disposal</td>
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<td>G9</td>
<td>Contractor Damage &amp; Performance Deposit</td>
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<td>G10</td>
<td>Air Compressors / Pressurized Containers</td>
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<td>G11</td>
<td>Nailing / Drilling / Painting</td>
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<td>G12</td>
<td>Personal Protective Equipment (PPE)</td>
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<td>G13</td>
<td>Rear Surfaces of Stands</td>
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<td>G14</td>
<td>Storage</td>
</tr>
<tr>
<td>G15</td>
<td>Move-Out Instructions</td>
</tr>
</tbody>
</table>

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 following information and regulations. Exhibitors and contractors are expected to comply with any building regulations laid down by the Organiser.

**G1 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 the carpet used in the booth must be flame retardant.** The venue will require the contractor to prove the flame retardant license and check all the carpet before move-in. The carpet will not be allowed to take into the venue if the contractor can't approve the flame retardant license.
- Wooden structural booth must be fireproof treatment; light boxes and other heating equipment must be set up air vents. It is strictly prohibited private wires.
- Any heating equipments are not be allowed use during set-up. Welding equipment or other smoke substances is prohibited. Can't use paint in the exhibition hall
- Fire alarms, extinguishers, fire hydrants, fire hoses, emergency exits, etc. shall be kept clear at all times.
**G2 CONTRACTOR INSURANCE**

Each Individual Stand Contractor **must have** valid insurance cover 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 Organizers prior move-in. The Organizers reserve the right to refuse access to Stand Contractors that fail to do so. For details, please refer to **Form 1a**.

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**G3 STAND BUILDING HEIGHT**

Standard height of shell scheme is 2.5m. **The maximum height of raw space booth is 4m.**

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**G4 SPECIAL DESIGN (RAW SPACE) EXHIBITORS**

Special Design 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.

The order forms for electricity and furniture are included in this Manual. All exhibitors with raw space must complete and submit **Form 1a (Stand Contractor Registration)**, **Form 2a (Safety Commitment Of The Erection Contractor & Safety Commitment Of The Transport Contractor)** & **Form 3a-b (Risk Assessment)** by the deadline.

Please also note the insurance requirements listed in this section.

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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**G5 ELECTRICAL INSTALLATIONS**

1. 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.
2. 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).

3. Electric circuits must be equipped with a shunt switch and protected in trunking in case of extending across the corridor.

4. It is strictly prohibited to place inflammables, a water dispenser and the like around the distribution box.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. It is strictly prohibited to use surface iodine tungsten lamps or halogen tungsten lamps and neon lamps in the pavilion.

11. All the units and people using the pavilion facilities should strictly abide by the above regulations; for any violations, the facility management side

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G6 STAND DESIGN DRAWINGS

Special Design (Raw Space) Stands
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 Organizers, 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: 15th September, 2016 in jpg or PDF format to:

Ms. Yu Wenjun/ Yue Yang, csc@milton-sh.com
Milton Exhibits & Engineering (Shanghai) Ltd

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 2a & 3a-b).
G7 STAND DESIGN DRAWINGS APPROVAL PROCEDURE

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Quick Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Organizers initiate first stage stand design vetting on or before 15th September, 2016</td>
<td>Stand drawing submission deadline: 15th September, 2016</td>
</tr>
<tr>
<td>2</td>
<td>Drawings may be forwarded to the Safety Officer for further vetting, along with your returned Form 2a (Safety Commitment Of The Erection Contractor) Form 3b (Risk Assessment)</td>
<td>Form 2a &amp; Form 3b submission deadline: 15th September, 2016</td>
</tr>
<tr>
<td>3</td>
<td>Contractors should take the initiative to submit: 1) Contractor Performance Bond to Official Stand Contractor 2) Contractor Insurance Policy to the Organizers Before 30th September, 2016</td>
<td>Performance Bond + Contractor Insurance deadline: 30th September, 2016 (refer to Form 1a for details)</td>
</tr>
<tr>
<td>4</td>
<td>If no further revisions are required by the Safety Officer, and provided that the Contractor has settled the contractor performance bond and present the contractor insurance policy, the Organizers will send out details on collection of contractor badges.</td>
<td></td>
</tr>
</tbody>
</table>

G8 CLEANING & GARBAGE DISPOSAL

The Organizers 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 Milton. All disposal of waste materials etc during the move-in period is the responsibility of the individual stand contractors concerned. Disposal of contractor’s waste materials by the Organizers 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 responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the Centre at the end of the show. Failure to comply will result in a charge for the labour and trucking required to dispose of the material.

G9 CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT

A contractor damage & performance deposit must be paid to the Official Stand Contractor (Milton) on behalf of the Organizers against damages and rubbish disposal along with breaches of guideline on safe working practices and stand building. (Please refer to Form 1a). Access to the site will not be permitted until this deposit has been paid.
G10  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, Milton directly for quotation.

G11  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.

G12  PERSONAL PROTECTIVE EQUIPMENT (PPE)

Correct footwear protecting against nails, debris and etc are required for exhibitors/contractors working in the exhibition centre 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, earplugs.

Please refer to Health & Safety Section for full details.

G13  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 Organizers 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. Strictly no covering by cloth is allowed on any exposed stand surfaces.

G14  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:
Andrew Fleet or Danielle Potter at: peter.wu@apshowfreight.com
**G15  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 hrs on 28 October 2016. 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 is NOT permitted before 16:00 hrs under any circumstances. The Organizers 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.
## Recommended Contractors

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact</th>
<th>Tel</th>
<th>E-mail</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milton Exhibits &amp; Engineering (Shanghai) Limited</td>
<td>Crystal Wang</td>
<td>T: 021-61830606</td>
<td><a href="mailto:crystalwang@milton-sh.com">crystalwang@milton-sh.com</a></td>
<td><a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M: 13621818533</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shanghai Rennie Exhibition Service Co., Ltd.</td>
<td>Nick Wang</td>
<td>T: 021-60294264</td>
<td><a href="mailto:nickwang@rennie-shanghai.com">nickwang@rennie-shanghai.com</a></td>
<td><a href="http://www.rennie-shanghai.com">www.rennie-shanghai.com</a></td>
</tr>
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<td>M: 15692166380 / 13817578779</td>
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<tr>
<td>Pico IES Group (China) Co Ltd</td>
<td>Tony Zhang</td>
<td>T: 021-60108910</td>
<td><a href="mailto:zhang.tony@cn.pico.com">zhang.tony@cn.pico.com</a></td>
<td><a href="http://www.pico.com">www.pico.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Shanghai ShowStar Exhibition Service Co., Ltd.</td>
<td>Tony Dong</td>
<td>T: 021-6294 6966/67/68</td>
<td><a href="mailto:tony@showstar.net">tony@showstar.net</a></td>
<td><a href="http://www.showstar.net">www.showstar.net</a></td>
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<td></td>
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</table>
1 HEALTH & SAFETY

Please refer to the Health and Safety information attached.

12 EMERGENCY PROCEDURES

Emergency Number
Call the SWEECC Customer Service Centre: +86 21 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: 120
Police: 110
Fire: 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.
(J) Exhibit Transportation

The Official Freight Forwarder, APT Showfreight Limited, must be appointed for International Exhibits customs clearance and mechanical handling within the exhibition hall. The official freight forwarder, exhibitors and other freight forwarders are not permitted to use forklifts, cranes and pallet trucks within the exhibition hall(s).

APT Showfreight Shanghai Co., Ltd.
Room 901/902, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai 200336 PR China
Contact: Mr. Peter Wu
Telephone: +86 21 6124 0090 ext. 311
Fax: +86 21 6124 0091
E-mail: peter.wu@aptshowfreight.com

Shipping Manual

Order Forms:
Please fill in the following forms and submit before the deadlines.

☑ List of Exhibits
☑ Service Request Form for Asia/China Exhibitors
☑ Service Request Form for US Exhibitors
☑ Service Request Form for European Exhibitors

Hand-carried Exhibits to Mainland China
In order to ensure smooth clearance at the Chinese customs desk, exhibitors are advised to keep the amount of samples they bring with them to a minimum.

Exhibitors should make their invoices and packing lists as clear as possible, using company letterhead, and be careful when describing the products and quantities. Moreover, it is important that each carton box should have its own set of documents to avoid confusion.

Exhibitors will need to have sufficient funds to settle any customs duties incurred, and should arrange for their own insurance for all hand-carried samples.

In case of difficulties, please ask the Chinese Customs officials to keep the exhibits and issue a receipt, which you should pass on to the Official Freight Forwarder, who can assist you in getting the exhibits cleared through customs.

Return Shipments
Exhibitors are advised to prepare a “Return Samples List” for those samples returning to countries outside of China. The difference between the import list and export list is subject to tax.

Forwarding of Exhibits and Customs Clearance
It is strongly recommended that Exhibitors should engage the services of the Official Freight Forwarders to facilitate all consignments, customs clearance, and exhibit handling needs.

Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. APT will not take any responsibility of the shipment detained/delayed due to lack of video products temporary import license.

To avoid customs delays, we recommend that all shipments be handled by the Official Freight Forwarder (APT Showfreight Limited). Also, only the Official Freight Forwarder is allowed to move Exhibits inside the Exhibition
Hall. For more information about APT Showfreight Limited’s services and charges, please contact APT Showfreight Limited directly.

Taiwanese Exhibitors and Exhibits
Exhibitors who are from Taiwan, or exhibitors from other countries who feature exhibit items from Taiwan at the show, are requested to apply for customs approval by the Chinese Government three months before the show starts. The event organizers will help with the application process. For Exhibitors who join the show after July 31, 2016 the organizer cannot guarantee the timely approval of necessary documents.
<table>
<thead>
<tr>
<th>Form No.</th>
<th>Order Form</th>
<th>Deadline</th>
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<th>Sent</th>
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<td>A</td>
<td>Product &amp; Technology Previews</td>
<td>Must be returned</td>
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<td>B</td>
<td>Marketing Opportunities</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; September, 2016</td>
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<td>D</td>
<td>VIP Nominations</td>
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<td>30&lt;sup&gt;th&lt;/sup&gt; September, 2016</td>
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<td>6b</td>
<td>Furniture Rental</td>
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<td>8a</td>
<td>Electrical/Air/Water Supply</td>
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<td>10a</td>
<td>Lead Retrieval System Order Form</td>
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<td>Shanghai Exhibition Information Technology Inc.</td>
<td></td>
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</table>
Form-A  Product & Technology Previews

In order to allow prospective visitors to have a glance of the technologies, products or solutions which will be on display at the show, the Organizer will create a show preview section which will reach target visitors through the show’s official website and organizer’s electronic direct mailers, and media partners’ show preview articles. All exhibitors are welcome to submit the latest Product and Technology Previews. These Product Previews provide FREE publicity to a very extensive and qualified buyers and visitors in advance of the show and helps exhibitors draw visitors to their stands.

Submissions MUST be in BOTH Chinese & English to be considered for publication. Please submit the following:

1) **One Product / Technology image** in JPEG format (with resolution not less than 300 dpi) via email to:
   exh-medtecchina@ubm.com

2) **Product / Technology Previews**. Please type in the boxes below and click the submit button at the bottom of this form.

<table>
<thead>
<tr>
<th>English (max 50 words)</th>
<th>Chinese (max 80 words)</th>
</tr>
</thead>
</table>

3) Please indicate your exhibit category (Choose 1 only)

- 1. R&D and Design Services
- 2. Computing and Software
- 3. Materials
- 4. Adhesives and Adhesive Products
- 5. Components
- 6. Electronic Components
- 7. Motors and Motion Control
- 8. Pumps and Valves
- 9. Filters and IV Products
- 10. IVD
- 11. Cleanrooms and Environmental Control
- 12. Manufacturing Equipment
- 13. Molding Services and Equipment
- 14. Contract Manufacturing Services
- 15. Tubing and Extrusion
- 16. Surface Treatment
- 17. Pharmaceutical equipment and services
- 18. Testing, Metrology, Inspection and Calibration Equipment & Supplies
- 19. Printing, Labeling, and Bar Coding
- 20. Packaging and Sterilization
- 21. Consultants

Signed for and on behalf of,
Exhibiting Company:      Stand No:      
Contact: 
Tell: 
E-mail: 
Signature:      Date:

PLEASE RETURN THIS FORM TO:
Mr. Alston Tian
Tel: +86 10 5765 2822
Fax: +86 10 5765 2999
E-mail: alston.tian@ubm.com
PRESS RELEASE

To assist you in maximizing your company’s exposure and presence at the show, we recommend the following programs and procedures for creating publicity opportunities. If you have questions, please contact Mr. Alston Tian (Alston.tian@ubm.com)

- Issue a press release to announce a new product, a strategic partnership, or what will be on display in your booth during the show.

- Send a copy of the press release ASAP to organizer and it will be posted in the “PRESS/NEWS” section of the show’s Web site and included in the show’s press kit.
  Contact: Mr. Alston Tian
  Tel: +86 10 5765 2822
  Email: Alston.tian@ubm.com

- Compile a press kit in a folder with your company’s name and booth number on the cover. Bring some copies to the on-site press room and keep a small supply for your booth. Include recent news releases, company background, product fact sheets, visual aids, biographies on company executives, and contact information.

MEETING ROOM RENTAL

In order to make the new products and brands more influential and competitive. The organizer will provide the rent and other information about the meeting room to make it easy for you to have meetings during the exhibition. Should you look for more information about the meeting items, please contact us to discuss further.

Contact: Gerry Zhang
Tel: +86 21 6157 7217
Email: Gerry.Zhang@ubm.com

MEETING ROOM INFORMATION:
Opening Hours: 26 Oct—28 Oct
Venue: Exhibition Hall, B2
Advertising of meeting form will end on 15 September 2016
Form-C Official Directory Entry
Deadline: 4th Sep, 2016

Please click here to entry Show Catalogue and Online Directory to submit your materials.
Form-D VIP Nominations
Deadline: 15th Sep, 2016

Medtec China will offer VIP privileges for your important guests who are decision makers from the medical device manufacturers and pharmaceutical enterprise, such as Chairman/President/CEO/Managing Director, General Manager/Deputy General Manager, Purchasing Director, R&D Director, Equipment Director, Technical Director and BD Director and so on. Exhibitors can list important buyers/clients whom you would like us to invite to the exhibition as VIPs. Each VIP guest will enjoy:

- Fast-track admission to MEDTE China exhibition
- Access to VIP Lounge
- VIP kits
- Matchmaking sessions
- Pre-show notification of the latest show progress and new products information

Please provide the VIP information for further arrangement.

1) Name of VIP: ................................................................. Job Title: .................................................................
   Company: .................................................................................................................................
   Address: .................................................................................................................................
   Tel: .................................................. Fax: .................................................. E-mail: ..................................................

2) Name of VIP: ................................................................. Job Title: .................................................................
   Company: .................................................................................................................................
   Address: .................................................................................................................................
   Tel: .................................................. Fax: .................................................. E-mail: ..................................................

3) Name of VIP: ................................................................. Job Title: .................................................................
   Company: .................................................................................................................................
   Address: .................................................................................................................................
   Tel: .................................................. Fax: .................................................. E-mail: ..................................................

4) Name of VIP: ................................................................. Job Title: .................................................................
   Company: .................................................................................................................................
   Address: .................................................................................................................................
   Tel: .................................................. Fax: .................................................. E-mail: ..................................................

Note:
All applications for VIP badges are subject to the Organizer’s approval. Please do not inform your guests of the availability of such badges until they have been approved. VIPs approved in advance can collect their badges on-site at the VIP Registration counter during the show period.

Signed for and on behalf of:
Exhibiting Company: ........................................ Stand No: ........
Contact: .................................................................
Tel: ................................................................. E-mail: .................................................................
Signature: ................................................................. Date: .................................................................

PLEASE RETURN THIS FORM TO:
Mr. Alston Tian
Tel: +86 10 5765 2822
Fax: +86 10 5765 2999
E-mail: alston.tian@ubm.com
Form-E  Discounted Conference Registration Form
Deadline: 15th Sep, 2016

Exhibitors can invite your guests to attend the conference in Medtec China 2016 who will be entitled to a 50% off discount on the registration fee.

Please click www.medtechina.com to register, and settle the payment no later than 15 September 2016.

For more information about the conference program, please visit www.medtechina.com
Form-F Sponsorship Opportunities
Deadline: 15th Sep, 2016

Are you looking for the most effective way to build your brand awareness to the fast-growing medical device manufacturing industry in China?

Different kinds of sponsorship opportunities are available on a first-come-first-served basis and are available only to exhibitors at the Medtec China 2016 Show. With a variety of options, there are enough choices to suit all your marketing needs. Act now to ensure maximum exposure of your company’s participation at the Show by taking advantage of our sponsorship opportunities! (attachment on the next page)

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<th>Item</th>
<th>Quantity</th>
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</tbody>
</table>

Should you look for more information about the sponsorships items, please contact us to discuss further.
Mr. Gerry Zhang
Tel: +86 21 6157 7217
Email: gerry.zhang@ubm.com

Signed for and on behalf of:
Exhibiting Company: __________________________________________ Stand No: ____________________________
Contact: __________________________________________ E-mail: __________________________________________
Tel: __________________________________________ Fax: __________________________________________
Signature: __________________________________________ Date: ____________________________
### 展前推广机

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### 观众注册相关优惠活动

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<td>大会遮盖条幅广告</td>
<td>N/A</td>
<td>1</td>
<td>25,000</td>
</tr>
</tbody>
</table>

### 展会接待机会

<table>
<thead>
<tr>
<th>序号</th>
<th>项目</th>
<th>规格</th>
<th>数量限制</th>
<th>价格（人民币）</th>
</tr>
</thead>
<tbody>
<tr>
<td>#BD01</td>
<td>主题演讲 - NTO技术讲演</td>
<td>90 minutes</td>
<td>27</td>
<td>5,550</td>
</tr>
</tbody>
</table>
Form-G  Exhibitor Badge
Deadline: 22nd Sep, 2016

Exhibitors must register all personnel who will be present at the exhibition and work in their stand. Exhibitor badges are complimentary. Please refer to the table below for the max. No. of exhibitor badges are allocated to stand size. Should badges are insufficient, please send you request separately to exh-medtecchina@ubm.com.

To avoid delays onsite, please register your staff in advance and direct them to pick up their badges at the Exhibition Registration counter in the Exhibition Hall during the move-in period. Please do not register your customers and stand contractors as “Exhibitors” as this creates security and liability issues. Please have your customers register as "Visitors". For raw space contractors please refer to Form G – “Outside Stand Contractor Registration - Passes / Deposit / Management Fee”, for contractor registration information.

For security purposes, all exhibitors are required to wear their exhibitor badge to gain access to the show floor and it must be visible at all times during the exhibition.

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>Maximum No. of Exhibitor Badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 – 12sqm</td>
<td>3 pcs</td>
</tr>
<tr>
<td>13 – 24sqm</td>
<td>6 pcs</td>
</tr>
<tr>
<td>25 – 36sqm</td>
<td>12 pcs</td>
</tr>
<tr>
<td>Over 36sqm</td>
<td>18 pcs</td>
</tr>
</tbody>
</table>

Forename | Family Name | Company | Country
----------|-------------|---------|-------
----------|-------------|---------|-------
----------|-------------|---------|-------
----------|-------------|---------|-------
----------|-------------|---------|-------
----------|-------------|---------|-------

NOTE:
• This is a TRADE ONLY exhibition. NO PERSON under the age of 18 is permitted, either as a visitor or an exhibitor. The Organizers and Venue Management will enforce this regulation. This includes the build-up period as well as the exhibition, if you are an overseas exhibitor travelling with your family, please note this point.
• Please settle stand rental payment before ordering badges for your exhibiting personnel.
• Exhibitors registering in advance can collect their badges on-site at the Exhibitor Registration counter during the move-in period.

Signed for and on behalf of:
Exhibiting Company: .......................................................... Stand No: ........................................
Contact: .......................................................... E-mail: ..........................................................
Tel: .......................................................... Fax: ..........................................................
Signature: .......................................................... Date: ..........................................................
Form-H  Complimentary Visitor Invitations
Deadline: 30th September, 2016

Copies of the ‘Complimentary Visitor Invitation Cards’ will be provided to all exhibitors. Please indicate the required quantity below:

1. Quantity of visitor invitation cards:
   - □ 50
   - □ 100
   - □ 150
   - □ Other*: ______ *(Please note that invitations can only be ordered in multiples of 50)

2. Shipping address information:
   - Company Name: ____________________________
   - Chinese Address (If available): ____________________________
   - English Address: ____________________________
   - Recipient Name: ____________________________
   - Telephone Number: ____________________________

Signed for and on behalf of:
Exhibiting Company: ________________ Stand No: ______
Contact: ________________________________
Tel: ________________________________ E-mail: ________________________________
Signature: ________________________________ Date: ________________________________

PLEASE RETURN THIS FORM TO:
Mr. Alston Tian
Tel: +86 10 5765 2822
Fax: +86 10 5765 2999
E-mail: alston.tian@ubm.com
Form-1a  Stand Contractor Registration/ Contractor Passes/ Insurance
Deadline: 30th September, 2016

I : The basic information of proposer

<table>
<thead>
<tr>
<th>Full Name (exhibitors or building unit):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization code:</td>
<td></td>
</tr>
<tr>
<td>Contact address:</td>
<td></td>
</tr>
<tr>
<td>Contact name:</td>
<td>Contact mobile:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Postal Code:</td>
</tr>
</tbody>
</table>

II : The basic information of insured

<table>
<thead>
<tr>
<th>Full Name (exhibitors and building unit):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact address:</td>
<td></td>
</tr>
<tr>
<td>Contact name:</td>
<td>Contact mobile:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Postal Code:</td>
</tr>
</tbody>
</table>

III : The information of approval

| Exhibition name: | Medtec China 2016 |
| The exhibition name and address: | Shanghai World Expo Exhibition & Convention Center 1099 Guo Zhan Road, Shanghai, China, Hall 2 |
| Booth number: |  |

Limit of Indemnity:

<table>
<thead>
<tr>
<th>Limit of Indemnity:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aggregate Limit of Indemnity for Exhibition Buildings Liability Insurance: CNY 500,000;</td>
</tr>
<tr>
<td>2</td>
<td>Aggregate Limit of Indemnity for Chinese Workers’ Personal Injury: CNY 1,500,000; Aggregate Limit of Indemnity for each person: CNY 300,000;</td>
</tr>
<tr>
<td>3</td>
<td>Aggregate Limit of Damage Indemnity to Third Party: CNY 2,000,000; Aggregate Limit of Indemnity for each person: CNY 300,000;</td>
</tr>
<tr>
<td>4</td>
<td>Gross Aggregate Limit of Indemnity: CNY 4,000,000</td>
</tr>
</tbody>
</table>

Gross Premium : RMB 500.00

Policy Period: From 00:00 of yy mm dd till 24:00 of yy mm dd ending

Deductible per Accident: Nil

Jurisdictions: Mainland China (expect Hong Kong, Macao and Taiwan)

Disputes Handling: * consultation * Litigation * Arbitration

Agreed Payment: A lump sum by commencement date; the insurer should be not liable for damages if insured event occurs without applicant’s premium payment as agreed.

Applicant’s Declaration: All the content filled in this application form is true. I agree to take this application form as the basis of issuing the policy by insurance company and the integral part of the policy. Applicant confirms herewith that insurance company has provided a clear indication in the contents of Exhibition Liability Insurance Clause and Additional Clause (including the part of Exclusions), and confirms that the insurance clause, terms and conditions of this insurance contract are fully understood. The Insurance contract should be established from the date of issuance of the policy.

Applicant’s Signature & Stamp: ______________________________________

Application Date: yy mm dd hh mm

Insurance Broker’s Signature & Stamp for Passing the Check to Issue the Policy:

Authorized by:

Exhibiting Company: ___________________________ Stand No: ______
Contact: ___________________________ E-mail: ___________________________
Tell: ___________________________ Date: ___________________________

Please make a copy for your own file & return to the following:

Shanghai Renxin Insurance Broker Co., Ltd.
Contact: Mr. Xin Li
Phone: +86 21 5108 7550*1008
Mobile: +86 133 8161 8018
13381618018@163.com
**Form-1a(continued) STAND CONTRACTOR REGISTRATION / CONTRACTOR PASSES / INSURANCE**

**Deadline: 30th September, 2016**

Exhibitors are reminded that with the exception of electrical work, they are free to appoint a **contractor** of their choice to design, embellish or build their stands. However, in the interests of security, **all contractors are required to register with the Organizers before arriving on site, by completing this form and Form 2a (Safety Commitment Of The Erection Contractor) and 3b (Risk Assessment).**

All design proposals must be approved by the Organizers and should conform with all statutory requirements. Drawings to scale must be emailed to [csc@milton-sh.com](mailto:csc@milton-sh.com) by 30th September, 2016 and must show the plan and elevation of the stand and its fittings, state materials used, describe any moving exhibits or displays and give details of measurements, weights and loadings of all exhibits.

***** **Raw Space Stands maximum height cannot exceed 4 m. *****

Raw Space stands are “Space only”. No stand fittings, carpeting, electricity or furniture. All electricity orders must be ordered through the Official Stand Contractor, Milton. Any order received by MILTON after 30th September, 2016 is subject to a 30% late surcharge, while 50% surcharge will be levied for onsite orders.

Shell Stands with modifications must also order electricity where necessary. Please note that the 13amp/220V single phase socket provided in the Shell Stand Shell is NOT FOR any kind of lighting connections. Any additional lighting must order lighting connections by returning Form 7a. Contractors for Shell Stand modifications must contact MILTON directly to advise whether stand facilities included in the package will be removed/retained. Any relocations/removal of shell scheme facilities, including carpet, panels, furniture, etc will be charged onsite.

- Failure to provide the above information will result in additional charges being levied by the Official Stand Contractor/Exhibition Centre and for safety reasons, may result in the cancellation of your stand.
- Please refer to “Stand Construction and Management” and “Form 3a-b - Risk Assessment (For raw space only)” for construction and contractor registration details. Nevertheless, it is important that you must have insurance coverage in place and also pay a deposit for damage/and/or garbage removal costs (see next page).

Please tick ☑ where appropriate:
- We will appoint an outside contractor to build our **Raw Space** stand, as detailed below.
- Our company will act as an outside contractor to build our own **Raw Space** stand, as completed below.
- We will appoint an outside contractor to modify our **Shell Stand** as detailed below. We understand that our appointed outside contractor is required to contact the Official Stand Contractor (MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd) and advise them the items for the shell stand package to be retained/removed. *
- Our company will act as an outside contractor to modify our own **Shell Stand** during the move in/out period, as completed below. We understand that we are required to contact the Official Stand Contractor (MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd) and advise them the items from the shell stand package to be retained/removed.

Note: Exhibitors who have booked a standard shell stand are not required to return this form, unless the shell stand is being modified by any outside stand contractors or by themselves.

Please complete the front page and pass to your contractor to complete the next page for application to be made. The appointed stand contractor responsible for the construction of our stand is:

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Mobile Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: ___________________</td>
<td>Fax: ___________________</td>
</tr>
<tr>
<td>Email: ___________________</td>
<td></td>
</tr>
</tbody>
</table>

- **Authorized by:**
  - Exhibiting Company: ___________________ Stand No: ______
  - Contact: ___________________ Tel: ___________________ E-mail: ___________________ Signature: ___________________ Date: ___________________
  - Please make a copy for your own file & return to the following:
  - MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd
  - Contact: Ms. Yu Wenjun/ Yue Yang
  - Tel: +86 21 61830640/61830637
  - Fax: +86 21 61830688
  - Email: csc@milton-sh.com
  - Website: www.milton-exhibits.com
Form-1a(continued) STAND CONTRACTOR REGISTRATION / CONTRACTOR PASSES / INSURANCE

Deadline: 30th September, 2016

1. REGISTRATION & DAMAGE DEPOSIT PAYMENT
This section should be completed by the contractor as appointed by the individual exhibitor, (or if an individual exhibitor building up their own stand, they are considered as an outside contractor during the move-in/out period). The Damage Deposit is equivalent to RMB 200 per sqm of stand space. **The minimum deposit is RMB 5,000.** The deposit will be refunded by MILTON after the exhibition, subject to the clearance of the site by the contractors and no damage being recorded by Exhibition Centre management. **Deposit ceiling for National Pavilions is RMB 50,000.**

Company Name: MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED
Bank: Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch
Account Number: 98491455300000366 (USD)
Swift Address: SPDBCNSH
Bank Address: 855# Changning Rd, Changning District, Shanghai 200050

It is the individual stand contractor’s responsibility to remove all packing and waste materials from the Centre during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared daily. All material used must be removed during move-out and this must be done safely (no pushing over of high pieces of stand, no smashing of glass panels etc). Failure to comply will result in the contractor deposit being totally forfeited. (The Organizers will take photos as a record).

**Damage Deposits should be paid (IN CASH) on-site to the Official Stand Contractor, Milton.** For payment details, please contact: Milton (Shanghai Office). Please note that your contractor must be approved by The Chinese Fairs/Tax Authorities and will be liable for any taxes or levies which may be applied.

2. CONTRACTOR INSURANCE COVERAGE
Individual Stand Contractors are required to take out and maintain public liability insurance in respect of the Individual Stand Contractor’s liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than RMB 5 million (US$ 0.6 million) for any single claim, unlimited in aggregate. In addition, an Individual Stand Contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the Individual Stand Contractor, or as UBM Global Trade may require, in connection with, inter alia, the Individual Stand Contractor’s property (including all equipment, fittings, furniture, materials and other facilities used or provided by the Individual Stand Contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in Period, Exhibition Period and Move-out Period.

Each Individual Stand Contractor MUST HAVE valid and adequate insurance cover of not less than RMB 5 million (US$ 0.6 million) against public liability. Individual Stand Contractors are required to present the certificate to the Organizers prior move-in. The Organizers will reject work and refuse entry to Stand Contractors that fail to do so.

3. HALL MANAGEMENT FEE
**MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd** charges all contractors a HALL MANAGEMENT FEE (RMB 22/sqm) which is non-refundable. Please note the Exhibition Centre reserves the right to refuse a contractor access, should the management fee not be paid before the move-in period.

Contractors must provide badges to all personnel engaged in the construction of stands during the move-in and move-out period. All outside contractors are requested to order badges directly from SWEECC. Each contractor badge is charged at RMB 30 / person.

All the contractor workers should do the real-name authentication before **30th September, 2016**, More information about the handing procedures you can visit: [www.shexpocenter.com/sheshi_04.html](http://www.shexpocenter.com/sheshi_04.html)

**Contact Person for Hall Management Fee and Contractor Badges:**
SWEECC contractor badge management center, (Tel: +86 21 20893508)

The appointed stand contractor responsible for the construction of the stand:
Contractor Name: ________________________________
Contact Person: ________________________________ Mobile Phone: ________________________________
Tel: ________________________________ Fax: ________________________________ E-mail: ________________________________
Address: ________________________________
Form-1a(continued)  STAND CONTRACTOR REGISTRATION / CONTRACTOR PASSES / INSURANCE
Deadline: 30th September, 2016

Shanghai Renxin Insurance Broker Co., Ltd. can provide the following public liability policy coverage if required:
To reduce the contractor and ordering party’s liability risk and ensure the construction site security, every special decoration booth’s ordering and contractor will be the co-insurers when buying the exhibition liability insurance, premium: RMB 500, the below are the three indemnity liability between the ordering and contractor party in the exhibition:
1. The loss of the construction, all kinds of fixed equipment and the ground foundation in the exhibition area.
2. The pension medical expenses and any other related fee produced by personal injury of the ordering and contractor party staff.
3. The pension medical expenses and any other related fee produced by the third party personal injury.

About the propose demand and info please pursuant “The application form of Shanghai Convention & Exhibition Industries Association’s exhibition liability insurance”.

Shanghai Renxin Insurance Broker Co., Ltd.
Suite 20C, Jiali Mansion, 2/1228 Yan An Rd (W), Shanghai 200052, China
Phone: +86 21 5187 0607
Fax: +86 21 5156 4041
13381618018@163.com
Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai World Expo exhibition and convention center Co., Ltd. (hereinafter referred to as the "SWEECC"), so as to ensure the common facilities within the SWEECC are well protected, the construction work is carried out in a safe manner, and the SWEECC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.

2. The Contractor shall take charge to educate its on-site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.

3. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SWEECC’s staff on the improvement work.

4. During work execution, the Contractor shall strictly follow SWEECC’s rules on work safety and fire safety, and shall bear all responsibilities and consequences in result of the
failure the stipulated rules.

5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.

6. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. The exhibitors will be fined if any damage caused.

7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.

8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.

9. During work execution, no action shall be carried out that may affect the structures and safety of the building.

10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.

11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.

12. The Contractor must not use the materials and facilities for improvement that have been
expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor’s failure to follow the aforementioned rules, the Contractor will be liable for punishment from SWEECC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor: Signature of the Person in Charge:

Date: ______/_____/______(DD/MM/YY)

Authorized by:

Exhibiting Company: ___________________________ Stand No: _____________
Contact: ___________________________ Position: _____________
Tel: _____________ Fax: _____________ Email: ___________________________
Signature: _____________ Date: ___________________________

Please make a copy for your own file & return to the following:
MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd
Contact: Ms. Yu Wenjun/ Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
Form-2b  SAFETY COMMITMENT OF THE TRANSPORT CONTRACTOR

Deadline: 30th September, 2016

Safety Commitment of the Transport Contractor

The transport contractor (hereinafter referred to as "the Contractor") is committed to the strict observance of the following rules during the transportation, loading, and unloading operations within the confines of the Shanghai Medical and Engineering Exhibition Centre Co., Ltd (hereinafter referred to as the "ShMEEC"), in order to ensure the common facilities within the ShMEEC are well protected, the construction work is carried out in a safe manner, and ShMEEC's asset, safety, and image are not harmed.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, the safety, and labor protection stipulated by the State and Shanghai municipal governments and relevant administration departments.

2. The Contractor shall take charge to educate its transport staff on the issues of work safety, ensuring the staff are familiar with the relevant drivers' licenses, and ensuring all its workers wear their safety hats on and in accordance with all necessary requirements and regulations. The Contractor shall urge its transport staff to work according to safety regulations, and take protective measures to ensure work safety and the safety according to the established stipulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site daily safety supervision.

3. Where transport vehicles arrive at ShMEEC, they shall enter the designated unloading spaces in a safe and orderly manner, and in accordance with the procedures and facilities set up by ShMEEC. The Contractor shall submit to ShMEEC a written plan no later than two (2) days prior to the exhibition on parking and loading spaces during the exhibition, and take measures to ensure the unloading conditions are strict and work is not normal.

4. Before driving the vehicles to the unloading area within ShMEEC, the driver shall station an Exits Permit of the unloading area on ShMEEC's parking lot at least 5 hours before, and submit the relevant service fees and deposit. Loading and unloading shall only be carried out at the permit has been obtained, and shall be finished within the work duration specified on the permit, with the deposit then being returned when the vehicle leaves the site and the permit is returned. Should the permit be damaged or lost, the driver is required to provide compensation for any associated costs.

5. During the loading or unloading operations, the driver shall follow the instructions of the security staff, and shall stop behind the vehicle, with the operation finished, the vehicle shall immediately leave the site. The security staff of ShMEEC have the right to stop any non-compliant vehicle of the permit or impose a fine for delaying work or all the aforementioned deposit.

6. Material handling shall not be carried out within common areas, audience halls, and entrance halls, and entrance passage. Forklifts or cranes shall not be operated at the exhibition area, and any outdoor storage and maintenance area.

7. No vehicle is allowed to enter the exhibition hall without prior permission. After the permission is obtained, forklift, forklift, lorry and crane of less than 5 tons capacity can enter the exhibition hall to carry out work. Vehicles allowed to enter the exhibition hall shall be no more than 4 meters in height, and shall cease at no more than 2 floors when the crane is in operation, the supporting points on the floor shall be protected with wood slabs, and the boom shall be reduced to 3 meters away from the half floor ceiling and its steel structures.

8. The floor of the exhibition hall has a local capacity of 2.5 tons/m². If there are any components that vertically relocate when the exhibit is being moved, the local capacity of the floor shall be reduced by at least half. No tracks shall be fixed on the two main cable branches within the exhibition hall.

9. In regard to the main cable covers within the loading area, no vehicle shall drive, no loads be piled up, and no work is carried out.

10. Facilities, materials, and packages for food control must not be damaged, hidden, or obstructed.

11. During transportation, loading, and unloading operations, the floor, constructions, structures, facilities, equipment, and fittings should not be affected.

12. Fire and explosion prevention rules must be strictly observed. Smoking is prohibited in the exhibition hall. No explosives or inflammables (such as paint, thinner, adhesives, etc.) can be taken into the exhibition hall. No flammable, explosive, and welding equipment can be used within the exhibition hall.

13. Materials must not be stored at the fire exits. Article goods, safety passages, and common pathways must remain free of distortions.

14. Transport personnel must not undertake other transport tasks that are relevant to the designated exhibitor, or solicit work from other concerning exhibitors.

15. The work of transporting, loading, and unloading must not be subcontracted to individual persons, other private entities or entities that do not have legal person status and relevant certificates.

Should there be any consequences due to the Contractor's actions or omissions of the contractor, the Contractor shall be liable to penalty. In accordance with the opinions of the exhibitors, and the security staff of the ShMEEC, and will also bear all possible resulting economic and legal responsibilities.

Authorized by: 
Exhibiting Company: ...........................  Stand No: ...........................
Contact: ...........................  Position: ...........................
Tel: ...........................  Fax: ...........................  Email: ...........................
Signature: ...........................  Date: ...........................

Please make a copy for your own file & return to the following:

MILTON EXHIBITS & ENGINEERING (SHANGHAI) LTD
Contact: Ms. Yu Wenjun / Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
### Sample of a Risk Assessment

List hazards which you will expect to encounter on-site. Use the following examples as a guide:

**Hazards**
- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals & Hazardous substances (e.g. cleaning fluids)
- Moving parts of machinery (e.g. blades)
- Working at height above 2.5m (e.g. platforms, tower scaffolds, etc)
- Vehicles
- Electricity (e.g. wiring)
- Fumes (e.g. machinery)
- Manual Handling
- Noise
- Temperatures
- Water Features

**Who is affected?**
List of groups of people who could be harmed and how:
- Maintenance staff
- Contractors
- People sharing your stand-space
- Cleaners
- Visitors
- Pregnant women
- Staff / visitors with disabilities
- Inexperienced and new staff
- Foreign staff/visitors
- Overtime workers
- Organizers
- Venue staff

**Level of risk**
Indicate the level of risk to who or what?
- High
- Medium
- Low

**Precautions / Action**
After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out:
For example:
- Are all employees adequately trained or informed?
- Erect warning signs where there is overhead work being carried out
- Ensure waste is removed promptly
- Ensure machinery, ladders etc are tested before bringing on to site
Do the precautions:
- Adhere to rules/Organizers manual?
- Have local authority approval if necessary?
- Comply with industry standards?

**Further Action**
Can any of the risks be reduced further?
If applicable, list what further precautions/actions you can take?

---

No access to the site is permitted if Form 3b is not returned to the Organizers before the deadline.
Form-3b  RISK ASSESSMENT (FOR RAW SPACE ONLY)
Deadline: 30th September, 2016

<table>
<thead>
<tr>
<th>Hazard</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Who is affected?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level of risk</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Precautions / Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Further Action</th>
</tr>
</thead>
</table>

Assessment by (Person from Contracting Company): 

Title / Contracting Company Name: 

Date: 

Risk Assessment For (Exhibiting Company): 

Stand No.: 

Authorized by: 

Exhibiting Company: Stand No: 

Contact: Position: 

Tel: Fax: Email: 

Signature: Date: 

Please make a copy for your own file & return to the following:

MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd
Contact: Ms. Yu Wenjun / Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
**Form-4a FASCIA NAME (SHELL SCHEME ONLY)**

Deadline: **30th September, 2016**

---

**FASCIA BOARD NAME**

- Please indicate below the English & Chinese exhibiting company names.
- No logo-types or house-styles permitted.
- Raw Space Exhibitors are responsible for providing own fascia name.

ENGLISH Fascia Name

---

CHINESE Fascia Name
(if any, maximum 12 characters; the Contractor **WILL NOT** do the translation)

* Please read “Terms & Conditions” for condition of hire and late order policy.
* NO logo is provided in Shell Scheme Stands. If exhibitor would like to have logo on the fascia, please contact Milton directly for quotation.

---

**Authorized by:**

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
<th>Stand No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Position:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Please make a copy for your own file & return this form to the following:**

**Milton Exhibits & Engineering (Shanghai) Ltd**

Contact: Ms. Yu Wenjun / Yue Yang

Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
Form-5a  STAND FITTINGS LOCATION (SHELL SCHEME ONLY)
Deadline: 30th September, 2016

Exhibitors are requested to indicate on the plan below the position of all electrics, wall fittings and shelving, etc.

Please read “Conditions of Hire”
• If the location plan of any ordered item is not submitted, it will be placed according to a standard layout plan and additional orders will be placed at the discretion of the Official Stand Contractor. Any relocation on site is subject to service charge equivalent to 50% of the unit price.

Authorized by:
Exhibiting Company: ........................................... Stand No: ............
Contact: ........................................................... Position: ...................
Tel: .................. Fax: .............. Email: ......................................
Signature: .................. Date: ......................................................

Please make a copy for your own file & return this form to the following:
MI LTON EXHIBITS & ENGI NEERI NG (SHANGHAI) Ltd
Contact: Ms. Yu Wenjun / Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
CONDITIONS OF HIRE:

1. All items ordered are on rental basis and Exhibitors have to make good any damage or loss incurred.

2. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuations.

3. Any power points and sockets are for electricity supply for exhibits only, exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to Shanghai MILTON for installation at a nominal price.

4. Where it is not otherwise stated, the prices are for the duration of the exhibition days, and subject to change without prior notice.

5. Exhibitors are asked to return the order form including additional furniture and electrical equipment ON OR BEFORE THE DEADLINE: 30th September, 2016

SURCHARGE IS LEVIED ON:

a. LATE ORDERS- Any order received after the deadline is subject to a 30% surcharge.

b. ON-SITE ORDERS-Any order received on-site is subject to a 50% surcharge and availability at the point of ordering.

Exhibitors will receive an invoice from the Official Stand Contractor for sales confirmation if order has placed. No reply from exhibitor will be assumed as no additional request.

6. Stand Fittings Layout (Form 5a)
All exhibitors are requested to submit the location plan indicating the position of lighting fixtures, sockets, wall panels and shelves (with height), etc. Include both the standard provision and any extra items you have ordered BEFORE THE DEADLINE: 30th September, 2016.

If the location plan is not submitted, orders will be placed according to the standard shell scheme stand layout plan and additional orders will be placed at the discretion of the Official Stand Contractor. ANY RELOCATION ON SITE IS SUBJECT TO SERVICE CHARGE EQUIVALENT TO 20% OF THE UNIT PRICE.

7. Orders without remittance will not be accepted.

PAYMENT DETAILS
All orders must be accompanied with full payment either by:

a. Bank draft payable to: Company Name: MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED

b. By Telegraphic Transfer

   Company Name: MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED
   Bank: Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch
   Account Number: 98491455300000366
   Swift Address: SPDBCNSH
   Bank Address: 855#, Changning Rd, Changning District, Shanghai 200050

   Please fax the bank-in slip or T/T statement with company name & stand number to Shanghai Milton (payment from overseas) as a confirmation of the payment.

c. By Cash or Credit Cards payment for ON-SITE ORDERS ONLY
Form-6a  FURNITURE RENTAL
Deadline: 30th September, 2016

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01A</td>
<td>Black Leather Arm Chair (570W x 440D x 760SHmm)</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C02</td>
<td>Meeting Chair (420W x 490D x 400SHmm)</td>
<td>165</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C08</td>
<td>Folding Chair (510W x 470D x 720SHmm)</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C09</td>
<td>Aluminum Chair (490L x 575W x 735Hmmm)</td>
<td>130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS02A</td>
<td>Bar Stool (370Ø x 840SHmm)</td>
<td>145</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sofa(solo)</td>
<td>450</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass Round Table (600L x 600W x 450Hmmm)</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RT01A</td>
<td>Round Table (800Ø x 780Hmmm)</td>
<td>180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT01A</td>
<td>Tall Round Table (600Ø x 1125Hmmm)</td>
<td>165</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA01</td>
<td>Information Counter (1030L x 535W x 750Hmmm)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA02</td>
<td>Lockable Cupboard (1030L x 535W x 750Hmmm)</td>
<td>180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA03</td>
<td>Display Cube (535L x 535W x 750Hmmm)</td>
<td>160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA05</td>
<td>Low Glass Showcase (1030L x 535W x 1000Hmmm)</td>
<td>450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA06</td>
<td>Tall Glass Showcase with 2 down lights (1030L x 535W x 2170Hmmm)</td>
<td>900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA08</td>
<td>Square Table (650L x 650W x 750Hmmm)</td>
<td>160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA09</td>
<td>Wash Basin (1030L x 535W x 1030Hmmm)</td>
<td>605</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT01</td>
<td>Meeting Table (1400L x 700W x 750Hmmm)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT06</td>
<td>Meeting Table (1400L x 700W x 750Hmmm)</td>
<td>270</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS02</td>
<td>Shelving (Flat) (1000L x 300Wmm)</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS03</td>
<td>Shelving (Slope) (1000L x 300Wmm)</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM02</td>
<td>Lockable Door (950W x 1910Hmmm)</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM01</td>
<td>Folding Door (950W x 2000Hmmm)</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M09</td>
<td>Coat Hanger (1710Hmmm)</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M01</td>
<td>Belt Barricade</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E09</td>
<td>Water Dispenser (incl. 1 bottle/day &amp; power pt)</td>
<td>320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC01</td>
<td>A4 Catalogue Holder (acrylic)</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M05</td>
<td>Magazine Rack A</td>
<td>280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M34</td>
<td>Magazine Rack (acrylic)</td>
<td>450</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Wall Panel (1000 x 2440Hmmm)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plant</td>
<td>90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:  

* Please see “terms and conditions of hire”

Authorized by:

Exhibiting Company: ......................................... Stand No: .........
Contact: ..................................................... Position: ............
Tel: ................. Fax: ............. Email: ..............................
Signature: ................ Date: ..............................................
Form-6a(continued)  FURNITURE RENTAL
Deadline: 30th September, 2016

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>*M26</td>
<td>Glass Showcase A</td>
<td>1045</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*M27</td>
<td>Glass Showcase B</td>
<td>1540</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*E06</td>
<td>Refrigerator 90ltr</td>
<td>440</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*E03</td>
<td>Refrigerator 140ltr</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M33</td>
<td>Long Table w/ skirting</td>
<td>385</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M16</td>
<td>Waste paper basket</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet/Sqm</td>
<td>40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

*Please see terms and conditions of hire.
*Please indicate the position of items on Form 5a and include height from the ground for shelving.
*Any relocation of wall fittings on site is subject to service charge equivalent to 20% of the above unit price.

Authorized by:
Exhibiting Company: ___________________________  Stand No: ________________
Contact: ___________________________  Position: ___________________________
Tel: ____________________  Fax: ______________  Email: ___________________________
Signature: ____________________  Date: ___________________________

Please make a copy for your own file & return this form to the following:
MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd
Contact: Ms. Yu Wenjun / Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
**Form-6b PHONE / BROADBAND FORM**

Deadline: **30th September, 2016**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broadband 2M</td>
<td>4650</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local telephone line (direct)</td>
<td>1200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone/Fax line DDD (incl. RMB1000 refundable deposit after deducting airtime)</td>
<td>2600</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone/Fax line IDD (incl. RMB2000 refundable deposit after deducting airtime)</td>
<td>3600</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

*Please see terms and conditions of hire.*

**Authorized by:**

| Exhibiting Company: ________________________ | Stand No: ____________ |
| Contact: _______________ | Position: ________________ |
| Tel: ___________ | Fax: ___________ | Email: ________________ |
| Signature: ________________ | Date: ________________ |

**Please make a copy for your own file & return this form to the following:**

**MILTON EXHIBITS & ENGINEERING (SHANGHAI) Ltd**

Contact: **Ms. Yu Wenjun / Yue Yang**

Tel: +86 21 61830640/61830637

Fax: +86 21 61830688

Email: csc@milton-sh.com

Website: www.milton-exhibits.com
Form-7a  ELECTRICAL / AIR / WATER SUPPLY
Deadline: 30th September, 2016

Electricity is supplied by the Exhibition Centre only through the Organiser. For this purpose, Shanghai Milton has the authority to act as agent of the Organiser. No other contractors will be permitted to undertake electrical work in the Centre. In case of light box displays brought in by Exhibitors, each fluorescent or lamp used will be treated as general lighting and charged as an additional order.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ML001</td>
<td>100W Spotlight</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ML002</td>
<td>100W Long Arm Spotlight</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ML006</td>
<td>40W Fluorescent Tube</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ML009</td>
<td>150W HQI Floodlight</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 Amp/220V Single Phase Socket (Max 500w)</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 Amp/220V Single Phase Socket (24hrs)(Max 500w)</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Light Connection up to 100W (incl wiring)</td>
<td>130</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Light Connection up to 100W</td>
<td>110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Phase Power Point for Lighting Only

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* 15 Amp/380V 3 Phase Power Point</td>
<td>1500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 30 Amp/380V 3 Phase Power Point</td>
<td>2600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 60 Amp/380V 3 Phase Power Point</td>
<td>3800</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Phase Power Point for Machine Use Only

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* 15 Amp/380V 3 Phase Power Point</td>
<td>1300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 30 Amp/380V 3 Phase Power Point</td>
<td>2400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 60 Amp/380V 3 Phase Power Point</td>
<td>3500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

*Please indicate the position of items on Form 5a
*Any relocation on site is subject to service charge equivalent to 50% of the above unit price.

AIR COMPRESSOR

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Air &lt; 5HP, 8 bar, air hose 12mm dia</td>
<td>4200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compressed Air ≥5HP ≤ 7HP, 8 bar, air hose 18mm dia</td>
<td>4600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compressed Air 10HP, 8 bar, air hose 18mm dia</td>
<td>5100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WATER SUPPLY & DRAINAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price (RMB)</th>
<th>No. Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>For wash basin use (pressure 4kg/cm²bar, diameter 15mm)</td>
<td>2800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

*Exhibitors are required to bring adaptor for connection to their equipment and must supply their own special regulating units if they require specific water temperature or water pressure.
*Please see terms and conditions of hire.

Authorized by:

Exhibiting Company: ___________________________ Stand No: _______________________
Contact: ___________________________ Position: _______________________
Tel: __________________ Fax: __________ Email: __________________
Signature: __________________ Date: __________________

Please make a copy for your own file & return this form to the following:

MILTON EXHIBITS & ENGINEERING (SHANGHAI) LTD
Contact: Ms. Yu Wenjun / Yue Yang
Tel: +86 21 61830640/61830637
Fax: +86 21 61830688
Email: csc@milton-sh.com
Website: www.milton-exhibits.com
Form-8a  TEMPORARY STAFF SERVICES
Deadline: 15th October, 2016

Please read the following description for the interpreters and fill in the order after making your choice of the category.

<table>
<thead>
<tr>
<th>Category</th>
<th>(Chinese Interpreter)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>Good language skills, active and intelligent.</td>
<td></td>
</tr>
<tr>
<td>Category B</td>
<td>Premiere language skills, experienced in negotiation and trading, quick to react, intelligent, reliable.</td>
<td></td>
</tr>
<tr>
<td>Category C</td>
<td>Excellent language skills, full experiences in local food or drinking industry, quick to react, intelligent, reliable, capable.</td>
<td></td>
</tr>
</tbody>
</table>

**Charge Unit: USD/ people/ day**

<table>
<thead>
<tr>
<th>Languages</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>English→Chinese; Chinese→English</td>
<td>140</td>
<td>210</td>
<td>240</td>
</tr>
<tr>
<td>French/German/Russian→Chinese; Chinese→French/German/Russian</td>
<td>195</td>
<td>250</td>
<td>290</td>
</tr>
<tr>
<td>Chinese→Spanish/Italian; Spanish/Italian→Chinese</td>
<td>230</td>
<td>280</td>
<td>320</td>
</tr>
<tr>
<td>Spanish/Italian/French/Russian/German→English (Vice versa)</td>
<td></td>
<td></td>
<td>350</td>
</tr>
</tbody>
</table>

**Other Languages Pairs or Temporary Staff are Available on Request**

**Order Form**

<table>
<thead>
<tr>
<th>Category</th>
<th>Language</th>
<th>Charge Unit</th>
<th>People Quantity</th>
<th>No. of days</th>
<th>Sub total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Price:** USD

**Charge Instruction**

All the above service charges will be paid off before the exhibition opening. Interpretation services of all languages are charged by Day.

FBC accepts the payment ways in Wire Transfer and PayPal.

During the exhibition, the interpretation service time is totally 8 hours each day (from 9:00 AM to 5:00 PM). It will be charged additionally once exceeding 8 hours.

All the document translation shall be charged in the unit of one-thousand Chinese characters. The ways to submit the documents are E-mails, Faxes, disks and CD (one copy each way). All translation documents can be printed or pressed into white-and-black or color documents on the request of customers; however, the printing and pressing will be extra charged.

**How to order FBC service**

- **First Step**
  Read all items on this order, complete the form on page 1 and sign your name on page 2.
- **Second Step**
  Submit form Email scan version to vivian.chu@globalfbc.com
- **Third Step**
  You should pay off all service fees before Oct.18th, 2016 according with the email confirmation of FBC GLOBAL.
- **Fourth Step**
  Your order will be effective once you receive the email confirmation from FBC GLOBAL. FBC will give you the necessary information about the interpreter to serve you.
[Order cancellation]

You will be charged 50% of total service fees for any order cancellation before the exhibition.

[Please Note]

- Please complete the form clearly. Illegible writing will be considered as invalid order.
- Please note that the order will be effective once we receive the service form with your signature.
- Total interpretation fees will be paid before the exhibition.
- Click here [http://www.globalfbc.com/registration/bank](http://www.globalfbc.com/registration/bank) to see Bank information of FBC GLOBAL.
- If we do not receive your payment before the exhibition, your order will be considered as cancelled.
- If you choose the payment of wire transfer or PayPal, please fax the payment voucher to FBC for in time checking.

Name and title:

Date:

Signature and company stamp:
# Audio Visual Equipment Order Form

**Deadline:** 15th October, 2016

<table>
<thead>
<tr>
<th>Visual equipment</th>
<th>Item</th>
<th>Brand and Specification</th>
<th>QTY</th>
<th>Unit Price (RMB)</th>
<th>Sub-total (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>LCD Projector</td>
<td>Japan EIKI, 4000ANSI</td>
<td>1</td>
<td>¥1000/day</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>LCD Projector</td>
<td>Japan EIKI, 5500ANSI</td>
<td>1</td>
<td>¥1500/day</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Standing Screen</td>
<td>80 Inches</td>
<td>1</td>
<td>¥300/day</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Standing Screen</td>
<td>100 Inches</td>
<td>1</td>
<td>¥400/day</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Plasma TV</td>
<td>Japan SHARP, 32 Inch</td>
<td>1</td>
<td>¥600/day</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Plasma TV</td>
<td>Japan Panasonic, 50 Inch</td>
<td>1</td>
<td>¥1500/day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio equipment</th>
<th>Item</th>
<th>Brand and Specification</th>
<th>QTY</th>
<th>Unit Price (RMB)</th>
<th>Sub-total (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Loudspeaker</td>
<td>Japan Panasonic</td>
<td>1</td>
<td>¥600/day</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Audio Mixer</td>
<td>Japan YAMAHA</td>
<td></td>
<td>¥300/day</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>power amplifier</td>
<td>USA DETON</td>
<td>1</td>
<td>¥300/day</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Wireless Microphone</td>
<td>Germany SenHaiSaiEr</td>
<td></td>
<td>¥300/day</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>DVD player</td>
<td></td>
<td>1</td>
<td>¥100/day</td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

**Note**

1. Please advise the rented projector will link up to:
   - [ ] Computer (PC/Laptop)
   - [ ] DVD/VCD Player

2. The rental prices of the AV equipment above include local transportation, installation and dismantle.

3. The clients should ensure the safety of the rented AV equipment.

4. Power supply of the rented AV equipment is provided by the clients.

5. On-site order will be subjected to 50% surcharge and must be paid off in cash only.

6. The clients could e-mail or fax the completed order form and make the full remittance to the account of Zhisheng Conference and Exhibition Service.

A/C Name: Shanghai Zhisheng Conference and Exhibition Service Co., Ltd.
Bank Name: China Construction Bank Shanghai Branch Luwan Sub-branch
Bank Account No: 31001597355050000810
Swift code: PCBCCNBJSH

---

**Authorized by:**

Exhibiting Company: ___________________________ Stand No: __________
Contact: ___________________________ Position: __________
Tel: ___________________________ Fax: ___________________________ Email: ___________________________
Signature: ___________________________ Date: ___________________________

**Please make a copy for your own file & return this form to the following:**

Zhisheng Conference and Exhibition Service Community
Contact: **Mr. Kerwin Bao**
Mobile: +86 138 1833 0853
Fax: +86 21 5580 8670
13818330853@126.com
# Form-10a  Lead Retrieval System Order Form

**Deadline:** 18th October, 2016

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## Leads Retrieval System

1. The Lead Retrieval is a barcode scanner with memory, which enables you to instantly capture the registration details and contact information of visitors who visiting your booth.
2. At the end of each day, return the Scanner to EXPOTEC and you will receive a simple report which includes visitor’s name, company name, country and email information in next day.
3. EXPOTEC will provide to you Excel file containing visitor details for your sales following within 10 working days after the show.
4. After the show, exhibitor can make use of the database as one of the tools to follow up visitors’ enquiries, analyze the visitor profile and kick off the sales activities.

## Exhibitor will enjoy the following services

1. Handheld barcode scanner(s) will be supplied by EXPOTEC during the show period. Exhibitors can get the scanner at the registration counter on the Exhibitor registration day (Oct 27rd-28th).
2. Training and brief handouts with a user guide will be available when collect the barcode.
3. Onsite technical support on using the barcode scanner(s) will be available.
4. The daily reports will be provided to you on Oct 30 and 31. It is a simple report which includes visitor’s name, company name, Country and email information.
5. Please ensure the scanner in good condition when you return it, if there is damage or loss of the scanner, EXPOTEC will charge RMB5000 for compensation.
6. The final report will be sent to the designated person of the exhibiting company within 10 working days after the completion of the show. The visitor data will also be converted to an Excel format.

## Data Confidentiality

According to the agreement signed between organizers and EXPOTEC, EXPOTEC will take full responsibility of keeping all visitor/buyer data confidential and will guarantee that the data will not be disclosed or transferred to any third parties for profit or non-profit purpose.

## Rental Form — Leads Retrieval System

<table>
<thead>
<tr>
<th>Booking date</th>
<th>Unit price/Scanner/Show</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Oct. 18th, 2016</td>
<td>$358</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After Oct. 18th, 2016</td>
<td>$397</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The remitting details for RMB as follows:

- **Name of Account Holder:** Shanghai Exhibition Information Technology Inc.
- **Bank:** Shanghai Pudong Development Bank, New Rainbow Bridge Sub-branch
- **Bank Code:** 076376
- **SWIFT Code:** SPDBCNSHXXX
- **Bank Add:** No.8 XingYi Road, Shanghai, Changning District, Shanghai, China, 200336
- **A/C #:** 98860154740000216

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**Authorized by:**

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
<th>Stand No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Position:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

| Signature: | Date: |

**Please make a copy for your own file & return this form to the following:**

Shanghai Exhibition Information Technology Inc. (ExpoTec)
Tel: 86-21-3126 8098*602
Email: elisa.zhang@expotec.com.cn
Attn: Ms. Elisa Zhang
说明：
1. 参展单位货运车辆按时间，按规定路线行驶至上海世博展览馆通道路停车场，进入停车场后按顺序排队等候。
2. 在通道路停车场内换车进入上海世博展览馆货运车辆，并听从工作人员指挥，有序开往展馆。
3. 无上海世博展览馆货运车辆的车辆，一律不得进入上海世博展览馆及周边道路，违者将受到交通管理部门的处罚。